

# PROJECT APPLICATION FORM GUIDELINE

CANADA-NEWFOUNDLAND AND LABRADOR  
MUNICIPAL RURAL INFRASTRUCTURE FUND

## Application Guidebook

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The Canada- Newfoundland and Labrador Municipal Rural Infrastructure Fund (MRIF) is a Federal/ Provincial / Municipal cost shared program that will invest \$84,000,000 in Newfoundland and Labrador's municipal infrastructure over the next four years.

### MRIF OVERVIEW

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MRIF builds on a history of collaboration and partnership between Canada and Newfoundland and Labrador on improvements in infrastructure, and provides for further participation in sound infrastructure. Through the construction, renewal, expansion or material enhancement of infrastructure throughout Newfoundland and Labrador, MRIF will help ensure that communities are sustainable, competitive and healthy centers for economic growth and innovation.

The Federal contribution to projects funded under MRIF will total one third of the eligible project costs. The remaining two thirds of the eligible project costs will be cost shared by the Province and the Municipality at the cost share ratio indicated in the information contained in the Application Package.

### MRIF PRIORITIES

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The primary investment focus of MRIF is "green" municipal infrastructure. At least 60 percent of the contribution funding this Program will go to "green" projects that improve the quality of the environment and contribute to clean air, soil and water, and that fall into one of the following green categories.

#### **"Green" - first priority projects include:**

- Water improvements
- Wastewater improvements
- Solid waste management
- Public transit; and
- Environmental energy improvements

#### **Secondary priority projects include:**

- Cultural projects such as museums, libraries, cultural centres and heritage sites
- Recreation projects such as sports facilities, fields, parks, fitness trails and playgrounds
- Tourism
- Local road improvements; and
- Connectivity such as high speed internet

Also, up to 1% of the MRIF is available to support municipal projects which improve or enhance the practice of integrated asset management for planning, decision-making, development, and operation of infrastructure. Details are available in Schedule "A-1" of the MRIF Agreement. A Municipal Capacity Building (MCB) applicant can be a municipality, municipal agencies, a combination or group of municipalities, inter-municipal agencies, or municipal associations.

### MRIF PROGRAM ADMINISTRATION

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The Agreement is managed by a Management Committee comprised of two members each of the Government of Canada and the Government of Newfoundland and Labrador. The joint Management Committee is responsible for developing administrative guidelines for the application, assessment, approval, reporting, implementation, and evaluation processes of projects. The Management Committee is also mandated to review all projects to ensure they are consistent with the objectives and targets of the program, meet the eligibility and screening criteria, are ranked properly, are supported by satisfactory financial arrangements, and meet environmental assessment requirements. A Canada - Newfoundland and Labrador Infrastructure Secretariat will support all the activities of the Management Committee.

### WHO CAN APPLY?

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Local governments including towns, regions, or local service districts (LSDs); Inuit Community Councils; and non-governmental organizations whose application is supported by a resolution from a local government, are eligible for funding under MRIF.

The MRIF application will also serve as the application for the Provincial Municipal Capital Works Program (MCWP). Proposed projects which are not funded or ineligible under MRIF may be considered for MCWP funding.

Municipalities which have ongoing Multi Year Capital Works Programs are not eligible for MRIF funding in Rounds 1 and 2, but are encouraged to submit their applications at this stage to assist in the setting of priorities for Rounds 3 and 4.

## **ELIGIBLE PROJECTS**

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Eligible projects must create or improve public infrastructure and must be consistent with the eligible project types in the Application Form and Business Case Guideline (attached).

Projects will not be eligible if construction has started prior to approval of funding under MRIF.

New municipal building projects and requests for fire fighting equipment are not eligible under MRIF. A separate application form is available from the Department of Municipal Affairs for these requests.

The MRIF Program will also consider applications that are designed to improve or enhance a municipality's capacity to build and manage infrastructure assets. Municipal Capacity Building (MCB) projects are intended to implement modern and innovative life-cycle management plans for their infrastructure asset.

