

## CALL FOR APPLICATIONS

COR/2019/02342

To: All Municipalities, Local Service Districts, Engineering Consultants, Regional Service Boards and Inuit Community Governments

Re: Call for **2021-2022** Municipal Infrastructure Applications

Date: July 29, 2019

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The Department of Municipal Affairs and Environment (MAE) is inviting applications for its 2021-2022 cost-shared funding programs. Applications will be used for the Municipal Capital Works (MCW) program as well as the Investing in Canada Infrastructure Program (ICIP). **The deadline to submit applications for these programs is September 30, 2019.**

**Attached please find the Application Guide which addresses the requirements of each program. This can also be found on our website [https://www.mae.gov.nl.ca/capital\\_works/proposed.html](https://www.mae.gov.nl.ca/capital_works/proposed.html).**

### PREVIOUS APPLICATIONS

If projects applied for and not approved during the last call (2019/20 Closed December 2018) remain a priority, please advise MAE by contacting [INFRASTRUCTUREMAE@GOV.NL.CA](mailto:INFRASTRUCTUREMAE@GOV.NL.CA) and include all supplemental information required as outlined in the Guideline.

### CONTACT INFORMATION

Questions regarding the application process can be directed to the appropriate contact:

Mr. Inayat Rehman, P. Eng.  
Eastern Regional Office  
Phone: (709) 729-5337  
Email: [InayatRehman@gov.nl.ca](mailto:InayatRehman@gov.nl.ca)

Mr. Wilfred Maloney, P. Eng.  
Central Regional Office  
Phone: (709) 256-1055  
Email: [WilfMaloney@gov.nl.ca](mailto:WilfMaloney@gov.nl.ca)

Mr. Chris Power, P. Eng.  
Western Regional Office  
Phone: (709) 637-2491  
Email: [chrisspower@gov.nl.ca](mailto:chrisspower@gov.nl.ca)

Mr. Ehsan Khan, P. Eng.  
Labrador Regional Office  
Phone: (709) 896-2942  
Email: [EhsanKhan@gov.nl.ca](mailto:EhsanKhan@gov.nl.ca)

## CALL FOR APPLICATIONS

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Sincerely,



**Kim Kieley, P. Eng, FEC**

Director (A) – Infrastructure and Waste Management

/jl

Enc.

cc: MPs, MHAs, Regional Managers, Regional Engineers

# INFRASTRUCTURE APPLICATION GUIDELINE

Government of Newfoundland and Labrador

The Department of  
Municipal Affairs and Environment

1<sup>st</sup> Edition  
Edited July 2019

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## 1. OVERVIEW

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The Department of Municipal Affairs and Environment supports the development of municipal infrastructure throughout the province of Newfoundland and Labrador through cost shared funding agreement that may include Municipal, Provincial, and Federal funding. In order to adequately and fairly fund these projects, applications are called on a yearly basis. This guide will assist the Ultimate Recipients in the completion of the application.

Currently there are two Funding Streams available, Municipal Capital Works (MCW) and the Investing in Canada Infrastructure Program (ICIP). These programs have slightly different application requirements, please review this guideline carefully to ensure your application is complete.

## 2. WHO CAN APPLY?

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### 2.1 MCW ELIGIBLE RECIPIENTS

1. Incorporated Towns (currently not under a Multi-year Capital Works agreement)
2. Local Service Districts
3. Nunatsiavut & Inuit Community Governments

### 2.2 ICIP ELIGIBLE RECIPIENTS

1. Incorporated Cities
2. Incorporated Towns
3. Local Service Districts
4. Nunatsiavut & Inuit Community Governments
5. When working in collaboration with a municipality, a public or not-for-profit institution that is directly or indirectly authorized, under the terms of provincial or federal statute, or royal charter, to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials
6. A private sector body, including for-profit organizations and not-for-profit organizations. In the case of for-profit organizations, they will need to work in collaboration with one or more of the entities referred to above or an Indigenous government listed below.
7. The following Indigenous Ultimate Recipients:
  - a. A band council within the meaning of section 2 of the *Indian Act*;
  - b. A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;

- c. A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; and
- d. A not-for-profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a municipality, or Newfoundland and Labrador.

