

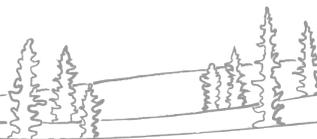


Community Access Program (CAP) Funding Guide

**Government of the Northwest Territories Department of
Infrastructure**

Mandate commitment of the 19th Legislative Assembly

Government of
Northwest Territories



Government of the Northwest Territories
Department of Infrastructure

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1. Introduction

Thank you for considering applying to the Government of the Northwest Territories (GNWT) Department of Infrastructure (INF) Community Access Program (CAP). CAP is an application-based program that provides financial support to community governments and Indigenous government organizations for projects that improve community access, including community access roads, trails, and marine facilities. The program is application-based and funding is allocated on an annual basis according to the merit of a project proposal, level of community support received, and sufficient funds remaining in the budget.

2. How to Apply

- Review this document, the CAP Funding Guide;
- Complete the [CAP Application Form](#);
- Provide supporting documents listed in the CAP Application Form;
- If assistance is required, reach out to the [INF Regional Office](#) for your region;
- Applying on behalf of an Indigenous government organization that isn't the designated governing authority for the community? Be sure to include a letter of support from the community government.
- Submit completed CAP Application Forms and required documents to the INF Regional Office for your region.

3. What to Expect

Project proposals are accepted twice a year. There is a spring intake for summer construction projects, and a fall intake for winter construction projects. A call-out email for proposals will be sent to Senior Administrative Officers (SAOs) or equivalent with the deadline for applications. Preference will be given to applications made before the deadline.

4. Total Funding Available

The annual CAP budget for all summer and winter projects combined, is \$1.5 million dollars.

5. General Details on Program Requirements

The application must be for a community access road (including gravel or paved community access roads, ice roads, winter access roads, and trails) or community marine facility (including docks, wharves, and breakwaters). Funding is only provided for one year, and construction must take place in the fiscal year it is approved for. Funding is not guaranteed for multi-year projects.

Community governments and Indigenous government organizations applying are responsible for ensuring that:

- planning and development of the project is undertaken in accordance with applicable environmental legislation, including consultation with all necessary regulatory agencies and referral organizations, and obtaining any permits, licenses and/or authorizations required;
- access provisions in any relevant Aboriginal rights agreements are followed in the planning and development of any project funded under CAP; and
- the necessary insurance coverage and Workers' Safety and Compensation Commission registration are in place.

6. Project Eligibility

Community governments and Indigenous government organizations that are not the designated authority are eligible to apply, with preference given to smaller (non-tax-based) communities. Eligible projects include community access roads (including trails) and community marine facilities.

Applicants are solely responsible for planning and development of the project. This service is not provided by INF.

Eligible costs include:

- Capital construction costs, such as construction materials and supplies, heavy equipment operating and rental costs, tools, fuel, and retained construction project planning from an external consulting firm (engineering, surveying, etc.);
- Labour costs, such as for heavy equipment operators, labourers, and supervisors; and,

- Employee training costs, such as First Aid training and training to operate tools and equipment.

Administration costs, such as the cost of the office staff employed to manage and administer general operations on a continuous, ongoing basis, **are not** eligible for funding. All costs must be directly related to the construction project.

Community public infrastructure projects, such as municipal grid roads, water and sewer systems, and recreational facilities, are not eligible for CAP, but may be eligible for funding under the Department of Municipal and Community Affairs' *Community Public Infrastructure Policy*.

7. Process and Timelines

Call-out for proposals are usually sent out 4-8 weeks before application forms are due. Applicants will be notified of the decision to approve or decline funding 4-6 weeks after the deadline.

Following notice of approval, communities governments and Indigenous government organizations will be sent a funding Contribution Agreement to sign and return to INF for counter-signing.

Construction then takes place, and regular updates on project status are provided to the INF Regional Office.

All invoicing, sub-invoices and related substantiation must be submitted to INF_CAP@gov.nt.ca by March 31 of the applicable fiscal year.

