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CIRCULAR

To: All Municipalities, Local Service Districts, Engineering Consultants, Regional Service Boards and Inuit Community Governments

Re: Call for 2018/2019 Municipal Capitals Works and Small Communities Fund Applications

Date: October 19, 2017

Applications are invited for the 2018/2019 capital works funding programs. Applications will be used for the Municipal Capital Works and Small Communities Fund programs as well as potentially other federal funding programs depending on the finalization of the Federal Government's Investing in Canada Infrastructure Program.

The deadline to submit applications for these programs is **November 30, 2017**. Applicants should note that program funding is subject to budget appropriations for fiscal year 2018/2019.

Please note that the cost-share ratio for these programs will be based upon project categories as follows:

Project Category	Population	Municipal Share	Provincial Share
Water, waste water, disaster mitigation	Less than 3,000	10%	90%
	3,000 to 7,000	20%	80%
	Greater than 7,000	30%	70%
Recreational projects, buildings, fire halls	All population bands	40%	60%
Roads and other funding requests	All populations bands	50%	50%

In addition to the above, projects that are regional in nature will decrease by one ratio band (i.e. 10%) unless the project already falls into the 90/10 category.

As with the 2017/2018 program, all projects will strictly adhere to approved project budgets. To support this process, MAE will provide for reasonable contingency allocations to be included within the project budget. Once the provincial share for the project has been approved, **no additional funding for the project will be provided by MAE.**

As in previous years, MAE will be utilizing the Municipal Support Information System (MSIS), for the submission of applications and project status reports. Applicants can access the application website at www.mae.gov.nl.ca/capital_works/cwfunding.html.

To gain access to the online application site, users require a USER ID and PASSWORD. **Any user who has not obtained a USER ID and PASSWORD** is asked to contact the System Administrator, Heather Roberts – MA-InfoManagement@gov.nl.ca or (709) 729-5498.

Applicants should note that all applications that are on file from previous funding programs are no longer considered active and will not be considered for the 2018/2019 Municipal Infrastructure Program. If the project remains a priority for the community, the application must be re-submitted through the MSIS System. It is not necessary for users to re-enter an application for a project that has already been approved. However, new applications are required for phases of proposed projects not yet funded.

All applicants are encouraged to clearly describe the importance of the proposed project and long term benefits to the Town. In addition to the online application, the following items **MUST be submitted** by the November 30, 2017 deadline. These items can be uploaded using the documents section of the online application.

- Financial Evaluation Form (http://www.mae.gov.nl.ca/capital_works/proposed.html)
- Resolution of the Local Government authorizing the application
- Project Cost Estimates, including reasonable contingency (see related contingency policy at www.mae.gov.nl.ca/capital_works/cwfunding.html)
- Drawing indicating the location and scope of the proposed project

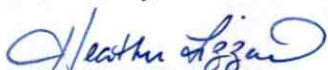
Questions regarding the application process can be directed to the appropriate contact:

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Sincerely,



Heather Tizzard
Assistant Deputy Minister
Municipal Infrastructure and Support

cc: Regional Managers; Regional Engineers; MHAs