

Step-by-Step Online Application Guide

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Administered by:

Canada-Newfoundland and Labrador Infrastructure Secretariat
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Application Guidebook

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

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

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

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?

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 are 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

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

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

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?

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). 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

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

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

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. The Government of Canada pays costs incurred for these reports.

APPROVAL PROCESS

The Joint Secretariat will evaluate project proposals 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

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, 7copies.

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

Application Form and Business Case Guidelines Eligible Project Types

Eligible Project Types		
Green Municipal Infrastructure Projects		
Water	<input type="checkbox"/> Drinking Water Supply <input type="checkbox"/> Drinking Water Distribution Systems	<input type="checkbox"/> Drinking Water Treatment Systems
Wastewater	<input type="checkbox"/> Sanitary Sewage Collection Systems <input type="checkbox"/> Sewage Treatment Systems	<input type="checkbox"/> Storm Water and/or Combined Sewage Collection Systems
Solid Waste	Waste Diversion <input type="checkbox"/> Material Recovery Facilities <input type="checkbox"/> Organics Management <input type="checkbox"/> Collection Depots	Waste Disposal <input type="checkbox"/> Landfills <input type="checkbox"/> Thermal Treatment
Environmental Energy Improvements	<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
Public Transit	Rapid Transit <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 Transit Buses <input type="checkbox"/> Bus Rolling Stock <input type="checkbox"/> Transit Bus Stations	Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments <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
Other Municipal Infrastructure Projects		
Local Roads	Local Roads <input type="checkbox"/> Local Roads <input type="checkbox"/> Arterial Roads <input type="checkbox"/> Tunnels <input type="checkbox"/> Bridges	Intelligent Transportation Systems (ITS) and Transit Priority Capital Investments <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
Cultural	<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
Tourism	<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
Recreational	<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

Connectivity	<input type="checkbox"/> High-Speed Backbone (transport) <input type="checkbox"/> Local Distribution Within Communities	<input type="checkbox"/> Points of Presence (access)
Municipal Capacity Building Projects		
Asset Management Approaches	<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
Demand Management Approaches and Strategies	<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
Training	<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

Foreword

This Program Guide and Online Application Kit for the Canada – Newfoundland and Labrador Municipal Rural Infrastructure Fund (MRIF) contains an overview of the program and instructions for completing the online application process on SIMSI – the Shared Information Management System for Infrastructure.

Please note, if you do not have access to the Internet, you can submit a paper application. To obtain a copy of the paper application and business case please contact the Canada-Newfoundland and Labrador Infrastructure Secretariat.

Please note that in some cases applicants may be asked to supply additional information.

PLEASE NOTE – SIMSI Maintenance Window

Until further notice, the SIMSI Online Application system will normally be unavailable to users on weekends from 8:00 PM Eastern Standard Time on Saturdays until Midnight EST on Sundays.

This is to allow time for regular maintenance.

The SIMSI Public Web Site will be available during these hours. Once approved projects are publicly announced by the ministers, they will be moved to the public website.

You can visit it at www.infrastructure.gc.ca

Section 1-How to Complete the Application Form (and business case)

1.1 Online Application:

Please go to <https://www.infrastructureop.gc.ca/mrif> and log on.

You should have already received a User ID and Password by mail. If you have not, please call the Canada-Newfoundland and Labrador Secretariat at **1-709-729-5411**.

Further Contact information is available in Section 2 of this guide (see last page).

PLEASE READ THROUGH THESE INSTRUCTIONS COMPLETELY before you begin the online registration process. If you have any questions or experience any system problems, please call one of the contact numbers in Section 2 of this guide.

Basic Tips for Completing the ONLINE APPLICATION

What Is SIMSI

 SIMSI stands for “Shared Information Management System for Infrastructure”

- ▶ An Online Application for funding under the Canada – Newfoundland and Labrador Municipal Rural Infrastructure Fund (MRIF)

- ▶ A Government Online Initiative to make the application process more efficient

System Advice

- ▶ You are entering information in a **SECURE** interactive online environment.

- ▶ Response times may be a little slower than you are used to so please be patient.

- ▶ Clicking “continue” or “next” over and over will not speed up the system - in fact it will give you an error message saying “Transaction Already In Progress”.

- ▶ Because this site is secure, your browser should be at least Internet Explorer version 4.01 to 6.0 or Netscape version 4.7 only. Either way, your browser **MUST** have at least 128-bit encryption to ensure the proper level of security.

- ▶ For security reasons, if you do not actively enter information for 60 minutes, the system will log you out and you will have to log in again. **Information entered prior to being logged out will not be saved, so if you are leaving your computer for any length of time, save the application first.**

- ▶ For applicants who do not have Internet access, please contact the joint secretariat in Section 2 for further assistance.

PLEASE NOTE – SIMSI Maintenance Window

Until further notice, the SIMSI Online Application system will normally be unavailable to users on weekends from 8:00 PM EST on Saturdays until Midnight EST on Sundays. This is to allow time for regular maintenance.

The SIMSI Public Web Site will be available during these hours. Once projects are publicly announced by the ministers, they will be moved to the public website. You can visit it at www.infrastructure.gc.ca.

