

# **ALBERTA CITIES TRANSPORTATION PARTNERSHIP**

## **ADMINISTRATIVE PROCEDURES MANUAL**

### **BASIC CAPITAL GRANT**

#### **Part 2**

#### **Application and Reporting Guidelines**

July 2001

October 2002      Application and Reporting Forms Updated

January 2005      Updated



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For detailed information on grant program guidelines see  
**Basic Capital Grant Part 1 – Program Guidelines.**

**Note:**

In this document **INFTRA** refers to **Alberta Infrastructure and Transportation.**

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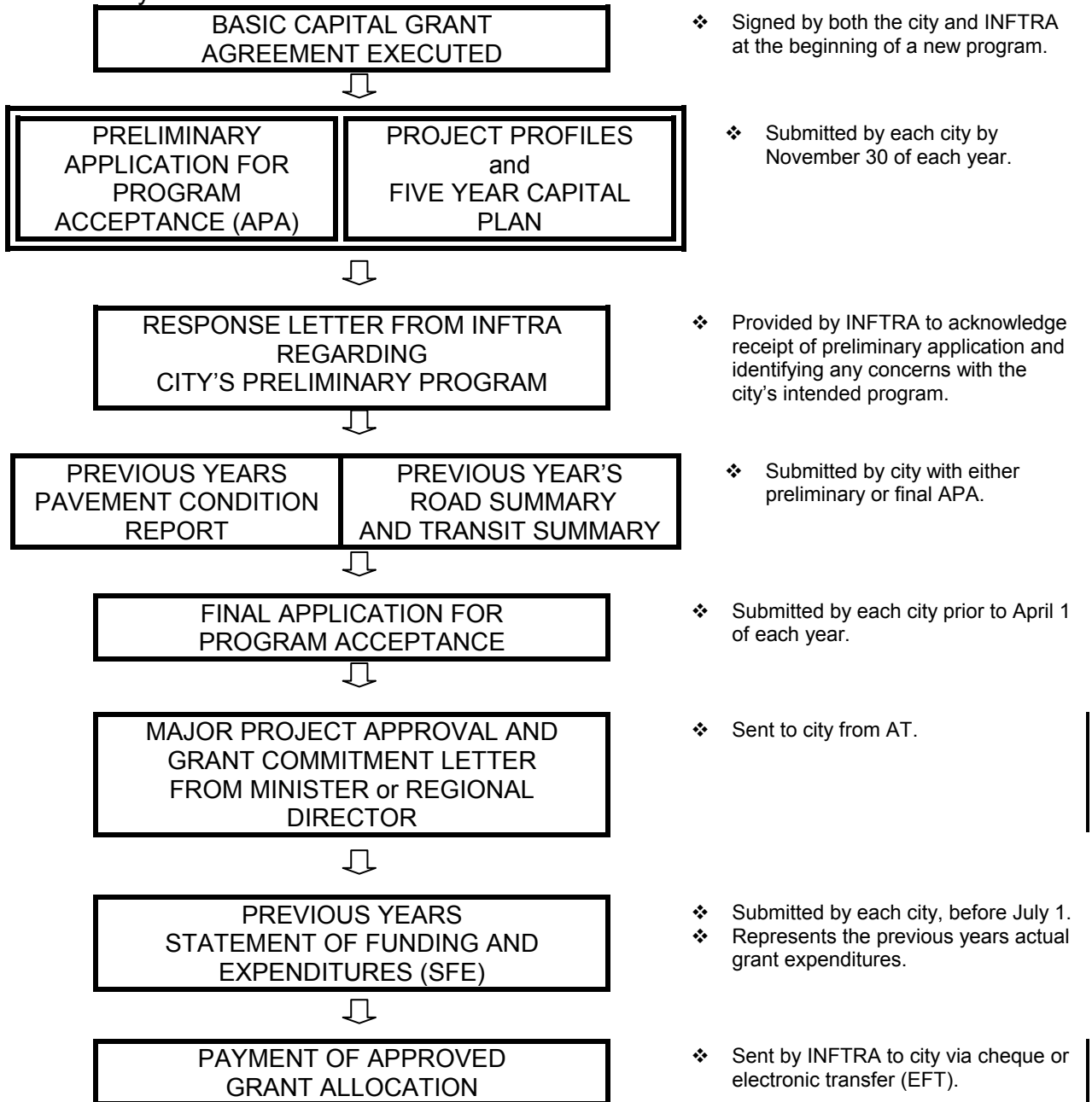
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# ACTP – BCG - APPLICATION AND REPORTING

## 2 STEPS AND AIDS IN COMPLETING THE APPLICATION / REPORTING PROCESS

### 2.1 ANNUAL APPLICATION, STATEMENT, AND GRANT CYCLE FLOW CHART

The following chart outlines, in general terms, the various stages and actions necessary to successfully complete one grant cycle. This process is repeated annually.



**Note:** *The grant cycle for any calendar year has a duration of approximately eighteen months and overlaps the cycle for both the previous and following calendar years.*

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## 2.2 GRANT APPLICATION PROCEDURES

The B.C.G. is administered through a conditional agreement with each city. Under this agreement grant funds will be advanced to each city following the Minister's review and acceptance of the city's program.

