

PROJECT BUSINESS CASE GUIDELINE

CANADA - NEWFOUNDLAND AND LABRADOR
MUNICIPAL RURAL INFRASTRUCTURE FUND

Introduction

The business case is an essential document for project approval. It provides justification for the procurement in terms of its alignment with the objectives of the organization; it also provides the basis for managing the delivery of the project on time, within budget and to the agreed quality standards and time frames.

This business case template is intended to help candidates develop a sound business case in order to obtain funding under the program: “Municipal Rural Infrastructure Fund (MRIF)” co-sponsored by Infrastructure Canada and the Department of Municipal Affairs.

Submitting the Business Case with the Application form is mandatory to submit a project for funding under MRIF.

GENERAL INFORMATION	
<i>PROJECT NAME:</i>	
<i>INITIATED BY:</i>	
<i>LOCATION:</i>	
<i>AUTHOR SIGNATURE:</i>	
<i>APPROVAL SIGNATURES:</i>	

1- Project Description - Abstract

This section should provide a concise summary of the key highlights of the business case. It is intended for decision makers so they can determine from the summary the overall efficiency and/or effectiveness of the project. [Although it appears early in the Business Case Documentation, it is usually written last in order to provide a high-level description with the most impact.]

It should outline the scope, strategic alignment, business impact, finances and recommendations. It should also give the reader a clear understanding of the Who, What, Where, Why, When and How of the project and should be able to be extracted as a stand-alone description.

PROJECT DESCRIPTION - ABSTRACT

THE SUMMARY SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS.

2- Project Rationale

This section should provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time.

This should be an introduction to the business case. It should describe the history and the current state of affairs giving rise to the general business problem and thus the need for the project.

[Make sure you define the business opportunity/problem in clear terms. If statistical information is available to support the business case then state what and where it can be found.]

PROJECT RATIONALE

THE PROJECT RATIONALE SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS.

3- Detailed description of the Project

3.1- WHAT IS YOUR PROJECT?

This section should provide a clear definition of what the project will accomplish (objective), what the project will and will not include (scope), what are the expected results (outcomes) and who are the parties involved (stakeholders).

What is your project?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.2- HOW DOES IT ADDRESS THE PROBLEMS STATED IN SECTION 2. “PROJECT RATIONALE”?

This section should indicate how the project would improve or fix the problem stated in Section 2. It should explain why the project requires funding from Canada and Newfoundland and Labrador MRIF to proceed, increase its scope (size) or allow it to proceed earlier than originally planned.

Include a brief explanation of a) how the project supports the development plan for the community and b) how the project will affect the social, economic and/or natural environment of the municipality.

How does it address the problems stated in section 2. “*Project rationale*”?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.3- DESCRIBE THE LOCATION WHERE THE PROJECT WILL TAKE PLACE? (NOT MANDATORY)

This section should describe the main environment features of the area, such as terrain, and proximity to water bodies (rivers, lakes, streams) that could be affected by the project. Indicate current and past land and whether the project site is in a residential, rural or urban area. Indicate if the site is proximal to important or designated environmental or cultural sites, such as national parks, heritage sites, historic canals, sensitive sites and other protected areas.

Describe the location where the project will take place? (not mandatory)

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.4- WHO WILL BENEFIT FROM THE PROJECT?

This section should indicate who will benefit from the project, for example, residents or businesses, and how they will benefit (i.e: improved health, safety, and/or economic benefits). The purpose of this section is to indicate how the project will benefit the community.

Who will benefit from the project?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.5- WHEN DO YOU ANTICIPATE A REALIZATION OF THESE BENEFITS?

This section should indicate whether these benefits will be short or long-term and whether these benefits will be realized during the project, at the completion of the project or shortly after the completion of the project. Note that you will be expected to measure and report on these benefits at that time.

When do you anticipate a realization of these benefits?

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.6- DESCRIBE ANY INNOVATIVE TECHNOLOGY THAT WILL BE EMPLOYED DURING THE REALIZATION OF THE PROJECT? (NOT MANDATORY)

This section should provide details on the technology to be incorporated into the proposed project.

Focus on new approaches, best practices, and whether the project uses the best available technologies (that are economically feasible) or innovation to address the problem.

