

[date]

Town Council of [town]

Dear Mayor [name]:

The Federal/Provincial Management Committee is pleased to provide your Town with the Canada - Newfoundland and Labrador Municipal Rural Infrastructure Fund (MRIF) Application Package.

In order to streamline the application process and assist the Management Committee with the evaluation of the submissions, an online application format has been developed. Applicants can view the MRIF website at www.mpa.gov.nl.ca/mpa/mrifa. The Project Application Form Guideline, Business Case Guideline and supporting documentation can be viewed on the site and downloaded if the Applicant desires. Information sessions will be provided by the Department of Municipal Affairs to familiarize local governments and their consultants with the new process. Participants will be notified of dates and locations of the information sessions when the arrangements have been finalized.

This Application Package will also serve as the application for the Provincial Municipal Capital Works Program (MCWP). Projects which are not eligible for or have not been successful in obtaining funding from MRIF may be considered for funding under MCWP.

Paper applications will be available on request, however, applicants are encouraged to use the online process. The Town has been issued the following User ID and Password to allow access to the Online Application site:

User ID: [Userid]
Password: [Password]

The Town should only apply for projects which are affordable as demonstrated by the completion of the Financial Evaluation forms included with this Application Package. Preparation of the Financial Evaluation for water and/or sewer projects should be based on a cost share ratio of [share] on the Provincial/Municipal portion of the MRIF funding, which will be two thirds of the project cost. All other projects funded under MRIF will be cost shared equally between the three levels of government.

Applications will be accepted at any time up to September 30, 2009, however, the deadline for the receipt of applications to be considered in Round 1 of funding allocations is April 3, 2006. Applications received after this date and those which were not successful in Round 1 will be advanced to Round 2 for consideration. Any applications that were on file from previous funding programs are no longer active.

The following items must be submitted in addition to the online application:

- Completed Financial Evaluation Form, 2 copies
- Resolution of the Local Government authorizing the Application, 3 copies
- Project Cost Estimates, 7 copies
- Drawing indicating location and scope of the proposed project, 7 copies

All submissions are to be forwarded to:

[engineer], P. Eng., Regional Engineer
[region] Regional Office
Department of Municipal Affairs
[mailing address]

Questions regarding the application process can be directed to the appropriate Regional Office or the following:

Canada - Newfoundland and Labrador Infrastructure Secretariat:

Mr. Dave Murrin
Manager of Infrastructure
Atlantic Canada Opportunities Agency
John Cabot Building
10 Barter's Hill, 11th Floor
P.O. Box 1060, Stn. 'C'
St. John's, NL A1C 5M5

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Email: dave.murrin@acoa-apeca.gc.ca

Mr. Erik Seaward
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Department of Municipal Affairs
P.O. Box 8700
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