Municipal Infrastructure



WILL LACEY, P.ENG

Municipal Infrastructure

Reference Documents:
Application Guidelines
Project Approval Package
Project Guidelines
MI Prequalified Supplier List Terms of Reference

60 MINS

Municipal Infrastructure

Main presentation topics

- Division Overview
- Application Process
- Project Overview
- Other Important Info
- Q/A

Division Overview

Municipal Infrastructure Division

- Part of Transportation and Infrastructure since 2020
- 35 Staff – HQ, Regional Offices
- Mandate:

  Support local governments in service delivery through infrastructure investment

Division Overview

Funding Programs

- Municipal Capital Works (MCW)
- Multi-Year Capital Works (MYCW)
- Investing in Canada Infrastructure Program (ICIP)
- Legacy Programs (SCF, PTIC)

Division Overview

Municipal Capital Works

- Annual Program ($10M)
- Funds many types of infrastructure projects
  - Fire Halls, Town Halls, Depots, Studies, etc.
- Can stack other funding with MCW
  - Gas Tax, ACOA, etc.

Division Overview

Multi-Year Capital Works

- Block funding over several years
- Currently in FY20-23 Program
- Currently $70M
- No changes to allocations or recipients at this time

Division Overview

Investing in Canada Infrastructure Program

- Federal-Provincial Funding Program
  - GNL Signed Integrated Bilateral Agreement in 2018
- 4 Funding Streams Available
  - Public Transit, Green, Community Culture and Recreation, Rural and Northern Communities

Division Overview

Infrastructure Programs - Remaining Allocations

Program (or Stream)	Remaining Allocation*
ICIP	
Public Transit	$58M (CSJ/CB)
Green Infrastructure	$158M ($129M CCM)
Community, Culture and Recreation	$15M
Rural and Northern Communities	$32M
MCW	$10M annually

**Project selections from Fall 2021 have not been finalized, and will come from these funds*

Application Process

Application Process

- Application Process
- Application Guide and Documents
- MSIS
- Important information

Application Process

Application Process

- Circular is sent out to open application period
- Applications are received, and reviewed
  - Some are selected for MCW funding
  - Some are sent to INFC for consideration (ICIP)
- Funding generally announced after April 1 of next year

Application Process

Application Guide and Documents

- Application Guide is sent out with Circular
  - Also available on website
- Website: https://www.gov.nl.ca/ti/mi/apply-for-funding/



Apply for Funding

The call for applications for the 2022-23 Municipal Capital Works (MCW) and Investing in Canada Infrastructure Program (ICIP) is now **closed**. A circular announcing the opening of the application period was issued on October 8, 2021. **The deadline for applications was November 26, 2021.**

Apply Online

To administer the application process, the Department of Transportation and Infrastructure uses the Provincial Government's online portal, Municipal Support Information System (MSIS). Guides and Forms for the system can be found **here.**

The external system can be accessed by applicants via the link below:

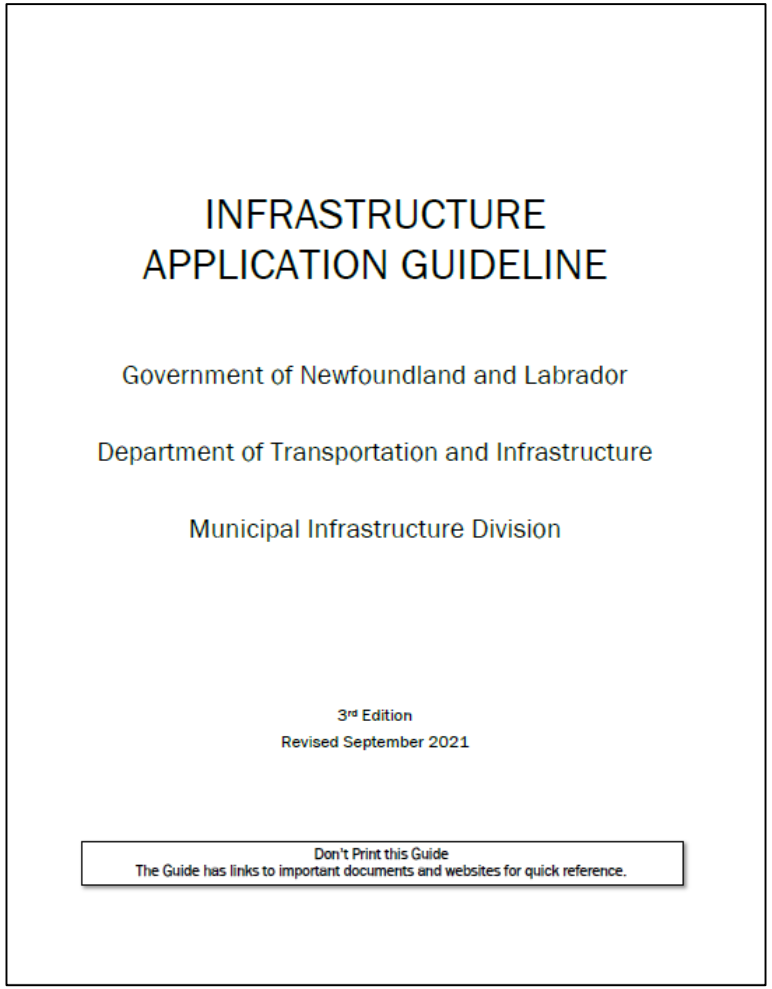
Municipal Support Information System (MSIS)

To gain access to MSIS, users require a USER ID and PASSWORD. **Any user who has not obtained a USER ID and PASSWORD** is asked to complete the appropriate **form** and contact the MSIS System Administrator at – Municipalinfrastructure@gov.nl.ca.

Application Process

Application Guide

- Outlines process
- Outlines requirements
- Provides program info
- Links to templates are provided



INFRASTRUCTURE
APPLICATION GUIDELINE

Government of Newfoundland and Labrador

Department of Transportation and Infrastructure

Municipal Infrastructure Division

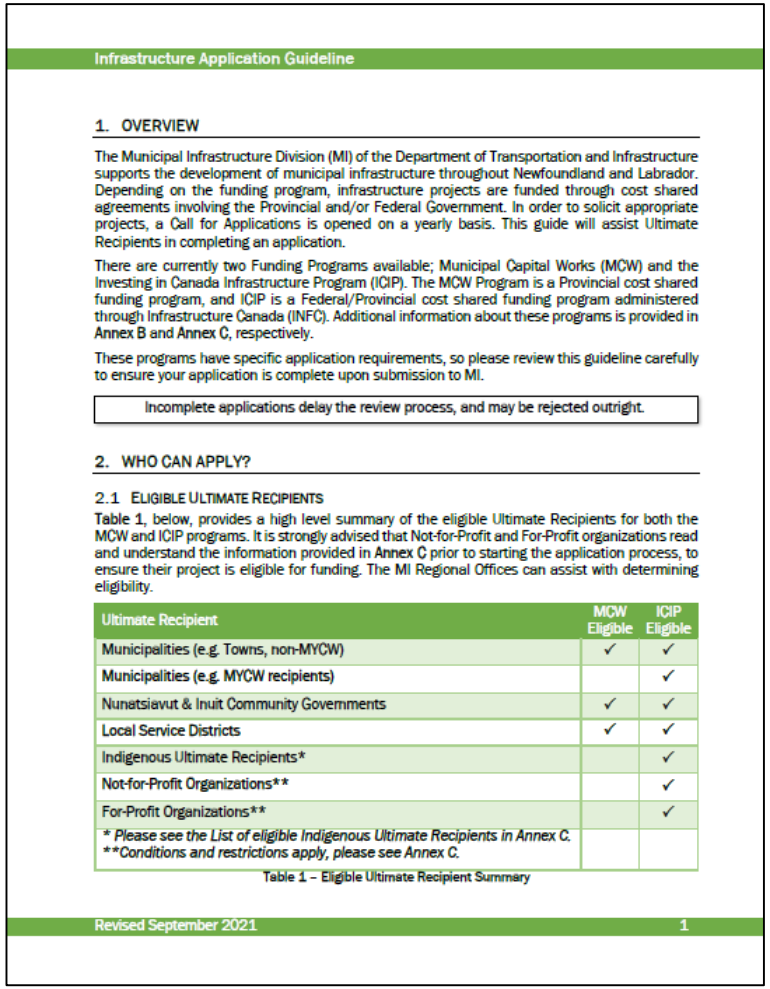
3rd Edition
Revised September 2021

Don't Print this Guide
The Guide has links to important documents and websites for quick reference.

Application Process

Application Guide

- General overview for reference
- Who can apply and for what



Infrastructure Application Guideline

1. OVERVIEW

The Municipal Infrastructure Division (MI) of the Department of Transportation and Infrastructure supports the development of municipal infrastructure throughout Newfoundland and Labrador. Depending on the funding program, infrastructure projects are funded through cost shared agreements involving the Provincial and/or Federal Government. In order to solicit appropriate projects, a Call for Applications is opened on a yearly basis. This guide will assist Ultimate Recipients in completing an application.

There are currently two Funding Programs available; Municipal Capital Works (MCW) and the Investing in Canada Infrastructure Program (ICIP). The MCW Program is a Provincial cost shared funding program, and ICIP is a Federal/Provincial cost shared funding program administered through Infrastructure Canada (INFC). Additional information about these programs is provided in Annex B and Annex C, respectively.

These programs have specific application requirements, so please review this guideline carefully to ensure your application is complete upon submission to MI.

Incomplete applications delay the review process, and may be rejected outright.

2. WHO CAN APPLY?

2.1 ELIGIBLE ULTIMATE RECIPIENTS

Table 1, below, provides a high level summary of the eligible Ultimate Recipients for both the MCW and ICIP programs. It is strongly advised that Not-for-Profit and For-Profit organizations read and understand the information provided in Annex C prior to starting the application process, to ensure their project is eligible for funding. The MI Regional Offices can assist with determining eligibility.

