

# MSIO Capital Statement of Funding and Expenditures User Guide

---



11/9/2016

# **MSIO Capital Statement of Funding and Expenditures User Guide**

## **Table of Contents**

- About the Municipal Sustainability Initiative Online System* ..... 2
- Creating the MSI Capital SFE*..... 2
  - Municipality Information* ..... 3
  - MSI Capital Funding Available and Reporting Year Totals*..... 4
  - Project Costs and MSI Capital Funding Applied*..... 5
  - Statement of Funding and Expenditures Certification* ..... 9
  - Prepared By*..... 10
  - Legal Statement* ..... 10
- Saving, Submitting and Printing the SFE*..... 10
- SFE Status and Reports*..... 12
- SFE Retrieval* ..... 13

## 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;
- create, save, submit and retrieve MSI capital Statement of Funding and Expenditures (SFEs) online;
- create, save, submit and retrieve MSI operating SFEs online;
- view and track the status of MSI capital applications and amendments; and
- view, print and export some financial reports.

## Creating the MSI Capital SFE

On the MSIO Home page, select the municipality and the year of the Capital SFE you want to enter and click "Go". This will take you to a blank SFE, which is very similar to the PDF and paper SFEs used for MSI Capital.

### MSIO Home

Welcome to the Municipal Sustainability Initiative Online (MSIO) web application.

**Select Municipality**

Select a municipality from the following list:

Anywhere, Village of

**Select Activity**

Select which type of application you want to perform:

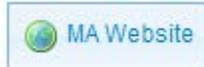
<b>Capital</b>	<b>Operating</b>
<input type="radio"/> Applications	<input type="radio"/> Spending Plans (2015 Not Submitted)
<b>SFEs</b>	<b>SFEs</b>
<input checked="" type="radio"/> 2014 (Not Started)	<input type="radio"/> 2014 (Not Started)
<input type="radio"/> 2015 (Not Started)	<input type="radio"/> 2015 (Not Started)

Go

Across the top of the SFE form is a series of buttons:



Returns you to the MSIO Home page.



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.



Opens a drop-down list of summary reports.

Below these buttons, in the blue boxes, are the general rules for completing a MSI Capital SFE. More information can be found in the MSI Capital Program Guidelines, available at <http://www.municipalaffairs.alberta.ca/msi-materials-resources.cfm>.

 Indicates more information is available by clicking the title beside the arrow to expand.

 Indicates a required field.

## ***Municipality Information***

Municipality Information			
Enter municipality contact information.			
Municipality Name	Village of Anywhere	Telephone 	<input type="text"/>
Address	PO Box 123 Anywhere AB T1K 8B3	Email	<input type="text"/>
Municipality Representative	heather ext	Program Year	2014
		Status (Type)	Draft
		Created Date	Feb 26, 2015

Because you have already selected the municipality for which you are creating this SFE, the municipal name, address and representative have been pre-populated in the form.

Telephone Number and Email: provide the telephone number and email address of the Municipal Representative so Municipal Affairs can contact you if they have questions regarding this SFE.

### MSI Capital Funding Available and Reporting Year Totals

MSI Capital Funding Available		Reporting Year Totals	
Total Funding Carry Forward from Previous Year (A) ▲	\$687,452.00	Total MSI Funding Applied to Previous and to Reporting Year Qualifying Project Costs (E)	\$0.00
Funding Allocation in Reporting Year (B) ▲	\$275,378.00	Total Funding Available for Future Years (F)	\$962,830.00
Credit Items (including Income Earned) in Reporting Year (C) ▲			
Total Funding Available in Reporting Year [A+B+C] (D)			
Total Funding Available in Reporting Year [A+B+C] (D)		\$962,830.00	

