

REGIONAL TRAILS MAINTENANCE FUNDING AGREEMENT

HALIFAX REGIONAL MUNICIPALITY (HRM)

HALIFAX REGIONAL TRAILS ASSOCIATION (HRTA)

[PARTICIPANT]

2018-2019

1. Parties to this Agreement:

Halifax Regional Municipality (“HRM”), a statutory body corporate duly incorporated under the laws of the Province of Nova Scotia,

Contact Person(s):

David MacIsaac, Active Transportation Supervisor, 902 490-1665, macisacd@halifax.ca

Emma Martin, AT Community Programs Coordinator, 902-490-4920, martinem@halifax.ca

Rob Mullane, Municipal Operations Superintendent, 902 490-5819, mullanr@halifax.ca

Mailing Address: P.O. Box, 1749, Halifax, Nova Scotia B3J 3A5

-and-

Halifax Regional Trails Association (HRTA), a non-profit society incorporated under the laws of Nova Scotia.

Contact Person:

Paul Adlakha, Co - Chair, HRTA; paul.adlakha@gmail.com

Barry Dalrymple, Co - Chair HRTA lwfbaseball@hotmail.com

Mailing Address:

67A Penhorn Drive, Dartmouth NS Canada B2Y 3K6

Stan Van Dyke, Chair, HRTA Maintenance Committee, stanley.vandyke@gmail.com

Telephone: 902-889-9256

-and-

[Trail Association name] (“Participant”), a non-profit society incorporated under the laws of Nova Scotia

Contact Person (s):

Chair name, address and contact

Project lead: name, address, contact (if not the chair)

2. Purpose of Agreement:

2.1 The purpose of this Agreement is to set out the terms and conditions by which a Maintenance Grant (the “**Grant**”) is dispersed by HRM to the Participant, a community trail organization that is a member of the HRTA. The Grant is specifically provided to the Participant to assist with maintenance and operations of trails and trail infrastructure (“**Trails Maintenance**”).

3. 2018/2019 Grant

3.1 A Grant of up to a maximum of [spell out amount] Canadian dollars (\$xyz) and a scope of work as recommended by HRTA and as approved by HRM on [date] for the [2018/2019] fiscal year is set out in Appendix 1- Maintenance Funding Grant.

3.2 The Participant is eligible to receive a portion of the Grant, up to a maximum of the approved amount set out in Appendix 1, subject to the terms and conditions of this Agreement.

3.3 If the Participant maintains shared use trails that allow all-terrain vehicle use, the Grant to be awarded by HRM to the Participant may only be equal to 50% of the total funding required for Trails Maintenance and the Participant must obtain the balance of the funding from a source other than HRM.

4. Term of Agreement:

4.1. This Agreement will be effective on the date that the last party listed in the Agreement signs this Agreement and will continue in full force and effect until the Grant set out in Appendix 1 has been dispersed by HRM to the Participant in accordance with this Agreement, or until March 31, 2019 or until this Agreement is terminated by HRM, whichever is earlier.

5. Terms & Conditions Applicable to the Participant:

5.1. Throughout the duration of this Agreement, and in order to maintain its eligibility to receive a Grant, the Participant agrees:

(a) that all statements provided to HRM in seeking the Grant were true, accurate and complete, and remain true, accurate and complete, and agrees that HRM has relied on such statements in deciding to enter into this Agreement;

- (b) that the Participant is an organization recognized as a registered charity, society or non-profit organization registered in Nova Scotia or Canada as a tax-exempt entity and, accordingly, the Participant will utilize the Grant only for activities consistent with its tax-exempt status and this Agreement and the Participant will inform HRM immediately of any change in revocation of its tax status, as described above, during the term of this Agreement;
- (c) to maintain its registered non-profit organization in good standing with Nova Scotia Registry of Joint Stock Companies;
- (d) to maintain its membership in good standing in the Halifax Regional Trails Association per HRTA's bylaws;
- (e) to maintain its membership with Nova Scotia Trails Federation and ensure that the Participant is eligible for Group Insurance Coverage through that Federation or obtain an equivalent Insurance Coverage;
- (f) to make every effort to maintain a current and active membership as the Participant's board of directors has a role in representing the community and therefore the general membership is important as a representation of the community;
- (g) to demonstrate local community engagement and consultations through such events as community open houses, and public engagement opportunities where members of the community have provided input regarding the Trails Maintenance project;
- (h) to maintain books and records regarding expenditure of the Grant according to generally recognized accounting principles and make them available for inspection by HRM upon HRM's reasonable request. The Participant shall maintain copies of all records and reports under the Grant for a period of at least two (2) years after the receipt of the Grant;
- (i) to ensure that the Participant's use of the Grant complies with all applicable laws, rules and regulations to which the Participant is subject;
- (j) to not use the Grant for the hiring of Participant personnel or to employ staff;
- (k) to apply for the Province of Nova Scotia's trails maintenance funding grant of \$1,000.00 and to provide a copy of the Nova Scotia trail maintenance funding application and/or confirmation of funding to its HRM Contact Person;

