



Instructions and Guidelines for Completing a Capital Investment Plan (CIP) Application

Disclaimer

The information contained in this document is intended to serve as a reference for Municipalities/Inuit Community Governments to assist them in the preparation of a CIP and to clarify the acceptance process. Capital Investment Plan Applications are a requirement under the Ultimate Recipient Gas Tax Agreement, as prescribed under the Canada – Newfoundland and Labrador Administrative Agreement on the Canada Community-Building Fund. This document should not serve as a substitute for the actual Ultimate Recipient Gas Tax Agreement or amendments.

What is a Capital Investment Plan Application?

- It is an application that details the municipal infrastructure project that a municipality/Inuit Community Government proposes to complete. The project can expand multiple years of funding.
- It has to be submitted by the municipality/Inuit Community Government to the Department of Municipal and Provincial Affairs – Canada Community-Building Fund Secretariat for project approval.

What should be included with the Capital Investment Plan Application?

1. Capital Investment Plan Application
2. Detailed Quote from a Third Party
3. Resolution of Council supporting the request (a template is below).

How should the resolution of council be worded?

Below is a sample template:

Motion #: _____

RESOLVE that the Town of _____ submit its Capital Investment Plan to the Department of Municipal and Provincial Affairs for Canada Community-Building Funds in the amount of \$_____ for _____ (name of project).

Vote: In favor: List the Mayor/Deputy Mayor/Councillors in favor.
 Opposed. List the Mayor/Deputy Mayor/Councillors not in favor.



What happens to the Capital Investment Plan Application once submitted?

1. The application is reviewed for accuracy, completeness, and eligibility.
2. It is then brought to the Canada Community-Building Fund Committee for review.
3. Once reviewed by the Canada Community-Building Fund Committee, a letter of approval/rejection will be forwarded to your municipality/Inuit Community Government.

What eligibility criteria are applied to the Capital Investment Plan Application when submitted?

1. Project Category

- It must demonstrate that the project fits into one of the eligible categories in Schedule B of the Ultimate Recipient Gas Tax Agreement.

2. Eligible Costs

- The costs must be consistent with the eligible costs as defined in Schedule C of the Ultimate Recipient Gas Tax Agreement.

3. Outcome

- It must achieve/contribute to the following program benefit:
 - (a) Beneficial impacts on communities

Can I apply for a project that is started and/or completed?

Yes. The Canada Community-Building Fund Secretariat will accept applications for projects that are already started and/or completed, if the application is received and approved within the same calendar year that the project started.

How do I cancel or change a previously approved project?

- **Cancel a project:** Submit a resolution of council stating the project number, project title and project amount you want to cancel.
- **Reduce the approved amount of a project:** Submit a resolution of council stating the project number, project title and the amount by which you want to reduce the project approval amount by.
- **Increase the approved amount of a project:** Submit a completed capital investment plan application indicating the reason for the increase (i.e., actual costs were higher than estimated costs). Ensure you tick “yes” for revised project and include the project number. Attach the detailed cost estimate(s) supporting the increase in cost, as well as a resolution of council.



Am I required to follow the Public Procurement Act?

Yes. It is your responsibility to award projects in accordance with the Public Procurement Act and to ensure that all costs charged against these projects are eligible under Schedule C of your Ultimate Recipient Gas Tax Agreement. As part of the Annual Expenditure Report, your auditor will express an opinion on your compliance with the Agreement. For more information on the Public Procurement Act, please contact the Government Purchasing Agency. Website: <https://www.gov.nl.ca/ppa/>.

Am I required to install an Infrastructure Project Sign for my approved project?

Some projects require the installation of an Infrastructure Project Sign. The cost of the sign is eligible for gas tax funding. Please refer to the Infrastructure Project Sign Design and Installation Guidelines.

Website: <https://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>

Contact Information:

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