GTF Online User Guide

April 2018

GTF Online User Guide

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1. The Gas Tax Fund (GTF) Online System

As part of the New Building Canada Plan, the renewed federal GTF program provides predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating jobs and long term prosperity. To enhance service to municipalities and to transition from Alberta Transportation's legacy Municipal Grant Management Application (MGMA), the Gas Tax Fund Online (GTF Online) system was developed to make it easier for municipalities to manage their project applications and reporting for the GTF.

Through GTF Online, users can:

- Create, edit, submit and track project applications online.
- Create, edit and submit statement of funding expenditures reporting forms for GTF funded projects.
- View project reporting and payment status information.

Access to GTF Online is through MAConnect, the Municipal Affairs web portal.

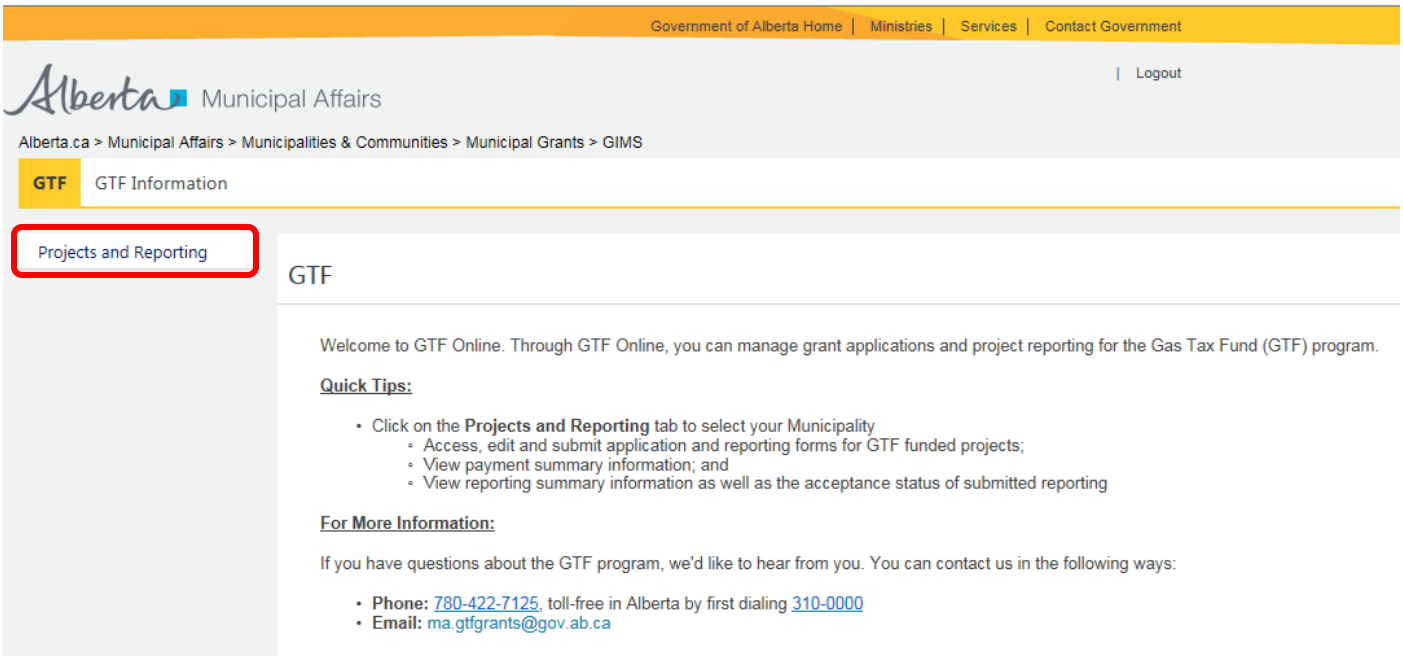
Municipalities who are not yet registered for MAConnect can find more information about how to register at http://municipalaffairs.alberta.ca/materials-and-resources.

From MAConnect, clicking on the GTF Online launch icon will take a user into GTF Online.

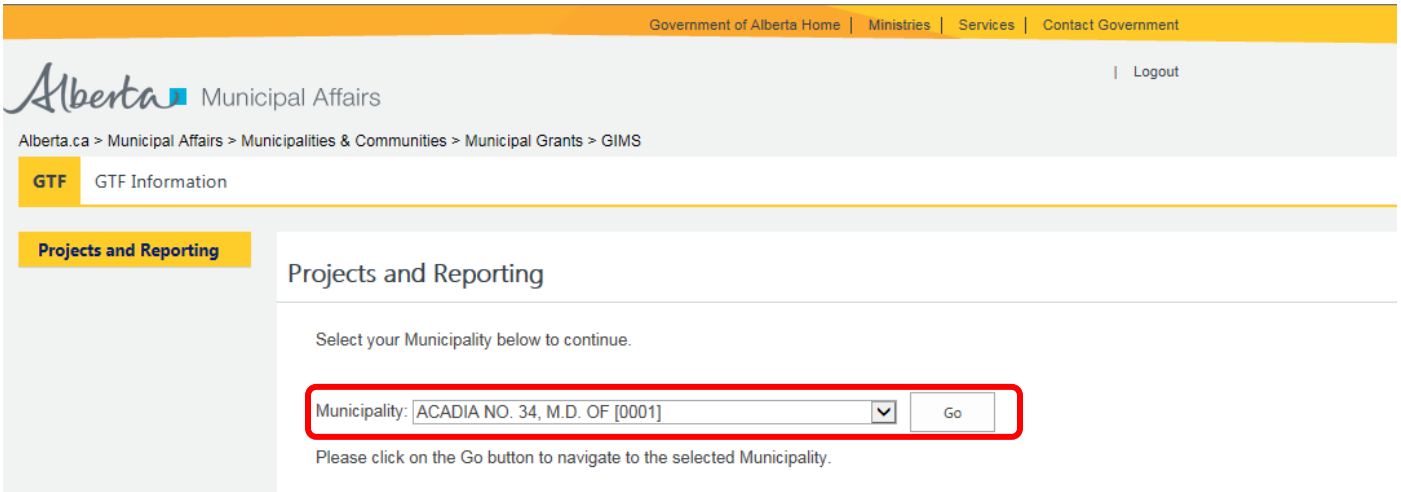
A GTF Online User Agreement will appear the first time an authorized user signs into GTF Online. Checking the GTF Online User Agreement box to indicate acceptance of the terms will allow the new user to proceed into GTF Online.

2. The GTF Online Home Page

The Home Page of GTF Online features general information about the program and the different available program components. For users managing multiple municipalities, click on the Projects and Reporting link on the left hand side to return to the municipal selection list.



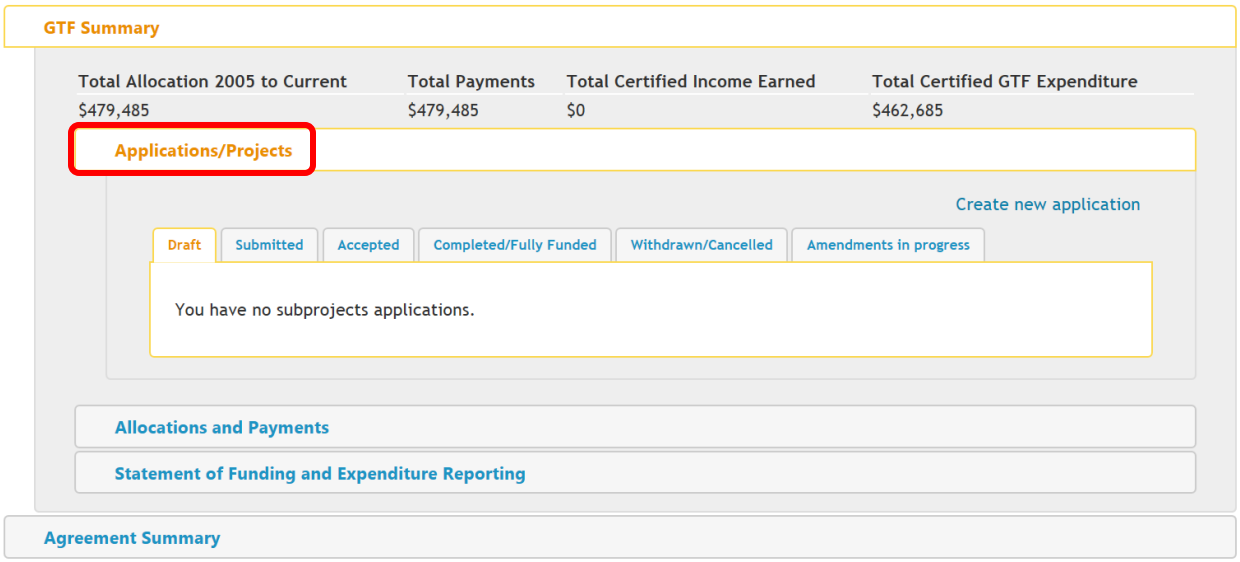
If you manage multiple municipalities, you will be required to select the desired municipality on the screen below.



