

Investing in Canada Infrastructure Program

Program Guidelines

Long-Term Care Sector

November 2020

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### Program overview

Given the significant health and socio-economic challenges brought on by the COVID-19 pandemic, Infrastructure Canada (INFC) is seeking to implement various expanded program parameters under the Investing in Canada Infrastructure Program (ICIP).

Through ICIP, the federal government is providing \$11.8 billion in federal infrastructure funding to cost-share projects under the following four streams:

- Public Transit
- Green Infrastructure
- Community, Culture and Recreation
- Rural and Northern Communities

To address the challenges faced by communities as a result of the COVID-19 pandemic, ICIP now includes the **COVID-19 Resilience Infrastructure stream (COVID stream)**, which is designed to deliver more infrastructure projects during the pandemic by increasing the types of eligible projects and accelerating project approvals and timelines.

Under the COVID stream, up to **\$100 million** in combined federal and provincial funding will be provided to the Long-Term Care (LTC) sector. The funding will be allocated in the 2021-22 fiscal year, including up to \$80 million in federal funding and \$20 million in provincial contribution for retrofitting projects such as improvements to Heating, Ventilation and Air-Conditioning (HVAC) systems and to support new safety measures for physical distancing.

The following breakdown defines the cost share percentages of the total eligible costs:

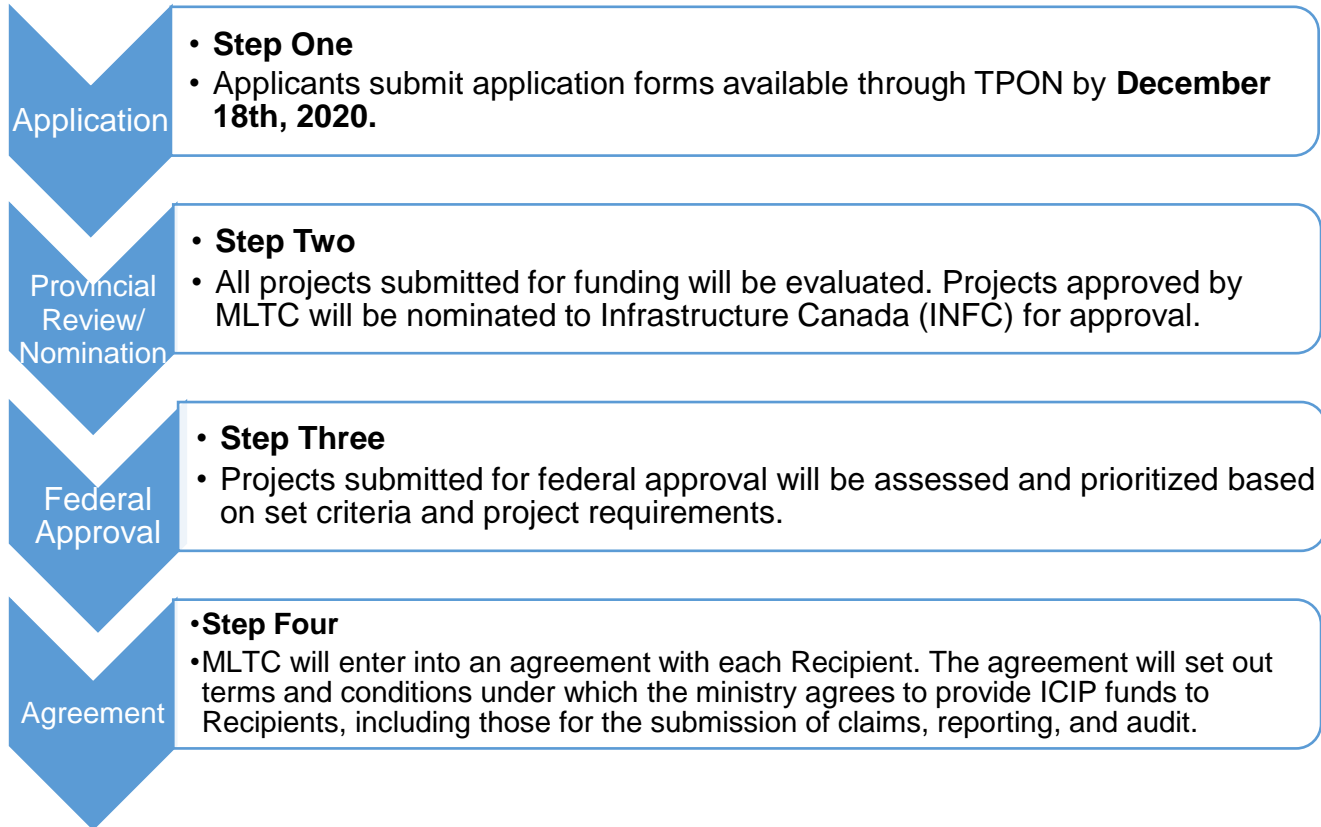
	<b>For-Profit Home Percentage</b>	<b>Not-For-Profit Home Percentage</b>
<b>Federal Contribution</b>	25%	80%
<b>Provincial Contribution</b>	6.25%	20%
<b>LTC Home Contribution</b>	68.75%	0%

The provision of ICIP funds is governed by the Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program between the Government of Canada and the Government of Ontario (the “Bilateral Agreement”). The Ontario Ministry of Long-Term Care (ministry) will be responsible for providing funding under the program and the administration of the ICIP COVID stream for LTC homes, including recommending projects for Federal approval.

Transfer Payment Ontario (TPON), a web-based program administration site run by the Government of Ontario, will facilitate the administration of ICIP.

Once the federal government’s review and approval are completed, the ministry will notify each applicant whether their project has been approved.

