

MUNICIPAL INFRASTRUCTURE FUNDING APPLICATION GUIDELINE



Government of Newfoundland and Labrador
Department of Transportation and Infrastructure
Municipal Infrastructure Division

Funding for Fiscal Year 2027/28

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1 OVERVIEW

1.1 General

1. The Department of Transportation and Infrastructure - Municipal Infrastructure Division (MI) supports the development of municipal infrastructure throughout Newfoundland and Labrador. Projects are funded through cost shared funding agreements between an Ultimate Recipient (for example, a municipality), the Government of Newfoundland and Labrador, and the Government of Canada (for federally funded infrastructure programs).
2. If a federal program has different requirements, the stricter requirement will apply to applications considered for federal funding.
3. A Call for Applications is issued annually, with this accompanying guide, to seek priority projects from Ultimate Recipients.
4. For fiscal year 2027/28, selected applications will be funded through either the Municipal Capital Works (MCW) Program, and the Canadian Housing Infrastructure Fund (CHIF).
 - a) The MCW Program is a provincial-municipal cost shared funding program. Funding is to be used for the creation of new infrastructure, or the capital renewal of existing infrastructure, and not to be used for routine maintenance or operational costs.
 - b) CHIF is a federal-provincial-municipal cost shared funding program that supports water, wastewater or stormwater projects that directly enable or preserve housing supply. CHIF program information is provided in this guide.
5. Applicants must submit all required information before the application deadline.
Incomplete or late applications will be rejected.

1.2 Use of AI Tools

1. Considering the emergent use of AI tools, Applicants are reminded that they are fully responsible for the content of their applications. This would include any errors, omissions, or unintended inclusions introduced by AI.
2. If AI tools are used in application creation, MI requires:
 - a) All content must be reviewed by a human prior to submission.
 - b) The Applicant acknowledges full responsibility for all AI created content included in their application, including all errors.
 - c) The Applicant must be ready to provide details on which AI systems were used, how they were used, and what content was created.

2 WHO CAN APPLY?

Applicant	MCW Eligible	CHIF Eligible
Municipalities (non-MYCW recipients)	✓	✓
Municipalities (MYCW recipients)		✓
Nunatsiavut & Inuit Community Governments	✓	✓
Local Service Districts	✓	✓
Not-For-Profit Organizations (meeting certain criteria)		✓
Private Sector Organizations (meeting certain criteria)		✓
Provincial Government Organizations		✓

2.1 Municipal Eligibility

1. To be considered for funding a municipality must:
 - a) Not be on an active Boil Water Advisory (BWA) longer than two (2) years unless the project addresses the BWA.
 - b) Follow the Water Resources Management Division reporting requirements related to a Permit to Operate (if/where applicable).
 - c) Meet all applicable requirements under municipal legislation and must not be in arrears to the Provincial or Federal governments. This may be reviewed with or confirmed by other departments.
 - d) Have adequate financial resources to be able to operate and maintain the existing and proposed infrastructure/systems. Local Governance Division of the Department of Municipal and Community Affairs will be reviewing and providing input into the selection process.

2.2 Not-For- Profit and For-Profit Eligibility

1. Refer to federal program requirements.

3 COST OF PREPARING APPLICATION

1. Applicants must bear all costs associated with preparing, submitting, or responding to questions related to an application.
2. MI will not provide financial assistance for any costs associated with preparing

project cost estimates or preparing and submitting applications.

3. It is advisable, though not required, to hire a consultant to assist in preparing a funding application, particularly the scope of work and the construction estimate. MI Regional Offices can provide suggestions on firms throughout the province that can be contacted.

4 IDENTIFYING A PROJECT

1. The applicant should submit applications that address infrastructure or service gaps that meet the community needs.

4.1 Prioritize Core Infrastructure First

1. A common municipal hierarchy is:
 - a) Drinking water systems
 - b) Wastewater systems
 - c) Stormwater management and flood mitigation
 - d) Emergency preparedness assets (generators, fire protection)
 - e) Roads and bridges
 - f) Recreation and community facilities
 - g) Other community projects (depots, town halls, beautification, etc.)