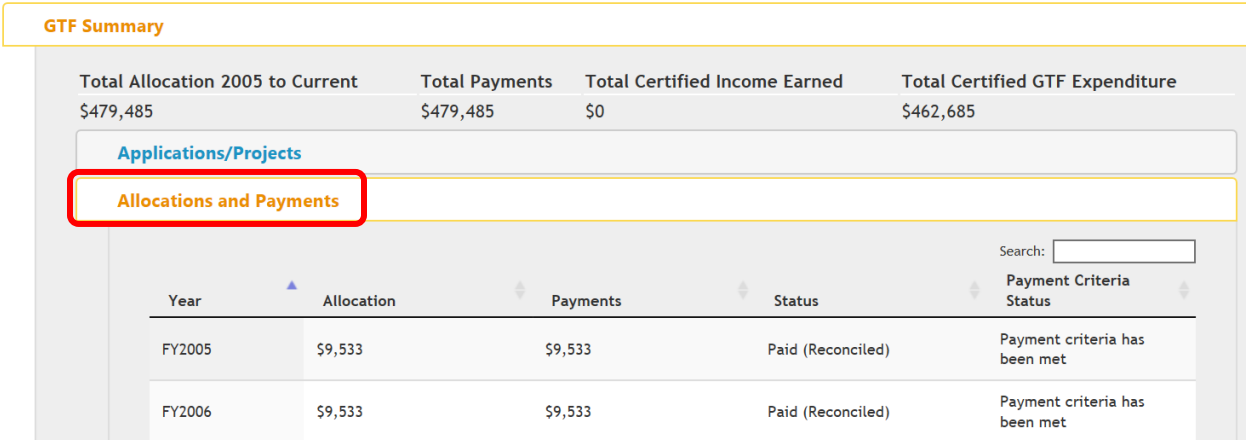
The following screens display all pertinent information for your municipality. There are two main sections:

1. **GTF Summary**

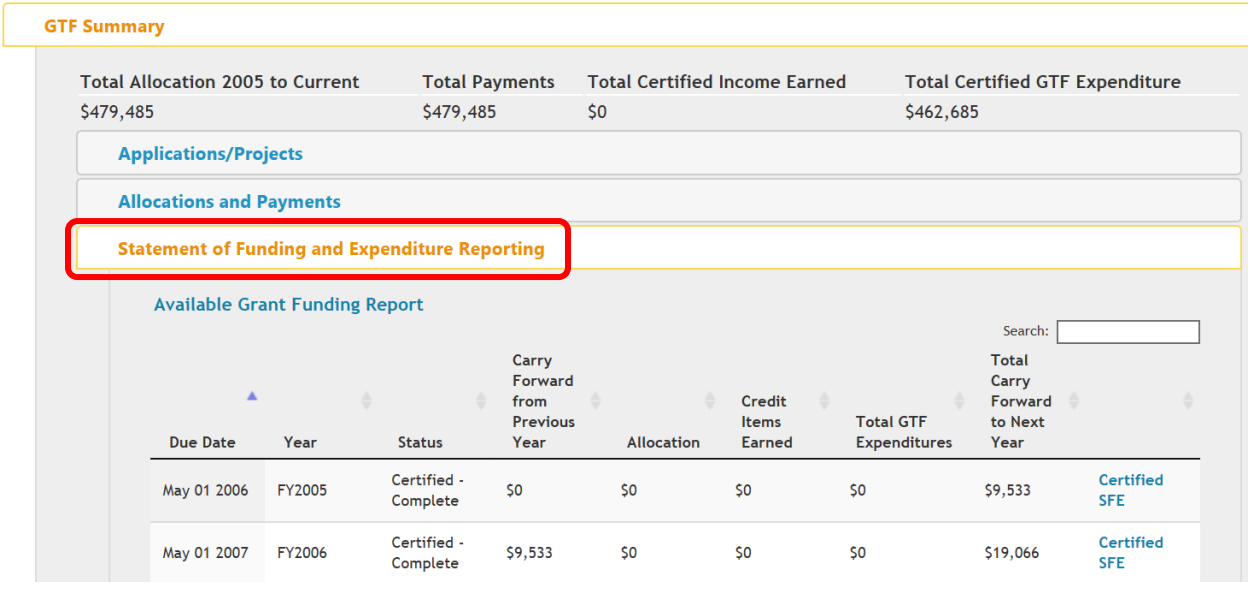
A. Applications/Projects



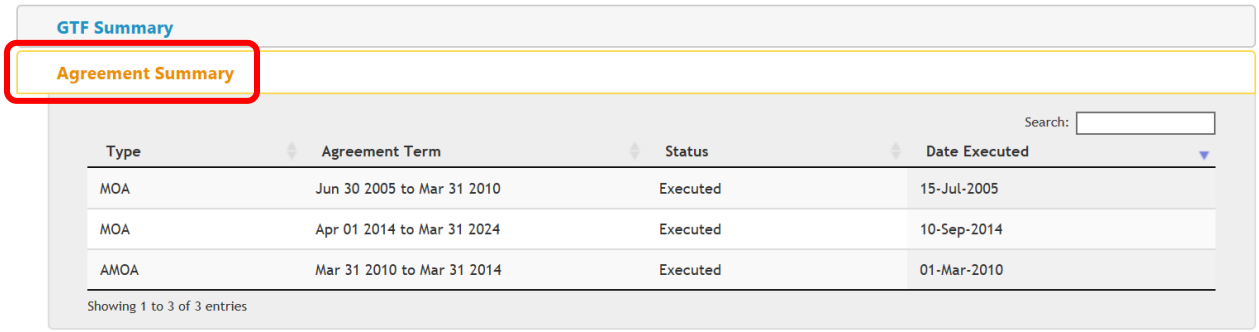
B. Allocations and Payments



C. Statement of Funding and Expenditure Reporting



2. Agreement Summary

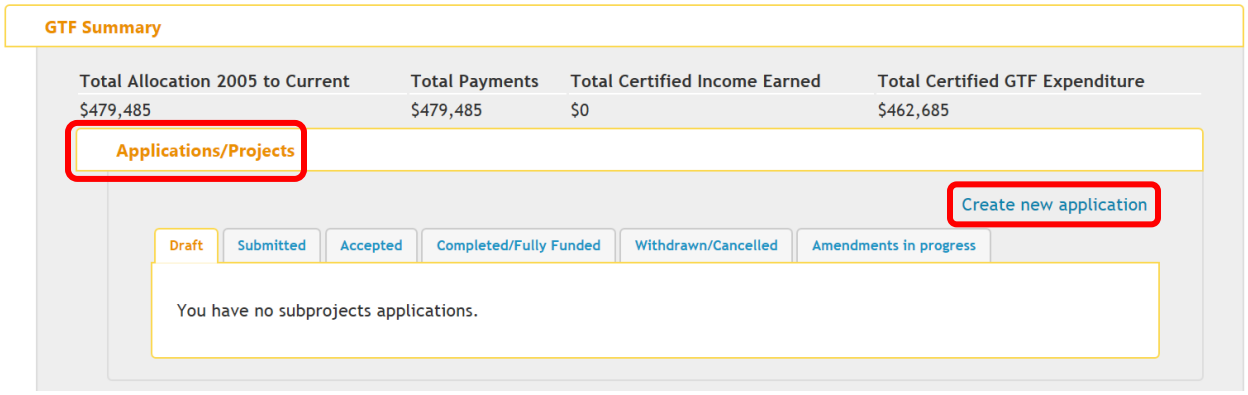


The GTF Information tab (top menu bar/page 3) will redirect you to the GTF grant homepage on the Municipal Affairs website.

3. Creating a New GTF Project Application

GTF application forms for a new project are accessed from the Projects and Reporting tab on the left hand side under the Applications/Project tab.

Click on the **Create New Application** located on the right hand side and it will open up a new application form.

