Coronavirus Capital Projects Fund

SAMPLE Grant Plan and Program Plan (from Treasury Portal)
The following document is to be used as a reference only. All Grant Plans and Program Plans must be submitted via the Treasury portal. No Grant Plans or Program Plans will be accepted via email.

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Tab 1: User Instructions

After completing this form, please click the *Check for Errors and Submit Program Plan* button to submit the form.

Recipients will have an opportunity to revise and resubmit portions of their Program Plan(s) that Treasury determines do not meet the criteria set out in the Capital Projects Fund guidance or that require additional information for approval. Treasury staff may reach out to the recipient's designated point of contact with any questions or clarifications as they review the submitted plans.

For further clarification, please review the Frequently Asked Questions document on the Capital Projects Fund website. Terms carry the meaning defined in the CPF guidance.

TAB 2: Allocation Table

As described in the CPF guidance, recipients may use grant funds for one or more types of eligible projects, which are listed by use type in the table below. Select only one eligible use type for each Program Plan that is submitted. For example, a recipient using funds for both Broadband Infrastructure and Multi-Purpose Community Facilities will submit one Program Plan for each eligible use type.

Each Program Plan must align with one of the following eligible use types, though a recipient may submit more than one Program Plan per eligible use type. For example, a recipient using the funds for two different programs related to Broadband Infrastructure will submit two separate Program Plans.

Program Uses Table

Use Code	Use Type
Presumptively Eligible Projects	
1A	Broadband Infrastructure Projects
1B	Digital Connectivity Technology Projects
1C	Multi-Purpose Community Facility Projects
Alternative Uses (Require Case-by-Case Treasury Evaluation)	
2	Other

Each Program should be included in the Allocation Table. The Allocation Table will be automatically generated and/or updated with the information provided on this tab (Tab 2 – Allocation Table) whenever Program Plans are created and/or modified; the prompts below will

allow data to be entered that will generate and/or update the Allocation Table. Treasury may share the Allocation Table with the public by, for example, posting it on its website.

Recipients are required to submit additional details for each Program which will be collected on the next tab (Tab 3 – Use Code Files).

The following information will be collected on the Treasury portal

Program Title - a short but descriptive identifier for the proposed Program. If it is an established program, use the actual program name.
[Text entry – maximum of 255 characters]

Use Code - "Use Code" – Select the correct Program use, as identified in the Program Uses Table, above. Uses are described in detail in the Guidance.
[Picklist options: 1A, 1B, 1C, 2]

Project Costs
[Text entry – dollar amount]

Proposed Start Date
[Text entry – date]

Estimated Substantial Completion Date
[Text entry – date]

Program Description
[Text entry – maximum of 255 characters]

Program Objectives
Helptext: Please provide one sentence that outlines the stated objective of this program. For example, a program objective could be "invest in broadband infrastructure projects to serve rural households in counties with poverty scores of X."
[Text entry – maximum of 255 characters]

TAB 3: Use Code Files

The following templates for each use type must be completed as part of the Program Plan submission. Each Use Code file includes a Program Plan questionnaire, a Program Narrative template, and a Program Budget template. The Use Code selected on the previous page (Tab 2 – Allocation Table) corresponds with the template that needs to be completed and uploaded before submitting the Program Plan. Please download the relevant Use Code file listed below, complete the file, and then upload it using the files upload section on this tab (Tab 3 – Use Code Files). Individual project-level details are not expected or necessary in the Program Plans.

Click link below to download relevant Use Code file:

Use Code 1A – Broadband Infrastructure Projects
Use Code 1B – Digital Connectivity Technology Projects
Use Code 1C – Multi-Purpose Community Facility Projects
Use Code 2 – Other (Case-by-Case)

Treasury will consider any additional relevant information that the recipient wishes to submit.

TAB 4: Certification

I, the undersigned, as an Authorized Representative of the Recipient, certify that all of the information provided in this Grant Plan is true, complete and correct after reasonable inquiry of

people, systems and other information available to the Recipient.

Please enter the full name of the person submitting this CPF Program Plan for Treasury's review:
[Text entry – maximum of 255 characters]

[Check for Errors and Submit Program Plan]