Ultimate Recipient	MCW Eligible	ICIP Eligible
Municipalities (e.g. Towns, non-MYCW)	✓	✓
Municipalities (e.g. MYCW recipients)		✓
Nunatsiavut & Inuit Community Governments	✓	✓
Local Service Districts	✓	✓
Indigenous Ultimate Recipients*		✓
Not-for-Profit Organizations**		✓
For-Profit Organizations**		✓
** Please see the List of eligible Indigenous Ultimate Recipients in Annex C.* ***Conditions and restrictions apply, please see Annex C.*		

Table 1 – Eligible Ultimate Recipient Summary

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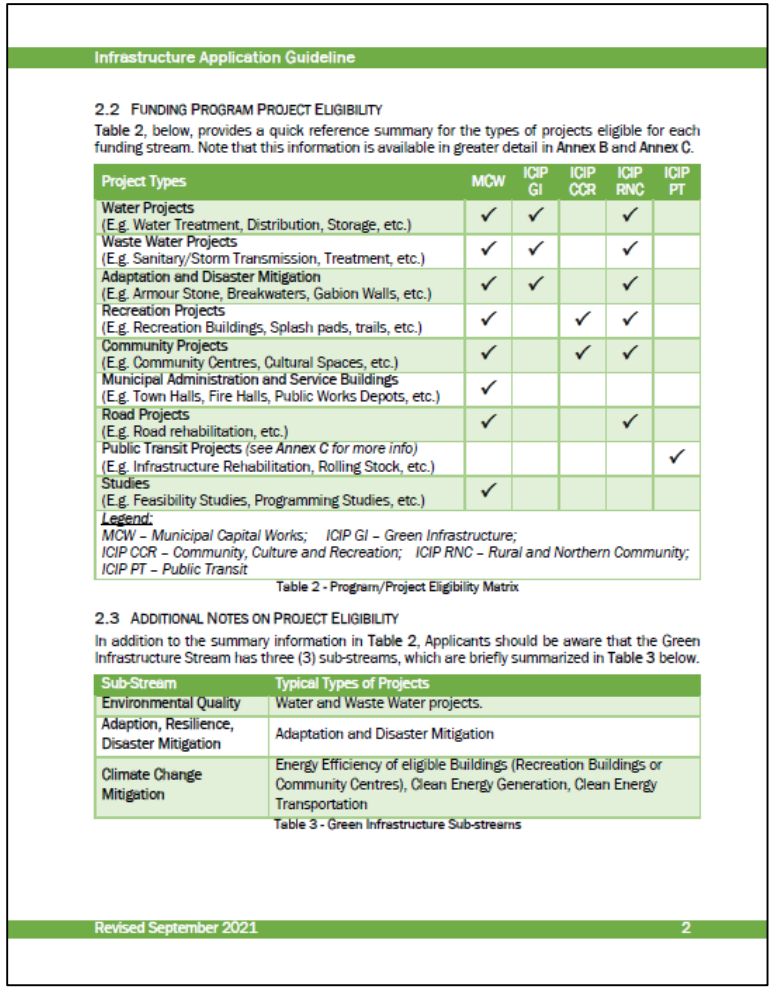
Application Process

Application Guide

- High level project/program info
- Outlines potential streams
- Reference this when completing an application



Infrastructure Application Guideline

2.2 FUNDING PROGRAM PROJECT ELIGIBILITY

Table 2, below, provides a quick reference summary for the types of projects eligible for each funding stream. Note that this information is available in greater detail in Annex B and Annex C.

Project Types	MCW	ICIP GI	ICIP CCR	ICIP RNC	ICIP PT
Water Projects (E.g. Water Treatment, Distribution, Storage, etc.)	✓	✓		✓	
Waste Water Projects (E.g. Sanitary/Storm Transmission, Treatment, etc.)	✓	✓		✓	
Adaptation and Disaster Mitigation (E.g. Armour Stone, Breakwaters, Gabion Walls, etc.)	✓	✓		✓	
Recreation Projects (E.g. Recreation Buildings, Splash pads, trails, etc.)	✓		✓	✓	
Community Projects (E.g. Community Centres, Cultural Spaces, etc.)	✓		✓	✓	
Municipal Administration and Service Buildings (E.g. Town Halls, Fire Halls, Public Works Depots, etc.)	✓				
Road Projects (E.g. Road rehabilitation, etc.)	✓			✓	
Public Transit Projects *(see Annex C for more info)* (E.g. Infrastructure Rehabilitation, Rolling Stock, etc.)					✓
Studies (E.g. Feasibility Studies, Programming Studies, etc.)	✓				

Legend:
MCW – Municipal Capital Works; ICIP GI – Green Infrastructure;
ICIP CCR – Community, Culture and Recreation; ICIP RNC – Rural and Northern Community;
ICIP PT – Public Transit

Table 2 - Program/Project Eligibility Matrix

2.3 ADDITIONAL NOTES ON PROJECT ELIGIBILITY

In addition to the summary information in Table 2, Applicants should be aware that the Green Infrastructure Stream has three (3) sub-streams, which are briefly summarized in Table 3 below.

Sub-Stream	Typical Types of Projects
Environmental Quality	Water and Waste Water projects.
Adaption, Resilience, Disaster Mitigation	Adaptation and Disaster Mitigation
Climate Change Mitigation	Energy Efficiency of eligible Buildings (Recreation Buildings or Community Centres), Clean Energy Generation, Clean Energy Transportation

Table 3 - Green Infrastructure Sub-streams

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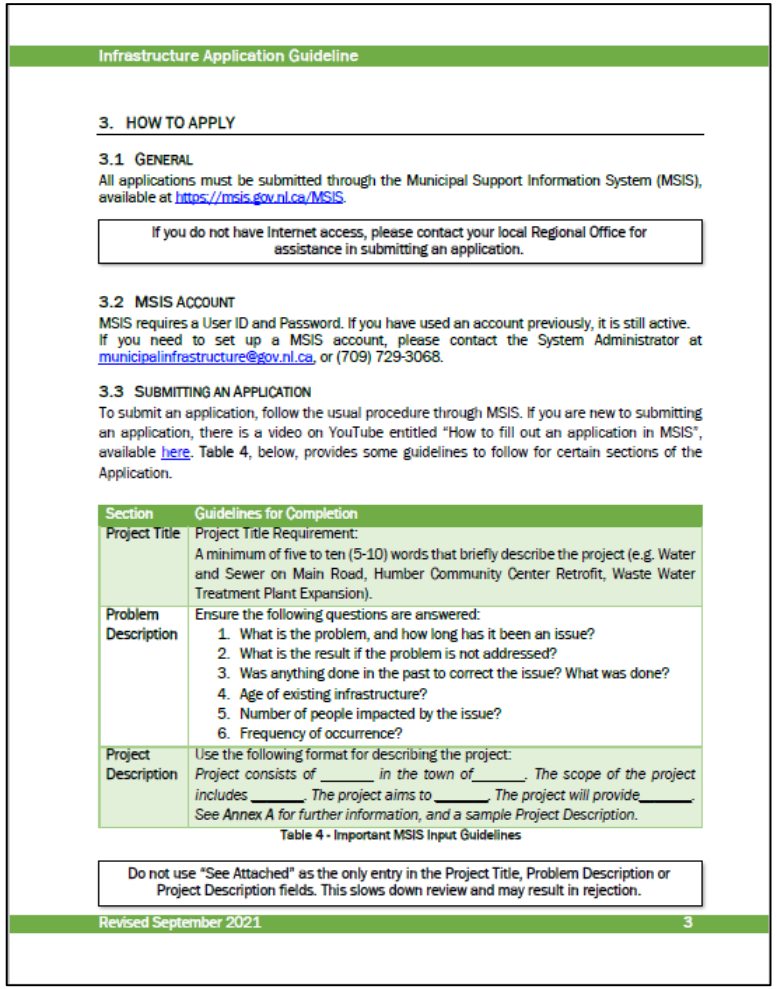
Application Process

Application Guide

- How to apply
- How to get an MSIS Account
- Guidance for completing project description



Infrastructure Application Guideline

3. HOW TO APPLY

3.1 GENERAL

All applications must be submitted through the Municipal Support Information System (MSIS), available at https://msis.gov.nl.ca/MSIS.

If you do not have Internet access, please contact your local Regional Office for assistance in submitting an application.

3.2 MSIS ACCOUNT

MSIS requires a User ID and Password. If you have used an account previously, it is still active. If you need to set up a MSIS account, please contact the System Administrator at municipalinfrastructure@gov.nl.ca, or (709) 729-3068.

3.3 SUBMITTING AN APPLICATION

To submit an application, follow the usual procedure through MSIS. If you are new to submitting an application, there is a video on YouTube entitled "How to fill out an application in MSIS", available here. Table 4, below, provides some guidelines to follow for certain sections of the Application.

Section	Guidelines for Completion
Project Title	Project Title Requirement: A minimum of five to ten (5-10) words that briefly describe the project (e.g. Water and Sewer on Main Road, Humber Community Center Retrofit, Waste Water Treatment Plant Expansion).
Problem Description	Ensure the following questions are answered: 1. What is the problem, and how long has it been an issue? 2. What is the result if the problem is not addressed? 3. Was anything done in the past to correct the issue? What was done? 4. Age of existing infrastructure? 5. Number of people impacted by the issue? 6. Frequency of occurrence?
Project Description	Use the following format for describing the project: *Project consists of _____ in the town of_____. The scope of the project includes _____. The project aims to _____. The project will provide_____. See Annex A for further information, and a sample Project Description.*

Table 4 - Important MSIS Input Guidelines

Do not use "See Attached" as the only entry in the Project Title, Problem Description or Project Description fields. This slows down review and may result in rejection.

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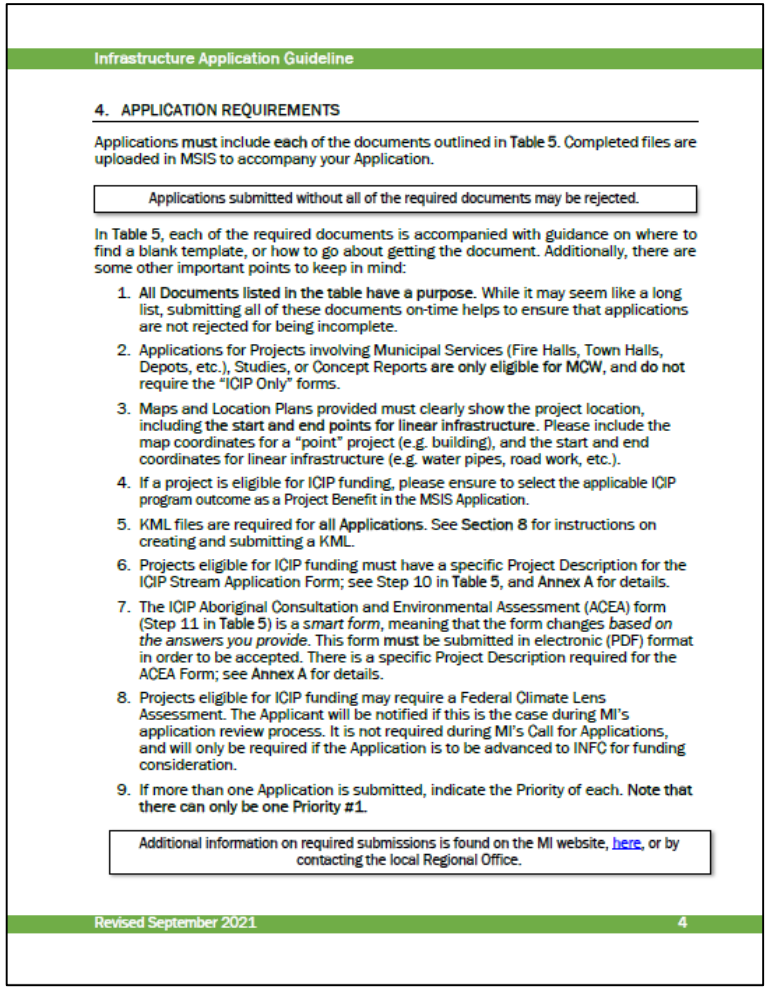
Application Process

Application Guide

- Requirements are outlined
- Context for submission documents is provided



Infrastructure Application Guideline

4. APPLICATION REQUIREMENTS

Applications **must** include **each** of the documents outlined in **Table 5**. Completed files are uploaded in MSIS to accompany your Application.