- (l) that the Participant has not, at the time of execution of this Agreement, received any other funding or in-kind support from other HRM programs for its Trails Maintenance project;
- (m) to commit to accomplish the Trails Maintenance project scope within the budget approved as set forth in the scope of work in Appendix 1 and return to HRM any balance from the Grant disbursed that was not expensed before March 20, 2019;
- (n) to adhere to the terms and conditions and procedures outlined in Appendix 2- Maintenance Payment Procedure and Appendix 3 – Maintenance Project and Budget Reporting Procedures;
- (o) to ensure that all Trails Maintenance work meets the applicable standards set out in the Technical Appendix: Facility Planning and Design Guidelines of the HRM Active Transportation Plan located at:
[http://physicalactivitystrategy.ca/pdfs/Halifax%20AT%20Plan%20\(technical\).pdf](http://physicalactivitystrategy.ca/pdfs/Halifax%20AT%20Plan%20(technical).pdf)
and the HRM Municipal Service System (Red Book) guidelines located at:
[https://www.halifax.ca/sites/default/files/documents/business/doing-business-halifax/39_00_00_Standard_Details_w_Index%20\(2\).pdf](https://www.halifax.ca/sites/default/files/documents/business/doing-business-halifax/39_00_00_Standard_Details_w_Index%20(2).pdf); and the Provincial, Developing Recreational Trails in Nova Scotia, Manual;
- (p) to obtain, as appropriate, an easement for any private land from the landowner, or a Letter of Agreement for use of provincial land from Province of Nova Scotia or a Lease for use of municipal land from HRM to use the property for Trails Maintenance purposes;
- (q) that not less than forty-five (45) days after each annual general meeting of the Participant, the Participant shall provide a list of its Directors and a copy of the Year-End Financial Statement approved at the AGM to its HRM Contact Person;
- (r) to make and record any significant decisions, in relation to the expenditure of the Grant, in accordance with the procedures set out in the Participant's bylaws;
- (k) to require approval of all major contractors' services in the form of motions in the minutes of each of the Participant's regular Board of Directors meetings;
- (l) to facilitate regular communication with HRM Contacts such as informing the HRM Contact of Participant meetings and provide date, time and location;

- (s) to make the Participant's HRM Contact one of the points of contact for Trails Maintenance-related inquiries and any potential hazards on trails;
- (t) to require all contractors hired by Participant provide a certificate from the contractor setting forth the warranty for the work performed, and such certificate shall be transferrable to HRM and Participants must provide such warranty certificate with the Maintenance Project Final Report;
- (u) to ensure that a Trails Maintenance inspection is conducted before the contractors' warranty expiration date and a routine schedule of trail inspections is followed with reports kept up to date and on file for insurance and risk management purposes, as well as for evaluation of safety and usability purposes for a period not less than two (2) years;
- (v) If the Participant is involved with more than one trail project, the Participant must identify to HRM which project/s will be maintained with the Grant; and,
- (w) that the Participant understands and agrees to be bound by the terms of this agreement.

5.2. HRTA agrees to the following terms and conditions:

- (a) Not less than forty-five days after each annual general meeting of HRTA, HRTA shall provide a list of its Directors and a copy of the Year- End Financial Statement approved by the Board during the AGM to its HRM Contact Person.
- (b) HRTA agrees to execute this Maintenance Funding Agreement and ensure it is executed by the Participant.