## **ELIGIBLE COSTS**

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In general, costs eligible for reimbursement include:

- capital costs of acquiring, constructing or renovating a fixed capital asset;
- fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, engineering, manufacturing or construction of a Project asset and related facilities and structures, where applicable.

## **INELIGIBLE COSTS**

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Costs not eligible for reimbursement include:

- costs for projects underway;
- services or works normally provided by an applicant or any agency of an applicant;
- salaries and other employment benefits of any employees of any applicant, overhead costs as well as other direct or indirect operating or administrative costs of an applicant - specifically costs related to planning, engineering, architecture, supervision, management and other

services provided by an applicant's permanent staff;

- costs of feasibility and planning studies;
- taxes for which the Applicant or a Third Party is eligible for a tax rebate, and all other costs eligible for rebates;
- purchase of lands or any interest therein;
- leasing land, buildings, equipment and other facilities;
- contributions or commitments in kind;
- finance charges and interest costs;
- legal fees; and
- routine repair and maintenance costs.

## **WHAT CRITERIA WILL BE USED TO EVALUATE PROPOSALS?**

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Project selection will be a competitive, merit-based process using three key criteria to evaluate proposals. The evaluation will be based on the information provided by the applicants in the application form and business case forms. The criteria are: the need for the project based on public health and safety; the quality of the Project in addressing public policy priorities (e.g., economic impact of the investment, sustainable water and sewage systems and broad community support); the value for money of the Project (i.e., total eligible cost per benefiting household, cost per kilometre of road, etc.). In the review of Projects, equal emphasis will be placed on health and safety and the quality of the project in addressing public policy priorities.

## **PROJECT VIABILITY**

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Sufficient information must be included on the application form to support the rationale for the proposed project and to provide evidence of a commitment by the applicant to pay their share of eligible costs and ongoing operating costs.

## **PROJECT BENEFITS**

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Applicants are required to **quantify** the benefits their project is expected to achieve. Applicants will also provide a baseline estimate of each benefit. During the project's life, the applicant will be required to report on the actual benefits achieved for comparison against the baseline.

## **ENVIRONMENT ASSESSMENT**

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Projects funded by the federal and provincial governments are subject to the Canadian Environmental Assessment Act (CEAA) and various applicable environmental laws in the Province of Newfoundland and Labrador. All projects are subject to a Federal Environmental Assessment and Screening Report prior to approval. Costs incurred for these reports are paid by the Government of Canada.

## **APPROVAL PROCESS**

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Project proposals will be evaluated by the Joint Secretariat with technical support from federal departments and provincial ministries. Successful applicants will be informed of a decision once the review, assessment and approval process has been completed. A Letter of Offer, consistent with the requirements of the Agreement, will be issued to the successful applicant.

## **HOW TO APPLY**

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**Applicants can apply online by visiting the MRIF website at <https://www.infrastructureop.gc.ca/mrif>**

To apply online, users will need the User ID and Password contained in the Application Package. Paper applications are available on request, however applicants are encouraged to use the electronic format.

Information sessions will be offered to familiarize applicants and their consultants with the online process. Participants will be notified of the times and locations of the information sessions when the arrangements have been finalized.

If you have not been provided with a User ID and Password please contact the Canada – Newfoundland and Labrador Infrastructure Secretariat.

In addition to the online application, the following documentation must be submitted to the appropriate Regional Office of the Department of Municipal Affairs:

- (i) Completed Financial Evaluation Form, 2 copies
- (ii) Resolution of Council authorizing the submission of the application, 3 copies
- (iii) Cost estimate for the proposed project, 7 copies
- (iv) Drawing indicating the location and scope of the proposed project, 7 copies.

An applicant who has completed all of the mandatory fields of the electronic application and has submitted the required additional information is considered to have met the application and business case requirements.