4.2 Consider Affordability

1. Before submitting an application, applicants should assess:
 - a) Municipal cost-share requirements
 - b) Borrowing implications
 - c) Future operating costs
 - d) Asset lifecycle costs
2. A project that receives funding but creates an unsustainable long-term financial burden may not be the best choice.

4.3 Align with Municipal Strategic Plans

1. Council should demonstrate that selected projects support:
 - a) Asset management plans.
 - b) Capital investment plans.
 - c) Regional service agreements.

- d) Community sustainability objectives.

4.4 Best Practice for Council

1. Before each annual call for applications:
 - a) Update the municipality's infrastructure needs list
 - b) Review asset condition reports
 - c) Complete a prioritization exercise
 - d) Present results publicly to council
 - e) Pass a resolution approving the ranked project list
 - f) Submit the highest-ranked eligible projects
2. This process creates a defensible, transparent rationale for project selection and helps demonstrate to the province that municipal applications are based on documented needs.

5 IMPORTANT CONSIDERATIONS FOR APPLICATIONS

5.1 Suitability of Applications is up to the Applicant

1. Applicants are responsible for presenting applications that are appropriate for their needs and their financial capacity. Applicants should be aware that MI has no preconceived “ideal” project size or scope.
2. Applications are reviewed based on the information presented, including the need for a project, the merits, and expected outcomes. Submitting low-cost estimates, for example, does not benefit an application.
3. Applicants should provide information, where available, from a feasibility/engineering study, an asset management program or other analysis that shows the importance or supports the rationale for the infrastructure need.

5.2 Priority is Important, but any Application may be Selected

1. Applicants must assign priority to each application they submit, starting with priority #1. Only one application may be identified as priority #1.
2. If multiple applications are submitted, applicants must understand that any, all, or none of the applications may be selected for funding. Applicants must be able to fund all applications submitted if more than one project is approved.
3. The application identified as Priority #1 may not be selected, as the province also applies its own selection criteria. In some cases, lower-priority applications (for

example, Priority #5) have been approved for funding.

5.3 Distinct Scopes of Work Must not be Bundled

1. Distinct scopes of work must not be bundled together and must be submitted as separate applications. **Applications with bundled scopes of work may be rejected.**
2. Examples are provided below:
 - a) Applications for lift station replacements or upgrades must be by lift station. Do not bundle multiple projects together.
 - b) “Programs” are not suitable for applications. Do not submit a single application for a “paving program” or “water infrastructure program”, where there are multiple segments of existing infrastructure involved.
 - c) An application for road work that is bundled with building renovations will not be considered, as this is two distinct scopes of work.
 - d) Applications for paving or stormwater projects must be submitted one per road. Do not bundle roads.
 - e) New building projects must result in complete, functional facilities at the end of the project. Phasing of a building’s shell and interior is not appropriate and will not be approved.

5.4 Multi-Phase Projects

1. When applying for projects that will be completed in phases, the application must be submitted for the current phase and include supporting information. In addition, a complete project estimate for all phases, along with a phasing plan, must be submitted.
2. Each phase of a project must result in usable infrastructure that can immediately fulfill its intended purpose. Phases that result in incomplete infrastructure (e.g., “dry pipe”, or empty building shells) or equipment that cannot be used as intended will not be approved.
3. Building projects are generally not eligible for phased funding.

5.5 Building Requirements

1. New buildings and building renovation projects must meet the requirements of the latest editions of the Building Accessibility Act, National Building Code of Canada, National Energy Code of Canada for Buildings, and NFPA 101 – Life Safety Code.
2. The Build Better Buildings Policy applies to all building projects, which will include LEED ® certification for buildings greater than 600m².