Helpful Hints

Before you start, you should visit the following websites and make yourself familiar with the information and guidelines for the Canada – Newfoundland and Labrador Municipal Rural Infrastructure Fund (MRIF)

<http://www.mpa.gov.nl.ca/mpa/mrifa/default.htm>

As the applicant, you are responsible for ensuring full and accurate information is submitted. Incomplete applications will not be considered until all the necessary information has been submitted. Please make sure all mandatory fields are completed in full to the best of your ability. Mandatory fields are marked by *.

A more complete application will speed up the assessment process.

The online application is a combination of the basic application form and the business case information form.

*Please note: you are **not required** to send in a paper copy of your application – the electronically submitted version is sufficient. **You are required to send in any supporting documentation, such as the financial evaluation form, the council resolution authorizing the project, the cost estimates (by consultant), and drawings (indicating location and scope of proposed project).***

When You First Log On...

For security reasons, if you're logging in for the first time the system will ask you to create a new password after you enter the User ID and the Password you were issued.

➡ Please don't forget your Password and keep it private and protected at all times!

➡ If you do not remember your Password, please call the SIMSI help desk toll free at 1-866-721-2205 for a new one.

Reset Password

1. Minimum password length is 8 characters and the maximum password length is 30 characters.
2. The first character of the password must be a letter.
3. A password history is kept for 1000 days. Passwords may not be reused within this 1000 day period.
4. Allowable characters within a password are: any letter (a-z, A-Z), any number (0-9), the following special characters \$ (dollar sign), # (pound sign), _ (underscore).

Family Name:	applicant
Given Name:	newfoundland
User Id:	applicantn10
* Old Password:	<input type="password"/>
* Password (twice):	<input type="password"/> <input type="password"/>
Email (xxxx@xxx.com):	<input type="text"/>

Once You Have Logged On...

You will see two menus to help you navigate around the system – the Tool Bar and the SIMSI Menu.

The Tool Bar (Top Of The Screen) – Important Parts

➡ **Français/English** – changes the language of the system when you click on this button

➡ **HELP** – a separate screen is displayed to assist you in completing the page you are on

- ▶ **LOGOUT** – click this button whenever you leave SIMSI
- ▶ **CONTACT US** – who to contact for more information or personal assistance
- ▶ Other sites to visit
- ▶ Federal Site – Infrastructure Canada
- ▶ Canada Site
- ▶ Provincial/Territorial Contacts

The MRIF Menu (Left Side Of Screen)

This menu will help you move around your application. You can always leave your application, log off and log back on again. Just don't forget your User ID and Password **OR YOUR MRIF PROJECT NUMBER** (noted in red above the side navigation menu) **IF YOU HAVE ALREADY REGISTERED A PROJECT!**

To avoid duplication, you should only **REGISTER** a project **ONCE**. After that, you will be **UPDATING** a project.

HINT: Once you have completed the information on a screen, you can press **CONTINUE** to move to the next screen. This will **SAVE** your information automatically. If you are just updating one screen, you can click the **SAVE** button to retain the information on that particular screen.

NEW Projects

- ▶ ONLY if you are adding a **NEW** application, select **APPLICATION/PROJECT** from the **PROJECT** menu on the **LEFT** and then **REGISTER**.
- ▶ Once you have entered the Project Title, the system will issue you a Project Number for this project.
- ▶ You should keep this number handy and quote it as reference on all correspondence with the program and when talking to program staff.

Français	Contact Us	Help	Search	Canada Site
MRIF Home	Prov / Terr Contacts	Important Notices	Federal Site	Logout

MRIF **Municipal Rural Infrastructure Fund**

MRIF Menu

- ▶ **Admin**
- ▶ **Application / Project**
 - Register
 - View / Print
 - Update

Register Application (MRIF)

* Project Title		
GG - Sewer renewal along Main Street		
Legal Name of Applicant/Sponsor		
Local Service District of Little Rapids		
Municipal Code/Band No.		Municipal Type
2882		City
* Street Address/P.O. Box No.		
P.O. Box 2243, RR #1		
* Town/City	Province	* Postal Code
Corner Brook	Newfoundland and Labrador	A2H 2N2

EXISTING Projects

- ➔ If you are updating an application you have already started, select **APPLICATION/PROJECT** from the PROJECT menu on the LEFT and then **UPDATE** to continue, then enter your Project number into the first box of the search screen and click search or hit enter. **PLEASE DO NOT USE “REGISTER” AGAIN! That is for new projects only.**
- ➔ HINT: make a note of the name of the screen where you left off and you can go right back to that screen by using the menu on the left.
- ➔ You can always stop your application process if you need to find more information. Just make sure you **log off on the upper right corner of the Tool Bar.**

The screenshot shows the MRIF (Municipal Rural Infrastructure Fund) web application interface. At the top, there are logos for the Government of Newfoundland and Labrador and Canada. Below the logos is a navigation menu with links for Français, Contact Us, Help, Search, and Canada Site. A secondary menu includes MRIF Home, Prov / Terr Contacts, Important Notices, Federal Site, and Logout. The main header identifies the site as MRIF - Municipal Rural Infrastructure Fund. On the left, there is an MRIF Menu and a navigation tree with options for Admin, Application / Project, Register, View / Print, and Update. The main content area is titled 'Find Application/Project (MRIF)' and contains a search form with the following fields:

Project Number	Provincial Project Number
<input type="text" value="4034"/>	<input type="text"/>

Applicant Keyword	* Region
<input type="text" value="Local Service District of Little Rap"/>	<input type="text" value="Newfoundland and Labrador"/>

Project Title Keyword	Status
<input type="text"/>	<input type="text"/>

Entry Date From (YYYY-MM-DD)	Entry Date To (YYYY-MM-DD)
<input type="text"/>	<input type="text"/>


At the bottom of the search form is a 'Search' button.

