

**CIRCULAR**

To: All Municipalities, Local Service Districts & Engineering Consultants  
Re: Proposed 2011/2012 Municipal Capital Works Program  
Date: September 13, 2010

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Applications are invited for the Proposed 2011/2012 Municipal Capital Works Program. The Department of Municipal Affairs will be utilizing the Federal Government's online application format in SIMSI, which was developed for the Building Canada Fund – Communities Component (BCF-CC). Applicants can access the BCF-CC application website at <https://bcfcc-fccvc.infrastructure.gc.ca>. The Project Application Form Guidelines, Project Justification and Business Case Guidelines and supporting documentation can be viewed on the Municipal Affairs web-site and downloaded if the applicant desires. In order to gain access to the online application site Municipalities and Local Service Districts are hereby requested to utilize the USER ID and PASSWORD issued previously for the Building Canada Fund – Communities Component. If you currently do not have a password, please contact Ms. Cheryl Powell, Atlantic Canada Opportunities Agency (ACOA) at (709) 772-0312.

**Applicants please note that all applications that are on file from previous funding programs are no longer considered active and are being deleted from our databases.** Requests for funding for all new projects must be entered through the SIMSI System. It is not necessary for Municipalities or Local Service Districts to enter in requests for which letters of commitment or Early Design Initiatives have already been issued by the Department.

- Applicants should only apply for projects which are affordable as demonstrated by the completion of the Financial Evaluation forms included with this application package or on the Department's website: [www.ma.gov.nl.ca](http://www.ma.gov.nl.ca)

**The deadline for the receipt of applications for the Proposed 2011/2012 Municipal Capital Works Program is October 31, 2010.**

The following items must be submitted in addition to the online application by the October 31, 2010 deadline:

- Completed Financial Evaluation Form, 2 copies
- Resolution of Local Government authorizing the Application, 3 copies
- Project Cost Estimates, 7 copies
- Drawing indicating location and scope of the proposed project, 7 copies

All submissions are to be forwarded to the appropriate **Regional Engineer/Office** listed below:

Mr. John Dawe, P. Eng.  
Eastern Regional Engineer  
Dept. of Municipal Affairs  
P. O. Box 8700  
St. John's, NL A1B 4J6  
(Phone: 729-5337)

Mr. Brian Beaton, P. Eng.  
Central Regional Engineer  
Dept. of Municipal Affairs  
Fraser Mall  
260 Airport Blvd.  
Gander, NL A1V 1L7  
(Phone: 256-1054)

Mr. Chris Power, P. Eng.  
Western Regional Engineer  
Dept. of Municipal Affairs  
63 Broadway  
c/o P.O. Box 2006  
Corner Brook, NL A2H 6J8  
(Phone: 637-2337)

Mr. Bruce McGrath, P. Eng.  
Labrador Regional Engineer  
Dept. of Municipal Affairs  
Fraser Mall  
260 Airport Blvd.  
Gander, NL A1V 1L7 (Phone: 256-1055)

Questions regarding the application process can be directed to the appropriate Regional Office or:

Mr. Erik Seaward  
Manager  
Canada/Newfoundland Infrastructure Programs  
Department of Municipal Affairs  
P.O. Box 8700  
Confederation Building (West)  
St. John's, NL A1B 4J6

Tel: (709) 729-5411  
Fax: (709) 729-7491  
Email: [eseaward@gov.nl.ca](mailto:eseaward@gov.nl.ca)

cc: Regional Engineers  
cc: Regional Managers  
cc: Regional Directors  
cc: MHA  
cc: Ms. C. Powell

Encl.

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