Overall Process



For the purpose of this guide, an applicant refers to an eligible LTC home that submitted an application, and a Recipient refers to an applicant whose project(s) have been approved by the federal government and have entered into an agreement with MLTC.

**1. PROGRAM INTAKES**

Applications will be accepted from **November 23<sup>rd</sup>, 2020** to **December 18<sup>th</sup>, 2020**. Applicants are responsible for identifying, prioritizing and submitting projects in alignment with the intake schedule.

## 2. ELIGIBILITY

All licensed LTC homes are eligible to apply for funding under the ICIP program, except homes that are currently under redevelopment.

### 2.1 PROJECT TIMELINE

To be eligible, projects must start by **September 30<sup>th</sup>, 2021** and be substantially completed by **December 31<sup>st</sup>, 2021** (e.g. all expenses have been incurred by December 31<sup>st</sup>, 2021); projects in remote communities will have until **December 31<sup>st</sup>, 2022** to be completed. Communities who fall under this definition, as per the Canada-Ontario Integrated Bilateral Agreement, are outlined in Appendix A. Applicants will be notified of federal funding decision in **Spring 2021**.

### 2.2 PROJECT ELIGIBILITY

Funding will be provided to support infrastructure, defined as tangible capital assets, including infrastructure related to pandemic response.

Only permanently installed fixed assets are eligible. The following items are ineligible:

- Furniture and fixtures
- Portable items, e.g. portable HVAC and air conditioning units, portable HEPA filters
- Portable hand washing/water bottle filling station

Costs incurred before federal project approval, as well as any and all expenditures related to contracts signed prior to project approval are ineligible. This requirement, however, does not prevent applicants from soliciting quotes from contractors or suppliers provided these actions do not create a financial obligation to purchase certain goods or services. Costs related to land acquisition are also ineligible.

To be eligible for the LTC home intake, projects must comply with a project category and sub-category (additional details on the type and sub-type of asset classes for each category can be found in Appendix B):

- **Category 1: Retrofits, Repairs and Upgrades** for municipal, provincial and indigenous buildings, and health infrastructure;
  - Note: only project components *in or on* buildings are eligible for funding – *components* outside buildings are not.
- **Category 2: COVID-19 Response Infrastructure**, including building or modifying infrastructure to support physical distancing, safety retrofits, and expansions;
  - Note: all projects in this category must have a clear rationale in the project description of how they will support responding to the COVID-19 pandemic.

The total eligible cost cannot exceed \$10 million for each project. The following are examples of eligible expenditures under ICIP; however, note that this is not an exhaustive list. Federal approval is subject to review/approval of applications that contain detailed project descriptions, and costs and timelines.

Eligible Items	Category
HVAC (heating, ventilation - air filtration, air-conditioning) systems, including retrofits and new installations in buildings and portables	Category 1
Window and door replacements	Category 1
Plexiglass barriers/separation infrastructure	Category 1 or 2
Security enhancements	Category 1 or 2
Accessibility upgrades	Category 1 or 2
Hand-washing stations (fixed to the building)	Category 2
Renovating underused space to expand capacity	Category 1 (if general retrofits) or Category 2 (if COVID-specific)
Safety retrofits (uneven pavement, structural issues, emergency lighting/fire sprinklers, etc.)	Category 1 or 2
IT requirements (network wiring, installation to retrofit/upgrade networking, WIFI Access, etc.)	Category 1 or 2
Video screens and PA systems for announcements	Category 2

**3. APPLICATION PROCESS**

Application requirements are based on the federal Bilateral Agreement, and any applicable provincial and federal directives, including the provincial expenditure directives.

ICIP will use an application submission process administered through TPON. This system will also be used after project approvals to submit claims and coordinate payments, once agreements are in place with Recipients.

Applicants can submit multiple projects under this program. However, applicants are requested to bundle coordinated projects together and submit those under one application. In order to be bundled, project components need to share an ultimate recipient (i.e., same LTC home), category, and similar project descriptions or project activities. This could mean bundling similar projects (e.g. roof replacements on different parts of the building or multiple buildings for the same home).

As TPON currently only accepts one asset type per project, in the case of project bundles homes may have to choose the most applicable asset for the drop down menu, and ensure all project works are included in the project description. All bundled project components must be under the same category:

- **Category 1** – Retrofits, repairs and upgrades; or
- **Category 2** – COVID-19 Resilience Infrastructure.

Projects submitted to the ministry will be reviewed prior to nomination to the federal government. Federal approval times vary depending on whether the application is submitted for a not-for-profit home or a for-profit home. Applications submitted by not-for-profit homes will typically require **up to 20 business days** to be approved by the federal government once they have been nominated by the ministry, and up to **12 weeks** for for-profit homes as they will require federal Treasury Board approval. Applicants will be notified as soon as projects are federally approved – no financial costs, besides those related to Indigenous duty to consult (if applicable), can be incurred before then.

### 3.1 APPLICATION FORM

Application forms are available through TPON and must be submitted through TPON by **December 18<sup>th</sup>, 2020**. LTC homes must register with the Province's online transfer payment system to submit applications and enable receipt of the funding. Scanned application forms will not be accepted.

The application consists of various sections within a fillable form. More details can be found in Appendix A. In addition to the application form, applicants are required to complete the **Aboriginal Consultation and Environmental Assessment Smart Form** and **KML file** to attach as part of their submission in TPON. The KML file will need to specify the locations of each individual project component.

If an application/project has been approved by the Ministry and the federal government, an agreement will be established with the LTC home prior to any funds being provided to the home. For greater clarity, there will be no legally binding commitments between the provincial or the federal government and any applicants prior to such agreement having been established.