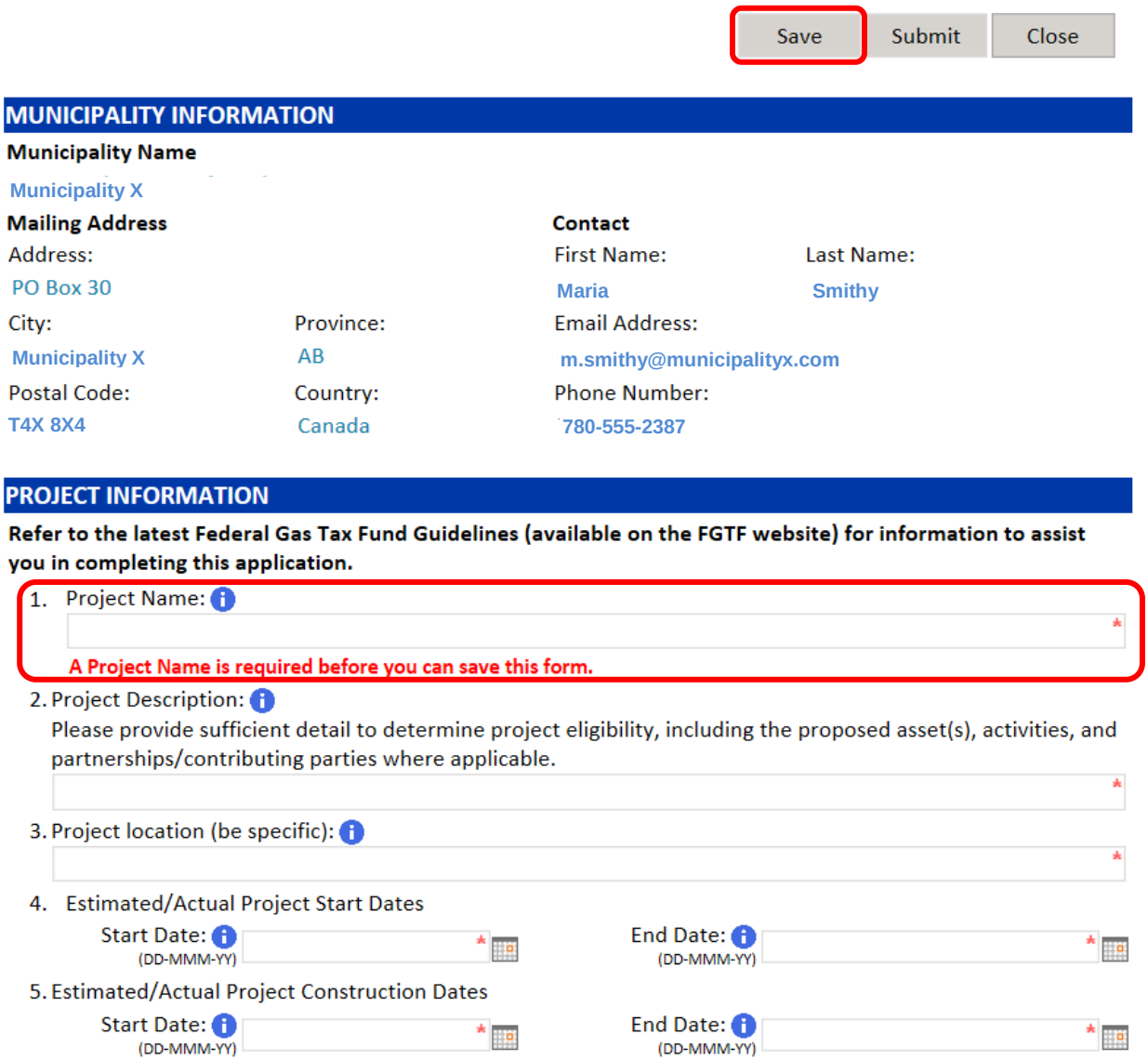


4. Completing, Saving, and Submitting a Project Application

The objective of the project application is to provide sufficient and relevant information regarding the project. It includes a project name, project description, project location, expected outcomes, estimated total project cost and projected cash flow, and the anticipated project start and end dates. All sections of the GTF application form must be completed. As a reminder, ensure that the selected project category matches the project being submitted.

Saving an Application - An applicant, who wishes to save a completed application prior to submitting it, or save an incomplete form for later use, can do so by using the Save button. The Project Name must be specified in order to save the application form. The Save button appears at both the top and bottom of the online application form.

Questions 1 to 5: General Project Information



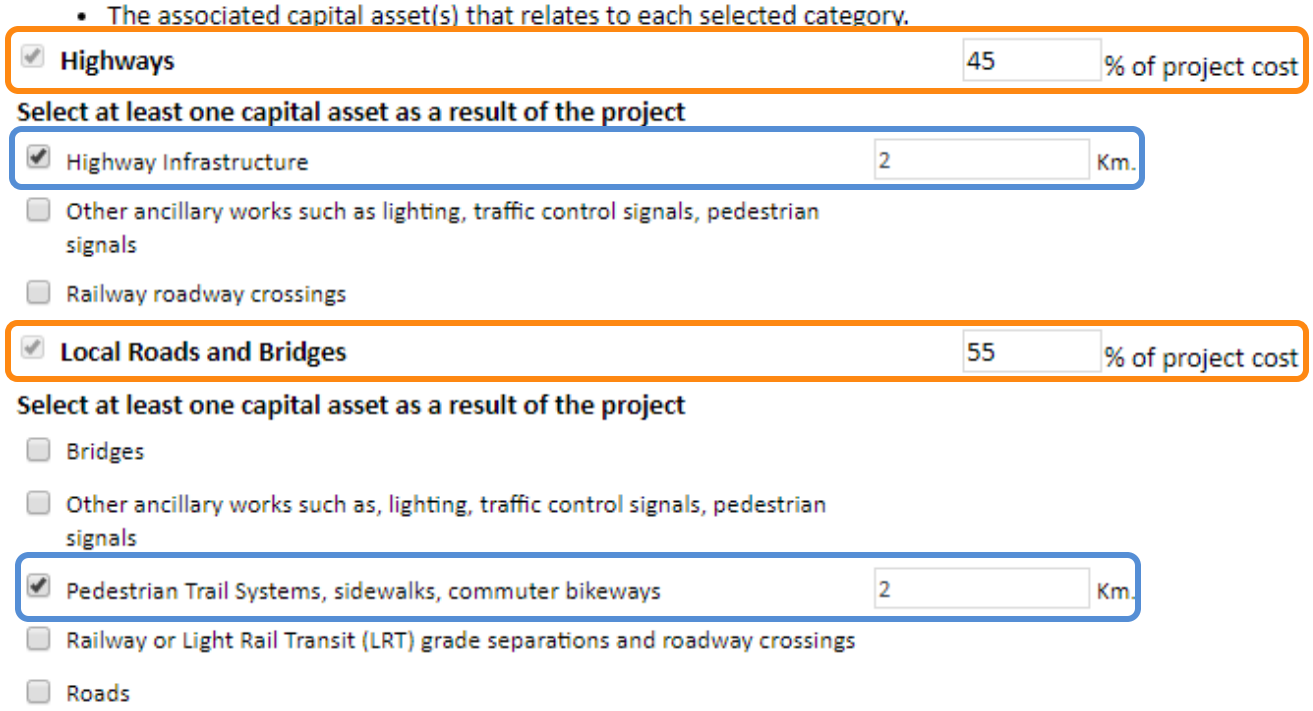
Question 6: Project Categories

The applicant must select each project category appropriate for the activities proposed in the application, and identify the percentage of total project costs that relate to each chosen category. If more than one project category is identified the total percentage of project costs, when added together, must equal 100%. Additionally, for each project category selected the applicant must identify at least one associated capital asset including the quantity of the asset to be constructed or purchased.

Circled in **ORANGE** are two project categories selected whose total percentage of total costs, when added together, equal 100%.

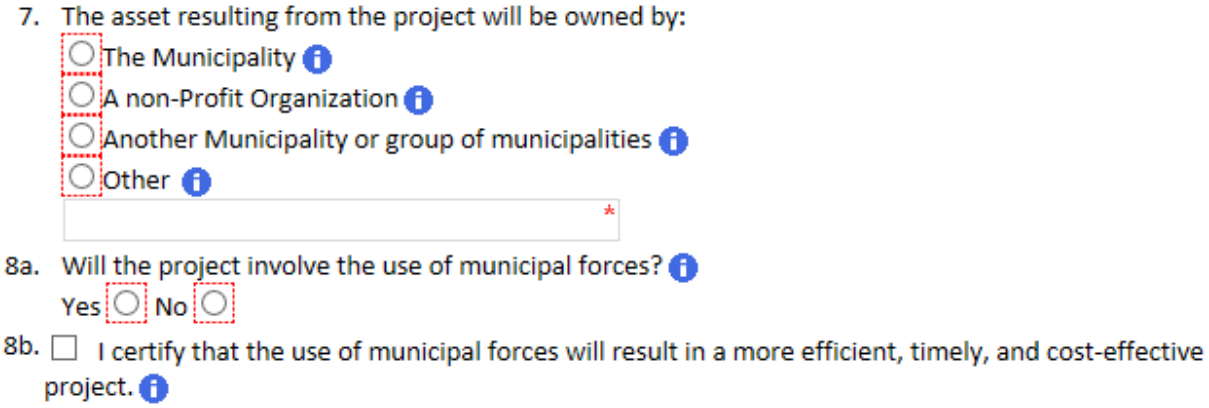
Circled in **BLUE** are capital asset examples including the quantity of the asset to be constructed as a result of the project.

