

Checklist for Feasibility Stage Funding Application**

Project Name: _____

CPMS/ ICMS # _____

	<u>Omitted</u>	<u>Submitted</u>	<u>Not Applicable</u>
First Nation Letter of Support	_____	_____	_____
Project Description and Rationale	_____	_____	_____
CDP/ PDP Reference	_____	_____	_____
Environmental Assessment of Field Investigations Activities	_____	_____	_____
Project Implementation Plan & Schedule	_____	_____	_____
Terms of Reference (ToR)	_____	_____	_____
Proposals for Consultant/ Subconsultants Services and Fee Estimate including proposal from Environmental Subconsultant to complete Environmental Scoping Report and IEMS Environmental Review-Project Description Form	_____	_____	_____
Class 'D' Project Cost Estimate	_____	_____	_____
Cash Flow	_____	_____	_____
Check Level of Service Standard (LoSS)	_____	_____	_____

CI Technical Reviewer: _____

Date: _____

** Checklists are for the use of CI Technical Reviewer.
Information listed may not all be required or additional information may be required.

Checklist for Feasibility Stage Technical Review**

Project Name _____

CPMS/ ICMS # _____

	<u>Omitted</u>	<u>Submitted</u>	<u>Not Applicable</u>
Feasibility Study	_____	_____	_____
• Filed in Technical Library – <i>GCdocs#</i> _____	_____	_____	_____
Project Description & Rationale	_____	_____	_____
Option Analysis	_____	_____	_____
Preferred Option Recommended	_____	_____	_____
Land Requirements Identified	_____	_____	_____
O&M Capacity Assessment	_____	_____	_____
Subconsultant Reports	_____	_____	_____
IEMS Environmental Review-Project Description Form supplemented by an Environment Assessment Scoping Report	_____	_____	_____
Phase 1 Environmental Site Assessment (ESA) Report – for Subdivision Projects Only	_____	_____	_____
Pre-design Research Identified	_____	_____	_____
Regulatory Impact/ Permits Identified	_____	_____	_____
<small>(Environment Canada, Fisheries Canada (DFO), FNHA, Transport Canada, BC Ministry of Environment, BC FLNRO, MoTI, timber permit assessment, gravel extraction permit, solid waste disposal permit, burning permit, provincial land tenure permit) Note: Timber Permit is not required if First Nation has their own forestry land code under the First Nation Land Management Act.</small>			
Land Encumbrance Check	_____	_____	_____
Project Schedule	_____	_____	_____
Project Construction Process	_____	_____	_____
Class ‘C’ Capital Cost Estimate	_____	_____	_____
Class ‘D’ O&M Cost Estimate	_____	_____	_____
Check Level of Service Standard (LoSS)	_____	_____	_____

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Checklist for Design Stage Funding Application**

Project Name: _____

CPMS/ ICMS # _____

	<u>Omitted</u>	<u>Submitted</u>	<u>Not Applicable</u>
First Nation Letter of Support	_____	_____	_____
Project Description & Rationale	_____	_____	_____
Project Implementation Plan/ Schedule	_____	_____	_____
Feasibility Study	_____	_____	_____
• Filed in Technical Library – <i>GCdocs#</i> _____	_____	_____	_____
Land Encumbrance Check	_____	_____	_____
Start IEMS Simple Environmental Review or Detailed Environmental Review Form	_____	_____	_____
Fee for completing an Environmental Assessment Study Report (if required)	_____	_____	_____
Required Permits Identified	_____	_____	_____
• Timber Description	_____	_____	_____
• Other Permits	_____	_____	_____
(Gravel extraction permit, solid waste disposal permit, burning permit, provincial land tenure permit, etc.)			
Project Construction Process	_____	_____	_____
• Initial Const. Mgmt. Best Practices	_____	_____	_____
O&M Capacity Assessment	_____	_____	_____
• Cost Estimate for O&M Manual	_____	_____	_____
• Cost Estimate for O&M Plan	_____	_____	_____
Comments by other Regulatory Agencies	_____	_____	_____
• Environment Canada	_____	_____	_____
• Fisheries Canada (DFO)	_____	_____	_____
• Others _____	_____	_____	_____
(FNHA, Transport Canada, BC Ministry of Environment, BC FLNRO, MoTI, etc.)			
Terms of Reference for Consultant Services	_____	_____	_____
Proposals for Consultant/ Subconsultants Services and Fee Estimate	_____	_____	_____
Class 'C' Total Project Cost Estimate	_____	_____	_____
Cash Flow	_____	_____	_____
Funding Submission/ DAR	_____	_____	_____
Check Level of Service Standard (LoSS)	_____	_____	_____
***Confirm Consultan's SOW for WTP & WWTP: Complete Design Guideline Checklist	_____	_____	_____

