



FORESTS FOR TOMORROW UPDATE – October 9, 2009

Administration Transition Updates

Allocation 3

At this time all Recipients have been notified of any increases to their Investment Schedule as a result of the third and final allocation (A3) and PINES has been updated with these changes. Recipients are also advised that all Forests for Tomorrow (“FFT”) projects planned for the 2009/10 fiscal year must be entered in the PINES system by October 21, 2009. Investment Managers may be contacting Recipients as necessary to discuss funding priorities and the utilization of funds. After this date, unallocated funds will be re-distributed to other program priorities.

Quarterly Reporting Required

Please note that quarterly reporting will be required for all Recipients commencing with the end of the third quarter. For the period between January 1st to January 15th, Recipients will be required to submit quarterly reports for each approved project in PINES. To initiate a quarterly report, simply open the project and fill in the ‘actual’ budget table information for all quarters completed to date. The values reported must be actual expenditures. Please make a statement as to the progress and any issues encountered in the quarter in the quarterly report boxes at the bottom of the project plan. Press the ‘Submit to IM’ button at the end of each project plan once the quarterly report information has been completed.

New Recipient Agreement for Allocation 3

Recipients are reminded that the new Recipient Agreement with the Ministry of Forests and Range (“MFR”) is applicable to all Allocation 3 projects. With the change in Recipient Agreement, there are several policy and process changes. Recipients are advised to review this document before submitting any A3 projects to ensure awareness of all changes (some significant ones mentioned below):

- * Please ensure all Allocation 3 projects contain A3 in the project title. PINES has been updated to include all MFR Investment Managers for their respective areas to review submitted A3 projects.
- * Any Allocation 2 (A2) projects that are amended under Allocation 3 will be managed by PwC (note: FLTC projects must be A3).
- * Projects with greater than 50% in-house content (including administration) will require a quarterly invoice and final invoice to generate payment and should be titled Invoice A3. All sub-contracts greater than \$75,000 must be open tendered.



	Responsibility	Allocation 1	Allocation 2	Allocation 3	Comments
Review/ Approve – Projects, Amendments, Completion Reports	PwC	√	√	*	* PwC will manage any projects initiated under allocations 1 & 2 that are being amended with additional \$'s under allocation 3. PwC will also manage all allocation 3 projects in Kamloops, Merritt, and Lillooet.
	MFR			√	
Management of Finances – Advances/ Invoices/ Final Payments	PwC	√	√	√	* PwC will manage all funds for all projects through the remainder of this fiscal year. .
Financial Audits	PwC	√	√	√	PwC will complete the financial audits for all 2008/09 projects
Follow-up on events of default	PwC	√	√	√	Financial Audits only
	MFR	√	√	√	Field Performance Audits

As part of the transition process the recipient agreements originally developed by PwC were revised to reflect the transition to MFR as the program administrator and to align with government financial and administration procedures. The table below summarizes the recipient agreement transition.

	Allocation 1	Allocation 2	Allocation 3
Reassigned Original PwC Recipient Agreement	√	√	*
Revised MFR recipient Agreement			√

* The original recipient agreement also applies to any projects initiated under allocations 1 & 2 that are being amended with additional \$'s under allocation 3