6 RESILIENCE AND SUSTAINABILITY CONSIDERATIONS

6.1 General

1. Applicants should ensure that efforts are made to incorporate future climate factors into their infrastructure applications. For example:
 - a) Coastal infrastructure projects should consider the impacts of sea-level rise, storm surge, and coastal erosion when formulating the application's scope of work.
 - b) Stormwater infrastructure projects should consider the impacts of changes in rainfall intensity-duration-frequency (IDF) projections for their local area.
2. Applications that are approved are required to integrate climate change into the funded project, should their funding application be selected.
3. Applicants may be required to report to MI on their project sustainability and resilience efforts, should they receive funding for their application.
4. The Department of Environment, Conservation and Climate Change (ECCC) has information and resources available for climate adaptation, climate resilience, and sustainability. Resources available include:
 - a) Climate Data - <https://www.gov.nl.ca/eccc/occ/climate-data/>
 - b) Climate Change Adaptation Cost-Benefit Analysis Tool - <https://www.gov.nl.ca/eccc/adaptation-cost-benefit-analysis-tool/>

7 PREPARING and SUBMITTING AN APPLICATION

7.1 General

1. Applications include information entered directly into the Municipal Support Information System (MSIS) and the associated supporting documents uploaded into MSIS.
2. All applications must include each of the documents outlined in 7.3 MSIS Application Requirements. Templates and sample documents are found under the "Application Forms" section of our website at <https://www.gov.nl.ca/ti/mi/apply-for-funding/>.

7.2 Municipal Support Information System (MSIS)

1. All applications must be submitted through MSIS, available at <https://msis.gov.nl.ca/MSIS>. MSIS requires a User ID and Password. If the applicant has used an account previously, it is still active.

2. If a MSIS account is needed, please contact the System Administrator at municipalinfrastructure@gov.nl.ca.
3. If you do not have internet access, contact your Regional Office for assistance. A paper version of the application can be made available, and MI staff can help submit the application on your behalf. Administration of the project will be through MSIS, so any consultant engaged on the Applicant's behalf to administer the project must have internet access.

7.3 MSIS Application Requirements

1. The following table provides some guidelines to follow for certain sections of the MSIS Application.

Do not enter "See Attached" in required fields such as Project Title, Problem Definition, or Project Description. Application will be returned.

MSIS Field	Requirements
Program	All applications are taken in as MCW applications and MI will assess which available program best suits the project for funding. For example, a study for a water system may be eligible for CHIF, but is better suited as an MCW project, and would be considered as such.
Year	Select year
Applicant Information	Enter all information accurately, as this will be used to contact the applicant should further information be required. This may auto-populate depending on who is entering the application. Please ensure the information contained is correct.
Resolution of Council Date	Enter the date which the governing body made resolution to support the project application. The resolution will also be required to be submitted as a PDF.

MSIS Field	Requirements
Applicant Priority	If more than one application is submitted, assign a priority for each. a) Priorities should reflect highest priority (e.g., 1) to lowest priority (e.g., 10). b) Only one application can be one Priority 1, regardless of project type.
Project Category	Select the category that best matches the project. MI may adjust the category if needed. Do not select a category to gain a favorable cost share ratio – MI will return the application for corrections. Note - storm water projects are generally considered a road project and cost shared at 50/50. There may be exception for differing cost shares if available under another program. MI will work to ensure the best cost share ratio is offered at the time of approval. If unsure, please contact MI to best categorize the project.
Regionalization project	Select yes or no and then indicate the partners in the project. A MOU between the partnering communities will be required to be uploaded as a PDF.
Project Screening Criteria	Answer each question by selecting yes or no.
Project Benefits	Select one or two benefits that best suit the project. Selecting more does not increase the chance of approval. AND Enter appropriate information in the blank cells.

MSIS Field	Requirements
Project Costs	Enter the project costs in corresponding fields. All values shall include HST. Do not add HST as “other” cost. Projects are approved at the value entered, if HST is not included, it will become the responsibility of the applicant.
Cash Flow	Indicate the expected spending over the next 3 fiscal years. Ensure that the values equal the project total cost. This should represent anticipated spending in each fiscal year.
Project Title	A minimum of five to ten (5-10) words that briefly describe the project. Must be clear and concise. Examples: Good • Water and Sewer on Fowler’s Road • Humber Community Center Retrofit • Wastewater Treatment Plant Expansion • Lift station #15 (Main Street) Upgrade Poor • Lift station upgrade • Paving roads • Water treatment