Applications submitted without all of the required documents may be rejected.

In **Table 5**, each of the required documents is accompanied with guidance on where to find a blank template, or how to go about getting the document. Additionally, there are some other important points to keep in mind:

1. **All Documents listed in the table have a purpose.** While it may seem like a long list, submitting all of these documents on-time helps to ensure that applications are not rejected for being incomplete.
2. Applications for Projects involving Municipal Services (Fire Halls, Town Halls, Depots, etc.), Studies, or Concept Reports **are only eligible for MCW**, and **do not** require the "ICIP Only" forms.
3. Maps and Location Plans provided must clearly show the project location, including **the start and end points for linear infrastructure**. Please include the map coordinates for a "point" project (e.g. building), and the start and end coordinates for linear infrastructure (e.g. water pipes, road work, etc.).
4. If a project is eligible for ICIP funding, please ensure to select the applicable ICIP program outcome as a Project Benefit in the MSIS Application.
5. KML files are required for **all Applications**. See **Section 8** for instructions on creating and submitting a KML.
6. Projects eligible for ICIP funding must have a specific Project Description for the ICIP Stream Application Form; see Step 10 in **Table 5**, and **Annex A** for details.
7. The ICIP Aboriginal Consultation and Environmental Assessment (ACEA) form (Step 11 in **Table 5**) is a *smart form*, meaning that the form changes *based on the answers you provide*. This form **must** be submitted in electronic (PDF) format in order to be accepted. There is a specific Project Description required for the ACEA Form; see **Annex A** for details.
8. Projects eligible for ICIP funding may require a Federal Climate Lens Assessment. The Applicant will be notified if this is the case during MI's application review process. It is not required during MI's Call for Applications, and will only be required if the Application is to be advanced to INFC for funding consideration.
9. If more than one Application is submitted, indicate the Priority of each. **Note that there can only be one Priority #1.**

Additional information on required submissions is found on the MI website, here, or by contacting the local Regional Office.

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Application Process

Application Guide

- Submission Summary Table
  - Guidance/context/links provided
  - Program specific info outlined
  - Can use as a checklist
- ACEA form is a smart form



Infrastructure Application Guideline

Application Information to be Submitted	Program	Where it is Found / How it is Created
1. Resolution of governing group (council/board/etc.) supporting the project	Both	Example: Applicant passes a Motion of Council. Sample provided here.
2. Letter from Financial institution confirming ability to fund the Applicant's project share.	Both	Provided if Applicant intends to borrow. Not needed if there is no intent to borrow. Example: Applicant Receives from their Bank.
3. Financial Evaluation Form Not required for non-municipal, non-LSD Applicants.	Both	For Municipalities: here for PDF or here for Excel For LSDs: here for PDF or here for Excel
4. Approval Letter from Gas Tax Secretariat (GTS)	Both	Only needed if a Municipality wants to use and has approval from GTS to use Gas Tax funds for the project.
5. Map/ Drawings / Location Plan	Both	Indicate the location and scope of the proposed project. Include Coordinates for Linear Infrastructure Start and End Points.
6. Project Estimate Class D	Both	Applicant or Consultant creates the estimate.
7. Provincial Climate Lens Checklist	Both	Climate Change Checklist is found here. Guidance for completing the Provincial Climate Lens is found here.
8. Drinking Water Systems Capital Works Additional Information Form	Both	Form found on the MI website, here.
9. KML File	Both	KML file is created using Google Earth, see here or refer to Section 8 for details.
10. Proof of Land Ownership	Both	Proof of ownership, or indication that process is being started. (e.g. Crown Land Application)
11. Other Supporting Documents Supporting Application	Both	E.g. Infrastructure Condition Assessments, Asset Management Plans, Concept Reports.
12. Proof of Regional Cooperation	Both	Regional projects must demonstrate cooperation of partners (e.g. signed Memorandum of Understanding).
Reminder: All Applications, except Municipal Services Building Projects, Studies, and Concept Reports, must complete the following for ICIP.		
13. ICIP Stream Application Form NOTE: Refer to Table 2 or Annex C for information on Project ICIP Stream if unsure.	ICIP ONLY	Forms found at links below: GI – Adaptation, Resilience, Disaster Mitigation GI – Environmental Quality GI – Climate Change Mitigation Public Transit Community Culture and Recreation Rural and Northern Communities Infrastructure
14. Aboriginal Consultation and Environmental Assessment (ACEA) Form	ICIP ONLY	Form found here. Note: form may not open properly in a web browser. Save the form locally and open it in a PDF reader.

Table 5 - Submission Summary Table

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Water, Sewer and Roads
Guidelines and Policies
Circulars
Contacts
Tendering and Contracts
Drivers and Vehicles
Road Distance Database
511 Traveler Information System
Frequently Asked Questions
Publications
News Releases
About the Department
Links
Highway Cameras
Reports After Tender Call
Labrador Marine Inc.
Nunatsiavut Marine
Marine Atlantic Inc.
St. Pierre Ferry

Application Guidelines and Policies

- All information required to prepare and complete an application can be found in the Infrastructure Application Guide 2021. (744 kB)
- All applications require a completed Provincial Climate Lens – Pre Approval Application Checklist available in the section below. See the following guideline for further information. Provincial Climate Lens Guidance (207 kB)
- Capital Works Cost Contingency Allowance Policy (202 kB)
- Certain projects applying for funding under ICIP may also require the completion of Federal Climate Lens Assessments. Additional information and guidance on these requirements is available at: Climate Lens Assessment Requirements. (254kB)
- Municipal Infrastructure Project Guidelines – July 2021 (245 kB)

Application Forms

The following forms are required for applications:

Required for All:

- Financial Evaluation Form for Municipalities – PDF (188 kB) – Excel (.xlsx) (104 kB)
- Financial Evaluation Form for Local Service Districts – PDF (56 kB) – Excel (.xls) (167 kB)
- Provincial Climate Lens – Pre-Approval Application Checklist (778 kB)
- A KML file. Guide to Making a KML (29 kB)
- Resolution of Council Sample Resolution for Application (.docx) (16 kB)

Required for Water Projects Only:

- Drinking Water System Information Form (266 kB)

Required for ICIP:

511 Traveler Information System
Frequently Asked Questions
Publications
News Releases
About the Department
Links
Highway Cameras
Reports After Tender Call
Labrador Marine Inc.
Nunatsiavut Marine
Marine Atlantic Inc.
St. Pierre Ferry
Telephone Directory
Government Jobs

Application Forms

The following forms are required for applications:

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- A KML file. Guide to Making a KML (29 kB)
- Resolution of Council Sample Resolution for Application (.docx) (16 kB)

Required for Water Projects Only:

- Drinking Water System Information Form (266 kB)

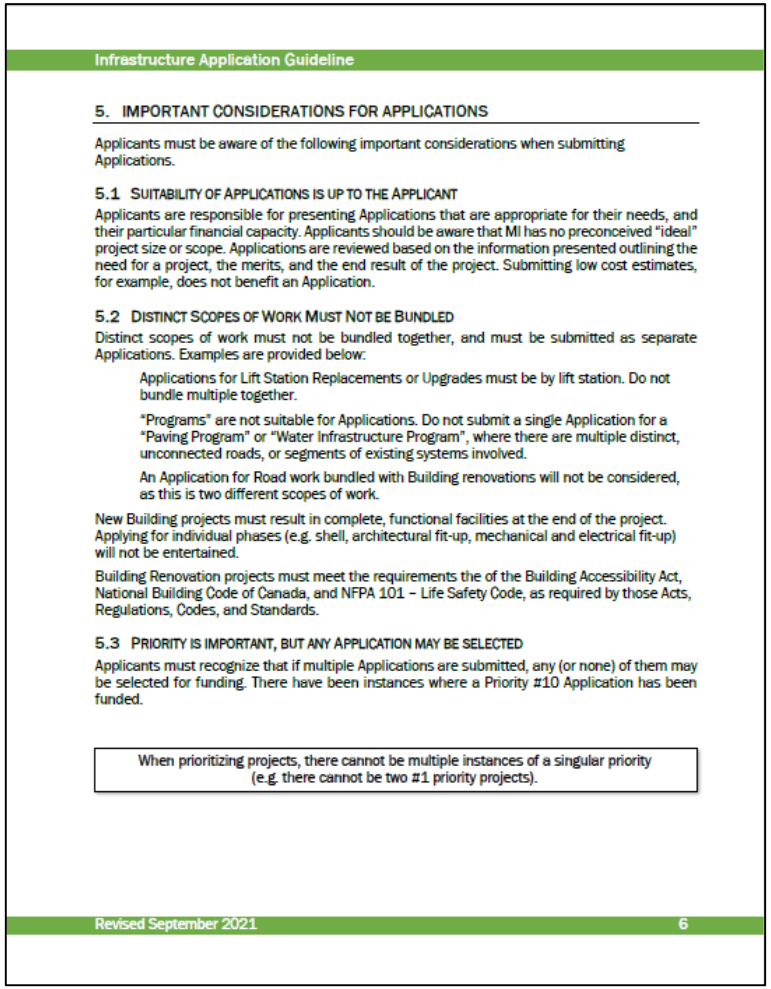
Required for ICIP:

- All applications seeking funding under the ICIP program **must** be accompanied by the appropriate ICIP Application forms
    - Green Infrastructure – Adaptation Resilience and Disaster Mitigation
    - Green Infrastructure – Environmental Quality
    - Green Infrastructure – Climate Change Mitigation
    - Public Transit
    - Community Culture and Recreation
    - Rural and Northern Communities Infrastructure
- All applications seeking funding under the ICIP program **must** be accompanied by Aboriginal Consultation and Environment Assessment Smart Form (824 KB) **Note:** if you are experiencing issues with this link you can right click (or control-click on a Mac) and select 'Save link as' to choose where to save the file locally and then open it in a PDF reader.

