Municipal Sustainability Initiative Operating Portal User Guide

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Municipal Sustainability Initiative Operating Portal User Guide| Municipal Affairs

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1.0 MSI Operating Portal User Guide Overview

This user guide provides an overview of the steps required to navigate and utilize the Municipal Sustainably Initiative (MSI) Operating Portal. The new MSI Operating portal has been developed to enable municipalities and Métis Settlements to:

- Create, save, and submit MSI Operating Statement of Funding Expenditures (SFE) reporting.
- Access and review MSI Operating financial information including allocations, payments, certified expenditures, and credit items.
- Access commonly used documents including the MSI Operating Guidelines, MSI Operating Portal User Guide, and other important resources.
- Access SFE reports submitted through the MSI Operating Portal (2022 and future SFEs)
 *Please note SFEs submitted before 2022 can be accessed through MAConnect in the Municipal Sustainability Initiative Online (MSIO) System.

2.0 Accessing the MSI Operating Portal

Municipality and Métis Settlement users are required to have both a MAConnect MSIO account and an Alberta.ca account. The new MSI Operating Portal is accessed through the Municipal Sustainability Initiative Online (MSIO) system within the MAConnect grant portal. To meet the Government of Alberta's security requirements and to access the new portal, users are also required to log into their organizations MyAlberta account.

Set Up a Alberta.ca Account for your Municipality/Métis Settlement

Before accessing the MSI-Operating Portal, you must have an Alberta.ca account.

If your municipality or Métis Settlement does not have an Alberta.ca account, please review the "Alberta.ca account Reference Guide".

To confirm if your organization has a Alberta.ca Account or verify whom your Alberta.ca account Business Administrator is, please contact the Alberta.ca help desk at:

Email: alberta-ca.account@gov.ab.ca

Phone: 1-844-643-2789

Website: https://account.alberta.ca/ui/account/contact

Log into MAConnect

- 1. Visit the MAConnect portal at: <u>https://www.maconnect.alberta.ca</u>
- 2. Enter your MAConnect username or email and password.

Use Pas	ername or Email			
Use Pas	ername or Email			
Pas	sword			
		LOG IN		
	Forg	t Password? Account Locked?		
Contact Municipal Affairs				191010400
Contact Information		Hours of Operation	A	lberta
Find contact information for your application in the MA application directory.	AConnect	MAConnect support is available Monday to Friday - 8:15 a.m. to 4:30 p.m.	M	unicipal Affairs
MSIO	~	Accessing MAConnect outside of these hours is not supported and is		
Email MSIOaccess@gov.ab.ca		subject to interruption by maintenance.		

3. Click Log In to access MAConnect.

% Website www.a

4. Click the "Launch" button under the MSIO Application, to launch the MSIO system.

				🌣 My Profile 👻 😃 Log
ur Portal to Municipal Affairs' Applicatio	.0 T ns			
ashboard				
pplications				
MSIO (MSIO)				
Contact				
MSIOaccess@gov.ab.ca				
- Internet State				
Launch				

5. Once MSIO is launched, to access the MSI Operating Portal, click on the MSI-Operating 2022-2023 SFEs hyperlink in the top right corner in MSIO.

		👪 Return to MAConnect 🛛 🌣 My Profile 👻
🏽 🍪 Municipal Sustainability Ir	nitiative Online	
MSIO Home MA Website Help Welcome to the Municipal Sustainability Initiative Online	(MSIO) web application.	
New Announcements	Select Municipality	MSI-Operating 2022-2023 SFEs
Alberta.ca account Jan 17, 2024 Instructions	Select a municipality from the following list:	This has transitioned to ServiceNow. You must have an Alberta.ca account to access. Please see the left-side Announcements for instructions
Click on the red MSI-Operating 2022- 2023 SFEs hyperlink in the top right corner to access the online MSI	Select Activity Select the task you want to perform:	
Operating portal. To meet the Government of Alberta's security requirements, and to access the portal, you will be required to login to your	Capital Applications	Operating Operating Plans (2024 Not Submitted)
Alberta.ca account.	SFEs	SFEs

6. The link will redirect you to the Alberta.ca Account Sign-in webpage.

Log into Alberta.ca account to access the MSI Operating Portal

1. To access the MSI Operating Portal, click on the "Sign in on behalf of an organization" button to log into your organization's Alberta.ca Account.