CI Technical Reviewer: _____

Date: _____

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*** WTP: Water Treatment Plant WWTP: Waste Water Treatment Plant

Checklist for Design Stage Technical Review**

Pre-design/ Pilot Study/ Preliminary Design Phase

Final Design Phase

Project Name: _____

CPMS/ ICMS # _____

	<u>Omitted</u>	<u>Submitted</u>	<u>Not Applicable</u>
Project Description & Rationale	_____	_____	_____
Preliminary/ Final Design Report (signed & sealed)	_____	_____	_____
• Preliminary Design Investigation Details	_____	_____	_____
• Preliminary/ Final Design Report (signed & sealed)	_____	_____	_____
• Preliminary/ Final Design Drawings (signed & sealed)	_____	_____	_____
• Outline/ Final Specifications (signed & sealed)	_____	_____	_____
• Tender Documents (signed & sealed)	_____	_____	_____
• Land Encumbrance Check	_____	_____	_____
• Right-of-ways Identified/ Confirmed	_____	_____	_____
• Environment Assessment Study Report	_____	_____	_____
• Complete IEMS Simple Environmental Review or Detailed Environmental Review Form	_____	_____	_____
• Required Permits Identified/ Confirmed	_____	_____	_____
• Timber Description	_____	_____	_____
• Other Permits _____	_____	_____	_____
(Gravel extraction permit, solid waste disposal permit, burning permit, provincial land tenure permit, etc.)			
• Comments by other Regulatory Agencies	_____	_____	_____
• Environment Canada	_____	_____	_____
• Fisheries Canada	_____	_____	_____
• Others _____	_____	_____	_____
(FNHA, Transport Canada, BC Ministry of Environment, BC FLNRO, MoTI, etc.)			
• For ***WTP & WWTPs:	_____	_____	_____
• Complete Design Guideline Checklist	_____	_____	_____
• Commissioning Plan	_____	_____	_____
• Draft O&M Manual	_____	_____	_____
• O&M Training Plan	_____	_____	_____
• Project Schedule	_____	_____	_____
• Class 'B/ A' Total Project Cost Estimate	_____	_____	_____
• Cash '___' O&M Cost Estimate	_____	_____	_____
• Project Construction Process	_____	_____	_____
• Const. Mgmt. Business Plan	_____	_____	_____
• Check Level of Service Standard (LoSS)	_____	_____	_____

CI Technical Reviewer: _____

Date: _____

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Checklist for Acquisition/ Construction Stage Funding Application**