Describe any innovative technology that will be employed during the realization of the project? (not mandatory)

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

3.7- WHAT ARE THE SIGNIFICANT PROJECT RISKS AND WHAT IS YOUR STRATEGY TO MITIGATE THOSE RISKS? (NOT MANDATORY)

Risks are uncertainties or constraints that may prevent the project from completing on time, on budget, or in its original scope. Few projects are completely without risk, however, most successful projects manage or mitigate their risks through good planning and ongoing management.

This section should indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc.) and specify how those uncertainties may impact the performance of the project, either in duration, cost, or meeting the requirements. Then indicate what actions are possible in advance or during the project to reduce the effect of the risk (mitigation). What are the significant project risks and what is your strategy to mitigate those risks? (not mandatory)

THE ANSWER SHOULD BE NO MORE THAN 200 WORDS OR 2000 CHARACTERS

4- Project Costs

Please indicate the eligible costs and ineligible costs, broken out by cost category, as shown below. A list describing which costs are eligible and ineligible under the Canada - Newfoundland and Labrador MRIF can be found in Appendix B of the agreement.

PROJECT COSTS		
<i>1. ELIGIBLE COSTS</i>	<i>ELIGIBLE COSTS</i>	<i>TOTAL COST</i>
Construction (including HST)		
Engineering (including HST)		
Other		
Other		
Other		
a) Total Gross Eligible Costs (before taxes)		
b) Less Tax Rebates	()	
Total Net Costs (1a-1b):		
<i>2. INELIGIBLE COSTS BORNE BY APPLICANT</i>	<i>INELIGIBLE COSTS</i>	
Ineligible Costs		
Other (e.g. furnishings, non-fixed equipment):		
Other:		
Other:		
Total ineligible costs		
<i>3. TOTAL ESTIMATED GROSS PROJECT COSTS (TOTAL NET ELIGIBLE COSTS + TOTAL INELIGIBLE COSTS)</i>		

5- Proposed cash flow of eligible costs

Please indicate how the eligible costs will be shared between the three levels of government and any other funder. This is a fiscal year by fiscal year estimate of the financing required to bring the project to fruition. Please note that the fiscal year begins on April 1 and ends on March 31st.

CASH FLOW					
	2006-2007	2007-2008	2008-2009	2009-2010	TOTAL
APPLICANT SHARE					
OTHER PARTNER SHARE (IF APPLICABLE)					
REQUESTED FEDERAL FUNDING					
REQUESTED PROVINCIAL FUNDING					
OTHER FEDERAL FUNDING					
TOTAL					

6- Other project financing

Please indicate in the section below the details of how the project is being financed, such as the borrowing of funds, funding from other government programs and funding from other community groups or sources. Please provide the amounts.

OTHER PROJECT FINANCING	YES	NO
Are funds being borrowed to finance this project? IF YES PROVIDE NAME AND ADDRESS OF FINANCIAL INSTITUTION AND AMOUNT		
Have you applied for funding from other provincial programs? IF YES PROVIDE AMOUNT REQUESTED AND NAME OF PROGRAM, OR DOCUMENTATION TO CONFIRM FUNDING		
Will or has this project received funds from other federal programs? IF YES PROVIDE AMOUNT REQUESTED AND NAME OF PROGRAM, OR DOCUMENTATION TO CONFIRM FUNDING		
Has funding been obtained from other sources (other than those already listed above)? IF YES, INDICATE THE SOURCE OF FUNDS AND THE AMOUNT		

8-Strategic Alignment

PROJECT SELECTION CRITERIA AND BENEFITS

Projects that apply for funding under the Canada-Newfoundland and Labrador MRIF program will be evaluated as to how their Application (Business Case) meets the objectives set out for the applicable Project Category. Proposed projects must satisfy all mandatory conditions for the category in order to be eligible for funding. Projects that meet the mandatory screening criteria will then be measured against the Ranking criteria for the project category selected. Approvals of projects will be based on a project meeting the mandatory screening criteria as well as how and to what extent the project meets the applicable ranking criteria for the applicable project category. (A table of all ranking criteria is situated at the end of this document).

