

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

Documents to be submitted or action required by the applicant	Documents to be submitted or action required by the municipality
<b>Submitting the application for financial assistance</b>	
<p>Complete and sign the financial assistance application form and submit to the municipality two electronic copies of it on different media, e.g., two USB keys, or by email, and attach the following supporting documents:</p> <ul style="list-style-type: none"> <li>• the completed financial assistance calculation grid;</li> <li>• a resolution of the applicant's board of directors authorizing the submission of the application;</li> <li>• a locator map specifying the site of the rehabilitation work;</li> <li>• a document that confirms that the land belongs to the applicant;</li> <li>• the "Identification et engagement du programme d'obligation contractuelle relatif à l'égalité en emploi" form, if required;</li> <li>• site characterization studies of the land to be rehabilitated in accordance with the <i>Guide de caractérisation des terrains</i> of the Ministère de l'Environnement et de la Lutte contre les changements climatiques (MELCC);</li> <li>• 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;</li> <li>• a document that confirms that there is no link between the applicant and its mandatary and that they do not have any mutual interest, if necessary;</li> <li>• in the case of a small enterprise responsible for the contamination, proof that the enterprise has 10 or fewer employees.</li> </ul>	<p>Obtain from the municipal council a resolution approving the project and authorizing the submission to the Minister of the application.</p> <p>Complete section 1.4 of the financial assistance application form.</p> <p>Email the application to the MELCC at: <a href="mailto:climatsol-plus@environnement.gouv.qc.ca">climatsol-plus@environnement.gouv.qc.ca</a>.</p> <p>Include the following documents:</p> <ul style="list-style-type: none"> <li>• all the documents transmitted by the applicant;</li> <li>• a resolution of the municipal council approving the project and authorizing the submission of the application for assistance;</li> <li>• a plan that shows that the land is situated within the urban perimeter;</li> <li>• when the project is situated outside the built-up area: <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> </ul>
<b>Signing of the financial assistance agreement</b>	
	<p>Using the model provided by the MELCC, prepare the bipartite financial assistance agreement.</p> <p>Have the MELCC approve the proposed agreement and email it to the private applicant.</p>
<p>Sign the electronic version of the agreement, initial each page, including the schedules, and email it to the municipality accompanied by the following documents:</p>	<p>Sign and initial the electronic version of the agreement and email it to the MELCC.</p>

<ul style="list-style-type: none"> <li>the letter from the MCC attesting compliance with the archaeological heritage protection process;</li> <li>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;</li> <li>a financial guarantee letter representing 50% of the financial assistance granted.</li> </ul>	Verify the letter of guarantee and ensure that it is renewed, when necessary.
	Pay the applicant the financial assistance received from the MELCC representing 50% of the financial assistance granted.
<b>Call for tenders</b> <b>(This step can also precede the signing of the financial assistance agreement.)</b>	
Prepare the call for tenders for the site work and transmit the documents to the municipality.	Verify that the plans and specifications comply with the normative framework, especially as regards the administrative clauses.
Send the final project specifications to the municipality <b>before</b> the call for tenders is launched.	Verify and transfer the documents to the MELCC <b>before</b> the call for tenders is launched.
Launch the call for tenders and coordinate its opening.	
Send the addenda to the municipality.	Verify and transfer the documents to the MELCC.
Transmit to the municipality within 15 days of the closing of the call for tenders the list of suppliers that requested the documents.	Verify and transfer the documents to the MELCC.
Transmit to the municipality a copy of the minutes of the opening of tenders.	Verify and transfer the documents to the MELCC.
Prepare and transmit to the municipality an analysis report of the compliance of the tenders received prior to signing the contract.	Verify and transfer the report to the MELCC <b>before signing the contract</b> between the applicant and the entrepreneur.
Send to the municipality the list of the bidder(s) and communicate the detailed amounts (see the documents mentioned in section 10.1 of the normative framework).	Verify and transfer the documents to the MELCC.
Transmit to the municipality a copy of the Ministère du Revenu certificate of the contractor(s) or subcontractor(s).	Verify and transfer the documents to the MELCC.
When there is only one compliant bidder, submit the file of the successful bidder to the municipality before signing the contract.	Transfer the documents to the MELCC before signing the contract between the successful bidder and the applicant.
Notify the municipality and 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.	Submit to the MELCC 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 plan stipulated.
<b>During the work</b>	
	Manage throughout the completion of the work communications between the applicant and the MELCC.  Obtain from the applicant authorization to access the land covered by the financial assistance.
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.
At the request of the municipality, transmit financial progress reports and relevant invoices.	Upon request by the MELCC, provide a statement of the amounts spent and committed by the applicant.
When eligible cost overruns are anticipated, promptly notify accordingly the municipality and the MELCC.	Ensure that the MELCC is informed of the cost overruns.
	Prepare and transmit to the MELCC the annual report that indicates the status of the project using the model provided by the latter.
When actual expenditures reach 85% of the estimated cost of the eligible work, transmit to the municipality the appropriate report to obtain the second instalment stipulated in the financial assistance agreement.	Submit to the MELCC the report that demonstrates the attainment of at least 85% of the expenditures pertaining to the eligible work.
Submit to the municipality a new letter of financial guarantee representing 35% of the financial assistance or submit an update of the assistance already transmitted such that it represents 85% of the assistance granted.	Verify that the financial guarantees cover the full amount paid to the applicant.  Pay the applicant the second amount received from the MELCC representing 35% of the financial assistance granted.
<b>Subsequent to the completion of the work</b>	
Transmit to the municipality 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.	Verify and transmit the documents to the MELCC.
Submit to the municipality a final acceptance letter respecting the rehabilitation work (section 11).	Verify and transmit the document to the MELCC.
Obtain from the MELCC the environmental acceptance letter pertaining to the work and transmit it to the municipality.	
Submit to the municipality 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"> <li>• 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);</li> <li>• the confirmation of the public funding sources related to the rehabilitation project if necessary.</li> </ul>	Verify and transmit the documents to the MELCC with the final payment request.  Submit to the MELCC 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.
	Once the MELCC has accepted the auditor's report, pay the applicant the final amount received from the MELCC.
	Retain for five years all supporting documents pertaining to the authorized project (section 8.1).