MSIS Field	Requirements
Problem Definition	This is the space to explain what the problem is. The following questions are a guide to what should be contained in the definition. 1. What is the problem? 2. Who is affected? 3. What is the impact of the issue? 4. Where does it occur? 5. How long has it been an issue? 6. Age of existing infrastructure? 7. When does it occur? 8. Have there been repetitive issues? 9. Why is it a problem? 10. Why is it important? 11. What is the ideal state? 12. What are the potential solutions? 13. What are the limitations? 14. Was anything done in the past to correct the issue? 15. Is the work required because of damage or failure? Was this an insurable issue? 16. Has regular maintenance been performed? 17. How old is the pavement in the work area?
Project Description	The description must identify the proposed project, indicating how much, what type and the key components. It must describe how the project will affect the community or surrounding region and outline the benefits to be gained. Use the following format for describing the project, be as descriptive as possible <i>“Project consists of <u>(describe project)</u> in the municipality of <u>(insert municipality/LSD)</u>. The scope of the project includes <u>(describe scope)</u>. The project will include the following assets- <u>assets to be installed, including the number or length</u>. The project aims to <u>(describe aim when complete)</u>. The project will provide <u>(describe outcome of the project)</u>. This project will enable or preserve # housing units and enable or preserve # affordable housing units.”</i>

7.4 Required Documents

Mandatory Submissions ALL Applications Forms are available online in the “Apply for Funding” page. All documents to be uploaded in MSIS.	
Resolution	Indicates supporting the project by the governing body. Sample provided by MI online.
Letter from Financial institution	Provided if Applicant intends to borrow. Not needed if there is no intent to borrow. Letter must confirm applicants’ ability to borrow their share. Applicants receive from their bank.
Financial Evaluation Form	Required for all Municipalities and LSDs Enables Municipal and Community Affairs to determine ability of Applicant to fund projects within Municipal Legislation requirements.
Project Estimate	Use the template provided by MI online and upload it to MSIS as a PDF.
Drawings / Location Plan	Drawing/Location Plans must clearly show the project location, including the start and end points for linear infrastructure. If the project includes building, the proposed location must be shown. Indicate the location and scope of the proposed project. Applicants or their consultants create this file.
Drinking Water Systems Capital Works Additional Information Form	For all drinking water applications only.
Wastewater Systems Capital Works Additional Information Form	For all wastewater applications only.

Mandatory Submissions ALL Applications Forms are available online in the “Apply for Funding” page. All documents to be uploaded in MSIS.	
KML File	KML file is created using Google Earth. See KML File Creation section of this document for details or refer to the “Guide to Making a KML” available online. KML files are required for all applications.
Proof of land ownership, land lease, land use permission, regional cooperation	Required for all projects that build new or replace old infrastructure. Lands deed, Memorandum of Understanding to be uploaded in MSIS as a PDF.
CHIF Application Document	All water, wastewater, and stormwater projects must complete this form.
Supplemental Information The following information /documents should be uploaded if available.	
Letter or Memorandum of Understanding with Regional Partner	This letter will detail the agreement between partners and the Applicant. Including capital cost share and operational and maintenance agreement.
Usage agreement	If the infrastructure is being installed in facilities that are not owned by the Applicant, then an agreement is required outlining the terms of usage, ownership of the intended infrastructure, and operational and maintenance details.
Available Reports	- Feasibility Studies - Hazard Assessment Reports - Geotechnical Reports - Building Condition Report - Inspection reports - Maintenance reports - Etc.

Mandatory Submissions ALL Applications Forms are available online in the “Apply for Funding” page. All documents to be uploaded in MSIS.	
Phase details	If the work is part of a larger scale project, provide a complete description for the full project, the phase details, and the full cost estimate broken out by phase. Being approved for one phase does not indicate approval for all phases. Each phase must result in usable infrastructure without the remaining phases being completed. (e.g., no dry pipe, no chlorine buildings without operational equipment, etc.)
Other	Any other document that the Applicant would like to submit that would aid in the review of the application.