In this section, “public-private partnership” means an arrangement between public and private sector entities for the purpose of providing public infrastructure and related services that are characterized by the sharing of risk and reward between the partners.

Please fill out the appropriate section below and ensure that your proposed project meets the mandatory criteria and that your application (Business Case) clearly states how and to what extent your proposed project meets or exceeds the mandatory screening criteria.

Applicable Project Categories

CATEGORY 1: WATER

CATEGORY 2: WASTEWATER

CATEGORY 3: SOLID WASTE

CATEGORY 4: PUBLIC TRANSIT

CATEGORY 5: LOCAL ROADS

CATEGORY 6: CULTURAL

CATEGORY 7: RECREATION

CATEGORY 8: TOURISM

CATEGORY 9: ENVIRONMENTAL ENERGY IMPROVEMENTS

CATEGORY 10: CONNECTIVITY

CATEGORY 11: MUNICIPAL CAPACITY BUILDING

CATEGORY 1: WATER

The objective of this category is to construct, restore or improve public Infrastructure that improves water quality and ensures the sustainable use and management of infrastructure and water resources.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Drinking water supply;
- Drinking water treatment systems; and
- Drinking water distribution systems.

MANDATORY SCREENING CRITERIA	
The drinking water quality expected as a result of the Project must meet the Guidelines for Canadian Drinking Water Quality or provincial or territorial standards, whichever are more stringent (Please Note: In certain situations, an Applicant may request an exemption from the Aesthetic Objectives of the Guidelines for Canadian Drinking Water Quality) .	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The business plan must include consideration of alternatives to the Project being proposed as well as the long-term operating costs of the Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The components of the resulting Infrastructure, which will be in direct contact with drinking water, must all conform to ANSI/NSF 61.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
In the case of a Project where the resulting Infrastructure will serve commercial operations, the business plan must provide for full cost recovery. If full cost recovery is not possible, the plan must provide for alternative strategies for recovery.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of households to be connected to municipal water service (# of households)	
Number of households currently connected to municipal water service that will have improved potable water quality (# of households)	
Other measure of improved water quality: (250 character limit) _____	

CATEGORY 2: WASTEWATER

The objective of this category is to construct, restore or improve infrastructure that minimizes the potential impacts of effluent on sources of drinking water, aquatic ecosystems including fisheries resources and biodiversity, and that increases the efficiency of wastewater and stormwater collection and treatment systems.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Wastewater systems including sanitary and combined sewer systems
- Separate stormwater systems; and
- Sewage treatment systems

MANDATORY SCREENING CRITERIA	
The Project will reduce effluent contaminants, including toxics, in wastewater treatment plant output.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, PLEASE EXPLAIN HOW	
In the case of a Project where the resulting Infrastructure will serve a commercial operation, the business plan must provide for full cost recovery. If full cost recovery is not possible, the plan must provide for alternative strategies for recovery.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, PLEASE EXPLAIN HOW	
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of households to be connected to municipal wastewater collection and treatment systems (# of households)	
Number of current households on municipal wastewater collection whose wastewater will be treated to a higher quality (# of households)	
Other measure of improved waste water quality: (250 character limit) _____	

CATEGORY 3: SOLID WASTE

The objective of this category is to construct, restore or improve infrastructure that improves solid waste management and increases the recovery and use of recycled and organic materials, reduces per capita tonnage of solid waste sent to landfill, reduces environmental impacts and enhances energy recovery.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Waste diversion - Material recovery facilities;
- Organics management;
- Collection depots;
- Waste disposal landfills; and
- Thermal treatment.

MANDATORY SCREENING CRITERIA

The Project must be consistent with a sound strategy for local solid waste management.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

In the case of a Project where the resulting Infrastructure will serve commercial operations, the business plan must provide for full cost recovery. If full cost recovery is not possible, the plan must provide for alternative strategies for recovery.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

PROJECT BENEFITS

BENEFIT DESCRIPTION

EXPECTED CHANGE

Number of households with improved solid waste management practices

Decrease in municipal solid waste produced (metric tonnes per annum)

Increase in solid waste to be diverted through recycling and composting (metric tonnes per annum)

Decrease in municipal waste incineration (metric tonnes per annum)

Increase in landfill gas recovered and used in producing "green" energy (metric tonnes per annum)