6. Specify the appropriate category or categories that apply to the project, including:
   - The percentage of overall project cost that applies to each category; and,
   - The associated capital asset(s) that relates to each selected category.



Only a completed application can be submitted through GTF Online for Municipal Affairs review. However, an incomplete application can be created and saved for completion and submission at a later date.

Questions 7 and 8: Asset Ownership and Municipal Forces Information



The applicant must indicate who will own the infrastructure constructed or purchased as a result of the project. If the applicant has determined that is not feasible to tender the project, or that it is more cost effective to construct the project using municipal forces, the applicant must indicate that the project costs will include expenses related to municipal staff engaged in completing the project.

NOTE – Only employee expenses for services that would otherwise be provided by a third party contractor are considered eligible project costs. As stated in Schedule 3 of the GTF Program Guidelines (Ineligible Costs), the cost of leasing of equipment by the municipality, any overhead costs, including salaries and other employment benefits of any employees of the municipality, direct or indirect operating

or administrative costs of the municipality, and more specifically costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible expenditures above, are not eligible costs under the GTF program.

Question 9: Financial information

9. Provide project financial information below by year of budgeted expenditure.

If a Statement of Funding and Expenditures (SFE) has been submitted for any calendar year the financial data for those years cannot be modified in any new application or amendment. If financial data changes are necessary, please contact Alberta Municipal Affairs and request the SFE be changed for the affected year(s).

		Funding Source			
Budget Year	Total Project Cost	GTF	Provincial Grants	Other Federal Grants	Municipal Sources
2005	$0	$0	$0	$0	$0
2006	$0	$0	$0	$0	$0
2007	$0	$0	$0	$0	$0
Total	**$0**	**$0**	**$0**	**$0**	**$0**

Total Project Cost must be greater than zero

Total GTF must be greater than zero

The applicant must identify the total estimated project cost and how much of the total project cost will be funded by GTF and other funding sources. Applicants also need to provide project financial information by year of budgeted expenditure to align with anticipated start date and project completed date (as noted in Question 4).

Any calendar year that has an associated SFE submitted will be highlighted in **green**; any financial data entered in a highlighted year will require a SFE reset prior to submission.

The total of the value in each category must add up to the Total Project Cost in Question 9.

When the Total Project Costs are initially entered in the financial grid, 100% of the costs will be allocated to Municipal Sources. The applicant must then assign the appropriate costs to each of the identified funding sources (GTF, provincial grants and federal grants).

When completed, the column totals for the financial grid (**Question 9**) should match the total project cost (**Question 10**) and how the cost is expected to be financed by each identified funding source.

Question 10: Total Project Cost

10. Report the Total Project Cost applied to each of the following Project Expenditure Categories:

Category	Amount of Total Project Cost ($)	% of Total Project Cost	GTF Funding ($)
Design/Engineering	$0	0.00	0.00
Construction	$0	0.00	0.00
Purchase	$0	0.00	0.00
Debt Financing	$0	0.00	0.00
Total	**$0**		

Please identify the portion of the total project cost for each of the four Project Expenditure Categories.

There are four eligible expenditure categories for the GTF program:

- Design/Engineering;
- Construction;
- Purchase; and
- Debt Financing.

For example, a project with a total estimated cost of $125,000, could include $90,000 in construction costs, $10,000 in related engineering and design costs, and $25,000 for the purchase of a required piece of hardware necessary for the project. The applicant does not expect to incur interest charges as they have chosen not to claim any debt interest costs against the project. This project costs would be represented as follows:

- A $10,000 value would be assigned to the Design/Engineering category;
- A $90,000 value would be assigned to the Construction category; and
- A $25,000 value would be assigned to the Purchase category.

Note: Only indicate a value against the categories that are applicable to the project.

Question 11: Land Purchase

11a. Does this project involve the purchase of land?
Yes ○ No ○

11b. If **yes**, has the entire cost of the land purchase been identified under the Provincial Grants or Municipal Sources portion of the financial grid? The purchase of land and land related costs are not eligible under federal funding programs.
Yes ○ No ○

The applicant is required to identify if the total project cost includes any expenses related to the purchase of land or any land related costs, including any legal fees related to the establishment of a right of way, and confirm that all such costs are identified under the Municipal Sources section of the project financial grid. As stated in Schedule 3 of the GTF Program Guidelines (Ineligible Costs), the purchase of land or any interest therein, any related costs, and legal fees are not eligible costs under the GTF program.

Questions 12 and 13: Signage and Celebratory Event

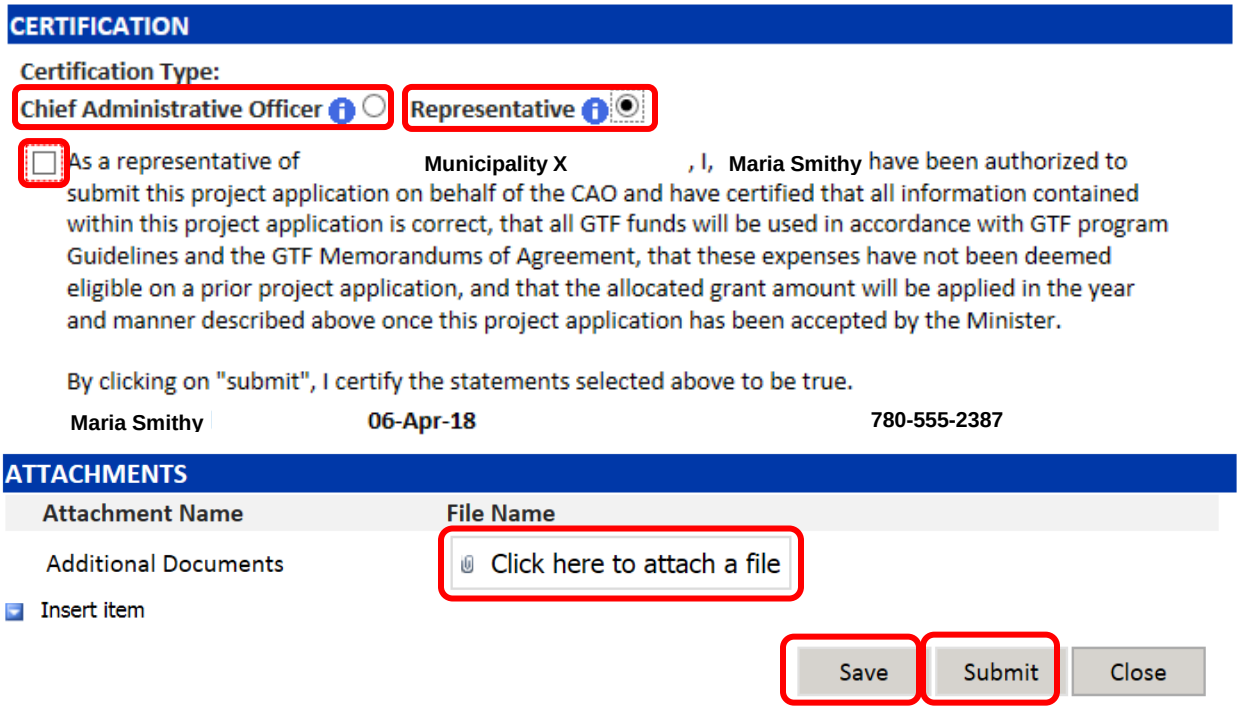
12. Will a Federal sign be installed for this project?
Yes ○ No ○

13a. Is the municipality planning on holding a project-related celebratory event ?
Yes ○ No ○

13b. If **yes**, please indicate (select at least one):
Groundbreaking event ☐ Grand opening event ☐

The applicant is required to identify if they intend to install project signage to the specifications provided by the federal government or if any milestone events are planned for the project. Signage guidelines can be found at http://municipalaffairs.alberta.ca/documents/LGS/Federal%20Signage%20Guidelines.pdf.

Certification



Saving an Application - An applicant, who wishes to save a completed application prior to submitting it, or save an incomplete form for later use, can do so by using the Save button. The Project Name must be specified in order to save the application form. The Save button appears at both the top and bottom of the online application form.

Attaching Supporting Documentation - Any supporting documentation can be added to the application by using the attachment function at the end of the application form. Documents must be attached prior to submission of the application.