### 3.2 GETTING ACCESS TO TPON

TPON ([www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding)) is the Government of Ontario's online transfer payment management system. It provides one window access to information about funding opportunities, how to submit for funding and how to check the status of your submission.

All organizations must be registered with TPON to be able to receive transfer payment funding. New users to TPON will need to:

1. **Create a One-key account and ID through [www.ontario.ca/GetFunding](http://www.ontario.ca/GetFunding)**

2. **Register your organization**: If you operate more than one home under the same CRA number, please register online under **one** name. Please call the help desk at 1-855-216-3090 or 416-325-6691 to register your additional home once you have received the registration notification from TPON.
3. **Submit the Investing in Canada Infrastructure Application**: The application period will be open from on **November 23<sup>rd</sup>, 2020** to **December 18<sup>th</sup>, 2020**.

Once the completed application has been submitted, an automated acknowledgement of receipt, with a file number for the application, will be sent to the applicant. If you do not receive this email, please send an email to [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca) to log a ticket on or before the application deadline date.

### Technical Support

For technical support please contact TP Ontario Client Care:

- Monday to Friday 8:30 a.m. to 5:00 p.m. Eastern Standard Time (EST).
- Toronto: 416-325-6691
- Toll Free: 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

Note: Google Chrome web browser and Adobe Acrobat Reader DC are required to access and download the required forms from TP Ontario. For more information and resources visit the [Get Help](#) section of the website.

## 3.3 APPLICATION SUBMISSION STEPS

### Step 1:

Applicants must register or login online through the Province of Ontario's online grant portal, [Transfer Payment Ontario](#). Step by step support for working with the online grant portal are found [here](#). For full functionality, the support tool link must be opened in Internet Explorer.

### Step 2:

Applicants must fully complete the COVID – 19 Resilience Infrastructure Stream – Long-Term Care Home Intake application form in TPON. Please follow the prompts in the application form and respond to each question. The application form contains 8 sections:

1. Instructions
2. Organization Information
3. Organization Address Information
4. Applicant Contact Information
5. Project Information
6. Project Financials



7. Duty to Consult/Environmental Assessment
8. Procurement
9. Declaration/Signing

### Step 3:

The application form and required attachments (i.e. supporting documents etc.) for applicants must be submitted through TPON by **December 18, 2020**. Scanned application forms will not be accepted.

The application requires the following **mandatory** documents to be submitted:

1. **A smart form for Environmental Assessment and Aboriginal Duty to Consult (ACEA)**. The ACEA Smart Form is available through TPON, and [linked here](#) for reference. Please contact [INFC.AboriginalConsultEnv-Consultaautochtonesenv.INFC@canada.ca](mailto:INFC.AboriginalConsultEnv-Consultaautochtonesenv.INFC@canada.ca) for any questions on how to complete the ACEA form.
2. **A KML file** with project location details. The KML Guide [linked here](#) provides instructions on how to create a KML file. Projects submitted under category 1 will be provided a KML file to use for uploading with their application - see TPON for the file called "*Category 1- KML File*". Please see **Appendix D** for more information.

**Note 1:** The ACEA Smart Form provides a self-evaluation component with a list of projects that are excluded from an assessment because they have no federal EA requirements or duty to consult with Indigenous People. If a project is not in the exclusion list, applicants are required to submit a consultation plan or records of consultation when submitting an application. Refer to **Appendix E** on List of excluded projects in the ACEA Smart Form.

Failure to meet submission requirements will result in an incomplete submission and the submission may be considered ineligible. For the application form completeness check, please refer to **Appendix C**.

### Step 5:

Once the completed application form has been submitted, an automated acknowledgement of receipt and a file number will be emailed to the applicant. Please contact TPON if confirmation is not received within 2 business days.

### Step 6:

Projects will be assessed by the ministry and nominated for federal government review and approval. **Provincial project nomination to the federal government does not guarantee funding approval.**

### Step 7:

Applicants will be notified of both successful and unsuccessful projects. Ministry staff will be available to provide feedback for unsuccessful projects, if requested after projects have been nominated to the federal government for approval.

**Step 9:**

Prior to signing the agreement, the applicant will require procurement to be executed through a value-for-money process. Projects must undertake a competitive pricing or tendering process to demonstrate value-for-money. Applicants may be requested by the province to provide:

- Copies of proposals or bids from three (3) bidders;
- Statement indicating selected bidder; and
- Written explanation if the lowest bid is not chosen.

**4. ASSESSMENT PROCESS**

The province will be reviewing projects to ensure it meets federal COVID-19 Resilience Infrastructure Stream program eligibility requirements and any other applicable provincial policies. Additionally, all mandatory fields of the application form must be populated correctly for a submission to be considered validated and complete. The ministry will assess projects primarily in relation to the following assessment criteria:

- a) Initial Review
- b) Financial Risk Assessment

Upon review, projects approved by the ministry will be nominated to the federal government for approval. Projects selected for federal review and approval will be assessed and prioritized based on project requirements, and federal assessment criteria. The ministry will prioritize applications to upgrade or repair HVAC systems.

All provincially nominated projects are subject to federal review and approvals.

**a) Initial Review**

The ministry will conduct a scope and eligibility review of all applications. Projects must meet eligibility requirements and must be technically viable, and achievable in the project timeline noted. Internal partners may be consulted to verify feasibility and proposed timelines.

**b) Financial Risk Assessment**

The ministry will conduct a financial risk assessment to ensure that sufficient resources are available to support project completion, including coverage of any cost overruns. The ministry may request additional supporting documentation upon review of the application.