7.5 Project Estimate

1. Applicants must include a Class D Estimate (or better) for the proposed work when applying for funding. A Class D Estimate is a rough cost estimate based on early planning or a basic design. It is typically accurate within $\pm 30\%$.
2. Project Estimates must reflect the scope of work outlined in the Project Description. Work included in the Project Estimate that is not detailed in the Project Scope or reasonably related to that scope will not be eligible for funding.
3. Funding approval is based on the project scope described (what work will be done), not just the cost estimate.
 - a) For example, if a Project Scope includes simple replacement of water and sewer pipe:
 - i) patching asphalt is reasonably related to this scope; paving the entire road surface is not.
 - ii) a new lift station is not related to the scope.
4. A Project Estimate worksheet, based on the MI Schedule of Quantities, is available online at: <https://www.gov.nl.ca/ti/mi/apply-for-funding/>. Estimates must be prepared using this template and need to be suitably detailed to demonstrate that the scope of work has been appropriately costed, especially considering the recent fluctuations in material prices.

5. The Full Cost Accounting Assessment tool from the GNL Water Resources Management Division should be used for drinking water projects. This tool aims to support planning and to understand the true cost of operating and upgrading a drinking water system(s).

**The Department will not provide additional funding if project costs increase beyond the approved amount.
Applicants are fully responsible for Project costs over approved funding.**

6. MI will subtract funding from other sources (e.g., non-government) from the total project cost before calculating eligible project costs and cost sharing amounts. For example, this includes donations, or insurance funds.
 - b) For example, in the case of loss of a structure due to fire, if an applicant accepts a pay-out, that value of the payout would be removed from the replacement total project cost **before** the cost shares would be calculated.

7.6 Capital Cost Contingency and Escalation Allowance

1. **MI is unable to fund cost overruns.** This includes cost overruns related to inflationary or escalation-related price increases, volatile commodity prices, or other unforeseen circumstances.
2. A reasonable Contingency and Escalation Allowance is to be included in funding applications. More information can be found in the Capital Works Cost Contingency Allowance Policy, available at <https://www.gov.nl.ca/ti/mi/guidelines-and-policies/#policy>
3. The Contingency and Escalation Allowances included in a project's cost estimates are only to be used to account for unforeseen costs and escalation. They must not be used as a substitute for robust cost estimates. The Contingency and Escalation Allowance must not be used to fund changes in scope or to complete additional work. The Construction Cost Estimate must reflect the full, planned scope of work and be sufficient to cover the planned construction phase of the project.
4. Applications reflecting insufficient estimates and/or Contingency/Escalation allowances may be returned to Applicants for adjustment or may be rejected outright.

Unused Contingency and Escalation allowances are returned to MI at project completion.

8 MUNICIPAL CAPITAL WORKS (MCW) FUNDING PROGRAM DETAILS

8.1 Cost Share Ratios

Project Category	Population	Provincial Share	Municipal Share
Water, wastewater, disaster mitigation	Less than 3,000	90%	10%
	3,000 and 7,000	80%	20%
	Greater than 7,000	70%	30%
Recreational projects, buildings, fire halls	All population bands	60%	40%
Roads and other funding requests	All populations bands	50%	50%

1. Regional project cost share allowance

- a) Projects that are regional in nature may qualify for a 10% lower municipal cost-shared ratio (exceptions: projects that already fall within the 90/10 category or are studies), subject to the review and discretion of the Minister.
- b) To qualify for this reduction, certain conditions must be met. A Memorandum of Understanding (MOU) between the regional parties must be signed and must:
 - i) Clearly define how the infrastructure will operate regionally;
 - ii) Outline cost-sharing agreements; and
 - iii) Be approved through a resolution by the council supporting the regional request.
- c) This does not apply to studies.

2. Percentages are payable on eligible project costs (total cost less GST/HST rebate).

3. Ultimate recipients are responsible for funding the GST/HST rebate.

8.2 Project Eligibility

1. Listed below projects that are considered eligible or ineligible. If the project does not fall within the categories below, please contact MI to determine if the project could be considered.
2. Please note:
 - a) The applicant **MUST** own the asset on which the work is being performed.
 - b) The infrastructure system requiring replacement or capital upgrades must be permitted/registered and operated in accordance with provincial requirements.
 - c) Any infrastructure previously funded by a federal or provincial program that has not been used as intended is not eligible for any funding.
 - i) Example – if a funded project included the construction of a water treatment facility, and the owner has chosen to not operate the plant, any other project submitted for funding is not eligible.
 - d) Any infrastructure that has been previously funded by a federal or provincial program that has not been operated or maintained properly may not be eligible for capital replacement.
 - e) Projects that require work under provincially owned roads are not eligible if the pavement is less than 2 years old. All crosscuts must be in accordance with TI requirements.

