

COR/2015/04438

**CIRCULAR**

**To: All Non Multi Year Municipalities, Local Service Districts, Engineering Consultants, Regional Service Boards and Inuit Community Governments**

**Re: Proposed 2016/2017 Municipal Capital Works Program**

**Date: September 21, 2015**

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Applications are invited for the proposed 2016/2017 Municipal Capital Works Program. **The deadline for the receipt of applications for the proposed 2016/2017 Municipal Capital Works Program is November 30, 2015. Applicants should note that program funding is subject to a budget appropriation for fiscal year 2016-2017.**

The Department of Municipal and Intergovernmental Affairs will be utilizing the Provincial Government's online application format, the Municipal Support Information System (MSIS), which has been developed for the submission of applications and project status reports. Applicants can access the application website at [www.miga.gov.nl.ca/capital\\_works/cwfunding.html](http://www.miga.gov.nl.ca/capital_works/cwfunding.html). To gain access to the online application site, Municipalities and Local Service Districts require a USER ID and PASSWORD. **Any user whom has not obtained a USER ID and PASSWORD** are asked to contact the Municipal Affairs System Administrator Heather Roberts – [MA-InfoMgmt@gov.nl.ca](mailto:MA-InfoMgmt@gov.nl.ca) or 1-709-729-5498.

**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.** All applications must be entered through the MSIS System. It is not necessary for municipalities, Inuit community governments or local service districts to re-enter an application for a project that has already been approved. However, new applications are required to be submitted for phases of proposed projects not yet funded.

- Applicants should only apply for projects which are affordable as demonstrated by the completion of the Financial Evaluation forms available on the Department's website.: [www.miga.gov.nl.ca/capital\\_works/proposed.html](http://www.miga.gov.nl.ca/capital_works/proposed.html)

The following items must be submitted in addition to the online application by the **November 30, 2015** deadline. These items can be uploaded using the **documents** section of the online application.

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

Questions regarding the application process can be directed to the appropriate **Regional Engineer** listed below:

Mr. Inayat Rehman, Regional Engineer  
Eastern Regional Office  
Department of Municipal & Intergovernmental Affairs  
P.O. 8700  
St. John's, NL A1B 4J6 Phone: 729-5337

Mr. Jim Harty, Regional Engineer  
Central Regional Office  
Department of Municipal & Intergovernmental Affairs  
260 Airport Blvd  
Gander, NL A1V 1L7 Phone: 256-1054

Mr. Chris Power, Regional Engineer  
Western Regional Office  
Department of Municipal & Intergovernmental Affairs  
6<sup>th</sup> Floor, Sir Richard Squires Building  
Corner Brook, NL A2H 6J8 Phone: 637-2491

Mr. Mike Hynes, Regional Engineer  
Labrador Regional Office  
Department of Municipal & Intergovernmental Affairs  
P.O. Box 3014, Station B  
Goose Bay, NL A0P 1E0 Phone: 896-7899

Sincerely,



**Cluney Mercer, P. Eng.**  
**Assistant Deputy Minister**  
**Municipal Infrastructure & Engineering Services**

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cc: Regional Engineers  
cc: Regional Managers  
cc: Regional Directors