

**CIRCULAR**

**To: All Municipalities, Local Service Districts & Engineering Consultants**

**Re: Changes to Process Regarding the Submission of Status Reports and Claims for Reimbursement of Provincial/Federal Shares of Capital Projects**

**Date: June 25, 2010**

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Effective immediately the submission of monthly project status reports and claims for reimbursement of Provincial/Federal shares of capital projects must be routed through the appropriate Regional Office.

The submission of the monthly project status report by the Municipal Engineer or Engineering Consultant along with the relevant backup documentation is to be forwarded to the appropriate Regional Office and the Municipality/Local Service District. Copies of all engineering invoices, change orders, substantial performance certificates and contractors' progress payments associated with the project must also be submitted with the monthly status report and job control sheet.

The Regional Office will be the point of contact for any questions/inquiries related to the projects and to the status of any claims for reimbursement of Provincial/Federal shares. Regional staff will communicate with municipalities and engineering consultants as needed, to gather relevant data and/or documentation before certifying a claim for payment.

Municipalities/Local Service Districts, after reviewing the monthly status report, must submit their letter of request for reimbursement of the Provincial/Federal shares to the appropriate Regional Office. The letter of request must be accompanied by the status report, job control sheet, copies of all engineering invoices, change orders, substantial performance certificates and contractors' progress payments.

Attached are blank copies of the status reports and job control sheets to be used for the various capital programs. In instances where multiple contracts are awarded from a single funding source, a separate status report must be completed for each contract. Also attached is a blank summary status report form. The summary status report summarizes the total value of all contracts awarded to date.

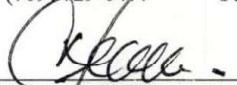
The contact information for the Department's Regional Offices is as follows:

Eastern Regional Office  
Tel: (709) 729-0259  
Fax: (709) 729-0477

Central Regional Office  
Tel: (709) 256-1050  
Fax: (709) 256-1060

Western Regional Office  
Tel: (709) 637-2332  
Fax: (709) 637-2548

Labrador Regional Office  
Tel: (709) 896-2941  
Fax: (709) 896-8847

  
CLUNNEY MERCER, P. ENG.  
Assistant Deputy Minister  
Municipal Engineering & Planning Branch

**Department of Municipal  
Affairs**

**Project Status Report**



Municipality:	Consultant:			Date Received	
Department of Municipal Affairs Project Number		Consultant Project Number		Report Number	
Project Description:					

**Tender Data**

Pre-tender Estimate		Contractor		Original Approved Funding	
Contract Amount		Scheduled Completion Date		Program Source	
Tender Closing Date		Substantial Completion Date		Additional Approved Funding	
Contract Award Date		E & C Permit to Construct Date		Program Source	

**Project Costs**

Engineering Costs	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	Estimated Cost per the Engineer Client Agreement	Previous Total To _____	Cost for Month Ending _____	Total Cost to _____	Estimated Amount to Finish	Projected Final Cost
Predesign						
Design						
General Supervision						
Resident Supervision						
Project Management						
Supplementary Engineering Services						
Expenses						
HST						
(A) Total Engineering						

**Construction Costs**

Total Value of Contracted Works and Materials (Item 4a Contract Payment)				
Labour				
Council's Equipment Rental and Purchase				
Council's Materials Cost				
Council's Other Cost				
HST				
(B) Total Construction Cost				
(C) Total Project Cost (A+B)				
% Construction Completed				

**Cash Flows**

Total Cost for Previous Fiscal Years	Projected Cash Flow (Current Fiscal Year)	Projected Cash Flow (Current Fiscal Year +1)	Project Cash Flow (Current Fiscal Year +2)	Projected Final Cost

Consultant's Summary Remarks:

Distribution To: (1) Municipality; (2) Regional Engineer, c/o Department of Municipal Affairs

Consultant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**DEPARTMENT OF MUNICIPAL AFFAIRS**  
**STATUS REPORT SUMMARY**

To be completed when more than one contract is being implemented under overall program or project funding

MUNICIPALITY \_\_\_\_\_

DATE \_\_\_\_\_

SUMMARY REPORT NO. \_\_\_\_\_

PROGRAM / PROJECT \_\_\_\_\_

FUNDING: TOTAL APPROVED AMOUNT \_\_\_\_\_

CONSULTANT \_\_\_\_\_

APPROVAL / REVISION DATE \_\_\_\_\_

Item	Contract Description	Department Project No.	MYCW Provision*	Engineering To Date	Construction To Date	Total Cost To Date	Estimate To Complete	Projected Final Cost	Percentage Complete	Project Report No.
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
<b>Total Cost</b>										

\* Amount shown in latest revision of Multi-Year Capital Works Agreement Schedule "A", if applicable.

NOTES \_\_\_\_\_

**A job control sheet must:**

- < accompany each claim for funding.
- < be completed and forwarded along with monthly project status report and all supporting invoices to substantiate expenditures. (Invoices must correspond with totals in column 3 of the project status report. (i.e. cost for the month)

Municipality	
Department of Municipal Affairs Project Number	
Municipality/Consultant Project Number	
Status Report Number	
Total Costs for Month/Period	

Item	Description	Amount
1	Approved Funding	
2	Total HST for the month (i.e. engineering and construction)	
3	GST Portion of HST (5/13 of #2 above)	
4	GST rebate which Council is eligible to apply for and receive (i.e. 100% of #3 above)	
5	(Total of invoices shown in column 3 of status report including GST) minus (amount calculated in 4 above)	
6	Federal Share (if applicable) (1/3 of 5 above)*	
7	Municipal Share (Town's Cost Shared Ratio X (5 above))	
8	Provincial Share (5 above) less (6 + 7 above)	

Town Manager / Clerk or Consultant's Signature	
Date	

\*For projects cost shared with the Federal Government, the normal federal share is 1/3 of the costs less the GST rebate. There are instances, however, where the federal portion could be greater or less than 1/3 of the costs less the GST rebate, or the federal share could be a fixed dollar amount. The engineering consultant and/or municipality completing the job control sheet should refer to the funding letter to verify the federal portion prior to completing the job control sheet.

In instances where supplementary funding is approved without a federal contribution on projects originally cost shared by the Federal Government, the job control sheet may have to be amended for the portion of the project funded on a Provincial/Municipal basis.

Date revised: June 2010