

# MUNICIPAL INFRASTRUCTURE FUNDING APPLICATION GUIDELINE



Government of Newfoundland and Labrador  
Department of Transportation and Infrastructure  
Municipal Infrastructure Division

**Funding for Fiscal Year 2026/27**

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## **CONTENTS**

|    |   |    |
|----|---|----|
| 1  | OVERVIEW .....  | 1  |
| 2  | PROJECT ESTIMATES.....  | 3  |
| 3  | RESILIENCE AND SUSTAINABILITY CONSIDERATIONS .....                | 5  |
| 4  | APPLICATION SUBMISSION .....                                      | 6  |
| 5  | IMPORTANT CONSIDERATIONS FOR APPLICATIONS .....                   | 12 |
| 6  | APPLICATION SELECTION AND PROJECT APPROVAL.....                   | 14 |
| 7  | MUNICIPAL CAPITAL WORKS (MCW) FUNDING PROGRAM DETAILS .....       | 15 |
| 8  | CANADA HOUSING INFRASTRUCTURE FUND (CHIF) – PROGRAM SUMMARY ..... | 20 |
| 9  | KML FILE CREATION.....  | 23 |
| 10 | MUNICIPAL INFRASTRUCTURE CONTACT INFORMATION .....                | 24 |

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# **1 OVERVIEW**

## **1.1 General**

1. The Department of Transportation and Infrastructure - Municipal Infrastructure (MI) supports the development of municipal infrastructure throughout Newfoundland and Labrador. Municipal infrastructure projects are funded through cost shared funding agreements between an Ultimate Recipient (e.g. Municipal Governments), the Government of Newfoundland and Labrador, and the Government of Canada (for federally funded infrastructure programs).
2. A Call for Applications is issued on an annual basis, with this accompanying guide.
3. For fiscal year 2026/2027 selected applications will be funded through either the Municipal Capital Works (MCW) program or the Canadian Housing Infrastructure Fund (CHIF).
  - a) The MCW Program is a Provincial cost shared funding program. Funding is to be used for the creation of new, or the capital renewal of existing infrastructure, and not to be used for normal maintenance or operational costs.
  - b) CHIF is a Federal-Provincial cost shared funding program that supports water, sewer or stormwater, needs that directly enable or preserve housing supply. CHIF program information is provided in Annex A.
4. Applicants must submit all information before the Call for Applications end date as published in MI's circular. **Incomplete or delayed applications may be rejected.**

## **1.2 Who Can Apply?**

| <b>Applicant</b>   | <b>MCW<br/>Eligible</b> | <b>CHIF<br/>Eligible</b> |
|--|-------------------------|--------------------------|
| <b>Municipalities</b> (non MYCW recipients)                    | ✓                       | ✓                        |
| <b>Municipalities</b> (MYCW recipients)                        |                         | ✓                        |
| <b>Nunatsiavut &amp; Inuit Community Governments</b>           | ✓                       | ✓                        |
| <b>Local Service Districts</b>                                 | ✓                       | ✓                        |
| <b>Not-For-Profit Organizations</b> (meeting certain criteria) |                         | ✓                        |
| <b>Private Sector Organizations</b> (meeting certain criteria) |                         | ✓                        |
| <b>Provincial Government Organizations</b>                     |                         | ✓                        |

### **1.3 Municipal Eligibility**

1. To be considered under this Program, a municipality must:
  - a) Not be on an active Boil Water Advisory longer than two (2) years, unless the project addresses the BWA.
  - b) Be in compliance with the Water Resources Management Division reporting requirements related to a Permit to Operate (if/where applicable).
  - c) Be in compliance with all requirements of Municipal legislation.
  - d) Have adequate financial resources to be able to operate and maintain the existing and proposed infrastructure/systems. Local Governance division will be reviewing and providing input into the selection process.

### **1.4 Not-For- Profit and For-Profit Eligibility**

1. Refer to Section 8 in this guide for Federal Program requirements.

### **1.5 Cost of Preparing Application**

1. Applicants must bear any costs of preparing, submitting, or answering questions related to an application.
2. MI will not provide financial assistance for any costs associated with preparing project cost estimates or preparing and submitting applications.
3. It is advisable, though not required, to hire a consultant to assist in preparing an application for funding, specifically the scope of work and the construction estimate. MI Regional Offices can provide suggestions on firms throughout The Province that can be contacted.