Category	Eligible	Ineligible
Wastewater	1. Sewage treatment systems 2. Sewer trunk/collector/service lines 3. Sewage lift stations 4. Sewer outfalls 5. Monitoring programs 6. Power supply extension to wastewater infrastructure 7. Service lines up to and including the property boundary 8. Studies related to the above	9. Sewer to industrial parks 10. New sewer to service new development unless eligible for federal programs 11. Property connections 12. Testing equipment and consumables 13. Purchase of spare parts, maintenance materials, consumables, chemicals, etc. 14. Cleaning of equipment 15. Portable Generators

Category	Eligible	Ineligible
Water	1. Water treatment facilities 2. Water transmission lines 3. Power supply extension to water infrastructure 4. Water storage tank and related infrastructure 5. Water supply development/Intakes, dams, rehabilitation 6. Monitoring programs 7. Flowmeters 8. Pressure reducing valves 9. Booster pumps 10. Access roads to water supplies 11. Insulation of freeze-prone mains 12. Service lines up to and including the curb stop 13. Studies related to the above	1. Thawing of frozen lines 2. Flushing of existing lines 3. Service to industrial parks 4. New service new development unless eligible for federal program 5. Connections to property 6. Purchase of spare parts, maintenance materials, consumables, chemicals, etc. 7. Testing equipment 8. Cleaning of infrastructure/equipment 9. Portable generators 10. Pigging and swabbing of existing mains

Category	Eligible	Ineligible
Adaptation and Disaster Mitigation	1. Fixed generators for water or sewer infrastructure 2. Seawall / Breakwater projects related to protection of subsurface infrastructure due to Climate Change (substantiated by past damage or projections of damage) 3. Retaining walls 4. Energy retrofit to buildings 5. Warming / Cooling centres 6. Fire breaks protecting existing infrastructure 7. Protection from overland flooding to municipal infrastructure 8. Studies related to adaptation and mitigation	1. Protection of private property 2. Repairs or purchase of fire fighting vehicles and equipment 3. Firehalls 4. Portable generators 5. Protection from overland flooding to private property
Community, Recreational Projects	1. Playgrounds 2. Wellness centers 3. Libraries 4. Sports fields 5. Multi-purpose sports complexes 6. Outdoor ice pads 7. Splash pads 8. Walking trails 9. Accessibility improvements 10. Studies related to the above	1. Structure demolition not related to creating brownfields for housing construction 2. Ice resurfacing machines 3. Maintenance (e.g., envelope, plumbing, electrical, etc.) 4. Bars or Canteen spaces dedicated to serving alcohol 5. Commercial kitchens 6. Painting lines of sports fields

Category	Eligible	Ineligible
Municipal Buildings	1. Town hall 2. Fire hall (must meet Fire Hall Guideline requirements) 3. Major renovations 4. Accessibility improvements 5. Energy retrofits 6. Studies related to the above	1. Structure demolition not related to creating brownfields for housing construction 2. Buildings whose purpose is not within the authority of municipality 3. Maintenance (e.g., envelope, plumbing, electrical, etc.)
Roads and Other Funding Requests	1. Storm drainage, curb and gutter 2. Culverts - replacement 3. Pedestrian crosswalks, sidewalks 4. Bridges (motor vehicle and pedestrian) 5. Maintenance holes, catch basins / valves 6. New road construction 7. New pavement, recapping, of existing and new roads 8. Road widening and upgrading 9. Installation of guide rails 10. Pedestrian safety improvement 11. Intersection management 12. Street Lighting	1. Paving less than 30m 2. Private access roads 3. Clearing ditches and culverts of overgrowth or debris 4. Paving gravel roads, and maintenance of gravel roads 5. Speed radar detection/ automatic ticketing devices 6. Digital signs and mobile traffic control lights 7. Parking lots 8. Pavement less than 10 years old is not eligible for replacement

