

The duly completed Project Submission Form, together with attached documents, must be sent by electronic means via the *Bureau municipal* portal ([www.portail.mamr.gouv.qc.ca](http://www.portail.mamr.gouv.qc.ca)).

**FOR MINISTERIAL USE**  
File no. 6 1 - - - -

<b>Component targeted by the project (one project per form) :</b>	Check one box only
<b>MRIF 1: Drinking water and wastewater infrastructure</b>	<input type="checkbox"/>
<b>MRIF 2: Development of knowledge with respect to municipal infrastructure</b>	<input type="checkbox"/>
<b>MRIF3: Local or regional development support infrastructure</b>	<input type="checkbox"/>

**Section 1 – THE APPLICANT**

Official name of the municipality or applicant organization		Designation	Geographic code
Address (number, street, P.O. box, locality, postal code)			Administrative region
Name of guarantor	Position	Telephone ( ) -	Fax ( ) -
E-mail	Check if address is the same <input type="checkbox"/>	Address (number, street, P.O. box, locality, postal code)	

**Section 2 – THE CONSULTANT**

Firm mandated	Address (number, street, P.O. box, locality, postal code)		
Project leader	Telephone ( ) -	Fax ( ) -	E-mail

**Section 3 – NAME OF PROJECT**

Applicant's project number	Order of priority of the project for the Applicant
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**Section 4 – SUBMISSION OF PROJECT**

Any project submitted to the *ministère des Affaires municipales et des Régions* must be accompanied by the following documents:

- A resolution of the municipal council or board of directors, as applicable, authorizing the submission of the project and confirming its commitment to pay its share of the eligible costs and the operating costs for the project.  
Enter the resolution No.  and the resolution date  -  -
- If the Applicant is an organization, a municipal council resolution supporting the project, adopted by the municipality where the project is to be implemented.  
Enter the resolution No.  and the resolution date  -  -
- A work location plan as requested in section 8 of this form
- A detailed estimate of the cost of the work submitted
- A preliminary study for any drinking water or wastewater treatment project
- The intervention plan for the renewal of drinking water and wastewater lines for any project involving the rehabilitation or replacement of such lines

Specify whether the project has already been submitted under the following programs:

Canada-Québec Infrastructure Works Program 2000  Québec-Municipalities Infrastructure Program

If yes, indicate the file No.

**Section 5 – ATTESTATION**

I attest that the information provided in this form and the attached documents is accurate and complete.

Name	Position
Signature	Date

**Section 6 – PROJECT DESCRIPTION**

*Provide a description of the project, specifying the nature of the infrastructure and the work to be completed. The description must summarize the principal components of the project. Any application referring only to attached documents will be considered incomplete and returned to the Applicant. (The text should not exceed 4,000 characters).*

[Empty text box for project description]

Section 7 – PROJECT SCHEDULE	
Stage of project	Scheduled date
Search for groundwater completed	- -
Preliminary studies completed	- -
Plan and technical specifications completed	- -
Authorization of work by the <i>ministère du Développement durable, de l'environnement et des Parcs</i> (MDDEP), where applicable	- -
Loan by-law	- -
Call for tenders	- -
Project startup	- -
Project completion	- -

**Section 8 – PROJECT IMPLEMENTATION**

Name the municipality or partner organization, as applicable.

If applicable, attach a resolution of the municipality or the partner organization supporting the project..

**Joint project with the *ministère des Transports***

Yes       No      If yes, funding agreement signed       Yes       No

**LOCATION OF THE WORK**

Specify the place where the work is to be carried out (streets, sectors, lot numbers, addresses of buildings involved, etc.)

Provincial electoral district where the project is to take place      Federal electoral district where the project is to take place

**Please attach a plan locating the work and showing the limits of the zone planned for each of the following four questions to which you answer "yes."**      Yes      No

- Is the project to be carried out within already built-up zones within the boundaries of the municipality existing on the date of the signature of the Canada-Québec MRIF agreement on July 18, 2005?
- Is the project to be carried out within a flood-risk zone mapped in the RCM's development plan?  
If yes, specify: 0-20 yr zone  zone 20-100 yr zone  and provide explanations in Section 6.  
(If recurrence not defined, check 0-20 yr zone)
- Is the project to be carried out in a high-risk zone?  
If yes, provide explanations in Section 6.
- Is the project to be carried out in an agricultural zone?  
If yes, provide explanations in Section 6.