## 5. FINANCIAL MATTERS

### 5.1 COST-SHARING

The maximum federal funding for projects will be:

- Up to **80%** of total eligible cost for all projects at not-for-profit LTC homes. This funding will be matched at **20%** by the Province.
- Up to **25%** of total eligible cost for all projects at for-profit LTC homes. This funding will be matched at **6.25%** by the Province, with homes contributing **68.75%**.

Applicants/Recipients are responsible and must pay for all ineligible project costs as well as any potential cost overruns experienced on a project. Cost over-runs reflect any costs that exceed the total project cost submitted at the time of application.

### 5.2 STACKING OF FUNDING

LTC homes will be able to use other provincial sources of funding, such as the Minor Capital Fund and the Infection Prevention and Containment funds for minor capital projects toward their contribution.

### 5.3 ELIGIBLE COSTS

Project costs are eligible if they are incurred after federal approval. Eligible Expenditures will include the following:

- All costs considered by the federal and provincial governments are to be direct and necessary for the successful implementation of an eligible Project, and which may include capital costs, design and planning, and costs related to meeting specific Program requirements;
- The incremental costs of employees of a Recipient may be included as Eligible Expenditures for a Project under the following conditions:
  - The Recipient is able to demonstrate that it is not economically feasible to tender a Contract; and
  - The arrangement is approved in advance and in writing by the federal government.
  - **Note:** *Applicants submitting for these costs must submit a rationale for the use of own-force labour when the application is submitted.*
- Costs will only be eligible as of Project approval.

## 5.4 INELIGIBLE PROJECT COSTS

Project costs are ineligible in the following circumstances:

- Costs Incurred before Project approval and any and all expenditures related to contracts signed prior to Project approval. This requirement, however, does not prevent applicants from tendering contracts or soliciting quotes from contractors or suppliers provided these actions do not create a financial obligation to purchase certain goods or services;
- Costs Incurred for cancelled Projects;
- Land acquisition;
- Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the Project; real estate fees and related costs;
- Any overhead costs, including salaries and other employment benefits of any employees of the Recipient, any direct or indirect operating or administrative costs of Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Recipient's staff, except in accordance with approved incremental costs of employees noted above;
- Financing charges, legal fees, and loan interest payments, including those related to easement (e.g. surveys);
- Any goods and services costs which are received through donations or in kind;
- Provincial sales tax, goods and services tax, or harmonized sales tax for which the Recipient is eligible for a rebate, and any other costs eligible for rebates;
- Costs associated with operating expenses and regularly scheduled maintenance work;
- Cost related to furnishing and non-fixed assets which are not essential for the operation of the Asset/Project; and
- All capital costs, including site preparation and construction costs, until the federal government has confirmed in writing that environmental assessment and Aboriginal consultation obligations as required have been met and continue to be met.

## 5.5 PAYMENTS

Funding is claims based and will be reimbursed upon review and approval of eligible costs, subject to the terms and conditions set out in an agreement. The claim process will require recipients to submit claims for the ministry's review, approval and submission to the federal government and for the federal government's review and approval once received from the provincial government. Further details will be included in the agreement. All costs incurred after December 31, 2021 for projects in non-remote locations and costs incurred in remote locations after December 31, 2022 are ineligible.

**Recipients are required to keep all receipts/invoices and claims as they are subject to audit by the province or the federal government.**

## 5.6 CONTRACTUAL OBLIGATIONS

Each successful applicant will be expected to sign an agreement containing clauses regarding such items as communications and reporting.

## 6. REPORTING REQUIREMENTS

Progress reports for all approved projects are required to be submitted to the ministry on the following dates (quarterly) and must include an attestation that the information in the report is accurate and that eligible expenditures have been incurred in accordance with the agreement. Specific reporting requirements and dates will be outlined in individual agreements.

- **August 2<sup>nd</sup>, 2021;**
- **November 1<sup>st</sup>, 2021;** and
- **January 29<sup>th</sup>, 2022.**

Projects in remote communities will have additional report back dates in 2022 and 2023 as remote communities have until **December 31<sup>st</sup>, 2022** to complete construction. All other projects must be completed by **December 31<sup>st</sup>, 2021**.

Each project progress report will include the following information for each project:

- a) Estimated total eligible expenditures;
- b) Total eligible expenditures incurred to date;
- c) Project progress tracker (based on key milestones achieved):
  - Not started;
  - Planning phase;
  - Construction 0-50% completed;
  - Construction over 50% completed; and
  - Substantially completed.
- d) Construction start and end dates (forecasted/actual); and
- e) Confirmation of installed Project signage, if applicable.

Project approvals will be the only metric for reporting under the stream, as they will not be subject to the targets and outcomes set for the overall program.

Claims submitted by LTC homes covering eligible expenditures will be reimbursed at minimum, on a quarterly basis.

## 7. CONSULTATIONS WITH INDIGENOUS PEOPLES

The Government of Canada, the Government of Ontario and municipalities [may have a duty to consult and, where appropriate, accommodate Indigenous peoples](#) (e.g., First Nation, Inuit and Métis

communities) where an activity is contemplated that may adversely impact an established or asserted Indigenous or treaty right.

Before providing funding to a project, the Government of Ontario will assess whether its duty to consult obligations are engaged. If the duty to consult is triggered, Ontario may delegate the procedural aspects of consultation to project proponents. Therefore, it is important that all applicants recognize that a duty to consult process may be necessary and appropriately plan for this work (e.g., resources, time, etc.) as part of their funding submission. *The application form contains preliminary questions to begin considering the potential that a duty to consult may exist.*

Consultation requirements will vary depending on the size and location of the project in question and the depth and scope of the project's potential adverse impacts on Indigenous treaty rights. For successful applications, the ministry will provide further details in writing surrounding specific consultation requirements, including which communities require consultation. Throughout the duration of the project applicants should ensure they are fulfilling the duty to consult requirements delegated to them.