- 2.2.1 Each city will be required to enter into a B.C.G. Agreement with the Province.
- 2.2.2 Each city is to submit, on an annual basis, a Preliminary Application for Program Acceptance along with appropriate Project Profiles by November 30 annually. This preliminary application will be used for budgeting purposes as well as to identify any concerns that INFTRA may have with the city's intended program. The requested Basic Capital Grant budget will be based on the applications received from the cities. Failure to submit a preliminary grant application by November 30 may result in the city losing its grant allocation for the upcoming year.
  - 2.2.2.1 A final Application for Program Acceptance (A.P.A.) is to be submitted no later than April 1 annually.
  - 2.2.2.2 A sample completed Project Profile form and an explanation on how to fill out this form can be found in section 2.5.
  - 2.2.2.3 A sample completed A.P.A. and instructions on completing the forms can be found in section 2.7. The first year (section 2.7.9) shows an application having a grant over-commitment and the second year (section 2.7.10) demonstrates how to carry-forward any un-applied "Provincial Share Eligible" to a subsequent year.
  - 2.2.2.4 Additional project applications will be considered up to September 1 of each year provided supplementary A.P.A. forms are submitted. Each city is advised, however, to include as many projects as possible on their initial application because of the length of time required to process the application.
  - 2.2.2.5 The city should apply for cost-sharing prior to initiating any project. Projects will not be accepted for cost-sharing if they have already been completed or are substantially underway.
  - 2.2.2.6 The city will **not** be allowed to accumulate significant grant debt and apply to claim this debt against future year grants. The approved program must recognize the grants available. Some flexibility in scheduling of major projects will be provided, however, this must be mutually agreed prior to proceeding with the project.
  - 2.2.2.7 Once a project is accepted for cost-sharing under the B.C.G., any carryover of the project to a subsequent year will normally be accepted provided it is included on the subsequent year's application form.
- 2.2.3 Along with their program application the city should indicate their best estimate of any surplus or carryover of provincial funds from the previous year.

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- 2.2.4 The Minister will advise the city of the acceptance of major projects and total grant funds to cover the provincial share. Regional Grant administration staff will follow up on the acceptance of smaller projects, the details of grant payment advances and all other administrative/technical matters.
- 2.2.5 Any interest earned on provincial funds held by the cities can only be applied to accepted projects and will be used to reduce project costs. A sample interest calculation can be found in Section 2.9.3.
- 2.2.6 Prior to advancing new funds, each city is required to submit a Statement of Funding and Expenditures (S.F.E.), before July 1 annually, which reflects the previous year's project expenditures. Sample completed S.F.E. forms and instructions on completing the forms can be found in section 2.9.4.

The final signed copy of all Applications and Statements should be sent to the Regional Director for review and acceptance.

- 2.2.7 To facilitate the submission and early processing of any application, statement, project profile, capital plan, or other required documentation; the documentation may be submitted electronically to the Regional Infrastructure Manager, however, any document requiring a signature may not be considered as “official” until the signed hard copy is received by the Regional Director. Acceptable electronic file templates for all forms are available at [www.trans.gov.ab.ca](http://www.trans.gov.ab.ca) under Funding Programs. For further information regarding submitting electronic data, please contact the regional office.

### **2.3 GRANT FUNDING AVAILABLE**

Under the B.C.G. each city (excluding Calgary and Edmonton) will be eligible for an annual contribution from the Government based on the previous year's population and a per capita funding rate approved by the Minister. The population figures used in the grant calculations are the official census population provided by Alberta Municipal Affairs. In addition:

- 2.3.1.1 Maximum annual per capita grants will depend on the approved Provincial budget.
- 2.3.1.2 Approved grants will be based on Provincial Share of approved projects.
- 2.3.1.3 Cost-sharing of eligible projects for B.C.G. will usually be on a 75 percent Government/25 percent city basis.
- 2.3.1.4 No new projects will be accepted for cost-sharing until previously approved projects have been completed or are proposed to be completed.
- 2.3.1.5 In some cases, cities may be encouraged to apply cost-sharing grants to those projects that have a greater provincial significance.

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- 2.3.1.6 Multi-jurisdictional and demonstration projects may be funded at a different cost-sharing rate.
- 2.3.1.7 Grants advanced and not expended in one year may be carried forward to the next year, provided the city has sufficient committed projects that require these funds.
- 2.3.1.8 As much flexibility as possible will be provided on the timing of grant payments to enable cities to more easily schedule major projects.

### **2.4 ADVANCE OF GRANTS**

- 2.4.1 INFTRA will advance the current year's grant allocations for approved projects upon the receipt and acceptance of the S.F.E. form submitted by the city for the previous year. This form should be submitted on or before July 1.
- 2.4.2 B.C.G.'s will be advanced shortly after or in conjunction with the transmittal of the acceptance letters. Grants may be forwarded to the cities either in one payment, representing the total year's allocation, or in a series of payments depending on application submissions and project approvals and the rate of actual progress of the current year's construction program.
- 2.4.3 From time to time, the Minister may wish to transmit a grant at a special press conference, event or ceremony. The city would be expected to cooperate in coordinating and assisting in such endeavors.
- 2.4.4 These procedures are to be followed on all cost-shared projects under the Alberta Cities Transportation Partnership.
- 2.4.5 The chart in section 2.1 depicts the various steps that are performed in sequence and gives a perspective of the overall process. It should be noted that the completing and executing of the amending agreement for the Basic Capital Grant will only occur once at the beginning of the program.

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## **2.5 HOW TO COMPLETE THE PROJECT PROFILE**

Note: A Project Profile form must be completed for every project listed on an A.P.A for the first time.