## 2 PROJECT ESTIMATES

### 2.1 Project Estimate

1. Applicants must include a Class D Estimate (or better) for the proposed work, when applying for funding. A Class D estimate is typically based on a broad concept and/or preliminary functional design and typically represents the project cost within ±30% accuracy.
2. Project Estimates must reflect the scope of work outlined in the Project Description. Work included in the Project Estimate, that is not detailed in the Project Scope or reasonably related to the scope outlined, will not be eligible for funding.
3. The scope of work is what will be approved, not the estimated quantities sheet.
4. For example, if a Project Scope includes simple replacement of water and sewer pipe:
  - a) patching asphalt is reasonably related to this scope, Paving the entire road surface is not
  - b) a new lift station is not related to the scope
5. A Project Estimate worksheet, based on the MI Schedule of Quantities, is provided online, at: <https://www.gov.nl.ca/ti/mi/apply-for-funding/>. Estimates must be prepared using this template. Estimates should be suitably detailed to demonstrate that the scope of work has been **appropriately** costed, especially considering the recent fluctuations in material prices.
6. Building projects must follow the latest editions of the National Building and Fire Codes, National Energy Code for Buildings, and the Provincial Build Better Buildings policy. Project Estimates for building projects must be sufficient to cover costs associated with these Code and Policy requirements.

**MI provides no further funds for projects above the approved funding amount.  
Applicants are fully responsible for Project costs above approved funding.**

### 2.2 Capital Cost Contingency and Escalation Allowance

1. **MI is unable fund cost overruns.** This includes cost overruns related to inflationary or escalatory price increases, volatile commodity prices, or other unforeseen circumstances.
2. Since funding a cost overrun is not an option, MI allows for reasonable Contingency and Escalation Allowances to be included in funding applications. This is in accordance with the Capital Works Cost Contingency Allowance Policy, available at <MI-Policy-Capital-Works-Contingency-Allowance-Policy-September-2024.pdf>

3. The Contingency and Escalation Allowances included in a project's cost estimates are only to be used to account for unforeseen and Escalation costs. They must not be used as a substitute for robust cost estimates. The Contingency and Escalation Allowance will not be used to fund changes in scope or to complete additional work.
4. Applicants must be aware that should they receive funding; they must not plan to use the Contingency and Escalation Allowance. The maximum designed work shall be within the construction estimate portion of the funding only.
5. Applications containing insufficient estimates and/or Contingency/Escalation allowances may be returned to Applicants for adjustment or may be rejected outright.

**Unused Contingency and Escalation allowances are returned to MI at project completion.**

#### **2.2.1 Contingency**

| <b>Project Type</b>                    | <b>Total estimated Cost</b> | <b>Maximum Contingency Allowance</b> |
|--|-----------------------------|--------------------------------------|
| <b>Roads</b>                           | Less than \$500,000         | 5%                                   |
|  | \$500,000 to \$2,000,000    | 4%                                   |
|  | \$2,000,000 or greater      | 3%                                   |
| <b>Water and Wastewater</b>            | All                         | 10%                                  |
| <b>Buildings</b><br>New Construction   | Less than \$5,000,000       | 10%                                  |
|  | \$5,000,000 or greater      | 8%                                   |
| <b>Buildings</b><br>Renovation, Repair | Less than \$5,000,000       | 15%                                  |
|  | \$5,000,000 or greater      | 10%                                  |
| <b>Recreation</b>                      | All                         | 10%                                  |
| <b>Breakwater/Sea Walls</b>            | All                         | 10%                                  |

#### **2.2.2 Escalation**

1. Escalation is generally 3% compounded for the estimated duration of project.

### **2.3 Multi-Phase Projects**

1. When applying for projects that will be phased, the application must be for the current phase, with supporting information. Additionally, please submit the complete project estimate for all phases combined along with a phasing plan.
2. Each phase of a phased project must result in usable infrastructure, capable of immediately fulfilling its intended purpose. A phase that results in "dry pipe" or equipment that can't be utilized will not be approved.
3. Building projects are generally not eligible for a phased funding approach.

