

# MSIO Operating User Guide

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# MSIO Operating User Guide

## Contents

About the Municipal Sustainability Initiative Online System .....	2
Creating the MSI Operating Spending Plan .....	2
<i>Municipality Information</i> .....	3
<i>Carry Forward/Allocation/Total Available</i> .....	4
<i>Government-Wide Objectives (GWO) #1 – 4</i> .....	4
<i>Application Certification</i> .....	5
<i>Legal Statement</i> .....	5
Saving, Submitting and Printing the Spending Plan .....	5

## 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.

**Only one spending plan may be submitted for each municipality per program year in MSIO.**

## Creating the MSI Operating Spending Plan

On the MSIO Home page, select "MSI Operating Spending Plans" and click "Go". This will take you to a blank spending plan, which is very similar to the PDF and paper spending plans used for MSI operating.

The screenshot shows the MSIO Home page interface. At the top, it says "MSIO Home" and provides a welcome message. Below this, there are two main selection areas: "Select Municipality" and "Select Activity". The "Select Municipality" area has a dropdown menu with "Airdrie, City of" selected. The "Select Activity" area has two radio button options: "MSI Capital Applications" and "MSI Operating Spending Plans", with the latter being selected. A "Go" button is located at the bottom right of the form area.

Across the top of the spending plan 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.

Below these buttons, in a blue box, are the general rules for completing a 2014 MSI Operating Spending Plan. More information can be found in the MSI Operating Program Guidelines, available at <http://municipalaffairs.alberta.ca/msi-programresources>.

## 2014 MSI Operating Spending Plan

- The spending plan must commit all available Municipal Sustainability Initiative (MSI) operating funding, including any 2013 carry forward and the 2014 allocation, to the functional categories that align with government-wide objectives for municipal grant funding and the program guidelines.
- Municipalities must track the actual spending of MSI funds in the program year in order to report on this information on the 2014 Statement of Funding and Expenditures (SFE), including any minor changes to amounts allocated to each functional category. Significant changes require the operating spending plan to be revised (Section 6.6 of the program guidelines).
- Salaries, wages and benefits are not eligible for MSI operating funding unless they are part of a joint initiative or support a library, nonprofit organization, or planning activity. Restrictions exist around funding routine administrative functions and costs.
- See the 2014 Program Guidelines, Schedules 1 and 2 for an explanation of how to complete the Operating Spending Plan and for a more detailed list of eligible expenditures. All program materials are available at <http://www.municipalaffairs.alberta.ca/msi-materials-resources.cfm>

### Municipality Information

Contact Name 

Contact Title

Telephone 

Email

Municipality Name City of Airdrie

Address 400 Main Street SE  
Airdrie AB  
T4B 3C3

Program Year 2014

 Indicates a required field.

### *Municipality Information*

Contact Name, Contact Title, Telephone Number and Email: Provide the name, title, telephone number and email address of the person that Municipal Affairs should contact if they have questions about this spending plan.

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

### Carry Forward/Allocation/Total Available

Carry Forward / Allocation / Total Available			
Estimated 2013 Funding Carried Forward	<input type="text"/>	2014 Allocation <input type="text"/>	Estimated Total Amount Available <input type="text" value="\$0.00"/>

Estimated 2013 Funding Carried Forward: Enter the amount of operating funding that the municipality has carried forward from 2013. This calculation may be based on an estimated amount of funding to be carried forward, as the actual amount from the certified 2013 SFE may not be available at the time the operating spending plan is submitted.

2014 Allocation: Enter the amount of your municipality's 2014 MSI operating allocation. This is available at <http://municipalaffairs.alberta.ca/msi-funding-allocations-eligibility>.

Estimated Total Amount Available: Calculates the sum of the two previous fields.

### Government-Wide Objectives (GWO) #1 – 4

Government-Wide Objective #1: To support initiatives that promote the viability and long-term sustainability of municipalities.	
Functional Category	Estimated Expenditure
<b>Governance</b> <small>(e.g., support for elected officials through tuition or consultant fees for councilor training, consultant fees to explore and establish opportunities for regional cooperation).</small>	<input type="text"/>
<b>Planning and Development</b> <small>(e.g., support for the development of planning documents, or operating support for economic and agricultural development activities)</small>	<input type="text"/>
<b>General Administration</b> <small>(e.g., support for computer hardware and software, consultant fees related to organizational reviews, or salary and wage expenses of shared administrative staff).</small>	<input type="text"/>
<b>Subtotal</b>	\$0.00

Enter your estimated 2014 spending by functional category. Broad descriptions of the categories are provided on the form; more in depth examples of eligible expenses can be found in the MSI Operating Program Guidelines at <http://municipalaffairs.alberta.ca/msi-programresources>.

MSIO will calculate the Subtotal allocated to each GWO. At the end of this section, MSIO will also calculate the Total allocated across all GWOs.

Total
Total Estimated Expenditure \$0.00

## Application Certification

### Application Certification

- I, Your Name , the CAO of Municipality , certify that the information contained in this operating spending plan is a reasonable estimate of planned spending and that the MSI operating funding allocated to my municipality will be spent on qualifying operating expenditures as outlined in the program guidelines. Where applicable, the municipality has communicated to any eligible recipient entity that funds received must only be used for qualifying operating expenditures as outlined in the program guidelines.
- As a representative of Municipality , I, Your Name have been authorized to submit this operating spending plan on behalf of the CAO and have certified that the information contained in this operating spending plan is a reasonable estimate of planned spending and that the MSI operating funding allocated to my municipality will be spent on qualifying operating expenditures as outlined in the program guidelines. Where applicable, the municipality has communicated to any eligible recipient entity that funds received must only be used for qualifying operating expenditures as outlined in the program guidelines.

Signed Date    

### 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 780-427-2225 or by writing to the Director, Municipal Grants Unit, 17th Floor, Commerce Place, 10155-102nd Street, Edmonton, Alberta T5J 4L4.

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

If the person creating the spending plan is not the municipality's CAO, but an authorized officer, select the second certification statement.

### Legal Statement

This is the same statement that appears on the MSI operating paper and PDF spending plans.

## Saving, Submitting and Printing the Spending Plan

In the bottom right hand of the application screen are buttons for "Reset" and "Save".



Selecting “Reset” will clear all of the information in the spending plan without saving it.

Selecting “Save” will save a copy of the spending plan. You will receive the following message:

MSI Operating Spending plan successfully saved.

Once your spending plan has been saved, the “Print” and “Submit” buttons are enabled.



Ensure that all of the fields have been completed correctly before submitting the MSI operating spending plan, as once it has been submitted it cannot be edited or deleted through MSIO. To make changes to a spending plan once it has been submitted, contact a Grant Policy Advisor toll-free at 310-000 and then 780-427-2225.

To submit the spending plan, click “Submit”. If there are errors in the spending plan, you will receive the following message:

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

Validation errors will appear in red:

**Municipality Information**

Contact Name  Huwaein Tyne

Contact Title Payuser

Telephone    
**Cannot be blank**

Email ghcardi@jmail.com

Once a draft application has been submitted, only the “Print” button remains enabled. Selecting “Print” will generate a PDF version of the spending plan that can be saved or printed.



Only one spending plan may be submitted for each municipality. A copy of your submitted spending plan will be saved in MSIO; however you will be unable to make changes to it.

See the following pages for an example of the MSI Spending Plan printed from MSIO.