Certifying an Application - The GTF Online user will be asked to identify their municipal role of either Chief Administrative Officer or authorized municipal representative and will be required to acknowledge a corresponding certification statement of the information about to be submitted by checking the certification box. The user and municipality name inserted into the certification will be informed by the municipal user's login credentials.

Submitting an Application - Once the application form has been completed, press the Submit button to forward the application to Municipal Affairs for eligibility review. The Submit button appears at both the top and bottom of the online application form.

An error message will be generated and the form will not submit successfully if any information is missing.

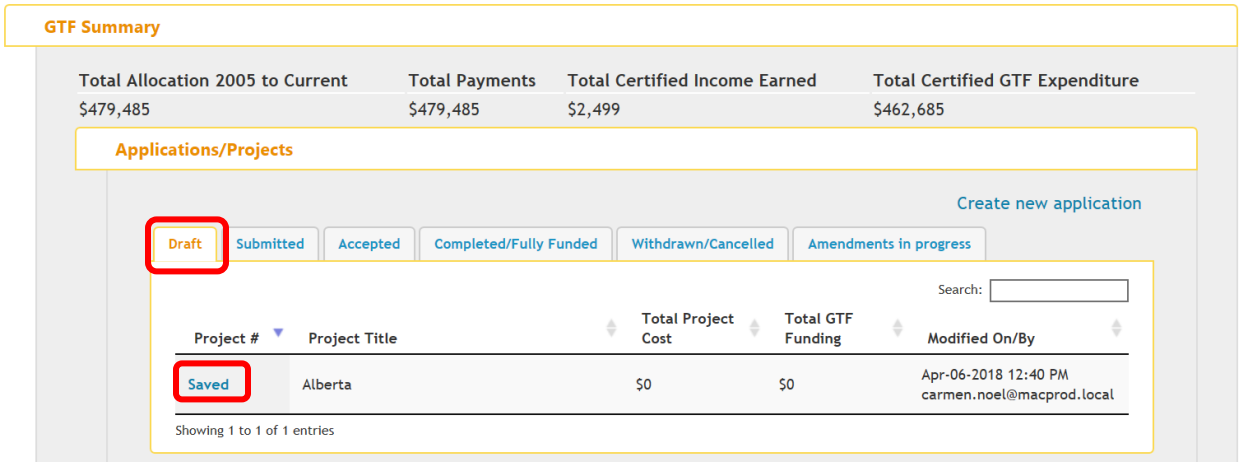
Any fields missing required information will be flagged with a red asterisk (*) or encircled in a red-dashed box ( ). Please complete any missing information, re-save the form, and again use 'Submit' to forward the application to Municipal Affairs for review.

A confirmation message will appear once the application form has been successfully submitted and a GTF Project Number will be assigned.

Note: Project information cannot be edited once an application form has been submitted to Municipal Affairs. For any questions or assistance, please email ma.gtfgrants@gov.ab.ca.

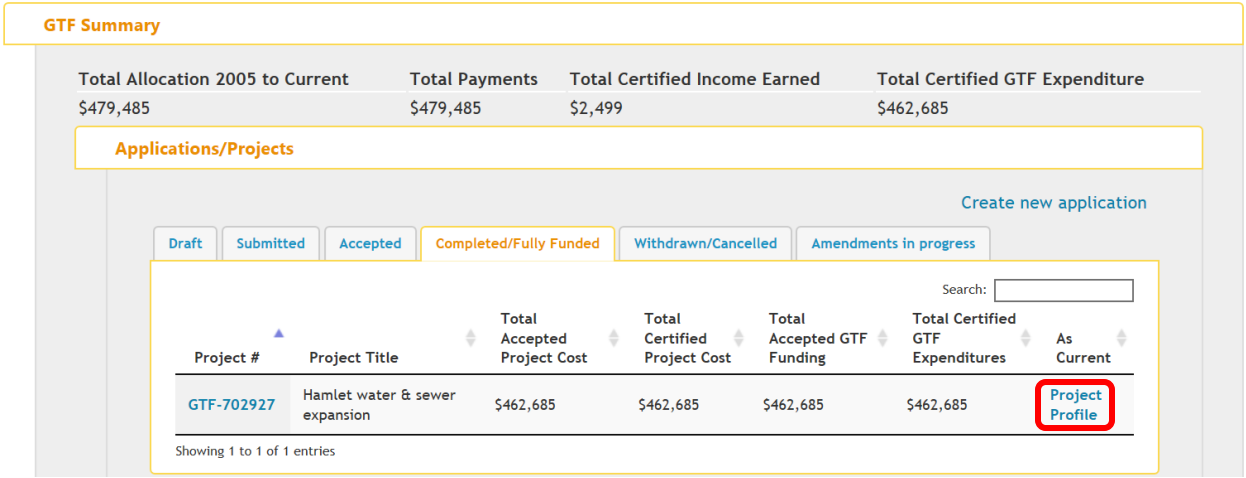
5. Retrieving a Saved or Submitted Project Application

Click on the Draft tab under the Applications/Projects to retrieve a list of saved applications for editing. To continue editing a specific saved application form, click on the corresponding project # hyperlink.

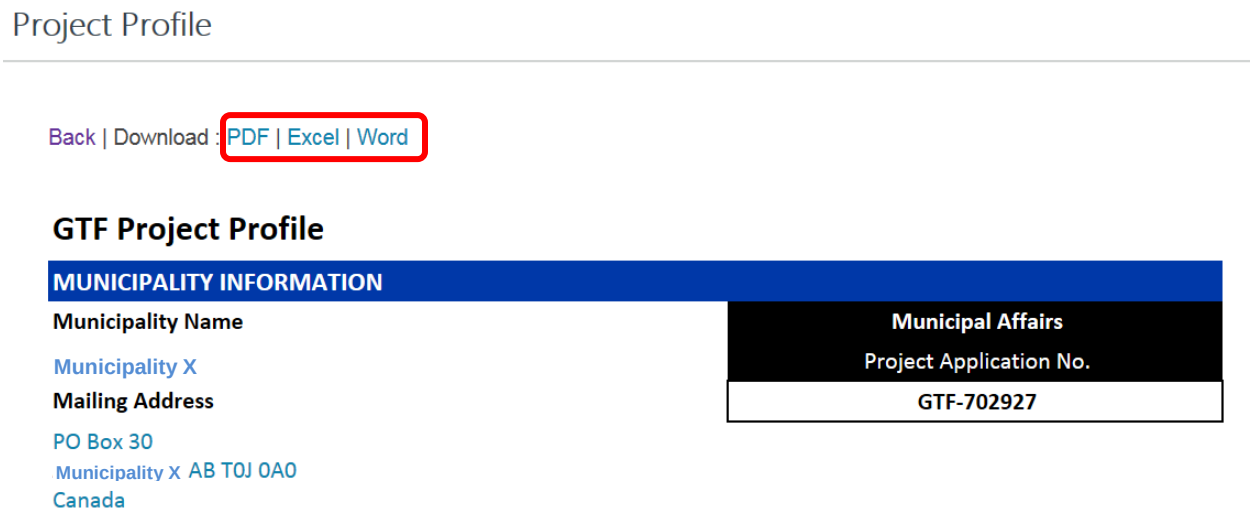


6. Printing a Project Profile

If you wish to produce a hard copy of the project in submitted, accepted or completed status, click on the Project Profile hyperlink under the appropriate tab.



The application will then need to be exported into PDF, Excel or Word. The exported document can then be printed for your records.