## **3 RESILIENCE AND SUSTAINABILITY CONSIDERATIONS**

### **3.1 General**

1. Applicants are required to integrate climate change into the funded project, should their funding application be selected. Applicants confirm this understanding through submitting the Provincial Climate Lens – Pre-Approval Checklist.
2. Applicants will be required to follow the requirements of the NL Provincial Climate Lens Part 2, should they receive funding for their application. The following resources in relation to climate change, climate resilience and sustainability are available.
3. Climate Data - Environment and Climate Change -  
<https://www.gov.nl.ca/ecc/occ/climate-data/>
4. Flood Risk Mapping/Public Information Maps – Environment and Climate Change -  
<https://www.gov.nl.ca/ecc/waterres/flooding/frm/>

## **4 APPLICATION SUBMISSION**

### **4.1 General**

1. Applications are comprised of information typed in to the MSIS platform, as well as a variety of submission documents uploaded into MSIS.
2. All applications must include each of the documents outlined below. Templates and samples of these documents are found under the “Application Forms” section of our website at <https://www.gov.nl.ca/ti/mi/apply-for-funding/>. Once complete, these files are uploaded in MSIS to accompany the application.
3. If more than one application is submitted, indicate the Priority of each.
4. Note that there can only be one Priority #1 regardless of project type.

### **4.2 Municipal Support Information System**

1. All applications must be submitted through the Municipal Support Information System (MSIS), available at <https://msis.gov.nl.ca/MSIS>. MSIS requires a User ID and Password. If the Applicant has used an account previously, it is still active.
2. If a MSIS account is needed, please contact the System Administrator at [municipalinfrastructure@gov.nl.ca](mailto:municipalinfrastructure@gov.nl.ca), or (709) 729-3068.
3. If internet access is not available, please contact the local Regional Office for assistance in submitting an application. There will be provided with the opportunity to complete a paper version of the application that will be entered into MSIS by MI. However, the administration of the project will be through MSIS, so any consultant engaged on the Applicant’s behalf to administer the project must have internet access.

### **4.3 MSIS Application Requirements**

1. The following provides some guidelines to follow for certain sections of the MSIS Application.

**Do not use “See Attached” as the Project Title, Problem Description or Project Description fields. The application will be returned or rejected.**

| <b>MSIS Field</b>          | <b>Requirements</b>   |
|----------------------------|---|
| Program                    | Select the appropriate program. For CHIF, select MCW.   |
| Year                       | Select fiscal year  |
| Applicant Information      | Enter all information accurately, as this will be used to contact the Applicant should further information be required.   |
| Resolution of Council Date | Enter the date which the governing body made resolution to support the project application  |
| Applicant Priority         | Select priority, there can only be a single application for each priority level.  |
| Project Category           | Select the category that most closely matches the project. MI will modify this as appropriate. Do not select a category to gain a favorable cost share ratio – MI will adjust.  |
| Regionalization project    | Select yes or no and then indicate the partners in the project.   |
| Project Screening Criteria | Select yes or no to the questions   |
| Project Benefits           | Select all that apply   |
| Project Costs              | Answer all the questions.<br>Provide estimates that include HST. Do not add HST as “other” cost   |
| Cash Flow                  | Indicate the expected spending over the next 3 fiscal years.  |
| Project Title              | <p><i>Project Title Requirement:</i><br/>A minimum of five to ten (5-10) words that briefly describe the project. Must be clear and concise.</p> <p>Examples:</p> <p>Good - Water and Sewer on Fowler's Road, Humber Community Center Retrofit, Wastewater Treatment Plant Expansion, Lift station #15 (Main Street) Upgrade</p> <p>Poor – Lift station upgrade, Paving roads</p> |

