MSIO Capital User Guide
# Table of Contents

About the Municipal Sustainability Initiative Online System ................................................................. 4

The MSIO Home Page ............................................................................................................................. 4

The MSI Capital Dashboard ...................................................................................................................... 4

Creating a Draft MSI Capital Application ......................................................................................... 7

  * Application Information .................................................................................................................. 8
  * Amended Project ............................................................................................................................ 8
  * Project Name .................................................................................................................................. 8
  * Project Description .......................................................................................................................... 9
  * Functional Category of the Project .................................................................................................. 10
  * Resulting Capital Asset(s) .............................................................................................................. 11

Project Outcomes .................................................................................................................................. 11

Ownership ............................................................................................................................................ 12

Non-Profit Involvement .......................................................................................................................... 13

Use of Municipal Forces ..................................................................................................................... 13

Financial Grid ....................................................................................................................................... 14

Sources of Other Provincial or Federal Grant Program Funding ....................................................... 17

Declarations ......................................................................................................................................... 18

Application Certification ..................................................................................................................... 18

Legal Statement ................................................................................................................................. 19

Attachments ......................................................................................................................................... 19

Saving a Draft Application .................................................................................................................. 19

Printing a Draft Application ................................................................................................................ 19

Submitting an Application .................................................................................................................... 20

Finding and Tracking Applications ...................................................................................................... 20

  * The Draft Tab ............................................................................................................................... 21
  * The Submitted/In Review Tab ........................................................................................................ 23
  * The Accepted Tab ........................................................................................................................... 25
  * The Completed/Fully Funded Tab .................................................................................................... 26
  * The All Applications Tab ............................................................................................................... 28

Searching for Applications .................................................................................................................. 28

Creating and Saving an Amendment .................................................................................................... 30
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; and
- view, print and export some financial reports.

The MSIO Home Page

On the left is a drop down-list of all of the municipalities for which you have permission to submit MSI capital applications and amendments, submit MSI operating spending plans, and view reports. On the right, you can select whether you would like to work with MSI capital applications or MSI operating spending plans.

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.

Navigating the Dashboard

This is the MSI Capital Dashboard:

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, which is very similar to the PDF and paper forms used to submit applications. 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.
opens a drop-down list of summary reports to view.

opens the Municipal Affairs website in another window or tab.

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.

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:

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.

Applications

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Municipal Affairs Project #</th>
<th>Amendment</th>
<th>Municipal Project #</th>
<th>Created Date</th>
<th>Project Start Date</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Rescue Track</td>
<td>AMID-4932</td>
<td>✔️</td>
<td>200</td>
<td>Dec 04, 2013</td>
<td>Dec 04, 2013</td>
<td></td>
</tr>
<tr>
<td>Test Project</td>
<td>CAP-XXXXX</td>
<td></td>
<td></td>
<td>Dec 02, 2013</td>
<td>Dec 03, 2013</td>
<td></td>
</tr>
</tbody>
</table>

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 is very similar to the PDF and paper application forms used to submit applications.
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.

**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*.

**Project Name**

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

8
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).

**Project Description**

Provide a detailed description of the project, including project activities and, where applicable, identify all contributing parties. Any financial information provided in the project description should match that on the financial grid. Point form is acceptable. Include additional information, if necessary, 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.
### Functional Category of the Project

<table>
<thead>
<tr>
<th>Functional Category of Project</th>
<th>% of Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airports</td>
<td></td>
</tr>
<tr>
<td>Ambulance and First Aid</td>
<td></td>
</tr>
<tr>
<td>Common and Equipment Pool</td>
<td></td>
</tr>
<tr>
<td>Disaster and Emergency Services</td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td></td>
</tr>
<tr>
<td>General Government and Adminstration</td>
<td></td>
</tr>
<tr>
<td>Infrastructure Management Systems</td>
<td></td>
</tr>
<tr>
<td>Libraries</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Other Community and Recreation</td>
<td></td>
</tr>
<tr>
<td>Other Protective Services</td>
<td></td>
</tr>
<tr>
<td>Parks, Recreation and Sports Facilities</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td></td>
</tr>
<tr>
<td>Public Health and Welfare</td>
<td></td>
</tr>
<tr>
<td>Public Transit</td>
<td></td>
</tr>
<tr>
<td>Roadways and Bridges</td>
<td></td>
</tr>
<tr>
<td>Solid Waste Management</td>
<td></td>
</tr>
<tr>
<td>Storm Sewer</td>
<td></td>
</tr>
<tr>
<td>Wastewater</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
</tr>
</tbody>
</table>

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.
Resulting Capital Asset(s)

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 Municipal Affairs website at http://www.municipalaffairs.alberta.ca/msi-materials-resources.cfm.

Project Outcomes

Select one or more outcomes that your municipality expects to realize by completing the project.
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 3.3 of the program guidelines – these include provincial agencies, school districts, health boards, etc. There is a complete listing in the guidelines, which are available at http://municipalaffairs.alberta.ca/msi-materials-resources.cfm.

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.
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.

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.
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 or as few year columns as you like. It is recommended that you choose and display the years for which your project has budgeted expenditures.
For example, selecting only 2011 and 2012 will have the following result:

<table>
<thead>
<tr>
<th>Type</th>
<th>2011</th>
<th>2012</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Functional Plan...</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>B Design/Engineering</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>C Right of Way</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>D Construction</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>E Rehabilitation</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>F Purchase</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>G Interest on MSI Fas.</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>H Other</td>
<td></td>
<td></td>
<td>$0.50</td>
</tr>
<tr>
<td><strong>Total Project Cost...</strong></td>
<td>$1.00</td>
<td>$0.00</td>
<td>$1.00</td>
</tr>
<tr>
<td>J Non-Qualifying Cons.</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>K Other Grant Fund...</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>L Municipal Sources...</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>M MSI Funding</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>N Amount of MSI Fund...</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
You can also display non-consecutive years:

<table>
<thead>
<tr>
<th>Type</th>
<th>2011</th>
<th>2013</th>
<th>2015</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  Functional Planning</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>B  Design/Engineering</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>C  Right of Way</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>D  Construction</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>E  Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>F  Purchase</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>G  Interest on MSI Funds</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>H  Other</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>I  Total Project Cost</td>
<td>10.00</td>
<td>30.00</td>
<td>50.00</td>
<td>0.00</td>
</tr>
<tr>
<td>J  Non-Qualifying Costs</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>K  Other Grant Fund</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>L  Municipal Sources</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>M  MSI Funding</td>
<td>20.00</td>
<td>30.00</td>
<td>50.00</td>
<td>0.00</td>
</tr>
<tr>
<td>N  Amount of MSI Funds</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
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. On the financial grid below, $10,000 has been entered in the 2012 column, which has been hidden. This $10,000 is still included and calculated in the Total column.