5.3. HRM hereby agrees to:

- (a) ensure expenditure of the Grant is in accordance with the approved funding proposal submitted by the Participant;
- (b) adhere to the disbursement of the Grant procedures outlined in Appendix 2- Maintenance Payment Procedure;
- (c) provide the Participant, if requested, with information regarding project delivery standards and general advice pertinent to maintenance of trails including items such as budgeting, tendering, materials to be used, proposals, plans, phasing, and project time lines;

- (d) offer general advice and assistance to the Participant as required with regard to maintenance and operations plans and to applicable HRM Active Transportation service standards for trails - i.e. Technical Appendix: Facility Planning and Design Guidelines of the 2014 HRM Active Transportation Plan located at: [http://physicalactivitystrategy.ca/pdfs/Halifax%20AT%20Plan%20\(technical\).pdf](http://physicalactivitystrategy.ca/pdfs/Halifax%20AT%20Plan%20(technical).pdf) and the HRM Municipal Service System (Red Book) guidelines- located at: [https://www.halifax.ca/sites/default/files/documents/business/doing-business-halifax/39_00_00_Standard_Details_w_Index%20\(2\).pdf](https://www.halifax.ca/sites/default/files/documents/business/doing-business-halifax/39_00_00_Standard_Details_w_Index%20(2).pdf) so that the Participant constructs the AT Greenway Facility as per HRM technical standards;
- (e) arrange site visits with HRTA and Participant and support maintenance and operations to stabilize and improve trails by providing technical reviews, best practices sources, and information regarding appropriate materials to be used on active transportation greenways;
- (f) provide, if available, an HRM's Maintenance Inspection report template to the Participant, to assist with the Participant's tracking maintenance progress;
- (g) participate, as appropriate, in the HRTA and the Participant's Board meetings and AGM and provide updates, upon request;
- (h) ensure that staff attend HRTA Maintenance Committee meetings and meetings of the Participant related to Maintenance, as requested;
- (i) communicate with the HRTA Board on potential changes to HRM legislation or policies or by-laws that will have a direct impact on funding commitments and changes in HRM's Trails Maintenance network vision or priorities;

6. Insurance

6.1. The Participant shall procure at its own expense, and maintain in place during the Term of this agreement, the following insurance:

- (a) Commercial General Liability insurance in amounts of no less than two million dollars (\$2,000,000) per occurrence with the Halifax Regional Municipality named as Additional Insured and provide HRM with a Certificate of Insurance at the time of signing this Agreement.

6.2 HRTA will maintain, throughout the period the Grant is to be expended by the Participant, at HRTA's expense, the following minimal insurance coverage: commercial general liability insurance in amounts of no less than two million dollars (\$2,000,000) per occurrence with the Halifax Regional Municipality named as Additional Insured. A Certificate of Insurance shall be provided to HRM at the time of signing this Agreement.

7. Changes to Scope of Work

7.1. All proposed changes or significant amendments to the Participant's Grant application shall be submitted in writing to the HRM Contact for review and approval. No changes can be made to project scope for which a Grant was received, as set forth in Appendix 1, unless approved by HRM in writing.

8. Relationship of the Parties

8.1. HRM, HRTA and the Participant are contractors independent of one another, and no party has the authority to bind another to any third party or to act in any way as a representative of the other, except as expressly set forth in this Agreement. This Agreement does not create, and shall not be construed as creating, a partnership or joint venture relationship between the Participant, HRTA and HRM. To the extent that the term "partner" or "partnership" may be utilized in this Agreement or in describing the relationship between the parties, such terms shall be utilized merely to convey the anticipated spirit of cooperation between the parties and is in no way intended to establish joint and several liability, fiduciary duties, or other implications of the legal term of "partner."

9. Termination

9.1. HRM may at any time, following a thirty (30) day written notice to the other parties to this Agreement, in its sole discretion, terminate this Agreement.

9.2. If the Participant materially breaches any of the terms and conditions of this agreement, or fails to perform any of its obligations or responsibilities as set forth in this Agreement, and fails to remedy such breach within five (5) days of written notification from HRM, then HRM may terminate this Agreement immediately.

9.3. Subject to section 9, if HRM terminates this Agreement, HRM shall compensate the Participant only for eligible costs, expenses and charges incurred to the date of the termination of the Agreement, however such amounts shall not exceed the value of the undispersed Grant approved for the Participant remaining at the time of the termination of the Agreement. Original contracts and receipts and other pertinent documents should

be provided in original, confirming the amount owed by the Participant for any compensation.