Row/Column Explanation	
Row A - Total Funding Carry-Forward from Previous Year:	The remaining balance from the Municipal Certification Summary Report attached to the 2013 SFE certification letter, or amount reported in Row F of the 2013 SFE.
Row B - Funding Allocation in Reporting Year:	Full MSI Capital Project funding allocation in 2014, whether or not payment(s) has been received. The municipality's full funding allocation is listed on the ministry website at <a href="http://www.municipalaffairs.alberta.ca/msi-funding-allocations-eligibility.cfm">www.municipalaffairs.alberta.ca/msi-funding-allocations-eligibility.cfm</a> .
Row C - Credit Items (including Income Earned) in Reporting Year:	Any credit items that result in net proceeds to the municipality in the reporting year, such as income earned on deposits and investments, and rent or other income derived from capital assets. See the 2014 Capital Program Guidelines.
Row D - Total Funding Available in Reporting Year:	A calculated total of Rows A, B, and C.
Row E - Total MSI Funding Applied to Previous and to Reporting Year Qualifying Project Costs:	A calculated total of line items in Column 10. <b>Row E cannot exceed Row D.</b>
Row F - Total Funding Available for Future Years:	Total funding to be carried forward to 2015. A calculated total of Row D minus Row E. <b>Row F must be \$0 or greater.</b>

Total Funding Carry-Forward from Previous Year (A): Pre-populated if the previous years SFE has been certified. If not you must complete this field.

Funding Allocation in Reporting Year (B): Pre-populated based on the approved MSI Capital allocation for the reporting year.

Credit Items (including Income Earned) in Reporting Year (C): This field must be completed **even if the value is \$0.**

Total Funding Available in Reporting Year [A+B+C] (D): Calculates the sum of the three previous fields.

Total MSI Funding Applied to Previous and to Reporting Year Qualifying Project Costs (E): Calculates the sum of MSI applied in column (10) on the attached project's edit screen.

Total Funding Available for Future Years (F): Calculates the remaining funding in the reporting year (D-E).

## Project Costs and MSI Capital Funding Applied

**Project Costs and MSI Capital Funding Applied**

Accepted projects that have been previously reported on (that were not withdrawn or completed/fully funded) must be included on the 2014 MSI Capital SFE, and are automatically attached and identified with a mandatory icon.

Select the Add Project function to attach additional accepted projects.

Click on the attached project's edit option to enter the reporting year project work status and financial values.

Once the details of a project are entered, check the appropriate "Data Entry Status" checkbox to indicate whether or not the project details require further editing (Options: Further Edits Required or Data Entry Complete). Projects marked as "Data Entry Complete" are signified with a green flag in the "Data Entry Status" column. Projects that are marked as "Further Edits Required" are signified with a red flag in the "Data Entry Status" column and require further review. (Default: Further Edits Required).

[Add Projects](#)

Project Application - CAP No. (1)	Project Name (2)	Reporting Year Qualifying Project Costs to be Funded from MSI [5-(6+7+8)] (9)	Remaining Qualifying Project Costs to be funded from MSI Allocations [4+9-10] (11)	Data Entry Status	Options
CAP-4082	Water Treatment Plant Carbon Dioxide Injection System			 	  
<b>Total</b>		\$0.00	\$0.00		

Showing 1 item

To add or edit projects you must **SAVE** the draft MSI Capital SFE first. See section [Saving, Submitting and Printing the SFE](#) for instruction on how to save the draft SFE.

If the previous year's SFE is certified, all projects reported on the previous year's SFE with a status other than 'Withdrawn' or 'Completed / Fully Funded' will automatically be attached to the reporting year's SFE.

[Add Projects](#) To add or remove projects attached to the SFE.