- |   |  |
|---|--|
| New Project/<br>Continuing Project                        | - Check one box only as appropriate  |
| INFTRA No.  | - Project Numbers for INFTRA database administration. New projects applied for in the present year are assigned a Project Number by INFTRA administration upon project acceptance. Projects accepted in the previous year and carried over into the current year retain their original Project Number. |
| City  | - Name of city or municipality.  |
| Project Name  | - The name to which the project is commonly referred.  |
| Project Location Limits                                   | - To be given by street address and indicate from where to where the project is being undertaken.  |
| Project Description                                       | - The nature or scope of the work to be performed.   |
| Type of Facility  | - Whether the facility is a highway truck route or transit.  |
| Reconstruction<br>/Rehabilitation of<br>existing Facility | - Indicate with a check mark whether the project is either reconstruction/rehabilitation of an existing facility or an addition to the city's urban transportation system.   |
| Relevant Reports, Studies,<br>Functional Plans            | - List all reports, plans and studies that pertain to the project.   |
| Pavement Ratings  | - Indicate the rating number for each of the four categories for further Management System information, contact the M.P.M.S. representative in your city.  |
| Duration of Project                                       | - What are the anticipated start and finish dates of the project?  |
| Proposed Implementation<br>Schedule                       | - List what progress is to be completed during each phase of the project on a yearly basis.  |
| Project Costs   | - Give the relevant costs for each phase of the project and the estimated costs.   |
| Current Status,<br>Other Comments                         | - Advise if the project is ongoing, approved by council, etcetera.   |
| Contact Person  | - Name of person responsible for project.  |

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## 2.5.1 SAMPLE PROJECT PROFILE

### ALBERTA CITIES TRANSPORTATION PARTNERSHIP

## PROJECT PROFILE

New Project
  Continuing Project
 (check one only)

A.T. Project Number: 002/01/aa

Municipality: CAMELOT Date: February 22, 2003

Project Name: Merlin Drive

Project Location/Limits: Merlin Drive - 4 Avenue West to 7 Avenue West

Project Description: Construct second half of four-lane divided roadway including street lighting and pedestrian/bicycle path to park

Type of Facility (Highway Truck Route or Transit): Highway Truck Route

Reconstruction /Rehabilitation of existing Facility
  New Facility
 (check one only)

Relevant Reports, Studies, Functional Plans: Functional Plan of Merlin Drive  
Environmental Impact Study  
King Arthur Park Master Plan

For pavement Reconstruction/Rehabilitation project, please indicate Pavement Management System Ratings:

Pavement Quality:  Visual Condition:  Not Available:   
 Riding Comfort:  Structural Adequacy:  Not Applicable:

Duration of Project: 3 years

Proposed Implementation Schedule: Design and Right-of-Way in 2002  
Construction in 2003

Project Costs:

Item	Schedule (Year)	Estimated Total Costs	Cost Share Rate	Estimated Provincial Share	Notes
Functional Planning	1998		75%	\$0	completed 1999
Right-of-Way	2002	\$310,000	75%	\$232,500	
Design	2002	\$200,000	75%	\$150,000	
Construction	2003	\$1,000,000	75%	\$750,000	
	2004	\$831,500	75%	\$623,625	
			75%	\$0	
Other (specify)					
connecting pathway	2004	\$121,500	38%	\$45,563	50% service club contribution
<b>Total</b>		<b>\$2,463,000</b>		<b>\$1,801,688</b>	

Current Status, Other Comments: Ongoing

Contact Person: Sir Lancelot Phone: 999-661-2000

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## 2.6 HOW TO COMPLETE THE APPLICATION FOR PROGRAM ACCEPTANCE

2.6.1 The following "Type Codes" and "Work Codes" are to be used on the application form to describe each project.

### TYPE CODES

Arterial Roadway Collector Roadway Other Roadway	ART COL OTR	Transportation Systems Management	TSM
Light Rail Transit Transit Garage - L.R.T. Vehicle - L.R.T.	LRT TGL VEL	Transit Garage - Bus Vehicle - Bus Vehicle - Handicap Bus Other Transit Carry Forward Unapplied share	TGB VEB VEH OTT CF

### WORK CODES

Functional Planning	FP	Purchase	PU
Design	DE	Rehabilitation	RE
Construction	CO	Right-of-Way	RW
Traffic Control	TC	Right-of-Way Advanced	RWA
Transportation Study	TS	Other	OT

**Construction - CO:** used for all construction projects including traffic signal installation when they are a part of an overall construction project, and costs for resident engineering, if applicable.

**Rehabilitation - RE:** for all re-surfacing and reconstruction projects.

**Traffic Control - TC:** used when the project consists of an isolated traffic signal installation.

**Right-of-Way - RW:** right-of-way acquisitions should be listed separately on the A.P.A. form for each project.

**Right-of-Way Advanced - RWA:** used if right-of-way has been specifically accepted for cost-sharing in advance of year of construction.



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## 2.7 HOW TO COMPLETE THE APPLICATION FOR PROGRAM ACCEPTANCE (A.P.A.) FORM

- Notes:
- Previous year's projects are to be listed first on the form.
  - Use the same form for the preliminary application (to be submitted in November of each year), formal applications and Supplementary Applications. All project applications made later in the year must be submitted on an A.P.A. form with "SUPPLEMENTARY" indicated.
  - The shaded areas are input for INFTRA use only.

