

Translation from the original French

Request for proposals

Municipal Support Program
Implementation of Sustainable Rainwater Management
Infrastructures at the Source

This document was produced by the Direction des mandats stratégiques et de l'habitation (DMSH) (strategic mandates and housing branch) of the ministère des Affaires municipales et de l'Occupation du territoire (MAMOT).

An electronic version is available online at: www.mamot.gouv.qc.ca

In the event of any discrepancies between this document and the program's normative framework, the latter will take precedence.

The normative framework is available on the MAMOT's website.

Information

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1. Program Description

There is growing recognition for the role that sustainable rainwater management infrastructures can play in communities' efforts to adapt to the effects of climate change. Since the frequency and intensity of precipitation is likely to increase in this scenario, these infrastructures will help mitigate various impacts, including increasing levels of runoff water. The revegetation of sustainable rainwater management infrastructures can also help mitigate urban heat islands and increase biodiversity.

The Municipal Support Program for the Implementation of Sustainable Rainwater Management Infrastructures at the Source (hereinafter referred to as the "Program") is funded by the Fonds vert (Green Fund). It is part of the gouvernement du Québec's 2013-2020 Climate Change Action Plan (2013-2020 CCAP). The Plan contributes to attaining the objectives set by the gouvernement du Québec to reduce greenhouse gas (GHG) emissions and adapt to climate change.

Sustainable rainwater management is part of Priority 2 – Support municipalities' and communities' initiatives to reduce GHG emissions, adapt to climate change and promote sustainable land use – as set out in the 2013-2020 CCAP. With this priority, the Government is aiming to promote the targeted adaptation of urban drainage systems to control source rainwater inflow in various environments.

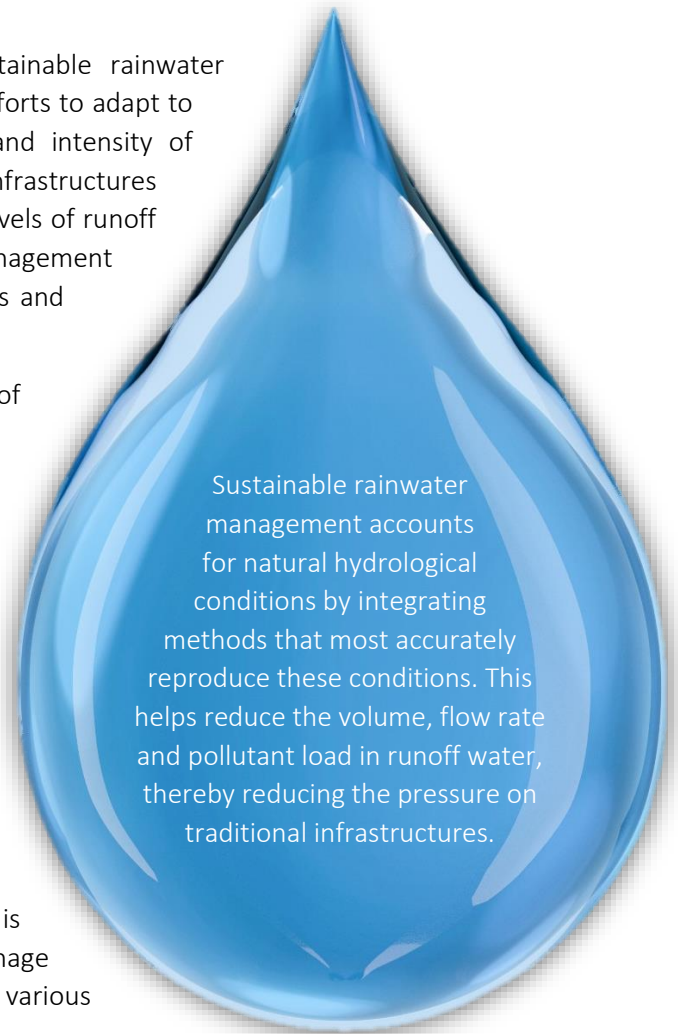
1.1 Objectives

The main objective of the Program is to improve rainwater drainage in municipal settings using sustainable management practices. It supports local municipalities by:

- Promoting the implementation of sustainable source rainwater management infrastructures to reduce the volume, flow rate or pollutant load in runoff water;
- Encouraging the sharing of best practices.

1.2 Eligible Organizations

Local municipalities, including northern villages, are eligible for the Program.



1.3 Eligible Projects

The projects eligible under this Program include all municipal infrastructure projects that involve sustainable source rainwater management infrastructures aimed at reducing the volume, rate of flow and/or pollutant load in runoff water. Examples of these types of infrastructures can be found in the ministère des Affaires municipales et de l'Occupation du territoire's (MAMOT) guide entitled *La gestion durable des eaux de pluie*¹ and the ministère du développement durable, de l'Environnement et de la Lutte contre les changements climatiques' (MDDELCC) and the MAMOT's handbook entitled *Guide de gestion des eaux pluviales*². Some examples include rain gardens, bioretention nodes, permeable pavement systems and green roofs. Projects may combine several sustainable rainwater management infrastructures at the source.