Mandatory Fields

- ➔ Mandatory fields are just that – mandatory. They are marked by an *
- ➔ Your application **will not be processed** if it is missing mandatory fields
- ➔ If you see a field with an asterisk – it is a mandatory field!

Submitting An Application

Once you have finished your online application and clicked the **SUBMIT** button, the system will check to see that you have completed all the mandatory fields. If you have not, it will give you an error message and show you what areas need to be completed. Just click on the link in the message and it will take you to that screen where you can update the missing information then click SUBMIT again.



GOVERNMENT OF
NEWFOUNDLAND
AND LABRADOR



Français	Contact Us	Help	Search	Canada Site
MRIF Home	Prov / Terr Contacts	Important Notices	Federal Site	Logout

MRIF
Municipal Rural Infrastructure Fund

Project No: 4034 **Application Error(s)**

MRIF Menu

The following mandatory information was missing at the time of submitting your application. Please provide the information and click the submit button to submit your application again.

Project Menu

- Read Access
- ▶ Applicant Information
- ▶ Project Information
- Project Benefits
- Project
- ▶ Timelines and Rationale
- ▶ Project Costs
- ▶ View
- Submission Errors

Project Title	GG - Sewer renewal along Main Street
Applicant	Local Service District of Little Rapids

Page name:	Description:
Contact Information	Contact Family Name Cannot Be Empty
Contact Information	Contact Given Name Cannot Be Empty
Contact Information	Email Address Cannot Be Empty
Contact Information	Language Of Preference Cannot Be Empty
Contact Information	Telephone No. Cannot Be Empty
Project Information Part 1	Form Is Empty
Project Information Part 2	Form Is Empty
Mandatory Screening Criteria	Form Is Empty
Project Timelines	Form Is Empty
Project Rationale	Form Is Empty
Eligible Costs	Form Is Empty
Project Financing	Form Is Empty
Other Project Financing	Form Is Empty

After you have corrected the errors noted above, please click the Submit button in order to Submit your application again.

If your application is successfully submitted, you will be presented with a screen of instructions for the following:

How to print off your application

Please note: once you have received the SUBMIT PAGE, you CANNOT go back into your application to update information. If you have any questions, you can contact the numbers on the **SUBMIT PAGE**. **You should print the SUBMIT PAGE immediately and keep it for future reference, as you will not have access to it again.** For reference, you can find a copy of it in Appendix 2.

1.2 Step by step guide for completing the online application

LOG ON

Go to <https://www.infrastructureop.gc.ca/mrif/>. Select your language of choice.

 Infrastructure Canada
Shared Information Management System for Infrastructure (SIMSI)
Système partagé de gestion de l'information sur les infrastructures (SPGI)



Funding Program:
Programmes de financement:

Municipal Rural Infrastructure Fund
Fonds sur l'infrastructure municipale rurale


[English](#) [Français](#)



[Important Notices](#)

[Avis importants](#)

You will then be presented with a login page: please enter the user id and password that was provided to you by mail.

 Infrastructure Canada 

Français	Contact Us	Help	Search	Canada Site
MRIF Home	Prov / Terr Contacts	Important Notices	Federal Site	Login

Municipal Rural Infrastructure Fund

User Login (MRIF)

This section is for authorized users.
Please input your User Id and password to gain access.

* User Id

* Password

Notice - SIMSI Maintenance Window

SIMSI systems will normally be unavailable to users from 8:00 PM on Saturday until midnight on Sunday (E.S.T.). If special circumstances require access to the system during these hours, please notify the helpdesk in advance and the maintenance window will be re-scheduled.

If this is the first time you have logged on, for security reasons the system will expire the password provided to you

and you will have to create a new one. **It must be at least 8 characters and end in a number.** Enter your old password once and your new password twice and click SAVE.

Reset Password

1. Minimum password length is 8 characters and the maximum password length is 30 characters.
2. The first character of the password must be a letter.
3. A password history is kept for 1000 days. Passwords may not be reused within this 1000 day period.
4. Allowable characters within a password are: any letter (a-z, A-Z), any number (0-9), the following special characters \$ (dollar sign), # (pound sign), _ (underscore).

Family Name:	applicant
Given Name:	newfoundland
User Id:	applicantn10
* Old Password:	<input type="password"/>
* Password (twice):	<input type="password"/> <input type="password"/>
Email (xxxx@xxxx.com):	<input type="text"/>

Back Save Reset

Now you can go to the **MRIF Menu** on the left side of the screen and click **"APPLICATION/PROJECT"**. You are ready to **register** an application.

REGISTER

Takes you to the **Register Application** page.

ONLY USE THIS SCREEN FOR NEW PROJECTS.

- MRIF Menu
- Admin
- Application / Project
 - Register
 - View / Print
 - Update

Register Application (MRIF)

* Project Title		
GG - Sewer renewal along Main Street		
Legal Name of Applicant/Sponsor		
Local Service District of Little Rapids		
Municipal Code/Band No.	Municipal Type	
2662	City	
* Street Address/P.O. Box No.		
P.O. Box 2243, RR #1		
Town/City	Province	Postal Code
Comer Brook	Newfoundland and Labrador	A2H 2N2

Continue >> Reset

IF YOU ALREADY HAVE A MRIF NUMBER, YOU SHOULD SELECT THE “UPDATE” MENU OPTION.