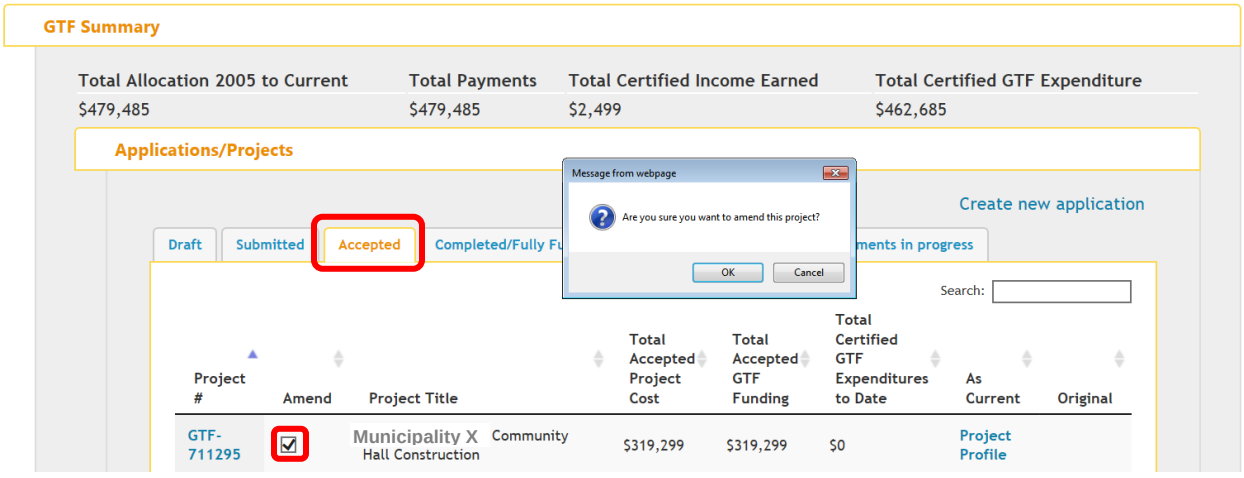


7. Amending an Accepted Project

Click on the Accepted tab under Applications/Projects bar to view all accepted projects. The project amendment option can be utilized to amend certain project and financial information sections of an accepted project application. These include:

- estimated/actual project and construction start and end dates;
- the involvement of municipal forces;
- the financial information;
- the purchase of land;
- federal sign installation; and
- the applicant holding a celebratory event (Ground breaking or Grand Opening).

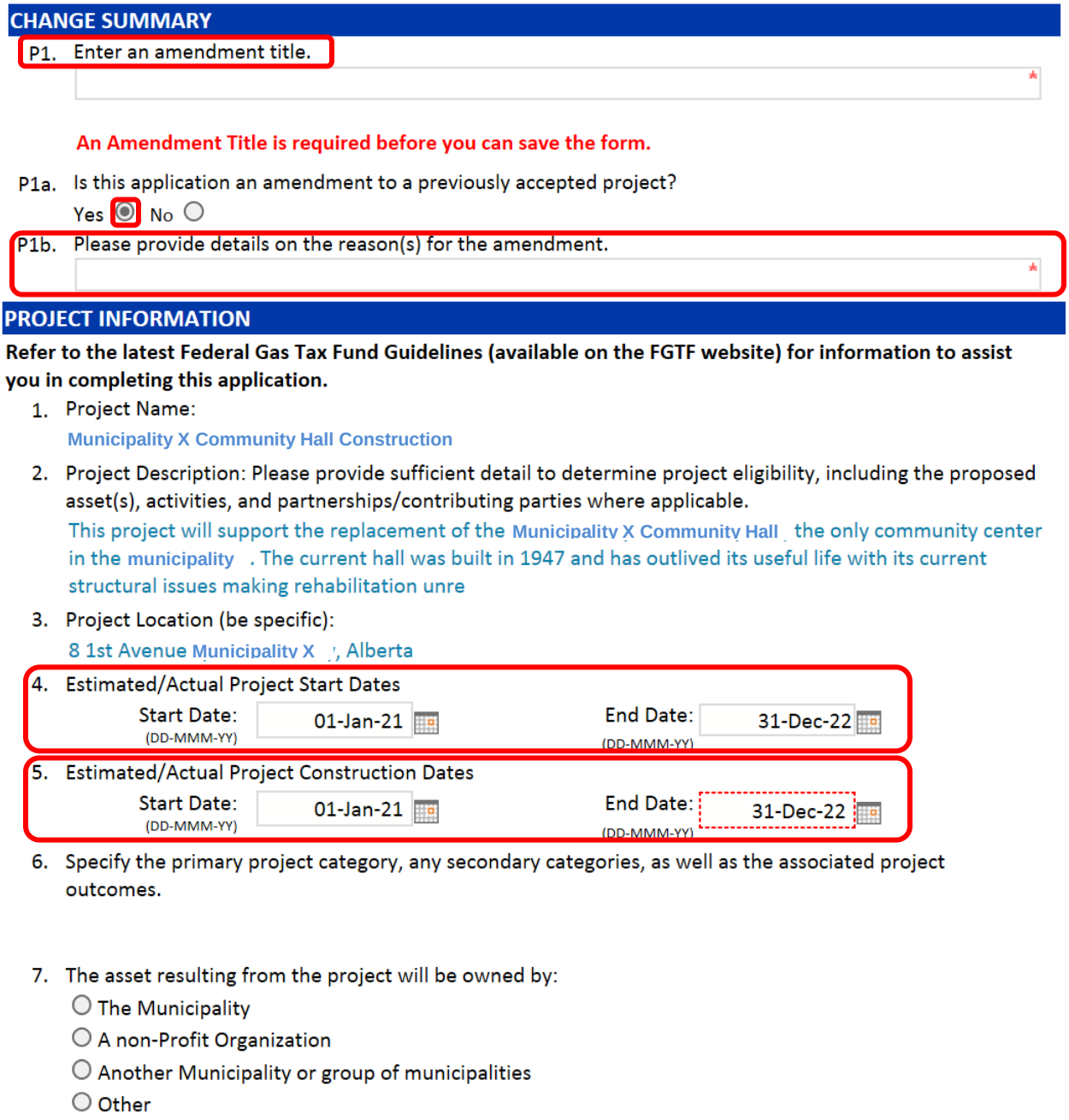
Click on the Amend checkbox of the project you would like to amend.



The project amendment form includes all current project information, including updates to the financial data for any years in which an SFE has already been certified (the original estimates for each calendar year already reported on will be updated to reflect the expenditures as submitted on the related SFEs).

The amendment form can be saved for submission at a later date, however an amendment title must be entered in **Question P1** in order to enable the save feature. The amendment title is required so the municipality can differentiate the current amendment from other past or future project amendments, and can be as simple as 'Amendment 2018'. The municipality is also required to provide a brief but concise summary of the information that will be changed as a result of the amendment in **Question P1b**, including the conditions that have necessitated the need to update the project information.

Any changes the applicant makes to the data in the amendment form will be highlighted in yellow.



8a. Will the project involve the use of municipal forces?
Yes ○ No ○

8b. ☐ I certify that the use of municipal forces will result in a more efficient, timely, and cost-effective project.

Question 9: Amended Financial Information

The grid below contains both project expenditures as reported on a Statement of Funding and Expenditures (SFE) as well as estimated project expenditures for future years; years for which an SFE has been submitted to Alberta Municipal Affairs are highlighted in green. An applicant can alter and submit changes to the financial information in years for which no SFE exists, however any changes to the financial information in a highlighted year will require that a SFE reset be requested prior to being able to submit.

FINANCIAL INFORMATION

9. For reference purposes, the grid below contains both project expenditures as reported on a Statement of Funding and Expenditures (SFE) as well as estimated project expenditures for future years; years for which an SFE has been submitted to Alberta Municipal Affairs are highlighted in green. A municipality can alter and submit changes to the financial information in years for which no SFE exists, however any changes to the financial information in a highlighted year will require a SFE reset be requested prior to being able to submit. The amendment with the suggested changes to the financial information can be saved prior to submission.