Application Process

Application Guide

- Important Considerations
  - Application Suitability
  - Don’t Bundle scopes
  - Don’t Submit “Programs”
- Indicate appropriate priority



Infrastructure Application Guideline

5. IMPORTANT CONSIDERATIONS FOR APPLICATIONS

Applicants must be aware of the following important considerations when submitting Applications.

5.1 SUITABILITY OF APPLICATIONS IS UP TO THE APPLICANT

Applicants are responsible for presenting Applications that are appropriate for their needs, and their particular financial capacity. Applicants should be aware that MI has no preconceived “ideal” project size or scope. Applications are reviewed based on the information presented outlining the need for a project, the merits, and the end result of the project. Submitting low cost estimates, for example, does not benefit an Application.

5.2 DISTINCT SCOPES OF WORK MUST NOT BE BUNDLED

Distinct scopes of work must not be bundled together, and must be submitted as separate Applications. Examples are provided below:

Applications for Lift Station Replacements or Upgrades must be by lift station. Do not bundle multiple together.

“Programs” are not suitable for Applications. Do not submit a single Application for a “Paving Program” or “Water Infrastructure Program”, where there are multiple distinct, unconnected roads, or segments of existing systems involved.

An Application for Road work bundled with Building renovations will not be considered, as this is two different scopes of work.

New Building projects must result in complete, functional facilities at the end of the project. Applying for individual phases (e.g. shell, architectural fit-up, mechanical and electrical fit-up) will not be entertained.

Building Renovation projects must meet the requirements the of the Building Accessibility Act, National Building Code of Canada, and NFPA 101 – Life Safety Code, as required by those Acts, Regulations, Codes, and Standards.

5.3 PRIORITY IS IMPORTANT, BUT ANY APPLICATION MAY BE SELECTED

Applicants must recognize that if multiple Applications are submitted, any (or none) of them may be selected for funding. There have been instances where a Priority #10 Application has been funded.

When prioritizing projects, there cannot be multiple instances of a singular priority (e.g. there cannot be two #1 priority projects).

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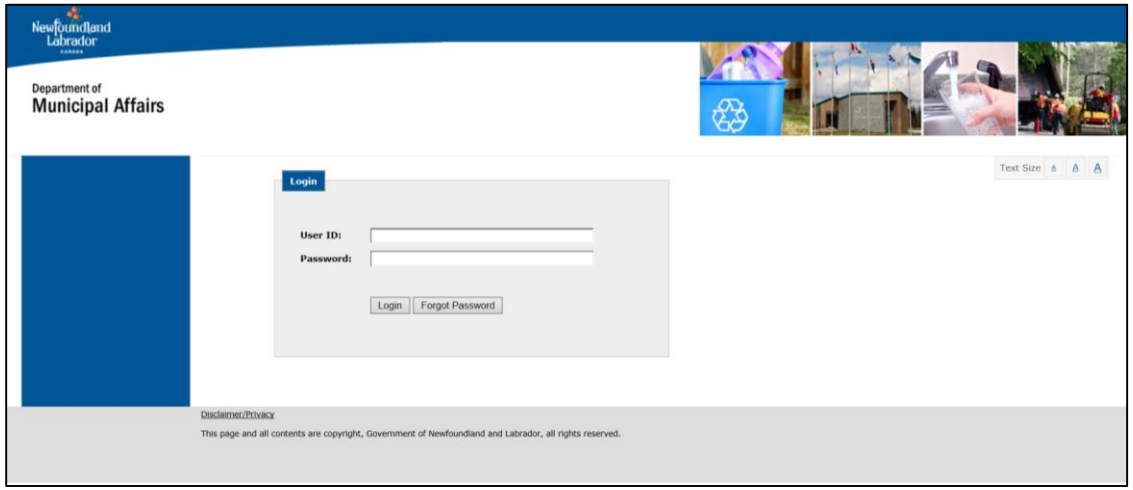
Application Process

MSIS

- For Submitting Applications
- Account Setup and Support through MI
- https://msis.gov.nl.ca



Application Process

Important information

- A proper scope of work is **very important**, since it has far reaching impacts.
- **Purposely** asking for **too little** or **too much** money doesn't benefit you.
- **Get reliable estimates for applications**
  - Poor estimates can cause major issues if the project is funded
  - Must be as recent as possible

Application Process

DO

- Submit early if possible
- Reach out to MI Regional Office if you have questions
- Provide all the documents that are being requested
- **Get reliable estimates**

Application Process

DON’T

- Don’t bundle different scopes of work
- Don’t submit dozens of applications
  - Prioritize submissions
  - Consider that any of them could be selected
- Don’t wait until the last minute to submit
- Don’t submit an application you’re not willing to accept

Project Overview

Project Overview

- Approval Package
- Consultant procurement
- Project execution

Project Overview

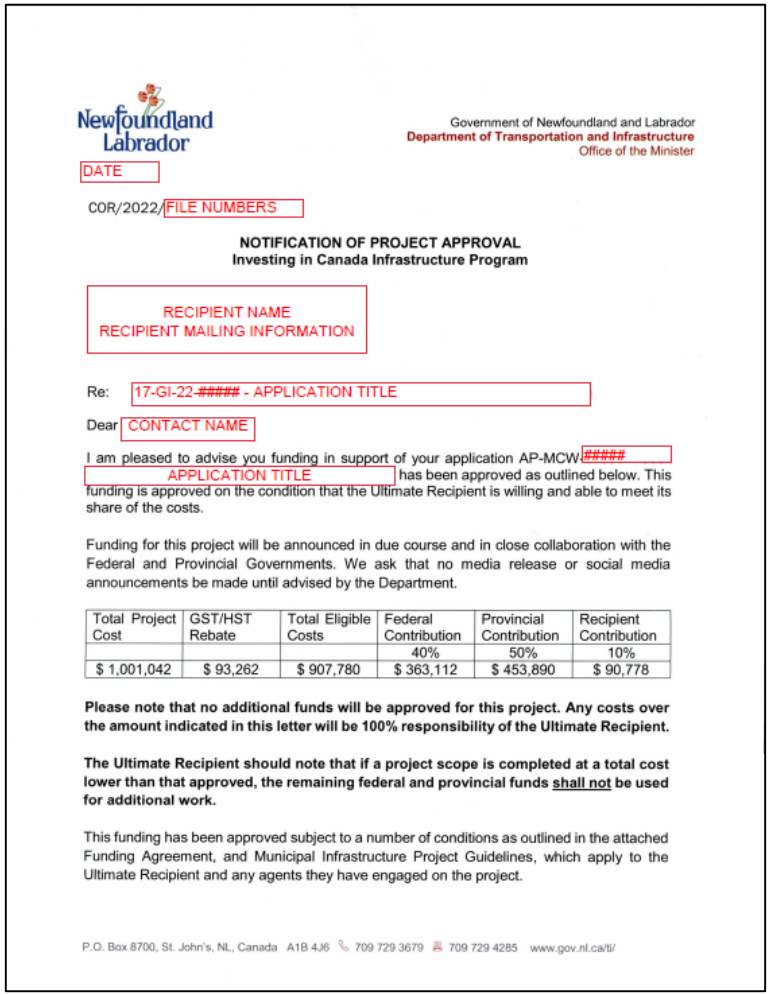
Approval Package

- Sent to Recipient once Application is selected
- Contains all the info needed to accept funding and start a project

Project Overview

Approval Package

- Approval Letter - Outlines
  - Application funded
  - Cost Shared Ratios
  - Important considerations



Newfoundland Labrador

Government of Newfoundland and Labrador
Department of Transportation and Infrastructure
Office of the Minister

DATE

C0R/2022/FILE NUMBERS

NOTIFICATION OF PROJECT APPROVAL
Investing in Canada Infrastructure Program

RECIPIENT NAME
RECIPIENT MAILING INFORMATION

Re: 17-GI-22-##### - APPLICATION TITLE

Dear CONTACT NAME

I am pleased to advise you funding in support of your application AP-MCW-#####
APPLICATION TITLE has been approved as outlined below. This funding is approved on the condition that the Ultimate Recipient is willing and able to meet its share of the costs.

Funding for this project will be announced in due course and in close collaboration with the Federal and Provincial Governments. We ask that no media release or social media announcements be made until advised by the Department.

Total Project Cost	GST/HST Rebate	Total Eligible Costs	Federal Contribution	Provincial Contribution	Recipient Contribution
			40%	50%	10%
$ 1,001,042	$ 93,262	$ 907,780	$ 363,112	$ 453,890	$ 90,778

Please note that no additional funds will be approved for this project. Any costs over the amount indicated in this letter will be 100% responsibility of the Ultimate Recipient.

The Ultimate Recipient should note that if a project scope is completed at a total cost lower than that approved, the remaining federal and provincial funds shall not be used for additional work.

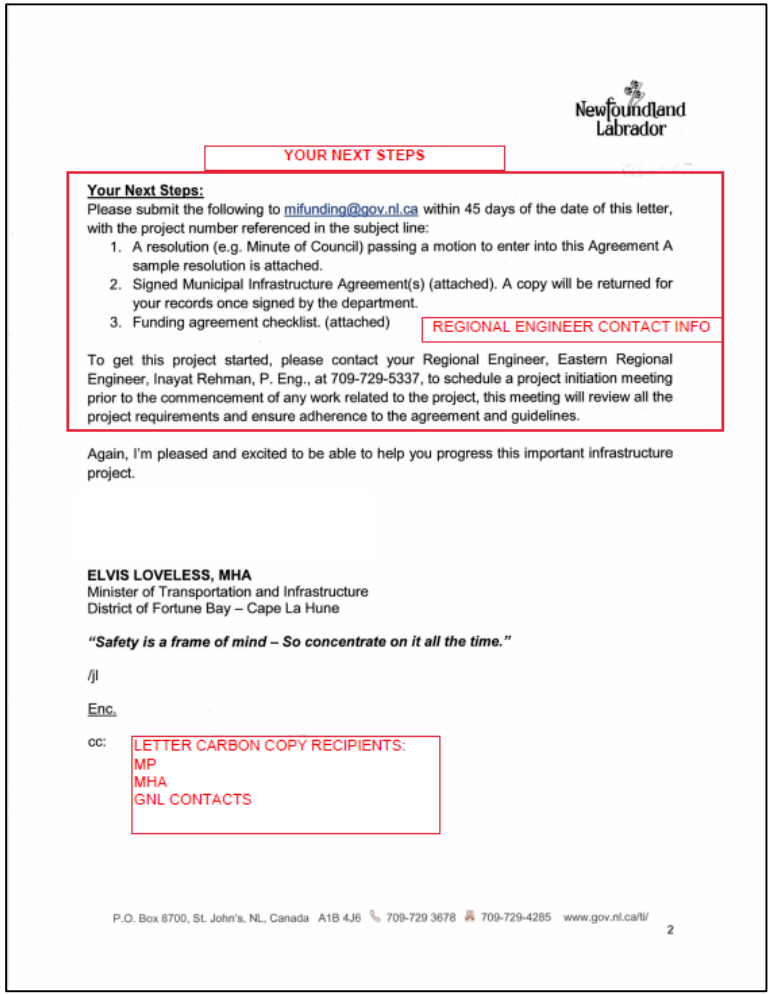
This funding has been approved subject to a number of conditions as outlined in the attached Funding Agreement, and Municipal Infrastructure Project Guidelines, which apply to the Ultimate Recipient and any agents they have engaged on the project.