10. Appropriation and Withholding

10.1. Any payment of the Grant to be made to the Participant is subject to there being an appropriation by HRM for the fiscal year in which the Grant is to be made. If HRM's appropriation is changed or if funds are not available for any other reason, the Grant may be reduced or withheld; if the latter, this Agreement may be terminated by HRM providing written notice to the Participant in which event HRM shall owe no further obligation to the Participant under this Agreement.

10.2. HRM reserves the right to discontinue, modify or withhold any payments to be made under this Agreement or to require refund of the Grant, if it, in its sole but reasonable discretion, deems the action necessary:

- a. because the Participant has not materially complied with the terms and conditions of the Grant;
- b. to protect the purpose and objectives of the Grant or any other charitable activities of HRM; or
- c. to comply with any law or regulation applicable to the Participant, HRTA, HRM, or this Grant.

11. Acknowledgement

11.1. In all communications associated with the Grant, the Participant shall credit HRM as a partner. HRM has the right to review and approve all advertising materials (including website postings) intended for publication that use its name or logo, prior to such publication. Such approval will not be unreasonably withheld.

12. General Terms and Conditions

12.1. Any modification of this agreement and its appendixes must be in writing and signed by all parties or it shall have no effect and it shall be void.

12.2. No failure by a party to exercise any right under this Agreement or to insist upon full compliance by another party as to its obligations under this Agreement will constitute a waiver of any provision of this Agreement.

- 12.3. Headings contained herein are included solely for convenience and shall not be considered part of this Agreement.
- 12.4. Neither the Participant nor HRTA shall assign this Agreement, in whole or in part, without the prior written permission of HRM.
- 12.5. HRM, its Mayor, its councillors, officers, employees, agents and volunteers shall not be liable for any injury, including death to any person, or for any loss or damage to property of the Participant or HRTA or for any obligation of the Participant or HRTA or anyone else, incurred or suffered by the Participant or HRTA or their employees, agents or voluntary workers in carrying out any work related to the Grant.
- 12.6. This Agreement constitutes the entire agreement between HRM and Participant and HRTA and supersedes all prior agreements, representations, warranties, statements, promises, information, arrangements and understandings, whether oral or written, express or implied, with respect to the relationship between HRM, HRTA and the Participant.
- 12.7. Should any part of this agreement be determined to be void by a competent judicial or legislative authority, the remainder shall be valid and enforceable.
- 12.8. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia and the laws of Canada. Any disputes with regard to this Agreement shall be adjudicated in Halifax, Nova Scotia.
- 12.9. The parties hereby acknowledge that this Agreement is a public document and that any information, document or record, in any form, provided to HRM by any party pursuant to this Agreement may be subject to disclosure in accordance with Part XX of the Municipal Government Act (SNS 2008 c 39) regarding Freedom of Information and Protection of Privacy.
- 12.10. This agreement may be signed in any number of counterparts, each of which is an original, and all of which taken together constitute one single document.
- 12.11. The signatories of this Agreement warrant that they have the full power and authority to enter into this Agreement on behalf of their respective principals and that the person signing this Agreement on behalf of each has been properly authorized and empowered. Each Party further acknowledges that it has read the Agreement, understands it, and agrees to be bound by it.

By signing below, the Parties acknowledge that they have read the Agreement and agree to be bound by the terms and conditions herein.

[Signature page follows]

Halifax Regional Trails Association

Signature Title Date
Name:_____

Signature Title Date
Name:_____

Witness Signature Title Date
Name:_____

Halifax Regional Municipality

Signature Title Date
Name:_____

Witness Signature Title Date
Name:_____

[Participant]

Signature Title Date
Name:_____

Witness Signature Title Date
Name:_____

Appendix 1: Maintenance Funding Grant

Insert the total amount and project scope approved for the Grant.

Any surplus reported on March 20, 2018 end of year Maintenance Report for 2017-2018 was added to the revenue line and will be deducted from the Grant disbursement approved for the current year.