### 2.7.1 Section A

- IGIS Record ID A computer identification number supplied by INFTRA on acceptance of the project (where the project has been accepted in previous years, insert ID assigned to the project in that year).
- Column 1 Project Numbers and Phase Numbers for INFTRA database administration are supplied by INFTRA. For new projects the Project "Type Codes" and "Work Codes" are supplied by city. Normal codes and their identification are provided in the Basic Capital Grant Administrative Procedures section 1.6.  
Note: Projects approved in the previous year but carried over into the current year retain their original Project Number, Type Code, Phase Number, and Work Code.
- Column 2 Identify each project by street name or general name, followed by a description from "where to where", or other descriptive information.
- Column 3 For INFTRA use only. (used to indicate project acceptance status).
- Column 4 "Total Project Costs All Years" is the estimated total costs regardless of project time duration.
- Column 5 "Total Expenditures Prior to 20\_\_" is the cost of the project prior to the current year's application.
- Column 6 "Calendar Year Total Costs" are total annual project costs including those to be borne by developers, railway companies, other government agencies, non-profit corporations, the city and INFTRA.
- Column 7 Total non-shareable costs [i.e. a) GST, b) funding from other sources, c) the value of non-eligible items, and d) credits as listed in the Basic Capital Grant Administrative Procedures section 1.6. .
- Column 8 "Shareable Cost" is arrived at by deducting non-shareable items (Column 7) from the Total Cost (Column 6).
- Column 9 "Percentage" of the Shareable Cost the Province is to fund (usually 75 percent for B.C.G.).
- Column 10 "Provincial Share Eligible" is arrived at by multiplying Shareable Cost (Column 8) by Percentage (Column 9). "PAPA No." and "For City Use" Columns are optional

- 2.7.2 Section B:** Totals all pages – Note: Column 10's total will depict an estimate of provincial funds required this year.
- 2.7.3 Section C:** Insert estimated provincial grant for the application year (If amount is unknown, INFTRA will complete sections C, E, F, and G).
- 2.7.4 Section D:** "Provincial Funds Carryover from Previous Year" - provide best estimate, if exact figures are not known at time of application.
- 2.7.5 Section E:** Insert the sum of Section C and D. This amount will reflect an estimate of provincial funds available in the current year.
- 2.7.6 Section F:** Carry forward the amount from Section E.
- 2.7.7 Section G:** Subtract the total in Section B from Section F. This will be an estimate of provincial funds uncommitted or over-committed at the end of the application year.
- 2.7.8 Sign and date the form and return to INFTRA Regional Director.** (Preliminary applications in Excel 97 format may be submitted electronically.)

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## 2.7.9 Sample 1 Completed Program Application Form

### Alberta Cities Transportation Partnership Application for Program Acceptance

Page 1 of 1

City of **CAMELOT**

Grant Title **BASIC CAPITAL**

For Calendar Year: **2002**

**SECTION A:**

IGS Record ID	{1}				{2}			Acceptance Status	Duration of Project Estimate		Current Year Estimates					PAPA No.	For City Use
	Proj. No.	Type Code	Phase No.	Work Code	Project Name Street name or general name	Limits and Details (or other descriptive information)	{4}		{5}	{6}	{7}	{8}	{9}	{10}			
															Total Project Costs All Years		
					Carried Forward Projects:								\$0	75	\$0		
100562	1	ART	1	oo	King Arthur Dr. Bridge	At 10 Ave W	Acc	\$10,953,000	\$1,662,400	\$3,655,000	\$1,905,000	\$1,750,000	75	\$1,312,500			
100563	2	ART	1	oo	Merlin Drive	4 Ave to 7 Ave W	Acc	\$1,663,000	\$831,500	\$831,500	\$58,167	\$773,333	75	\$580,000			
					New Projects:								\$0	75	\$0		
		ART		oo	Guinevere Ave	Rwy Grade Separation	Acc	\$800,000	\$333,330	\$400,000	\$28,000	\$372,000	75	\$279,000			
													\$0	75	\$0		
		ART		tc	Lancelot Drive	Computerized Traffic Lights	Acc	\$2,020,000	\$500,000	\$1,350,000	\$90,000	\$1,260,000	75	\$945,000			
		ART		oo	Lancelot Drive	5 Ave W to 8 Ave W widening	Cond Acc*	\$4,925,000	\$0	\$2,030,000	\$143,000	\$1,887,000	75	\$1,415,250			
		VEB		pu	Purchase 2 Transit Buses		Acc	\$400,000	\$0	\$400,000	\$28,000	\$372,000	75	\$279,000			
													\$0	100	\$0		
* Lancelot Dr – 5 Ave W to 8 Ave W project is conditionally accepted subject to submission of functional plan drawings and detailed estimates																	
note: shaded areas are for AT use only						<b>SUB TOTAL THIS PAGE</b>			\$20,761,000	\$3,327,230	\$8,666,500	\$2,252,167	\$6,414,333		\$4,810,750		
<b>SECTION B:</b>						<b>TOTAL ALL PAGES 1 thru 0</b>			\$20,761,000	\$3,327,230	\$8,666,500	\$2,252,167	\$6,414,333		\$4,810,750		
<b>SECTION C:</b>						Calendar Year's Provincial Commitment			\$4,400,000	<b>SECTION F:</b>		Net Provincial Amount			\$4,600,000		
<b>SECTION D:</b>						Provincial Funds Carryover From Previous Year			\$200,000	<b>SECTION G:</b>		Balance			-\$210,750		
<b>SECTION E:</b>						Net Provincial Amount			\$4,600,000	<b>NOTE: GRANT IS OVER COMMITTED</b>							
						<u>Samuel Sword</u>		<u>Shelley U. Javitt</u>				<u>March 5, 2002</u>					
						City Engineer		City Commissioner				Date		Last Update		#####	

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## 2.7.10 Sample 2 Completed Program Application Form.

The following sample A.P.A. illustrates a subsequent year's application that deals with a situation where the previous year's total "Provincial Share Eligible" for approved cost-shared projects was greater than the grants available.

