

Action required in the context of a municipal project submitted to the ClimatSol-Plus program - Part 2

Documents to be submitted or action required by the municipality

Submitting the application for financial assistance

Complete and sign the financial assistance application form and email it to the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC) at climatsol-plus@environnement.gouv.qc.ca.

Include the following documents:

- the completed financial assistance calculation grid;
- a resolution of the municipal council approving the project and authorizing the submission to the Minister of the application;
- a locator map specifying the site of the rehabilitation work;
- a document that confirms that the land belongs to the municipality;
- site characterization studies of the land to be rehabilitated in accordance with the MELCC's *Guide de caractérisation des terrains*;
- a document that confirms that there is no link between the municipality and its mandatary and that they do not have any mutual interest, if necessary;
- a plan that shows that the land is situated within the urban perimeter;
- when the project is situated outside the built-up area:
 - a document that confirms the land's strategic importance in the realization of the municipality's Master Plan or any other economic development strategy that the municipality has adopted, such as an area to be renovated or restored;
- proof that a request has been made to the Ministère de la Culture et des Communications (MCC) to obtain a letter attesting compliance with the archaeological heritage protection process.

Signing of the financial assistance agreement

Using the model provided by the MELCC, prepare the bipartite financial assistance agreement and have the MELCC verify it.

Sign the electronic version of the agreement, initial each page, including the schedules, and email it to the MELCC accompanied by the following documents:

- the letter from the MCC attesting compliance with the archaeological heritage protection process;
- proof of submission to the MELCC of requests for the authorization and approval of a rehabilitation plan or a declaration of compliance in respect of the rehabilitation work covered, if necessary.

Receive the first instalment from the MELCC representing 50% of the assistance granted.

Invitation to tender

(This step can also precede the signing of the financial assistance agreement.)

Prepare the call for tenders for site work and submit the documents, including the project specifications, to the MELCC before launching the call for tenders.

Launch the call for tenders and coordinate its opening.

Send the addenda to the MELCC.

Transmit within 15 days of the closing of the call for tenders the list of suppliers that requested the documents.

Transmit a copy of the minutes of the opening of tenders.

Prepare and transmit an analysis report of the compliance of the tenders received prior to the signing with the successful bidder of the contract.

Transmit the list of the bidder(s) and communicate the detailed amounts (see the documents mentioned in section 10.1 of the normative framework).

Transmit a copy of the Ministère du Revenu certificate of the contractor(s) or subcontractor(s).
When there is only one compliant bidder, submit the file of the successful bidder before signing the contract and await the MELCC's approval before doing so.
Notify the MELCC two weeks in advance of the commencement of work and provide an environmental monitoring plan prepared by the specialized consulting firm and the contact information and the curriculum vitae of the project manager responsible for environmental monitoring.
Provide a document that specifies how the municipality will monitor the completion of the work and ensure that the specialized consulting firm complies with the environmental monitoring stipulated.
During the work
Install the project site sign provided by the MELCC.
Have the work monitored by a specialized consulting firm whose project manager has at least 10 years of experience in the realm of contaminated soil.
Monitor the completion of the work and compliance with the consultant's monitoring plan as indicated in the document transmitted to the MELCC.
Upon request by the MELCC, provide a statement of the amounts spent and committed by the applicant.
When an allowable cost overrun is anticipated, ensure that the MELCC is promptly notified accordingly.
Prepare and transmit the annual report that indicates the status of the project using the model provided by the MELCC.
When actual expenditures reach 85% of the estimated cost of the eligible work, transmit the appropriate report to obtain the second instalment stipulated in the financial assistance agreement representing 35% of the financial assistance granted.
Subsequent to the completion of the work
Transmit the rehabilitation report signed by a professional attesting that the work complies with the drawings and specifications and confirming that it satisfies the environmental requirements including the statement of materials managed off site.
Submit the final acceptance letter respecting the rehabilitation work (section 11).
Obtain from the MELCC the environmental acceptance letter pertaining to the work.
Submit the request for the final payment of the financial assistance not later than six months after the anticipated completion date of the work, accompanied by the following documents: <ul style="list-style-type: none"> • a report from an external auditor on expenses pertaining to the actual cost of the completion of the eligible work and the supporting documents (section 11); • the confirmation of the public funding sources related to the rehabilitation project, if necessary.
Submit a report that measures by means of the model provided by the MELCC the attainment of the program's objectives using the indicators mentioned in section 13 of the normative framework.
The MELCC will make the final payment after it has accepted the auditor's report.
Retain for five years all supporting documents pertaining to the authorized project (section 8.1).