

CCCW COST GUIDELINES

Direct Project Costs and Delivery Allowance

Listed below are the definitions of each cost element related to performing Clean Coast, Clean Waters Initiative Fund (CCCW) related work.

Cost Element	Cost Basis	Type of Costs Included	Expense Category									
<p>Recipient's Employee Compensation and Benefits</p> <p>Note: This category does not include labour rates for negotiated contract services (e.g., salvage operators, helicopter crews, etc.) and is limited to the Recipient's labour costs only.</p>	<p>Rates for Qualified Persons* \$45-50-55/hr</p> <p>Labour rates up to \$30/hr* will be accepted.</p> <p>*rates include employee benefits</p> <p>Rates for Qualified persons will be applied as follows:</p>	<ul style="list-style-type: none"> ● On-ground project work (including pre-work meetings, on-site crew training and travel time). ● Preparation and delivery of assessments that are developed by a qualified person for the specific project activity. ● Preparation of safety plans and work plans ● Developing, tendering and negotiating contracts for approved Activities. ● Quality control work performed for approved Activities. 	Labour									
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Junior</td> <td style="width: 30%;">0 - 5 yrs</td> <td></td> </tr> <tr> <td>Intermediate</td> <td>6-15 yrs</td> <td></td> </tr> <tr> <td>Senior</td> <td>15+yrs</td> <td></td> </tr> </table>	Junior	0 - 5 yrs		Intermediate	6-15 yrs		Senior	15+yrs		<ul style="list-style-type: none"> ● Direct supervision of on-site project work (and travel to and from the work site). 	Project Supervision
	Junior	0 - 5 yrs										
Intermediate	6-15 yrs											
Senior	15+yrs											
<p>"Yrs" is defined as years with qualification or years of demonstrated experience in a technical role.</p> <p>Qualified Persons includes individuals with specific experience, qualifications, or training relevant to Project Activities.</p> <p>Examples include: supervisors, safety coordinators, boat/barge operators, biologists or other scientists, first aid attendants, individuals with specialized skills or training (rigging/long lining/food safe) etc.</p>	<ul style="list-style-type: none"> ● Planning work – researching, developing, prioritizing, scheduling and preparing Activities to be approved by CCCW, including identifying/developing work standards, carrying out First Nations information sharing and community engagement. ● Planning and preparation of the CCCW Investment Schedule and Project Plans (including submissions to PwC). ● Program management and administration costs, such as prioritizing projects, bookkeeping, claim submissions. ● Matters relating to the Recipient Agreement with PwC. ● Planning and preparation of Milestone Reporting/ Claim Submission/, Progress/ Exception/ Amendment reporting and Completion documents required by CCCW. ● Costs incurred to attend meetings or conferences with the Ministry associated with CCCW work, but not a specific Activity and/or Location. 	Delivery Allowance										
On-site monitoring and/or Audits by the Administrator	Actual Cost	<ul style="list-style-type: none"> ● Costs incurred to arrange, attend and participate in financial and performance monitoring and/or audits, unless otherwise previously approved by PwC. 	Delivery Allowance									

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Travel – Meals, Accommodation, and Transportation	Actual costs to a maximum of the Recipient's internal travel policies and Appendix A (Expenses Payable to Service Contractors).	<ul style="list-style-type: none"> • All travel costs (non-labour) to and from specific Activity sites including meals and accommodation. 	Material
		<ul style="list-style-type: none"> • Costs related to vehicle usage (should be consistent with equipment usage below and/or Appendix A - Private Vehicle Usage). 	Equipment Charges
Recipient's Equipment Usage	A reasonable cost basis would be the equipment usage divided by the estimated useful life of the equipment multiplied by the Recipient's capital cost.	<ul style="list-style-type: none"> • Capital equipment charges for the Recipient's equipment that is used for approved Activities. (e.g., day rate) 	Equipment Charges
Materials/Supplies	Actual Cost	<ul style="list-style-type: none"> • Cost of all consumable (project specific) operating materials and supplies used to prepare, schedule, and perform approved CCCW Activities. 	Material
		<ul style="list-style-type: none"> • Allocation of Recipient's total office administrative costs (space, utilities, office supplies) and finance and accounting costs that can reasonably be attributed to the recipient's CCCW work. 	Delivery Allowance
Contractors / Consulting Services	A reasonable cost basis would be the charge that is applicable to the period that the personnel / equipment were used on the project.	<ul style="list-style-type: none"> • Contracted or purchased services for use in: <ul style="list-style-type: none"> □ On-site work (project specific) • Quality control work performed for approved Activities 	Contracted Material / Labour
		<ul style="list-style-type: none"> • Contracted or purchased services for use in: <ul style="list-style-type: none"> ➤ Activities that are related to delivery allowance activities if the Recipient were to take the work themselves. 	Delivery Allowance
Licenses, Permits, and Approvals	Actual Cost	<ul style="list-style-type: none"> • Cost of licenses, permits, honorariums, approvals and recycling/disposal fees required to perform on-site work of approved Activities. 	Material
Insurance	Actual Cost	<ul style="list-style-type: none"> • Cost of incremental premiums associated with on-site work of approved Activities 	Material