<table>
<thead>
<tr>
<th>Type</th>
<th>2011</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Functional Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10,000.00</td>
</tr>
<tr>
<td>B Design/Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>C Right-of-Way</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>D Construction</td>
<td></td>
<td>$500,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$500,000.00</td>
</tr>
<tr>
<td>E Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>F Purchase</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>G Interest on MSI-Fe...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>H Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>I Total Project Cost</td>
<td>$3.00</td>
<td>$500,000.00</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$510,000.00</td>
</tr>
<tr>
<td>J Non-Qualifying Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>K Other Grant Fundin...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>L Municipal Sources ...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
<tr>
<td>M MSI Funding</td>
<td>$3.00</td>
<td>$500,000.00</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$510,000.00</td>
</tr>
<tr>
<td>N Amount of MSI Fund...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3.00</td>
</tr>
</tbody>
</table>

**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.
Declarations

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

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*

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

*Attachments*

Any additional documentation that you would like to submit with your application 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:

Specific errors will be flagged, for example:

<table>
<thead>
<tr>
<th>Functional Categories</th>
<th>% of Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airports</td>
<td>35.00</td>
</tr>
</tbody>
</table>

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.

Applications that are submitted via mail, fax or email will appear in MSIO following data entry by Municipal Grants staff.
The Draft Tab

All of a municipality’s draft applications created in MSIO can be seen on the MSI Capital dashboard under the “Draft” tab:

This municipality has one draft application, entitled “Fire Truck Purchase”. The Project Number appears as CAP-XXXX because it has not yet been submitted to Municipal Affairs.

The following options are available for draft applications:

- opens the draft application for editing.
opens a brief summary of the project application:

![Application Details](image)

allows the user to generate two PDF reports: an Application Form and a Project Summary. Selecting Application Form creates a copy of the draft application for saving or printing. Selecting Project Summary creates a summary of information about the project, including financial details, the application’s status and amendment history. See Appendix 1 for examples of these reports.

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.

Once an application has been submitted, it will move from the “Draft” tab to the “Submitted/In Review” tab.
The Submitted/In Review Tab

All of a municipality’s applications and amendments that have been submitted but not yet accepted by the Minister of Municipal Affairs appear on the Submitted/In Review tab.

This municipality has submitted one amendment and five new applications that are under review. Once an application is submitted to Municipal Affairs, MSIO assigns it a CAP (or AMD, if it is an amendment) number.

Submitted projects can no longer be edited or deleted in MSIO. The options for submitted projects are:

opens a window to contact Municipal Affairs regarding the related application:
MSIO pre-populates the municipality’s name, your user name, the project name and number.

opens a brief summary of the project application, as under the Draft tab.

allows the user to generate two PDF reports: an Application Form and a Project Summary. Selecting Application Form creates a copy of the draft application for saving or printing. Data on this report will change if changes to the application data are made by Municipal Affairs staff (in consultation with the municipality).

Selecting Project Summary creates a summary of information about the project, including financial details, the application’s status and amendment history.

See Appendix 1 for examples of these reports.
The Accepted Tab

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) will appear under the Accepted tab. Projects that have been withdrawn do not appear here. A red bar indicates that an amendment has been drafted or submitted for that application.

The options related to accepted projects are:

- 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.

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.
opens a window to contact Municipal Affairs regarding the related application, as under the Submitted/In Review tab.

opens a brief summary of the project application as under the Draft and Submitted/In Review tabs.

allows the user to generate two PDF reports. The Application Form option 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, in consultation with the municipality, during the review process.

The Project Summary Option provides a summary of information about the project, including financial details, and the application history.

See Appendix 1 for examples of these reports.

**The Completed/Fully Funded Tab**

All of a municipality’s active projects that have been reported as Completed/Fully Funded on a certified SFE will appear under the Completed/Fully Funded tab.
The options for Completed/Fully Funded projects are:

- opens a brief summary of the project application as under the Draft, Submitted/In Review and Accepted tabs.

- allows the user to generate two PDF reports. The Application Form option 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, in consultation with the municipality, during the review process.

The Project Summary Option provides a summary of information about the project, including financial details, and the application history.

See Appendix 1 for examples of these reports.
The All Applications Tab

All of a municipality’s project applications, including withdrawn projects, will appear under the All Applications tab. The options available for each project will depend on the status of the project application, as outlined above. As a default, projects are sorted by status; however each column can be sorted ascending/descending by clicking on the up and down arrows to the right of each column header.

Searching for Applications

At the top left of the MSI Capital Dashboard, there 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.

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. If “55” appears in the project title, this result would also be displayed.
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 780-427-2225.

A list of the municipality’s accepted projects can be found by clicking the View Projects to Amend button:

Or by clicking the Accepted projects 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.

As with new applications, 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”. “Reset” will clear all of the information from the application without saving it.

Selecting “Save” will save a draft of the amendment in MSIO. 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 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.
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.

![Amendment Submission Table]

### 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 Options]

Examples and descriptions of each of these reports are provided in Appendix 1.
Appendix 1: Report Examples

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.