<b>Alberta Cities Transportation Partnership</b>														Page 1 of 1						
<b>Application for Program Acceptance</b>																				
City of <b>CAMELOT</b>				Grant Title <b>BASIC CAPITAL</b>				For Calendar Year: <b>2003</b>												
SECTION A:																				
IGIS Record ID	{1} Project ID				{2} Project Identification			{3} AT Acceptance Status	{4} Total Project Costs All Years	{5} Expenditures Prior to year: 2003	{6} Current Year Estimates Calendar Year Total Cost		{7} Non-Eligible Items: GST,	{8} Shareable Costs	{9} %	{10} Provincial Share Eligible	PAPA No.	For City Use		
	Proj. No.	Type Code	Phase No.	Work Code	Project Name (Street name or general name)	Limits and Details (or other descriptive information)														
					Carried Forward Projects									\$0	75	\$0				
100562	1	ART	1	oo	King Arthur Dr Bridge	At 10 Ave W-		Acc	-Un-applied Provincial Share Eligible carried forward from 2001								75	\$291,216		
100562	1	ART	1	oo	King Arthur Dr. Bridge	At 10 Ave E		Acc	\$10,953,000	\$4,867,000	\$2,000,000	\$200,000	\$1,800,000	75	\$1,350,000					
100574	4	ART	1	oo	Lancelot Drive	5 Ave W to 18 Ave W, Widening		Acc	\$4,925,000	\$2,100,400	\$800,000	\$56,000	\$744,000	75	\$558,000					
100577	650	VEB	2	pu	Purchase 2 Transit Buses			Acc	\$400,000	\$0	\$400,000	\$28,000	\$372,000	75	\$279,000					
					New Projects				\$0				\$0	75	\$0					
		ART		oo	Merlin Drive	14 Ave to 17 Ave, curb cuts		Acc	\$15,000	\$0	\$15,000	\$1,050	\$13,950	75	\$10,463					
		ART		oo	Guinevere Ave	Paralegic ramps		Acc	\$65,000	\$0	\$65,000	\$4,550	\$60,450	75	\$45,338					
		ART		oo	New Pedestrian crosswalks			Cond Acc*	\$55,000	\$0	\$55,000	\$3,850	\$51,150	75	\$38,363					
		VEH		ot	Handi-Bus Demonstration Project			Acc	\$200,000	\$0	\$200,000	\$14,000	\$186,000	100	\$186,000					
* Conditionally accepted subject to submission of a detailed list of locations.																				
note: shaded areas are for AT use only						<b>SUB TOTAL THIS PAGE</b>			\$16,613,000	\$6,967,400	\$3,535,000	\$307,450	\$3,227,550		\$2,758,379					
<b>SECTION B:</b>						<b>TOTAL ALL PAGES 1 thru 0</b>			\$16,613,000	\$6,967,400	\$3,535,000	\$307,450	\$3,227,550		\$2,758,379					
<b>SECTION C:</b> Calendar Year's Provincial Commitment								\$2,930,000		<b>SECTION F:</b> Provincial Amount				\$2,930,000						
<b>SECTION D:</b> Provincial Funds Carryover From Previous Year										<b>SECTION G:</b> Balance				\$171,622						
<b>SECTION E:</b> Net Provincial Amount								\$2,930,000												
Samuel Sword						Shelley V. Jost						March 5, 2003								
City Engineer						City Commissioner						Date Last Update #####								

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## 2.8 PROGRAM APPLICATION REVIEW AND APPROVAL

2.8.1 Upon review of the city's application or supplementary application, letters advising of the acceptance status and conditions, if any, will be sent to the city. In addition, copies of the completed application forms will be returned to the city to the attention of the original sender of the submission.

2.8.2 Not all projects will necessarily be accepted for cost-sharing in one single acceptance letter. In some instances, the Minister may wish to review and accept various major or provincially significant projects separately.

2.8.3 The following acceptance status will be assigned to each project or project grouping:

- ACC Accepted - Accepted for Cost-sharing
- TBA To Be Accepted - (pending Minister's public announcement)
- COND Conditionally Accepted - Will be accepted for cost-sharing provided specified conditions are met or further information is provided by the city
- DEF Deferred - will need to be reviewed further; conditions will be stated
- NE Not-Eligible - project does not meet eligibility criteria
- REJ Rejected - project is not accepted for cost-sharing
- WD Withdrawn - withdrawn by City

2.8.4 Included in program acceptance will be a condition that cost-shared signs be erected at particular projects to inform the public that this is a cost-shared project between the city and the Government of Alberta. In addition, the city is required to annually advertise in a local newspaper a summary of the cost-shared projects such as a "What's in the Works" Ad.

2.8.5 Prior to advancing any funds, a S.F.E. must be completed. For reference, instructions and completed sample S.F.E. forms over a two-year period can be found in section 2.9.

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## **2.9 STATEMENT OF FUNDING AND EXPENDITURES (SFE)**

- 2.9.1 The annual expenditure of grant funds is to be reported on the S.F.E. form. An SFE report is required for each calendar year and must be submitted to INFTRA by July 31 of the following year.

A sample completed S.F.E. form over a two year period can be found in sections 2.9.2 and 2.9.4. The first year, along with an explanation on how to fill out this form, shows what to do when there has been an over-commitment of grant funds and the second year shows the process of applying the over-commitment.

The projects listed on the S.F.E. should be identical and in the same order as the accepted projects listed on the A.P.A. form for the respective year, including approved supplementary project applications (if any) submitted throughout the year.

- 2.9.2 When right-of-way (RW) is claimed on the S.F.E. it must be accompanied by a one or two page attachment that summarizes, and indicates on a plan, what right-of-way was purchased. The summary should include details as to the date of purchase, the purchase amount, any carrying charges or credits between the time of purchase and time of construction, and the amount of residual land, if any, available on construction completion. Upon construction completion, the appraised value or actual sale price of any residual land must be credited to the project and should appear as a credit item on the S.F.E. submission by the city.

