

Canada Community-Building Fund Infrastructure Investment Plan – Reporting Checklist

This checklist is provided to assist you in tracking the reporting requirements for each Infrastructure Investment Plan approved under your Municipal Gas Tax Fund Agreement. Please refer to your Agreement (Annex B and Schedule A) for complete details on other terms and conditions that may be required.

For more information on the Canada Community-Building Fund (CCBF) program, visit our website at www.saskatchewan.ca.

Municipality Name _____
Eligible Project Name _____
Actual or Forecasted Project Start Date _____
Actual or Forecasted Project End Date _____

Infrastructure Investment Plan (IIP)

Required for each project to be funded through the Canada Community-Building Fund.

Submitted Date: _____
 Approval Letter Received Date: _____ IIP No. _____

It may be beneficial to keep a separate file for each IIP so you can report on the following items.

Signage

Required if the CCBF contribution is \$100,000 or more. Signage will be identified in the approval letter and signage information, including a Signage Checklist, will be sent to you in an email following approval of your IIP.

Signage identified in letter, and signage information received Yes No
If Yes, signage policy reviewed Yes No
 Ministry notified of signage Date _____

Municipal Annual Expenditure Report (MAER)

Required annually until project is reported as complete. The MAER will be sent to you early each calendar year so you can report on previous year expenditures. Retain copies of invoices to support your submission.

Final MAER submitted Date _____

Outcomes Report

Required after project is reported as complete on the MAER. The ministry will send you an outcomes survey form to fill out. Refer to your initial IIP to help you complete this report.

Outcomes survey submitted Date _____

Congratulations! You have completed the reporting requirements for this project.