

**CIRCULAR**

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

**Re:** Reminder – Status Reports Submitted through MSIS

**Date:** November 28, 2023

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This circular is a reminder that consultants are to use the Municipal Support Information System (MSIS) (<https://www.gov.nl.ca/ti/mi/msis/>) for all invoicing related to Municipal Infrastructure's cost shared projects. It has come to my attention that some consulting firms are submitting invoices directly to communities for MI projects, resulting in confusion and potential delays in disbursement of funds.

To be clear, consultants are to submit all invoices for payment, whether for consulting services or for construction progress billing, as Status Reports in MSIS. Failure to submit through MSIS may result in processing delays, errors, or both, and invoices may be not be considered by the Department.

Should a funding recipient receive an invoice directly from a consultant, please return it and ask for submission in MSIS. Should an invoice be paid without prior submission in MSIS and approval of Municipal Infrastructure, it could impact release of funds, and eligibility for reimbursement.

Should you have any questions related to Status Reports or MSIS, feel free to reach out to your local Regional Office.

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Sincerely,



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