P.O. Box 8700, St. John's, NL, Canada A1B 4J6 709 729 3679 709 729 4285 www.gov.nl.ca/ti/

Project Overview

Approval Package

- Approval Letter - Outlines
  - Your Next Steps
  - Regional Office Contact info



Newfoundland Labrador

YOUR NEXT STEPS

Your Next Steps:
Please submit the following to mifunding@gov.nl.ca within 45 days of the date of this letter, with the project number referenced in the subject line:

1. A resolution (e.g. Minute of Council) passing a motion to enter into this Agreement A sample resolution is attached.
2. Signed Municipal Infrastructure Agreement(s) (attached). A copy will be returned for your records once signed by the department.
3. Funding agreement checklist. (attached)

REGIONAL ENGINEER CONTACT INFO

To get this project started, please contact your Regional Engineer, Eastern Regional Engineer, Inayat Rehman, P. Eng., at 709-729-5337, to schedule a project initiation meeting prior to the commencement of any work related to the project, this meeting will review all the project requirements and ensure adherence to the agreement and guidelines.

Again, I'm pleased and excited to be able to help you progress this important infrastructure project.

ELVIS LOVELESS, MHA
Minister of Transportation and Infrastructure
District of Fortune Bay – Cape La Hune

"Safety is a frame of mind – So concentrate on it all the time."

/jl

Enc.

cc: LETTER CARBON COPY RECIPIENTS:
MP
MHA
GNL CONTACTS

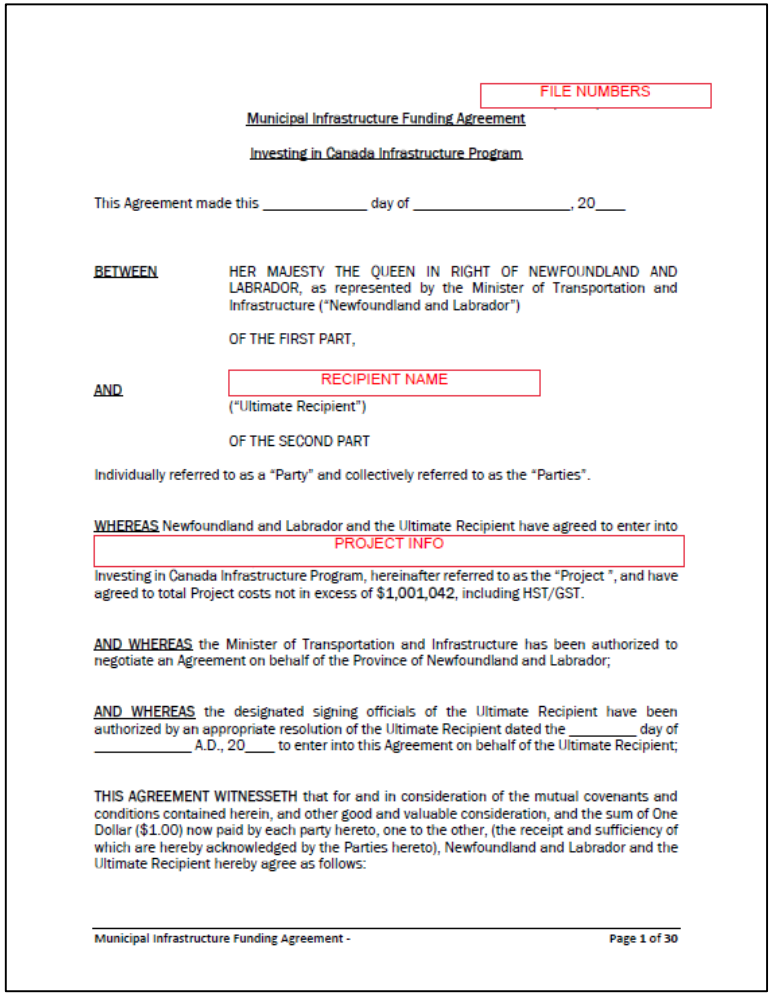
P.O. Box 8700, St. John's, NL, Canada A1B 4J6 709-729 3678 709-729-4285 www.gov.nl.ca/ti/

2

Project Overview

Approval Package

- Funding Agreement
  - Agreement between NL and Funding Recipient
  - Read and understand terms
  - Last page is for signatures



FILE NUMBERS

Municipal Infrastructure Funding Agreement

Investing in Canada Infrastructure Program

This Agreement made this _____ day of _____, 20____

BETWEEN HER MAJESTY THE QUEEN IN RIGHT OF NEWFOUNDLAND AND LABRADOR, as represented by the Minister of Transportation and Infrastructure ("Newfoundland and Labrador")

OF THE FIRST PART,

AND RECIPIENT NAME

("Ultimate Recipient")

OF THE SECOND PART

Individually referred to as a "Party" and collectively referred to as the "Parties".

WHEREAS Newfoundland and Labrador and the Ultimate Recipient have agreed to enter into PROJECT INFO Investing in Canada Infrastructure Program, hereinafter referred to as the "Project ", and have agreed to total Project costs not in excess of $1,001,042, including HST/GST.

AND WHEREAS the Minister of Transportation and Infrastructure has been authorized to negotiate an Agreement on behalf of the Province of Newfoundland and Labrador;

AND WHEREAS the designated signing officials of the Ultimate Recipient have been authorized by an appropriate resolution of the Ultimate Recipient dated the _____ day of _____ A.D., 20____ to enter into this Agreement on behalf of the Ultimate Recipient;

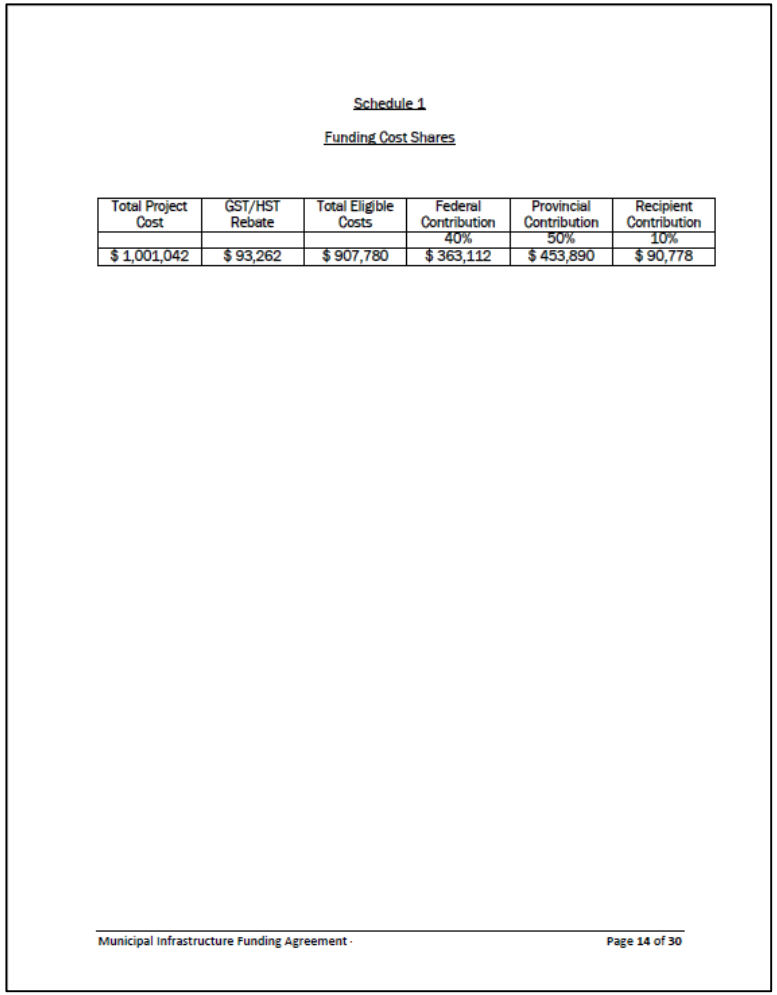
THIS AGREEMENT WITNESSETH that for and in consideration of the mutual covenants and conditions contained herein, and other good and valuable consideration, and the sum of One Dollar ($1.00) now paid by each party hereto, one to the other, (the receipt and sufficiency of which are hereby acknowledged by the Parties hereto), Newfoundland and Labrador and the Ultimate Recipient hereby agree as follows:

Municipal Infrastructure Funding Agreement - Page 1 of 30

Project Overview

Approval Package

- Schedule 1
  - Funding Cost Shares
  - % and $ figures provided



Schedule 1

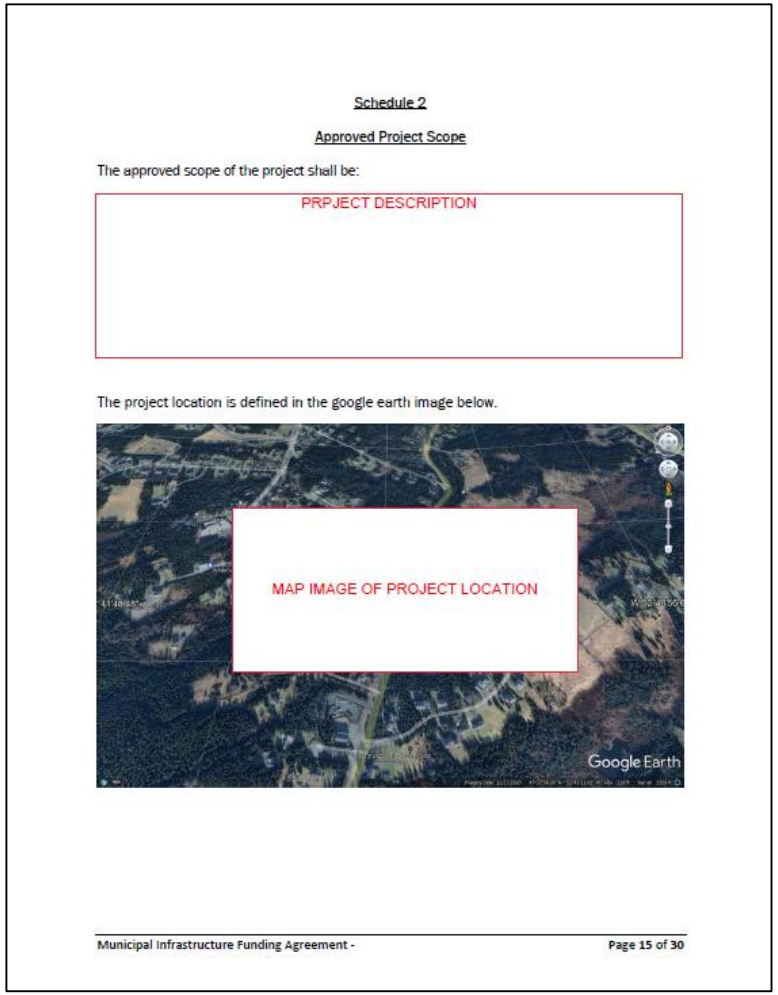
Funding Cost Shares

Total Project Cost	GST/HST Rebate	Total Eligible Costs	Federal Contribution	Provincial Contribution	Recipient Contribution
			40%	50%	10%
$ 1,001,042	$ 93,262	$ 907,780	$ 363,112	$ 453,890	$ 90,778

