MSIO
Capital Application
User Guide

January 2017

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About the Municipal Sustainability Initiative Online System

The Municipal Sustainability Initiative (MSI) is the Province of Alberta's key initiative to strengthen the municipal sector and provides significant financial support to municipalities for infrastructure needs.

The MSI capital program supports projects that involve the acquisition, construction, development, betterment, rehabilitation or non-routine maintenance of municipally-owned capital assets over a wide range of categories. The MSI operating program supports capacity building activities that improve efficiency or effectiveness, municipal services, planning activities, and contributions to non-profit organizations.

The Municipal Sustainability Initiative Online (MSIO) System has been developed to enable municipalities to:
  ➢ create, save and submit MSI capital applications and amendments online;
  ➢ create, save and submit MSI operating spending plans online;
  ➢ view and track the status of MSI capital applications and amendments;
  ➢ view, print and export some financial reports; and
  ➢ create, save, submit and revise Statement of Funding and Expenditures (SFE).

The MSIO Home Page

On the right top is a drop down-list of all of the municipalities you have authorization to submit and view reports. You can select whether you would like to work with MSI capital applications or SFEs or MSI operating spending plans or SFEs. This User Guide is for MSI capital applications.

Select the municipality and program that you wish to work with, then click "Go".

The MSI Capital Dashboard

When you select MSI Capital Applications from the MSI Home page, you are taken to the MSI Capital Dashboard. Creating, submitting, searching for and tracking the status of MSI capital applications and amendments, as well as viewing various reports can be done from the MSI Capital Dashboard.

Municipal Sustainability Initiative Online

🏠 MSIO Home   ⊕ Create Application   🔧 View Projects to Amend   📄 Reports ▼   🌐 MA Website   ⊕ Help ▼

Search

Search by Project Name, Municipal Affairs Project Number, or Municipal Project Number.

[   ]   [Search]

Select Municipality

To view the applications for a different municipality, select it from the following list:

[Airdrie, City of   ▼]   [View]

Applications

Draft Tab: Currently displaying all project applications that have been created by the municipality, but not yet submitted to Municipal Affairs. These applications can be edited 🖉 and printed 📄, but once submitted can no longer be edited online. Revisions to submitted applications can be made by contacting Municipal Affairs.

To submit a draft project application, click on the application's corresponding check box ✓ under the Options column.

To view other applications, click the appropriate status tab below.

Across the top of the screen is a series of buttons:

🏠 MSIO Home	Returns you to the MSIO Home page.
⊕ Create Application	Opens a blank application form. More information about creating applications can be found under *Creating and Saving MSI Capital Applications*.
🔧 View Projects to Amend	Opens a list of accepted projects that may be amended.
📄 Report ▼	Opens a drop-down list of summary reports to view.
🌐 MA Website	Opens the Municipal Affairs website in another window or tab.
⊕ Help ▼	Provides links to this User Guide and contact information for MSIO Technical Support and Municipal Grants staff.

Below these buttons is a search bar. Municipalities can search for their projects using the project name, the Municipal Affairs Project Number (e.g. CAP-1234, AMD-1234) or the municipality's project number, if the municipality has entered this number in MSIO. More information about this function is available under Searching for Applications.

Search

Search by Application Name, Municipal Affairs Project Number, or Municipal Project Number.

[   ]   [Search]

To the right of the search bar is a drop-down list of the municipalities for which you have permission create and submit applications and view reports:

Select Municipality

To view the applications for a different municipality, select it from the following list:

[Airdrie, City of   ▼]   [View]

Applications

Across the bottom of the page is a list of all applications submitted by the municipality selected in the "Select Municipality" drop-down box, sorted by application status. The available statuses are Draft, Submitted/In Review, Accepted and Completed/Fully Funded. The last tab lists all of a municipality's applications, including those with the status Withdrawn.

When the Capital Dashboard is opened, the default status tab shown is Draft. Each tab has a definition of the corresponding status in the blue section above the application listing.

More information about each application status and the options available for applications under each status is included in the section Finding and Tracking Applications.

Creating a Draft MSI Capital Application

To create a new MSI Capital application, click the "Create Application" button at the top of the MSI Capital Dashboard.

This will take you to a blank application form, which looks very similar to the old paper application form.

Because you have already selected the municipality for which you are creating this application, the municipality information has been pre-populated in the form. ⚠ Indicates a required field.

Application Information

Contact Name and Telephone Number: Provide the name and telephone number of the person that Municipal Affairs should contact if they have questions about this project.

Municipal Project Number: If there is a number that the municipality uses to reference this project apart from the CAP number assigned by Municipal Affairs, it can be entered here.

1. Amended Project

This field is not available because you have chosen to create a new application. If you wish to create an amendment, see Creating and Submitting an Amendment.

2. Project Name

Enter a name for your project. Project names should be concise but descriptive. For example, if your project is to replace the arena roof, your title could be "Arena Roof Replacement"; or if you are paving a road, the name could be "Road Paving" or "Road Rehabilitation".

Enter an anticipated project start date by clicking the calendar icon 📅 and selecting a date. To change the date, clear the information by clicking ❌ and select another date from the calendar. This date is only an estimate, but the year should match the year that funding is first applied on the financial grid (Q.10).

3. Project Description

3. Project Description

Please provide sufficient detail to determine project eligibility, including the proposed asset(s), activities, and partnerships/contributing parties, where applicable. If this is an amendment, include the reason for the amendment (i.e., change in project scope, project costs, and/or funding sources). ⚠

Provide a detailed description of the project. Point form is acceptable. Be sure to include:
➢ the capital asset and/or activities being funded by MSI (e.g. repaving or re gravelling road surface; replacing or re-lining a section of water/wastewater line between system nodes or intersections; replacing roof or air conditioning system of a building; substantial reconstruction of the interior of a building.);
➢ all partners and/or contributing parties;
➢ exact location;
➢ use proper name of parks, buildings, facility etc.;
➢ identify if MSI funds are being contributed to other eligible entities

Any financial information provided in the project description should match that on the financial grid. Any additional information or documents can be included in the Attachments section.