Other measure of improved solid waste management: (250 character limit)

CATEGORY 4: PUBLIC TRANSIT

The objective of this category is to construct, restore or improve public transportation Infrastructure that will result in the reduction of environmental impacts, congestion, energy use or GHG emissions, and improved safety, supports tourism and commerce, promotes social and economic development of local areas, and helps Canada lead in the use of innovative technologies for the operation and management of local transportation systems, including passenger and traffic information systems.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Rapid Transit: fixed capital assets and rolling stock (includes light rail, heavy rail additions, subways, ferries, transit stations, park and ride facilities, grade separated bus lanes and rail lines);
- Transit Buses: bus rolling stock, transit bus stations;
- Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments:
 - ITS technologies to improve transit priority signalling, passenger and traffic information, transit operation, incident management and rescue systems;
 - capital investments, such as transit queue-jumpers and high occupancy vehicle (HOV) lanes; and
 - integration of two or more of these features for increasing efficiency of local transportation.

MANDATORY SCREENING CRITERIA	
The Project must be consistent with applicable transportation and land use plans of Newfoundland and Labrador, region or Local Governments.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The Project must be consistent with Canada's objectives in respect of sustainable growth, competitiveness and climate change.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The Project business case must include the following:	
1. Submission of Project data, including GHG emissions, costs and Project design.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW

2. Identification of near-term safety, efficiency, environmental and economic impacts of that Project, as well as potential impacts over a 5 to 10 year horizon.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

3. Demonstration of Applicant's ability to operate and sustain the resulting Infrastructure.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

4. Confirmation of the Applicant's adherence, where applicable, to engineering guidelines (e.g., Transportation Association of Canada)

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

5. Demonstration of Project's consistency with all applicable federal/provincial or territorial legislative and regulatory obligations.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

6. Demonstration of the accessibility provisions for persons with disabilities where applicable.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

PROJECT BENEFITS

<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Increase in public transit ridership (# of persons per annum)	
Increase in overall peak hour transit modal split (%)	
Increase in number of public transit vehicles with alternative energy sources (# of vehicles).	
Reduction in GHG emissions and other emissions (MT per annum)	
Confirmation that the project employs innovative technologies for the operation and management of a transportation system.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project contributes to transportation demand strategies to reduce the incidence of single-occupant vehicles on roadways	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project contributes to increasing transit efficiency through service integration (streamlining modal connections)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project supports the use of alternative transportation modes (integrates bicycle and public transit to improve mobility)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project increases access to transit for all users, including people with disabilities and other special needs.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the project is consistent with regional/municipal land use decisions	Yes <input type="checkbox"/> No <input type="checkbox"/>

CATEGORY 5: LOCAL ROADS

The objective of this category is to construct, restore or improve public roads that will result in the reduction of environmental impacts, congestion, energy use or GHG emissions, and to improve safety, support tourism and commerce, promote social and economic development of local areas, and help Canada lead in the use of innovative technologies for the operation and management of local transportation systems, including passenger and traffic information systems.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Local Roads, Arterial Roads, Bridges and Tunnels within local boundaries;
- Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments:
 - ITS technologies to improve transit priority signalling, passenger and traffic information, transit operation, incident management, and rescue systems;
 - capital investments to support public transit on the local road network, such as queue-jumpers and high occupancy vehicle (HOV) lanes; and
 - integration of two or more of these features for increasing efficiency of local transportation.

MANDATORY SCREENING CRITERIA	
The Project must be consistent with applicable transportation and land use, and community plans of Newfoundland and Labrador, region or municipality.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The Project must be consistent with Canada's objectives in respect of sustainable growth, competitiveness and climate change.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The Project business case must include the following:	
1. Submission of Project data, including GHG emissions, costs and project design.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
2. Identification of near-term safety, efficiency, environmental and economic impacts of that Project, as well as potential impacts over a 5 to 10 year horizon.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
3. Demonstration of Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW

4. Confirmation of the Applicant's adherence, where applicable, to engineering guidelines (e.g., Transportation Association of Canada).