Project Overview

Approval Package

- Schedule 2
  - Project Description
  - Map of Project Location



Schedule 2

Approved Project Scope

The approved scope of the project shall be:

PRPJECT DESCRIPTION

The project location is defined in the google earth image below.

MAP IMAGE OF PROJECT LOCATION

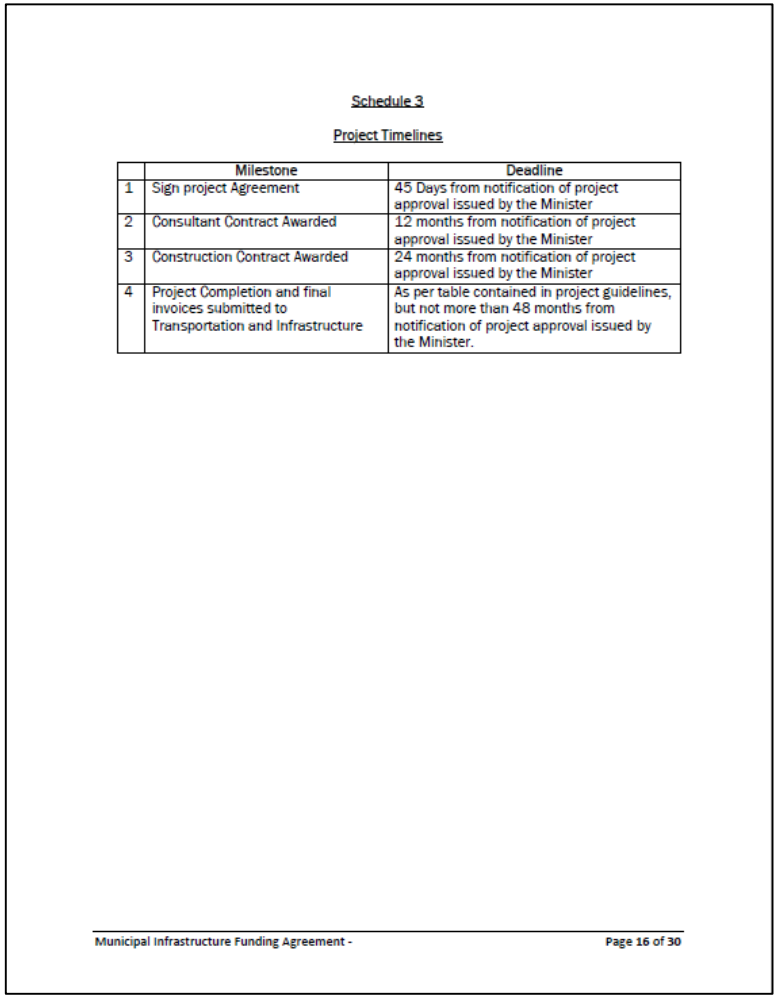
Google Earth

Municipal Infrastructure Funding Agreement - Page 15 of 30

Project Overview

Approval Package

- Schedule 3
  - Project Timelines



Schedule 3

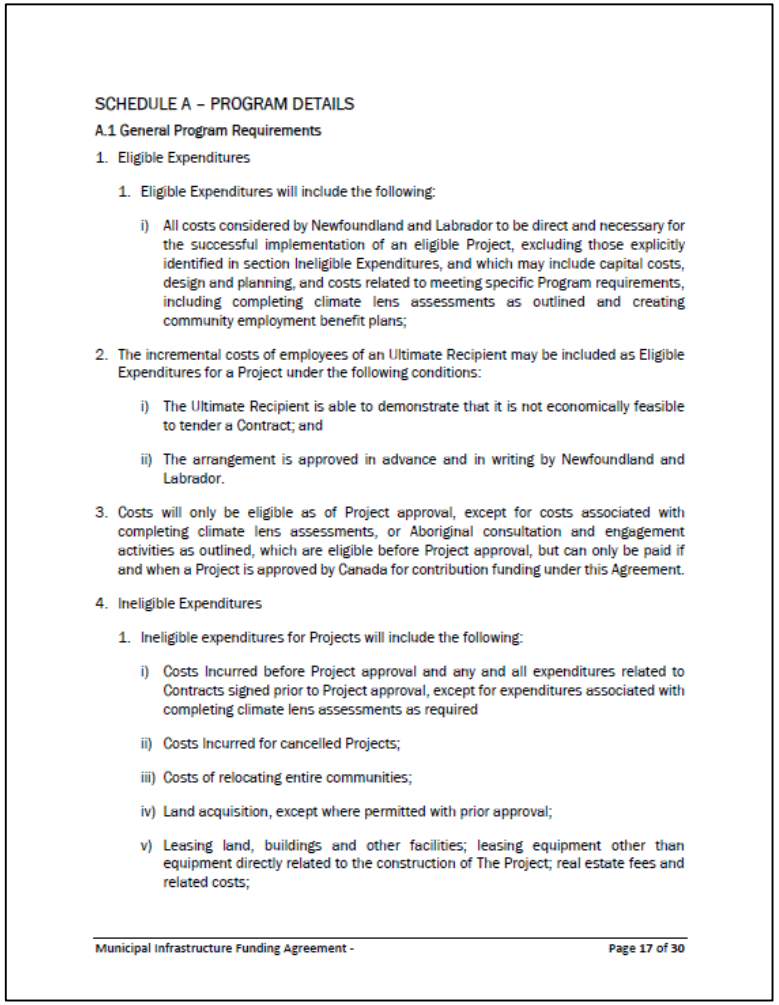
Project Timelines

	Milestone	Deadline
1	Sign project Agreement	45 Days from notification of project approval issued by the Minister
2	Consultant Contract Awarded	12 months from notification of project approval issued by the Minister
3	Construction Contract Awarded	24 months from notification of project approval issued by the Minister
4	Project Completion and final invoices submitted to Transportation and Infrastructure	As per table contained in project guidelines, but not more than 48 months from notification of project approval issued by the Minister.

Project Overview

Approval Package

- Schedule A – Program Details
  - Outlines specifics on the funding program, funding stream, etc.



SCHEDULE A – PROGRAM DETAILS

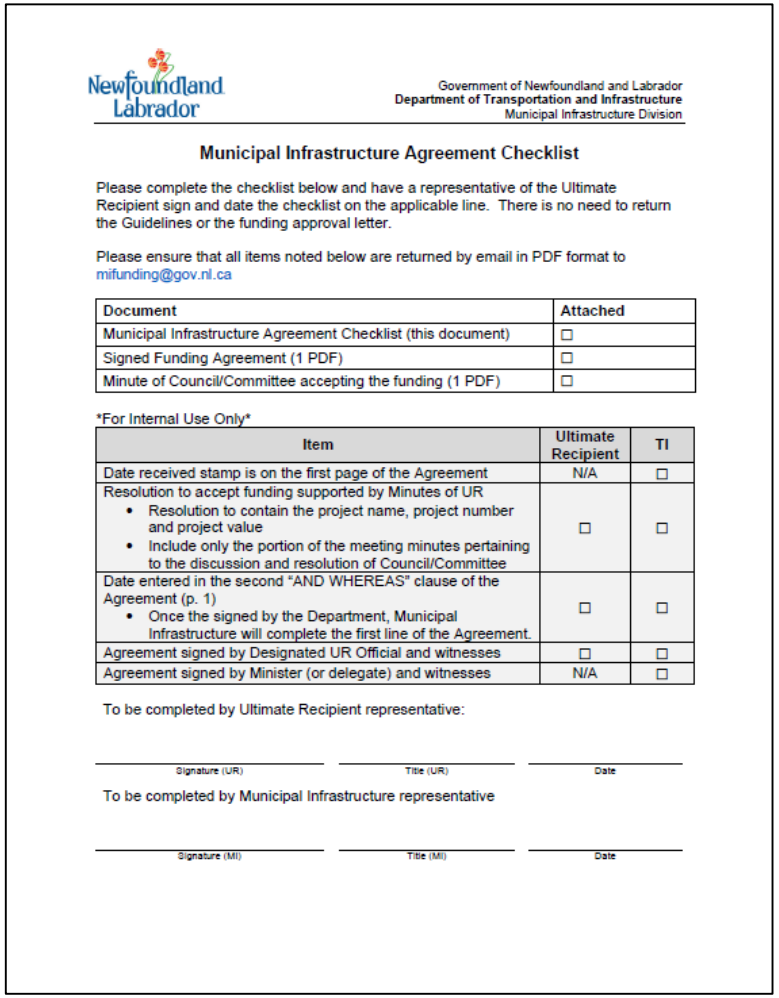
A.1 General Program Requirements

1. Eligible Expenditures
   1. Eligible Expenditures will include the following:
      i) All costs considered by Newfoundland and Labrador to be direct and necessary for the successful implementation of an eligible Project, excluding those explicitly identified in section Ineligible Expenditures, and which may include capital costs, design and planning, and costs related to meeting specific Program requirements, including completing climate lens assessments as outlined and creating community employment benefit plans;
2. The incremental costs of employees of an Ultimate Recipient may be included as Eligible Expenditures for a Project under the following conditions:
   i) The Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract; and
   ii) The arrangement is approved in advance and in writing by Newfoundland and Labrador.
3. Costs will only be eligible as of Project approval, except for costs associated with completing climate lens assessments, or Aboriginal consultation and engagement activities as outlined, which are eligible before Project approval, but can only be paid if and when a Project is approved by Canada for contribution funding under this Agreement.
4. Ineligible Expenditures
   1. Ineligible expenditures for Projects will include the following:
      i) Costs incurred before Project approval and any and all expenditures related to Contracts signed prior to Project approval, except for expenditures associated with completing climate lens assessments as required
      ii) Costs incurred for cancelled Projects;
      iii) Costs of relocating entire communities;
      iv) Land acquisition, except where permitted with prior approval;
      v) 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;

Project Overview

Approval Package

- Agreement Checklist
  - Outlines what has been sent to you
  - Provided to ensure all documents are returned to MI



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

Municipal Infrastructure Agreement Checklist

Please complete the checklist below and have a representative of the Ultimate Recipient sign and date the checklist on the applicable line. There is no need to return the Guidelines or the funding approval letter.