**ENVIRONMENTAL IMPACT**

	Yes	No
5. Has the Applicant submitted an application for a work authorization to the <i>ministère du Développement durable, de l'Environnement et des Parcs</i> ? Check box if not applicable <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the work to be carried out less than 30 metres from a lake or river?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the project involve the expansion of a building?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the project likely to release pollutants into a lake or river during the work? If yes, specify the nature and quantity of the discharge and its impact on the receiving environment, and indicate planned mitigation measures.	<input type="checkbox"/>	<input type="checkbox"/>

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**Section 9 – PROJECT JUSTIFICATION**

*Check off the problems that will be solved by the submitted project and provide the corresponding supporting information*

<b>SPECIFY IN EACH CASE</b>	<b>The number of people directly affected by the submitted project</b> <b>and</b> With existing drinking water supply or sewer system: total number of residents served <b>or</b> Without existing drinking water supply or sewer system: total number of residents to be served
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<b>PROBLEMS TO BE SOLVED</b>	<b>CORRESPONDING INFORMATION</b>
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**DRINKING WATER (MRIF 1)** Official notice: Notification by the *ministère du développement Durable, de l'Environnement et des Parcs* or the *Direction de la santé publique*

<input type="checkbox"/> Bacteriological contamination of drinking water	<i>Official notice:</i> Results of water analyses for the previous year <b>and</b> With existing drinking water supply system: frequency and duration of the problem <b>or</b> Without drinking water supply system: number of wells affected; frequency and duration of the problem
<input type="checkbox"/> Physicochemical contamination of drinking water	<i>Official notice:</i> Results of water analyses for the previous year <b>and</b> With existing drinking water supply system: frequency and duration of the problem <b>or</b> Without drinking water supply system: number of wells affected; frequency and duration of the problem
<input type="checkbox"/> Problem with drinking water disinfection	<i>Official notice:</i> Residual chlorine concentration at control points
<input type="checkbox"/> Bringing drinking water production facilities up to standard pursuant to the RQEP	<i>Official notice:</i> Identify the parameters not in compliance with the <i>Regulation respecting the quality of drinking water</i> (RQEP). Provide non-compliant water analysis results
<input type="checkbox"/> Insufficient drinking water supply	With existing drinking water supply system: critical monthly output; number of tight months (specify which); flow rates of major users; capacity of current equipment; drinking water conservation measures <b>or</b> Without drinking water supply system: number of wells affected; frequency and duration of the problem
<input type="checkbox"/> Aging infrastructure	The intervention plan for renewal of drinking water and sewer lines for all projects involving the rehabilitation or replacement of such lines
<input type="checkbox"/> Drinking water aesthetics	Results of water analyses for the previous year <b>and</b> With existing drinking water supply system: frequency and duration of the problem <b>or</b> Without drinking water supply system: number of wells affected; frequency and duration of the problem, number of official complaints
<input type="checkbox"/> Operational problem	Please describe the problem in the space provided at the bottom of this page
<input type="checkbox"/> Management problem	Please describe the problem in the space provided at the bottom of this page

**WASTEWATER AND RAIN WATER (MRIF 1)**

<input type="checkbox"/> Environmental contamination	Number of sources of contamination and location of each
<input type="checkbox"/> Wastewater backup	The intervention plan for renewal of drinking water and sewer lines for all projects involving the rehabilitation or replacement of such lines
<input type="checkbox"/> Wastewater overflow	Frequency of overflow; objectives and established requirements; capacity of existing facilities
<input type="checkbox"/> Aging infrastructure	The intervention plan for renewal of drinking water and sewer lines for all projects involving the rehabilitation or replacement of such lines
<input type="checkbox"/> Rainwater backup	The intervention plan for renewal of drinking water and sewer lines for all projects involving the rehabilitation or replacement of such lines
<input type="checkbox"/> Compliance with environmental requirements	The intervention plan for renewal of drinking water and sewer lines for all projects involving the rehabilitation or replacement of such lines
<input type="checkbox"/> Operational problem	Please describe the problem in the space provided at the bottom of this page
<input type="checkbox"/> Management problem	Please describe the problem in the space provided at the bottom of this page

*Please describe the problems and explain how the submitted project will provide a solution. This description is **mandatory for projects submitted under MRIF 1***

**Section 10 – APPLICABLE CRITERIA BY COMPONENT**

**Check off the criteria met by a project submitted under MRIF 1**

- Improvement in drinking water quality
- Solution to problem of lack of drinking water
- Reduction in the quantity or improvement in the quality of wastewater released into the environment
- Improvement in public health, sanitation and safety
- Renewal of infrastructure in a sustainable development perspective.