Note: For-profit applicants should consult the Canada - Newfoundland and Labrador Integrated Bilateral Agreement (for the Investing in Canada Infrastructure Program) or contact the local MAE Regional Engineer to determine project eligibility.

### 3. MUNICIPAL CAPITAL WORKS FUNDING (MCW)

#### 3.1 PROGRAM OVERVIEW

1. MCW projects are funded on a provincial/municipal cost share basis. Funding is to be used for the creation of new infrastructure or the capital renewal of existing but is not to be used for normal maintenance or operational costs.

#### 3.2 COST SHARE RATIOS FOR MCW FUNDING

Project Category	Population	Municipal Share	Provincial Share	Gas Tax Eligibility
Water, waste water, disaster mitigation	Less than 3,000	10%	90%	As there is no federal funding cost shared in these programs, a Municipality may choose to use Gas Tax for the full municipal share
	3,000 and 7,000	20%	80%	
	Greater than 7,000	30%	70%	
Recreational projects, Community/Council Buildings, Fire halls	All population bands	40%	60%	
Roads and other funding requests	All populations bands	50%	50%	

1. Projects which are regional in nature, with a signed Memorandum of Understanding between the regional parties, may qualify for a 10 per cent lower municipal cost shared ratio (unless the project already falls into the 90/10 category).
2. Percentages are payable on project eligible costs (total cost less HST rebate)

### 3.3 ELIGIBLE PROJECTS FOR MCW FUNDING

#### 3.3.1 WATER, WASTE WATER, DISASTER MITIGATION (MUNICIPALITIES ONLY)

- Upgrades of water/sewer systems
- Water supply development/Intakes
- Flowmeters
- Insulation of freeze-prone mains
- Water transmission mains
- Sewage treatment systems
- Sewer trunk/collector/service lines
- Monitoring programs
- Power supply extension to water/wastewater infrastructure
- Access roads to water supplies
- Chlorination system
- Replacement of deteriorated main lines
- Pump houses
- Water storage tank
- Water treatment facilities
- Sewage lift stations
- Sewer outfalls
- Seawall / Breakwater Projects related to protection of subsurface infrastructure

#### 3.3.2 RECREATIONAL PROJECTS, COMMUNITY/COUNCIL BUILDINGS, FIRE HALLS

- Town hall
- Major renovations/repairs
- Wellness center
- Sports field
- Multi-purpose sports complex
- Walking trails
- Outdoor ice pads
- Splash pads
- Fire hall
- Power supply extensions
- Library
- Swimming pool
- Arenas
- Ice resurfacing machines
- Preliminary studies
- Playground

#### 3.3.1 ELIGIBLE PROJECTS – ROADS AND OTHER FUNDING REQUESTS

- Retaining walls
- Pedestrian Crosswalks
- Traffic Study
- Culverts
- Signage
- Raising of manholes, catch basins / valves
- Recapping of existing roads
- Seawall / Breakwater Projects for the protection of road infrastructure
- Storm drainage
- Traffic lights and line painting where approved by the department
- Curb and Gutter
- Street Lighting
- Sidewalks
- Bridge
- Generators
- New pavement on existing and new roads
- Road widening and upgrading
- New road construction (Subject to Departmental review)
- Installation of guide rails
- Local/Main/Collector roads that have NOT been paved in the last 10 years

### 3.4 INELIGIBLE PROJECTS FOR MCW FUNDING

- New subdivisions
- Purchase of spare parts, maintenance materials, etc.
- Thawing of frozen service lines
- Disaster mitigation for private property
- Cleaning of screens and strainers
- New water and/or sewer to service new development
- Flushing of existing mains
- Paving less than 100m



### 3.5 ELIGIBLE EXPENSES FOR MCW PROJECTS

- Consultant fees & expenses
- Costs related to operation of site
- Relocation of public utilities affected by construction
- Property acquisition where approved by the department
- Preliminary studies
- Testing
- Property and road reinstatement where impacted by project