### **2.9.3 INTEREST CALCULATION**

The municipality is encouraged to invest and earn interest on all grant funds held in trust by the municipality. The amount of interest so earned on grant funds is to be applied to reduce the total eligible cost of one or more projects. The total interest earned and the interest allocated to each project is to be shown on the SFE.

The amount of interest earned on grant funds may be calculated by one of two methods:

- i) the actual interest earned on the advanced funds by the City directly investing such funds so as to maximize the interest on such monies, subject to the provisions of Section 250 of the Municipal Government Act, being Chapter M-26, Statutes of Alberta 2000, and amendments thereto;

**OR**

- ii) a notional interest earned calculation based on the following two-part formula:

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(Part 1) Average Unexpended Funds on Hand for the period January 1 through to, and including, the day before receipt of the new grant advance (normally in the April/May period).

$\frac{\text{January 1 Balance} + \text{Ending Balance as at Day before Receipt of New Grant Advance}}{2}$	<b>X</b>	$\text{Average Prime Interest Rate} \times \frac{*x \text{ days}}{365} = \text{Interest}$
--	----------	---

**PLUS**

(Part 2) Average Unexpended Funds on Hand for the period in which the new grant funds were received through to and including December 31.

$\frac{\text{Total New Balance of Both New and Old Year Funds} + \text{Ending Balance at December 31}}{2}$	<b>X</b>	$\text{Average Prime Interest Rate} \times \frac{*y \text{ days}}{365} = \text{Interest}$
--	----------	---

and where the Prime Interest Rate is the average interest rate of the year determined using the Prime Lending Rate in effect on the first banking day of each month during the year as set by the Canadian Imperial Bank of Commerce:

\*  $x + y = 365$  (366 on leap year)

**NOTE:** *In some instances, there may be multiple grant advances throughout the year in which case the formula would need to be adjusted by calculating multiple Part 2 interest amounts.*

In some instances, INFTRA may determine the interest calculation method to be used and will advise the City accordingly.



# **ACTP – BCG - APPLICATION AND REPORTING**

## ACTP – BCG - APPLICATION AND REPORTING

### 2.9.4 HOW TO COMPLETE THE STATEMENT OF FUNDING AND EXPENDITURES (SFE) FORM:

#### HEADING:

Enter City Name.

Enter the Grant Title and the Calendar Year for this Statement.

#### PROJECT EXPENDITURES LIST

Note: Page 1 of the S.F.E. contains space for listing only two projects. Up to ten projects may be listed on each supplementary page with the totals for all pages being carried forwarded and included in the "Total All Pages" line on page 1.

**IGIS Record ID, Column 1 - Project ID, and Column 2 – Project Identification.** This is simply a duplicate of those accepted projects on your A.P.A. form that has been returned by INFTRA. Include all accepted projects, even if no monies were expended this year.

**Column 3** State whether the project, according to work code, is as of year-end:  
Act – Active (work is continuing)      Can - Cancelled      Hold – On Hold or Delayed Start      Comp - Completed

**Column 4** Total expenditure (include all costs borne by developers, railway companies, other government agencies, city and INFTRA)

**Column 5** Non-Eligible Items: Interest earned from the conditional grant advances, G.S.T., Administration, and Funding from other sources (developers, railway companies, and other government agencies excluding Alberta Transportation).

**Column 6** Determined by deducting from the "actual calendar year expenditure" in Column 4, the value of non-shareable items as listed in Column 5.

**Column 7** State the percentage of the shareable cost being funded by the Province, i.e. 75 percent for Basic Capital projects.

**Column 8** Derived by calculating the percentage amount of the "shareable cost" stated in Column 6.

**Column 9** Amount to depict the actual provincial funds being claimed toward each project for the current year only.  
Note: This amount may be less than the eligible amount shown in Column 8, and, if accepted by INFTRA, the difference may be carried forward to the next year (check with INFTRA for details ).

For City Use - Optional.

## ACTP – BCG - APPLICATION AND REPORTING

### GRANT / INTEREST SUMMARY

- Line (1) Enter any grant and/or interest amounts being carried forward from the previous calendar year statement. Only a zero or surplus carry forward balance will be shown. (Un-applied "Provincial Share Eligible" from a previous year may be applied in a subsequent year, if included on the A.P.A.)
- Line (2) Enter the total of all grant amounts received and all interest earned on the grants under this Grant program in the reporting year. Interest should be calculated as described in section 2.9.3 above.
- Line (3) Enter any grant amounts or interest amounts being transferred from other programs as directed by the Minister.
- Line (4) Add lines (1), (2), and (3)
- Line (5) Enter the Provincial Funds Applied (total from column 9) and Interest Applied (total from column 5b)
- Line (6) Subtract Line (5) from Line (4) to determine the amounts to be carried forward to the following year.

*Note: The city will **not** be allowed to accumulate significant grant debt and apply to claim this debt against future year grants. The approved program must recognize the grants available. Some flexibility in scheduling of major projects will be provided, however, this must be mutually agreed prior to proceeding with the project.*

### **CERTIFICATION:**

Please ensure that the City Engineer, the City Manager/Commissioner and the Mayor each sign and date the form. This form will not be accepted by INFTRA unless this part has been completed.

The city's statement may be subject to a review by the Provincial Auditor General at any time.

