

Provincial Capital Assistance Program

Application Guidelines 2023-24

Introduction

The Provincial Capital Assistance Program (PCAP) supports investment in high priority municipal infrastructure projects. These guidelines were created to provide an overview of the PCAP and to assist in the completion of applications for funding consideration under the program.

Funding

PCAP contributes financially toward the cost of high priority municipal infrastructure projects. Typically, the program may fund up to 50% of eligible project costs, subject to program budget availability.

Eligible Recipients:

This program is available exclusively to Nova Scotia municipalities. The amount of funding available for distribution on an annual basis is limited. Funding priority will be given to projects designed to eliminate serious environmental and health problems (actual and potential) and projects that address critical capacity issues.

The provincial government wishes, where practical, to encourage intermunicipal cooperation. Intermunicipal projects may receive special consideration in the distribution of program funding.

Preference will be given to applicants with no current active projects or outstanding reporting requirements with DMAH (i.e. previous funding claims, project closeout reports, financial statements, financial information, returns, etc.)

Eligible Projects:

- Construction or expansion of facilities for the treatment and disposal of sanitary sewage.
- Construction of sanitary sewage collection systems.
- Construction of storm sewer systems.
- Installation of individual and communal in-ground sewage disposal facilities within a Wastewater Management District.
- Construction of water intake, treatment, pumping and storage facilities.
- Well field exploration and development.
- Installation of water transmission and distribution systems.
- Construction, acquisition, upgrading or expansion of solid waste management facilities and equipment.
- Municipal infrastructure engineering and research studies related to eligible project categories.

Eligible Costs

The following components of an eligible project qualify for cost sharing under PCAP:

- **Engineering**
 - Cost of preliminary engineering studies
 - Cost of preparing design drawings and specifications
 - Cost of construction inspection and administration
- **Construction/Equipment**
 - Cost of construction and equipment acquisition as per plans and specifications

- **Land**
 - Cost of acquiring land and property easements

Interim financing costs are not considered eligible for sharing under this program.

Application Process

Applications can be downloaded from the program website: <https://beta.novascotia.ca/apply-funding-support-high-priority-municipal-infrastructure-projects-provincial-capital-assistance-program>. You can also use a search engine (i.e. Google) to locate our website. Please use the following key words in your search, 'PCAP Nova Scotia'.

Once the application is completed, it must be emailed including any attachments to the program email pcap@novascotia.ca. Please make sure that you have confirmation from DMAH that your completed application has been received.

The application submission must include:

- **Council Resolution:** a resolution of council supporting the submission of the project for funding consideration under PCAP.
- **Cost Estimate:** A detailed cost estimate for the project.

Review and Approval Process

Applications submitted to DMAH will be reviewed to ensure requirements outlined in these guidelines have been met. Incomplete applications may result in your project not being reviewed for funding consideration.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program.

If the project is approved, it is possible that the approval will not match the full level of funding requested in the application.

Successful applicants will receive a formal Letter of Offer with Terms and Conditions (Ts&Cs) outlining the requirements relevant to the program.

Project Amendments

After project approval, if the project scope changes or anticipated completion date extends beyond the project deadline outlined in the Terms and Conditions, an amendment is required. The amendment request should be submitted prior to the project completion date and must be agreed to by DMAH.

Use of Other Grant Funds

PCAP grants may be used in combination with funds from other grant programs, unless doing so is prohibited by the other program. If a recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. All grants supporting the project must be clearly outlined in the project proposal. If the other grants are obtained post-approval of PCAP funding, the recipient is obligated to inform DMAH.

Not allowed: using PCAP grant funds for expenses already funded by other funding programs.

Payments

Up to 50% of the funding from the province may be provided at project initiation. The remainder of the provincial funding portion will be provided upon provincial approval of the Project Closeout Report, Statement of Expenditures and proof of payment.

Final Reporting

To receive the final funding portion committed by the Province, grant recipients must submit a Project Closeout Report and Statement of Expenditures to DMAH within 60 days of project end date. DMAH will provide the required reporting templates to successful recipients.

The Statement of Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, bank statements or copies of electronic banking statements.

The applicant **MUST** pay the full amount of invoices no later than March 31, 2024 in order for the Province to release the final funding portion committed. Invoices must be dated no later than March 31, 2024.

If feasible, please include a (pre and post completion) digital photo of your completed project with the Project Closeout Report. These photos may be used for media requests, reports, presentations, or communication purposes.

Communications

The Department of Municipal Affairs and Housing's contribution must be recognized in any project promotion or communication.

Successful applicants will receive funding assistance upon receiving ministerial confirmation.

A list of successful project applicants may be made public after the process is completed.

For More Information

Provincial Capital Assistance Program

Department of Municipal Affairs and Housing
1505 Barrington Street, Floor 8 N
PO Box 216, Halifax, NS B3J 2M4
902-424-6642

pcap@novascotia.ca