MAINTENANCE BUDGET REPORT						
Trail Association Name	Budget Approved	Grant Disbursement Request 1	Interim Report	Grant Disbursement Request 2	Year-End Report	Balance
Deadlines	31/05/2018	30/09/2018	30/11/2018	01/02/2019	20/03/2019	
FUNDING SOURCES						
HRM Maintenance Grant (2018-2019)						\$0.00
HRM Maintenance Grant - Carry over						\$0.00
HRM Councillor Grant						\$0.00
Unspent HST rebate allocated to maintenance						\$0.00
Provincial Maintenance Grant (NSCCH)						\$0.00
OHV Funding						\$0.00
Corporate Sponsorship						\$0.00
Trail Association Financial Commitment						\$0.00
Other - Please describe						\$0.00
FUNDING Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSES						
CONTRACTOR SERVICES						
Snow Removal						\$0.00

Refuse/ Garbage Collections						\$0.00
Side of Trail Maintenance						\$0.00
Surface Maintenance						\$0.00
Drainage Maintenance						\$0.00
Bridge Maintenance						\$0.00
Railing Maintenance						\$0.00
Trail Amenities						\$0.00
Signage Repair/Maintenance						\$0.00
Parking lot repairs						\$0.00
CONTRACTOR SERVICES Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PURCHASED SUPPLIES/ MATERIALS						\$0.00
Clean/Sanitary Supplies						\$0.00
Personal Protection Equipment						\$0.00
Hardware						\$0.00
Lubricants						\$0.00
Lumber						\$0.00
Ready Mix						\$0.00
Salt/ Sand/ Sal-Sand-Mix						\$0.00
Sand Seeds & Plants						\$0.00
Sods						\$0.00
Stone and Gravel						\$0.00
Topsoil						\$0.00
Paint						\$0.00
Other Materials						\$0.00

SUPPLIES/ MATERIALS Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT						\$0.00
Equipment Purchase						\$0.00
Small Tools						\$0.00
Equipment Rental						\$0.00
Equipment Repair and Maintenance						\$0.00
EQUIPMENT EXPENSES Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ORGANIZATIONAL EXPENSES						\$0.00
Telephone						\$0.00
Courier/Postage						\$0.00
Computer Software/License						\$0.00
Printing, Reproduction						\$0.00
Office Supplies						\$0.00
Membership Dues						\$0.00
Travel - Local						\$0.00
Training and Education						\$0.00
Insurance						\$0.00
ORGANIZATIONAL EXPENSES Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL FUNDING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Appendix 2: Maintenance Payment Procedure

HRM staff shall review and confirm that Participant Grant disbursement requests are in conformance with this Agreement.

Grant disbursement requests are subject to the terms of this Agreement and approval of the CAO or his/her delegate. Following approval of a Grant disbursement request (or part thereof), a cheque or direct deposit payment, following the schedule below, will be issued to the Participant.

1. An amount equal to 50% of the Grant amount set out in Appendix 1 shall be disbursed to the Participant upon the execution and signing of this Agreement by all parties and after the following conditions have been met:
 - (a) The Participant has submitted to HRM a list of the Participant's current Board of Directors and Year-End Financial Statement approved by the Board during AGM;
 - (b) The Participant has submitted to HRM copies of the Insurance Certificates.
 - (c) The Participant has submitted to HRM a copy of the letter sent by the Participant to the Provincial Department of Communities, Culture and Heritage requesting funding from the provincial trail maintenance funding program.
 - (d) The Participant has submitted to HRM a copy of the application to the OHV Funding, if eligible, and
 - (e) The Participant has submitted a copy of the approved or not approved funding letter from all other sources indicated in the Maintenance Proposal Application.

2. An amount ranging from 30% -50% of the Grant amount set out in Appendix 1 shall be disbursed to the Participant once the amount disbursed pursuant to section 1.1 of this Appendix 2 has been fully expended, provided the following conditions have been met:
 - (a) The Participant has submitted to HRM a **Grant Disbursement Request** as per Appendix 3 - Paragraph 10;
 - (b) Confirmation from HRM that the Grant amount spent to date has been spent in accordance with the terms and conditions of this Agreement;
 - (c) The Participant has submitted to HRM a copy of the funding approval/ decline letter from all sources indicated in the Maintenance Proposal Application.