### 3.6 NON ELIGIBLE EXPENSES FOR MCW PROJECTS

- General maintenance work
- Private access roads
- Repairs to fire fighting vehicles
- Legal Surveys
- Annual lining of sports fields
- Team uniforms
- Municipal costs related to administrative Capital Works Projects
- Assets which will not belong to Ultimate Recipient after construction
- Maintenance to town offices and buildings
- Land Purchases without departmental approval – additional information may be required
- Recipient labour (unless the project is pre-approved for project to be managed by recipient)
- Purchase of digital signs and mobile traffic control lights (unless business case provides sound reasoning)
- Landscaping (in isolation)
- Snow clearing equipment
- Vehicle rentals/lease/purchase
- Heavy construction equipment
- Cleaning of equipment
- Media Ads
- Patching as defined in master specification (in isolation)
- Purchase of related firefighting equipment
- Survey Equipment (purchase is not acceptable for any type of equipment)
- Buildings whose purpose is not within the authority of UR under the Municipalities Act
- Construction Materials (unless the project is pre-approved for project to be managed by recipient)

## 4. INVESTING IN CANADA PROGRAM (ICIP)

### 4.1 PROGRAM OVERVIEW

1. Composed of four funding streams:
  - a. Public Transit
  - b. Green Infrastructure
  - c. Community, Culture and Recreation
  - d. Rural and Northern Communities
2. Information outlined in this section of the document is taken from the **Integrated Bilateral Agreement (for the Investing in Canada Infrastructure Program) Canada - Newfoundland and Labrador** which can be found at the following link.  
<https://www.infrastructure.gc.ca/prog/agreements-ententes/2018/2018-nl-eng.html> It is encouraged for Applicants to review this document to ensure their project meets all program requirements.

### 4.2 COST SHARE RATIOS FOR ICIP FUNDING

Non-Municipal Recipients			
Stream	Applicant Type	Federal Share	Ultimate Recipient Share
<b>Public Transit</b> (St. John's and Corner Brook only) Improved capacity, quality or access to existing public transit	For-profit	25.00%	75.00%
<b>Green Infrastructure</b> Includes Climate Change Mitigation; Adaption, Resilience, Disaster Mitigation; and Environmental Quality sub-streams	Indigenous	75.00%	25.00%
	Not-for-profit	40.00%	60.00%
	For-profit	25.00%	75.00%
<b>Community, Culture and Recreation</b> Increased access to and/or quality of cultural, recreational and/or community infrastructure	Indigenous	75.00%	25.00%
	Not-for-profit	40.00%	60.00%
<b>Rural and Northern Communities</b> Improved and more reliable road, air, and marine infrastructure, improved food security, improved broadband connectivity, more efficient and/or reliable energy and potential projects under other streams	Indigenous	75.00%	25.00%
	Not-for-profit	50.00%	50.00%
	For profit	25.00%	75.00%

Municipal Ultimate Recipients					
Stream	Population Other Criteria	Federal Share	Provincial Share	Municipal Share	Gas Tax Eligibility
<b>Public Transit</b> Improved capacity, quality or access to existing public transit networks (St. John's and Corner Brook only)	New construction/expansion	40.00%	33.33%	26.67%	Max Federal share is 40%, therefore <b>not eligible</b> for Gas Tax
	Public transit rehabilitation	50.00%	33.33%	16.67%	Max Federal share is 50%, therefore <b>not eligible</b> for Gas Tax
<b>Green Infrastructure</b> Includes Climate Change Mitigation; Adaption, Resilience, Disaster Mitigation; and Environmental Quality sub-streams	Population less than 3,000	40.00%	50.00%	10.00%	Max Federal share is 40%, therefore <b>not eligible</b> for Gas Tax
	Population of 3,000 to 7,000	40.00%	40.00%	20.00%	Max Federal share is 40%, therefore <b>not eligible</b> for Gas Tax
	Population greater than 7,000	40.00%	30.00%	30.00%	Max Federal share is 40%, therefore <b>not eligible</b> for Gas Tax
<b>Community, Culture and Recreation</b> Includes increased access to and/or quality of cultural, recreational and/or community infrastructure	All population bands	33.34%	33.33%	33.33%	Max Federal share is 40%, therefore <b>eligible</b> for up to 6.66% Gas Tax, Municipal Share would then be 26.67%
<b>Rural and Northern Communities</b> Includes improved and more reliable road, air, and marine infrastructure, improved food security, improved broadband connectivity, more efficient and/or reliable energy and potential projects under other streams	Population less than 100,000	33.34%	33.33%	33.33%	<b>Population less than 5,000</b> - Max Federal share is 60%, therefore eligible for up to 26.66% Gas Tax, Municipal Share would then be 6.67%
					<b>Population greater than 5,000</b> - Max Federal share is 50%, therefore eligible for up to 16.66% Gas Tax, Municipal Share would then be 16.67%