### Add Project(s)

Available Project Applications				Selected Project Application(s)			
Search: <input type="text"/>				Search: <input type="text"/>			
<a href="#">Add All</a>				<a href="#">Remove All</a>			
CAP-ID	Project Name	Accepted Amount	Add	CAP-ID	Project Name	Accepted Amount	Remove
CAP-5325	Waterline Construction	\$857,484		CAP-4082	Water Treatment Plant Carbon Dioxide Injection System	\$45,000	
Showing 1 item				Showing 1 item			
				<a href="#">Cancel</a> <a href="#">Attach Applications</a>			

 To add projects to the SFE click on the 'Add' icon beside each project listed in the Available Project Application(s) section. To add all listed projects click on 'Add All'. **NOTE: You cannot attach unaccepted projects.**

 To remove projects from the SFE click on the 'Remove' icon beside each project listed in the Selected Project Applications section. To remove all listed projects click on 'Remove All'. **NOTE: You cannot remove a listed project if it has been reported on the previous year's certified SFE with a status of 'In Progress', 'Not Started', 'Delayed', or 'Completed/Ongoing Funding'.**

Click on 'Cancel' to exit this screen without saving. Click on 'Attach Applications' to save the changes.

<a href="#">Add Projects</a>					
Project Application - CAP No. (1)	Project Name (2)	Reporting Year Qualifying Project Costs to be Funded from MSI [5-(6+7+8)] (9)	Remaining Qualifying Project Costs to be funded from MSI Allocations [4+9-10] (11)	Data Entry Status	Options
CAP-4377	Water and Wastewater Line Upgrades	\$0	\$0	 	  
CAP-4379	Wastewater System Upgrade Design			 	  
CAP-5316	Hardisty Lift Station - Design & Engineering			 	  
CAP-5319	Bill Thompson Arena (BTA) Board Replacement			 	  
CAP-5320	Reimer Lift Station Rehab			 	  
CAP-6265	Hardisty Lift Station Construction				  
<b>Total</b>		\$0	\$0		

Showing 6 items  

Are all Capital projects with 2015 MSI expenditures attached to the SFE?  Yes  No

**Comments**

List any unreported projects in the comment box below and/or provide other additional information which may assist Municipal Affairs in processing this SFE.

 Indicates the project Data Entry Status is complete.

 Indicates the project Data Entry Status is incomplete.

 Indicates the project must be reported on.

 To edit project status and expenditures.

 To view the Submitted Project Application Form or Project Summary Report.

 To remove the attached project.

Are all Capital projects with 2015 MSI expenditures attached to the SFE?   Yes  No

Click 'Yes' if all projects with 2015 MSI expenditures have been reported on. Otherwise, click 'No'.

**Comments**

List any unreported projects in the comment box below and/or provide other additional information which may assist Municipal Affairs in processing this SFE.

If not all projects with 2015 MSI expenditures have been reported on, please list them in the 'Comments' box. You may also provide additional information that will assist in the processing of the SFE.

**Project Costs & MSI Capital Funding Applied**

Project Application			
(1) Project Application - CAP No.	CAP-4082	Project Accepted Amount	\$45,000.00
(2) Project Name	Water Treatment Plant Carbon Dioxide Injection System		

**Project Details**

(3) Status 

(4) Remaining MSI Qualifying Project Costs from Column 11 of Previous Year's SFE 

**Reporting Year Expenditures and Funding Sources**

(5) Total Actual Reporting Year Project Costs 

(6) Non-Qualifying Costs Included in Reporting Year Project Costs 

(7) Portion of Reporting Year Qualifying Project Costs to be Funded from Other Grant Programs 

(8) Portion of Reporting Year Qualifying Project Costs to be Funded from Municipal Sources 

(9) Reporting Year Qualifying Project Costs to be Funded from MSI [5-(6+7+8)] 

(10) MSI Funding Applied to Previous (4) and to Reporting Year (9) Qualifying Project Costs 

(11) Remaining Qualifying Project Costs to be Funded from MSI Allocations [4+9-10] 

Data Entry Status   Further Edits Required   Data Entry Complete 

For each attached project, complete the Project Details and Reported Year Expenditures and Funding Sources sections.