**Check off the criteria met by a project submitted under MRIF 2**

- Potential to contribute to development of knowledge with respect to municipal infrastructure
- Applicability to other Québec municipalities
- Expected performance of the approach or tool
- Anticipated economic benefits
- Quality of the members of the implementation team
- Methodology adopted to carry out the mandate

**Check off the criteria met by a project submitted under MRIF 3**

- Support for maintenance or development of commercial, industrial or tourism activities
- Preservation, development and promotion of culture and heritage
- Encouragement to a greater number of Quebecers to practise sports and physical activity in their daily lives
- Improvement in citizens' quality of life
- Match between the results of consultations with users of the proposed recreational facilities and the characteristics of those facilities
- Promoter's demonstrated ability, particularly in financial terms, to carry out, operate and manage the project so as to ensure its sustainability

**Explain how the submitted project meets all the criteria checked above**

**Section 11 – PROJECT COST BREAKDOWN**

*Costs must include the Applicant's share and the anticipated government contribution to the MRIF.*

**1. DIRECT COSTS**

- 1.1. Cost of contract work \_\_\_\_\_ \$
- 1.2. Quality control costs \_\_\_\_\_ \$
- 1.3. Miscellaneous \_\_\_\_\_ \$
- 1.4. Miscellaneous \_\_\_\_\_ \$
- 1.5. **Total Direct Costs**  \$

**2. INCIDENTAL COSTS**

- 2.1 Professional fees \_\_\_\_\_ \$
- 2.2 Net taxes \_\_\_\_\_ \$
- 2.3 **Total Incidental Costs**  \$  
(Maximum: 20% of 1.5)

**3. OTHER COSTS**

- 3.1. Search for groundwater \_\_\_\_\_ \$
- 3.2. Operator training \_\_\_\_\_ \$
- 3.3. Cost of project submitted under MRIF  
2 \_\_\_\_\_ \$
- 3.4. Miscellaneous \_\_\_\_\_ \$
- 3.5. Net taxes \_\_\_\_\_ \$
- 3.6. **Total Other Costs**  \$

- 4. **Total Project Costs**  \$  
(1.5 + 2.3 + 3.6)

**BREAKDOWN OF TOTAL PROJECT COSTS  
BY GOVERNMENT FISCAL YEAR (April 1 to March 31)**

Government Fiscal Year	Costs (\$)
2005 - 2006	
2006 - 2007	
2007 - 2008	
2008 - 2009	
2009 - 2010	
<b>Total Project Costs</b>	

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**Section 12 – PROJECT FINANCING**

1. Applicant's contribution ( <i>specify in point 5 below</i> )	<input type="text"/>	\$
2. Anticipated contribution of Québec and Canada to MRIF ( <i>specify in point 6 below</i> )	<input type="text"/>	\$
3. Contribution from other government programs ( <i>specify in point 7 below</i> )	<input type="text"/>	\$
4. Contribution from other sources ( <i>specify in point 8 below</i> )	<input type="text"/>	\$
<b>Total Contributions</b>	<input type="text"/>	\$

5. *Break down the Applicant's financial contribution (loan, cash, fundraising, other contributions from all sources). For organizations, attach confirmation from a financial institution with regard to the required loan.*

6. *Explain how the financial assistance from MRIF will contribute to implementation of the project. Specify also how this assistance ties in with the capital planning and how it contributes to its development.*

7. *Identify any other government program contributing to the financing of the project and specify the amounts related to it. State whether these other contributions are confirmed or anticipated. If necessary, attach confirmation of funding obtained.*

*If the work affects one or more roads under the jurisdiction of the ministère des Transports, identify the roads as well as the sections involved.*

8. *Identify all sources of financing other than those mentioned above and specify the amounts related to them. State whether these other contributions are confirmed or anticipated. If necessary, attach confirmation of grants received.*