

Community Enhancement Employment Program 2019-20 Final Report

Checklist

The Final Report, including the following documentation, **must** be completed in full and submitted within 14 calendar days of project's actual completion date (last day of work by a CEEP employee):

- copies of all Record of Employment forms issued to workers on the project
- copies of each employee's timesheet, signed by employee and supervisor
- copies of actual invoices for materials purchased for this project, and **not claimed or reimbursed under any other government funding program**
- copies of proof of payment (ie. cleared cheque, bank statement, etc.) for each invoice
- Receiver General Remittance calculations
- WorkplaceNL Statement or Invoice

Note: Incomplete Final Reports will be returned to the sponsor, delaying the final payment process.

A. Project Sponsor Information			
Name of Sponsoring Organization			
Mailing Address			
Town	Postal Code		
Telephone Number (Organization)	Fax Number		
E-mail Address			
Name and Title of Primary Contact Person		Telephone Number (Primary Contact Person)	
Name and Title of Alternate Contact Person		Telephone Number (Alternate Contact Person)	
Provincial District			
B. Project Information			
Project Title			
Project Number 17-CEEP-20-		Project Community	
Total Funding Approved \$		Total Funding Advanced To Date \$	
Project Approval Date	Project Start Date	Project End Date	
Total Number of Workers	Total Men	Total Women	Total Number of Work Hours
Number of Men Receiving \$2 Wage Premium		Number of Women Receiving \$2 Wage Premium	
For Office Use Only:			
Approved	Offer Acceptance Date	Advanced	
Non-Compliance Yes / No			

B. Project Information (Cont'd)

Project Description - Describe ACTUAL project activities completed, the work site/location where they took place and the materials used. Attach additional information if necessary. **Avoid using terms such as general/routine maintenance, repairs, upgrades and "etc"**. The project activities must be consistent with the approved project scope. If not, explain why.

1. **Work activity completed by CEEP employees:**

Site/Location:

Eligible materials purchased from CEEP Funding:

Is this activity consistent with the approved project scope? Yes No

If no, please explain:

2. **Work activity completed by CEEP employees:**

Site/Location:

Eligible materials purchased from CEEP Funding:

Is this activity consistent with the approved project scope? Yes No

If no, please explain:

3. **Work activity completed by CEEP employees:**

Site/Location:

Eligible materials purchased from CEEP Funding:

Is this activity consistent with the approved project scope? Yes No

If no, please explain:

B. Project Information (Cont'd)

4. **Work activity completed by CEEP employees:**

Site/Location:

Eligible materials purchased from CEEP Funding:

Is this activity consistent with the approved project scope? Yes No

If no, please explain:

5. **Work activity completed by CEEP employees:**

Site/Location:

Eligible materials purchased from CEEP Funding:

Is this activity consistent with the approved project scope? Yes No

If no, please explain:

6. **Work activity completed by CEEP employees:**

Site/Location:

Eligible materials purchased from CEEP Funding:

Is this activity consistent with the approved project scope? Yes No

If no, please explain:

B. Project Information (Cont'd)

7. **Work activity completed by CEEP employees:**

Site/Location:

Eligible materials purchased from CEEP Funding:

Is this activity consistent with the approved project scope? Yes No
If no, please explain:

Skills Development Opportunities
Did workers develop the skills listed in your Application? **(Yes / No)**
If no, please explain:

Involving Women and Older Workers
Did you involve women and older workers, as indicated in your Application? **(Yes / No)**
If no, please explain:

Occupational Health and Safety (Did the project have any worker injuries? If so, did the project sponsor complete an Employer's Report of Injury Form?)

C. Project Costs

Section C.1. Labour Costs

- Copies of Records of Employment and Employee Timesheets must be attached to this report.
- Hourly wage rate is limited to **minimum wage**, unless prior approval was granted by the Department to pay a higher wage.
- Number of hours worked per employee **must not exceed 400 hours**.
- If the hourly wage rate or number of hours worked per employee exceeds the above, labour costs will be reduced.

¹ Hourly Wage Rate: if the sponsor paid a higher wage rate from another source of funding, only claim the approved wage rate allowed under CEEP in the form below.

² Total CEEP Hours Worked: only claim eligible CEEP hours up to a maximum of number of hours stated on the Employee Declaration Form. The Department will not fund any hours paid by the sponsor that exceed the hours in the declaration form.