**NOTE: All required fields must be completed even if the value is \$0.**

Required field definitions are as follows:

### Project Costs & MSI Capital Funding Applied

Project Application			
(1) Project Application - CAP No.	CAP-4377	Project Accepted Amount	\$300,000
(2) Project Name	Water and Wastewater Line Upgrades		

Row/Column Explanation	
<b>Row 1 - Project Application - CAP No.:</b>	The CAP No. included in the Minister's Project Acceptance letter.
<b>Row 2 - Project Name:</b>	As stated in the Minister's Project Acceptance letter.
<b>Row 3 - Status:</b>	Report on all approved projects, regardless of status:
<b>LEGEND</b>	
	<b>In Progress</b> project has started with or without expenditure in reporting year;
	<b>Not Started</b> project has not yet begun;
	<b>Delayed</b> project has started but has been delayed with no expenditures in reporting year.
	<b>Completed/Ongoing Funding</b> project was completed in reporting year or a previous year, and has remaining qualifying costs that will be funded from future years' MSI funding;
	<b>Completed/Fully Funded</b> project has been completed in reporting year and no additional MSI funds will be applied. Once a project has been reported as Completed/Fully Funded, it is not reported in future years; and
	<b>Withdrawn</b> project is not proceeding and no MSI funds have been applied to date.
<b>Row 4 - Remaining MSI Qualifying Project Costs from Column 11 of Previous Year's SFE:</b>	Amount for each project from Column 9 of the Municipal Certification Summary Report attached to the 2014 SFE certification letter, or amount reported in Column 11 of the 2014 SFE.
<b>Row 5 - Total Actual Reporting Year Project Costs:</b>	The total expended on the project in 2015 including ineligible costs, costs that were funded by other grant programs, and costs that were funded from municipal sources including borrowings (excluding costs that were funded by other municipalities).
<b>Row 6 - Non-Qualifying Costs Included in Reporting Year Project Costs:</b>	The portion of project costs from Row 5 that were ineligible for MSI funding (see Schedule 1 of the 2015 Capital Program Guidelines).
<b>Row 7 - Portion of Reporting Year Qualifying Project Costs to be Funded from Other Grant Programs:</b>	The portion of project costs from Row 5 that were, or will be, funded from federal or other provincial grant programs.
<b>Row 8 - Portion of Reporting Year Qualifying Project Costs to be Funded from Municipal Sources:</b>	The portion of project costs from Row 5 that will be funded from municipal sources including reserves, accumulated surpluses, or municipal revenues, and includes project costs that have been financed through borrowings that will be repaid from municipal sources.
<b>Row 9 - Reporting Year Qualifying Project Costs to be Funded from MSI:</b>	The net amount of project costs expended in 2015 that qualify for MSI funding. These costs may exceed the amount of MSI funding available in the reporting year where the municipality intends to fund the excess in a future program year. A calculated total for each project from Row 5 minus the sum of Rows 6, 7 and 8.
<b>Row 10 - MSI Funding Applied to Previous and to Reporting Year Qualifying Project Costs:</b>	The amount of MSI funding applied to qualifying project costs.
<b>Row 11 - Remaining Qualifying Project Costs to be Funded from Future Year MSI Allocations:</b>	The calculated total of Rows 4 plus 9 minus 10 that represents the excess of accumulated qualifying project costs. This excess will be carried forward to be funded in a future program year.

Data Entry Status   Further Edits Required   Data Entry Complete 

Click on 'Cancel' to exit this screen without saving.

To save the information and complete the data entry stage later, select 'Further Edits Required' and click 'Save'.

To save the information and complete the data entry stage, select 'Data Entry Complete' and click 'Save'.