In order to be eligible for MSI funding, costs must be incurred for projects that result in, or directly relate to and support, the acquisition, construction, development, betterment, rehabilitation, or non-routine maintenance of a capital asset.

The project must be limited to a single building, facility, or piece of equipment, unless the project involves a group of assets that are of the same type of equipment (e.g. maintenance equipment or computer equipment or fire services equipment) or are in the same project category. If the project includes a roadway, walkway, water, wastewater or storm water system, the project application must be for related portions of that system.

4. Functional Category of the Project

4. Functional Categories	
Identify the project category. ⚠️	
Functional Category of Project	**% of Total Project Costs**
☐ Airports	
☐ Ambulance and First Aid	
☐ Common and Equipment Pool	
☐ Disaster and Emergency Services	
☐ Fire	
☐ General Government and Administration	
☐ Infrastructure Management Systems	
☐ Libraries	
☐ Other Community and Recreation	
☐ Other Protective Services	
☐ Parks, Recreation and Sports Facilities	
☐ Police	
☐ Public Health and Welfare	
☐ Public Transit	
☐ Roadways and Bridges	
☐ Solid Waste Management	
☐ Storm Water	
☐ Wastewater	
☐ Water	
☐ Other	
Total:	0%

Select the project category that is appropriate for your project. The percentage of total costs must equal 100%. You will not be able to enter a percentage of costs until you have selected the corresponding functional category. A guide to selecting the functional category is available on the MSI resource page.

5. Resulting Capital Asset(s)

5. Resulting Capital Asset(s)					
Identify the resulting capital asset. ⚠️					
Type of Asset	**New**	**Rehab**	**Replace**	**Quantity**	**Unit**
Road / Street	☐	☐	☐		Lane Km.
Bridge	☐	☐	☐		Lane Km.
Sidewalk / Walkway	☐	☐	☐		Metres
Vehicle	☐	☐	☐		Units
Maintenance Equipment	☐	☐	☐		Units
Ancillary/Small Equipment	☐	☐	☐		Units
Rail Line	☐	☐	☐		Km.
Waterline	☐	☐	☐		Metres
Wastewater Line	☐	☐	☐		Metres
Storm Water Conduit	☐	☐	☐		Metres
Building	☐	☐	☐		Metres²
Treatment / Processing Facility	☐	☐	☐		Metres³/ Day
Other	☐	☐	☐		

Select the capital asset(s) that will result from your project, indicating whether the asset(s) will be new, rehabilitated or a replacement. Select all that apply.

Enter the quantity appropriate for the unit of measure related to the asset(s) you have selected. You will not be able to enter a quantity until you have selected the corresponding resulting capital asset. A guide to selecting the appropriate asset, category and quantity is available on the MSI resource page.

6. Project Outcomes

Select one or more outcomes that your municipality expects to realize by completing the project.

7. Ownership

Select the owner of the project's capital asset(s). Eligible projects must involve assets that will be owned by:
- ➤ your municipality;
- ➤ a non-profit organization; and/or
- ➤ another municipality or group of municipalities.

There is a check box for "other". The only eligible entities under "other" are those listed in Section 7.1 of the program guidelines – these include provincial agencies, school districts, health boards, etc.

If the asset is going to be jointly owned, you select boxes indicating all of the owners. For assets owned by Regional Services Commissions or controlled corporations, select both "the municipality" and "another municipality or group of municipalities," as those two groups are the controllers/owners of the organization.

8. Non-Profit Involvement

"No" is the default selection for this question. You will not be able to enter any non-profit information until you select "Yes".

If you indicate that a non-profit organization will be involved in the management and/or operation of the project, you must provide the organization's name, the nature of the project relationship and who will maintain responsibility for the project records.

This section of the application replaces the Supplementary Certification Form required for paper/PDF applications involving non-profit organizations.

9. Use of Municipal Forces

Indicate whether municipal forces will be used to complete the project. If the answer is yes, ensure that you also select the corresponding box indicating that the use of municipal forces will result in in a more efficient, timely, and/or cost-effective project in the Declarations section of the form.

10. Financial Grid

By default, the financial grid will display columns for the years 2011 – 2016 (you would scroll to the right to see 2016). Columns that are displayed will appear darker in the row of buttons across the top.

Selecting a year button will cause that year column to be displayed if it is hidden; selecting it again will hide it again. You can display as many columns as you like and they can be non-consecutive years.

If you enter data into a column and then hide the column, the data is not deleted. It will still be calculated and appear in the Total column.

It is recommended that you choose and display the years for which your project has budgeted expenditures.

Example 1 - Selecting only 2015 and 2016 will have the following result:

10. Financial Information

Select the years you want to appear in the financial grid for this application.

| 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | **2015** | **2016** | 2017 | 2018 | 2019 | 2020 | 2021 |

Provide estimated project financial information by year of budgeted expenditure (fill in the blanks below).

	Type	2015	2016	Total
A	Functional Plannin...			$0.00
B	Design/Engineering			$0.00
C	Right-of Way			$0.00
D	Construction			$0.00

Example 2 - Selecting non-consecutive years 2011, 2013, and 2015 will have the following results:

10. Financial Information

Select the years you want to appear in the financial grid for this application.

| 2007 | 2008 | 2009 | 2010 | **2011** | 2012 | **2013** | 2014 | **2015** | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |

Provide estimated project financial information by year of budgeted expenditure (fill in the blanks below).