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Appendix A - Expenses Payable to CCCW Recipients

Delivery Allowance: CCCW Recipients will be compensated for administrative costs through a Delivery Allowance (DA). Delivery allowance is calculated as a fixed percentage (5%) of the total project funding actually implemented (i.e., a percentage of the funds disbursed for completed work).

All expenditures will be subject to audit by CCCW, **except** for the Delivery Allowance. However, items related to Delivery Allowance will be audited if expenses are identified that should be covered by Delivery Allowance costs are being claimed as a Direct Cost.

GST: All expense claims submitted by the Contractor shall be Goods and Services Tax (GST) EXCLUDED.

Meals: Meals for contractors and Recipient employees engaged on CCCW-related project activities will be reimbursed following the B.C. Public Service Employees - Group II Per Diem rates:

Breakfast Only	Lunch Only	Dinner Only	Full Day	B & L Only	L & D Only	B & D Only	Incidental Only
\$22.00	\$22.00	\$28.50	\$49.00	\$30.00	\$36.50	\$36.50	\$14.00

Private Vehicle Use: Private vehicle usage will be reimbursed using an all-found rate, or at a maximum, based on the government's "Blue Book" rates (see the summary below). This vehicle allowance does not apply when using leased or rental vehicles.

4 x 2 less than 2800 kg = \$0.50/km	4 x 4 less than 2800 kg = \$0.54/km
4 x 2 2801 - 3600 kg = \$0.59/km	4 x 4 2801 - 3600 kg = \$0.67/km
4 x 2 3601 - 4500 kg = \$0.67/km	4 x 4 3601 - 4500 kg = \$0.80/km
Trucks > 4500 kg = \$0.98/km	

Rented Vehicle Use*: Cost of rented vehicles or watercraft may be claimed, if required in order to perform the Services and if approved by the Administrator. Watercraft Liability, Collision Damage Waivers (CDW) and Personal Accident Liability (PAL) insurance will not be reimbursed

Accommodation*: Actual amount payable for overnight hotel / motel accommodation. Where private accommodation is used, a maximum of \$30.00 per day is payable - no receipts required.

Parking*: When a vehicle is utilized by a Recipient while engaged in the fulfillment of his/her obligations under the Recipient Agreement, receipted parking charges will be reimbursed at cost.

Ferry Travel*: Full cost of passenger and / or vehicle ferry travel will be reimbursed. Receipts or legible copies are required. **Costs of using privately owned boats are not reimbursable.**

Air Travel*: Cost of economy class fare is payable when the passenger copy of the air ticket (or a legible copy) is submitted - a requirement even when fare is paid through a travel agency.

Bus / Taxi Costs:** Travel by bus or taxi costs when traveling point-to-point will be reimbursed. Receipts are not required, unless daily charges are in excess of \$20.00.

Business Long Distance Telephone, Postage, Courier and other legitimate communication expenses incurred as part of the Contract are reimbursable when detailed by invoice or statement. For expenses where receipts have been issued (eg. courier expenses, telephone), receipts or legible copies must be submitted to substantiate these claims.

* Expense receipts or legible copies must be submitted.

** Receipts or legible copies must be submitted if expense in excess of \$20.00 per day.