# ACTP – BCG - APPLICATION AND REPORTING

SFE EXPENDITURES SUMMARY, GRANT SUMMARY, AND CERTIFICATION

Page 1 of 2

## Alberta Cities Transportation Partnership Statement of Funding and Expenditures

Page 1 of 2

City of

**CAMELOT**

Grant Title

**BASIC CAPITAL**

For Calendar Year **2002**

### PROJECT EXPENDITURE LIST

IGIS Record ID	{1} Project ID				{2} Project Identification		{3} Status as of Year End	{4} Actual Calendar Year Expenditures	{5-a} Non-Eligible Items: GST Admin, etc.	{5-b} Earned Interest Applied	{6} Shareable Costs	{7} %	{8} Provincial Share Eligible	{9} Provincial Funds Applied	For City Use
	Proj. No.	Type Code	Phase No.	Work Code	Project Name (Street name or general name)	Limits and Details Other descriptive information		Actual Calendar Year Expenditures	Non-Eligible Items: GST Admin, etc.	Earned Interest Applied	Shareable Costs	%	Provincial Share Eligible	Provincial Funds Applied	
100562	1	ART	1	co	King Arthur Drive Bridge	At 10 Ave NW	Act	\$3,205,000	\$1,069,000	\$150,000	\$1,986,000	75	\$1,489,500	\$1,198,285	see comment
100563	2	ART	1	co	Mertin Dr	4 Ave W to and Ave W	Comp	\$852,000	\$59,631	\$0	\$792,369	75	\$594,277	\$594,277	
<b>SUB TOTAL THIS PAGE</b>								\$4,057,000	\$1,128,631	\$150,000	\$2,778,369		\$2,083,777	\$1,792,562	
<b>TOTAL ALL PAGES</b>								\$8,082,000	\$1,410,381	\$150,000	\$6,521,619		\$4,891,215	\$4,600,000	

Note: All projects listed on this statement must first be accepted on a previously submitted Application for Program Acceptance for this calendar year.

### GRANT / INTEREST SUMMARY

	<u>GRANT</u>	<u>INTEREST</u>
Amount Carried Forward from 2001 (1)	\$2,200,000	\$50,000
ADD: Received / Earned in 2002 (2)	\$2,400,000	\$100,000
ADD: Transferred from other program (3)	\$0	\$0
<b>TOTAL AMOUNT AVAILABLE (4)= (1+ 2+ 3)</b>	<b>\$4,600,000</b>	<b>\$150,000</b>
LESS: Expenditures (Provincial Funds Applied) (5)	\$4,600,000	\$150,000
<b>Net Amount Carried Forward to 2003 (6)= (4-5)</b>	<b>\$0</b>	<b>\$0</b>

### CERTIFICATION

This is to certify that all information contained in this Statement of Funding and Expenditures represents a true and correct representation of actual funding and expenditures and that this information complies with the guideline document entitled "Administrative Procedures - Alberta Cities Transportation Partnership", dated August 2001. It also certifies that all non-shareable costs, such as G.S.T., and administrative and financing costs, have not been included in the amounts identified as Shareable Cost, as these costs are not eligible for Provincial grants.

In all respects, this information, for the year ended December 31, 2002, complies with the terms of the Basic Capital Grant Agreement between Alberta Transportation and the City of Camelot dated January 10, 1988.

Dated 27-May-02 City Engineer Samuel Sword

Dated 15-Jun-02 City Manager Shirley U. Jost  
Commissioner

Comments **The Unapplied Provincial Share Eligible that may be Carried Forward is \$291,215**

Un-applied Provincial Share Eligible of \$291,215 for King Arthur Dr Bridge @ 10 Avenue W will be carried forward to 2003.

Last Update 01-Aug-02

# ACTP – BCG - APPLICATION AND REPORTING

SFE EXPENDITURES SUMMARY, GRANT SUMMARY, AND CERTIFICATION Page 2 of 2

## Alberta Cities Transportation Partnership Statement of Funding and Expenditures

Page 2 of 2

City of

**CAMELOT**

Grant Title

**BASIC CAPITAL**

For Calendar Year

**2002**

### PROJECT EXPENDITURE LIST

IGIS Record ID	{1} Project ID				{2} Project Identification		{3} Status as of Year End	{4} Actual Calendar Year Expenditures	{5-a} Non-Eligible Items: GST Admin, etc.	{5-b} Earned Interest Applied	{6} Shareable Costs	{7} %	{8} Provincial Share Eligible	{9} Provincial Funds Applied	For City Use
	Proj. No.	Type Code	Phase No.	Work Code	Project Name Project name or general name	Limits and Details Other descriptive information		Calendar Year							
100572	3	ART	1	co	Guinevere Ave	Rwy Grade Crossing	Comp	\$425,000	\$29,750		\$395,250	75	\$296,438	\$296,438	
100571	4	ART	1	tc	Lancelot Dr	Computerized Traffic Lights	Comp	\$1,500,000	\$105,000		\$1,395,000	75	\$1,046,250	\$1,046,250	
100574	4	ART	1	co	Lancelot Dr	widening	Act	\$2,100,000	\$147,000		\$1,953,000	75	\$1,464,750	\$1,464,750	
100577	650	VEB	2	pu	Purchase 2 Transit Buses		Hold	\$0	\$0		\$0	75	\$0	\$0	
											\$0	75	\$0	\$0	
											\$0	75	\$0	\$0	
											\$0	75	\$0	\$0	
											\$0	75	\$0	\$0	
											\$0	75	\$0	\$0	
											\$0	75	\$0	\$0	
<b>SUB TOTAL OF PAGE</b>								\$4,025,000	\$281,750	\$0	\$3,743,250		\$2,807,438	\$2,807,438	

Note: All projects listed on this statement must first be accepted on a previously submitted Application for Program Acceptance for this calendar year.