	Type	2011	2013	2015	Total
A	Functional Plannin...				$0.00
B	Design/Engineering				$0.00
C	Right-of Way				$0.00
D	Construction				$0.00

Example 3 - Although column 2015 does not appear, data enter here, would still be calculated and be included in the Total column.

10. Financial Information

Select the years you want to appear in the financial grid for this application.

| 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | **2015** | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |

Provide estimated project financial information by year of budgeted expenditure (fill in the blanks below).

	Type	2014	2016	2017	Total
A	Functional Plannin...				$0.00
B	Design/Engineering				$0.00
C	Right-of Way				$0.00
D	Construction				$0.00

11. Sources of Other Provincial or Federal Grant Program Funding

This section will become available for data entry only if funding has been entered in Line K of the financial grid. To enter a program name in the "Other" category, you must first select the "Other" check box.

11. Sources of Other Provincial or Federal Grant Program Funding

- ☐ Alberta Municipal Infrastructure Program
- ☐ Alberta Municipal Water/Wastewater Partnership
- ☐ Federal Gas Tax Fund (formerly NDCC)
- ☐ Basic Municipal Transportation Grant (formerly BCG, SIP, RTG, CTF)
- ☐ Canada Alberta Municipal Rural Infrastructure Fund

- ☐ Water for Life
- ☐ Major Community Facilities Program
- ☐ Building Canada Fund
- ☐ Other [   ]
- ☐ Other [   ]

Declarations

Declarations

Please confirm that: ⚠ ☐ A Multi-Year Capital Plan has been prepared in which this project appears.

Where applicable, please confirm that: ☐ The use of municipal forces will result in a more efficient, timely, and/or cost-effective project.

☐ MSI funds used towards borrowing costs (Row G on the financial grid) will allow for cost-savings and/or efficiency gains.

Select the declarations that are appropriate for your project. It is required that all MSI-funded projects appear on a Multi-Year Capital Plan (MYCP), though the MYCP does not need to be submitted to Municipal Affairs.

Application Certification

Application Certification

To certify your application, please select one of the agreements below. ⚠

○ I, Carmen Noel, the CAO of Town of Athabasca, certify that the information contained in this project application is correct, that all MSI funds will be used to accordance with MSI Capital Program Guidelines and the MSI Memorandums of Agreement, that these expenses have not been deemed eligible on a prior project application, and that the allocated grant amount will be applied in the year and manner described above once this project application has been accepted by the Minister.
OR

○ As a representative of Town of Athabasca, I, Carmen Noel have been authorized to submit this project application on behalf of the CAO and have certified that the information contained in this project application is correct, that all MSI funds will be used to accordance with MSI Capital Program Guidelines and the MSI Memorandums of Agreement, that these expenses have not been deemed eligible on a prior project application, and that the allocated grant amount will be applied in the year and manner described above once this project application has been accepted by the Minister.

Signed Date ⚠ [   ]

This section replaces the CAO's signature on the paper/PDF version of the form. The certification statements will be populated with the user name of the person creating the application and the name of the municipality.

If the person creating the application is the municipality's CAO, select the first certification statement.
If the person creating the application is not the municipality's CAO, select the second certification statement.

To enter the date you are creating this certification "signature," click the calendar icon 🖩 and select today's date. To change the date, clear the information by clicking ✖ and select another date from the calendar.

Legal Statement

Legal Statement

The personal information provided on this form or on any attachments is required for the purpose of determining your eligibility for the Municipal Sustainability Initiative (MSI) program and the administration of the program. Your personal information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your grant application is approved, your name, the grant program and the amount of the grant may be published on the Government of Alberta Grant Disclosure Portal as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use, or disclosure of your personal information, you may contact the Director of the Grant Program Delivery Unit, Alberta Municipal Affairs, 15th Floor, 10155 - 102 Street, Edmonton, Alberta, T5J 4L4.

This is the same statement that appears on the capital paper and PDF application forms.

Attachments

Any additional documentation that you would like to submit with your application, and you mentioned in section 3. Project Description, can be added as an attachment. Click "Browse" to select the document you would like to attach from your computer. To add another attachment, click "Add Attachment". To remove an attachment, click ❌ .

Saving a Draft Application

In the bottom right hand of the application screen are buttons for "Reset" or "Save".
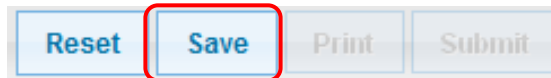
Selecting "Reset" will clear all of the information from the application without saving it. Selecting "Save" will save a draft copy of the application in MSIO.

A draft application has not been submitted to Municipal Affairs. As long as it is a draft, an application can be edited or deleted. Once an application has been submitted, it cannot be edited or deleted through MSIO.

Printing a Draft Application

Once a draft application has been saved, the "Print" and "Submit" buttons are enabled.
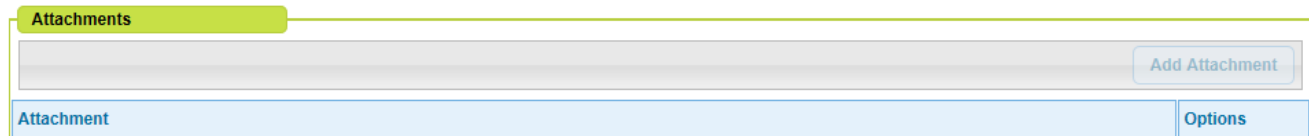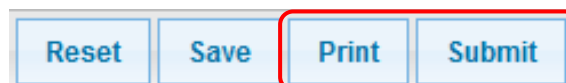

It is strongly recommended that the municipality print a copy of the draft application before it is submitted it to Municipal Affairs.

The municipality will be able to print a copy of the application form once it has been submitted to Municipal Affairs. However, if edits or revisions are made to the application data by Municipal Affairs staff (in consultation with the municipality) after it is submitted these changes will appear on future printouts. It will no longer be possible to print a copy of the original application submitted by the municipality.