On the following page is an annotated example of a Financial Summary Report.
**Government of Alberta**

**Municipal Affairs**

**Municipal Sustainability Initiative**

**Financial Summary Report**

### Statement of Funding and Expenditure Status

<table>
<thead>
<tr>
<th>Program Year</th>
<th>Annual Allocation</th>
<th>Annual Payment</th>
<th>Outstanding Balance</th>
<th>% Paid</th>
<th>Statement of Funding and Expenditure Status</th>
<th>Income Earned</th>
<th>MSI Funding to be Applied to Project Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$1,333,660</td>
<td>$1,333,660</td>
<td>$0</td>
<td>100</td>
<td>Certified</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2008</td>
<td>$3,079,954</td>
<td>$3,079,954</td>
<td>$0</td>
<td>100</td>
<td>Certified</td>
<td>$100,920</td>
<td>$3,467,089</td>
</tr>
<tr>
<td>2009</td>
<td>$2,477,677</td>
<td>$2,477,677</td>
<td>$0</td>
<td>100</td>
<td>Certified</td>
<td>$19,360</td>
<td>$3,296,152</td>
</tr>
<tr>
<td>2010</td>
<td>$6,535,279</td>
<td>$6,535,279</td>
<td>$0</td>
<td>100</td>
<td>Certified</td>
<td>$64,663</td>
<td>$2,307,726</td>
</tr>
<tr>
<td>2011</td>
<td>$7,004,483</td>
<td>$7,004,483</td>
<td>$0</td>
<td>100</td>
<td>Certified</td>
<td>$188,162</td>
<td>$8,180,872</td>
</tr>
<tr>
<td>2012</td>
<td>$7,613,050</td>
<td>$7,613,050</td>
<td>$0</td>
<td>100</td>
<td>Certified</td>
<td>$139,631</td>
<td>$10,881,682</td>
</tr>
<tr>
<td>2013</td>
<td>$7,860,675</td>
<td>$7,860,675</td>
<td>$0</td>
<td>100 n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$35,904,778</td>
<td>$35,904,778</td>
<td>$0</td>
<td></td>
<td></td>
<td>$512,736</td>
<td>$28,132,521</td>
</tr>
</tbody>
</table>

### Pending Project Summary

<table>
<thead>
<tr>
<th>Requested Amount</th>
<th>Requested Total Project Costs</th>
<th>Requested MSI to be Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Applications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Draft</td>
<td>2</td>
<td>$700,000</td>
</tr>
<tr>
<td>Submitted</td>
<td>8</td>
<td>$2,864,900</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>10</td>
<td>$3,564,900</td>
</tr>
</tbody>
</table>

| Amendments * |
|--------------|------------------|----------------------------|
| Draft        | 0                | $0                         | $0                     |
| Submitted    | 2                | $0                         | ($80,000)              |
| **Sub-total**| 2                | $0                         | ($80,000)              |

**TOTAL PENDING:** $3,564,900 ($3,228,700)

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

### Accepted Project Summary

<table>
<thead>
<tr>
<th>Ongoing</th>
<th>Completed/Fully Funded</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Total Project Costs</td>
<td>$40,414,179</td>
<td>$38,431,655</td>
</tr>
<tr>
<td>Total MSI Funding to be Applied</td>
<td>$24,341,702</td>
<td>$17,070,770</td>
</tr>
<tr>
<td>Total MSI Funding Applied</td>
<td>$12,849,840</td>
<td>$15,282,681</td>
</tr>
</tbody>
</table>

### Funding Available for Future Commitments: $25,445,227

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.
Application Form Reports

Each category of project 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. There are minor differences between the Draft version and the Submitted/In Review, Accepted and Completed/Fully Funded versions of these forms. These differences are demonstrated in the annotated examples of these forms on the following pages.

Report 2: Application Form Report: Draft Applications

Report 3: Application Form Report: Submitted, Accepted and Completed/Fully Funded Project Applications
Municipal Sustainability Initiative
Capital Project Application

Municipality Information

- Municipality Name: City of Townsville
- Municipal Code: 0003
- Address: Townsville, AB
- Contact Name: John Smith
- Telephone: (780) 555-5555
- Created Date: December 6, 2013

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: King Street Wastewater Line Replacement
   Anticipated Project Start Date (month/day/year): March 1, 2014

3. Provide a detailed description of the project, including project activities and, where applicable identity all contributing parties.
   Refer to section 5.1 of the guidelines and attach a separate sheet if necessary.
   Conduct an engineering study and investigation of the existing sewer system;
   Replace sewer line on King Street between 2 Avenue and 3 Avenue;
   Replace the road and sidewalk on the same street.

4. Identify the project category.

<table>
<thead>
<tr>
<th>FUNCTIONAL CATEGORY TYPE_ID</th>
<th>% of Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadways and Bridges</td>
<td>25</td>
</tr>
<tr>
<td>Wastewater</td>
<td>75</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Functional Categories:
- Roadways and Bridges
- Public Transit
- Water
- Wastewater
- Storm Sewer
- 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.

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>New</th>
<th>Rehab</th>
<th>Replace</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road/Street</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Lane Km.</td>
</tr>
<tr>
<td>Bridge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lane Km.</td>
</tr>
<tr>
<td>Sidewalk/Walkway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Rail Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Km.</td>
</tr>
<tr>
<td>Water Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Wastewater Line</td>
<td></td>
<td></td>
<td></td>
<td>900</td>
<td>Metres</td>
</tr>
<tr>
<td>Storm Sewer Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sq. Metres</td>
</tr>
<tr>
<td>Treatment/Processing Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cu. Metres Per Day</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
   [ ] The municipality
   [ ] A non-profit organization
   [ ] Other

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

   [ ] The municipality
   [ ] A non-profit organization
   [ ] Another municipality 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, available on the MSI website.

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  [x] No

If yes, complete the Declaration section.

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

11. Sources of Other Provincial or Federal Grant Program (for Line K in the Financial Information section):

[ ] 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 this project appears. Refer to section 5.3 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 will allow for cost-savings and/or efficiency gains.

Application Certification

I, John Smith, the CAO of City of Townsville, 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 City of Townsville, I, John Smith, 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.

Signature of Chief Administrative Officer

John Smith

Date of Signature

January 9, 2014

Telephone Number (include area code)

This document has been electronically submitted to the Alberta Municipal Affairs Grants and Education Property Tax Branch

Legal Statement

The personal information being collected on this form will be used to administer the Municipal Sustainability Initiative program. The personal information is being 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 in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director of the Municipal Grants Unit at the address below.