| MSIS Field          | Requirements  |
|---------------------|---|
| Problem Statement   | <p>Ensure the following questions are answered:</p> <ol style="list-style-type: none"> <li>1. <b>What is the problem?</b> This defines the core issue</li> <li>2. <b>Who is affected?</b> Identify the individuals or groups experiencing the problem.</li> <li>3. <b>What is the impact of the issue?</b> Provide the number of residents impacted, and the number of homes.</li> <li>4. <b>Where does it occur?</b> Specify the context or location where the problem arises.</li> <li>5. <b>How long has it been an issue?</b> When was issue first noticed or documented.</li> <li>6. <b>Age of existing infrastructure?</b> Provide recorded install date or best estimate</li> <li>7. <b>When does it occur?</b> Determine the frequency or time frame when the problem is present.</li> <li>8. <b>Have there been repetitive issues?</b></li> <li>9. <b>Why is it a problem?</b> Explain the negative consequences or impact of the problem.</li> <li>10. <b>Why is it important?</b> Articulate the significance of addressing this problem.</li> <li>11. <b>What is the ideal state?</b> Describe what a successful solution would look like.</li> <li>12. <b>What are the potential solutions?</b> Briefly hint at possible approaches to address the problem.</li> <li>13. <b>What are the limitations?</b> Note any constraints or boundaries of the problem.</li> <li>14. <b>Was anything done in the past to correct the issue?</b> Describe what was done either on a temporary or permanent basis to address.</li> <li>15. <b>Is the work required as a result of damage or failure?</b><br/><b>Was this an insurable issue?</b></li> <li>16. <b>Has regular maintenance been performed?</b></li> </ol> |
| Project Description | <p>Use the following format for describing the project, be as descriptive as possible</p> <p><i>"Project consists of <u>(describe project)</u> in the municipality of <u>(insert municipality/LSD)</u>. The scope of the project includes <u>(describe scope and assets to be installed)</u>. The project aims to <u>(describe aim when complete)</u>. The project will provide <u>(describe outcome of the project)</u>, enable or preserve # housing units, and enable or preserve # affordable housing units."</i></p>   |

#### 4.4 Required Documents to be attached to Application

| Application Information<br>to be Submitted in MSIS  | How it is Created<br>Where it is Found  |
|---|---|
| <b>Mandatory Submissions<br/>ALL MCW Applications</b>   |   |
| <b>Resolution</b><br>Indicates supporting the project by the governing body   | Applicant passes a Motion.<br>Sample provided by MI online.   |
| <b>Letter from Financial institution</b><br>Confirming Applicant's ability to fund their share.   | Provided if Applicant intends to borrow. Not needed if there is no intent to borrow.<br>Applicants receive from their bank.   |
| <b>Financial Evaluation Form</b><br>Enables Municipal Affairs to determine ability of Applicant to fund project within Municipal Legislation requirements | Required for all Municipalities and LSDs.<br>Templates provided by MI online.   |
| <b>Map/ Drawings / Location Plan</b> Indicate the location and scope of the proposed project.   | Maps and Location Plans provided must clearly show the project location, including the start and end points for linear infrastructure.<br>Include the map coordinates for a “point” project (e.g. building).<br>Applicants or their consultants create this file. |
| <b>Project Estimate</b><br>(Class D or better)  | Applicant or Consultant creates the estimate.<br>Template available online  |
| <b>Drinking Water Systems Capital Works Additional Information Form</b>   | For drinking water applications only.<br>Form found online.   |
| <b>KML File</b>   | KML file is created using Google Earth. See KML File Creation section of this document for details or refer to the “Guide to Making a KML” available online.<br>KML files are required for all applications.  |
| <b>Provincial Climate Lens – Pre- Approval Checklist</b>  | Required for all applications.<br>Found online  |
| <b>Proof of land ownership, land lease, land use permission, regional cooperation</b>   | Required for all projects that build new or replace old infrastructure.<br>Lands deed, Memorandum of Understanding  |

| <b>Application Information<br/>to be Submitted in MSIS</b>                                     | <b>How it is Created<br/>Where it is Found</b>  |
|--|---|
| <b>Mandatory Submissions for CHIF Applications<br/>(in addition to those required for MCW)</b> |   |
| <b>CHIF Application Document</b><br>Federal program application                                | All water, wastewater, and stormwater projects must complete this form.<br><br>Form found online.   |
| <b>Supplemental Information</b>  |   |
| <b>Letter or Memorandum of<br/>Understanding with<br/>Regional Partner</b>                     | This letter will detail the agreement between partners and the Applicant. Including capital cost share and operational and maintenance agreement.   |
| <b>Usage agreement</b>   | If the infrastructure is being installed in facilities that are not owned by the Applicant, then an agreement is required outlining the terms of usage, ownership of the intended infrastructure, operational and maintenance details.  |
| <b>Phase details</b>   | If the work is part of a larger scale project, provide a complete description for the full project, the phase details, full cost estimate broken out by phase.<br><br>Being approved for one phase does not indicate approval for all phases. Each phase must result in usable infrastructure without the remaining phases being completed. (e.g. no dry pipe, no chlorine buildings with out operational equipment, etc) |
| <b>Available Reports</b>   | If previously completed, attach any study/report that supports the application. <ul style="list-style-type: none"> <li>- Feasibility Studies</li> <li>- Hazard Assessment Reports</li> <li>- Geotechnical Reports</li> <li>- Building Condition Report</li> <li>- Inspection reports</li> <li>- Maintenance reports</li> <li>- Etc.</li> </ul>  |
| <b>Other</b>   | Any other document that the Applicant would like to submit that would aid in the review of the application.   |