Submitting an Application

A draft application can be submitted right away, or saved for submission at a later date. To submit right away, click the "Submit" button that becomes enabled once a draft has been saved. Applications that are not submitted right away are saved as drafts.

MSIO will check the draft application for errors. If MSIO detects errors in the application, it provides messages about how to correct them. For example, if a municipality tries to submit an application with errors, MSIO will generate the following message:

Unable to submit MSI Capital Application due to validation errors. Please view and correct validation errors and re-save the application before submitting again.

Specific errors will be flagged, for example:

4. Functional Categories	
Total percentage of Project Costs must equal 100%.	
Functional Category of Project	% of Total Project Costs
☑ **Airports**	35.00

Once all flagged errors have been corrected, the application may be submitted.

Finding and Tracking Applications

All of a municipality's MSI capital applications can be tracked in MSIO, regardless of how they are submitted to Municipal Affairs. Applications are sorted on the MSI Capital Dashboard by status: Draft, Submitted/In Review, Accepted or Completed/Fully Funded. The last tab lists all of a municipality's applications, including those that have been Withdrawn.

Application Tabs

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications	
Project Name	Municipal Affairs Project #	Amendment	Municipal Project #	Created Date	Project Start Date	Options
No Record Found						

Draft	All of a municipality's draft applications created in MSIO. The Project Numbers appears as CAP-XXXX because it has not yet been submitted to Municipal Affairs. Once an application has been submitted, it will move from the "Draft" tab to the "Submitted/In Review" tab.
Submitted/In Review	All of a municipality's applications and amendments that have been submitted but not yet accepted by the Minister of Municipal Affairs. Once an application is submitted to Municipal Affairs, MSIO assigns it a CAP (or AMD, if it is an amendment) number.
Accepted	All of a municipality's active projects that have been accepted by the Minister of Municipal Affairs but not reported as Completed/Fully Funded on a Statement of Funding and Expenditures (SFE). Projects that have been withdrawn do not appear here. A red bar indicates that an amendment has been drafted or submitted for that application. If an amendment has already been submitted for an accepted project, the user will receive the following message: MSI Capital Amendment already exists. View Submitted/In Review section.
Completed/Fully Funded	All of a municipality's active projects that have been reported as Completed/Fully Funded on a certified SFE.
All Applications	All of a municipality's project applications, including **withdrawn** projects. The options available for each project will depend on the status of the project application, as outlined above. Each column can be sorted ascending/descending by clicking on the up and down arrows to the right of each column header.

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications

Project Name	Municipal Affairs Project #	Municipal Project #	Accepted Date	Project Start Date	Accepted MSI Funding	Options
61 Avenue South East Extension Connector Improvements	CAP-7759	TR-543-001	Jun 24, 2016	Mar 01, 2015	$1,000,824	🔧 ✉ ⓘ 📄

✏	Opens the applications for editing
ⓘ	Opens a brief summary of the project application
📄	Allows the user to generate two PDF reports: an Application Form and a Project Summary. ➤ Application Form creates a copy of the application for saving or printing. Data on this report will reflect any changes that were made by Municipal Affairs staff during the review process. ➤ Project Summary creates a summary of information about the project, including financial details, the application's status and amendment history. See the Report section for examples.
🔧	Opens an application form pre-populated with the accepted project information for the user to make amendments. For more information about how to create amendments, see Creating and Saving an Amendment.
✉	Opens a window to contact Municipal Affairs regarding the related application. The municipality's name, your user name, the project name and number will be pre-populated.
✅	Submits the application. If there are errors or missing information in the draft application, the draft application will open so that edits can be made.
❌	Deletes the draft application.

Searching for Applications

At the top left of the MSI Capital Dashboard, there is a Search bar:

Search

Search by Project Name, Municipal Affairs Project Number, or Municipal Project Number.

[   ] [Search]

Select Municipality

To view the applications for a different municipality, select it from the following list:

[Airdrie, City of ▾] [View]

Municipalities can search for their projects using the project name, the Municipal Affairs Project Number (e.g. CAP-1234, AMD-1234) or the municipality's project number, if the municipality has entered this number in MSIO.

Searches using a project's partial name or a single word from the project name will return all results with that word. For example, a search on the word "Fire" finds all projects with the word "Fire" in the project name:

A search for the number "55" returns all results with "55" in the project number, municipal project number or in the project name.

Creating and Saving an Amendment

Only projects that have been accepted by the Minister of Municipal Affairs can be amended. If a municipality needs to make changes to a project that has a status of Submitted/In Review, contact a Grant Advisor at 780-422-7125.

A list of the municipality's accepted projects can be found by clicking the "View Projects to Amend" or "Accepted" tab. To amend a project, select the 🔧 icon beside the project to be amended. This opens an application form that looks very similar to the blank form used to create new applications. However, this form is pre-populated with information from the accepted project that is to be amended.

To complete the amendment, make the requested changes to the pre-existing data in the application, as outlined in the [program guidelines](#). The Declaration and Application Certification fields are not pre-populated and must be completed by the user.

Any additional documentation that you would like to submit with the application can be added as an attachment. Click "Browse" to select the document you would like to attach. To add another attachment, Click "Add Attachment". To remove an attachment, click ✖.

In the bottom right hand of the application screen are buttons for "Reset" or "Save". Selecting "Save" will save a draft of the amendment in MSIO. "Reset" will clear all of the information from the application without saving it.
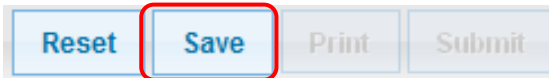
A draft amendment has not been submitted to Municipal Affairs. As long as it is a draft, it can still be edited or deleted. Once an amendment has been submitted, it cannot be edited or deleted through MSIO.