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

5. Demonstration of Project's consistency with all applicable federal/provincial or territorial legislative and regulatory obligations.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

6. Demonstration of the accessibility provisions for persons with disabilities where applicable.

Project meets or exceeds criteria: Yes No IF YES, PLEASE EXPLAIN HOW

PROJECT BENEFITS

<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Decrease in traffic accidents following improvements to the local road (# of accidents per annum)	
Confirmation that the local road improvement will increase the efficiency of traffic	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that the local road improvement will decrease the response time for emergency vehicle.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of the safe and efficient movement of people and goods: (250 character limit) _____	

CATEGORY 6: CULTURAL

The objective of this category is to construct, restore or improve public arts and heritage Infrastructure to assist communities in the expression, preservation, development and promotion of their culture and heritage.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Museums (including arts museum);
- Designated local heritage sites;
- Facilities for the performing arts;
- Cultural or community centers;
- Municipal libraries;
- Other cultural Infrastructure that meet the category objectives.

MANDATORY SCREENING CRITERIA	
The Business case must demonstrate the Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The resulting Infrastructure must be accessible to persons with disabilities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
All new buildings must exceed the energy efficiency requirements of the Model National Energy Code for Buildings by at least 25%.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of visits to be made to heritage/cultural facility (# of visitors per annum)	
Number of designated heritage sites to be preserved or renovated (# of sites)	
Confirmation that construction will bring existing heritage or cultural infrastructure up to building code/safety standards	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of improved access to arts and heritage: (250 character limit) _____	

CATEGORY 7: RECREATION

The objective of this category is to construct, restore or improve recreation, physical activity and sports public Infrastructure to encourage a higher proportion of Canadians, from all segments of society to integrate sports and physical activities in their daily life.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Sports facilities excluding facilities used primarily by professional athletes;
- Community recreation spaces;
- Fields and parks, fitness trails, bike paths and lanes, playgrounds, and other facilities; and
- Other recreational Infrastructure that meets the category objectives.

MANDATORY SCREENING CRITERIA	
The Business case must demonstrate the Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The functionality requirements of the Project must be a product of consultation with key users of the proposed facility.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The resulting Infrastructure must be accessible to persons with disabilities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
All new buildings must exceed the energy efficiency requirements of the Model National Energy Code for Buildings by at least 25%.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
In the case of a Project where the resulting Infrastructure will serve a combined commercial and community operation, the business plan must provide for public funding in direct proportion to the level of public use of the facility for community activities and amateur sports (e.g., if 20% of the proposed facility is available for public use, then 20% of the Project costs will be eligible for funding).	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of users who will use recreational facility (# of users per annum)	
Confirmation that construction will bring existing recreation infrastructure up to building code/safety standards	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of increased access to local recreational facilities: (250 character limit)	

CATEGORY 8: TOURISM

The objective of this category is to construct, restore or improve tourism Infrastructure that is economically and environmentally sustainable to improve the quality of the tourism experience and thereby increase the number of visitors to Canada.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Basic local Infrastructure to support or provide access to tourist facilities;
- Community public attractions;
- Convention or trade centers;
- Exhibition buildings; and
- Other tourism Infrastructure that meets the category objectives.

MANDATORY SCREENING CRITERIA	
The Business case must demonstrate the Applicant's ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The resulting Infrastructure must be accessible to persons with disabilities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
All new buildings must exceed the energy efficiency requirements of the Model National Energy Code for Buildings by at least 25%.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of tourists that will visit the community as a result of the project (# of tourists per annum)	
Increase in average length of stay of tourists visiting community as a result of the project (# of days)	
Number of permanent jobs that will be created directly by the project (# of permanent jobs)	
Confirmation that construction will bring existing infrastructure up to building code/safety standard.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of increased/improved tourism: (250 character limit) _____	

CATEGORY 9: ENVIRONMENTAL ENERGY IMPROVEMENTS

The objective of this category is to construct, restore or improve Local Government-owned Infrastructure that optimizes the use of energy sources (e.g. in buildings and other installations) and reduces GHG emissions and air contaminants arising from local sources.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Retrofits of Local Government-owned buildings;
- Energy Systems such as renewable energy, combined heat and power (CHP), cogeneration and district energy; and
- Street Lighting.

