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| **Reimbursement Request1**  **COVID-19 Forestry Futures Trust Incremental Silviculture Cost Program 2021** | | | | | | |
| **Approved Applicant(s):** | | | **Project Number :** | | | |
| **Forest Management Unit Name:** | | **Forest Resource Licence** # (if applicable): | | | | |
| **Reimbursement Request: $** | | | | | | |
| **Request to:**  Forestry Futures Trust Committee -  admin@forestryfutures.com  **cc**: Forestry Futures Trust Secretariat -  trustclaims@ontario.ca | | **Payee Name, Address and Phone Number: (wire-transfer payment details must be on file with the Ministry of Natural Resources and Forestry)**    **Payee Business Number:** | | | | |
| **Eligible Incremental Cost Reimbursement Request:**  *(Include Incremental Cost Breakdown Summary\_2021 COVID19 Invoices form)* | | **Principal**  **Amount**  **$** | | **HST**  **$** | **Total**  **$** | |
| **Terms and Conditions of Reimbursement Request**  **By submitting this reimbursement request, the Approved Applicant consents and agrees to the following terms and conditions.**   1. The term “Eligible Incremental Cost” means a COVID-19 related incremental cost specified in Appendix A actually incurred in 2021 by the Approved Applicant related to a renewal cost in the Forest Management Unit indicated above, that would normally be eligible for reimbursement from the Forest Renewal Trust as set out in a valid forest resource licence that applies to that Forest Management Unit. 2. The Approved Applicant confirms that this request for reimbursement under the COVID-19 Forestry Futures Trust Incremental Silviculture Cost Program 2021 (the “Program”) is for Eligible Incremental Cost(s) only, and no other costs. 3. The Approved Applicant agrees it may be required to repay any reimbursement received in response to this request, if the Ministry of Natural Resources and Forestry determines the reimbursement related to a cost that is not an Eligible Incremental Cost. | | | | | | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name of Forest Manager (RPF)** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Seal and Signature of Forest Manager** | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_Date** |

1 To ensure timely reimbursement of expenses, contractors should provide invoices to the Forest Manager no later than 60 days after the termination of the plant. The deadline for the SFL submission of reimbursement requests is December 15, 2021.

**APPENDIX A: ELIGIBILE EXPENSES**

It is recommended that the tree plant contractor take appropriate steps to minimize the risk of COVID-19 positive employees entering the camp situation which may include COVID-19 testing immediately before entering camp (some assessment centers in Ontario do conduct asymptomatic testing free of charge), additional restrictions during the two-week incubation period for COVID-19 upon entry into camp, daily self-screening questionnaires, etc.

The following section outlines examples of eligible expenses that may be reimbursed through the COVID-19 Incremental Silviculture Cost Program in 2021. The list is not all-inclusive and unlisted expenses may also be eligible at the discretion of the FFTC by request. Expenses that are ineligible or have a limited eligibility, compared to last year’s program, are also identified. All claims for reimbursement must have been incurred in 2021 and be accompanied by a document that itemizes the expenses. Claims may be subject to audit.

Personal Protective Equipment and Sanitation Supplies

The following examples of expenses are eligible and may be submitted for reimbursement.

* Hand sanitizer
* Face masks/protection PPE
* Disposable paper towel
* Disinfectant spray
* Sanitizing supplies
* Disposable dishes and cutlery Gloves, single use
* Hand soap
* Additional water delivery

Construction or Capital Purchases

The COVID-19 Incremental Silviculture Cost Program 2021 will not generally cover capital costs (e.g., expenses listed below) for contractors who charged for such items last year; however, where there are extenuating circumstances (e.g., loss to fire), special justification by contractors may be considered if provided in advance of the purchase and supported by 2021 documentation. Funding for reasonable capital costs will be considered for contractors participating in the Program for the first time.

* Signage
* Air purification system for kitchen
* UV light in purification system
* Cabinet and fan for purification system
* Sneeze guards and other no-touch serving equipment
* Melmac dinner plates, side plates, bowls, mugs, tumblers, trays, cutlery
* Backup kitchen build to address gathering restrictions
* 2 additional mess tents per camp to keep crews segregated eating areas
* Contractor shop wages to modify existing/new infrastructure (anticipated reuse of previously constructed/purchased materials)
* Additional dry tent
* Hand wash tent
* Sink foot-petals
* Additional hand washing sinks
* Additional dish washing sinks
* Thermometers – temperature guns (1 per crew)
* Additional first aid facility
* Additional water system
* Additional washer and dryers

Administration

The following examples of expenses are eligible and may be submitted for reimbursement.

* COVID-19 training for planters
* COVID-19 training for crew bosses
* One full-time employee in each camp COVID duties
* Added workload compensation to crew bosses (anticipated to be minimal beyond initial start up)
* Added workload compensation to supervisors (anticipated to be minimal beyond initial start up)
* Daily safety COVID meetings
* Daily crew vehicle cleaning
* Head cook working on days off
* Cook assistant (1 extra)
* Assistant cook working days off
* Food serving and dish-washing staff
* Rover (to do town runs, water, etc.)
* Extra camp move time (1 extra day per move)
* Increase in food budget (wholesale purchases only) by $5/person/day
* Food for camp on days off
* Food delivery truck in the event of food shortages in remote areas, fuel surcharge 15%
* Reefer trailer in the event of food shortages
* Food for any camp employee (planter, crew boss, supervisor) under quarantine
  + Lost wages due to quarantine will not be reimbursed through the Program. It is recommended that federal and provincial sick leave programs be investigated to regain income losses

**Limited Eligible Expenses:** General Covid-19 administration costs, including itemized policy development and planning expenses, *will not be honored over 10%* of the reimbursement claim.

**Ineligible Expenses:** Source deductions (e.g., WSIB and liability insurance) are *not* eligible expenses.

Transportation and Fuel

The following examples of expenses are eligible and may be submitted for reimbursement.

* Transportation costs picking up planters in major cities to avoid use of public transportation
* Pre-season chartered bus service direct to camp
* Two or more additional trucks for camp (depending on government-imposed restrictions)
* Fuel for these two trucks
* Fuel trailer (reduce town runs)
* Gas, fuel for generators, transportation, etc.