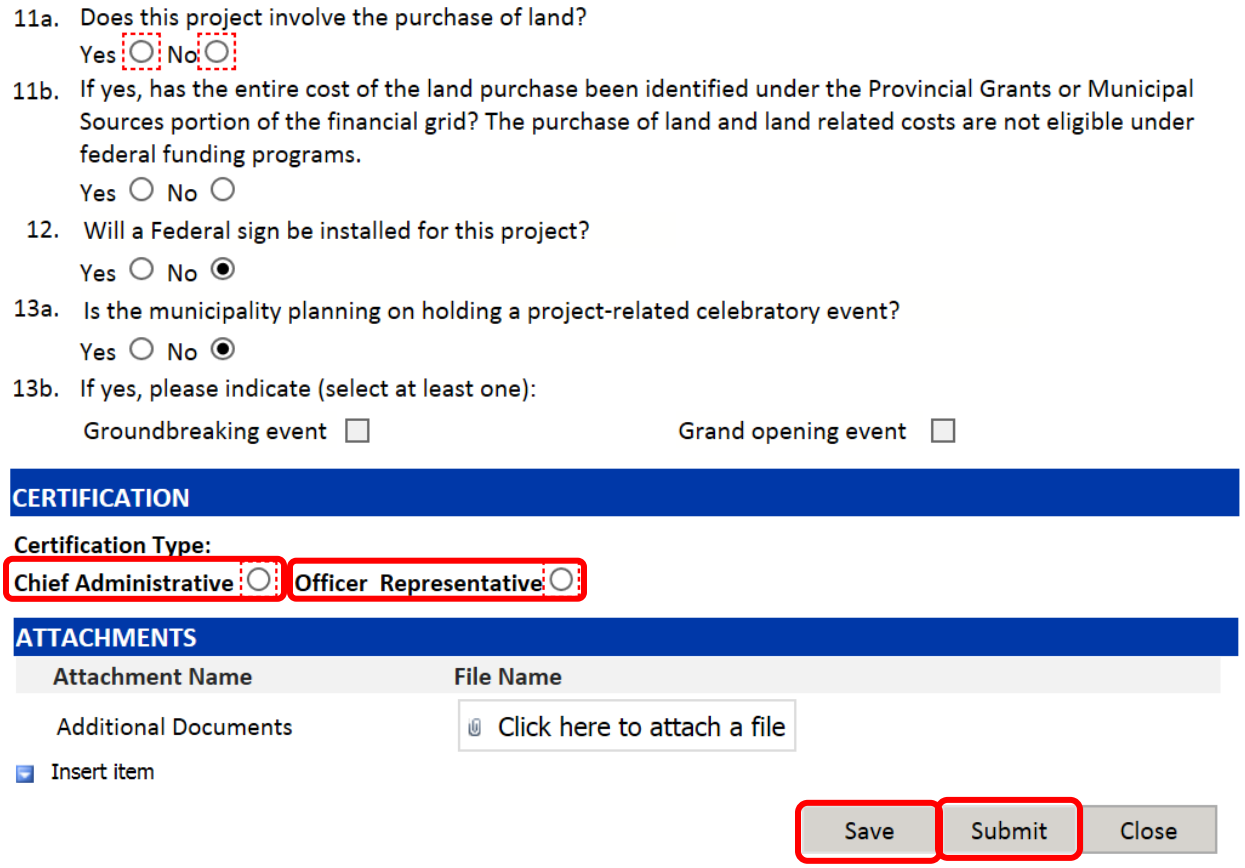
AMENDED FINANCIAL INFORMATION

Budget Year	Total Project Cost	Funding Source			
		GTF	Provincial Grants	Other Federal Grants	Municipal Sources
2005	$0	$0	$0	$0	$0
2006	$0	$0	$0	$0	$0
2007	$0	$0	$0	$0	$0
2008	$0	$0	$0	$0	$0
2009	$0	$0	$0	$0	$0
2010	$0	$0	$0	$0	$0
2011	$0	$0	$0	$0	$0
2012	$0	$0	$0	$0	$0
2013	$45,523	$45,523	$0	$0	$0
2014	$4,445 ×	$4,445	$0	$0	$0

10. For reference purposes, the grid below displays the Total Project Cost applied to each Project Expenditure Category information from the last accepted project application. Use the "Amended Project Category Financial Information" grid to provide amended Total Project Costs applied to each Project Expenditure Category.

AMENDED PROJECT CATEGORY FINANCIAL INFORMATION

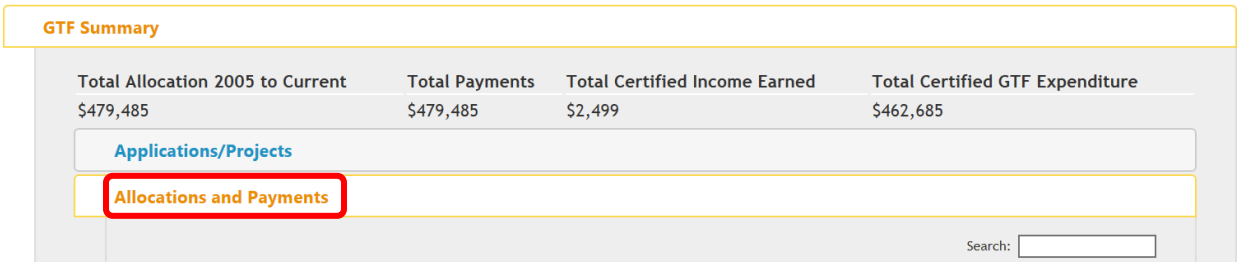
Category	Amount of Total Project Cost	% of Total Project Cost	GTF Funding
Construction	$49,968 ×	100.00	49,968.00
Debt Financing	$0	0.00	0.00
Design/Engineering	$0	0.00	0.00
Purchase	$0	0.00	0.00
Total	**$49,968**	**100.00**	**$49,968**



Once all of the amendment information has been updated in the amended application, the user can submit the amended application to Municipal Affairs by clicking on the submit button. Alternatively, the amended application can be saved and submitted at a later date if required.

8. Allocations and Payment details

Access the Allocation and Payment details by clicking on the Allocations and Payments section under the GTF Summary section.



It will display the annual allocations, payments and payment status for the applicant for each of the fiscal years.

Year	Allocation	Payments	Status	Payment Criteria Status
FY2016	$50,000	$50,000	Paid (Reconciled)	Payment criteria has been met
FY2017	$50,000	$50,000	Paid (Reconciled)	Payment criteria has been met

9. Completing and submitting a Statement of Funding and Expenditure (SFE) Form

The SFE details are accessed by clicking on the Statement of Funding and Expenditure Reporting bar found under the GTF Summary page.

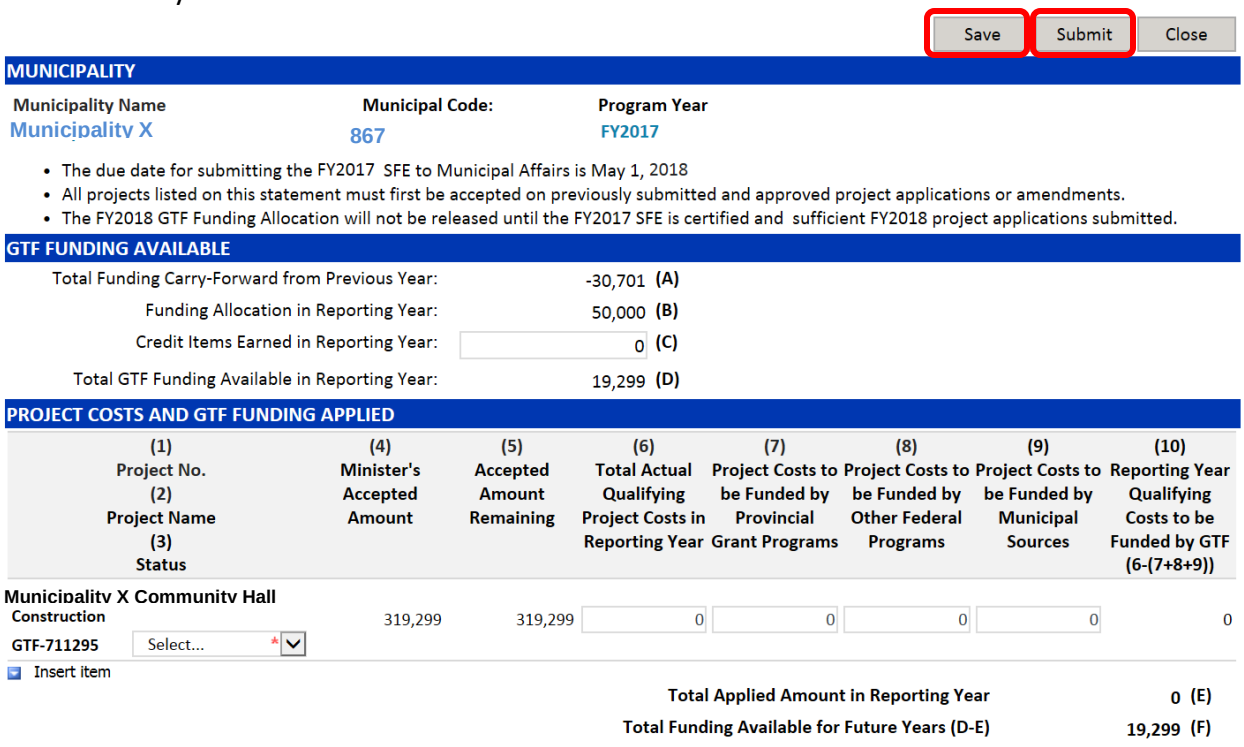
The SFE captures a summary of:

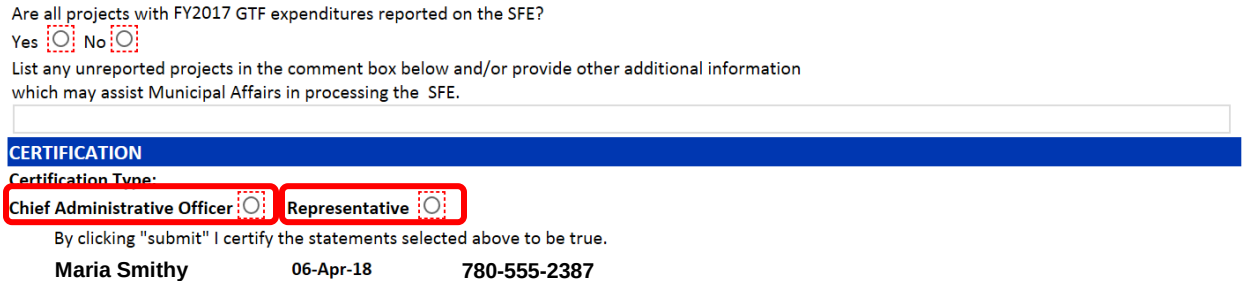
- the carried-forward amounts of the prior year SFE;
- current year allocations;
- credit items (income earned) in the reporting year; and
- total GTF funds available for the current year.