**Applications submitted without all the required documents may be rejected.**

## 4.5 Project Information and Outcomes

1. The description must identify the proposed project, indicating how much, what type and the key components. It must describe how the project will affect the surrounding region and what benefits are to be gained.
2. Examples of descriptive information are, but not limited to:

| <b>How much:</b>   | <b>What type:</b>   | <b>Key components:</b>   |
|--|---|--|
| <ul style="list-style-type: none"><li>• # of water connections</li><li>• # of sewer connections</li><li>• # of enabled or preserved housing units</li><li>• # of enabled or preserved affordable housing units</li><li>• # of people affected</li><li>• km of road</li><li>• age of installation</li></ul> | <ul style="list-style-type: none"><li>• paving</li><li>• recapping</li><li>• water/sewer</li><li>• trunk</li><li>• water supply</li><li>• ditching</li><li>• new construction</li><li>• reconstruction</li><li>• restoration</li><li>• replacement</li><li>• extension</li><li>• study</li><li>• upgrading</li><li>• repair</li></ul> | <ul style="list-style-type: none"><li>• road names</li><li>• lift stations</li><li>• outfalls</li><li>• manholes</li><li>• protection of...</li><li>• completion of...</li><li>• continuation of...</li><li>• replacement of...</li><li>• existing site</li><li>• new site</li><li>• regional site</li><li>• close out</li><li>• refurbish</li></ul> |

## 4.6 Priority is Important, but any Application may be Selected

1. Applicants are responsible for indicating the priority for all applications they submit, starting with Priority #1.
2. Applicants must recognize that if multiple applications are submitted, any (or none) of them may be selected for funding.
3. Priority #1 may not be the project selected for an Applicant, as The Province has priority criteria as well. There have been instances where Priority 10 application has been funded.

## 5 IMPORTANT CONSIDERATIONS FOR APPLICATIONS

### 5.1 Suitability of Applications is up to the Applicant

1. Applicants are responsible for presenting applications that are appropriate for their needs, and their financial capacity. Applicants should be aware that MI has no preconceived “ideal” project size or scope.
2. Applications are reviewed based on the information presented outlining the need for a project, the merits, and the result of the project. Submitting low-cost estimates, for example, does not benefit an application.
3. Applicants should provide information, where available, from a feasibility/engineering study, an asset management program or other analysis that shows the importance or supports the rationale for the infrastructure need.

### 5.2 Return and Resubmission of Applications

1. Applications containing errors, missing required submissions, or with insufficient information may be returned to the Applicant for correction.
2. MI personnel may return an application to an Applicant to make the necessary corrections, at which point the application will be in “Resubmit” status.
3. It is the responsibility of the Applicant to make the necessary changes and submit the corrected application to MI within the timeframe indicated.
4. Applications in “Resubmit” status after the correction timeframe has elapsed will not be considered further by MI and will be removed from the pool.

### 5.3 Distinct Scopes of Work Must not be Bundled

1. Distinct scopes of work must not be bundled together and must be submitted as separate applications. **Applications with bundled scopes of work may be rejected.**
2. Examples are provided below:
  - a) Applications for Lift Station Replacements or Upgrades must be by lift station. Do not bundle multiple together.
  - b) “Programs” are not suitable for applications. Do not submit a single application for a “Paving Program” or “Water Infrastructure Program”, where there are multiple segments of existing infrastructure involved.
  - c) An application for Road work bundled with Building renovations will not be considered, as this is two different scopes of work.

- d) Applications for paving or storm water projects must be **one per road**. Do not bundle roads.
- e) New Building projects must result in complete, functional facilities at the end of the project. Phasing the building's shell and interior is not appropriate and will not be approved.

## **5.4 Building Requirements**

1. New Buildings and Building Renovation projects must meet the requirements of the latest editions of the Building Accessibility Act, National Building Code of Canada, and NFPA 101 – Life Safety Code.
2. The Build Better Buildings Policy applies to all building projects, which will include LEED ® for buildings greater than 600m<sup>2</sup>.