Eligible projects must address rainwater issues in relation to climate change.

Sustainable Rainwater Management Infrastructures

Impact	Actions	Reduction of Runoff Volumes	Quality Control	Erosion Control	Recharging Groundwater
Source Control	Rain Garden/Bioretention	X	X	X	X
	Filter belt		X	X	X
	Tank	X			
	Green roof	X	X		
	Drainage well	X			X
	Permeable Pavement	X			X
Network	Nodes ³	X	X	X	X
	Ditch	X		X	
Downstream	Tank (dry or full)	X		X	
	Filter marsh	X	X	X	

Adapted from the MAMOT's guide *La gestion durable des eaux de pluie*.

1.4 Duration of Projects

The project must be completed within a period spanning no longer than two years from the date that the financial assistance agreement between the MAMOT and the recipient is signed.

¹ http://www.mamot.gouv.qc.ca/fileadmin/publications/amenagement_territoire/urbanisme/guide_gestion_eaux_pluie_complet.pdf (in French only)

² <http://www.mddelcc.gouv.qc.ca/eau/pluviales/guide-gestion-eaux-pluviales.pdf> (in French only)

³ Although nodes are considered to have a network-control effect, they can exert control at the source as well, especially when they enable bioretention.

1.5 Eligible and Ineligible Expenses

Eligible Expenses

Eligible expenses for municipalities include:

- The costs for carrying out preliminary studies, including those for financial assistance applications and for hiring an engineer, landscape architect or any other professional whose expertise is required to design structures and prepare work plans and specifications for the project. Only successful projects will be reimbursed for any eligible expenses incurred for the application for financial assistance;
- The cost of contracts awarded to companies for the construction of the sustainable rainwater management infrastructure at the source. Businesses registered under the *Registre des entreprises non admissibles aux contrats publics* (register of enterprises ineligible for public contracts) are not eligible;
- The costs of developing guides and training employees on infrastructure maintenance;
- The costs related to designing infrastructure monitoring systems and related equipment;
- The costs of communicating and sharing information on good business practices that are directly related to the project;
- The salaries and benefits of municipal employees assigned to the project, in keeping with the portion of their time dedicated to the project.

Ineligible expenses

Ineligible expenses include:

- The wages of municipal employees not assigned to the project;
- Municipal administrative and operating costs (rent, electricity, computers, furniture, telephones, office supplies, software and equipment supply contracts);
- Travel expenses;
- Direct and indirect expenses incurred on eligible projects prior to the date that the Financial Aid Agreement was signed, except for expenses incurred to conduct preliminary studies;
- Infrastructure maintenance expenses other than eligible expenses;
- The refundable portion of taxes;
- Training expenses other than those provided for as part of the eligible expenses;
- Excess costs.

1.6 Amount of Financial Assistance

Program funding represents:

- 50% of the maximum eligible project expenses for eligible organizations with a positive economic vitality index⁴;
- 60% of the maximum eligible project expenses for eligible organizations whose economic vitality index is between -0,0001 and -4,9999;

⁴ Designed and published by the *Institut de la statistique du Québec* (www.stat.gouv.qc.ca), this index measures the level of economic vitality of municipalities, Aboriginal communities and unorganized territories. The index in effect at the time of the application will be considered.

- 75% of the maximum eligible project expenses for eligible organizations whose economic vitality index is -5 or lower;

Financial assistance is limited to \$500,000 per project.

Eligible organizations may only receive one cycle of financial assistance per call for projects, with the exception of eligible organizations operating in more than one borough, who may receive a maximum of one instalment of financial assistance per request for proposals.

No project may receive more than one round of funding under this Program.

Financial assistance may not be combined with any other funding from the Fonds vert.

Cumulative financial assistance may not exceed 80% of the maximum eligible expenditures. The computation of accumulated financial assistance includes assistance from government departments and agencies (federal and provincial), Crown corporations and municipal entities and excludes contributions from project recipients, which may be in the form of financial, human or material resources. In this calculation, non-repayable assistance is tallied at 100% of its value while repayable assistance (including loans, loan guarantees, and share capital stakes) is tallied at 50% of its value.

For the purposes of cumulative financial assistance rules, the term “municipal entities” includes municipalities, regional county municipalities, metropolitan communities, agglomerations and Aboriginal communities, along with any legally incorporated organizations with at least half of their members appointed by or assigned to one of these organizations.

2. Applying

Local municipalities may enter multiple projects under a single request for proposals, but only one may be selected. Only one project may be selected per borough for local municipalities with more than one borough.