## **8. FURTHER INFORMATION**

For additional program related information or questions, please contact [ICIP.LTC@ontario.ca](mailto:ICIP.LTC@ontario.ca). If you have any technical questions, please contact [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca).

## APPENDIX A – LIST OF REMOTE AND NON-REMOTE COMMUNITIES

#	Name	Remote Community (Y/N)
1	City of Barrie	No
2	City of Belleville	No
3	City of Brampton	No
4	City of Brantford	No
5	City of Brockville	No
6	City of Burlington	No
7	City of Cambridge	No
8	City of Clarence–Rockland	No
9	City of Cornwall	No
10	City of Dryden	No
11	City of Elliot Lake	No
12	City of Greater Sudbury	No
13	City of Guelph	No
14	City of Hamilton	No
15	City of Kawartha Lakes	No
16	City of Kenora	No
17	City of Kingston	No
18	City of Kitchener	No
19	City of London	No
20	City of Markham	No
21	City of Mississauga	No
22	City of Niagara Falls	No
23	City of North Bay	No
24	City of Orillia	No
25	City of Oshawa	No
26	City of Ottawa	No
27	City of Owen Sound	No
28	City of Pembroke	No
29	City of Peterborough	No
30	City of Pickering	No
31	City of Port Colborne	No

32	City of Quinte West	No
33	City of Richmond Hill	No
34	City of Sarnia	No
35	City of Sault Ste. Marie	No
36	City of St. Catharines	No
37	City of St. Thomas	No
38	City of Stratford	No
39	City of Temiskaming Shores	No
40	City of Thorold	No
41	City of Thunder Bay	No
42	City of Timmins	No
43	City of Toronto	No
44	City of Vaughan	No
45	City of Waterloo	No
46	City of Welland	No
47	City of Windsor	No
48	City of Woodstock	No
49	County of Brant	No
50	County of Bruce	No
51	County of Dufferin	No
52	County of Elgin	No
53	County of Essex	No
54	County of Frontenac	No
55	County of Grey	No
56	County of Haliburton	No
57	County of Hastings	No
58	County of Huron	No
59	County of Lambton	No
60	County of Lanark	No
61	County of Lennox & Addington	No
62	County of Middlesex	No
63	County of Northumberland	No
64	County of Oxford	No
65	County of Perth	No



66	County of Peterborough	No
67	County of Prince Edward	No
68	County of Renfrew	No
69	County of Simcoe	No
70	County of Wellington	No
71	District Municipality of Muskoka	No
72	Haldimand County	No
73	Loyalist Township	No
74	Municipality of Arran-Elderslie	No
75	Municipality of Bayham	No
76	Municipality of Bluewater	No
77	Municipality of Brighton	No
78	Municipality of Brockton	No
79	Municipality of Brooke-Alvinston	Yes
80	Municipality of Callander	Yes
81	Municipality of Calvin	Yes
82	Municipality of Casselman	Yes
83	Municipality of Central Elgin	No
84	Municipality of Central Huron	No
85	Municipality of Central Manitoulin	Yes
86	Municipality of Centre Hastings	Yes
87	Municipality of Charlton and Dack	Yes
88	Municipality of Chatham-Kent	No
89	Municipality of Clarington	No
90	Municipality of Dutton-Dunwich	Yes
91	Municipality of Dysart et al	No
92	Municipality of East Ferris	Yes
93	Municipality of Faraday	Yes
94	Municipality of French River	Yes
95	Municipality of Gordon/Barrie Island	Yes
96	Municipality of Greenstone	Yes
97	Municipality of Grey Highlands	No
98	Municipality of Hastings Highlands	Yes
99	Municipality of Highlands East	Yes

100	Municipality of Huron East	No
101	Municipality of Huron Shores	Yes
102	Municipality of Killarney	Yes
103	Municipality of Kincardine	No
104	Municipality of Lambton Shores	No
105	Municipality of Leamington	No
106	Municipality of Machin	Yes
107	Municipality of Magnetawan	Yes
108	Municipality of Markstay-Warren	Yes
109	Municipality of Marmora and Lake	Yes
110	Municipality of Mattawan	Yes
111	Municipality of McDougall	Yes
112	Municipality of Meaford	No
113	Municipality of Middlesex Centre	No
114	Municipality of Mississippi Mills	No
115	Municipality of Morris-Turnberry	Yes
116	Municipality of Neebing	Yes
117	Municipality of North Grenville	No
118	Municipality of North Middlesex	No
119	Municipality of North Perth	No
120	Municipality of Northern Bruce Peninsula	Yes
121	Municipality of Oliver Paipoonge	No
122	Municipality of Port Hope	No
123	Municipality of Powassan	Yes
124	Municipality of Red Lake	Yes
125	Municipality of Shuniah	Yes
126	Municipality of Sioux Lookout	No
127	Municipality of South Bruce	No
128	Municipality of South Dundas	No
129	Municipality of South Huron	No
130	Municipality of Southwest Middlesex	No
131	Municipality of St. Charles	Yes
132	Municipality of Strathroy-Caradoc	No
133	Municipality of Temagami	Yes