- MRIF Menu
- Admin
- Application / Project
 - Register
 - View / Print
 - Update

Find Application/Project (MRIF)

Project Number	Provincial Project Number
4034	
Applicant Keyword	* Region
Local Service District of Little Rap	Newfoundland and Labrador
Project Title Keyword	Status
Entry Date From (YYYY-MM-DD)	Entry Date To (YYYY-MM-DD)

Search

*	Project Title	Enter a brief but descriptive name for your project.
	Legal name of the applicant	This field will already be completed for you.
*	Address, city, etc.	Update the applicant’s mailing address and city/town, if incorrect as shown.
*	Postal Code	Update the Postal Code for the Applicant’s address, if incorrect as shown.

MRIF Menu

- ▶ Admin
- ▶ Application / Project
 - Register
 - View / Print
 - Update



Register Application (MRIF)

* Project Title		
GG - Sewer renewal along Main Street		
Legal Name of Applicant/Sponsor		
Local Service District of Little Rapids		
Municipal Code/Band No.	Municipal Type	
2882	City	
* Street Address/P.O. Box No.		
P.O. Box 2243, RR #1		
* Town/City	Province	* Postal Code
Corner Brook	Newfoundland and Labrador	A2H 2N2

Continue >> Reset

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

AT THIS POINT, THE SYSTEM WILL ISSUE YOU AN **MRIF** PROJECT NUMBER FOR YOUR APPLICATION. PLEASE MAKE NOTE OF THIS NUMBER FOR FUTURE REFERENCE.

Français	Contact Us	Help	Search	Canada Site
MRIF Home	Prov / Terr Contacts	Important Notices	Federal Site	Logout

MRIF Municipal Rural Infrastructure Fund

Project No: 4035

MRIF Menu

Project Menu

- Read Access
- ▶ **Applicant Information**
 - Applicant Information
 - Contact Information
 - Project

Contact Information

Project Title	GG - Sewer renewal along Main Street
Applicant	Local Service District of Little Rapids
* Family Name	
Position	
* Preferred Language	<input type="radio"/> English <input type="radio"/> French
Street Address/P.O. Box No.	
Town/City	

Microsoft Internet Explorer

Your Application Number is: 4035
Please keep it for future reference.

OK

If you need to leave the online application process and return to it at a later time, you can use this number to easily find your application by clicking **“Application/Project”**, and then **“UPDATE”**. Enter the

number in the “**project number**” field and click the **SEARCH** button to be returned to your application.

CLICKING “CONTINUE” WILL AUTOMATICALLY SAVE YOUR INFORMATION

CONTACT INFORMATION

*	Contact name and position	Enter the Family Name and Given Name of the applicant's contact person(s) for this project and their position or title.
*	Preferred Language	Select the applicant's preferred language.
*	Contact person's address, Telephone No., etc.	Enter the contact person's mailing address, if different from the applicant. Enter the telephone and fax numbers including extension numbers, etc that can be used to get in touch with the contact person.
*	E-mail address	Enter the contact person's e-mail address. Note: When this field is completed, the system will automatically send a confirmation message to the contact when the application has been successfully submitted. If you do not have a valid e-mail address enter: xxx@xxx.xxx

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MRIF **Municipal Rural Infrastructure Fund**

Project No: 4035

Contact Information

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Read Access

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 - Applicant Information
 - Contact Information
- ▶ **Project Information**
- ▶ **Project Benefits**
- ▶ **Project Timelines and Rationale**
- ▶ **Project Costs**
- ▶ **View Submission Errors**

Project Title	GG- Sewer Project #2 - First Street to Second Street		
Applicant	Local Service District of Little Rapids		
* Family Name	<input type="text" value="Smith"/>	* Given Name	<input type="text" value="Jane"/>
Position	<input type="text" value="Engineer"/>	* Preferred Language	<input checked="" type="radio"/> English <input type="radio"/> French
Street Address/P.O. Box No.			
<input type="text" value="123 Main Street"/>			
Town/City			
<input type="text" value="Little Rapids"/>			
Province			
<input type="text" value="Newfoundland and Labrador"/>			
Postal Code	* Telephone No.	Fax No.	
<input type="text" value="A1A 1A1"/>	<input type="text" value="(555) 555-5555 333"/>	<input type="text" value="(555) 555-5551"/>	
* Email Address			
If you wish the Contact to receive an email notification upon submission of your application, please enter a valid email address for the Contact.			
<input type="text" value="smithj@district-of-lr.ca"/>			

Prior to submitting your application/business case, please ensure that you have included all the pertinent information. Omission of required information will delay the evaluation process.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

B. Project Information 1

Provincial Project Number
Municipal Band/Resolution Number, Date and Location

Please leave this field blank. For administrative use only. Number and date of the municipal resolution approving the construction, operation and ongoing maintenance cost of the project. Please mail in a copy of the resolution to the joint secretariat office.