### **Statement of Funding and Expenditures Certification**

**Certification**

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

**Option 1: CAO Certification**

I, heather ext, the CAO of Village of Anywhere, certify that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and costs, and that this information complies with the MSI Capital Program Guidelines and funding agreements for this grant program. It certifies that all non-qualifying costs, funding from other grant programs, and funding from municipal sources defined for this program have been identified in this statement. It also certifies that the MSI Capital Funding Applied to Previous and Reporting Year Qualifying Project Costs represents the Municipality's designation of MSI funding to the respective qualifying project costs, irrespective of the Municipality's method of paying for these costs.

In all respects, this Statement confirms compliance with the terms of the Municipal Sustainability Initiative Memorandum of Agreement between Alberta Municipal Affairs and the Municipality.

**Option 2: Municipality Representative Declaration**

As a representative of Village of Anywhere, I, heather ext have been authorized to submit this Statement of Funding and Expenditures on behalf of the CAO and certified that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and costs, and that this information complies with the MSI Capital Program Guidelines and funding agreements for this grant program. It certifies that all non-qualifying costs, funding from other grant programs, and funding from municipal sources defined for this program have been identified in this statement. It also certifies that the MSI Capital Funding Applied to Previous and Reporting Year Qualifying Project Costs represents the Municipality's designation of MSI funding to the respective qualifying project costs, irrespective of the Municipality's method of paying for these costs.

In all respects, this Statement confirms compliance with the terms of the Municipal Sustainability Initiative Memorandum of Agreement between Alberta Municipal Affairs and the Municipality.

CAO Signed Date    

This section replaces the CAO's signature on the paper/PDF version of the SFE. 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 SFE is the municipality's CAO, select the first certification statement.

If the person creating the SFE is not the municipality's CAO, but the delegated Municipal Representative, select the second certification statement.

CAO Signed Date: Select the date the CAO, or delegated Municipal Representative, is certifying the information.

## Prepared By

**Prepared By**

Identify the contact information of the individual who prepared MSI Capital SFE information.

Name 	<input type="text"/>	Title 	<input type="text"/>
Telephone Number 	<input type="text"/>	Email	<input type="text"/>

Name, Telephone Number, Title, and Email: This section captures the information of the individual who prepared the information to complete the SFE. This section must be completed even if the Municipal Representative and the individual who prepared the information are the same.

## Legal Statement

**Legal Statement**

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

This is the same statement that appears on the MSI Capital paper and PDF SFEs.

## Saving, Submitting and Printing the SFE

In the bottom right hand of the SFE screen are buttons for 'Cancel', 'Reset' and 'Save'.

Selecting 'Cancel' will clear all of the information in the SFE without saving it and return the user to the MSIO Home page. The SFE will still have a status of 'Not Started'.

Selecting 'Reset' will clear all of the information in the SFE without saving it.

Selecting 'Save' will save a copy of the SFE. You will receive the following message:

MSI Capital SFE successfully saved.

Once your SFE has been saved, the 'Print' and 'Submit' buttons are enabled.

To view, print or save a copy of the draft SFE report, click 'Print'.

To submit the SFE, click 'Submit'.

If there are errors in the SFE, you will receive the following message:

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

Validation errors will appear in red. For example:

**Certification**

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

**Must choose an option**

<p><input type="radio"/> <b>Option 1: CAO Certification</b></p> <p>I, heather ext , the CAO of Village of Anywhere, certify that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and costs, and that this information complies with the MSI Capital Program Guidelines and funding agreements for this grant program. It certifies that all non-qualifying costs, funding from other grant programs, and funding from municipal sources defined for this program have been identified in this statement. It also certifies that the MSI Capital Funding Applied to Previous and Reporting Year Qualifying Project Costs represents the Municipality's designation of MSI funding to the respective qualifying project costs, irrespective of the Municipality's method of paying for these costs.</p> <p>In all respects, this Statement confirms compliance with the terms of the Municipal Sustainability Initiative Memorandum of Agreement between Alberta Municipal Affairs and the Municipality.</p>	<p><input type="radio"/> <b>Option 2: Municipality Representative Declaration</b></p> <p>As a representative of Village of Anywhere, I, heather ext have been authorized to submit this Statement of Funding and Expenditures on behalf of the CAO and certified that the information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and costs, and that this information complies with the MSI Capital Program Guidelines and funding agreements for this grant program. It certifies that all non-qualifying costs, funding from other grant programs, and funding from municipal sources defined for this program have been identified in this statement. It also certifies that the MSI Capital Funding Applied to Previous and Reporting Year Qualifying Project Costs represents the Municipality's designation of MSI funding to the respective qualifying project costs, irrespective of the Municipality's method of paying for these costs.</p> <p>In all respects, this Statement confirms compliance with the terms of the Municipal Sustainability Initiative Memorandum of Agreement between Alberta Municipal Affairs and the Municipality.</p>
---	--