Printing a Draft Amendment

Once a draft amendment has been saved, the "Print" and "Submit" buttons are enabled. It is strongly recommended that the municipality print a copy of the draft amendment before it is submitted it to Municipal Affairs.
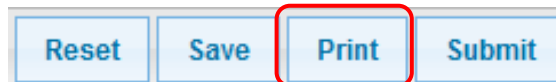
The municipality will be able to print a copy of the amendment once it has been submitted to Municipal Affairs. However, if edits or revisions are made to the amendment data by Municipal Affairs staff (in consultation with the municipality) after it is submitted, these changes will appear on future printouts. It will no longer be possible to print a copy of the original amendment submitted by the municipality.

Submitting an Amendment

A draft amendment can be submitted right away, or saved for submission at a later date. To submit right away, click the "Submit" button that becomes enabled once a draft has been saved. Amendments that are not submitted right away are saved as drafts and will appear under the Draft tab on the MSIO Dashboard.

MSIO will check the draft amendment for errors. If MSIO detects errors in the amendment, it provides messages about how to correct them, as it does for new applications.

Unable to submit MSI Capital Application due to validation errors. Please view and correct validation errors and re-save the application before submitting again.

Amendments can also be submitted by selecting ⊘ beside the draft amendment under the Draft tab. Unlike draft applications, draft amendments have a Municipal Affairs project number assigned, based on the project number of the accepted project. AMD-4932, below, is a draft amendment of CAP-4932.

Application Name	Municipal Affairs Project #	Amendment	Municipal Project #	Created Date	Project Start Date	Options
Replace Rescue Truck	AMD-4932	✓	200	Dec 04, 2013		✏ ⓘ 📄 ⊘ ✖
Test Project	CAP-XXXX			Dec 02, 2013	Dec 03, 2013	✏ ⓘ 📄 ⊘ ✖

Reports

Municipality Status Reports

There are several reports that are available to municipalities through the Report button at the top of the MSI Capital Dashboard. These are the Financial Summary Report and Project Application Reports, based on the status of the application.
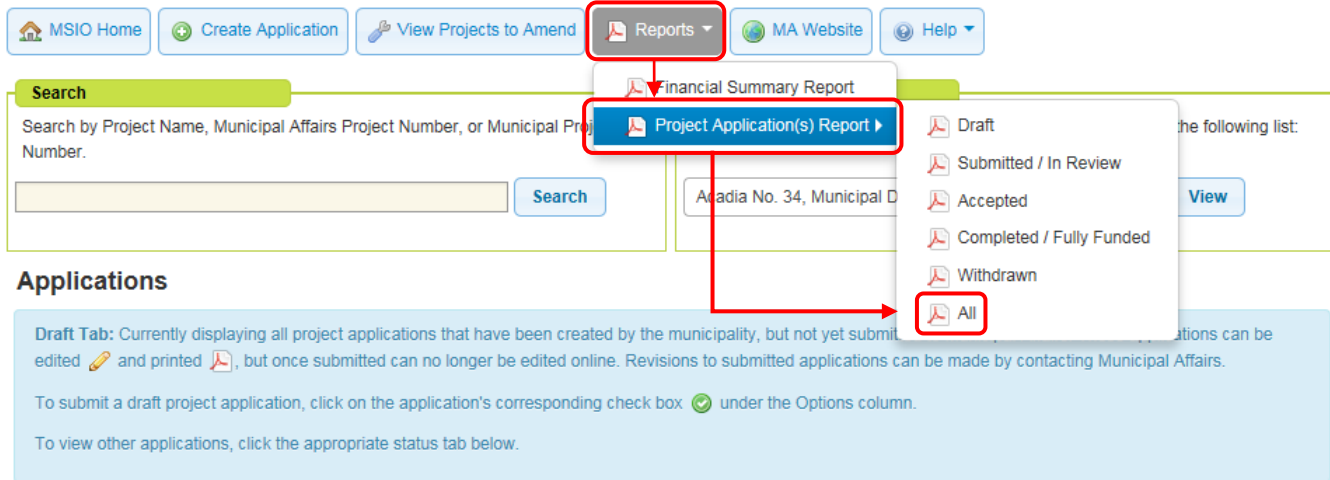
Report 1: Financial Summary Report

The Financial Summary Report provides a snapshot of all of the municipality's MSI activities, accurate to the time the report was generated. It includes information about:
- ➤ annual allocations;
- ➤ allocation payments made and outstanding;
- ➤ SFE status;
- ➤ income earned; and
- ➤ MSI funding applied to project expenditures.

The Financial Summary Report also includes a high level summary of the municipality's:
- ➤ number of draft and submitted applications and amendments and the amount of MSI requested to be applied to these;
- ➤ number of accepted projects that are ongoing and completed/fully funded;
- ➤ total amount of MSI accepted for ongoing and completed/fully funded projects;
- ➤ total amount of MSI applied to ongoing and completed/fully funded projects; and
- ➤ total amount of MSI funding available for future commitments.

It is recommended that restructured municipalities, work with a Grant Advisor to ensure that the financial information is up to date.