### **For Paper Applications only**

**Paper copies of the application, business case and schedules can be used by applicants with no Internet capability.** For paper copies, applicants can contact the Department of Municipal Affairs.

When sending in a completed paper application and business case, please submit the complete application including the additional items noted above, to the appropriate Regional Office of the Department of Municipal Affairs.

### **FOR MORE INFORMATION, CONTACT:**

Canada-Newfoundland and Labrador Infrastructure Secretariat  
Department of Municipal Affairs  
P.O. Box 8700  
St. John's, NL  
A1B 4J6

Tel : 709 729 5411  
Fax :709 729 7491  
Email: [mrif@gov.nl.ca](mailto:mrif@gov.nl.ca)

# GENERAL PROGRAM INFORMATION

## ABOUT THE PROGRAM

The Municipal Rural Infrastructure Fund (MRIF) is a federal-provincial/territorial cost-shared program, which targets municipal and rural infrastructure that improves the quality of life and economic opportunities of communities.

A federal-provincial/territorial Management Committee set up in each province/territory will accept and analyze project proposals, and make funding recommendations to the responsible federal and provincial/territorial ministers.

Eligible applicants are:

- Local governments including towns, regions, local service districts (LSDs) and Inuit Community Councils or their agents (including corporations wholly owned by the applicant); and
- Non-governmental organizations whose application is supported by a resolution from a local government.

The federal and provincial/territorial governments will usually each fund one-third of eligible costs; applicants will usually pay the remaining one-third of eligible costs.

## DEADLINES

Project proposals will be accepted until September 30, 2009, or until all available funds are committed. Projects with a completion date beyond March 31, 2010 will not be considered for funding.

## ADDITIONAL INFORMATION

For additional information on the Canada-Newfoundland and Labrador Municipal Rural Infrastructure Fund, please write to:

Canada-Newfoundland and Labrador Infrastructure Secretariat  
Department of Municipal Affairs  
P.O. Box 8700  
St. John's, NL  
A1B 4J6

Or, you can send an e-mail at: [mrif@gov.nl.ca](mailto:mrif@gov.nl.ca)

## ABOUT THE APPLICATION FORM

The project application form will provide decision makers general information about the applicant and the proposed project required to determine eligibility for funding under the MRIF. The application will complement the Business Case (see Business Case Guideline), which will describe the scope of the proposed project in greater detail and how it meets program mandatory and ranking criteria (listed in the Business Case Guideline).

**All applicants are required to fill out sections I, II and IV.**

Applicants proposing a project that fits the definition of Public Private Partnership below are also required to fill out section III.

## DEFINITIONS

**“Brief Project Description”** is a description that will be used as the storyline for the Project and further communication materials.

**“Joint Project”** means a project that involves the applicant as well as other local governments. If this applies, please provide the information required under the JOINT PROJECT APPLICANT INFORMATION section of the application form.

**“Local Government Code”** means the code or identifier used by your Newfoundland and Labrador to uniquely identify your local government. If you know the code assigned to your local government, please indicate it in the appropriate field.

**“Local Government Priority”** means the priority level that the applicant places on the proposed project, in the case where applications are being submitted for more than one project. No two projects for any given applicant should have the same priority. This information may be used in the evaluation of project applications.

- The priority will be provided as a numerical value (1, 2, in descending order).

**“Local Government Reference Number”** means the reference number or identification number for this project that you would like us to use when discussing your project with you.

- Please note, all applications will be assigned another unique reference number as they are received.

**“Public-Private Partnership”** means an arrangement between public and private sector entities for the purpose of providing public infrastructure, characterized by the sharing of risk and reward between the partners.