Last Update #####

**SFE EXPENDITURES SUMMARY, GRANT SUMMARY, AND CERTIFICATION**

(with un-applied provincial share carried forward) **Page 1 of 2**

# ACTP – BCG - APPLICATION AND REPORTING

## Alberta Cities Transportation Partnership Statement of Funding and Expenditures

Page 1 of 2

City of **CAMELOT**

Grant Title **BASIC CAPITAL**

For Calendar Year: **2002**

### PROJECT EXPENDITURE LIST

IGIS Record ID	{1} Project ID				{2} Project Identification		{3} Status as of Year End	{4} Actual Calendar Year Expenditures	{5-a} Non-Eligible Items: GST Admin, etc.	{5-b} Earned Interest Applied	{6} Shareable Costs	{7}	{8} Provincial Share Eligible	{9} Provincial Funds Applied	For City Use
	Proj. No.	Type Code	Phase No.	Work Code	Project Name (Street name or general name)	Limits and Details Other descriptive inform		Year End				%			
100562	1	ART	1	co	King Arthur Drive Bridge	At 10 Ave NW		Un-applied Provincial Share Eligible carried forward from 2002				75	\$0	\$291,215	see comment
100562	1	ART	1	co	King Arthur Dr Bridge	At 10 Ave NW	Act	\$1,800,000	\$126,000	\$0	\$1,674,000	75	\$1,255,500	\$1,255,500	
<b>SUB TOTAL THIS PAGE</b>								\$1,800,000	\$126,000	\$0	\$1,674,000		\$1,255,500	\$1,546,715	
<b>TOTAL ALL PAGES</b>								\$3,464,800	\$250,436	\$20,000	\$3,194,364		\$2,442,273	\$2,733,488	

Note: All projects listed on this statement must first be accepted on a previously submitted Application for Program Acceptance for this calendar year.

### GRANT / INTEREST SUMMARY

### CERTIFICATION

			<u>GRANT</u>		<u>INTEREST</u>
Amount Carried Forward from	2001	(1)	\$0		\$0
ADD: Received / Earned in	2002	(2)	\$2,930,000		\$20,000
ADD: Transferred from other programs		(3)	\$0		\$0
<b>TOTAL AMOUNT AVAILABLE</b>		<b>(4)= (1+ 2+ 3)</b>	<b>\$2,930,000</b>		<b>\$20,000</b>
LESS: Expenditures (Provincial Funds Applied)		(5)	\$2,733,488		\$20,000
<b>Net Amount Carried Forward to</b>	<b>2003</b>	<b>6)= (4-5)</b>	<b>\$196,512</b>		<b>\$0</b>

This is to certify that all information contained in this Statement of Funding and Expenditures represents a true and correct representation of actual funding and expenditures and that this information complies with the guideline document entitled "Administrative Procedures - Alberta Cities Transportation Partnership", dated August 2001. It also certifies that all non-shareable costs, such as G.S.T., and administrative and financing costs, have not been included in the amounts identified as Shareable Cost, as these costs are not eligible for Provincial grants.

In all respects, this information, for the year ended December 31, 2002, complies with the terms of the Basic Capital Grant Agreement between Alberta Transportation and the City of Camelot dated January 10, 1988.

Dated 21-May-03 City Engineer Samuel Sword

Dated 4-Jun-03 City Manager Shirley U. Jost  
Commissioner

Last Update 01-Aug-02

Comments  
  
Eligible Provincial Share of \$291,215 for King Arthur Dr Bridge @ 10 Avenue W was not applied in 2002 - this amount has now been included under Provincial Funds Applied for 2003.

# ACTP – BCG - APPLICATION AND REPORTING

## SFE EXPENDITURES SUMMARY, GRANT SUMMARY, AND CERTIFICATION

(with un-applied provincial share carried forward) **Page 2 of 2**

### Alberta Cities Transportation Partnership

### Statement of Funding and Expenditures

City of **CAMELOT**

Grant Title **BASIC CAPITAL**

For Calendar Year: **2002**

Page 2 of 2

**PROJECT EXPENDITURE LIST**

IGIS Record ID	{1} Project ID				{2} Project Identification		{3} Status as of Year End	{4} Actual Calendar Year Expenditures	{5-a} Non-Eligible Items: GST Admin, etc.	{5-b} Earned Interest Applied	{6} Shareable Costs	{7} %	{8} Provincial Share Eligible	{9} Provincial Funds Applied	For City Use
	Proj. No.	Type Code	Phase No.	Work Code	Project Name <small>Project name or general name</small>	Limits and Details <small>Other descriptive information</small>									
100574	4	ART	1	co	Lancelot Dr	5 Ave W to 8 Ave W, Widening	Act	\$930,000	\$73,000	\$20,000	\$837,000	75	\$627,750	\$627,750	
100577	650	VEB	2	pu	Purchase 2 Transit Buses		Comp	\$400,000	\$28,000		\$372,000	75	\$279,000	\$279,000	
											\$0	75	\$0	\$0	
100607	2	ART	1	co	Merlin Dr	14 Ave to 17 Ave, curb cuts	Comp	\$12,500	\$875		\$11,625	75	\$8,719	\$8,719	
100608	3	ART	1	co	Guinevere Ave	Paraplegic ramps	Comp	\$62,300	\$4,361		\$57,939	75	\$43,454	\$43,454	
100609	900	ART	93	co	New Pedestrian crosswalks		Comp	\$60,000	\$4,200		\$55,800	75	\$41,850	\$41,850	
100610	652	VEH	1	pu	Handi-Bus Demonstration Project		Comp	\$200,000	\$14,000		\$186,000	100	\$186,000	\$186,000	
											\$0	75	\$0	\$0	
											\$0	75	\$0	\$0	
											\$0	75	\$0	\$0	
<b>SUB TOTAL OF PAGE</b>								\$1,664,800	\$124,436	\$20,000	\$1,520,364		\$1,186,773	\$1,186,773	

Note: All projects listed on this statement must first be accepted on a previously submitted Application for Program Acceptance for this calendar year.

Last Update #####