4.3 ELIGIBLE PROJECTS FOR ICIP FUNDING

Stream	Outcomes
<p><b>Public Transit (St. John's and Corner Brook)</b></p>	<ol style="list-style-type: none"> <li>1. Improved capacity of public transit infrastructure</li> <li>2. Improved quality and/or safety of existing or future transit systems</li> <li>3. Improved access to a public transit system</li> </ol>
<p><b>Green Infrastructure</b></p>	<p><b>Climate Change Mitigation Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Increased capacity to manage more renewable energy</li> <li>2. Increased access to clean energy transportation</li> <li>3. Increased energy efficiency of buildings</li> <li>4. Increased generation of clean energy</li> </ol> <p><b>Adaptation, Resilience and Disaster Mitigation Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Increased structural capacity and/or increased natural capacity to adapt to climate change impacts, natural disasters and/or extreme weather events</li> </ol> <p><b>Environmental Quality Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Increased capacity to treat and/or manage wastewater and stormwater</li> <li>2. Increased access to potable water</li> <li>3. Increased capacity to reduce and/or remediate soil and/or air pollutants</li> </ol>
<p><b>Community, Culture and Recreation</b></p>	<ol style="list-style-type: none"> <li>1. Improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations</li> </ol>
<p><b>Rural and Northern Communities</b></p>	<ol style="list-style-type: none"> <li>1. Improved food security</li> <li>2. Improved and/or more reliable road, air and/or marine infrastructure</li> <li>3. Improved broadband connectivity</li> <li>4. More efficient and/or reliable energy</li> <li>5. Improved education and/or health facilities (specific to Truth and Reconciliation Commission's Calls to Action)</li> </ol>

**4.4 INELIGIBLE PROJECTS FOR ICIP FUNDING**

Stream	Ineligible Projects
<b>Public Transit</b>	Inter-city bus, rail, port or ferry infrastructure that is not part of a public transit system.
<b>Green Infrastructure</b>	<ul style="list-style-type: none"> <li>i. Climate Change Mitigation                             <ul style="list-style-type: none"> <li>a. is eligible under the Low Carbon Economy Leadership Fund's three priority areas</li> <li>b. Energy retrofit project, unless project is on an asset that would be considered eligible for funding under this Agreement or under the National Housing Strategy</li> <li>c. involves emergency services infrastructure</li> </ul> </li> <li>ii. Adaptation, Resilience and Climate Change                             <ul style="list-style-type: none"> <li>a. relocates whole communities</li> <li>b. involves emergency services infrastructure</li> <li>c. addresses seismic risks</li> </ul> </li> </ul>
<b>Community, Culture and Recreation</b>	<ul style="list-style-type: none"> <li>i. has a private sector, for-profit Ultimate Recipient</li> <li>ii. is a stand-alone daycare facility, for-profit daycare facility, daycare facility associated with a school board, or a daycare facility funded under Canada's Early Learning and Child Care initiative</li> <li>iii. is a religious site that serves as a place of assembly for religious purposes,</li> <li>iv. is a professional or semi-professional sport facility</li> <li>v. Within Community Infrastructure Projects that meet an outcome in the Community, Culture and Recreation Infrastructure Outcomes Table, elements of the Project that include dedicated spaces for healthcare, education or tourism purposes; provincial or municipal services; or for-profit uses are ineligible for contribution funding under this Agreement, except for dedicated healthcare or education spaces that benefit Indigenous people by advancing the Truth and Reconciliation Commission's Calls to Action, as approved by Canada.</li> </ul>
<b>Rural and Northern Communities</b>	<ul style="list-style-type: none"> <li>i. Housing                             <ul style="list-style-type: none"> <li>i. Early learning and childcare facility</li> </ul> </li> <li>ii. Health facility, or an education facility, except to benefit Indigenous peoples by advancing the Truth and Reconciliation Commission's Calls to Action</li> <li>iii. Highway or trade corridor infrastructure, except for portions that connect communities that do not already have year round road access</li> <li>iv. is resource development infrastructure, notably industrial resource development access roads</li> </ul>

