

CAPITAL PROJECTS REPORT

DCI number / Fiscal year:
460671 (2024-2025)

Purpose:

For capital projects funded through a funding arrangement that require progress reports, the Capital Projects Report provides the current status of the capital project. This includes information on progress or signed documentation by authorized personnel ensuring legislated codes and standards have been met, and that the work has been completed in accordance with the terms and conditions set out in the funding agreement. The information is used to trigger warrantee periods and to set up the new asset in the Integrated Capital Management System so that operational and maintenance funding can begin.

Reporting period:

project dependent, per the terms of the funding agreement.

Due date:

within 90 days after either:

- a capital project is fully completed (final); or
- a capital project is substantially completed and the facility is being used for the intended purpose (provisional)

For certain projects of a higher risk, complexity or dollar value, Indigenous Services Canada (ISC) may require the submission of more than one progress report. Consult the funding arrangement for the specific dates of progress and final reports, or contact the ISC regional office for more information.

Exception(s): MB: March 31 after either:

- a capital project is fully completed (final); or
- a capital project is substantially completed and the facility is being used for the intended purpose (provisional)

Field definitions:

Field	Definition
Identification	
Recipient name	The name of the recipient that has received funding through a funding agreement.
Recipient number	The number assigned by ISC for funding purposes. The recipient number is the number of an organization or group specified in a funding agreement. If not known, leave blank.
Contact	
<ul style="list-style-type: none">- Given name- Family name- Title- Telephone number- Email address	<p>The given name, family name, position or title, telephone number and email address (if applicable) of the person who can be contacted for further information about the report.</p> <p>A valid telephone includes the 3 digit area code in the format ###-###-####.</p> <p>A valid email address may be in upper or lower case in the format a@a.a.</p>
Project information	

Field	Definition
Project name	The name of the project as listed on the project proposal submission to ISC.
Project number	The project number assigned by the ISC Capital Manager.
Site name	The legal name of the site or reserve.
Site number	The number (maximum of 5 digits and in the format #####) assigned to the site by ISC.
Report information	
Report type	
Progress report	As required by the funding agreement, regular progress reports must be submitted to ISC.
Provisional certificate of completion	When a facility has been completed to the stage where it is safely being used for the intended purpose, but still has outstanding work, a substantial completion certificate or a certificate of occupancy can be issued by the consultant and attached to the provisional certificate of completion. This is with the condition that the outstanding work is completed within a reasonable time, taking into account the weather conditions, availability of material and parts, etc. A portion of project funding would be held back until 100% completion. In addition, at this stage, only partial operations & maintenance funding would be provided.
Final certificate of completion	In capital projects, there is usually a hold back amount of money imposed, sometimes known as a deficiency holdback, which is retained until any deficiencies have been rectified. For new facilities, there is also a warranty period that, depending on the circumstances, could commence once the substantial or construction completion certificate has been issued. Upon the expiration of the warranty period, a final inspection is carried out and if all deficiencies have been rectified, the final certificate of completion is issued. At this point, the project is fully turned over to the owner and the warranty of performance bond with the contractor is cancelled. Upon receipt of the final certificate of completion, the asset enters full operations & maintenance phase.
Funding arrangement number	The funding arrangement number.
Progress report schedule	
- Project start date (YYYYMMDD) - Expected/Actual completion date (YYYYMMDD)	The project's start date and the expected or actual project completion date, in the format of Year-Month-Day.

Field	Definition
If 'progress report', select the project phase	Check the phase of the project: <ul style="list-style-type: none"> - Design - Construction - Commissioning - Other
Expenditures statement	
Estimated project total	Indicate the total cost of the project from all funding sources including all project stages.
Spent to date	Indicate the current total actual amount of funding from ISC that this project has received in all years prior to current fiscal year at all project stages.
Spent this phase	Indicate the current total actual amount of funding from ISC that this project has received for this project stage.
Check all that apply for progress and/or provisional reports	First Nations are responsible for ensuring that all work is carried out according to the funding arrangement. <ul style="list-style-type: none"> - If there are flaws in the work, incomplete work or work that has not been done according to the funding arrangement, then the First Nation must negotiate with the contractor to ensure that everything is completed or rectified. Prior to use, the facility must be inspected to ensure that all work meets the technical specifications. - For housing projects, a Canada Mortgage and Housing Corporation approved inspector must inspect the house and a Health Canada inspector must approve the septic system. - For other projects, inspection must be done by a qualified professional inspector. - Each inspector should provide a separate official inspection report to the First Nation, a copy of which must be attached to the certificate of completion.
Check all that apply for completed projects	Check all report(s) or documentation(s) provided for completed projects: <ul style="list-style-type: none"> - Building inspection final report - Septic installation approval - Fire Commissioner reports - Electrical inspection final report - Concrete testing reports - Environmental license (provincial/territorial) - Survey and soil testing reports - Certificate of occupancy - Water/Sewage testing reports (Health Canada or territorial government) - Workers' compensation (safety and labour conditions)

Field	Definition
	<ul style="list-style-type: none"> - Substantial completion certificate as per provincial legislation (e.g., <i>Construction Lien Act</i>) - Operator's certification for water/sewage treatment plants - Environmental site assessment - Environmental mitigation report, if required by environmental assessment - Waste disposal permit - Other(s) (specify)
Supporting documents (if applicable)	This table allows you to identify the supporting document(s) being submitted and the method of submission. List all reports or supporting documents attached and any additional documents not included in the checklist.
Title	Enter the name of the supporting document.
Submission method	<p>From the drop-down list, select the method by which additional documents will be submitted. The options include:</p> <ul style="list-style-type: none"> - attachment - email - facsimile - mail - by hand/courier <p>If you select 'Attachment' as the submission method, an 'Attach file' button will appear. Selecting this button allows you to select a file that will be attached to the form. After attaching the file, you can click on the paper clip icon on the left side of the Adobe application to see the attached file. Once the file is attached, the "Attach file" button changes to "Remove file". To remove the file only, select this button. To clear all fields for a single document and remove the associated file, select the [-] button.</p>
Declaration	
<ul style="list-style-type: none"> - Given name - Family name - Title - Date (YYYYMMDD) 	<p>The given name, family name and position title of the project manager or person authorized by the recipient to certify that all the work has been completed in accordance with the terms and conditions set out in the funding agreement and the effective project approval, and that all specified codes and standards have been met.</p> <p>Dates are in the format of 'Year-Month-Day'.</p>