* **Municipal Population**
 * **Municipal Resolution Passed**

Please indicate the population of the municipality. Indicate if the municipality has passed a council resolution in support of the proposed project. If you indicate no then you will receive a message stating, *"A Municipal Resolution must be passed before your project can be approved. You should ensure that this process is started."*

* **Project description/ abstract**

Enter a detailed description of the project outlining the nature of the physical infrastructure to be constructed, renewed or enhanced. This description should summarize the main components of the infrastructure. The details should include the dimensions of the infrastructure (height, length, footprint); construction materials and techniques; brief description of the site (size, existing facilities, location, land ownership); the purpose of the infrastructure (what it will be used for, what sort of activities will be required to operate it, area that it directly serves, etc.).

* **Project location fields (displays if no subprojects exist)**
 a) project street address
 b) project town/city
 c) project postal code
 d) project province/territory (automatically populated given province/territory or applicant entering data)
 e) project nearest intersection (if no address), and

The project location is a key piece of information that is used by the MRIF program. It will be used in reporting and to provide mapping related functionality of project sites.

Ideally, the Project Street address, town/city, and postal code are required.

If this information is not available, then the nearest intersection must be provided.

f) project point of interest/placename (if no nearest intersection and no street address).

If the address and nearest intersection are not available, then a project point of interest or placename is required. A point of interest could be a shopping mall, a provincial or national park, university, hospital, etc.

A point of interest is a location (with a fixed position), typically identified by name rather than an address and characterized by type, which may be used as a reference point.

Project Location

[Help on defining location information](#)

* Project Street Address Line 1	
<input type="text"/>	
Project Street Address Line 2	
<input type="text"/>	
* Project Town/City	
<input type="text"/>	
* Project Province/Territory	* Project Postal Code
Newfoundland and Labrador ▾	<input type="text"/>
Project Nearest Intersection or Legal Land Location	
<input type="text"/>	
Project Point of Interest/Placename	
<input type="text"/>	
Project Latitude (+##.#####)	Project Longitude (-##.#####)
<input type="text"/>	<input type="text"/>

[Printable Version](#)

Prior to submitting your application/business case, please ensure that you have included all the pertinent information. Omission of required information will delay the evaluation process.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

PROJECT INFORMATION 2

* **Nature of project** Select the appropriate menu item from the drop down box to indicate whether the project is an expansion (material enhancement), renewal (renovation, but not routine maintenance or repairs) or new construction.



* **Public/Private Partnerships** Indicate whether a private sector (non-government) organization is providing funding for the project. A Public/Private Partnership involves a private corporation that is proposing to build infrastructure for public use or benefit. For these projects, please provide information on the partner who is involved in the project.

This section is used to capture partnerships. Your partnership may not meet the exact definition of an alternative funding arrangement, but should be captured here anyway. Regardless of the nature of the partnership, please complete all the necessary information to the best of your ability.

If you select **YES**, you must click the link beside it to take you to the Public/Private Partnership screen and complete the details required on Schedule A.

Public/Private Partnership To be completed with information on the partnering

organizations. If you selected NO in the above field, you do not need to click the link to complete this additional information. Please skip to the next field (Joint Partner)

																																																	
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* **Legal Name of Private Sector Partner**
Business Number

Provide the legal name of the partner.

Enter the Canada Customs and Revenue Agency Business Number

*	Address Information	Enter the address, city, province, postal code, contact person, phone, fax and e-mail address
*	Contact Name	Enter the family and given names of the contact person.
*	Contact Phone, Fax and Email Address	Enter the requested information
*	Ownership and status of corporation	Describe the ownership of the corporation (e.g., private, public) and its legal status.
*	Date corporation established	Provide the date the corporation commenced operations. YYYY/MM/DD format.
*	Current number of employees	Provide the number of employees currently employed directly by the corporation.
*	Main lines of business	Provide a description of the corporation's core business activities. Include their main geographic area(s) of operation.
*	Corporation history	Provide a brief description of the corporation's history, particularly as it relates to the proposed public-private partnership.
*	Management capabilities	Provide a brief description of the corporation's experience with managing public-private partnerships.
*	Rationale for Funding	Indicate why this funding is required and how it will advance the completion of the project.
CLICK THE "BACK" BUTTON TO SAVE AND RETURN TO THE PREVIOUS SCREEN (PROJECT INFORMATION 2)		
*	<u>JOINT PROJECT Applicant Information (If you clicked Yes to the Joint Project question)</u>	Indicate whether this project is being undertaken jointly with another local government, a Non-Governmental Organization, a Non-Profit Organization, or a First Nations band. If the response is Yes, then you must click the link to provide the joint organization's name, address, contact name, phone number and postal code.

