



Government of Newfoundland and Labrador  
**Department of Municipal Affairs and Environment**  
Municipal Infrastructure and Support Branch

COR/2019/00293

## INFORMATION CIRCULAR

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

**Re:** Year-end Claims for Municipal Infrastructure Programs – March 31, 2019

**Date:** January 24, 2019

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This will serve as a reminder that the date for the receipt of claims for payment of the federal and/or provincial share for all goods, works, and services performed up to March 31, 2019 is **April 3, 2019**.

In order to avoid delays in processing claims for payment, please ensure that all claims are submitted through the Municipal Support Information System (MSIS), and that the following supporting documents are also uploaded with the claim:

1. Project status report; and
2. Contractor's claim/engineering/architectural fees

**It is imperative that invoices for all goods, works, and services performed up to March 31, 2019 be received by April 3, 2019, as there is no provision in the Department's 2019- 2020 budget for these expenditures. In the event that these invoices are not submitted by April 3, 2019, then these amounts will significantly impact the available Capital Works funding for fiscal year 2019-2020.**

Should you have any questions regarding this matter, please feel free to contact Mr. John O'Leary at (709) 729-5330.

Thanking you in advance for your cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read "DAN MICHELSEN".

**DAN MICHELSEN**  
Assistant Deputy Minister

cc: Ms. Kim Kieley, P. Eng., FEC, Director (A)  
Regional Managers

Regional Engineers  
Mr. John O'Leary