<b>For Secretariat Use Only</b>	
<b>Project Number</b>	<b>Date Request Received</b>
Joint Project	
<input type="checkbox"/> <b>Yes</b>	Cross Reference number _____
<input type="checkbox"/> <b>No</b>	

<b>SECTION I – APPLICANT</b>			
Legal Name of Applicant			Local Government Code (if applicable)
Legal Name of Local Government (if Applicant is an agent of the Local Government or non-governmental organization)			
Applicant Type: <input type="checkbox"/> A Local Government <input type="checkbox"/> An Agency of a Local Government <input type="checkbox"/> Non-governmental organization			
Local Government Population <input type="checkbox"/> <= 250,000 <input type="checkbox"/> > 250,000			
Applicant Street Address	Town / City	Province	Postal Code
Contact Person Name		Contact Person Language Preference: <input type="checkbox"/> English <input type="checkbox"/> French	
Contact Person Telephone Number	Contact Person Fax Number	Contact Person Email Address	
<small>* If different from Applicant/ Sponsor Address</small>			
Contact Person Street Address	Town / City	Province	Postal Code
<b>FIRST JOINT PROJECT APPLICANT INFORMATION (if applicable)</b>			
Legal Name of other Applicant		Contact Person	
Street Address		Phone number	Fax Number
Town/City	Province	Postal Code	Email Address
<b>SECOND JOINT PROJECT APPLICANT INFORMATION (if applicable)</b>			
Legal Name of other Applicant		Contact Person	
Street Address		Phone number	Fax Number
Town/City	Province	Postal Code	Email Address
<b>PUBLIC PRIVATE PARTNERSHIP</b>			
<input type="checkbox"/> No <input type="checkbox"/> Yes If <b>YES</b> Complete Section III below.			

In the case of a project with more than two (2) Joint Project Applicant, please provide information manually on a separate document.

## SECTION II – PROJECT INFORMATION

Project Title			
Brief Project Description (200 words or less)			
Project Street Address	Town/City	Province	Postal Code
Project Nearest Intersection (if no Project Address, above)			
Project point of interest/place name (if no nearest intersection and no street address)			
Project GPS coordinates (if available)			
Local Government Project Reference # (optional)	Local Government Resolution Number	Date	Local Government Priority
Project Nature: <input type="checkbox"/> New Construction <input type="checkbox"/> Expansion <input type="checkbox"/> Renewal			

## SECTION III – PUBLIC-PRIVATE PARTNERSHIP

GENERAL INFORMATION			
Legal name of Private Sector Partner			Contact person
Street address			Telephone
			Fax
Town/city	Province	Postal code	Email address
ORGANIZATION PROFILE			
Ownership and status of corporation			
Date Corporation established			Current number of employees

