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To: All Municipalities, Local Service Districts & Engineering Consultants

Re: Proposed 2012/2013 Municipal Capital Works Program

Date: September 9, 2011

Applications are invited for the Proposed 2012/2013 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-ccvc.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

The deadline for the receipt of applications for the Proposed 2012/2013 Municipal Capital Works Program is November 4, 2011.

The following items must be submitted in addition to the online application by the November 4, 2011 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. Bruce McGrath, 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

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

Encl.

/jl

LOCAL SERVICE DISTRICT OF:

**FINANCIAL EVALUATION
FOR
MUNICIPAL CAPITAL WORKS PROJECTS**

This completed report to be forwarded to the Regional Manager in the Regional Office of the Department of Municipal Affairs.

Local Service District of

FINANCIAL EVALUATION
FOR
MUNICIPAL CAPITAL WORKS PROJECTS

PROJECT FINANCING:

OVERVIEW:

This section should provide an overview of current financial position and how the Committee intends to finance its portion of the cost of the project. It will identify any new sources of revenue that will be generated by the Project. It should also include a summarization of any proposed fee increases and other sources of assured revenue that may be pertinent to the viability of the project. (Complete Appendix A and B.)

REVENUE AND EXPENDITURE - Explanation and Spreadsheet:

This section should provide a general explanation of each revenue and expenditure category according to the budget format.

The accompanying spreadsheet (Appendix C) is to provide the actual revenue and expenditure for the years ended 2009 and 2010, budget information 2011 and future projections to show operating costs plus debt servicing. It is important to consider additional operational and maintenance costs associated with the Project.

DEBT SERVICING PROFILE - Spreadsheet:

This section will identify current long-term and short-term loans, principal, date of maturity, annual installments, etc., and comments related to debt servicing. The accompanying spreadsheet will show the annual projected debt servicing costs (Appendix D).

CONCLUSION:

This section will summarize the Committee's financial position and support for the application for capital works funding. The Committee can add any additional comments that will lend support as to why the project is important to the community.

SUPPORTING DOCUMENTS

Please attach the following to your written proposal:

1. Letter from the Bank approving a non-guaranteed loan for the Committee's share of the project together with a loan amortization and payment schedule.
2. The Committee's latest annual financial report if not already submitted to the Department of Municipal Affairs.

PROPOSED MUNICIPAL CAPITAL WORKS PROJECTS

LOCAL SERVICE DISTRICT OF: _____

PROJECT DESCRIPTION:	2012	2013	2014	2015	2016	2017	
CURRENT DEBT SERVICING RATIO (ANNUAL COMMITTEE DEBT SERVICING/LOCAL REVENUES)							
	%						
PROPOSED NEW LOANS (ESTIMATED):							
Loan Amount	\$						
Debt Servicing Costs	\$	\$	\$	\$	\$	\$	
Operating Costs from Project	\$	\$	\$	\$	\$	\$	
Loan Amount	\$						
Debt Servicing Costs	\$	\$	\$	\$	\$	\$	
Operating Costs from Project	\$	\$	\$	\$	\$	\$	
METHOD OF FINANCING NEW DEBT							
Revenue Sources:	Annual Increase Per Household	New Revenue Generated for 2012	New Revenue Generated for 2013	New Revenue Generated for 2014	New Revenue Generated for 2015	New Revenue Generated for 2016	New Revenue Generated for 2017
Water Fee increase	\$	\$	\$	\$	\$	\$	\$
Sewage Disposal Fee increase	\$	\$	\$	\$	\$	\$	\$
Fire Protection Fee increase	\$	\$	\$	\$	\$	\$	\$
Garbage Collection Fee increase	\$	\$	\$	\$	\$	\$	\$
Street Lighting Fee increase	\$	\$	\$	\$	\$	\$	\$
Other _____	\$	\$	\$	\$	\$	\$	\$
Debt Retirement	\$	\$	\$	\$	\$	\$	\$
PROJECTED DEBT SERVICING RATIO AFTER NEW LOAN REFINANCED.							
	%						

LOCAL SERVICE DISTRICT OF: _____

2009 Actual 2010 Actual 2011 Budget 2012 Projection 2013 Projection 2014 Projection 2015 Projection

REVENUES

Water Supply Fee

Sewage Disposal Fee

Fire Protection Fee

Garbage Collection Fee

Street Lighting Fee

Other Authorized Fees

Province's Debt Charge Grant

Other _____

TOTAL REVENUE

LOCAL SERVICE DISTRICT OF:

2009 Actual 2010 Actual 2011 Budget 2012 Projection 2013 Projection 2014 Projection 2015 Projection

EXPENDITURES	2009 Actual	2010 Actual	2011 Budget	2012 Projection	2013 Projection	2014 Projection	2015 Projection
Administration							
Salaries							
Office Expense							
Other							
Total General Government							
Protective Services:							
Fire Protection							
Insurance							
Street Lighting							
Other							
Total Protective Services							
Garbage Collection							
Labour							
Vehicle Operation							
Other							
Total Waste Disposal Services							
Water Supply & Sewage Disposal							
Labour							
Power & Pumping							
Purification							
Other							
Total Water Supply & Sewage Disposal							
Other Authorized Services							
Other							
Other							
Total Other Authorized Services							
Fiscal Services:							
Debt Charges from all sources Municipal Share							
Debt Charges from all sources Provincial Share							
Provision for Uncollectables							
Bank Service Charges							
Other							
Total Fiscal Services							
TOTAL EXPENDITURES							
NET INCOME/DEFICIT							

LOCAL SERVICE DISTRICT OF _____

Original Amount	Purpose	Maturity Date	Estimated Committee's Share		Estimated Committee's Share		Estimated Committee's Share		Estimated Committee's Share		
			Annual Debt	2010	Annual Debt	2011	Annual Debt	2012	Annual Debt	2013	Annual Debt

CURRENT LOANS

NMFC: \$

BANK: \$

PROPOSED NEW LOANS \$

TOTAL DEBT SERVICING: \$