Please ensure that all items noted below are returned by email in PDF format to mifunding@gov.nl.ca

Document	Attached
Municipal Infrastructure Agreement Checklist (this document)	☐
Signed Funding Agreement (1 PDF)	☐
Minute of Council/Committee accepting the funding (1 PDF)	☐

For Internal Use Only

Item	Ultimate Recipient	TI
Date received stamp is on the first page of the Agreement	N/A	☐
Resolution to accept funding supported by Minutes of UR • Resolution to contain the project name, project number and project value • Include only the portion of the meeting minutes pertaining to the discussion and resolution of Council/Committee	☐	☐
Date entered in the second "AND WHEREAS" clause of the Agreement (p. 1) • Once the signed by the Department, Municipal Infrastructure will complete the first line of the Agreement.	☐	☐
Agreement signed by Designated UR Official and witnesses	☐	☐
Agreement signed by Minister (or delegate) and witnesses	N/A	☐

To be completed by Ultimate Recipient representative:

Signature (UR) | Title (UR) | Date

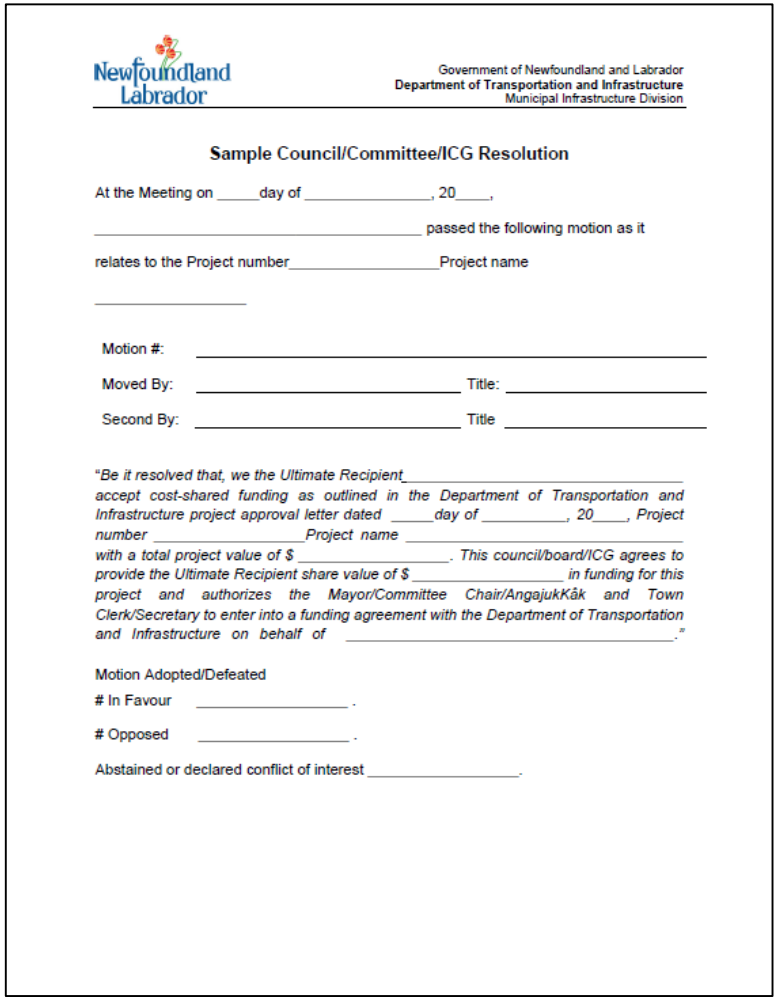
To be completed by Municipal Infrastructure representative

Signature (MI) | Title (MI) | Date

Project Overview

Approval Package

- Sample Resolution
  - This is the **preferred format**
  - All info MI needs is outlined here



Newfoundland Labrador

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

Sample Council/Committee/ICG Resolution

At the Meeting on _____day of _____, 20____,

_____ passed the following motion as it

relates to the Project number_____Project name

_____

Motion #: _____

Moved By: _____ Title: _____

Second By: _____ Title _____

"Be it resolved that, we the Ultimate Recipient_____ accept cost-shared funding as outlined in the Department of Transportation and Infrastructure project approval letter dated _____day of _____, 20____, Project number _____Project name _____ with a total project value of $ _____. This council/board/ICG agrees to provide the Ultimate Recipient share value of $ _____ in funding for this project and authorizes the Mayor/Committee Chair/AngajukKâk and Town Clerk/Secretary to enter into a funding agreement with the Department of Transportation and Infrastructure on behalf of _____."

Motion Adopted/Defeated

In Favour _____ .

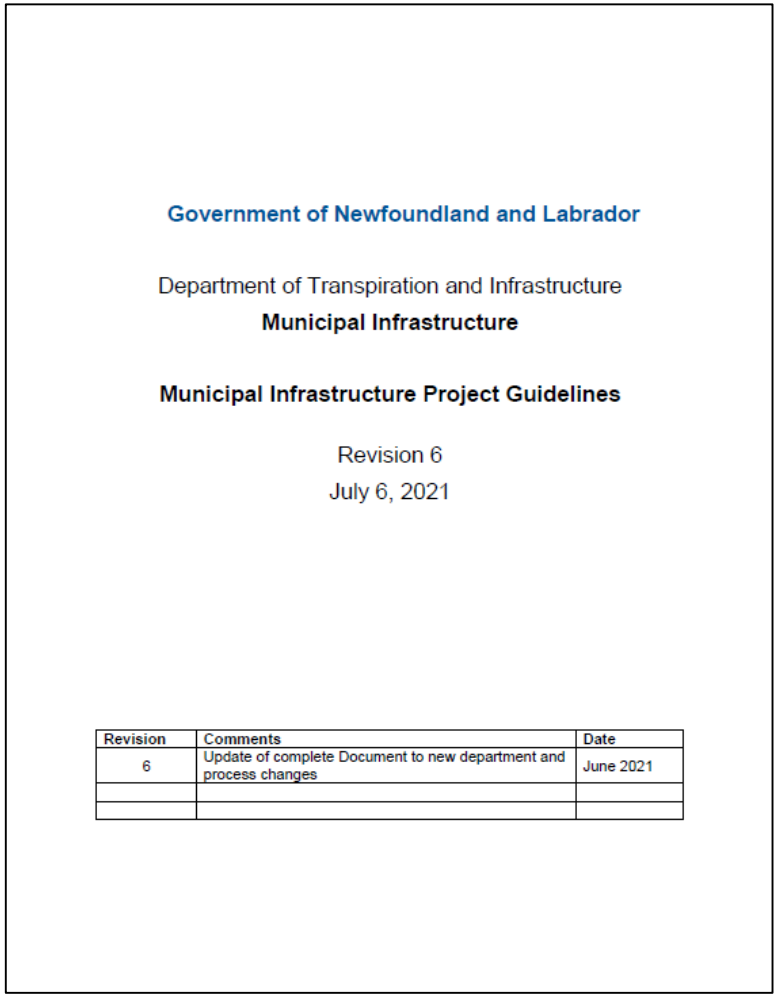
Opposed _____ .

Abstained or declared conflict of interest _____.

Project Overview

Approval Package

- Infrastructure Guidelines
  - Guidelines for all phases of funded projects
  - Provided for reference
  - Available on website



Government of Newfoundland and Labrador

Department of Transpiration and Infrastructure

Municipal Infrastructure

Municipal Infrastructure Project Guidelines

Revision 6

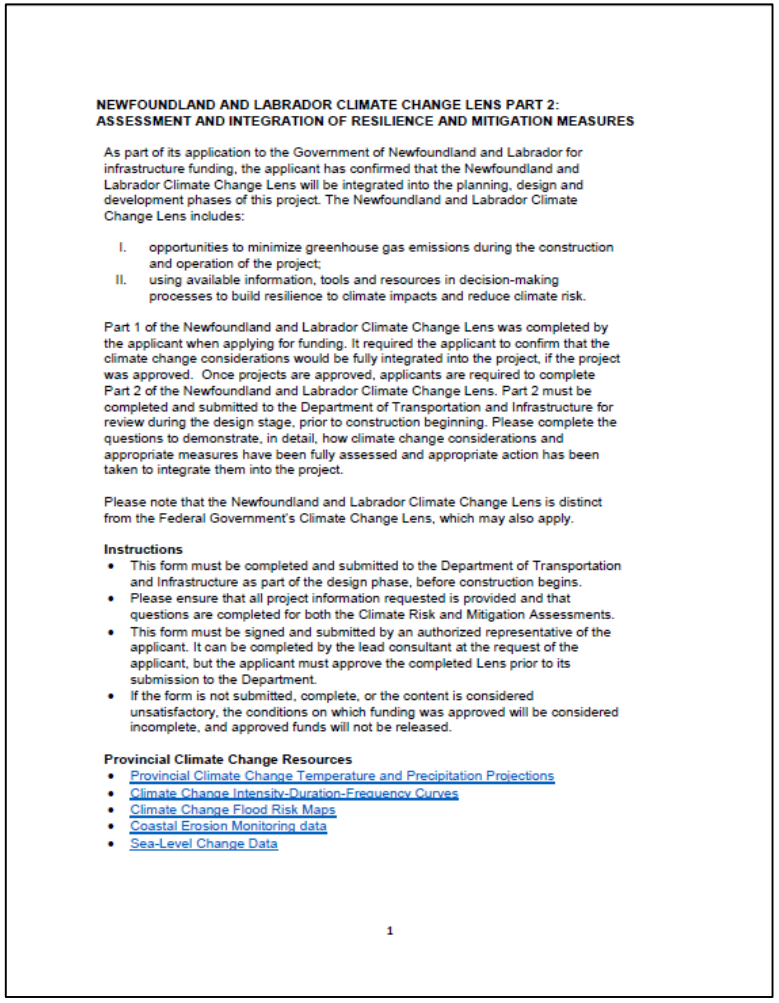
July 6, 2021

Revision	Comments	Date
6	Update of complete Document to new department and process changes	June 2021

Project Overview

Approval Package

- NL Climate Lens Part 2
  - Guidance Document
  - Template



NEWFOUNDLAND AND LABRADOR CLIMATE CHANGE LENS PART 2: ASSESSMENT AND INTEGRATION OF RESILIENCE AND MITIGATION MEASURES

As part of its application to the Government of Newfoundland and Labrador for infrastructure funding, the applicant has confirmed that the Newfoundland and Labrador Climate Change Lens will be integrated into the planning, design and development phases of this project. The Newfoundland and Labrador Climate Change Lens includes:

I. opportunities to minimize greenhouse gas emissions during the construction and operation of the project;
II. using available information, tools and resources in decision-making processes to build resilience to climate impacts and reduce climate risk.