	<p>Project No: 4035 Joint Project Applicant Information</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>MRIF Menu</p> <p>Project Menu</p> <p>Read Access</p> <ul style="list-style-type: none"> ▶ Applicant Information ▼ Project Information Project Information Part 1 Project Information Part 2 Joint Project Applicant Mandatory Screening Criteria Project Benefits Project ▶ Timelines and Rationale ▶ Project Costs ▶ View </div> <div style="width: 65%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Project Title</td> <td colspan="2">GG- Sewer Project #2 - First Street to Second Street</td> </tr> <tr> <td>Applicant</td> <td colspan="2">Local Service District of Little Rapids</td> </tr> <tr> <td colspan="3" style="padding: 5px;"> The Local Service District of Norris Arm North Three Rock Cove Local Service District </td> </tr> <tr> <td colspan="3" style="text-align: right;"> <input type="button" value="Add"/> <input type="button" value="Delete"/> </td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">* Applicant Name</td> </tr> <tr> <td colspan="3" style="height: 20px;"> </td> </tr> <tr> <td colspan="3" style="text-align: center;"><input type="button" value="Search"/></td> </tr> <tr> <td style="width: 50%;">Contact Family Name</td> <td colspan="2">Contact Given Name</td> </tr> <tr> <td style="height: 20px;"> </td> <td colspan="2" style="height: 20px;"> </td> </tr> <tr> <td colspan="3">Street Address/P.O. Box No.</td> </tr> <tr> <td colspan="3" style="height: 20px;"> </td> </tr> <tr> <td colspan="3">* Town/City</td> </tr> <tr> <td colspan="3" style="height: 20px;"> </td> </tr> <tr> <td colspan="3">Province</td> </tr> <tr> <td colspan="3" style="text-align: center;">▼</td> </tr> <tr> <td style="width: 25%;">Postal Code</td> <td style="width: 25%;">Contact Phone No.</td> <td style="width: 50%;">Contact Fax No.</td> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> <tr> <td colspan="3">Contact Email Address</td> </tr> <tr> <td colspan="3" style="height: 20px;"> </td> </tr> </table> </div> </div>	Project Title	GG- Sewer Project #2 - First Street to Second Street		Applicant	Local Service District of Little Rapids		The Local Service District of Norris Arm North Three Rock Cove Local Service District			<input type="button" value="Add"/> <input type="button" value="Delete"/>			* Applicant Name						<input type="button" value="Search"/>			Contact Family Name	Contact Given Name					Street Address/P.O. Box No.						* Town/City						Province			▼			Postal Code	Contact Phone No.	Contact Fax No.				Contact Email Address					
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Contact Information	Enter the Contact person's phone, fax and e-mail address																																																									
CLICK THE "SAVE" BUTTON TO SAVE THE INFORMATION. IF YOU HAVE MORE THAN ONE JOINT PROJECT APPLICANT, YOU CAN ENTER ANOTHER ONE NOW BY REPEATING THE PREVIOUS STEPS AND CLICKING "SAVE" AGAIN.																																																										
ONCE YOU HAVE ENTERED ALL JOINT PARTNERS, CLICK THE "BACK" BUTTON TO SAVE AND RETURN TO THE PREVIOUS SCREEN TO COMPLETE THE REMAINING INFORMATION (PROJECT INFORMATION 2)																																																										
* Project type	Select the type of project from the drop down menu. Refer to pages 6 and 7 - Eligible Projects for a list of project types.																																																									
Description of Other Project Type	If you selected one of the "OTHER" project types, you must complete this box to describe the type of project																																																									
SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN																																																										
Mandatory Screening Criteria	This page contains questions pertaining to the main policy objectives of the MRIF. The responses provided will be used in the assessment of the application. Please note that the Mandatory Screening Criteria page will be different for each set of project types.																																																									

Project No: 4035

Mandatory Screening Criteria

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Category: Waste Water

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.

* The Project will reduce effluent contaminants, including toxics, in wastewater treatment plant output.

Project Meets or Exceeds: Y N C

* In the case of a Project where the resulting Infrastructure will serve a commercial operation, this business case must provide for full cost recovery, if full cost recovery is not possible, this case must provide for alternative strategies for recovery.

Project Meets or Exceeds: Y N C

* Mandatory Screening Item

For each item, indicate if your project meets or exceeds the screening item, and describe how it meets or exceeds the screening item.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

PROJECT BENEFITS

Indicate how the proposed project will support the objectives and identify specific benefits and the measures to be used in assessing results. Choose at least one and at most five benefits for your project. For a definition of benefits, click the link at the top of the screen "[Identifying and Measuring Benefits](#)".

You must enter the expected change in the appropriate numerical value indicated in brackets next to the benefit. Please note: you will be required to report on these benefits in your progress and final reports. For more information on this, click the link "[Selecting Benefits](#)" or scroll to the bottom of the page. Additionally, you can view the benefits in Appendix 1 of this guide.

Project No: 4035

Project Benefits

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[Identifying and Measuring Benefits](#)

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Choose at least one and at most five benefits

Please note that you will be required to report back on the benefits you indicate on this page, in progress and final reports, identifying the actual results achieved.

Project Title	GG- Sewer Project #2 - First Street to Second Street
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GREEN INFRASTRUCTURE	
	Expected Change
Improved quality of wastewater and protection of watershed	
Number of new 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)	
Increase in the number of industries, commercial establishments, and institutions connected to municipal wastewater collection and treatment systems (# of facilities)	
Other measure of improved waste water quality	

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

PROJECT TIMELINES

* Project START AND END dates

The start date is the date that the first costs related to the project are expected to be incurred. The end date is the date when the final costs for the project are expected to be incurred. The end date (completion date) must be no later than March 31, 2010. **** Costs incurred prior to project approval will not be reimbursed.**

																																										
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Phase 2 complete	2006-06-20																																									

Milestones

A list of project milestones (e.g., tender awarded, foundation poured, electrical rough-in completed) and the target dates they are expected to be completed is required for projects that will take longer than one year to complete or are of a complex nature. Dates should be in YYYY/MM/DD format.

