

Municipal Economic Enhancement Program 2020

Guide to Completing Schedule B Project Plan

Program Information

On May 6, 2020 Premier Scott Moe announced the Municipal Economic Enhancement Program 2020 (MEEP). The program will provide per-capita funding to municipalities to support investments in infrastructure to stimulate economic recovery and encourage local job creation. The per capita allocation for your municipality is contained in Section 4.2 of the funding agreement.

All Saskatchewan municipalities are eligible for MEEP. To participate in the program, municipalities will need to submit the following:

- a signed funding agreement;
- a project plan (Schedule B) identifying which project or projects will be funded; and
- a council resolution supporting the projects.

Municipalities are required to expend their per capita allocation on approved projects by March 31, 2022.

More information, including an interactive PDF of the project plan, is available on our website at www.saskatchewan.ca/municipal-economic-enhancement.

Part 1 – Applicant Information

Include contact information for the person who can best speak to the details of the project.

Part 2 – Project Information

Project Name

The project name should provide an accurate first-glance of what the project is about. A good project name will help distinguish one project from others within a municipality.

The project name should consist of a concise but meaningful reference to a distinct project scope, and should provide “at-a-glance” confirmation of project eligibility, category and objectives.

For example:

Too vague	Meaningful
Pipe at Plant 5	Upgrade of the Main Wastewater Line to Plant 5 at Wastewater Facility
Community Centre	Community Centre XYZ Energy Efficiency Lighting Upgrade
Main Street Upgrade	Repave Main Street between 1 st Avenue and 3 rd Avenue
Playground	Happy Park Playground Upgrades

Project Description

An appropriate level of detail in the project description assists with the review of the Project Plan.

The project description should include:

- a brief outline of the project scope;
- the various components of the project; and
- the main objective of the project for that asset (new construction, upgrade, rehabilitation, etc.).

The project description should include quantitative values where possible and appropriate.

For example:

Project Name	Project Description
Upgrade of the Main Wastewater Line to Plant 5 at Wastewater Facility	The upgrade to the main wastewater line will see the replacement of the deteriorating current line with a new 6 m diameter PVC line running the length of 500 m. The line directly services 15 households and is the ultimate collection line for 30 households.
Community Centre XYZ Energy Efficiency Lighting Upgrade	Complete upgrades on the community centre which will involve upgrading the current lighting system to LED lighting thus reducing overall energy consumption by an estimated ten per cent per month. This includes replacement of 200 lights.
Repave Main Street between 1 st Avenue and 3 rd Avenue	The existing pavement will be excavated, ground and utilized as a base. The street base will be reshaped and a new 5 mm layer of pavement placed over top for a total distance of 1,000 m.
Upgrades to the Happy Park Playground	The upgrades to the playground involve installing two new park benches and installing a fence around the parameter.

Project Start Date and Project Completion Date

Enter the actual or forecasted start and end date for the project.

Estimated Project Cost

Estimated Project Cost is the estimate of the total eligible and ineligible project costs. If other municipalities are involved in this project, indicate only the portion of the total project costs that relate to your municipality.

Amount of MEEP Funding Allocated to Project

Ensure the total Amount of MEEP Funding Allocated to all projects is equal to the financial contribution per section 4.2 of the funding agreement.

Is Project Receiving Funding from Another Source?

If yes, please indicate the source and amount. If any of the projects that you have listed have active applications under review for federal and/or provincial grant programs (Gas Tax Fund, Investing in Canada Infrastructure Program) or are already approved for grant funding, please notify the administrator of that program as soon as possible.

What Types of Projects are Considered Repair or Maintenance and Will Not Be Eligible for MEEP?

Prior to submitting a project for MEEP funding, please ensure the total project cost incurred will meet the capitalization threshold of the asset class to which it relates. If the costs are under the threshold defined for your municipality, the project is considered maintenance and is not eligible for funding.

For costs that are over the capitalization threshold, please confirm that at least one of the following also apply:

- The investment will result in an increase in the asset's physical output or service capacity.
- The investment will result in significantly lower operating costs (efficiency).
- The investment will extend the useful life of the asset.
- The investment will improve the quality of the asset.

If you require assistance in completing your Project Plan, please contact program staff at 306-787-1262, or mifprovgrants@gov.sk.ca.