

CAPITAL DESIGN AND/OR CONSTRUCTION AND/OR SPECIAL PROJECTS ANNUAL REPORT FOR SET

DCI Number/Fiscal Year: HC-P020 (2020-2021)

NOTE: This document is a representation of the reporting requirements for DCI HC-P020. It is not a reporting template or a data collection tool. Where applicable, reporting templates, guides and data collection tools that will assist you to complete your reporting requirements will be provided by your Regional Office and are identified in bold lettering or italics throughout this document. Please contact your [ISC-FNIHB Regional Office](#) if you have not received a copy of the documents, if you have questions, or require assistance.

Program Reporting Requirements:

Design Phase Reporting and/or Construction Phase Reporting

All reports shall contain detailed expenditure and claim information, including the amount and description of all categories of expenditures or claims. These reports shall be certified by the Project Manager and shall be submitted with the following additional documentation:

- For expenditures or invoice claims pertaining to Consultant fees: a copy of the signed invoice from the Consultant (pro-rated if the Facility is not a stand-alone structure and is part of a multi-purpose complex);
- For expenditures or invoice claims for Work performed by the Contractor, a copy of all Contractor progress claims certified by the Consultant (pro-rated if the Facility is not a stand-alone structure and is part of a multi-purpose complex) confirming that the percentage of the Contract price paid is proportionate to the percentage of the Work performed and products delivered to the Project site.

The Recipient shall identify any actual or anticipated underspending of funds and shall immediately inform the Minister in writing.

The Recipient shall ensure that all invoiced costs and financial reports submitted to the Minister are net of any input tax credits or other forms of rebate of goods and services tax (GST), harmonized sales tax (HST) or provincial sales taxes to which the Recipient has received or may be entitled to receive.