1. Investments in health and education facilities are not eligible for contribution funding under this Agreement, except as otherwise specified.

### 4.5 ELIGIBLE COSTS FOR ICIP PROJECTS

1. All costs considered by Canada to be direct and necessary for the successful implementation of an eligible Project
2. The incremental costs of employees of an Ultimate Recipient may be included as Eligible Expenditures for a Project under the following conditions:
  - a. The Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract; and
  - b. The arrangement is approved in advance and in writing by Canada.
3. Costs will only be eligible as of Project approval, except for costs associated with completing climate lens assessments which are eligible before Project approval, but can only be paid if and when a Project is approved by Canada.

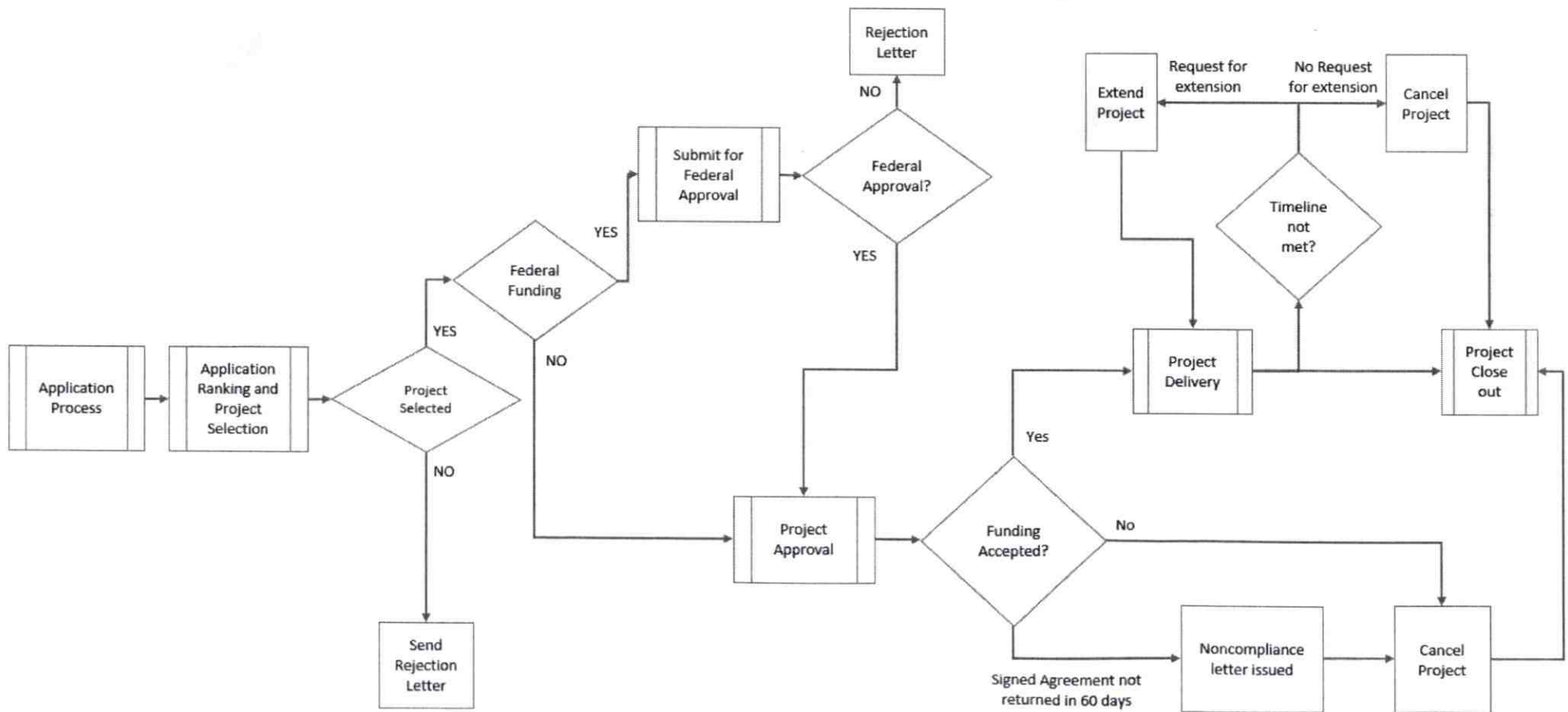
### 4.6 INELIGIBLE COSTS FOR ICIP PROJECTS