134	Municipality of Thames Centre	No
135	Municipality of Trent Hills	No
136	Municipality of Trent Lakes	No
137	Municipality of Tweed	No
138	Municipality of Wawa	Yes
139	Municipality of West Elgin	Yes
140	Municipality of West Grey	No
141	Municipality of West Nipissing	No
142	Municipality of West Perth	No
143	Municipality of Whitestone	Yes
144	Norfolk County	No
145	Regional Municipality of Durham	No
146	Regional Municipality of Halton	No
147	Regional Municipality of Niagara	No
148	Regional Municipality of Peel	No
149	Regional Municipality of Waterloo	No
150	Regional Municipality of York	No
151	Tay Valley Township	No
152	The Nation Municipality	No
153	Town of Ajax	No
154	Town of Amherstburg	No
155	Town of Arnprior	No
156	Town of Atikokan	Yes
157	Town of Aurora	No
158	Town of Aylmer	No
159	Town of Bancroft	Yes
160	Town of Blind River	Yes
161	Town of Bracebridge	No
162	Town of Bradford West Gwillimbury	No
163	Town of Bruce Mines	Yes
164	Town of Caledon	No
165	Town of Carleton Place	No
166	Town of Cobalt	Yes
167	Town of Cobourg	No

168	Town of Cochrane	No
169	Town of Collingwood	No
170	Town of Deep River	Yes
171	Town of Deseronto	Yes
172	Town of East Gwillimbury	No
173	Town of Englehart	Yes
174	Town of Erin	No
175	Town of Espanola	Yes
176	Town of Essex	No
177	Town of Fort Erie	No
178	Town of Fort Frances	No
179	Town of Gananoque	No
180	Town of Georgina	No
181	Town of Goderich	No
182	Town of Gore Bay	Yes
183	Town of Grand Valley	Yes
184	Town of Gravenhurst	No
185	Town of Greater Napanee	No
186	Town of Grimsby	No
187	Town of Halton Hills	No
188	Town of Hanover	No
189	Town of Hawkesbury	No
190	Town of Hearst	No
191	Town of Huntsville	No
192	Town of Ingersoll	No
193	Town of Innisfil	No
194	Town of Iroquois Falls	Yes
195	Town of Kapuskasing	No
196	Town of Kearney	Yes
197	Town of Kingsville	No
198	Town of Kirkland Lake	No
199	Town of Lakeshore	No
200	Town of LaSalle	No
201	Town of Latchford	Yes

202	Town of Laurentian Hills	Yes
203	Town of Lincoln	No
204	Town of Marathon	Yes
205	Town of Mattawa	Yes
206	Town of Midland	No
207	Town of Milton	No
208	Town of Minto	No
209	Town of Mono	No
210	Town of Moosonee	Yes
211	Town of New Tecumseth	No
212	Town of Newmarket	No
213	Town of Niagara-on-the-Lake	No
214	Town of Northeastern Manitoulin & The Islands	Yes
215	Town of Oakville	No
216	Town of Orangeville	No
217	Town of Parry Sound	No
218	Town of Pelham	No
219	Town of Penetanguishene	No
220	Town of Perth	No
221	Town of Petawawa	No
222	Town of Petrolia	No
223	Town of Plympton-Wyoming	No
224	Town of Prescott	Yes
225	Town of Rainy River	Yes
226	Town of Renfrew	No
227	Town of Saugeen Shores	No
228	Town of Shelburne	No
229	Town of Smiths Falls	No
230	Town of Smooth Rock Falls	Yes
231	Town of South Bruce Peninsula	No
232	Town of Spanish	Yes
233	Town of St. Marys	No
234	Town of Tecumseh	No
235	Town of the Blue Mountains	No

236	Town of Thessalon	Yes
237	Town of Tillsonburg	No
238	Town of Wasaga Beach	No
239	Town of Whitby	No
240	Town of Whitchurch-Stouffville	No
241	Township of Addington Highlands	Yes
242	Township of Adelaide-Metcalf	Yes
243	Township of Adjala-Tosorontio	No
244	Township of Admaston/Bromley	Yes
245	Township of Alberton	Yes
246	Township of Alfred and Plantagenet	No
247	Township of Algonquin Highlands	Yes
248	Township of Alnwick/Haldimand	No
249	Township of Amaranth	Yes
250	Township of Armour	Yes
251	Township of Armstrong	Yes
252	Township of Ashfield-Colborne-Wawanosh	No
253	Township of Asphodel–Norwood	Yes
254	Township of Assignack	Yes
255	Township of Athens	Yes
256	Township of Augusta	No
257	Township of Baldwin	Yes
258	Township of Beckwith	No
259	Township of Billings	Yes
260	Township of Black River-Matheson	Yes
261	Township of Blandford-Blenheim	No
262	Township of Bonfield	Yes
263	Township of Bonnechere Valley	Yes
264	Township of Brethour	Yes
265	Township of Brock	No
266	Township of Brudenell, Lyndoch and Raglan	Yes
267	Township of Burpee and Mills	Yes
268	Township of Carling	Yes
269	Township of Carlow/Mayo	Yes

270	Township of Casey	Yes
271	Township of Cavan Monaghan	No
272	Township of Central Frontenac	Yes
273	Township of Centre Wellington	No
274	Township of Chamberlain	Yes
275	Township of Champlain	No
276	Township of Chapleau	Yes
277	Township of Chapple	Yes
278	Township of Chatsworth	No
279	Township of Chisholm	Yes
280	Township of Clearview	No
281	Township of Cockburn Island	Yes
282	Township of Coleman	Yes
283	Township of Conmee	Yes
284	Township of Cramahe	No
285	Township of Dawn-Euphemia	Yes
286	Township of Dawson	Yes
287	Township of Dorion	Yes
288	Township of Douro–Dummer	No
289	Township of Drummond–North Elmsley	No
290	Township of Dubreuilville	Yes
291	Township of Ear Falls	Yes
292	Township of East Garafraxa	Yes
293	Township of East Hawkesbury	Yes
294	Township of East Zorra-Tavistock	No
295	Township of Edwardsburgh/Cardinal	No
296	Township of Elizabethtown-Kitley	No
297	Township of Emo	Yes
298	Township of Enniskillen	Yes
299	Township of Essa	No
300	Township of Evanturel	Yes
301	Township of Fauquier-Strickland	Yes
302	Township of Front of Yonge	Yes
303	Township of Frontenac Islands	Yes