CAO Signed Date    

**Cannot be blank**

If your submission is successful, you will receive the following message:

The 2014 MSI Capital SFE has been successfully submitted.

# SFE Status and Reports

## MSIO Home

Welcome to the Municipal Sustainability Initiative Online (MSIO) web application.

**Select Municipality**

Select a municipality from the following list:

Anywhere, Village of

**Select Activity**

Select which type of application you want to perform:

<b>Capital</b>	<b>Operating</b>
<input checked="" type="radio"/> Applications	<input type="radio"/> Spending Plans (2015 Not Submitted)
<b>SFEs</b>	<b>SFEs</b>
<input type="radio"/> 2014 (Submitted - In Progress) 	<input type="radio"/> 2014 (Submitted - In Progress) 
<input type="radio"/> 2015 (Not Started)	<input type="radio"/> 2015 (Not Started) 

Capital MSIO SFE

Capital MSIS SFE

Go

The status of the SFE is indicated beside the year.

 To view, print or save a copy of the submitted SFE click on the PDF icon for a listing of SFE report(s).

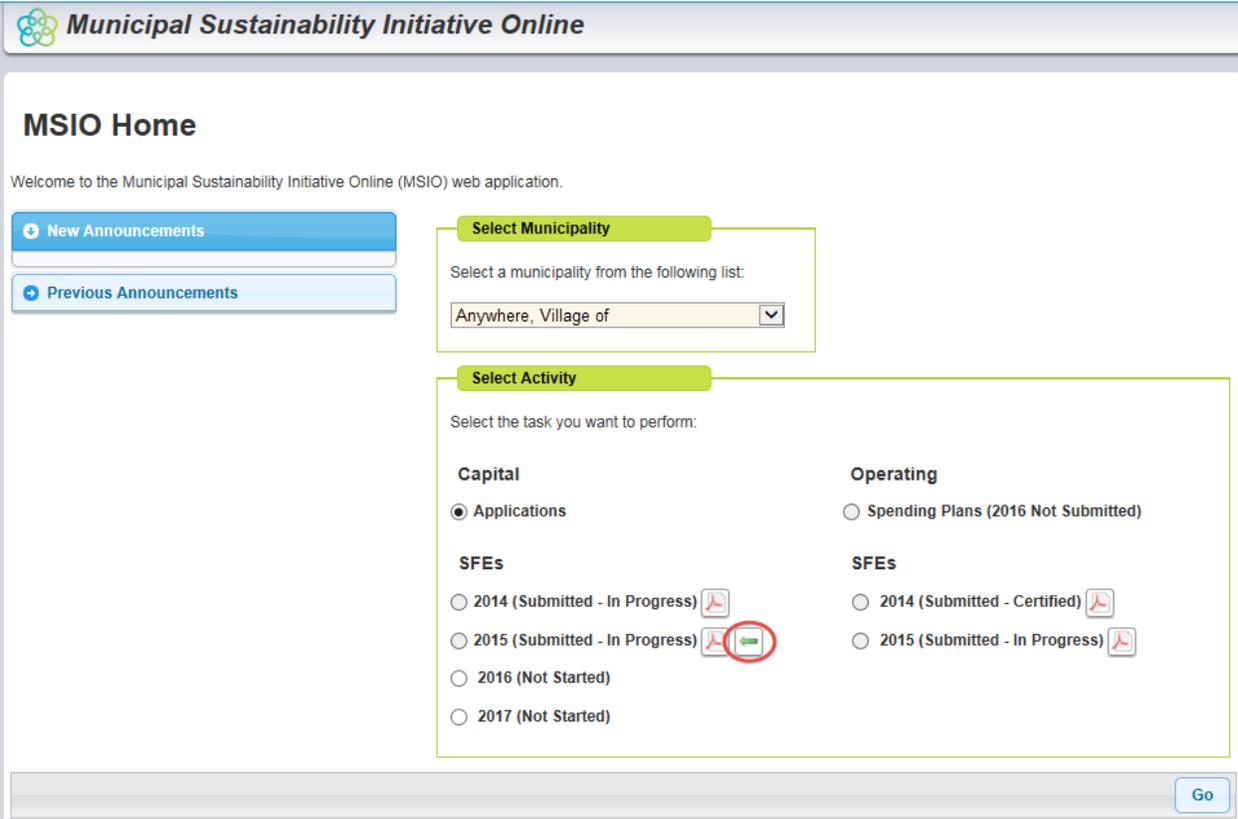
Prior to certification by Municipal Affairs staff, there are two versions of the SFE report. The 'Capital MSIO SFE' report reflects the information submitted by the municipality and the 'Capital MSIS SFE' report reflects the version being reviewed by Municipal Affairs. Once the SFE is certified by Municipal Affairs staff, only the 'Capital MSIS SFE' will be available as this report reflects the final information.

