

## **CRITICAL PROVINCIAL DEADLINES** **For Local Government Authority/First Nations**

### **October 31 - New Applications are due**

- On or before this date, applications must be received at the PEP Regional Office. Applications are reviewed by the PEP Regional Manager and forwarded to PEP Headquarters for consideration. **Applications received after October 31 will not be considered.**
- **Applications should be submitted early enough to provide time for additional information or changes, if required, before the October 31 deadline.**

### **April**

- Public Safety Canada notifies PEP Headquarters of the decision for each project. PEP advises local governments that projects are:
  - Approved (with the maximum cost-shared amount identified)
  - Denied
  - Pending (due to insufficient funds at the time of approval). Pending projects may be approved later in the year as surplus funds become available.

### **November 30 - Surplus Status Letters due for current year JEPP projects**

- PEP sends faxed requests to **project managers/financial officers to provide surplus funding status** for current projects in the first two weeks of November. This report must be returned to PEP Headquarters by November 30.
- This information is forwarded to Public Safety Canada so that surplus funds may be redeployed to other local government projects that are on the pending list.

### **March 31 - All Claims must be received at PEP Headquarters**

- For purchases made in March, the deadline is still March 31 for the claim and supporting documentation, however final proof of payment may be submitted until April 30.
- The project must be completed within the same fiscal year approval was given (federal and provincial fiscal years run April 1 - March 31). **Goods and Services received after March 31 are not eligible for cost-sharing.**