MANDATORY SCREENING CRITERIA	
For retrofits, the Project must meet standards comparable to Natural Resources Canada's residential and commercial retrofit initiatives.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
Existing devices (e.g. ventilation, windows, heating, toilets) must be replaced by more energy efficient devices (e.g. Energystar), taking into account local context in Aboriginal and remote communities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
Consideration will be given to the use of alternative sources of electricity, heat and cooling.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
All new buildings must exceed the energy efficiency requirement of the Model National Energy Code for Buildings by at least 25%.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Decrease in electricity used by municipal buildings and facilities (kwh per m3 per annum)	
Decrease in heating fuel used by municipal buildings (BTU equivalent per m3 per annum)	
Reduction in GHGs and air contaminants (MT per annum)	
Confirmation that building retrofit will be comparable to NRCan standards for residential/commercial retrofits	Yes <input type="checkbox"/> No <input type="checkbox"/>
Confirmation that new building will be 25 % more efficient than the national building code	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other measure of improved energy efficiency. (250 character limit)	

CATEGORY 10: CONNECTIVITY

OBJECTIVE

The objective of the category is to construct, restore or improve Infrastructure that supports Canada’s objective to make broadband access widely available to all communities, to improve the delivery of public services such as e-government, e-health and e-education, and to improve the quality of life, and to promote social development, innovation and economic development in Canada’s communities.

To fall within this category, a Project must be directly related to one of the following subcategories:

- High-speed backbone (transport);
- Points of presence (access);
- Local distribution within communities.

MANDATORY SCREENING CRITERIA	
The Business case must demonstrate the Applicant’s ability to operate and sustain the resulting Infrastructure.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
To promote competitiveness, a commercially and technologically neutral and competitive tendering and contracting process will be conducted for the Project.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The Project’s proposed solution provides for Third Party open access.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
The publicly-accessible portions of the resulting Infrastructure of the Project must ensure accessibility for persons with disabilities.	
Project meets or exceeds criteria: Yes <input type="checkbox"/> No <input type="checkbox"/>	IF YES, PLEASE EXPLAIN HOW
PROJECT BENEFITS	
<i>BENEFIT DESCRIPTION</i>	<i>EXPECTED CHANGE</i>
Number of remote or rural communities to be served by higher capacity/more affordable telecommunication links (# of communities).	
Number of users in remote and rural areas to be served by higher capacity/more affordable telecommunication links (# of users).	
Number of local public institutions in remote and rural areas to be served by higher capacity/more affordable telecommunication links (# of local public institutions)	
Other measure of improved telecommunications: (250 character limit)	

CATEGORY 11: MUNICIPAL CAPACITY BUILDING

To encourage the use of integrated asset management by small-scale Canadian municipalities, the MCB component will be based on the following strategic objectives: a) promote the implementation of holistic approaches to public infrastructure planning and management; b) encourage a culture of using asset management as a decision-making approach; c) promote the integration of demand management in public infrastructure planning and management; and d) encourage dissemination of project results to other municipalities.

To fall within this category, a Project must be directly related to one of the following subcategories:

- Asset Management Approaches:
 - Knowledge of their infrastructure assets (e.g. inventory and location, book value, condition, expected residual life);
 - Determination of life cycle costs associated with infrastructure that is owned, leased and operated (e.g. maintenance, repairs, rehabilitation over the life cycle);
 - Demonstration of the use of innovative or adapted methodologies and/or technologies to support and enhance decision-making, reduce maintenance costs and/or increase longevity of infrastructure assets

- Demand Management Approaches and Strategies:
 - Assessment and implementation of demand management strategies and approaches (user fees, regulations) to meet the needs of municipalities or groupings of municipalities;
 - Assessment of capacity in terms of operation and functionality of the existing or future infrastructure;
 - Establishment of minimum levels of service (e.g. considering health and safety, security, functionality, risk assessment, affordability, social expectations) which support planning and decision-making; and
 - Identification of actual requirements for the public infrastructure of growing communities with the purpose of preventing over-development

- Training:
 - Training to ensure that the knowledge and the tools developed can be maintained on a long-term basis by the proponent;
 - Training at various levels (technical, administrative, elected officials) on asset management processes, benefits, tools, etc; and
 - Training on the technologies that are appropriate to the size and geographical location of communities, and that support integrated asset management.