# SFE Retrieval

It is possible to make Edits to a submitted SFE if the status is 'Submitted – In Progress' and a green backwards arrow button is available. If Municipal Affairs has begun the review process or certified the SFE, this option is not available and edits must be completed by contacting Municipal Affairs.

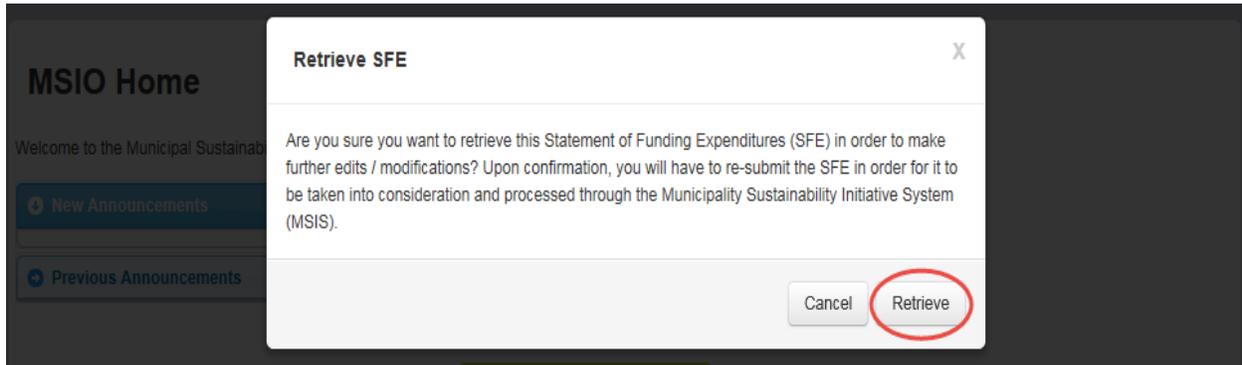
If you would like to edit a submitted SFE:

Click on the green backwards arrow to retrieve your SFE.

