

## Instructions and Guidelines for Completing a Capital Investment Plan Application

### Disclaimer

The information contained in this document is intended to serve as a reference for Municipalities/Inuit Community Governments to assist them in the preparation of a Capital Investment Plan and to clarify the acceptance process. Capital Investment Plan Applications are a requirement under the Ultimate Recipient Canada Community-Building Fund Agreement, as prescribed under the Canada – Newfoundland and Labrador Administrative Agreement on the Canada Community-Building Fund. This document should not serve as a substitute for the actual Ultimate Recipient Canada Community-Building Fund Agreement or amendments.

### What is a Capital Investment Plan Application?

- It is an application that details the municipal infrastructure project that a municipality/Inuit Community Government proposes to complete. The project can expand multiple years of funding.
- It must be submitted by the municipality/Inuit Community Government to the Department of Municipal and Community Affairs – Canada Community-Building Fund Secretariat for project approval.

### What should be included with the Capital Investment Plan Application?

1. Capital Investment Plan Application
2. Detailed quote or invoices from a Third Party
3. Resolution of Council supporting the request (a template is below).
4. Approval letters from additional funding source(s)
5. Infrastructure geolocation information

### How should the resolution of council be worded?

Below is a sample template:

Motion #: \_\_\_\_\_

Resolve that the municipality/Inuit Community Government of \_\_\_\_\_ submit a Capital Investment Plan Application to the Department of Municipal and Community Affairs for Canada Community-Building Funds in the amount of \$\_\_\_\_\_ for \_\_\_\_\_ (name of project).

Vote:                      In favor: List the Mayor/Deputy Mayor/Councillors in favor.  
                                 Opposed. List the Mayor/Deputy Mayor/Councillors not in favor.

***A proper resolution must be submitted with every application.***

### **What is and how do I find infrastructure geolocation information?**

Infrastructure geolocation refers to the process of determining and associating geographic locations with physical infrastructure elements like buildings, roads, utilities, and other assets. This information is crucial for various applications, including emergency response, urban planning, resource management, and asset tracking.

Our application will require single point location information (latitude and longitude).

We have created a simple guide for you with step-by-step details to guide you. Whether you are using a desktop computer, or trying to find the information from a smartphone, the steps are outlined in these instructions.

Website: <https://www.gov.nl.ca/mpa/for/gta/>

### **What eligibility criteria are applied to the Capital Investment Plan Application when submitted?**

#### **1. Project Category**

- It must demonstrate that the project fits into one of the eligible categories in Schedule B of the Ultimate Recipient Canada Community-Building Fund Agreement.

#### **2. Eligible Costs**

- The costs must be consistent with the eligible costs as defined in Schedule C of the Ultimate Recipient Canada Community-Building Fund Agreement.

#### **3. Outcome**

- It must achieve/contribute to the following program national objectives of:
  - (a) Productivity and Economic Growth,
  - (b) Clean Environment and,
  - (c) Strong Cities and Communities.

### **What happens to the Capital Investment Plan Application once submitted?**

1. The application is reviewed for accuracy, completeness, and eligibility. If there are any issues, you will be contacted to resolve.
2. It is then brought to the Canada Community-Building Fund Committee for review.
3. Once reviewed by the Canada Community-Building Fund Committee, a letter of approval/rejection will be forwarded to your municipality/Inuit Community Government.

### **How do I check on the status of my project?**

You can use the Municipal Support Information System or contact the division via phone or email at [ccbf@gov.nl.ca](mailto:ccbf@gov.nl.ca). If you do not have access to the Municipal Support Information System and would like access, please contact Jackie Leonard with the Department of Transportation and Infrastructure by email at [JackieLeonard@gov.nl.ca](mailto:JackieLeonard@gov.nl.ca).

### **Can I apply for a project that is started and/or completed?**

Yes. The Canada Community-Building Fund Secretariat will accept applications for projects that are already started and/or completed, **if** the application is received and approved within the same calendar year that the project started.

### **How do I cancel or change a previously approved project?**

- **Cancel a project:** Submit a resolution of council stating the project number, project title and project amount you want to cancel.
- **Reduce the approved amount of a project:** Submit a resolution of council stating the project number, project title and the amount by which you want to reduce the project approval amount by.
- **Increase the approved amount of a project:** Submit a completed capital investment plan application indicating the reason for the increase (i.e., actual costs were higher than estimated costs). Ensure you tick “yes” for revised project and include the project number. Attach the detailed cost estimate(s) supporting the increase in cost, as well as a resolution of council.

### **Am I required to follow the Public Procurement Act?**

Yes. It is your responsibility to award projects in accordance with the Public Procurement Act and to ensure that all costs charged against these projects are eligible under Schedule C of your Ultimate Recipient Canada Community-Building Fund Agreement. As part of the Annual Expenditure Report, your auditor will express an opinion on your compliance with the Agreement. For more information on the Public Procurement Act, please contact the Government Purchasing Agency.

Website: <https://www.gov.nl.ca/ppa/>.

### **Am I required to install an Infrastructure Project Sign for my approved project?**

Some projects require the installation of an Infrastructure Project Sign. For example, if \$100,000 or more is allocated in Canada Community-Building Fund funding for the project, a sign is required. Infrastructure projects that are jointly funded with the Government of Canada also require signage, i.e. Municipal Capital Works projects.

The cost of the sign is eligible for Canada Community-Building Fund funding if you need to add this cost after the fact. If a sign is required and you wish to cover the costs with this funding, please ensure the cost is included in the *Total/ Estimated Project Cost* and a quote is attached. Please refer to the Federal Infrastructure Project Sign Design and Installation Guidelines for all information.

Website: <https://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>

**What would prevent my funds from being released once a project is approved?**

If your Annual Expenditure Report(s) have not been received and recorded, funds will not be released. Note this is an annual requirement and you must be up to date with Annual Expenditure Report(s) submitted up to and including the current fiscal year.

**Contact Information:**

Canada Community-Building Fund Secretariat  
Department of Municipal and Community Affairs  
Confederation Building, East Block  
P.O. Box 8700  
St. John's, NL  
A1B 4J6  
Telephone: 1-877-729-4393  
Facsimile: (709) 729-3605  
E-mail : [ccbf@gov.nl.ca](mailto:ccbf@gov.nl.ca)

Website: <https://www.gov.nl.ca/mpa/for/gta/>