Ontario 🏵️

Municipal Modernization Program: Final Report

1) Complete all required fields and ensure that the Final Report has been attested to by the appropriate municipal staff.
2) Upload a PDF file and applicable supporting documentation to Transfer Payment Ontario. Instructions for report submission can be found on pages 3-5 of this report.

Key Information

Title of Service Delivery Review Project
Legal Name of Municipality
Hyperlink to publicly posted Independent Third-Party Reviewer's Report

Project Description

1) Describe your project and summarize key recommendations found in your Third-Party Reviewer's Report (250-word maximum).

Project Costs

1) Total to be paid to Independent Third-Party Reviewer.

$_____ (Amount) + $_____ (13% HST) = $_____

Reporting

(A) Total amount of service delivery expenditures reviewed under the project:

$_____

(B) Total amount of service delivery expenditures identified as potential cost savings in the Independent Third-Party Reviewer's Report:

$_____

(C) Percentage of service delivery expenditures reviewed under the project that were identified as potential cost savings in the Independent Third-Party Reviewer's Report (B/A x 100):

_____%

Attestation

◯ I declare that all the information that is being submitted in this Final Report is to the best of my knowledge true and correct.

◯ I have reviewed this Final Report and the supporting material and can verify that it is accurate to the best of my knowledge and understanding.

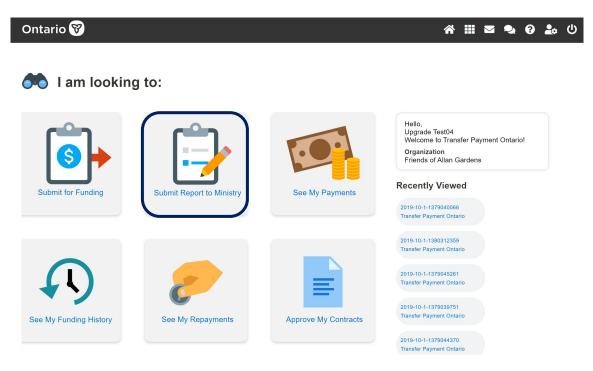|		
Name of Signatory (TYPE)	Position of Signatory (TYPE)	Date (mm/dd/yyyy)

Transfer Payment Ontario

Introduction

Many transfer payment programs require a recipient to report on deliverables as part of the transfer payment agreement. The specifics and timing of these deliverables are dependent upon the requirements of the transfer payment program and may vary from program to program.

Transfer Payment Ontario provides an online report form to record the deliverables.

Accessing Reports

Reports are located in the **Submit Report to Ministry** Quick Menu Card in the Transfer Payment Ontario system. Use your ONe-Key ID and password to log in and access the reports.

Transfer Payment Ontario
Help can be reached at:
416-325-6691 or 1-855-216-3090
TPONCC@Ontario.ca
Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time   Page 3 of 5

Submit Report to Ministry

Reports can be access by Program or in a list format **(A).** To toggle between the different views, select the hyperlink for "Report Back by Program" or "Report Back List".

Reports are available for Active transfer payments or funding agreements.

Report Statuses

There are three **statuses (B.)** related to reports and they occur in the following order:
1. **Pending** – you have not started a report
2. **Draft** – you have a draft report in process
3. **Submitted** – your report has been submitted to the ministry.

If the ministry requires more information after you have submitted your report, the status will revert from Submitted to Draft and a request will be made for more information.

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Completing Reports

To access the report, select the hyperlink for the Report Type. The system will open the report with a status of pending.

Reports are completed following a four-step process:

1. **Report Back Details** – contains program documentation / instructions for completing the report
2. **Complete Report Back** – download/upload the report back form (if applicable)
3. **Attach Supporting Documents** – add documents requested as part of the report review process
4. **Submit Report Back** – submit to the ministry. Status changes from 'Pending' to 'Submitted'.

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