8. Filling Out the Application Form

When filling out the [Application Form](#) please consider questions such as:

- *What type of construction project is this? What is the standard? Be specific.*
- *What design and studies have taken place to inform this proposed project?*
- *What kind of terrain will it cross?*
- *What resources will be accessed (e.g. hunting, fishing, timber)?*
- *How long will it take to complete the full project?*

- *What kind of vehicles will the transportation asset (i.e. the road, wharf, dock, etc.) be used by?*
- *What are the direct benefits of the project on the community (e.g. how much money will be spent)?*
- *How will the community directly benefit from the project (e.g. employment and skills development)?*
- *Are there any indirect benefits for the community (e.g. will it support business development, reduce the cost of living, increase tourism potential, allow residents to access services, etc)?*
- *How will we manage the project? How will we fund ongoing maintenance costs?*

Include a map or marked aerial photo(s) showing the location of the proposed project. Include any engineering, survey, or design drawings/schematics prepared for the proposed project.

9. Evaluation and Criteria

Details provided in the Application Form will allow INF to assess and evaluate the proposed project, in accordance with the criteria outlined in 6(3) of the [CAP Policy](#):

- Improved community transportation access;
- Direct economic benefits to the community;
- Direct employment and skills development for community residents;
- Indirect benefits to the community;
- Financial or in-kind contributions to the project by the community, Indigenous government organization, or other funding sources;
- Capacity to manage the construction, operation and ongoing maintenance work of the project.

10. Payments

CAP is a reimbursement program. All eligible costs are reimbursed by INF after invoicing, sub-invoices and related substantiation have been submitted and approved for reimbursement by the Department, and the approved program of construction has been completed.

All invoicing, sub-invoices and related substantiation must be submitted to INF_CAP@gov.nt.ca by March 31 of the applicable fiscal year.

11. Reporting

Upon completing the project, all approved applicants will need to provide INF with:

- A brief report on the construction work;
- An employment report (do not include personal information of employees, including names and other identifying information);
- A report of training received;
- Photographs (and video if possible) of the completed project; and,
- Financial documentation, including all invoices.

If requested, the approved applicant must allow inspection and auditing of the Indigenous or community government's financial records and accounts.

12. Information Collection, Use and Disclosure

Information collected from the applicant for the purposes of administering the Program is collected under section 40(c)(i) of the Northwest Territories' *Access to Information and Protection of Privacy Act* (ATIPPA). This information will be used for the purposes of contacting you regarding the status of your application and administering CAP. Personal information is protected by the privacy provisions of Part 2 of the ATIPPA.

If the application is approved, information may be shared publicly by the Government of the Northwest Territories for communicating and reporting purposes, including project title, description, recipient identification, total project costs, grant amount, job creation and other project benefits. If the application is approved, a photograph of the project will be required and shared with the GNWT. The photograph may be used to promote a project or the overall program in social media and other communications activities.

If you have any questions about this collection, use or disclosure of information, please contact the Manager, Policy and Planning, Department of Infrastructure at 867-767-9047 extension 32092. Alternatively you can direct written communications to:

INF_CAP@gov.nt.ca.

13. Appeals

Appeals based on process, perceived errors or administrative issues can be made in writing to the Director of Policy, Planning and Communications:

Policy, Planning and Communications
Department of Infrastructure
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, NT X1A 2L9

Appeals will not be accepted if an application is rejected on the basis of non-conformance with the CAP requirements, incompleteness, or lack of program funds remaining.

Applicants may re-apply to CAP if they feel that they can amend or improve their proposal to meet program criteria. In the case of insufficient program funds remaining in a given fiscal year, the applicant may re-apply in the next call for proposals.

14. General Inquiries

If you have questions about the application process or CAP, please contact the INF Regional Office for your region, or:

Email: INF_CAP@gov.nt.ca

Phone: 1-867-767-9047 ext. 31040
Mail: Community Access Program
Policy, Planning, and Communications
Infrastructure
P.O. Box 1320
3rd Floor, 5009 49th Street
Yellowknife, NT X1A 2L9