PROJECT SCREENING CRITERIA

The Project must fall within one of the applicable MCB project categories, be consistent with the objectives of the category and directly related to one of its subcategories.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

The Project must be supported by a business case that is comprehensive, credible and feasible, and meets the requirements of the Canada-Newfoundland and Labrador Business Case Guideline.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

The Project must have a completion date of no later than March 31, 2010

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

The project must be duly authorized or endorsed by a resolution of the applicant's council or board of Directors and, in the case of a non-governmental Applicant, also by a resolution of the municipal council where the MCB Project is proposed to be located.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

The project must meet the requirements of all applicable federal and provincial legislation.

Project meets or exceeds criteria: Yes No

IF YES, PLEASE EXPLAIN HOW

RANKING CRITERIA TABLE

RANKING CRITERIA PER CATEGORY OF PROJECTS		Water	Wastewater	Solid Waste	Public Transit	Local Roads	Cultural	Recreation	Tourism	Energy Improvement	Connectivity	
Shared criteria	1. Has broad support in the community;	•	•	•	•	•	•	•	•	•	•	
	2. Addresses its impact on the various climate parameters and adapts to the potential risks posed by future climate change;	•	•	•	•	•	•	•	•	•	•	
	3. Minimizes impact on climate change by: <ul style="list-style-type: none"> mitigating or reducing GHGs by using renewable energy sources, innovative technologies and practices that increase energy efficiency, or by other mitigation strategies; and cost-effectively minimizing GHG emissions attributable to the Project in both construction and operation; 	•	•	•	•	•	•	•	•	•	•	
	4. Fosters alliances between public and private sector, and encourages a P3;	•	•	•	•	•	•	•	•			•
	5. Uses best practices for technologies and construction;	•	•	•		•						
	6. Improves energy usage and efficiency;	•	•	•								
	7. Features closed-loop resource management (wastewater, biosolids and waste re-use and recycling, power generation derived from treatment process or solid waste, and passive energy sources);	•	•	•								
	8. Reduces or eliminates potential health risks;	•	•									
	9. Is based on a strategy for local water and wastewater management providing for long-term sustainability including appropriate metering and pricing;	•	•									
	10. Is supported by a business case that addresses: <ul style="list-style-type: none"> demand- management including water metering and public education; and a sustainable approach to financing that ensures ongoing operation, maintenance and upgrading; 	•	•									
	11. Reduces or eliminates potential impacts or risks associated with disasters;			•	•	•	•	•	•	•	•	•
	12. Improves transportation system efficiency (e.g., cost per passenger-km, capacity for passenger throughput in corridors);					•	•					
	13. Gives consideration to alternatives to the Project being proposed;				•	•						
	14. Improves transportation and public safety and security;				•	•						
	15. Minimizes other air contaminants from transportation;				•	•						
	16. Improves access to business, employment and educational opportunities for local citizens, including Aboriginal peoples;				•	•						

RANKING CRITERIA PER CATEGORY OF PROJECTS		Water	Wastewater	Solid Waste	Public Transit	Local Roads	Cultural	Recreation	Tourism	Energy Improvement	Connectivity
	17. Promotes the use of innovative technology or processes in transportation, urban or rural, including the use of ITS technologies, where applicable;				•	•					
	18. Is a multi-use or multi-component facility.							•	•		
Water	19. Provides a multi-jurisdictional, multi-sectoral and integrated approach to drinking water that: <ul style="list-style-type: none"> addresses long-term sustainability; includes pricing and integrated watershed management; and includes the concept of Source to Tap. 	•									
Wastewater	20. Addresses the management of storm water by, for example, separating wastewater systems from storm water systems;		•								
	21. Diminishes the frequency of sanitary and combined sewer overflows during rainfall;		•								
	22. Proposes a wastewater system that is equivalent in performance to secondary treatment with additional treatment if appropriate.		•								
Solid waste	23. Reduces waste to disposal and increases waste recycled or composted per capita;			•							
	24. Is based on full cost accounting.			•							
Public transit	25. Increases public transit mode share and ridership;				•						
	26. Implements transportation demand strategies to increase transit ridership or technologies to encourage system efficiency through transferability and integration between modes (e.g., fare and service integration);				•						
	27. Increases efficiency of access to major transportation facilities (e.g., ports, airports, railway stations);				•						
	28. Has been the subject of a cost-benefit analysis, particularly for larger Projects.				•						
Local Roads	29. Considers the impact of the road investment on public transit within the same municipal and rural boundaries, and identifies mitigation strategies as appropriate;					•					
Cultural	30. Is coherent with a sound local cultural strategy						•				
	31. Contributes to overall community sustainability						•				
	32. Increases the Applicant's capacity to reach new audiences, and to enhance and diversify its program offerings						•				