Contact Information

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
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4

Telephone: toll-free by dialling 310-0000 then, 780-427-2225
Fax: 780-422-9133
Email: msicapitalgrants@cv.gov.ab.ca

User Name will appear here

This statement will appear on application forms for all projects submitted through MSIO.
## Project Financial Information

Provide project financial information below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Functional Planning</th>
<th>Design/Engineering</th>
<th>Right-of-Way</th>
<th>Construction</th>
<th>Rehabilitation</th>
<th>Purchase</th>
<th>Total Project Costs</th>
<th>Ineligible Costs</th>
<th>Portion of Eligible Project Costs to be Funded from Other Grant Programs</th>
<th>Portion of Eligible Project Costs to be Funded from Municipal Sources</th>
<th>Portion of Eligible Project Costs to be Funded from MSI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$195,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$200,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Municipal Sustainability Initiative
Capital Project Application

Municipality Information

- Municipality Name: City of Townsville
- Address: Townsville AB
- Contact Name: John Smith
- Telephone: 760-555-5555
- Created Date: December 6, 2013
- Submitted Date: January 8, 2014

Project Application No. CAP-5576

Project Information

1. Is this application an amendment to a previously accepted project? Yes X 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: King Street Wastewater Line Replacement
   Anticipated Project Start Date (month/day/year): March 1, 2014

3. Provide a detailed description of the project, including project activities and, where applicable identify all contributing parties. Refer to section 5.1 of the guidelines and attach a separate sheet if necessary.
   - Conduct an engineering study and investigation of the existing sewer system;
   - Replace sewer line on King Street between 2 Avenue and 3 Avenue;
   - Replace the road and sidewalk on the same street.

4. Identify the project category.

<table>
<thead>
<tr>
<th>Functional Category of Project</th>
<th>% of Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadways and Bridges</td>
<td>25</td>
</tr>
<tr>
<td>Wastewater</td>
<td>75</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Functional Categories:
- Roadways and Bridges
- Water
- Wastewater
- Storm Sewer
- 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.

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>New</th>
<th>Rehab</th>
<th>Replace</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road/Street</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Lane Km.</td>
</tr>
<tr>
<td>Bridge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lane Km.</td>
</tr>
<tr>
<td>Sidewalk/Walkway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Maintenance Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Ancillary/Small Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Rail Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Km.</td>
</tr>
<tr>
<td>Water Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Wastewater Line</td>
<td></td>
<td></td>
<td>X</td>
<td>900</td>
<td>Metres</td>
</tr>
<tr>
<td>Storm Sewer Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sq. Metres</td>
</tr>
<tr>
<td>Treatment/Processing Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cu. Metres Per Day</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- Management of growth pressures
- Maintenance of safe, healthy, vibrant communities X
- Development and/or maintenance of priority municipal infrastructure
- Enhanced municipal service delivery
- Greater municipal viability/sustainability
- Opportunity to collaborate with neighbours

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

- X The municipality
- Another municipalities or group of municipalities
- A non-profit organization
- Other: Other

8. Is a non-profit organization involved in the management and/or operation of the project? Yes X 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.
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

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 this project appears. Refer to section 5.3 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 will allow for cost-savings and/or efficiency gains.

Application Certification

I, John Smith, the CAO of City of Townsville, 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 City of Townsville, I, John Smith 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.

__________________________________________  ____________________________  ____________________________
Signature of Chief Administrative Officer  Print Name  Telephone Number (include area code)

January 9, 2014

Date of Signature

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

Legal Statement

The personal information being collected on this form will be used to administer the Municipal Sustainability Initiative program. The personal information is being 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 in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director of the Municipal Grants Unit at the address below.

Contact Information

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
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4

Telephone: toll-free by dialing 310-0000 then, 780-427-2225
Fax: 780-422-9133
Email: ma.mscapitalgrants@gov.ab.ca
## Financial Information

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any changes made to the financial grid by Municipal Affairs staff after the application has been submitted will appear here.
The screen shot below of a municipality’s Submitted/In Review tab shows three submitted amendments to previously accepted projects (note the AMD project numbers).

Although the amendments have been submitted, the original accepted versions of these projects will remain under the municipality’s Accepted tab with the original CAP project numbers until the amendments are accepted. The red bars on the screen shot below indicate that amendments have been submitted.

The option to generate an Application Form report for the project is available on each of these screens. However, the Application Form report generated from the Submitted/In Review tab will reflect what was submitted on the amended application, while the Application Form report generated from the Accepted tab will reflect the original, accepted application.

Report 4: Application Form Report: Accepted Application is the Application Form report generated from the Accepted tab for CAP-4932.
Report 5: Application Form Report: Draft Amendment is the Application Form report generated from the Draft tab, when the municipality had drafted, but had not yet submitted, an amendment to CAP-4932. This Application Form reflects the changes made in the draft amendment.

Report 6: Application Form Report: Submitted Amendment is the Application Form report generated from the Submitted/In Review tab for AMD-4932. It reflects the changes made in the submitted amendment.
Municipal Sustainability Initiative
Capital Project Application
Municipal Affairs

Municipality Information
Municipality Name: City of Townsville
Address: Townsville AB
Contact Name: John Smith
Telephone: 780-555-5555
Created Date: April 28, 2013
Submitted Date: April 28, 2013

- Refer to the Municipal Sustainability Initiative Capital Program Guidelines for project requirements.
- A separate application is required for each project. Refer to section 4.1 of the guidelines.

1. Is this application an amendment to a previously accepted project? 
   X 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: Replace a fire rescue truck.
   Anticipated Project Start Date (month/day/year):

3. Provide a detailed description of the project, including project activities and, where applicable identify all contributing parties. Refer to section 5.1 of the guidelines and attach a separate sheet if necessary.
   Replace a fire rescue truck.

4. Identify the project category.

5. Identify the resulting capital asset.

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>New</th>
<th>Rehab</th>
<th>Replace</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road/Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lane Km.</td>
</tr>
<tr>
<td>Bridge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lane Km.</td>
</tr>
<tr>
<td>Sidewalk/Walkway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td></td>
<td>X</td>
<td>1</td>
<td>Units</td>
</tr>
<tr>
<td>Maintenance Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Ancillary/Small Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Rail Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Km.</td>
</tr>
<tr>
<td>Water Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Wastewater Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Storm Sewer Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sq. Metres</td>
</tr>
<tr>
<td>Treatment/Processing Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cu. Metres Per Day</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   X Management of growth pressures
   X Maintenance of safe, healthy, vibrant communities
   [ ] Development and/or maintenance of priority municipal infrastructure
   X Enhanced municipal service delivery
   X Greater municipal viability/sustainability
   [ ] Opportunity to collaborate with neighbours

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

   X The municipality
   [ ] Another municipalities or group of municipalities
   [ ] A non-profit organization
   Other: 

8. Is a non-profit organization involved in the management and/or operation of the project? 
   X 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 this project appears. Refer to section 5.3 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 will allow for cost-savings and/or efficiency gains.