<i>Eligible Project Types</i>		
<b>Green Municipal Infrastructure Projects</b>		
<b>Water</b>	<input type="checkbox"/> Drinking Water Supply <input type="checkbox"/> Drinking Water Distribution Systems	<input type="checkbox"/> Drinking Water Treatment Systems
<b>Wastewater</b>	<input type="checkbox"/> Sanitary Sewage Collection Systems <input type="checkbox"/> Sewage Treatment Systems	<input type="checkbox"/> Storm Water and/or Combined Sewage Collection Systems
<b>Solid Waste</b>	<b>Waste Diversion</b> <input type="checkbox"/> Material Recovery Facilities <input type="checkbox"/> Organics Management <input type="checkbox"/> Collection Depots	<b>Waste Disposal</b> <input type="checkbox"/> Landfills <input type="checkbox"/> Thermal Treatment
<b>Environmental Energy Improvements</b>	<input type="checkbox"/> Retrofits of Municipal Buildings <input type="checkbox"/> Energy Systems (Renewable energy, Co-generation, Combined heat and power, and District energy)	<input type="checkbox"/> Street Lighting
<b>Public Transit</b>	<b>Rapid Transit</b> <input type="checkbox"/> Light Rail <input type="checkbox"/> Heavy Rail Additions <input type="checkbox"/> Transit Stations <input type="checkbox"/> Grade Separated Bus Lanes <input type="checkbox"/> Ferries <b>Transit Buses</b> <input type="checkbox"/> Bus Rolling Stock <input type="checkbox"/> Transit Bus Stations	<b>Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments</b> <input type="checkbox"/> Transit Queue-Jumpers <input type="checkbox"/> High Occupancy Vehicle Lanes <input type="checkbox"/> ITS Transit Priority Signaling <input type="checkbox"/> ITS Passenger Information <input type="checkbox"/> ITS Transit Operations <input type="checkbox"/> ITS Traffic Information <input type="checkbox"/> ITS Incident Management <input type="checkbox"/> ITS Rescue Systems
<b>Other Municipal Infrastructure Projects</b>		
<b>Local Roads</b>	<b>Local Roads</b> <input type="checkbox"/> Local Roads <input type="checkbox"/> Arterial Roads <input type="checkbox"/> Tunnels <input type="checkbox"/> Bridges	<b>Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments</b> <input type="checkbox"/> Transit Queue-Jumpers <input type="checkbox"/> High Occupancy Vehicle Lanes <input type="checkbox"/> ITS Transit Priority Signaling <input type="checkbox"/> ITS Passenger Information <input type="checkbox"/> ITS Transit Operations <input type="checkbox"/> ITS Traffic Information <input type="checkbox"/> ITS Incident Management <input type="checkbox"/> ITS Rescue Systems
<b>Cultural</b>	<input type="checkbox"/> Museums <input type="checkbox"/> Performing Arts Facilities <input type="checkbox"/> Municipal Libraries	<input type="checkbox"/> Designated Heritage Sites <input type="checkbox"/> Cultural or Community Centres <input type="checkbox"/> Other Cultural Infrastructure that Meets the Category Objective
<b>Tourism</b>	<input type="checkbox"/> Basic Municipal Infrastructure to Support or Provide Access to Tourist Facilities <input type="checkbox"/> Convention or Trade Centres	<input type="checkbox"/> Community Public Attractions <input type="checkbox"/> Exhibition Buildings <input type="checkbox"/> Other Tourism Infrastructure that Meets the Category Objectives
<b>Recreational</b>	<input type="checkbox"/> Sports Facilities Excluding Professional-only Facilities <input type="checkbox"/> Fields/Parks <input type="checkbox"/> Playgrounds	<input type="checkbox"/> Community Recreation Spaces <input type="checkbox"/> Fitness Trails/Bike Paths and Lanes <input type="checkbox"/> Other Recreational Infrastructure that Meets the Category Objective

<b>Connectivity</b>	<input type="checkbox"/> High-Speed Backbone (transport) <input type="checkbox"/> Local Distribution Within Communities	<input type="checkbox"/> Points of Presence (access)
<b>Municipal Capacity Building Projects</b>		
<b>Asset Management Approaches</b>	<input type="checkbox"/> Knowledge of Infrastructure Assets <input type="checkbox"/> Determination of Life Cycle Costs	<input type="checkbox"/> 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
<b>Demand Management Approaches and Strategies</b>	<input type="checkbox"/> Assessment and Implementation of Demand Management Strategies and Approaches (user fees, regulations) to Meet the Needs of Municipalities or groupings of Municipalities <input type="checkbox"/> Assessment of Capacity in Terms of Operation and Functionality of the Existing or Future Infrastructure	<input type="checkbox"/> 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 <input type="checkbox"/> Identification of Actual requirements for the Public Infrastructure of Growing Communities with the Purpose of Preventing Over-development
<b>Training</b>	<input type="checkbox"/> Training to Ensure that the Knowledge and the Tools Developed can be Maintained on a Long-Term Basis by the Proponent <input type="checkbox"/> Training at Various Levels (technical, administrative, elected officials) on Asset Management Processes, Benefits, Tools, etc.	<input type="checkbox"/> Training on the Technologies that are Appropriate to the Size and Geographical Location of Communities, and that Support Integrated Asset Management