

CIRCULAR

To: All Municipalities, Local Service Districts, and Inuit Community Governments
Re: Submission of Correct Financial Evaluations
Date: January 28, 2025

This Circular is aimed at addressing an issue brought to our attention by our colleagues at the Department of Municipal and Provincial Affairs (MPA), relating to capital works application Financial Evaluation submissions.

Municipal Infrastructure (MI) opened its annual Call for Applications in late October, 2024, and closed the call in November, 2024. At that time, both MI and MPA started review of the submitted applications. MPA noted that many communities submitted incorrect Financial Evaluations with their capital works applications, hindering the financial review. Subsequent requests for correct information have often resulted in resubmissions of erroneous information from many applicants.

As outlined in MI's Application Guide, applications that are incomplete or delayed, or missing required documents may be rejected.

In the interest of allowing those who have continued to submit erroneous information a final opportunity to correct their submissions, **MI will allow those applicants until Friday, January 31, 2025, to submit a correct Financial Evaluation and all other missing/incomplete information, or their applications will not be included on the list for consideration.**

MI will request a list of all applicants with outstanding incorrect Financial Evaluations from MPA, and will summarily remove their applications from the list, starting on February 3, 2025.

I highly encourage communities with questions or seeking clarification on how to correctly complete the capital works Financial Evaluation to reach out to their local MPA Regional Office.

Sincerely,



Kim Kieley, P. Eng., FEC
Director – Municipal Infrastructure
Transportation and Infrastructure