## **5.5 Climate Considerations**

1. When preparing the application and associated submittals (e.g. Project Description, Estimate, etc.) it is essential that project and local climate considerations are incorporated.
2. Applications must include the Pre-Approval checklist, but Applicants should ensure that efforts are made to incorporate future climate factors into their infrastructure applications. For example:
3. Coastal infrastructure should consider the impacts of sea-level rise, storm surge, and coastal erosion when formulating an application's scope of work.
4. Storm water infrastructure should consider the impacts of changes in rainfall Intensity-Duration-Frequency projections for their local area.

## **5.6 Use of AI Tools**

1. Considering the emergent use of AI, Applicants are reminded that they are fully responsible for the content of their applications. This would include any errors, omissions, or unintended inclusions introduced by AI.
2. If AI tools are used in application creation, MI requires:
  - a) All content is reviewed by a human prior to submission.
  - b) The Applicant understands they are responsible for all AI created content included in their application, including all errors.
  - c) The Applicant must be ready to provide details on what AI systems were used, how they were used, and what content was created.

## 6 APPLICATION SELECTION AND PROJECT APPROVAL

### 6.1 Application Selection

1. Submitted applications are sorted and distributed to Regional Office personnel for review. Applications are reviewed based on merit and the available funding in the infrastructure program(s).

### 6.2 Approval Notification

1. If an application has been approved by the Minister, a letter and funding agreement will be sent to the Applicant. This letter will include all of the information required to enter into a funding agreement. Project funding will equal the Project Cost less the amount of the tax rebate.

**The Funding Recipient is required to pay the rebate amount and to apply for the appropriate tax rebates.**

### 6.3 Applications Not Selected

1. Applicants will be notified if their application is not successful. Typically, this notification is through a change in the application's status in MSIS (e.g. from "Submitted" to "Rejected"). Typically, a circular will be issued when all updates are made regarding rejected projects.

### 6.4 Use of Surplus Funding

1. Once a Project Scope of Work is complete, any unused funds are returned to The Province.
2. Any remaining or surplus funds cannot be used for additional work; this includes the Contingency and Escalation Allowance.

## 7 MUNICIPAL CAPITAL WORKS (MCW) FUNDING PROGRAM DETAILS

### 7.1 Cost Share Ratios

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

1. Projects which are regional in nature, with a signed Memorandum of Understanding between the regional parties indicating how the infrastructure will operate regionally and cost sharing agreements, may qualify for a 10% lower municipal cost shared ratio (unless the project already falls into the 90/10 category), subject to the review and discretion of the Minister.
2. Percentages are payable on project eligible costs (total cost less GST/HST rebate).
3. Ultimate recipients are responsible for funding the GST/HST rebate.

### 7.2 Eligible Projects

1. There are numerous types of projects that a municipality can apply for under the Municipal Capital Works Program. Listed below are examples of many projects that have been considered eligible or ineligible.
2. If the project does not fall within the categories below, please contact MI to determine if the project will be considered.
3. **Pavement is NOT eligible in any circumstance if the surface is less than 10 years old.**

#### 7.2.1 Water

- a) Water treatment facilities, Pump houses
- b) Water transmission lines – replacement, insulation
- c) Power supply extension to water infrastructure
- d) Water storage tank and related infrastructure
- e) Water supply development/Intakes, dams, rehabilitation

- f) Monitoring programs, Flowmeters
- g) Pressure reducing valves, booster pumps
- h) Access roads to water supplies
- i) insulation of freeze-prone mains
- j) pigging and swabbing of existing mains
- k) Studies related to the above

#### **7.2.2 Wastewater**

- a) Sewage treatment systems
- b) Sewer trunk/collector/service lines
- c) Sewage lift stations
- d) Sewer outfalls
- e) Monitoring programs
- f) Power supply extension to wastewater infrastructure
- g) Studies related to the above

#### **7.2.3 Adaptation and Disaster Mitigation**

- a) Fixed generators for treatment plants or lift stations
- b) Seawall / Breakwater Projects related to protection of subsurface infrastructure due to Climate Change (substantiated with past damages or projections of damages)
- c) Studies (Needs, Planning, etc.)
- d) Retaining walls

#### **7.2.4 Community, Recreational Projects**

- a) Playground
- b) Wellness center
- c) Library
- d) Sports field
- e) Multi-purpose sports complex (pool, arena, gym, etc.)
- f) Outdoor ice pads
- g) Walking trails
- h) Splash pads