Government of Alberta

Municipal Affairs

Report 1: Financial Summary Report

Municipal Sustainability Initiative
Financial Summary Report

Amount yet to be paid

Expenses reported on certified SFEs

MUNICIPALITY X

Program Year	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	$77,824	$77,824	$0	100	Certified	$2,719	$0
2008	$206,026	$206,026	$0	100	Certified	$3,218	$0
2009	$160,318	$160,318	$0	100	Certified	$1,270	$26,694
2010	$480,155	$480,155	$0	100	Certified	$1,606	$210,238
2011	$493,895	$493,895	$0	100	Certified	$2,077	$10,656
2012	$505,272	$505,272	$0	100	Certified	$9,243	$83,029
2013	$510,044	$510,044	$0	100	Certified	$19,173	$45,709
2014	$669,958	$669,958	$0	100	Certified	$15,888	$610,163
2015	$655,340	$655,340	$0	100	Certified	$17,132	$81,211
2016	$624,009	$624,009	$0	100	n/a	n/a	n/a
Total	**$4,382,841**	**$4,382,841**	**$0**			**$72,326**	**$1,067,700**

All projects and amendments currently under review

Amount of allocation already paid

All projects and amendments accepted by the Minister

Income reported on certified SFEs

"Pending" Project Summary

		Requested Amount	
	Count	Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	0	$0	$0
Submitted	0	$0	$0
Sub-total	**0**	**$0**	**$0**
Amendments *			
Draft	2	($232,246)	$612,323
Submitted	1	($1,779,434)	($1,779,434)
Sub-total	**3**	**($2,011,680)**	**($1,167,111)**
TOTAL PENDING:		**($2,011,680)**	**($1,167,111)**

* Amounts reflect the total increase or decrease to the original accepted amounts.

"Accepted" Project Summary

	Ongoing	Completed/Fully Funded	Total
Count	5	10	**15**
Total Project Costs	$31,478,389	$1,352,795	**$32,831,184**
Total MSI Funding to be Applied	$3,756,749	$950,908	**$4,707,657**
Total MSI Funding Applied	$244,663	$823,037	**$1,067,700**

Minister APPROVED amount

Certified amount on SFEs

Amount of change in MSI to be applied from the original application(s)

Funding Available for Future Commitments: $879,157

A municipality may initiate projects that will be funded wholly, or in part, by estimated future year MSI capital funding allocations. A municipality may allocate up to 75% of its estimated MSI capital funding allocation for the remaining years of the program to one or more projects.

The funding available for future commitments is equal to 100% of the municipality's capital funding allocated to date, plus 75% of estimated funding to be received in future years[1] plus income earned[2]. Projects and amendments that have been submitted, but have not yet been recommended for funding, are not included in the calculation.

[1]Based on the difference between the estimated 10 year capital allocation and the annual funding allocated to date.

[2]Based on certified Statements of Funding and Expenditures.

Report 2: Project Application Reports

There are six different Project Application Reports:

- ➢ Draft,
- ➢ Submitted/In Review
- ➢ Accepted
- ➢ Completed/Fully Funded,
- ➢ Withdrawn
- ➢ All

These reports provide a list of all of a municipality's projects under each status at the time the report is generated. The list of withdrawn projects will only show up on the Project Application Report - Withdrawn. Withdrawn applications do not show up on the Project Application Report - All.

Government of Alberta ■   **Report 2: Project Applications Report**   **Municipal Sustainability Initiative**
Municipal Affairs   **Project Applications Report - All Applications**

Municipality X

Draft
There are no Draft projects for this municipality.

The Project ID on a draft application will appear as CAP-XXXX

Submitted/In Review

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
AMD-8370	Public Works Shop Construction	Aug 2, 2016	Aug 2, 2016	n/a	$9,996,877	$8,863,446
Number of Projects:	1			**Total:**	**$9,996,877**	**$8,863,446**

Accepted

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
CAP-7239	Ring Road Rehabilitation	Aug 24, 2015	Aug 25, 2015	Nov 18, 2015	$2,976,097	$2,461,062
Number of Projects:	1			**Total:**	**$2,976,097**	**$2,461,062**

Total Number of Projects:	2			**Project Listing Total:**	**$12,972,974**	**$11,324,508**

Completed/Fully Funded

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Applied
CAP-961	Municipal Road Construction	Sep 22, 2008	Sep 22, 2008	Dec 9, 2008	$14,804,427	$13,731,532
CAP-962	Hamlet of Red Fish Waste Water Lagoon	Sep 22, 2008	Sep 22, 2008	Mar 16, 2009	$1,352,725	$330,907
CAP-963	Hamlet of Blue Fish Water Reservoir and Pumping Station	Sep 22, 2008	Sep 22, 2008	Mar 16, 2009	$1,335,219	$149,255
CAP-964	Hamlet of Green Fish Water Reservoir and Pumping Station	Sep 22, 2008	Sep 22, 2008	Mar 16, 2009	$1,350,843	$149,255
CAP-2348	Rural Water-Land Assembly Phase 1 and 2	Mar 1, 2012	Mar 1, 2012	May 15, 2012	$296,221	$291,809
Number of Projects:	5			**Total:**	**$19,139,435**	**$14,652,758**

    ▮ Amendment requested on an accepted project.

Note:
- "Draft (Not Submitted)" values reflect amounts on the financial grid for the application under development.
- "Submitted/In Review" values reflect amounts on the financial grid in real-time as currently being reviewed.
- "Accepted" values reflect amounts on the financial grid as Accepted by the Minister of Municipal Affairs.
- "Completed/Fully Funded" values reflect total project costs and total expenditures on certified Statements of Funding and Expenditures of accepted projects.

Created On: December 14, 2016
Page 1 of 1

Alberta ■

Project Specific Reports

Project Name	Municipal Affairs Project #	Municipal Project #	Accepted Date	MSI Funding to be Applied	Total MSI Funding Expended	Options
Bridge File 76362	CAP-228	BF76362	Oct 07, 2008	$90,655	$90,655	ⓘ 📄
High Prairie Golf Course	CAP-226	HP Golf	Sep 15, 2008	$10,000	$10,000	ⓘ 📄
Kinuso Ice Arena	CAP-230	Kinuso Arena	Sep 15, 2008	$100,000	$100,000	ⓘ 📄
M.D. Aministration Building and Land	CAP-280	n/a	Sep 03, 2008	$751,000	$751,000	ⓘ 📄
M.D. Fire Tanker (High Prairie Rural)	CAP-279	n/a	Sep 15, 2008	$187,000	📄 Application Form	
Municipal Services Facilities	CAP-227		Jul 26, 2010	$1,022,994	📄 Project Summary	

(Tabs: Draft | Submitted / In Review | Accepted | Completed / Fully Funded | All Applications)

Report 3: Project Application Form

Each project status in MSIO (Draft, Submitted/In Review, Accepted, Completed/Fully Funded) has an Application Form Report option. The Application Form Report is a PDF version of the application for saving or printing. The financial grid appears on the last page and is on legal paper in landscape view. The application form captures 'live' information so any changes made by Municipal Affairs Staff after the application has been submitted will appear.