304	Township of Gauthier	Yes
305	Township of Georgian Bay	Yes
306	Township of Georgian Bluffs	No
307	Township of Gillies	Yes
308	Township of Greater Madawaska	Yes
309	Township of Guelph/Eramosa	No
310	Township of Hamilton	No
311	Township of Harley	Yes
312	Township of Harris	Yes
313	Township of Havelock–Belmont–Methuen	Yes
314	Township of Hilliard	Yes
315	Township of Hilton	Yes
316	Township of Hornepayne	Yes
317	Township of Horton	Yes
318	Township of Howick	Yes
319	Township of Hudson	Yes
320	Township of Huron-Kinloss	No
321	Township of Ignace	Yes
322	Township of James	Yes
323	Township of Jocelyn	Yes
324	Township of Johnson	Yes
325	Township of Joly	Yes
326	Township of Kerns	Yes
327	Township of Killaloe, Hagarty and Richards	Yes
328	Township of King	No
329	Township of La Vallee	Yes
330	Township of Laird	Yes
331	Township of Lake of Bays	Yes
332	Township of Lake of the Woods	Yes
333	Township of Lanark Highlands	No
334	Township of Larder Lake	Yes
335	Township of Laurentian Valley	No
336	Township of Leeds and the Thousand Islands	No
337	Township of Limerick	Yes



338	Township of Lucan-Biddulph	Yes
339	Township of Macdonald Meredith and Aberdeen Additional	Yes
340	Township of Machar	Yes
341	Township of Madawaska Valley	Yes
342	Township of Madoc	Yes
343	Township of Malahide	No
344	Township of Manitouwadge	Yes
345	Township of Mapleton	No
346	Township of Matachewan	Yes
347	Township of Mattice - Val Cote	Yes
348	Township of McGarry	Yes
349	Township of McKellar	Yes
350	Township of McMurrich/Monteith	Yes
351	Township of McNab/Braeside	No
352	Township of Melancthon	Yes
353	Township of Minden Hills	No
354	Township of Montague	Yes
355	Township of Moonbeam	Yes
356	Township of Morley	Yes
357	Township of Mulmur	Yes
358	Township of Muskoka Lakes	No
359	Township of Nairn and Hyman	Yes
360	Township of Nipigon	Yes
361	Township of Nipissing	Yes
362	Township of North Algona Wilberforce	Yes
363	Township of North Dumfries	No
364	Township of North Dundas	No
365	Township of North Frontenac	Yes
366	Township of North Glengarry	No
367	Township of North Huron	Yes
368	Township of North Kawartha	Yes
369	Township of North Stormont	No
370	Township of Norwich	No
371	Township of O'Connor	Yes

372	Township of Opasatika	Yes
373	Township of Oro-Medonte	No
374	Township of Otonabee–South Monaghan	No
375	Township of Papineau-Cameron	Yes
376	Township of Pelee	Yes
377	Township of Perry	Yes
378	Township of Perth East	No
379	Township of Perth South	Yes
380	Township of Pickle Lake	Yes
381	Township of Plummer Additional	Yes
382	Township of Prince	Yes
383	Township of Puslinch	No
384	Township of Ramara	No
385	Township of Red Rock	Yes
386	Township of Rideau Lakes	No
387	Township of Russell	No
388	Township of Ryerson	Yes
389	Township of Sables-Spanish Rivers	Yes
390	Township of Schreiber	Yes
391	Township of Scugog	No
392	Township of Seguin	Yes
393	Township of Selwyn	No
394	Township of Severn	No
395	Township of Sioux Narrows-Nestor Falls	Yes
396	Township of South Algonquin	Yes
397	Township of South Frontenac	No
398	Township of South Glengarry	No
399	Township of South Stormont	No
400	Township of Southgate	No
401	Township of South-west Oxford	No
402	Township of Southwold	Yes
403	Township of Springwater	No
404	Township of St. Clair	No
405	Township of St. Joseph	Yes

406	Township of Stirling-Rawdon	Yes
407	Township of Stone Mills	No
408	Township of Strong	Yes
409	Township of Tarbutt	Yes
410	Township of Tay	No
411	Township of Tehkummah	Yes
412	Township of Terrace Bay	Yes
413	Township of The Archipelago	Yes
414	Township of The North Shore	Yes
415	Township of Tiny	No
416	Township of Tudor and Cashel	Yes
417	Township of Tyendinaga	Yes
418	Township of Uxbridge	No
419	Township of Val Rita-Harty	Yes
420	Township of Wainfleet	No
421	Township of Warwick	Yes
422	Township of Wellesley	No
423	Township of Wellington North	No
424	Township of West Lincoln	No
425	Township of White River	Yes
426	Township of Whitewater Region	No
427	Township of Wilmot	No
428	Township of Wollaston	Yes
429	Township of Woolwich	No
430	Township of Zorra	No
431	United Counties of Leeds and Grenville	No
432	United Counties of Prescott and Russell	No
433	United Counties of Stormont, Dundas and Glengarry	No
434	United Townships of Head, Clara and Maria	Yes
435	Village of Burk's Falls	Yes
436	Village of Hilton Beach	Yes
437	Village of Merrickville–Wolford	Yes
438	Village of Newbury	Yes
439	Village of Oil Springs	Yes