- i) Conversion of existing building to warming centre
- j) Energy Retrofits
- k) Studies related to the above

4. Council Buildings

- a) Town hall
- b) Fire hall (to requirements of the Fire Hall Guideline)
- c) Major renovations/repairs
- d) Energy retrofits
- e) Studies related to the above

5. Roads and Other Funding Requests

- a) Seawall / Breakwater Projects for the protection of road infrastructure
- b) Storm drainage, Curb and Gutter
- c) Culverts - replacement
- d) Pedestrian Crosswalks, Sidewalks
- e) Bridges (motor vehicle and pedestrian)
- f) Raising of manholes, catch basins / valves
- g) New road construction (Subject to Departmental review)
- h) New pavement, recapping, of existing and new roads
- i) Road widening and upgrading
- j) Installation of guide rails
- k) Pedestrian safety road realignment, intersection realignment
- l) Traffic lights
- m) Street Lighting
- n) Local/Main/Collector roads that have **not** been paved in the last 10 years

### **7.3 Ineligible Projects**

1. New subdivisions
2. Paving less than 100m, Pavement patching as defined in the Municipal Infrastructure Master Specification (in isolation)
3. Private access roads, unless otherwise noted
4. Clearing ditches and culverts of overgrowth or debris

5. Water and or Sewer to Industrial Parks
6. General maintenance work, equipment, or consumables
7. Maintenance of town offices and buildings (envelope, plumbing, electrical, etc)
8. Maintenance and repairs to items that are known to have a useful life, UR should plan accordingly to repair or replace these items (i.e. roof, windows. Filters, etc.)
9. Cleaning of equipment (water, wastewater, building systems)
10. Thawing of frozen service lines
11. Flushing of existing mains
12. Purchase of spare parts, maintenance materials, consumables, chemicals, etc.
13. Materials purchased and not used on the project.
14. New water and/or sewer to service new development
15. Parking Lots
16. Ice resurfacing machines
17. Heavy construction equipment
18. Snow clearing equipment
19. Survey Equipment (purchase is not acceptable for any type of equipment)
20. Disaster mitigation for protection of private property
21. Demolition only projects
22. Lining of sports fields
23. Landscaping (in isolation)
24. Buildings whose purpose is not within the authority of UR
25. Furniture and Equipment
26. Repairs or purchase of fire fighting vehicles and equipment
27. Purchase of digital signs and mobile traffic control lights
28. Mobile Generators
29. Property connections to water and sewer

## **7.4 Eligible Expenses**

1. Consultant fees & expenses
2. Costs related to operation of site

3. Testing
4. Relocation of public utilities affected by construction
5. Private property and road reinstatement where impacted by project
6. Property acquisitions where approved by the department
7. Construction services
8. Project Signs
9. Service lines up to and including the Curb stop

## **7.5 Ineligible Expenses**

1. Media Ads, announcements
2. Legal Surveys
3. Legal services
4. Vehicle rentals/lease/purchase
5. Interest (financing, supplier interest charges, etc)
6. Interest charges on contract payments
7. Ultimate Recipient costs related to administrating Capital Works Projects
8. Travel of Ultimate Recipient staff
9. Assets which will not belong to Ultimate Recipient after construction
10. Cost incurred for cancelled projects
11. Land Purchases without departmental approval
12. Restocking fees for materials returned to supplier, that the UR gave permission to a Contractor to purchase
13. Materials not used for the project
14. Furniture
15. Any eligible item/service that was purchased and/or installed prior to project approval.
16. Any costs associated with contracts signed prior to project approval

## **8 CANADA HOUSING INFRASTRUCTURE FUND (CHIF) – PROGRAM SUMMARY**

1. The Canada Housing Infrastructure Fund is a federal initiative provided by Housing, Infrastructure, and Communities Canada (HICC) under Canada's Housing Plan. The aim of the program is to accelerate the development of housing-enabling infrastructure across Canada. The program is designed to address critical infrastructure needs that directly support the construction of new homes and preservation of existing homes.
2. CHIF provides funding to support the construction and upgrading of essential public infrastructure, including:
  - a) Drinking water systems
  - b) Wastewater systems
  - c) Stormwater management
3. The province will be administering and delivering CHIF funding through the Provincial and Territorial Agreement Stream.
4. Under this stream The Province will receive \$123.1 million in federal funding to support housing-enabling and preserving infrastructure projects.
5. The goal is to increase housing supply, support densification, and enhance infrastructure reliability in both urban and rural communities.