3. Up to the remainder of 20% of the Grant amount set out in Appendix 1 shall be disbursed to the Participant once the amount disbursed pursuant to section 1.2 of this Appendix 2 has been fully expended, provided the following conditions have been met:
 - (a) The Participant has submitted to HRM a **Grant Disbursement Request** as per Appendix 3 - Paragraph 10;
 - (b) Confirmation from HRM that the Grant amount spent to date has been spent in accordance with the terms and conditions of this Agreement;
 - (c) Confirmation from HRM that the Grant amount spent to date has been spent in accordance with the terms and conditions of this Agreement;

Appendix 3

Maintenance Project and Budget Reporting Procedures

The Participant agrees to:

1. obtain written approval from HRM to purchase any large equipment of up to \$1,000;
2. keep an inventory of the purchased equipment including values and dates purchased and any warranty certificate provided by manufacturer;
3. request a minimum of three quotes for contracted work over \$1,000. Participants must keep copies of all bids obtained;
4. award contracts by following an expertise/ costing evaluation. The lowest cost qualified bidder must be considered first and if the lowest cost bidder is not qualified on expertise for the project scope, the Participant can evaluate the next lower cost bidder that is qualified on expertise;
5. instruct the contractor to name the Participant that hired their services on all the invoices and include details on the type of work, including labour hours, materials, cost, location and date;
6. instruct the contractor to provide the Trail Group a Warranty Certificate for the work done and name Trail Group and HRM as beneficiaries.
7. obtain signatures from the project lead and a signing officer, if different, on the bottom of each contractor's invoice and other receipts to be forwarded to HRM;
8. manage its expenses by maintaining the Maintenance Budget Report in accordance with the **Appendix 1- Maintenance Budget Report**
9. pay contractors directly, promptly and in accordance with contractors' invoice terms and conditions. Participant should negotiate invoice payment terms to allow no interest/ no payment for **at least 30 days** to allow processing of invoices and grant disbursement by HRM. The Participant shall be responsible to pay any fees or charges associated with late payments to the contractor and the Participant shall be responsible to ensure no liens or other encumbrance is made against any HRM property and the Participant shall be fully responsible for the removal of such lien;
10. prepare and submit **GRANT DISBURSEMENT REQUESTS** no later than **September 30th** for the second cheque and no later than **February 1st** for the third cheque to HRM Contact which shall include:
 - (a) Covering invoice on letterhead with date, Participant name, project lead and contact person who can refer to the Invoice, if different, address, phone number;
 - (b) Maintenance Budget Report updated with all funds confirmed and expenses for which invoices/ receipts were issued to the date submitting the Grant Disbursement Request

- (c) contractors' certificate of warranty, transferrable to HRM- as appropriate
 - (d) contractor invoices and/ or receipts for all maintenance services contracted, after following the instructions in paragraphs above; and
 - (e) all receipts from equipment purchased by the Participant, after following instructions in paragraphs above.
11. prepare and submit **no later than November 30, 2018** an **Interim Maintenance Report** to include:
- (a) Covering memo on letterhead with date, Participant name, project lead and contact person who can refer to the Memo, if different, address, phone number;
 - (b) Maintenance progress update;
 - (c) Any outstanding projects expected to be completed before March 20, 2019: Summary and expected budget;
 - (d) Any outstanding projects that will not be completed before March 20,2019: Summary and expected budget
 - (e) Any approved Contracted services that came above the budget estimated
12. prepare and submit **on March 20, 2019** a **Year- End Project Report** to include:
- (a) Covering memo on letterhead with date, Participant name, project lead and contact person who can refer to the Memo, if different, address, phone number;
 - (b) Year- End Maintenance Budget Report updated with all funds confirmed and expenses for which invoices/ receipts were issued to the date submitting the Grant Disbursement Request
 - (c) Information: maintenance progress update; total amount from all invoices/ receipts; any outstanding projects
 - (d) Any remaining contractors' certificate of warranty, transferrable to HRM- as appropriate
 - (e) Any remaining contractor invoices and payment receipts or other proof of payment for all services contracted, after following instructions in paragraphs above.
 - (f) Any remaining receipts from equipment purchased by the Participant, after following instructions in paragraphs above.
13. Participants may be eligible for Harmonized Sales Tax (HST) refunds. Participants are encouraged to seek professional advice or to contact Canada Revenue Agency to see if they qualify. If eligible, the HST refund the Participant was eligible to claim from the Canada Revenue Agency should be applied to operational and maintenance expenses. A copy of the HST Refund Statement should be forwarded to Participant's HRM Contact Person.