440	Village of Point Edward	Yes
441	Village of South River	Yes
442	Village of Sundridge	Yes
443	Village of Thornloe	Yes
444	Village of Westport	Yes

## APPENDIX B – PROJECT ELIGIBILITY CRITERIA

Category 1: Retrofits, repairs and upgrades for municipal, provincial, and indigenous buildings, health infrastructure;	
Eligible Asset Type	Asset Sub-Type
Health infrastructure	<ul style="list-style-type: none"> <li>• Long-term care facilities</li> </ul>
Category 2: COVID-19 Resilience Infrastructure, including measures to support physical distancing;	
Eligible Asset Type	Asset Sub-Type
Build or modify infrastructure to respond to the Covid-19 pandemic.	<ul style="list-style-type: none"> <li>• Safety retrofits for public sector buildings</li> <li>• Safety retrofits for rolling stock</li> <li>• Safety measures or physical distancing for long-term care facilities</li> <li>• Expand single rooms within existing hospitals</li> <li>• Separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities)</li> <li>• Assets to facilitate rapid expansion of intensive care capacity</li> <li>• Renovate public facilities to serve as designated hospital overflow sites</li> <li>• Barriers</li> <li>• Video screens and PA systems for announcements</li> <li>• Security enhancements</li> <li>• Food security infrastructure</li> </ul>

## APPENDIX C – APPLICATION FORM COMPLETENESS CHECK

A complete project submission includes the following:

- A completed Project Application Form
- KML file with project location details. A map in PDF format is **not** acceptable. Please refer to Appendix D on How to Create A KML file
- Signed attestation by Ultimate Recipient
- A smart form for Environmental Assessment and Aboriginal Duty to Consult (PDF format), when required, including supporting documentation (e.g. the consultation file and the follow-up table on concerns) if available. The ACEA Smart Form is available through TPON. For questions about the form please contact Infrastructure Canada at: [INFC.AboriginalConsultEnv-Consultautochtonesenv.INFC@canada.ca](mailto:INFC.AboriginalConsultEnv-Consultautochtonesenv.INFC@canada.ca)

The project application contains 9 sections:

### 1) Instructions

- 2) Organization Information
- 3) Organization Address Information
- 4) Applicant Contact Information
- 5) Project Information
- 6) Project Financials
- 7) Duty to Consult/Environmental Assessment
- 8) Procurement
- 9) Declaration / Signing

## APPENDIX D – HOW TO CREATE A KML FILE

All applicants are required to provide their project location in one single format as a .KML file. This simple file type, designed specifically for the visualization of geographic data, is compatible with the work we need to perform and provides an accurate and detailed representation of the project location. Using a .KML allows a variety of point, polygon, and line data to be represented spatially with detail and consistency.

The KML Guide [linked here](#) provides instructions on how to create a KML file. Projects submitted under category 1 will be provided a KML file to use for uploading with their application - see TPO for the file called "*Category 1- KML File*".

## APPENDIX E – LIST OF EXCLUDED PROJECTS IN THE ACEA SMART FORM

As part of the application process for funding, applicants are required to complete the smart form to determine if there are any federal environmental assessments requirements (Northern EA Regimes, Modern Treaties, Impact Assessment Act) that could apply to the project. In addition, the information provided will also be used by INFC to determine if there is a requirement to consult with Indigenous Groups. This requirement may already be met by early engagement with Indigenous groups.

By checking one of the boxes below, the applicant has self-evaluated the project and determined that all components of the project **exclusively** meets one or more of the project descriptions. Please contact [infc.aboriginalconsultevconsulautochtonesenv.infc@canada.ca](mailto:infc.aboriginalconsultevconsulautochtonesenv.infc@canada.ca) if you are unsure if the project meets any of the project descriptions listed here. Assessment could take longer if you select an inaccurate category and the project is not excludable.

Projects listed below are excluded from an assessment because they have no federal EA requirements or duty to consult with Indigenous People.

### **No Physical Work**

- A desktop study for a potential future project
-

- Purchase of mobile infrastructure to provide medical response to pandemic (ambulance, buses, RV, trailers)
- Purchase of temporary infrastructure to support pandemic response (tents, shelters, portable trailer units)
- Other

**Physical Works** (Note there is overlap between the types of categories below but they have been organized to make it easier for you to find your project type).

Pandemic Response Infrastructure (meets one of the following descriptions, a-e)

- a. Retrofits, repairs, upgrades and repurposing **existing** buildings to support physical distancing and pandemic response (with no expansion of infrastructure)
- b. Retrofits, repairs, upgrades and repurposing **existing** community, cultural, recreational, wellness, health and school infrastructure to support physical distancing and pandemic response (with no expansion of infrastructure)
- c. Retrofits, repairs, upgrades and repurposing **existing infrastructure** to serve as emergency health care centers, alternative care sites, testing centers vaccination centers (with no expansion of infrastructure)
- d. Installation of temporary infrastructure (required for a short term and not intended for permanent use) to support pandemic response (drive thru testing sites, alternative health care facilities, health care sites)
- e. Developments by Indigenous proponents on Indian Reserve lands that are specific to pandemic response, that provide support for the community (e.g. health care centers, alternative care sites, testing centers, vaccination centers, and emergency response centers)

Existing Physical Works & Buildings - The operation, maintenance, rehabilitation, retrofit, repurposing or repair of an **existing** physical work or building (including municipal buildings, health infrastructure) that (meets one of the following descriptions, a-b)

- a. Physical works carried out entirely **within the interior of a building**
- b. Replacement or repair of windows, roof, ventilation, or façade
- None of these apply to my project