Project Name: _____

CPMS/ ICMS # _____

	<u>Omitted</u>	<u>Submitted</u>	<u>Not Applicable</u>
First Nation Letter of Support	_____	_____	_____
Project Description & Rationale	_____	_____	_____
Project Implementation Plan/ Schedule	_____	_____	_____
Final Design Information	_____	_____	_____
• Final Design Drawings (signed & sealed)	_____	_____	_____
• Final Specifications (signed & sealed)	_____	_____	_____
• Final Design Report (signed & sealed)	_____	_____	_____
Filed in Technical Library - <i>GCdocs#</i> _____	_____	_____	_____
• Tender Documents (signed & sealed)	_____	_____	_____
• Class 'A' Total Capital Cost Estimate	_____	_____	_____
• Cash Flow Projection	_____	_____	_____
• ISC to review and sign-off IEMS - Simple or Detailed Environmental Review Form	_____	_____	_____
• Land Encumbrance Check	_____	_____	_____
• Right-of-ways Identified/ Confirmed	_____	_____	_____
• Required Permits	_____	_____	_____
• Draft Timber Permit	_____	_____	_____
• Other Draft Permits _____	_____	_____	_____
(Gravel extraction permit, solid waste disposal permit, burning permit, provincial land tenure permit)			
• Comments by other Regulatory Agencies	_____	_____	_____
(Environment Canada, Fisheries Canada (DFO), FNHA, Transport Canada, BC Ministry of Environment, BC FLNRO, MoTI, etc.)			
• Class 'A' O&M Cost Estimate	_____	_____	_____
• For ***WTP & WWTPs only	_____	_____	_____
• Complete Design Guideline Checklist	_____	_____	_____
• Commissioning Plan	_____	_____	_____
• Draft O&M Manual	_____	_____	_____
• Draft Emergency Response Plan (ERP)	_____	_____	_____
• Draft Maintenance Management Plan	_____	_____	_____
• O&M Training Plan	_____	_____	_____
Proposals for Consultant/ Subconsultants	_____	_____	_____
Services and Fee Estimate	_____	_____	_____
Project Construction Process	_____	_____	_____
• Final Construction Mgmt. Business Plan	_____	_____	_____
Funding Submission/ PAR for Construction	_____	_____	_____
Check Level of Service Standard (LoSS)	_____	_____	_____

CI Technical Reviewer: _____

Date: _____

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Checklist for Post Construction Stage Technical Review**

Project Name: _____

CPMS/ ICMS # _____

	<u>Omitted</u>	<u>Submitted</u>	<u>Not Applicable</u>
First Nation Letter of Acceptance	_____	_____	_____
First Nation Certificate of Completion	_____	_____	_____
Project Expenditure Accounting	_____	_____	_____
• Final Project Costs	_____	_____	_____
• Budget Comparison	_____	_____	_____
• Funding Comparison	_____	_____	_____
CAIS Forms (signed and sealed)	_____	_____	_____
Completion Report	_____	_____	_____
• Project Implementation History	_____	_____	_____
• Project Participants	_____	_____	_____
• Project Milestones	_____	_____	_____
• Field Inspection Report	_____	_____	_____
• Inspection and all Test Results	_____	_____	_____
• Colour Photographs	_____	_____	_____
• For ***WTP & WWTPs Only:	_____	_____	_____
• Commissioning Reports	_____	_____	_____
• O&M Manual (both digital & hardcopy)	_____	_____	_____
• Emergency Response Plan	_____	_____	_____
• Copy of SCADA programming	_____	_____	_____
• Copy of program of the PLC	_____	_____	_____
• Maintenance Management Plan	_____	_____	_____
• Warranty Final Inspection Process	_____	_____	_____
• NBC Schedules 'A', 'B' and 'C'	_____	_____	_____
• Fire Commissioner's Final Inspection (by a third party Fire Protection Engineer or a Fire Inspector from local jurisdiction)	_____	_____	_____
• Fuel Tank Registration(if fuel tank installed during project)	_____	_____	_____
• Record Drawing Prints (signed & sealed) (11"x17" in completion report, and full sized prints)	_____	_____	_____
• Digital Record Drawings (Electronically Sealed Full Size pdf/A verified by Notarius platform)	_____	_____	_____
• Legal Survey Plan	_____	_____	_____
• Registered (ideally)	_____	_____	_____
• Copies of Permits: _____	_____	_____	_____
(Environment Canada, Fisheries Canada (DFO), FNHA, Transport Canada, BC Ministry of Environment, BC FLNRO, MoTI, timber permit, gravel extraction permit, solid waste disposal permit, burning permit, provincial land tenure permit)			
• Sealed Professional Certification	_____	_____	_____
Completion Report filed to Technical Library - <i>GCdocs#</i> _____	_____	_____	_____
Letter from First Nation confirming receipt of O&M Manual, Commissioning Report, Completion Report & Record Drawings	_____	_____	_____

CI Technical Reviewer: _____

Date: _____

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