Category	Eligible	Ineligible
All Categories		1. General maintenance work, equipment, or consumables 2. Parking Lots 3. Rolling stock, vehicles 4. Survey Equipment 5. Furniture and Equipment 6. Projects to cover the overruns of past projects 7. Materials purchased and not used on the project 8. Heavy construction equipment 9. Demolition projects 10. Landscaping (in isolation) 11. Projects in high-risk flood zones that do not meet mitigation requirements

8.3 Eligible Expenses

Category	Eligible	Ineligible
Fees	1. Consultant fees & expenses 2. Construction services	1. Project administration by the owner 2. Interest charges on contract payments and material supply invoices 3. Financing fees and interest 4. Restocking fees for returned materials approved for purchase by UR 5. Real-estate Fees and associated costs 6. Legal surveys
Testing	1. Geotechnical required to inform decisions of the project 2. Hazardous Materials Assessment (asbestos, lead, etc.) 3. Building condition assessment 4. Concrete/pavement testing 5. Commissioning activities	1. Testing to monitor operations of the infrastructure after project completion
Site operations during construction	1. Per Municipal Infrastructure Specifications	
Public Utilities	1. Relocation of public utilities affected by construction	

Category	Eligible	Ineligible
Private property	1. Reinstatement where impacted by project and completed by the UR or UR's contractor	1. Cash settlements to property owners for reinstatement after construction is complete.
Property acquisitions and easements	1. Where necessary for the project and approved by the department	1. Legal Surveys 2. Land Purchases without MI departmental approval 3. Surveys for easements
Materials and Equipment		1. Materials not used for the project 2. Furniture 3. Construction Materials owned by UR 4. Survey Equipment
Work by UR	1. Municipality's labour IF pre-approved for project management by MI	1. Vehicle rentals 2. UR costs related to administering projects 3. Travel by UR staff
Communications	1. Project signs	1. Media Ads 2. Digital signs (rental acceptable; purchase requires a demonstrated business case)

Category	Eligible	Ineligible
General		1. Any eligible item/service that was purchased and/or installed prior to project approval. 2. Vehicle rental, lease, or purchase 3. Assets that will not belong to UR after construction 4. Cost incurred for cancelled projects 5. Any costs associated with contracts signed prior to project approval

9 CANADA HOUSING INFRASTRUCTURE FUND (CHIF) – PROGRAM SUMMARY

1. The Canada Housing Infrastructure Fund (CHIF) is a federal initiative provided by Housing, Infrastructure, and Communities Canada (HICC) under Canada's Housing Plan. The program aims to accelerate the development of housing-enabling infrastructure across Canada. It is designed to address critical infrastructure needs that directly support the construction of new homes and preservation of existing homes.
2. CHIF provides funding to support the construction and upgrading of essential public infrastructure, including:
 - a) Drinking water systems
 - b) Wastewater systems
 - c) Stormwater management

9.1 Eligible Recipients

1. Eligible recipients under this agreement include:
 - a) Municipalities and Local Governments
 - b) Indigenous Governing Bodies and Organizations
 - c) Public Sector Bodies (e.g., utilities or agencies that own or operate infrastructure)

- d) Not-for-Profit Organizations (when partnered with eligible public entities)
- e) Provincial Entities (where applicable)

9.2 Cost Share Ratios

1. For the CHIF program, the maximum federal share varies based on population. Where eligible, an Applicant may use a portion of their Build Communities Strong Fund (BCSF) Community Stream (formerly the Gas Tax Fund) towards their share. The table below indicates where this is possible and at what percentage.

Stream	Population	Federal Share	Provincial Share	Municipal Share	CCBF Eligibility
Drinking Water, Wastewater, Stormwater	less than 3,000	50.00%	40.00%	10.00%	Max Federal share 50%, not eligible for BCSF-Communities
	3,000 to 7,000	40.00%	40.00%	20.00%	Max Federal share 50%, eligible for BCSF-Communities up to 10%
	7,000 to 30,000	30.00%	40.00%	30.00%	Max Federal share 50%, eligible for BCSF-Communities up to 20%
	Greater than 30,000	30.00%	40.00%	30.00%	Max Federal share 40%, eligible for BCSF-Communities for up to 10%