Credit items on the GTF grant funding becomes part of the funding available to apply to project costs.

Applicants are expected to report on any accepted projects' total expenditures against the project in the specified year and how the expenditures are funded through the GTF, other federal and provincial grant programs and the applicant.

All required information, as denoted by the red asterisks, and the certification section must be filled out in order to successfully submit the SFE.

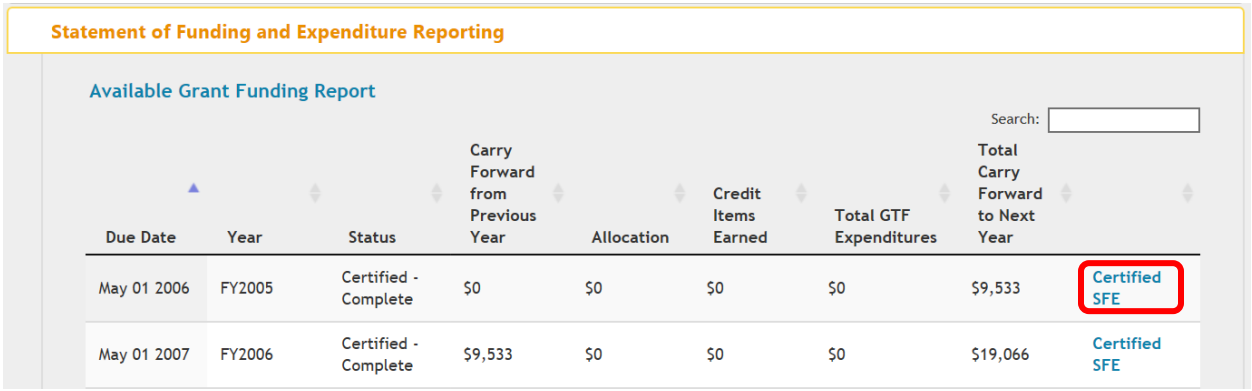




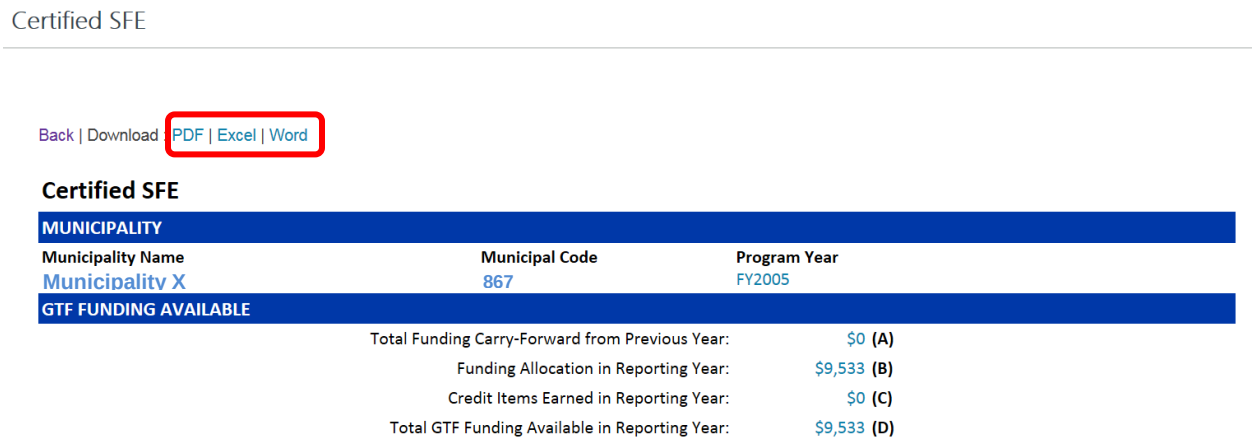
SFEs can be saved to be completed at a later date. Once an SFE is submitted the SFE data cannot be modified.

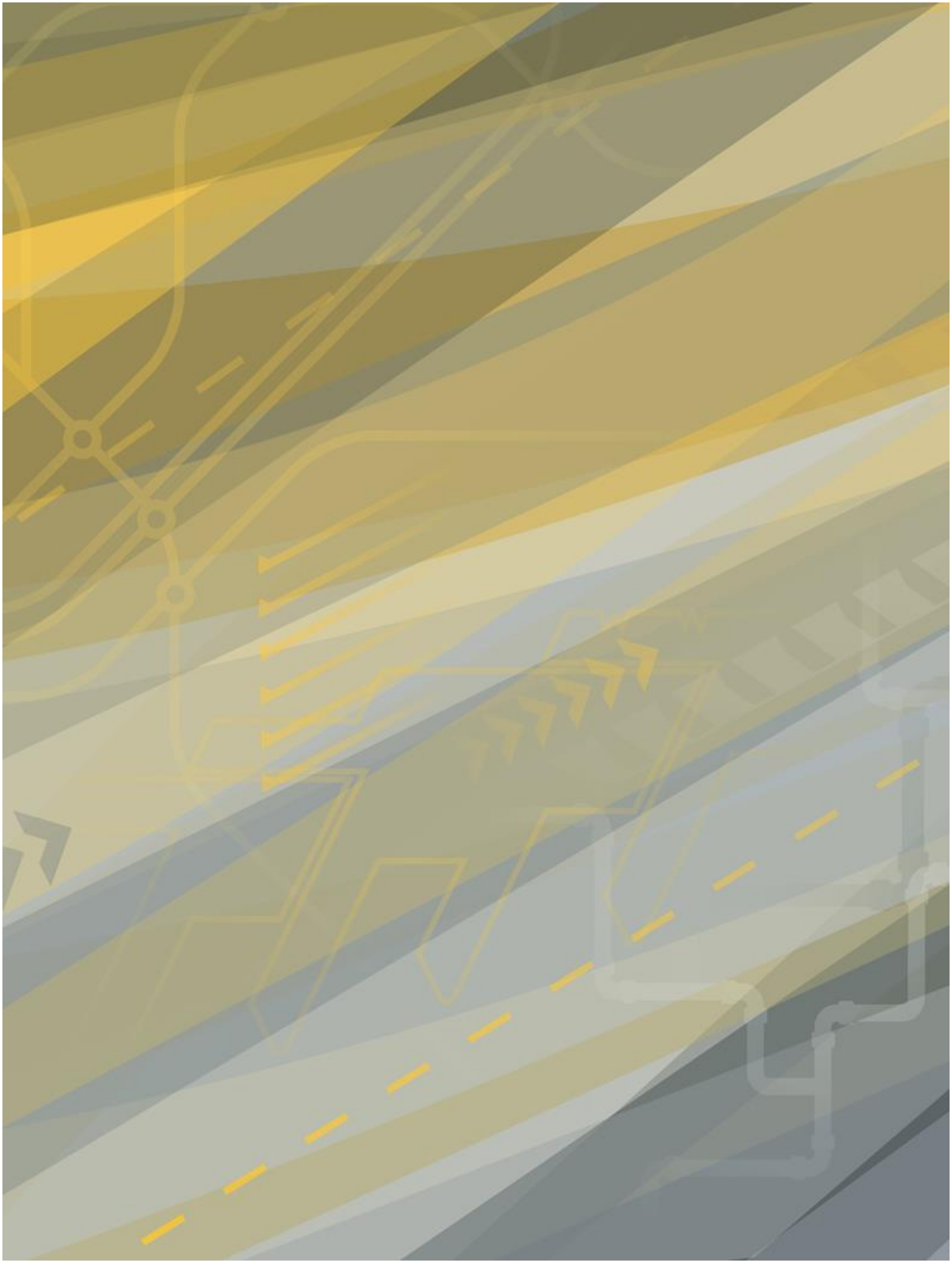
10. Printing a SFE

If you wish to produce a hard copy of a submitted or certified SFE click on the Project Profile hyperlink.



The SFE can then be exported into PDF, Excel or Word and be printed for your records.



11. Contact Us

For assistance with using GTF Online, email ma.gtfgrants@gov.ab.ca or call 780-427-2225 (dial 310-0000 first for toll-free calling) to speak with a GTF Grant Advisor.