Employee Name	Social Insurance Number	Gender (M/F)	Hourly Wage Rate ¹	Total CEEP Hours Worked ²	Gross Wages (\$) (including 4% Vacation Pay)	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
Total Gross Wages:					\$	1
WorkplaceNL Assessment Rate (Line 1 x _____ %):					\$	2
Calculation of Receiver General Remittances, Employer's Portion Only (attached): (Box C from Section D)					\$	3
Total Labour Costs (Line 1 + Line 2 + Line 3):					\$	4

C. Project Costs (Cont'd)

Section C.2 Materials Costs

- Copies of actual invoices from registered companies for materials purchased for the project must be attached. Do not include invoices that are not in the name of the project sponsor.
- Proof of payment for each invoice must be attached.
- Any materials purchased before the approval date of the project or seven calendar days prior to the end date of the project are **not eligible** for reimbursement.
- **Invoiced items not related to the approved project scope and materials cannot be claimed.**
- Based upon ELIGIBLE total labour costs, **materials must not exceed 25%**. If invoices do exceed 25% of eligible labour costs, **material costs will be reduced.**

Invoice Date (MM / DD / YY)	Invoice Number	Date Invoice Paid	Supplier	Activity # which materials were purchased (Pages 2-4)	Invoice Amount (\$) (including HST)*	
Total Cost of Materials Purchased:					\$	(a)
Maximum Materials Cost: Line 4 (\$ _____) x 25%:					\$	(b)
Eligible Material Costs Enter line (a) or line (b), whichever is less:					\$	5

* **Please note: expenses reimbursed under this program are not eligible for the GST rebate**

C. Project Costs (Cont'd)

Section C.3 – Administration Costs

- The administration cost is 10% of **ELIGIBLE total labour** costs for your project.
- Administration costs do not require documentation.

Calculate Administration Cost: Line 4 (\$ _____) x 10% = \$ _____

Total Administration Costs: \$ _____ **6**

Section C.4 – Occupational Health and Safety Training (OHS) Costs (If applicable)

- If a sponsor must pay for training to be compliant with OHS legislative requirements, such training and training-related expenditures are eligible project costs.
- Copies of actual invoices **must** be attached.

Invoice Date (MM / DD / YY)	Supplier's Name	Invoice Amount (\$) (including HST)

Total OHS Costs: \$ _____ **7**

Total Project Costs

- Total payment to sponsor cannot exceed total approved funding.
- If ELIGIBLE total project costs are less than approved funding, final payment will be adjusted.

Grand Total
(Line 4 from page 5 +
Line 5 from page 6 +
Line 6 + Line 7):

\$ _____ **8**

Section C.5 – Employee Declaration Variances

- Please complete this section if the number of hours worked, as recorded on the Record(s) of Employment (ROE), **differs** from the Employee Declarations.

Employee Name	Social Insurance Number	Employee Declaration	Total Hours Worked (based on ROE)	Reason for Variance
<i>Example: John Smith</i>	123 123 123	270	160	<i>Worker left project to accept other employment</i>

Section D: Calculation of Receiver General Remittance for CPP and EI for the Entire Project

This section is meant as a guide only. The sponsor is still responsible for documenting and submitting all information to the Department, as well as the Receiver General.

If the sponsor paid a higher wage rate from another source of funding, CPP & EI deductions must reflect the allowable wages under this program and report in the form below (ie. the CPP & EI amounts would be lower than actually deducted from employee as the sponsor is responsible for any labour related costs over the approved wage rate).

Employee Name	Gross Wages (including 4% vacation pay)	EMPLOYEE'S PORTION ONLY	
		CPP Deductions	EI Deductions
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
			Total EI:
		Total Gross Wages	Box A: Total CPP
			Box B: Total EI x 1.4 =
		Employer's Portion of CPP and EI	
		Box C: (Box A + Box B)	
		Copy this amount to Line 3, Section C.1.	

Sponsor's Declaration	
<p>I hereby certify that:</p> <p>a) I am an authorized signing officer of the above organization and that this final report is accurate to the best of my knowledge.</p> <p>b) All expenditures claimed are related to this project, and have not been claimed or reimbursed under any other government funded program.</p> <p>c) I acknowledge and agree this project and all related expenditures may be subject to an audit.</p> <p>d) If fraudulent activity is discovered it may be investigated and reported to the police.</p>	
<p>_____</p> <p>Name and Title of Authorized Official</p>	<p>_____</p> <p>Signature of Authorized Official</p>
	<p>_____</p> <p>Date</p>