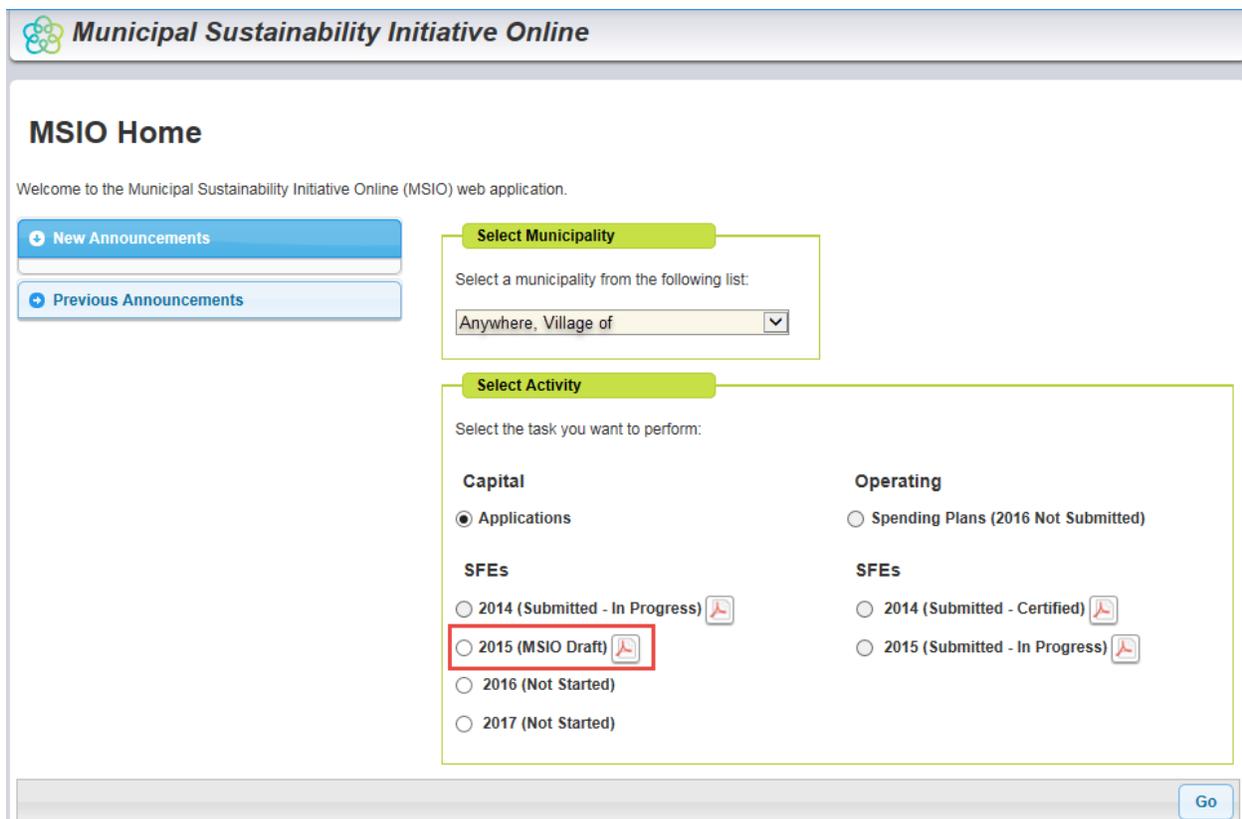


A warning will appear reminding you that you must re-submit the SFE upon completion of your edits. Failure to re-submit the SFE could result in the delay of grant allocation payments.

Click on “Retrieve.”



Once “Retrieve” is clicked, the SFE will return to “Draft” status.



You can now select the draft SFE and click “Go.” This will take you to the main SFE screen where you can make any necessary edits.

**NOTE: When an SFE is retrieved, all project reporting statuses revert to “Further Edits Required” (Red Flag). Users must click “Data Entry Complete” (Green Flag) for each.**

-  Indicates the project Data Entry Status is incomplete.
-  Indicates the project Data Entry Status is complete.