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

PROJECT RATIONALE

Project No: 4035 **Project Rationale**

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Applicant	Local Service District of Little Rapids

*** 1. Project Description/Abstract**

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

*** 2. Project Rationale**

This section should provide a synopsis of what is happening currently within the municipality of region and what might happen if no action is taken at this time. Make sure that you define the business opportunity/problem in clear terms. If statistical information is available to support this business case then state what and where it can be found.

*	Project Description - Abstract	The project description should outline the scope, the strategic alignment, business impact, finances and the recommendations. It should also give the reader a clear understanding as Why, What, When, Who and How of the project and should be able to be extracted as a stand-alone description.
*	Project Rationale	This section should provide a synopsis of what is happening currently within the municipality of region and what might happen if no action is taken at this time. Make sure that 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. 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.
*	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 players (stakeholders).
*	How does it address the problem 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 Federal - Provincial funding is required to enable the project 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 local development plan for the community and b) how the project will affect the social, economic and/or natural environment of the municipality.
	Describe the location where the project will take place.	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.
*	Who will benefit from the project?	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

<p>* When do you anticipate a realization of these benefits?</p>	<p>purpose of this section is to indicate how the project will benefit the community. 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.</p>
<p>Describe any innovative technology that will be employed during the realization of the project.</p>	<p>Provide details on the technology to be incorporated in to 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.</p>
<p>What are the significant project risks and what is your strategy to mitigate those risks?</p>	<p>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 on going management. 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).</p>

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

ELIGIBLE COSTS

Figures in this column should represent the total costs associated with the project for each given cost category. A complete description of the categories of eligible costs is detailed in Section 6.

Project No: 4035 Eligible Costs

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Other Project Financing
▶ View

Project Title	GG- Sewer Project #2 - First Street to Second Street
Applicant	Local Service District of Little Rapids

	Amount:
Construction (including HST)	30,000.00
Engineering (including HST)	30,000.00
Other:	Amount:
	0.00
	0.00
	0.00

Sub Total:	60,000.00
Tax Rebate:	0.00
Net Eligible:	60,000.00

[Printable Version](#)

Tax rebates

Record applicable Goods and Services Tax (GST) and other rebate estimates here.

For more information, contact the Canada Revenue Agency (CRA) at 1-800-959-5525 or visit their web site:
<http://www.cra-arc.gc.ca/>

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

INELIGIBLE COSTS

Ineligible costs (borne by applicant) - Enter any ineligible costs in this section. Refer to Page 3 - Ineligible Costs, for

more information.

Project No: 4035 **Ineligible Costs**

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Project Menu

- Read Access
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- ▶ Project Timelines and Rationale
- ▶ Project Costs

Project Title	GG- Sewer Project #2 - First Street to Second Street	
Applicant	Local Service District of Little Rapids	
	Amount:	
Ineligible Costs		6,000.00
Other:	Amount:	
		0.00
		0.00
		0.00
Total Ineligible Costs:		6,000.00

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

PROJECT FINANCING

All estimated costs must be broken down by the federal government fiscal year (April 1 - March 31).

Project No: 4035 **Project Financing**

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 - Other Project Financing
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Project Title	GG- Sewer Project #2 - First Street to Second Street		
Applicant	Local Service District of Little Rapids		
Net Eligible:	Ineligible:	Total Net Project Cost:	
60,000.00	6,000.00	66,000.00	

Proposed Financing of Eligible Costs

The totals in the Proposed Financing of Eligible Costs table must match (equal) the Net Eligible Cost in order for the system to balance and allow the project to be submitted. All estimated costs must be broken down by the fiscal year (April 1 - March 31) in which it is anticipated the costs will be incurred.

Fiscal Year	Applicant	Other Partner	Requested Project	Other Federal	Total
2005-06	0.00	0.00	0.00	0.00	0.00
2006-07	20,000.00	0.00	40,000.00	0.00	60,000.00
2007-08	0.00	0.00	0.00	0.00	0.00
2008-09	0.00	0.00	0.00	0.00	0.00
2009-10	0.00	0.00	0.00	0.00	0.00
Total	20,000.00	0.00	40,000.00	0.00	60,000.00

Specify Other Federal Funding Source:

Based on the estimate of eligible costs in the previous screen, provide a fiscal year-by-fiscal year estimate of the financing required to complete the project. This estimate should include separate figures for the amount to be paid by the applicant and partner (if applicable), and the requested financing from the federal and provincial governments.

Other federal funding is funding received from another federal program, other than **MRIF**.

If the "other federal" is specified the source department or program must be specified in the **Specify Other Federal Funding Source** field

SELECT « CONTINUE » TO MOVE TO THE NEXT SCREEN

OTHER PROJECT FINANCING

Project No: 4035

Other Project Financing

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 - Project Financing
 - Other Project Financing
- ▶ View

Project Title	GG- Sewer Project #2 - First Street to Second Street
Applicant	Local Service District of Little Rapids
* Funds Being Borrowed to Finance this Project?	
<input type="radio"/> Yes (provide name & address of financial institution)	<input checked="" type="radio"/> No
<input type="text"/> <input type="text"/>	
* Funds from other Provincial/Territorial Programs?	
<input type="radio"/> Yes (provide amount requested and name of program)	<input checked="" type="radio"/> No
<input type="text"/> <input type="text"/>	
* Funds from other Federal Programs?	
<input type="radio"/> Yes (provide amount requested and name of program)	<input checked="" type="radio"/> No
<input type="text"/> <input type="text"/>	
* Other Funding?	
<input type="radio"/> Yes (describe)	<input checked="" type="radio"/> No
<input type="text"/> <input type="text"/>	
* Source of Applicant Funding	
Reserve funds	