1. Costs Incurred before Project approval and any and all expenditures related to Contracts signed prior to Project approval
2. Costs Incurred for cancelled Projects
3. Costs of relocating entire communities
4. Land acquisition
5. Leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of the Project; real estate fees and related costs;
6. Any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, any direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically any costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by the Ultimate Recipient's staff
7. Financing charges, legal fees, and loan interest payments, including those related to easements
8. Any goods and services costs which are received through donations or in kind
9. Provincial sales tax, goods and services tax, or harmonized sales tax for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates
10. Costs associated with operating expenses and regularly scheduled maintenance work
11. Cost related to furnishing and non-fixed assets which are not essential for the operation of the Asset/Project
12. All capital costs, including site preparation and construction costs, until Canada has confirmed that environmental assessment and Aboriginal consultation obligations as required under sections 11 (Environmental Assessment) and 12 (Aboriginal Consultation) have been met and continue to be met.

## 5. CAPITAL WORKS PROCESS

### 5.1 PROCESS OVERVIEW

1. This flowchart represents both the core and supporting business processes involved in the administration of the Capital Works program.



### 6. HOW TO APPLY

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All applications should be entered through the Municipal Support Information System (MSIS), If you do not have access to Internet, please contact your Regional Engineer.

1. MAE will be utilizing the Municipal Support Information System (MSIS), for the submission of applications. Applicants can access the application website at <https://msis.gov.nl.ca/MSIS>
2. USER ID and PASSWORD
  - a. All previous accounts remain active
  - b. If you need a new account please contact the System Administrator at:
    - i. [MA-InfoManagement@gov.nl.ca](mailto:MA-InfoManagement@gov.nl.ca) or (709) 729-5498.
3. There is a video “How to fill out an application in MSIS” available at
  - a. <https://www.youtube.com/watch?v=T1foy1UMTT0&feature=youtu.be>
4. **Project Title** Format – 5-10 words briefly describing the project (e.g. Humber Community Center Retrofit, Main Street Repaving, Waste Water Treatment Plant Expansion)
5. Ensure the following questions are answered in the **Problem Description**
  - a. What is the problem?
  - b. How long has it been an issue?
  - c. What is the result if the problem is not addressed?
  - d. Have any actions been made to correct this issue in the past?
  - e. Number of people impacted by the issue?
  - f. Frequency of occurrence
6. **Project Description** Format
  - a. Project consists of \_\_\_\_\_ in the town of \_\_\_\_\_. The scope of the project includes \_\_\_\_\_. The project aims to \_\_\_\_\_. The project will provide\_\_\_\_\_.
  - b. Do no use “see attached” and refer the department to uploaded reports.

### 7. APPLICATION REQUIREMENTS

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Please note the following requirements for applications MUST be attached/uploaded to the MSIS application. Please ensure you complete and attach all required documentation for the funding stream you are applying for. Incomplete Applications will NOT be considered.