### **8.1 Eligible Recipients**

1. Eligible recipients under this agreement include:
  - a) Municipalities and Local Governments
  - b) Indigenous Governing Bodies and Organizations
  - c) Public Sector Bodies (e.g., utilities or agencies that own or operate infrastructure)
  - d) Not-for-Profit Organizations (in partnership with eligible public entities)
  - e) Provincial Entities (where applicable)

### **8.2 Cost Share Ratios**

1. For the CHIF program, the maximum federal share varies based on population. Where eligible, an Applicant may use a portion of their Canada Community-Building Fund (CC-BF) (formerly Gas Tax) towards their share. The table below indicates where this is possible and at what percentage.

| Stream                                       | Population          | Federal Share | Provincial Share | Municipal Share | CC-BF Eligibility                                       |
|--|---------------------|---------------|------------------|-----------------|---|
| Drinking Water,<br>Wastewater,<br>Stormwater | less than 3,000     | 50.00%        | 40.00%           | 10.00%          | Max Federal share 50%, not eligible for CC-BF           |
|  | 3,000 to 7,000      | 40.00%        | 40.00%           | 20.00%          | Max Federal share 50%, eligible for CC-BF for up to 10% |
|  | 7,000 to 30,000     | 30.00%        | 40.00%           | 30.00%          | Max Federal share 50%, eligible for CC-BF up to 20%     |
|  | Greater than 30,000 | 30.00%        | 40.00%           | 30.00%          | Max Federal share 40%, eligible for CC-BF for up to 10% |

### **8.3 Eligible Projects**

1. Projects must support housing-enabling infrastructure and align with climate and environmental priorities. Eligible project types include:
  - a) Drinking Water Systems – new builds, upgrades, or expansions
  - b) Wastewater Systems – including treatment facilities and collection networks
  - c) Stormwater Management Systems
  - d) Solid Waste Infrastructure – including diversion and disposal systems
2. Projects must:
  - a) Support new housing development or improve capacity for existing housing
  - b) Avoid development in high or extreme-risk flood zones
  - c) Align with climate resilience and sustainability goals

### **8.4 Eligible Costs**

1. Costs that may be covered include:
  - a) Construction and Material Costs
  - b) Design and Engineering Services
  - c) Project Management and Administrative Expenses
  - d) Environmental Assessments and Permits
  - e) Costs for Signage and Public Communications
  - f) Incremental Staff and IT Systems for program delivery

### **8.5 Ineligible Costs**

1. The following are not eligible for reimbursement:
  - a) Costs incurred before project approval
  - b) Land acquisition or leasing
  - c) Legal fees not directly tied to project delivery
  - d) Operational and maintenance costs
  - e) Costs associated with housing construction (the fund supports infrastructure only)
  - f) Projects in high-risk flood zones that do not meet mitigation requirements

## **9 KML FILE CREATION**

1. A Keyhole Markup Language (KML) file is an open, portable geographic data type. It contains both data and rendering information. KML files are required as part of an application. Below is a quick guide to creating a KML file from Google Earth (Note: Google Earth is often available free of charge).
2. Navigate to the project location using one or more of the following options:
  - a) Typing an address or coordinates in the search bar;
  - b) Clicking, dragging, and scrolling in the map viewer; or
  - c) Using the navigation tools.
  - d) Draw the project on the map in the proper location using the placemark, polygon, and path tools. Draw as many components of varying types (point, line, or polygon) as necessary.
3. Choose the appropriate drawing tool for the type of component being drawn:
  - a) Placemark: point project components (wells, outfalls, culverts, etc.).
  - b) Polygon: project components that consist of an area of any shape (building footprints, vegetation cuts, sewer/wastewater lagoons, etc.).
  - c) Path: linear project components (roads, sewer lines, railways, pipelines, trails, transmission lines, etc.). Use Path to show the route of the infrastructure.
4. Export the shapes to “.KML”; right click on the component and select “Save Place As”. Be sure to change the file type from “.KMZ” to “.KML”. MSIS will not accept .KMZ files.
5. The .KML file is to be uploaded to MSIS along with the other application files.

## **10 MUNICIPAL INFRASTRUCTURE CONTACT INFORMATION**

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