

COR/2018/03990

INFORMATION CIRCULAR

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

Re: Capital Works Application Requirements

Date: December 4, 2018

This notice serves as a reminder of the DECEMBER 21, 2018 application deadline.

All Capital Works applicants should note the submission requirements, as outlined at: www.mae.gov.nl.ca/capital_works/proposed.html. Applications should be submitted online via the Municipal Support Information System (MSIS), at: <https://msis.gov.nl.ca/MSIS/>.

Applications must also include the following supporting documentation:

1. Resolution of Council (or motion of an appropriate governing body);
2. Detailed engineering estimate including a schedule of quantities for the proposed work;
3. Location map and coordinates of start/end points (e.g. via Google Maps);
4. Completed Financial Evaluation Form, including details on the source of the applicant's share of the project, municipal budget information, etc.; and
5. Provincial Climate Lens – Pre Approval Application Checklist.

To help expedite the processing of applications, **all** of the above-noted documentation must be forwarded to the Regional Offices **within two weeks of the close of applications**. Any applications with outstanding documentation after that point will be considered withdrawn.

Sincerely,



DAN MICHIELSEN
Assistant Deputy Minister

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cc: Regional Managers; Regional Engineers; MHAs