These items can be uploaded using the documents section of MSIS, and templates are available at [www.mae.gov.nl.ca/capital\\_works/proposed.html](http://www.mae.gov.nl.ca/capital_works/proposed.html):



1. Resolution of governing group (council/board) supporting the project
2. Letter from Financial institution stating ability to fund the Applicant project share
3. Financial Evaluation Form
4. Letter from Gas Tax Secretariat indicating approval for gas tax (if gas tax is to be used)
5. Local Governance Review Documents (Municipalities and LSD only)
6. Drawings / Location Plan indicating the location and scope of the proposed project
7. Project Estimate Class D ( Engineering + Construction + Contingency as outlined)
8. Google Maps and coordinates
9. KML file of the project location indicating boundaries of the project
10. Completed Application MSIS forms
11. Priority if more than one application being submitted
12. Provincial Climate Lens Checklist
  - a. submitted by uploading to the MSIS application
  - b. Document can be found at:  
[https://mae.gov.nl.ca/capital\\_works/pdf/Provincial\\_Climate\\_Lens-Pre-Approval\\_Application\\_Checklist.pdf](https://mae.gov.nl.ca/capital_works/pdf/Provincial_Climate_Lens-Pre-Approval_Application_Checklist.pdf)
  - c. Guidance for the completion of the Provincial Climate Lens can be found at:  
[https://mae.gov.nl.ca/capital\\_works/pdf/Provincial\\_Climate\\_Lens\\_Guidance.pdf](https://mae.gov.nl.ca/capital_works/pdf/Provincial_Climate_Lens_Guidance.pdf)
13. Drinking Water Systems Capital Works Additional Information Form

**IF YOU ARE APPLYING FOR FIRE HALL, TOWN HALL, STUDIES, CONCEPT REPORTS STOP HERE. OTHERWISE ALL OTHER APPLICATIONS REQUIRE THE FOLLOWING:**

14. Please ensure to select the applicable ICIP program outcome as a Project Benefit in the MSIS application.
15. Aboriginal Consultation and Environmental Assessment form
  - a. [https://www.mae.gov.nl.ca/capital\\_works/pdf/Aboriginal\\_Consultation\\_and\\_EA\\_Smart\\_Form.pdf](https://www.mae.gov.nl.ca/capital_works/pdf/Aboriginal_Consultation_and_EA_Smart_Form.pdf)
16. Specific Program stream application form for:
  - a. Green Infrastructure – Adaptation Resilience and Disaster Mitigation
  - b. Green Infrastructure – Environmental Quality (water & sewer)
  - c. Green Infrastructure – Climate Change Mitigation
  - d. Public Transit
  - e. Community Culture and Recreation (recreation facilities)
  - f. Rural and Northern Communities Infrastructure (roads and bridges)

- g. Forms can be found at
  - i. [https://www.mae.gov.nl.ca/capital\\_works/proposed.html](https://www.mae.gov.nl.ca/capital_works/proposed.html)
- 17. Projects eligible for funding under ICIP may also require the completion of federal climate lens assessments. The applicant will be notified of this requirement during MAE's review of applications.
  - a. Additional information and guidance on these requirements is outlined at [www.mae.gov.nl.ca/capital\\_works/pdf/Climate\\_Lens\\_Assessment\\_Requirement.spdf](http://www.mae.gov.nl.ca/capital_works/pdf/Climate_Lens_Assessment_Requirement.spdf)
  - b. This will be required at a later date, and only if the project is selected for consideration by Infrastructure Canada.

### 7.1 FEDERAL

As this information is a Federal requirement , please reference Infrastructure Canada website for the most up to date information. <https://www.infrastructure.gc.ca/index-eng.html>.

## 8. PROJECT BUDGETS

Ultimate recipients when applying for funding MUST include at least a CLASS D estimate for the works.

Once a project has been approved, no additional funding will be provided by the department.