9.3 Eligible Projects

1. Projects must support housing-enabling infrastructure and align with climate and environmental priorities. Eligible project types include:
 - a) Drinking water systems – new builds, upgrades, or expansions
 - b) Wastewater systems – including treatment facilities and collection networks
 - c) Stormwater management systems
2. Projects must:
 - a) Support new housing development or improve capacity for existing housing
 - b) Avoid development in high or extreme-risk flood zones

- c) Aligning with climate resilience and sustainability goals

9.4 Eligible Costs

1. Costs that may be covered include:
 - a) Construction and material costs
 - b) Design and engineering services
 - c) Environmental assessments and permits
 - d) Costs for signage and public communications

9.5 Ineligible Costs

1. The following are not eligible for reimbursement:
 - a) Costs incurred before project approval
 - b) Land acquisition or leasing, except where required for eligible natural infrastructure projects
 - c) Legal fees not directly tied to project delivery
 - d) Operational and maintenance costs
 - e) Costs associated with housing construction (the fund supports infrastructure only)
 - f) Projects in high-risk flood zones that do not meet mitigation requirements

10 APPLICATION WITHDRAWAL

10.1 General

1. An application can be withdrawn at any time prior to the application submission deadline.
2. Should an applicant wish to withdraw an application after the submission deadline, a resolution of the council/board is required.

10.2 Withdrawal in MSIS

1. Once an application has been submitted in MSIS the withdraw button will be available on that application.
2. Applicant must note the once an application is withdrawn in MSIS, it can no longer be used or advanced for funding.
3. In an applicant wishes to submit a withdrawn application, a new application must be created and submitted.

11 APPLICATION REVIEW AND PROJECT APPROVAL

11.1 Return and Resubmission of Applications

1. Applications containing errors, missing required documentation, or submitted with insufficient information may be returned to the Applicant for correction.
2. MI personnel may return an application to an Applicant to make the necessary corrections, at which point the application will be in “Resubmit” status.
3. It is the responsibility of the Applicant to make the necessary changes and submit the corrected application to MI within the indicated timeframe.
4. Applications in “Resubmit” status after the correction timeframe has elapsed will not be considered further by MI and will be removed from the pool.

11.2 Application Selection

1. Submitted applications are sorted and distributed to Regional Office personnel for review. Applications are reviewed and selected based on their merit, GNL priorities, and the available infrastructure funding program(s).
2. Reviewed applications are compiled and presented to the Minister for consideration.

11.3 Approval Notification

1. If an application has been approved by the Minister, a letter and funding agreement will be sent to the Applicant. This letter will include all information required to enter into a funding agreement. Project funding will equal the total Project Cost minus the value of the tax rebate.

The Funding Recipient is required to fund the rebate amount and to apply for the appropriate tax rebates.

11.4 Applications Not Selected

1. Applicants will be notified if their application is not successful. The application status will change in MSIS. from “Submitted” to “Rejected”.
2. Notification of status change is typically distributed by circular from MI.

11.5 Use of Surplus Funding

1. Once a project’s scope of work is complete, any unused funds are returned to the province.
2. Any remaining or surplus funds cannot be used for additional work; this includes Contingency and Escalation Allowances.

12 KML FILE CREATION

1. A Keyhole Markup Language (KML) file is an open, portable geographic data format used to display geographic data in applications such as Google Earth. It contains both data and display (rendering) information. KML files are required as part of an application. Below is a quick guide to creating a KML file from Google Earth (Note: Google Earth is often available free of charge).
2. Navigate to the 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; or
 - c) Using navigation tools.
 - d) Draw the project on the map in the proper location using the placemark, polygon, and path tools. Draw as many components of varying types (points, lines, or polygons) as necessary.
3. Choose the appropriate drawing tool for the type of component being drawn:
 - a) Placemark: used for 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: used for linear project components (roads, sewer lines, railways, pipelines, trails, transmission lines, etc.). Use Path to show the route of the infrastructure.
4. Export the shapes to “.KML”; right click on the component and select “Save Place As”. Be sure to change the file type from “.KMZ” to “.KML”. MSIS will not accept .KMZ files.
5. The .KML file is to be uploaded to MSIS along with the other application files.

13 MUNICIPAL INFRASTRUCTURE CONTACT INFORMATION

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