

Complete and Submit BFR

Step-by-Step Instructions

Notes: These training power point presentations were created the summer of 2017. The content of each screen is subject to change over time; therefore, when you are in LGIS, some of the screens may look slightly different, but the functions remain the same unless otherwise noted.

For optimum viewing and functionality of LGIS use Internet Explorer 11.

The BFR Form displays Form Instructions. Please review these instructions prior to completing the BFR.

This section explains:

- critical information to consider when completing the form
- prefilled calculations.
- The BFR must be submitted within 7 calendar days after the end of each reporting period. For example, if the reporting period default date is November 30, 2015 then the BFR must be submitted by December 7th, 2015.

The "Projected Expenditures" column is the only column where you will enter amounts. "Projected Expenditure" fields are forecasted expenditures based on work completed or goods and services received in the fiscal year (the Province's Fiscal year is from April 1st to March 31st). The value highlighted in **green** is the remaining balance of approved eligible project costs less the total net eligible costs of claims submitted and/or paid (this includes the Proponent contribution). The sum of the Projected Expenditures cannot exceed the total highlighted in **green**.

		Includes Proponent Contribution					
	Paid Claims Submitted \$ Calculated Not Paid (In Progress) \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$			Projec Expendit for Each Prog Ending Mar \$	ted tures gram rch 3	Year 1st	
Total				\$500,000	\$1,000	,000	
Past Years	\$0	\$0	\$0	\$0		\$0	
2017 / 2018 (Current)	\$0	\$0	\$0	\$0		\$0	Ħ
2018 / 2019	\$0	\$0	\$0	\$0		\$0	Ħ
2019 / 2020	\$0	\$0	\$0	\$0		\$0	Ħ
2020 / 2021	\$0	\$0	\$0	\$0		\$0	Ħ
2021 / 2022	\$0	\$0	\$0	\$0		\$0	▦
			Projected Total	\$0		\$0	
Variance (Unallocated Forecast Amount) \$500,000 \$1,000,000							
Provide Variance Explanation:							
					Save	Cano	e

The column Paid Claims will list all Claims that have been paid to you. The Column Submitted Not Paid (In Progress) will list all Claims that are in the review process.

Ministry of Municipal Affairs and Housing Local Government Infrastructure and Finance Branch

Mailing Address: PO Box 9838, Stn Prov Govt Victoria, BC V8W 9T1 Location: 4th Floor, 800 Johnson Street

Phone: 250 387-4060 Email: infra@gov.bc.ca There can be several rows where you must enter a "Projected Expenditure amount".

- Past Years will group all past years of the project together from the project commencement date.
- 2017-2018 (Current) is for estimated work to be completed in the current Province's Fiscal year.
- Each subsequent row will be a row for each future fiscal year of the project based on the project completion date.
- Enter your values in the appropriate "Projected Expenditure" row. The system will save as each row entered. You will need to click on the next dollar value field to proceed with your entry. Your BFR is now created and in Incomplete Status. Once you have saved your data you may log out and edit, cancel or submit the report at a later date.

You will see the variance shows \$0 so a comment is not required at this time. If the forecast is quite different from the previously submitted forecast, please enter an explanation using the comment box.

Note* If you require an extension to the Project's Completion Date and it has not been requested or approved yet there will not be a future fiscal year for you to enter Projected Expenditure amounts. Please show this amount as a Variance and include a comment explaining that you will be requiring or have requested an extension. A formal extension request is to be sent to the applicable Ministry for approval, entering this information into the BFR Form is not considered a formal request.

Beside every value entered is a Calculator Icon . Click on the icon to see how the calculations of the Grant forecast and Grant Amount are derived.

		Excludes Propon	ent Contribution		Includes Propor Contribution	ent
	Paid Claims \$	Paid Claims Submitted \$ Claims (In Progress) \$ \$; Yea 1st
Total	\$500,0			\$500,000	\$1,000,000	
Past Years	\$0	\$0	\$0	\$0	\$0	
2017 / 2018 (Current)	\$0	\$0	\$50,000	\$50,000	\$100,000	Ħ
2018 / 2019	\$0	\$0	\$0	\$0	\$0	▦
2019 / 2020	\$0	\$0	\$0	\$0	\$0	Ħ
2020 / 2021	\$0	\$0	\$0	\$0	\$0	Ħ
2021 / 2022	\$0	\$0	\$0	\$0	\$0	▦
			Projected Total	\$50,000	\$100,000	,

\$100,000 was entered in the 2017/2018 (current) row as shown below.