Application Certification

☐ I, , the CAO of City of Townsville, 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 City of Townsville, I 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.

Signature of Chief Administrative Officer  Print Name

April 24, 2013  Date of Signature  Telephone Number (include area code)

This document has been manually submitted to the Alberta Municipal Affairs Grant and Education Property Tax Branch.

Legal Statement

The personal information being collected on this form will be used to administer the Municipal Sustainability Initiative program. The personal information is being 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 in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director of the Municipal Grants Unit at the address below.

Contact Information

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
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4
Telephone: toll-free by dialling 310-0000 then, 780-427-2225
Fax: 780-422-9133
Email: ma.msicapitalgrants@gov.ab.ca

This statement appears on all applications that are not submitted through MSIO (mail, email, fax submissions).
### Financial Information

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Functional Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B Design/Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C Right-of-Way</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F Purchase</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G Interest on MSI-Funded Project Borrowing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(complete the Declaration section)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I Total Project Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Original amounts requested show on financial grid.

- **F** Purchase
  - 2007: $714,000.00
  - 2008: $714,000.00
  - Total: $714,000.00

- **G** Interest on MSI-Funded Project Borrowing
  - 2007: $714,000.00
  - 2008: $714,000.00
  - Total: $714,000.00

- **I** Total Project Costs
  - 2007: $714,000.00
  - 2008: $714,000.00
  - Total: $714,000.00

- **K** Portion of Eligible Project Costs to be Funded from Other Grant Programs
  - 2007: $714,000.00
  - 2008: $714,000.00
  - Total: $714,000.00

- **L** Portion of Eligible Project Costs to be Funded from Municipal Sources
  - 2007: $714,000.00
  - 2008: $714,000.00
  - Total: $714,000.00

- **M** Amount of MSI Funding to be Applied by Source Year
  - 2007: $714,000.00
  - 2008: $714,000.00
  - Total: $714,000.00
Project Information:

1. Is this application an amendment to a previously accepted project? Yes
   - If yes, include the original project number (i.e. CAP-2690) and the reason for the amendment.

2. Project Name: Replace Rescue Truck
   - Anticipated Project Start Date (month/day/year): February 28, 2014

3. Provide a detailed description of the project, including project activities and, where applicable, identity all contributing parties.

   - Replace a fire rescue truck. Costs were greater than initially estimated.

4. Identify the project category.

   - Functional Categories:
     - Fire
     - Roadways and Bridges
     - Public Transit
     - Water
     - Wastewater
     - Storm Sewer
     - 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
     - Road/Street
     - Bridge
     - Sidewalk/Walkway
     - Vehicle
     - Maintenance Equipment
     - Ancillary/Small Equipment
     - Rail Line
     - Water Line
     - Wastewater Line
     - Storm Sewer Conduit
     - Building
     - Treatment/Processing Facility
     - Other

   - Quantity
     - Lane Km.
     - Lane Km.
     - Metres
     - Units
     - Units
     - Km.
     - Metres
     - Metres
     - Metres
     - Sq. Metres
     - Cu. Metres Per Day

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

   - Management of growth pressures
   - Maintenance of safe, healthy, vibrant communities
   - Development and/or maintenance of priority municipal infrastructure
   - Enhanced municipal service delivery
   - Greater municipal viability/sustainability
   - Opportunity to collaborate with neighbours

7. The asset resulting from the project will be owned by: A non-profit organization

8. Is a non-profit organization involved in the management and/or operation of the project? Yes

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

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

11. Sources of Other Provincial or Federal Grant Program (for Line K in the Financial Information section):

| 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 this project appears. Refer to section 5.3 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 will allow for cost-savings and/or efficiency gains.

### Application Certification

I, John Smith, the CAO of City of Townsville, certify that the information contained in this project application is correct, that all MSI funds will be used in 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 City of Townsville, I, John Smith, have been authorized to submit this project application on behalf of the CAO and have certified that the information contained in this application is correct, that all MSI funds will be used in 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.

<table>
<thead>
<tr>
<th>Signature of Chief Administrative Officer</th>
<th>Date of Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>January 9, 2014</td>
</tr>
</tbody>
</table>

This document has been electronically submitted to the Alberta Municipal Affairs Grants and Education Property Tax Branch.

### Legal Statement

The personal information being collected on this form will be used to administer the Municipal Sustainablility Initiative program. The personal information is being 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 in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director of the Municipal Grants Unit at the address below.

### Contact Information

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

Submit project applications to:

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Municipal Grants Unit
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4

Telephone: toll-free by dialling 310-0000 then, 780-427-2225
Fax: 780-422-9133
Email: ma.municipalgrants@gov.ab.ca

**[Name is prepopulated, as the amendment was entered through MSIO.]**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Financial grid reflects changes.**
Municipal Sustainability Initiative
Capital Project Application

Municipality Information

Municipality Name: City of Townsville
Address: Townsville AB
Contact Name: John Smith
Telephone: 780-555-5555
Created Date: December 4, 2013
Submitted Date: January 9, 2014

- Refer to the Municipal Sustainability Initiative Capital Program Guidelines for project requirements.
- A separate application is required for each project. Refer to section 4.1 of the guidelines.

Project Information

1. Is this application an amendment to a previously accepted project? [X] Yes [ ] No
   If yes, include the original project number (i.e. CAP-2690) and the reason for the amendment in the project description below.
   CAP-4932

2. Project Name: Replace Rescue Truck
   Anticipated Project Start Date (month/day/year): February 28, 2014
   3. Provide a detailed description of the project, including project activities and, where applicable identity all contributing parties. Refer to section 5.1 of the guidelines and attach a separate sheet if necessary.
   Replace a fire rescue truck. Costs were greater than initially estimated.