*	Funds being borrowed to finance this project?	Indicate whether funds will be borrowed to finance this project. If yes, indicate the name and address of the financial institution(s) that will provide the loan.
*	Funds from other Provincial Programs?	Has an application been made to receive funding for this project from a separate provincial program? If so, indicate the amount of funding that was requested and the name of the program.
*	Funds from other Federal Programs?	Has an application been made to receive funding for this project from a separate federal program? If so, indicate the amount of funding that was requested and the name of the program
*	Other Funding?	Are you receiving funds from any other sources not already named and described? If yes, indicate the source and the amount.
*	Source of Applicant Funding	Indicate the source of the Applicant funding

BEFORE YOU CLICK THE SUBMIT BUTTON, PLEASE ENSURE ALL INFORMATION IS CORRECT. ONCE YOU HAVE SUBMITTED AN APPLICATION AND THE SYSTEM HAS ACCEPTED IT, YOU CANNOT GO BACK IN AND MODIFY IT.

Once you have completed this page, click the **SUBMIT** button at the bottom of the screen. The system will validate your application.

If you have missed any mandatory fields, you will get an error message showing you what information needs to be completed. Click on the link in the message and it will take you to that screen. Once you have completed the information, you can click SUBMIT again.

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MRIF

Municipal Rural Infrastructure Fund

MRIF Menu

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Admin
Application /
Project

SIMSI Submit Page

Thank you for submitting your application to the Municipal Rural Infrastructure Fund (MRIF). Now that you have completed the online application, please **finalize** the process with the following steps:

1. We suggest that you **PRINT THIS PAGE FOR YOUR REFERENCE** by clicking the PRINT button on your Internet browser. You will not have access to this page once you print your application and it contains valuable information for future reference.
2. You may also print the completed application form for your file. To do this, go to the left side of your screen, select **APPLICATION/PROJECT** and then select **VIEW/PRINT**. Enter your SIMSI project number (#4035) into the **PROJECT NUMBER** field at the top left of the data entry box and click the **SEARCH** button. A separate window will open with a copy of your completed application. You can now click the **print button** on your browser to print your application.
3. **Please send all supporting documentation** to your provincial/territorial secretariat. Address information can be found on the Provincial Contacts page in SIMSI (select the Provincial Contacts link on the header menu from every page).
4. Prior to submitting your application package, please ensure that you have **included all the pertinent information**. Omission of required information will delay the evaluation process.

Canadian Environmental Assessment Act (CEAA):

Excluded & Non-Excluded Projects:

Certain types of projects that have an insignificant impact on the environment may be excluded from an environmental assessment under the Act. The CEAA Exclusion List Regulations specify certain types of projects that have insignificant environmental effects and do not require an environmental assessment. For more information on the Act, please refer to the website at www.ceaa-acse.gc.ca and the Exclusion List Regulations at www.ceaa.gc.ca/013/0004/SOR94-639.txt.

Examples of projects that may be excluded under certain circumstances include:

- Maintenance and repair of existing physical works such as buildings, roads, water and waste-water facilities;
- Minor modification of existing buildings;
- Construction of ramps, doors and handrails to facilitate wheelchair access, fences, sidewalks and small parking lots;
- Modifications of existing roads using the existing rights of way;
- Demolition of small buildings.

Projects that are not excluded under CEAA will require the development of an environmental assessment (EA) document that identifies environmental impacts associated with the proposed project and mitigation measures to address the impacts. Completion of the EA document includes a review by appropriate federal departments and/or agencies, and the inclusion of revisions that may be required as a result of the review process.

In the event that an EA document is required, you will be provided with additional information outlining the structure and content for the document.

Other Regulatory Considerations:

Projects must meet all applicable federal and provincial environmental legislations and standards. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

If your application is successful, you will receive a page indicating your application was successfully submitted. This page will provide you with the instructions to complete the application process. You should **PRINT THIS PAGE IMMEDIATELY**. It contains valuable contact information and will not be displayed again.

SIMSI Submit Page

Thank you for submitting your application to the Municipal Rural Infrastructure Fund (MRIF). Now that you have completed the online application, please **finalize** the process with the following steps:

1. We suggest that you **PRINT THIS PAGE FOR YOUR REFERENCE** by clicking the PRINT button on your Internet browser. You will not have access to this page once you print your application and it contains valuable information for future reference.
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Section 2-Contact Information

If you need help with the on-line application...

... Please contact our SIMSI help desk.

- You may call the toll free 1-866-721-2205 help line, open Monday to Friday from 6:00 am to 8:00 pm Eastern Standard Time
- Or you may send the help desk an e-mail at the following address: simsi.oiccc@cgi.ca
- They will be able to help you with technical questions regarding how to submit your electronic application.

If you need help with the contents of your MRIF application...

Please contact the Canada-Newfoundland and Labrador Infrastructure Secretariat at 1-709-729-5411 or by E-mail at mrif@gov.nl.ca

Please mail all copies of supporting documents to the appropriate Regional Office of: Department of Municipal Affairs

If you submitted your application online, please do not send a paper copy of your application form.