Click on the Calculator Icon beside the \$100,000 value, the following pop up will display:

LGIS Complete and Submit BFR Step-by-Step

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Projected Expenditures - 2017 / 2018 (Current) \$100,1					
	Proponent Amount \$	Provincial Amount \$	Federal Government Amount \$	Calculated Grant Forecast \$	
	Α	В	С	D = B + C	
Contribution Percentage	50%	25%	25%	50%	
Calculated	\$50,000	\$25,000	\$25,000	\$50,000	
Calculated Forecast - 2017 / 2018 (Current)	\$50,000	\$25,000	\$25,000	\$50,000	
				Close	
2019 / 2020	\$0	\$0	\$250:000	\$250,000	

The Calculator pop up lists the Proponent Amount of \$50,000 which is 50% of the Projected Expenditure entered. The Provincial Amount and the Federal Government Amount is \$25,000 which is 25% of the Projected Expenditure entered.

Please see the screenshot below for an example of a BFR for a project with the following complex funding and share amounts.

Total Eligible Costs = \$850,000Commitment Amount = \$705,500Proponent Share 17%= \$144,500Provincial Share 33% = \$280,500Federal Share 50% = \$425,000Paid claims (including Proponent Share) = \$186,298Proponent Share = \$31,673Provincial Share = \$61,477Federal Share = \$93,148

Budget Forecast Report with As At Date of July 31, 2017

The Projected Expenditure amount highlighted in **green** is derived by the following calculation: Total Eligible Costs \$850,000 less Paid Claims (including proponent share) \$186,298 = \$663,702

		Excludes Propon	ent Contribution		Includes Proponent Contribution
	Paid Claims \$	Claims Submitted Not Paid (In Progress) \$	Calculated Grant Forecast \$	Grant Amount \$	Projected Expenditures for Each Program Year Ending March 31st \$
Total				\$705,500	\$663,702
Past Years	\$154,625	\$0	\$83,000	\$237,625	\$100,000
2017 / 2018 (Current)	50	\$0	\$467,875	\$467,875	\$563,702
			Projected Total	\$705,500	\$663,702
	Varian	ce (Unallocated F	orecast Amount)	\$0	\$0
Provide Variance Explanati	on:	1			

Click on the Calculator Icon beside the value \$100,000

Proponent Amount (17%) of the Projected Expenditure of \$100,000 is \$17,000 Provincial Amount (33%) of the Projected Expenditure of \$100,000 is \$33,000 Federal Amount (50%) of the Projected Expenditure of \$100,000 is \$50,000

The Calculated Grant Forecast is \$33,000 + \$50,000 = \$83,000. You will see this value auto populate the BFR in the Calculated Grant Forecast Column.

Projected Expenditures - Past Years				\$100,000
	Proponent Amount \$	Provincial Amount \$	Federal Government Amount \$	Calculated Grant Forecast \$
	A	В	с	D = B + C
Contribution Percentage	17%	33%	50%	83%
Calculated	\$17,000	\$33,000	\$50,000	\$83,000
Calculated Forecast - Past Years	\$17,000	\$33,000	\$50,000	\$83,000
				Close

Once all Projected Expenditures for Each Program Year have been entered and saved, you may add attachments to support your projections although they are not necessary unless requested.

- 1. Click the Attachments Tab, click Browse to find the document you want to attach.
- 2. Click Upload

Instructions	BFR Form	Attachments	Submission				
Instruction	s:						
Attach sup click the 'u Note* If a	porting docur pload' button document is	ments (if any) i i to complete th over 10MB it	oy clicking on the 'brow is step. must be separated int	vse' button. Sel o smaller docum	ect the approp ients prior to u	riate file to be uplo ploading it to LGIS	aded and then
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							TOP
					COPYRIGHT	DISCLAIMER PRIVA	CY ACCESSIBILITY

Now that the BFR is complete Click on the Submission Tab of the BFR.