4. Identify the project category.

<table>
<thead>
<tr>
<th>Functional Category of Project</th>
<th>% of Total Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>100%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

   Functional Categories:
   - Roadways and Bridges
   - Public Transit
   - Water
   - Wastewater
   - Storm Sewer
   - 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
   - Police, Recreation and Sports Facilities
   - Libraries
   - Other Community and Recreation
   - Other

5. Identify the resulting capital asset.

<table>
<thead>
<tr>
<th>Type of Asset</th>
<th>New</th>
<th>Rehab</th>
<th>Replace</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road/Street</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lane Km.</td>
</tr>
<tr>
<td>Bridge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lane Km.</td>
</tr>
<tr>
<td>Sidewalk/Walkway</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td></td>
<td>[X]</td>
<td>1</td>
<td>Units</td>
</tr>
<tr>
<td>Maintenance Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Ancillary/Small Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Units</td>
</tr>
<tr>
<td>Rail Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Km.</td>
</tr>
<tr>
<td>Water Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Wastewater Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Storm Sewer Conduit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Metres</td>
</tr>
<tr>
<td>Building</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sq. Metres</td>
</tr>
<tr>
<td>Treatment/Processing Facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cu. Metres Per Day</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   [X] Management of growth pressures
   [X] Maintenance of safe, healthy, vibrant communities
   [ ] Development and/or maintenance of priority municipal infrastructure
   [ ] Enhanced municipal service delivery
   [X] Greater municipal viability/sustainability
   [ ] Opportunity to collaborate with neighbours

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

   [X] The municipality
   [ ] Another municipalities or group of municipalities
   [ ] A non-profit organization
   [ ] Other: _______

8. Is a non-profit organization involved in the management and/or operation of the project? [ ] Yes [X] 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: _______

   [ ] 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 this project appears. Refer to section 5.3 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 will allow for cost-savings and/or efficiency gains.

Application Certification

I, John Smith, the CAO of City of Townsville, 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 City of Townsville, I, John Smith 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.

Signature of Chief Administrative Officer

☐ John Smith

Print Name

☐ January 9, 2014

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.

Legal Statement

The personal information being collected on this form will be used to administer the Municipal Sustainability Initiative program. The personal information is being 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 in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director of the Municipal Grants Unit at the address below.

Contact Information

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
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4

Telephone: toll-free by dialling 310-0000 then, 780-427-2225
Fax: 780-422-9133
Email: ma.mscicapitalgrants@gov.ab.ca
### Financial Information

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Functional Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Design/Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Right-of-Way</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Rehabilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Purchase</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$754,000.00</td>
</tr>
<tr>
<td>G. Interest on MSI-Funded Project Borrowing (complete the Declaration section)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$754,000.00</td>
</tr>
<tr>
<td>H. Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Total Project Costs (sum of lines A through H)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$754,000.00</td>
</tr>
<tr>
<td>J. Ineligible Costs (refer to Schedule 1 of the guidelines)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Portion of Eligible Project Costs to be Funded from Other Grant Programs (identify grant sources in question 11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. Portion of Eligible Project Costs to be Funded from Municipal Sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Portion of Eligible Project Costs to be Funded from MSI (line J less the sum of lines J, K, L)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$754,000.00</td>
</tr>
<tr>
<td>N. Amount of MSI Funding to be Applied by Source Year</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$754,000.00</td>
</tr>
</tbody>
</table>
Project Summary Reports

The Project Summary reports provide a summary of information about the project, including the project number, name, description, current status, anticipated project 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 7: Project Summary Report: Draft Application

Report 8: Project Summary Report: Submitted Project

Report 9: Project Summary Report: Accepted Project

Report 10: Project Summary Report: Submitted Amendment

Report 11: Project Summary Report: Completed/Fully Funded Project

Municipal Sustainability Initiative  
Project Summary Report

**MUNICIPALITY NAME**

- **Project ID:** Draft - Project ID not yet assigned
- **Project Name:** Wastewater Line Replacement
- **Project Description:** Conduct an engineering study and investigation of the existing sewer system; Replace sewer line on King Street between 2 Avenue and 3 Avenue; Replace the road and sidewalk on the same street.

- **Current Status:** Draft (Not Submitted)
- **Anticipated Project Start Date:** Not Provided
- **Status on Last Certified SFE:** n/a

**Project Financial Details**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Costs:*</td>
<td>$200,000</td>
</tr>
<tr>
<td>Total MSI Funding to be Applied:*</td>
<td>$200,000</td>
</tr>
<tr>
<td>Total Project Costs To-date:**</td>
<td>n/a</td>
</tr>
<tr>
<td>Total MSI Funding Applied:**</td>
<td>n/a</td>
</tr>
</tbody>
</table>

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

**Current Application History**

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Date Submitted</th>
<th>Date Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 13, 2013</td>
<td>Not Submitted</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>
MUNICIPALITY NAME

Project ID: CAP-5576

Project Name: King Street Wastewater Line Replacement

Description:
Conduct an engineering study and investigation of the existing sewer system;
Replace sewer line on King Street between 2 Avenue and 3 Avenue;
Replace the road and sidewalk on the same street.

Current Status: Submitted/In Review

Anticipated Project Start Date: Mar 1, 2014

Status on Last Certified SFE: n/a

Project Financial Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Costs:*</td>
<td>$200,000</td>
</tr>
<tr>
<td>Total MSI Funding to be Applied:*</td>
<td>$200,000</td>
</tr>
<tr>
<td>Total Project Costs To-date:**</td>
<td>n/a</td>
</tr>
<tr>
<td>Total MSI Funding Applied:**</td>
<td>n/a</td>
</tr>
</tbody>
</table>

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

Current Application History

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created</td>
<td>Dec 6, 2013</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>Jan 9, 2014</td>
</tr>
<tr>
<td>Date Accepted</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Municipal Sustainability Initiative

Project Summary Report

MUNICIPALITY NAME

Project ID: CAP-2457

Project Name: RCMP Expansion

Project Description: Expansion to the RCMP detachment will include: a mezzanine floor (adding 28,000 sf), three stairwells and elevator, parking with complete fencing and drainage. Tenant improvements include: mechanical and electrical work, cell block, insulation upgrades as needed.