There are minor difference between the Draft version and the Submitted/In Review, Accepted and Completed versions of these forms.

These difference are:
➢ Project application number and date submitted will only appear once the application and/or amendment has been submitted.
➢ The application certification section is only populated with an individual's name when the application was submitted through MSIO.
➢ For amendments:
  • A red bar on the project row indicates that amendments have been submitted.
  • Application Forms generated from the Submitted/In Review tab will reflect what was submitted on the *amended* application.
  • Application Forms generated from the Accepted tab will reflect the *original*, accepted application.
  • Once an amendment has been approved, the AMD project number will no longer appear and amended information will appear under the CAP project number. The original, accepted information will no longer appear.

Alberta Government

Municipal Sustainability Initiative
Capital Project Application
Municipal Affairs

Municipality Information

Municipality Name	Municipality X
Address	PO Box 6300 Everywhere AB T1A 0T7
Contact Name	Jane Doe, Grant Writer
Telephone	780-722-8888
Created Date	June 29, 2016
Submitted Date	July 13, 2016

Office Use Only
Municipal Code 0888
Project Application No. CAP-8248
Municipal Use Only
Municipal Project Number 2016-01

← Submitted date does not appear on drafts.

- Refer to the Municipal Sustainability Initiative Capital Program Guidelines from the year of application submission for project requirements.
- A separate application is required for each project. Refer to the Capital Program Guidelines.

Project Information

1. Is this application an amendment to a previously accepted project? ☐ Yes ☒ No
If yes, include the original project number (i.e. CAP-2690) and the reason for the amendment in the project description below.

2. Project Name: **2016 Street Rehabilitation**
   Anticipated Project Start Date (month/day/year): **May 1, 2016**

3. Please provide sufficient detail to determine project eligibility, including the proposed asset(s), activities, and partnerships/contributing parties, where applicable. If this is an amendment, include the reason for the amendment (i.e., change in project scope, project costs, and/or funding sources). *Refer to the Capital Program Guidelines and attach a separate sheet if neccessary.*

This project involves the complete replacement of all water, sanitary sewer, storm water infrastructure and appurtenances, restoration of existing road surface and curb and gutter for 5th Avenue from 49th Street to 52nd St. - 5th & 6th Ave / 10th Ave & 56th St. intersection. This project also involves replacing paving for 5th Avenue from 46th Street to past 49th Street and the 5th Avenue intersection.

If submitting an amendment, be sure to include the reason for amendment.

4. Identify the project category.

Functional Category of Project	% of Total Project Costs
Roadways and Bridges	35
Storm Water	15
Wastewater	26
Water	24
Total	**100%**

Functional Categories:
- Roadways and Bridges
- Public Transit
- Water
- Wastewater
- Storm Water
- Solid Waste Management
- Police
- Fire
- Disaster and Emergency Services
- Ambulance and First Aid
- Other Protective Services
- Airports
- Common and Equipment Pool
- Infrastructure Management Systems
- General Government and Administration
- Public Health and Welfare
- Parks, Recreation and Sports Facilities
- Libraries
- Other Community and Recreation
- Other

5. Identify the resulting capital asset.

Type of Asset	New	Rehab	Replace	Quantity	Unit
Road/Street	☐	☐	☒	0.6	Lane Km.
Bridge	☐	☐	☐		Lane Km.
Sidewalk/Walkway	☐	☐	☒	1,430	Metres
Vehicle	☐	☐	☐		Units
Maintenance Equipment	☐	☐	☐		Units
Ancillary/Small Equipment	☐	☐	☐		Units
Rail Line	☐	☐	☐		Km.
Waterline	☐	☐	☒	760	Metres
Wastewater Line	☐	☐	☒	750	Metres
Storm Water Conduit	☐	☐	☒	430	Metres
Building	☐	☐	☐		Sq. Metres
Treatment/ Processing Facility	☐	☐	☐		Cu. Metres Per Day
Other	☐	☐	☐		

6. Select all outcomes that might be realized by funding this project under the MSI.

☒ Management of growth pressures   ☒ Development and/or maintenance of priority municipal infrastructure   ☐ Greater municipal viability/sustainability

☒ Maintenance of safe, healthy, vibrant communities   ☒ Enhanced municipal service delivery   ☐ Opportunity to collaborate with neighbours

7. The asset resulting from the project will be owned by:

☒ The municipality   ☐ A non-profit organization

☐ Another municipalities or group of municipalities   ☐ Other: _____

8. Is a non- profit organization involved in the management and/or operation of the project? ☐ Yes ☒ No
   If yes, complete the Supplementary Certification Form below.

Name of Non-Profit Organization:

Nature of Project Relationship ☐ *The municipality is contributing to a project that will be carried out by the non-profit organization, and the project is located on property owned by the non-profit organization.*

☐ *The municipality is carrying out the project and incurring the project costs directly, and the project is located on property owned by the non-profit organization.*

☐ *Other*

Responsibility for Project Records ☐ *The non-profit organization has primary responsibility for maintaining the books of accounts and documents related to the project expenditures.*

☐ *The municipality has primary responsibility for maintaining the books of accounts and documents related to the project expenditures.*

9. Will the project involve the use of municipal forces to carry out the project? ☐ Yes ☒ No
   If yes, complete the Declaration section below.