1. Click "Submit BFR Form"

Report As At Date: 2017-08-01 Status d'BR (Status Date): BR R Incomplete (2017-08-04) Program Name: A01 MinistryReview Project Tila: Testing BPR Project Number: Testing BPR Project Number: Testing BPR Project Tila: Testing BPR Onthly Approved Funding Details: View Contact Details: View Contact Details: View Contact Details: View Contact Details: Profort to submitting the Budget Forecast Report: 0 % • Prior to submitting the Budget Forecast Report: Submission	et BFR				
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Program Name: AD1 MinistryReview Project Number: Testing BFR Project Number: Testing BFR Project Number: Testing AFR BFR Schedule: Monthly Approved Funding Details: View Contact Details: View Contact Details: 0 % Instructions BFR Form Attachments Submission Communication of the Submission					
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BFR Schedule: Monthly Approved Funding Details: View Contact Details: View Last Reported % Construction Complete: 0 % Instructions BFR Form Attachments: Submission Form Instructions - • Prior to submitting the Budget Forecast Report; please ensure the required steps have been completed. - • Once a Budget Forecast Report is submitted, it will be locked and you will not be able to make changes online. If changes on phone 250-953-					
Approved Funding Details: Visur Contact Details: Visur Last Reported % Construction Complete: 0 % Instructions BFR Form Attachments Submission Form Instructions Submission Form Instructions • Prior to submitting the Budget Forecast Report, please ensure the required steps have been completed. • Once a Budget Forecast Report is submitted, it will be locked and you will not be able to make changes online. If changes online. If changes are also after a Budget Forecast Report tas been submitted.					
Contact Details: View Last Reported % Construction Complete: 0 % Instructions BFR Form Attachments Submission Form Instructions * * Prior to submitting the Budget Forecast Report, please ensure the required steps have been completed. • Once a Budget Forecast Report is submitted, it will be locked and you will not be able to make changes online. If changed to be made after a Budget Forecast Report to seles use that See number the See number the grave bcc. or phone 250-953.					
Last Reported % Construction Complete: 0 % Instructions Form Instructions • Prior to submitting the Budget Forecast Report, please ensure the required steps have been completed. • Once a Budget Forecast Report is submitted, it will be locked and you will not be able to make changes online. If changed to be made after a Budget Forecast Report to seles been score please ensure life Bayet beca or phone 250-953.					
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Form Instructions • Prior to submitting the Budget Forecast Report, please ensure the required steps have been completed. • Once a Budget Forecast Report is submitted, it will be licked and you will not be able to make changes online. If the need to be made after a Budget Forecast Report has been submitted.					
Form Instructions • Prior to submitting the Budget Forecast Report, please ensure the required steps have been completed. • Once a Budget Forecast Report is submitted. It will be locked and you will not be able to make changes online. If changes need to be made after a Budget Forecast Report has been submitted, please email <u>infra@ov.bc.ca</u> or phone 250-953- 3008. Cancel BFR Submit BFR Form					

Confirmation that the BFR has been successfully submitted will display and the BFR status will display as BFR Submitted

Budget Forecast Report Form 02 : Liane City Reset BFR					
Report As At Date:	2017-08-01				
Status of BFR (Status Date):	BFR Submitted (2017-08-08)				
Program Name:	A01 MinistryReview				
Project Title:	Testing BFR				
Project Number:	Test01				
BFR Schedule:	Monthly				
Approved Funding Details:	View				
Contact Details:	View				
Last Reported % Construction Complete:	0 %				
Instructions BFR Form Attachments Submission					
Form Instructions					
 Prior to submitting the Budget Forecast Report, please ensure the required steps have been completed. Once a Budget Forecast Report is submitted, it will be locked and you will not be able to make changes online. If changes need to be made after a Budget Forecast Report has been submitted, please email <u>infra@gov.bc.ca</u> or phone 250-953-3008. 					
Your BFR has been successfully submitted.	Cancel BFR Submit BFR Form				
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