Part 1 of the Newfoundland and Labrador Climate Change Lens was completed by the applicant when applying for funding. It required the applicant to confirm that the climate change considerations would be fully integrated into the project, if the project was approved. Once projects are approved, applicants are required to complete Part 2 of the Newfoundland and Labrador Climate Change Lens. Part 2 must be completed and submitted to the Department of Transportation and Infrastructure for review during the design stage, prior to construction beginning. Please complete the questions to demonstrate, in detail, how climate change considerations and appropriate measures have been fully assessed and appropriate action has been taken to integrate them into the project.

Please note that the Newfoundland and Labrador Climate Change Lens is distinct from the Federal Government's Climate Change Lens, which may also apply.

Instructions

- This form must be completed and submitted to the Department of Transportation and Infrastructure as part of the design phase, before construction begins.
- Please ensure that all project information requested is provided and that questions are completed for both the Climate Risk and Mitigation Assessments.
- This form must be signed and submitted by an authorized representative of the applicant. It can be completed by the lead consultant at the request of the applicant, but the applicant must approve the completed Lens prior to its submission to the Department.
- If the form is not submitted, complete, or the content is considered unsatisfactory, the conditions on which funding was approved will be considered incomplete, and approved funds will not be released.

Provincial Climate Change Resources

- Provincial Climate Change Temperature and Precipitation Projections
- Climate Change Intensity-Duration-Frequency Curves
- Climate Change Flood Risk Maps
- Coastal Erosion Monitoring data
- Sea-Level Change Data

1

Project Overview

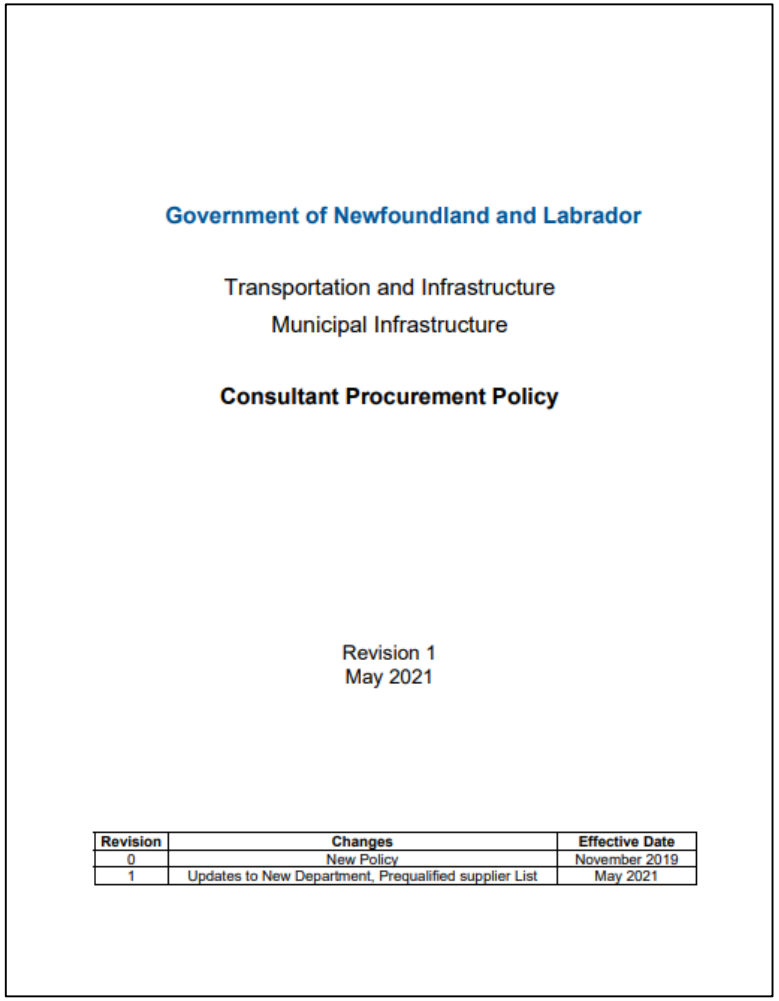
Consultant Procurement

- Per PPA and MI Guidelines
- Regional Office staff available to assist with scope of work, templates, process, etc.

Project Overview

Consultant Procurement

- Policy available on MI website
- Outlines MI requirements



Government of Newfoundland and Labrador

Transportation and Infrastructure
Municipal Infrastructure

Consultant Procurement Policy

Revision 1
May 2021

Revision	Changes	Effective Date
0	New Policy	November 2019
1	Updates to New Department, Prequalified supplier List	May 2021

Project Overview

Consultant Procurement

- Generally one of the following methods:
  - Open Call Request for Proposals
  - Limited Call for Bids
  - Prequalified Supplier List (PSL)

Project Overview

Project execution

- Be cognizant of timelines
- **Don’t sit on projects**
  - 700-900 projects with MI at any given time
  - Own and drive your projects
  - **If in doubt, reach out to the Regional Office.**

Project Overview

Project execution

- What constitutes a change
  - Changed to approved scope **must** be reviewed by MI
- Excess funds return to the program (ICIP) or the province (MCW) once a project is complete
- If a project can’t proceed it must be canceled

Other Important Info

Other info – Available Online

- Project Documents:
  - Master Specification
  - Contract Documents
    - Construction Contract Front End
    - Prime Consultant Agreement
- Policies / Circulars

Municipal Infrastructure

Main presentation topics were:

- Division Overview
- Application Process
- Project Overview
- Other Important Info

Questions

ACEA FORM

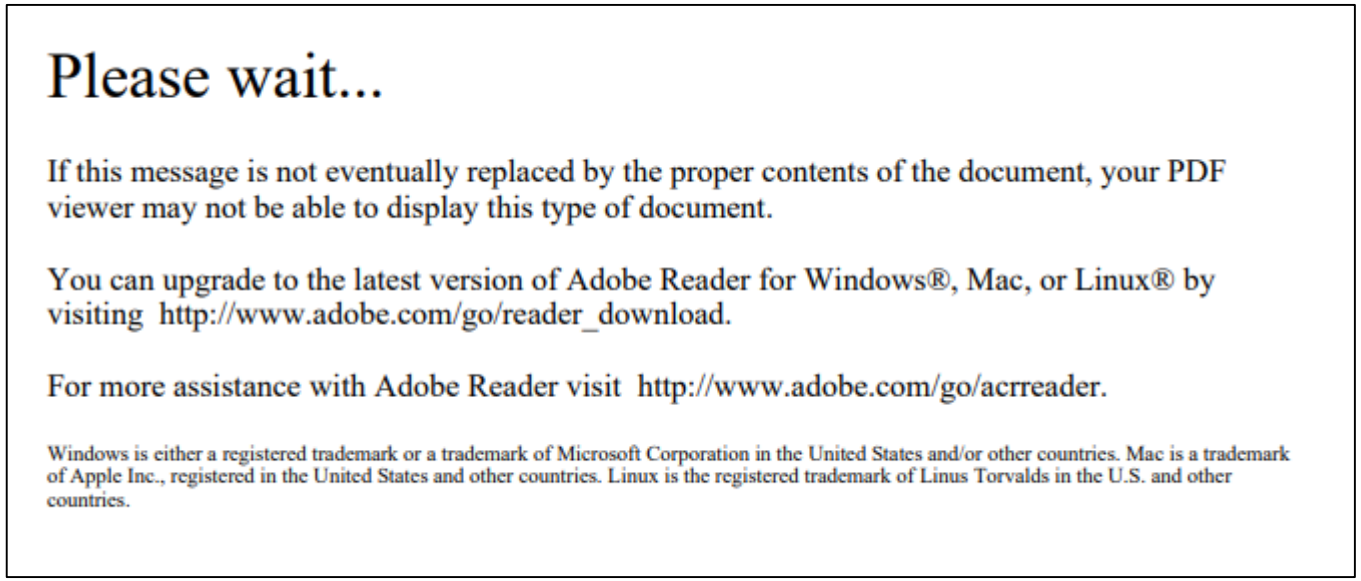
St. Pierre Ferry

Telephone Directory

Government Jobs

- All applications seeking funding under the ICIP program **must** be accompanied by the appropriate ICIP Application forms
  - Green Infrastructure – Adaptation Resilience and Disaster Mitigation
  - Green Infrastructure – Environmental Quality
  - Green Infrastructure – Climate Change Mitigation
  - Public Transit
  - Community Culture and Recreation
  - Rural and Northern Communities Infrastructure
- All applications seeking funding under the ICIP program **must** be accompanied by Aboriginal Consultation and Environment Assessment Smart Form (824 KB) **Note:** if you are experiencing issues with this link you can right click (or control-click on a Mac) and select 'Save link as' to choose where to save the file locally and then open it in a PDF reader.

ACEA FORM


Please wait...
If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.
You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.
For more assistance with Adobe Reader visit http://www.adobe.com/go/acrreader.
Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

ACEA FORM

- Public Transit
- Community Culture and Recreation
- Rural and Northern Communities Infrastructure

- All applications seeking funding under the ICIP program **must** be accompanied by Aboriginal Consultation and Environment Assessment Smart Form (824 KB) **Note:** if you are experiencing issues with this link you can right cli Mac) and select 'Save link as' to choose where to save the file locally and then open it in a PDF reader.

If you have issues with Internet connectivity, you must contact your local Regional Office for assistance i application. A PDF copy of the required information for MSIS is found below:

- Application for Funding Municipal Infrastructure Form (182 kB)

Please note that the Department of Transportation and Infrastructure will not provide financial assistanc associated with preparing or submitting applications for funding. The costs associated with the preparati applications are not eligible project costs and are the responsibility of the applicant.

Contacts

Questions regarding the application process can be directed to the appropriate **Regional Office**.