To support this process, MAE allows for reasonable contingency allocations to be included within the project budget, in accordance with the Cost Contingency Allowance Policy, available at [www.mae.gov.nl.ca/capital\\_works/pdf/CW\\_Cost\\_Contingency\\_Allowance.pdf](http://www.mae.gov.nl.ca/capital_works/pdf/CW_Cost_Contingency_Allowance.pdf).

### 8.1 MULTI-PHASE PROJECTS

When applying for projects that will be phased, the application MUST be for the amount of the current phase, with supporting information. In addition to this, we ask for the complete project budget to be submitted along with phasing plan.

### 8.2 CAPITAL COST CONTINGENCY ALLOWANCE

Project Type	Total estimated Cost	Maximum Contingency Allowance
Roads	Less than \$500,000	5%
	\$500,000 to \$2,000,000	4%
	\$2,000,000 or greater	Determined by MAE officials,
Water and Waste water	All	10%
Buildings (New Construction)	Less than \$5,000,000	10%
	\$5,000,000 or greater	8%
Buildings (Renovation, Remodeling, repair)	Less than \$5,000,000	15%
	\$5,000,000 or greater	10%
Recreation	All	10%
Breakwater/Sea Walls	All	10%

The contingency allowance included in a project's cost estimates is only to be used to account for unforeseen costs, and should not be used as a substitute for robust cost estimates or to fund changes in scope or to complete additional work.

Invoices for any activities outside the approved scope of work or project timelines may be rejected for payment by the Department.

Upon project completion, any unused portions of a contingency allowance must be returned to the Department for use in future Municipal Capital Works projects.

### 9. PROJECT APPROVAL

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Once the project has been approved by the Minister and/or Infrastructure Canada, a letter will be sent to the Ultimate Recipient. This letter will include all the information required to enter into a funding agreement.

Project funding will equal the Project Cost less the amount of GST (or HST where applicable) rebate. The local government is required to apply for the appropriate rebates. The rebates are to be used by the local government as part of the project funding. Interim financing of the rebates is the responsibility of the municipality.

For projects that are not successful in securing funding, funding rejection letters will be sent to the Ultimate recipient.

### 10. KLM FILE CREATION

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KML is an open, portable geographic data type. It contains both the data and rendering information. KML files are required as part of the submission to Infrastructure Canada. Below is a quick guide to creating a KML file from Google Earth (note Google Earth is free).

1. Navigate to your project location using one or more of the following options:
  - a. Typing an address or coordinates in the search bar
  - b. Clicking, dragging, and scrolling in the map viewer
  - c. Using the navigation tools
2. Draw your project on the map in the proper location using the placemark, polygon, and path tools. You may draw as many components of varying types (point, line, polygon) as necessary.
3. Choose the appropriate drawing tool for the type of component you are drawing:
  - a. Placemark: point project components (wells, outfalls, culverts, etc)
  - b. Polygon: project components that consist of an area of any shape (building footprints, vegetation cuts, sewer/wastewater lagoons, etc.)
  - c. Path: linear project components (roads, sewer lines, railways, pipelines, trails, transmission lines, etc)
4. Export the shapes to .KML to be shared.

### 11. COST OF PREPARING APPLICATION

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Please note that the Department will not be providing financial assistance for any costs associated with preparing project cost estimates, or preparing or submitting applications for funding.

## 12. REGIONAL OFFICE CONTACT INFORMATION

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Eastern Regional Office

Mr. Inayat Rehman, P. Eng.

Phone: (709) 729-5337

Email: [InayatRehman@gov.nl.ca](mailto:InayatRehman@gov.nl.ca)

Central Regional Office

Mr. Wilfred Maloney, P. Eng.

Phone: (709) 256-1055

Email: [WilfMaloney@gov.nl.ca](mailto:WilfMaloney@gov.nl.ca)

Western Regional Office

Mr. Chris Power, P. Eng.

Phone: (709) 637-2491

Email: [chrisspower@gov.nl.ca](mailto:chrisspower@gov.nl.ca)

Labrador Regional Office

Mr. Ehsan Khan, P. Eng.

Phone: (709) 896-2942

Email: [EhsanKhan@gov.nl.ca](mailto:EhsanKhan@gov.nl.ca)