RANKING CRITERIA PER CATEGORY OF PROJECTS		Water	Wastewater	Solid Waste	Public Transit	Local Roads	Cultural	Recreation	Tourism	Energy Improvement	Connectivity
	33. Will have a positive overall impact on the availability of spaces for artistic creation, presentation or innovation, for the preservation and presentation of heritage collections, in a multi-use or multi-component environment						•				
	34. Complements the local, provincial or national network of cultural Infrastructure for arts and heritage activities						•				
	35. Benefits other artistic and heritage organizations locally, regionally, provincially, or nationally, and where applicable, internationally						•				
	36. Contributes to the designation, preservation and renovation of heritage sites						•				
	37. Is endorsed by arts and heritage communities						•				
	38. Meets all applicable federal/provincial/municipal standards for the use of First Nations residents and Inuit						•				
Recreation	39. Targets disadvantaged neighbourhoods							•			
	40. Proposes an Infrastructure for safe and accessible physical activities, sports and recreation that will contribute to the social, personal and economic development of the community							•			
	41. Ensures that the facility will be used for the broad-based delivery of sports, physical and recreational programs							•			
	42. Increases public access and participation to the facility or recreational activities							•			
	43. Provides safe and equitable access to the Project's indoor, outdoor and natural facilities							•			
	44. Fosters community partnerships to maximize benefits from the Project							•			
	45. Designs, if possible, the proposed Infrastructure facility to meet international competitive standards approved by national sport organizations							•			
	46. Encourages active living and active transportation (bicycle and recreational trails) based on official community plans							•			
47. Encourages, supports and increases opportunities for all, and disadvantaged groups in particular to engage in physical activity							•				
Tourism	48. Increases the number of tourists visiting the community								•		
	49. Increases the average length of stay of tourists visiting the community								•		

RANKING CRITERIA PER CATEGORY OF PROJECTS		Water	Wastewater	Solid Waste	Public Transit	Local Roads	Cultural	Recreation	Tourism	Energy Improvement	Connectivity
	50. Demonstrates a growth-generating impact on the region (in terms of economic spinoffs, complementarity of Infrastructure, attraction of a new clientele, etc								•		
	51. Proposes tourism facilities that are environmentally sustainable								•		
	52. Increases the appreciation of the environment through tourism								•		
	53. Is part of a broader tourism strategy for the local community								•		
Energy Improvement	54. Reduces GHG, with greater consideration for Projects with larger reductions, and taking into account the cost-effectiveness of the reductions per federal dollar provided									•	
	55. Increases comfort for occupants of building									•	
	56. Is supported by the presence of local climate change plan									•	
	57. Reduces air pollution									•	
	58. Increases energy efficiency, diversity and security									•	
	59. In the case of cogeneration and district energy systems: <ul style="list-style-type: none"> displaces high-GHG energy sources; and features the cost-competitive use of energy; 									•	
60. In the case of a building, addresses the use of heating and cooling systems using renewable sources, such as ground-source heat pumps, high-efficiency/low-emission biomass combustion systems, solarwalls (solar pre-heat of fresh ventilation air) and solar hot water systems										•	
Connectivity	61. Benefits the communities it connects and improves the delivery of public services										•
	62. Provides points of presence connections to communities that allow for reasonable subscriber rates for their residents and businesses										•
	63. Improves the quality, accessibility and effectiveness of e-health										•
	64. Ensures that technological solutions are appropriate, available, and scalable for future needs										•
	65. Will benefit from private-sector investment and involvement in managing and operating the network										•
	66. Meets the needs of minority and indigenous cultures and languages										•
	67. Encourages the involvement of Aboriginal businesses										•