

PROCESS FOR PROVIDING FUNDS SOURCED FROM GAS TAX NOTIONAL ALLOCATIONS TO GROUPS OF MUNICIPALITIES, NOT-FOR-PROFIT, AND FOR-PROFIT ULTIMATE RECIPIENTS

GROUP PROCESS – Municipality to Municipality

A municipality wishes to allocate some, or all, of its annual Notional Allocation to another municipality, or group of municipalities, for a joint eligible project to benefit their collective municipalities.

1. One municipality, the “Principal Recipient” (PR), will submit the Direct Allocation (DA-CIP) or Notional Allocation-Capital Investment Plan(NA-CIP) application and manage the project on behalf of the group, others will be co-applicants;
2. All other municipalities will provide council resolutions in support of the joint DA-CIP or NA-CIP, stating the amount of contribution and authorizing payments to be made directly to the PR and the resolutions will be attached to the DA-CIP or NA-CIP;
3. Designated portion of annual Notional Allocation funds from participating municipalities will then go directly to the PR until the contribution is completed;
4. PR will be responsible for auditing, Annual Expenditure Report AER, communications, and other recipient requirements as stated in the Gas Tax Administrative Agreement (GTAA);
5. PR will be responsible to manage the project in accordance with the terms of the Notional Allocation - Capital Investment Plan - Funding Agreement signed with the Province;

PROCESS FOR FOR-PROFIT ORGANIZATIONS

A municipality wishing to contribute some, or all, of its annual Notional Allocation to a For-Profit organization eligible as an Ultimate Recipient under the GTAA for an eligible project will follow the process outlined below:

1. The municipality will submit the application. The For-Profit organization will participate as a co-applicant and;
2. The municipality must develop an open and fair policy for choosing to which projects it will contribute funds, and supply a copy of the policy to the Infrastructure Secretariat prior to, or with, its NA-CIP application;
3. The municipality will provide a council resolution with the application, supporting the decision to provide some, or all, of its annual Notional Allocation to a particular For-Profit applicant;
4. The municipality will have a Funding Agreement with the For-Profit applicant regarding signing over their portion of the Notional Allocation, and will provide these Funding Agreements to the Infrastructure Secretariat with the application;
5. The municipality will enter into a Funding Agreement with the For-Profit organization(s);

6. The municipality will be responsible for auditing, AER, communications, and other recipient requirements as stated in the Gas Tax Administrative Agreement (GTAA);
7. The municipality will be responsible to see that the project is conducted in accordance with the terms of the Eligible and Ineligible Expenditures and Ultimate Recipient Requirements as found under the Funding Agreement signed with the Province and anything else required by the Province;

PROCESS FOR NOT-FOR-PROFIT ORGANIZATIONS

A municipality wishing to contribute some, or all, of its annual Notional Allocation to a Not-for-Profit organization eligible as an Ultimate Recipient under the GTAA for an eligible project will following the process outlined below:

1. The municipality will provide a council resolution with the application, supporting the decision to provide some, or all, of its annual Notional Allocation to a particular Not-for Profit applicant. The Not-for-Profit organization will participate as a co-applicant with the municipality;
2. The municipality must develop an open and fair policy for choosing which projects it will contribute funds to, and supply a copy of the policy to the Infrastructure Secretariat prior to, or with, its NA-CIP application;
3. The municipality will be responsible for auditing, AER, communications, and other recipient requirements as stated in the Gas Tax Administrative Agreement (GTAA);
4. The municipality will be responsible to see that the project is conducted in accordance with the terms of the Eligible and Ineligible Expenditures and Ultimate Recipient Requirements as found under the Funding Agreement signed with the Province;