10. Financial information can be found at the end of the report.

11. Sources of Other Provincial or Federal Grant Program *(for Line K with)* :

☐ Alberta Municipal Infrastructure Program   ☐ Canada Alberta Municipal Rural Infrastructure Fund   ☐ Major Community Facilities Program

☐ Alberta Municipal Water/Wastewater Partnership   ☐ Water for Life   ☐ Building Canada Fund

☒ Federal Gas Tax Fund (formerly New Deal for Cities and Communities)   ☐ Basic Municipal Transportation Grant (formerly Basic Capital Grant; Street Improvement Program; City Transportation Fund; and Rural Transportation Grant)

☐ Other_____   ☐ Other

Declaration

Please confirm that:

☒ A Multi-Year Capital Plan has been prepared in which the project appears. *Refer to the Multi-Year Capital Plan section of the guidelines.*

Where applicable, please confirm that:

☐ The use of municipal forces will result in a more efficient, timely, and/or cost-effective project.

☐ MSI funds used towards borrowing costs (Row G on the financial grid) will allow for cost-savings and/or efficiency gains.

Application Certification

☐ I,   , the CAO of Municipality X, certify that the information contained in this project application is correct, that all MSI funds will be used to accordance with MSI Capital Program Guidelines and the MSI Memorandums of Agreement, that these expenses have not been deemed eligible on a prior project application, and that the allocated grant amount will be applied in the year and manner described above once this project application has been accepted by the Minister.

☒ As a representative of Municipality X, I,   have been authorized to submit this application on behalf of the CAO and have certified that the information contained in this project application is correct, that all MSI funds will be used to accordance with MSI Capital Program Guidelines and the MSI Memorandums of Agreement, that these expenses have not been deemed eligible on a prior project application, and that the allocated grant amount will be applied in the year and manner described above once this project application has been accepted by the Minister.

_____	Jane Doe
Signature of Chief Administrative Officer	*Print Name*
July 12, 2016	
Date of Signature	*Telephone Number (include area code)*

This document has been **electronically** submitted to the Alberta Municipal Affairs Grant and Education Property Tax Branch.   Submitted through MSIO

This document has been **manually** submitted to the Alberta Municipal Affairs Grant and Education Property Tax Branch.   Paper or scanned application

Legal Statement

The personal information provided on this form or on any attachments is required for the purpose of determining your eligibility for the Municipal Sustainability Initiative (MSI) program and the administration of the program. Your personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions under the FOIP Act. If your grant application is approved, your name, the grant program and the amount of the grant may be published on the Government of Alberta Grant Disclosure Portal as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of your personal information, you may contact the Director of the Grant Program Delivery Unit at the address below.

ContactInformation

Project application forms, guidelines and additional program information are available on the program website at www.municipalaffairs.alberta.ca/msi-materials-resources.cfm

Submit project applications to:

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Municipal Grants Unit
15th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4

Telephone: toll-free by dialling 310-0000 then, 780-422-7125
Fax: 780-422-9133
Email: ma.msicapitalgrants@gov.ab.ca

10. Provide estimated project financial information by year of budgeted expenditure (fill in the blanks below).

		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
A	Functional Planning																
B	Design/Engineering																
C	Right-of-Way																
D	Construction																
E	Rehabilitation										$2,920,000.00	$920,000.00					$3,840,000.00
F	Purchase																
G	Interest on MSI-Funded Project Borrowing (complete the Declaration section)																
H	Other																
I	Total Project Costs (sum of lines A through H)										$2,920,000.00	$920,000.00					$3,840,000.00
J	Ineligible Costs (refer to the Capital Program Guidelines)																
K	Portion of Eligible Project Costs to be Funded from Other Grant Programs (identify grant sources in question 11)										$466,132.00						$466,132.00
L	Portion of Eligible Project Costs to be Funded from Municipal Sources										$498,923.00						$498,923.00
M	Portion of MSI Funded from MSI (line I less the sum of lines J, K, L)										$1,954,945.00	$920,000.00					$2,874,945.00
N	Amount of MSI Funding to be Applied by Source Year									$125,142.00	$1,829,803.00	$920,000.00					$2,874,945.00

The financial grid for an amendments should have **actuals from certified SFEs** and **estimates for future years.** This example shows the actuals from 2015 SFE and the estimates for 2016 and 2017

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Report 4: Project Summary Reports

The Project Summary reports provide a summary of information about the project, including the project number, name, description, current status, anticipated start date, status on last certified SFE, financial details, and the application history. Information available depends on the status of the application at the time the report is printed.

Report 4: Project Summary Report

Government of Alberta ■
Municipal Affairs

Municipal Sustainability Initiative
Project Summary Report

MUNICIPALITY X

Project ID: CAP-227

Project Name: Municipal Services Facilities

Project Description: New facilities in the hamlets of X, Y and Z
Construction of municipal services facilities to be utilized primarily by local fire departments (includes storage/service bays) and FCSS (includes office space).

Current Status: Completed/Fully Funded

Anticipated Project Start Date: January 1, 2011

Status on Last Certified SFE: Completed/Fully Funded

Project Financial Details	
Total Project Costs:*	$2,200,579
Total MSI Funding to be Applied:*	$1,022,994
Total Project Costs To-date:**	$2,200,579
Total MSI Funding Applied:**	$1,022,994

* Based on current application information.
** Based on certified Statements of Funding and Expenditures

Current Application History	
Date Created	Apr 30, 2010
Date Submitted	Apr 30, 2010
Date Accepted	Jul 26, 2010

Amendment History			
	Date	Total Project Costs	Total MSI Funding to be Applied
Project Application Accepted	September 15, 2008	$2,265,000	$882,620
Project Amendment Accepted	July 26, 2010	$2,200,579	$1,022,994