2.1 Steps to Applying for Financial Assistance

Step 1: Read the Terms and Conditions of the Program at:

<http://www.mamot.gouv.qc.ca>

Step 2: Prepare the Application Form

The application must include the following:

- The application form for financial assistance;

- A municipal council resolution authorizing the application for financial assistance, confirming its commitment to pay its share of the project costs and identifying the person authorized to act on behalf of the municipality;
- The preliminary studies conducted for the application for financial assistance, if any;
- Letter(s) confirming financial assistance from other partners, if applicable.

Step 3: Send the Application for Financial Assistance

The application must be emailed to pgdep@mamot.gouv.qc.ca or stored on an electronic medium (USB key or CD) and mailed to:

Programme de soutien aux municipalités dans la mise en place d'infrastructures de gestion durable des eaux de pluie à la source

Direction des mandats stratégiques et de l'habitation

Ministère des Affaires municipales et de l'Occupation du territoire

Aile Cook, 3^e étage

10, rue Pierre-Olivier-Chauveau

Québec (Québec) G1R 4J3

2.2 Complete the Form

To apply for financial assistance, applicants must complete the Application Form available at www.mamot.gouv.qc.ca. Here are a few specifics on how to complete the form based on the evaluation criteria:

Identification of the Municipality

Enter the legal name of the municipal organization⁵, the full address, name and position of the person in charge of the project, that is, the person responsible for the file and for responding to any inquiries from the MAMOT.

Project Description

Enter the project title, project start and end dates, amount of financial assistance requested and total project cost.

The issue: describe the issue linked to rainwater with regards to climate change. Attach any supporting documentation (e.g. preliminary studies).

Objectives: present the project objective(s).

Climate change adaptation solution: present the proposed solution and explain how it will help mitigate the issue. Describe how the solution represents an adaptation response to climate change. Identify potential obstacles and how they can be overcome. Indicate all the benefits that the

⁵ Indicate the borough for which the application is being filed, if applicable.

project may procure that do not involve rainwater, especially within the framework of climate change.

Citizen information: describe how citizens will be informed about the project, or how they may get involved.

Completion: identify the composition (experience, knowledge, training) of the task force that will be formed and the other professionals that will be involved in the project, if applicable.

Project sustainability: describe the aspects that will ensure the long-term sustainability of the implemented solution.

Expected results: describe how the lessons or outcomes associated with the project could be useful to other communities. Indicate what knowledge-sharing activities are being considered.

Indicators: identify the indicators and related measurement units that will be used to assess whether the project objectives are being achieved (i.e., infrastructure performance monitoring). Indicate the frequency at which indicators will be recorded and the targets to be reached, both of which should be ambitious and achievable.

Costs and Financing

Specify the costs and the amount requested from the MAMOT. Identify all sources of funding for the project.

Timelines

Describe the major stages of the project.

Documents to be Appended

A municipal council resolution authorizing the application for financial assistance, confirming its commitment to pay its share of the project costs and identifying the person authorized to act on behalf of the municipality;

Preliminary studies conducted for the application for financial assistance, if any;

Letter(s) confirming financial assistance from other partners, if applicable.

Certification

The form must be signed by the person authorized by resolution to act on behalf of the municipality, attesting that the information provided in the form and the attached documents is true and complete.

2.3 Financial Assistance Application Deadline

Applications for financial assistance must be submitted by November 23, 2018. No applications will be accepted after this date. For applications sent by mail, the postmark will be used as proof of the application submission date.

A second call for projects is being planned for the summer of 2019. Depending on the availability of funds, a third request for proposals may also take place. The terms and conditions for these requests for proposals may differ.

3. Project Selection Process

The project selection process will take six to eight weeks. Each project will be analyzed by an interdepartmental selection committee. Independent expertise will be provided, offering advice to selection committee members regarding each project. A notice will also be issued by the relevant regional branch of the MAMOT.

3.1 Selection Committee Makeup

The selection committee consists of representatives from the MAMOT and the MDDELCC.

3.2 Assessing Financial Assistance Applications

Applications for financial assistance will be assessed on the following criteria:

Issue and Project Quality (50%)

Issue:

- The significance of the rainwater issue regarding climate change.

Project quality:

- The project's ability to mitigate the rainwater management issue.
- The relevance of the proposed solution in terms of adapting to climate change.

Citizen information (mandatory):

- The sharing of information regarding the project with citizens. Such a process must be carried out at least once in advance, during or following the completion of the project.

Feasibility (30%)

Planning and completion:

- The funding plan and timelines are clear and realistic.
- The task force is multidisciplinary.

Project sustainability:

- A maintenance and inspection program is provided.
- A municipal staff training process for operating and maintaining the infrastructure is provided.

Results and Impacts (20%)

Expected Results:

- Potential for reproducibility.
- Sharing knowledge acquired during the project.

Indicators:

- Project's ability to meet the objectives set out and to monitor the performance of the infrastructure.