Current Status: Accepted

Anticipated Project Start Date: Not Provided

Status on Last Certified SFE: In Progress

Project Financial Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Costs:*</td>
<td>$10,963,000</td>
</tr>
<tr>
<td>Total MSI Funding to be Applied:*</td>
<td>$6,623,000</td>
</tr>
<tr>
<td>Total Project Costs To-date:**</td>
<td>$10,947,493</td>
</tr>
<tr>
<td>Total MSI Funding Applied:**</td>
<td>$6,619,331</td>
</tr>
</tbody>
</table>

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

Current Application History

| Date Created | May 21, 2010 |
| Date Submitted | May 13, 2010 |
| Date Accepted | Sep 14, 2010 |

Amendment History

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Total Project Costs</th>
<th>Total MSI Funding to be Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14, 2010</td>
<td>$10,963,000</td>
<td>$6,623,000</td>
</tr>
</tbody>
</table>
Municipal Sustainability Initiative

Project Summary Report

MUNICIPALITY NAME

Project ID: AMD-4932

Project Name: Replace Rescue Truck

Project Description: Replace a fire rescue truck. Costs were greater than initially estimated.

Current Status: Submitted/In Review

Anticipated Project Start Date: Feb 28, 2014

Status on Last Certified SFE: See CAP-4932 for status on last certified SFE.

Project Financial Details

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Costs:*</td>
<td>$754,000</td>
</tr>
<tr>
<td>Total MSI Funding to be Applied:*</td>
<td>$754,000</td>
</tr>
<tr>
<td>Total Project Costs To-date:**</td>
<td>See CAP-4932</td>
</tr>
<tr>
<td>Total MSI Funding Applied:**</td>
<td>See CAP-4932</td>
</tr>
</tbody>
</table>

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

Current Application History

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Dec 4, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Submitted</td>
<td>Jan 9, 2014</td>
</tr>
<tr>
<td>Date Accepted</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Amendment History

<table>
<thead>
<tr>
<th>Date Accepted</th>
<th>Total Project Costs</th>
<th>Total MSI Funding to be Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 30, 2013</td>
<td>$714,000</td>
<td>$714,000</td>
</tr>
</tbody>
</table>
MUNICIPALITY NAME

Project ID: CAP-2456

Project Name: Arena Upgrade and Expansion

Project Description: Renovations to the arena including complete removal of the underlying floor of the ice surface including new piping for the refrigeration system, construction of a building addition to provide adequate dressing rooms and washroom facilities and relocation of the lobby area to bring it to proximity with the parking area and to provide proper traffic flow.

Current Status: Completed/Fully Funded

Anticipated Project Start Date: Not Provided

Status on Last Certified SFE: Completed/Fully Funded

Project Financial Details

<table>
<thead>
<tr>
<th>Total Project Costs:*</th>
<th>$4,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total MSI Funding to be Applied:*</td>
<td>$3,476,667</td>
</tr>
<tr>
<td>Total Project Costs To-date:**</td>
<td>$3,617,935</td>
</tr>
<tr>
<td>Total MSI Funding Applied:**</td>
<td>$2,984,602</td>
</tr>
</tbody>
</table>

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

Current Application History

<table>
<thead>
<tr>
<th>Date Created</th>
<th>May 20, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Submitted</td>
<td>May 13, 2010</td>
</tr>
<tr>
<td>Date Accepted</td>
<td>Sep 14, 2010</td>
</tr>
</tbody>
</table>

Amendment History

<table>
<thead>
<tr>
<th>Date Accepted</th>
<th>Total Project Costs</th>
<th>Total MSI Funding to be Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14, 2010</td>
<td>$4,000,000</td>
<td>$3,476,667</td>
</tr>
</tbody>
</table>
**MUNICIPALITY NAME**

**Project ID:** AMD-761  

**Project Name:** Fleet, Parks and Public Works Building Expansion

**Project Description:** Note: due to the 2009 acquisition of an adjacent building, much of the administration space required (as well as some space for equipment) outlined in the 2008 submitted project is no longer required. The scope for the expansion required has now changed.

**Current Status:** Withdrawn

<table>
<thead>
<tr>
<th>Anticipated Project Start Date:</th>
<th>Not Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status on Last Certified SFE:</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Project Financial Details**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Project Costs:*</td>
<td>$0</td>
</tr>
<tr>
<td>Total MSI Funding to be Applied:*</td>
<td>$0</td>
</tr>
<tr>
<td>Total Project Costs To-date:**</td>
<td>$0</td>
</tr>
<tr>
<td>Total MSI Funding Applied:**</td>
<td>$0</td>
</tr>
</tbody>
</table>

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

**Current Application History**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created</td>
<td>Jun 24, 2010</td>
</tr>
<tr>
<td>Date Submitted</td>
<td>May 13, 2010</td>
</tr>
<tr>
<td>Date Accepted</td>
<td>n/a</td>
</tr>
</tbody>
</table>
Project Applications Reports

There are six different Project Application Reports: Draft, Submitted/In Review, Accepted, Completed/Fully Funded, Withdrawn and All. These reports provide a list of all of a municipality’s projects under each status at the time the report is generated.


Report 14: Project Applications Report – Submitted/In Review

Report 15: Project Applications Report – Accepted

Report 16: Project Applications Report – Completed/Fully Funded

Report 17: Project Applications Report – Withdrawn

The Project Applications Report – All is a compilation of all of the above reports.
## Draft (Not Submitted)

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Submitted Date</th>
<th>Accepted Date</th>
<th>Total Project Cost</th>
<th>Total MSI Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP-XXXX</td>
<td>Road Construction</td>
<td>Dec 2, 2013</td>
<td>n/a</td>
<td>n/a</td>
<td>$500,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>CAP-XXXX</td>
<td>Wastewater Line Replacement</td>
<td>Dec 13, 2013</td>
<td>n/a</td>
<td>n/a</td>
<td>$200,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>Number of Projects:</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>Total:</td>
<td>$700,000</td>
</tr>
</tbody>
</table>

- Amendment requested on an accepted project.

Note:
- "Draft (Not Submitted)" values reflect amounts on the financial grid for the application under development.
### MUNICIPALITY NAME

**Submitted/In Review**

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Submitted Date</th>
<th>Accepted Date</th>
<th>Total Project Costs</th>
<th>Total MSI Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMD-4150</td>
<td>Emergency Services Station</td>
<td>Nov 28, 2013</td>
<td>Nov 28, 2013</td>
<td>n/a</td>
<td>$4,295,200</td>
<td>$4,195,200</td>
</tr>
<tr>
<td>AMD-4931</td>
<td>Chinook Winds Site Development</td>
<td>Jan 16, 2014</td>
<td>Jan 16, 2014</td>
<td>n/a</td>
<td>$738,900</td>
<td>$738,900</td>
</tr>
<tr>
<td>AMD-4932</td>
<td>Replace Rescue Truck</td>
<td>Dec 4, 2013</td>
<td>Jan 9, 2014</td>
<td>n/a</td>
<td>$500,000</td>
<td>$500,000</td>
</tr>
<tr>
<td>CAP-5526</td>
<td>Arena Construction</td>
<td>Nov 18, 2013</td>
<td>Nov 18, 2013</td>
<td>n/a</td>
<td>$105,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>CAP-5528</td>
<td>Fire Station Rehabilitation</td>
<td>Nov 18, 2013</td>
<td>Nov 18, 2013</td>
<td>n/a</td>
<td>$500,000</td>
<td>$300,000</td>
</tr>
<tr>
<td>CAP-5535</td>
<td>Avenue Reconstruction</td>
<td>Nov 26, 2013</td>
<td>Nov 26, 2013</td>
<td>n/a</td>
<td>$1,040,000</td>
<td>$1,039,000</td>
</tr>
<tr>
<td>CAP-5540</td>
<td>Library Construction</td>
<td>Nov 26, 2013</td>
<td>Nov 28, 2013</td>
<td>n/a</td>
<td>$1,050,000</td>
<td>$800,000</td>
</tr>
<tr>
<td>CAP-5547</td>
<td>Fire Truck Purchase</td>
<td>Nov 29, 2013</td>
<td>Dec 2, 2013</td>
<td>n/a</td>
<td>$465,400</td>
<td>$465,400</td>
</tr>
<tr>
<td>CAP-5562</td>
<td>Parks Maintenance Equipment Purchase</td>
<td>Dec 11, 2013</td>
<td>Dec 11, 2013</td>
<td>n/a</td>
<td>$200,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>CAP-5563</td>
<td>Road Maintenance Equipment Purchase</td>
<td>Dec 11, 2013</td>
<td>Dec 11, 2013</td>
<td>n/a</td>
<td>$350,000</td>
<td>$350,000</td>
</tr>
<tr>
<td>CAP-5576</td>
<td>King Street Wastewater Line Replacement</td>
<td>Dec 6, 2013</td>
<td>Jan 9, 2014</td>
<td>n/a</td>
<td>$0</td>
<td>$200,000</td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
<td>$9,444,500</td>
<td>$8,888,500</td>
</tr>
</tbody>
</table>

Amendment requested on an accepted project.

- "Submitted/In Review" values reflect amounts on the financial grid in real-time as currently being reviewed.

Created On: January 20, 2014
Page 1 of 1
<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Submitted Date</th>
<th>Accepted Date</th>
<th>Total Project Costs</th>
<th>Total MSI Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP-2457</td>
<td>RCMP Expansion</td>
<td>May 21, 2010</td>
<td>May 13, 2010</td>
<td>Sep 14, 2010</td>
<td>$10,963,000</td>
<td>$6,623,000</td>
</tr>
<tr>
<td>CAP-4148</td>
<td>Genesis Place - Phase III</td>
<td>May 4, 2012</td>
<td>May 1, 2012</td>
<td>Aug 24, 2012</td>
<td>$20,296,179</td>
<td>$9,083,702</td>
</tr>
<tr>
<td>CAP-4931</td>
<td>Chinook Winds Site Development</td>
<td>Apr 30, 2013</td>
<td>Apr 29, 2013</td>
<td>Aug 22, 2013</td>
<td>$538,900</td>
<td>$538,900</td>
</tr>
<tr>
<td>CAP-4932</td>
<td>Replace Rescue Truck</td>
<td>Apr 30, 2013</td>
<td>Apr 29, 2013</td>
<td>Jul 30, 2013</td>
<td>$714,000</td>
<td>$694,000</td>
</tr>
<tr>
<td><strong>Total</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$40,414,179</strong></td>
<td><strong>$24,341,702</strong></td>
</tr>
</tbody>
</table>

Amendment requested on an accepted project.

Note:
- "Accepted" values reflect amounts on the financial grid as Accepted by the Minister of Municipal Affairs.
### Municipal Sustainability Initiative

#### Project Applications Report - Completed/Fully Funded

**MUNICIPALITY NAME**

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Submitted Date</th>
<th>Accepted Date</th>
<th>Total Project Costs</th>
<th>Total MSI Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP-147</td>
<td>East Lake Recreation and Wellness Centre - Phase II</td>
<td>Jun 24, 2010</td>
<td>May 13, 2010</td>
<td>Sep 22, 2010</td>
<td>$27,932,436</td>
<td>$6,697,220</td>
</tr>
<tr>
<td>CAP-2458</td>
<td>Yankee Valley Boulevard Sound Wall</td>
<td>May 20, 2010</td>
<td>May 13, 2010</td>
<td>Sep 14, 2010</td>
<td>$1,441,627</td>
<td>$1,149,305</td>
</tr>
<tr>
<td>CAP-2459</td>
<td>Replacement of Fire Pumper</td>
<td>May 21, 2010</td>
<td>May 13, 2010</td>
<td>Sep 14, 2010</td>
<td>$783,113</td>
<td>$783,113</td>
</tr>
<tr>
<td>CAP-4149</td>
<td>#236 Renovations to 23 East Lake Hill</td>
<td>May 4, 2012</td>
<td>May 1, 2012</td>
<td>Aug 24, 2012</td>
<td>$2,515,996</td>
<td>$1,669,541</td>
</tr>
</tbody>
</table>

**Number of Projects:** 6

**Total:**

- **Total Project Costs:** $38,431,655
- **Total MSI Applied:** $15,282,681

**Note:**

- Amendment requested on an accepted project.

**Report 16:** Project Applications Report - Completed/Fully Funded

"Completed/Fully Funded" values reflect total project costs and total expenditures on certified Statements of Funding and Expenditures of accepted projects.
### MUNICIPALITY NAME

#### Withdrawn

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Submitted Date</th>
<th>Accepted Date</th>
<th>Total Project Costs</th>
<th>Total MSI Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMD-761</td>
<td>Fleet, Parks and Public Works Building Expansion</td>
<td>Jun 24, 2010</td>
<td>May 13, 2010</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>CAP-5534</td>
<td>Fire Truck Purchase</td>
<td>Nov 21, 2013</td>
<td>Apr 1, 2007</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**Number of Projects:** 2