😴 secure sign-in Alberta.ca X 🕇		v –
← → C 🌲 deviam.alberta.ca/auth/realms/ab/protocol/saml?SAMLRequest=IZJ8T%28MwEIX%2FSuR77MQJW7CaSt1Wq60EbEQLh71Nk0mx5Nj844Tdf79pWgQcA03V82beN9	%2FM8J2iN7NSyD4%2F2Dp96pBD9aY0ldaoUrPdWOSBNykKLpEKItsubayV5ojrvgqucY	.GSC Q. 🖻 ✿
Alberta.		
Secure sign-in The continue using this service, please choose a sign-in method. You will be directed back to the application once you have logged in. Select an account type Sign in as an individual Reservices provincial government online services, including health records, financial supports and fine premets. Sign in on behalf of an organization. Access provincials and information for organizations, including tax accounts and licences. Sign in Calendaria to represent the provincial supports and licences. Sign in an albertation represent to for organizations, including tax accounts and licences. Sign in an albertation represent to for organizations, including tax accounts and licences. Sign in an albertation represent of albertate employees and contractors.	Learn more about: - Your Alberta.ca Account - Alberta.ca Account for organizations	
Alberta		

- 2. Enter your Alberta.ca account Username and password for your organization (you now have the option to log in with your registered email).
- 3. Click Log In to access the MSI Operating Portal.

÷	\rightarrow	G	•=•	uat.account.alberta.ca/ui-test/sign-in/signin-with-email	ବ୍	☆			:
Al	perta	🗩 Albe	erta.ca	a Account	Available servi	ces (iet help	Conta	ot

Alberta.ca Account

Sign in
Access your business services securely
Email address
Continue to sign in - 관
Having trouble signing in?
New to Alberta.ca Account?
Create account (2)
Terms of Use

Note: If you get the following portal message when you first log in, you need to request access to the MSI Operating portal. mailto:

Alberta MA MSI Gra	nt Portal	← Back to Alberta.ca	💄 Ash Pat 🗸
	You do not currently have access to MSI-Operating. If you require assistance, please contact MSIO Support: toll free by dialing 310-0000, then 780-644-2413 email at MSIOaccess@gov.ab.ca		
	Request Access Click "View My Items" to request access for the municipality or municipalities you represent for MSI		
	View My hams 🗎	2	

Requesting Access to MSI Operating Portal

- 1. To request access, click on "View My Items" button under the Request Access section.
- 2. The Access Request form appears. Select one or more organizations that you represent.
- 3. Click the "Submit" button.
- 4. A successful submission message will appear.
- 5. Once the request is approved, you will receive further instructions about the next steps.

3.0 MSI Operating Portal Home Page

Once logged into the MSI Operating Portal, the MSI Operating Grant Portal Home Page is displayed.

The Homepage is divided into four sections:

- 1. Dashboard- Displays MSI operating allocations, payments, and expenditure information.
- 2. Statement of Funding and Expenditures (SFE) Allows users to submit MSI Operating SFEs and displays SFEs submitted through the MSI Operating Portal.
- 3. MSI Operating Frequently Asked Questions- Provides access to the MSI Operating Portal User Guide and other important information.
- 4. Request Access Allows users to request access for additional municipalities that the user represents.

You can also access MSI Operating Program Guidelines by clicking on the "Here" hyperlink in the top banner of the webpage.

Alberta				← Back to Alberta.ca	👗 Tester CS 🗸
	MSI Operating Grant Porta MSI operating funding must be used for the purpose of p or part of the municipality, to develop and maintain safe	I Home Page roviding good government, providing services, facilitie and viable communities. The full guidelines, including o	s or other items that are necessary or desirable for all sligible expenses, can be found <i>Here</i> .		
	Dashboard Reporting on funding, payments and expenditures. View My Items	Statement of Funding and Expenditures Details of previous and current Statements of Funding and Expenditures. View My Items	MSI Operating Frequently Asked Questions		
	Request Access Click "View My Items" to request new access for municipalities you represent for MSI- Operating View My Items		[₽		
	<u>Using Alberta.ca</u> <u>Disclaimer</u> <u>Privacy</u> <u>Accessibility</u> © 2023 Government of Alberta	<u>Contact Us</u>	Alberta		

Requesting MSI Operating Portal Access for Additional Municipalities

- 1. To request access for additional municipalities you represent, click on "View My Items" button under the Request Access section.
- 2. The Access Request form appears. Select one or more organizations that you represent.
- 3. Click the "Submit" button.
- 4. A successful submission message will appear.
- 5. Once the request is approved, you will receive further instructions about the next steps.

4.0 Dashboard

The MSI Operating Portal Dashboard page is accessed by clicking on the "View My Items" button under the dashboard heading of the home page. The dashboard provides MSI Operating allocation and financial information.

The Dashboard page is divided into two subsections:

- Total to Date provides the 2007 to 2021, and 2022 onwards MSI Operating program roll-up information for allocations, payments, credit items and certified expenditures from.
- Allocations provides 2022 onwards annual allocation information.
- Allocations and Expenditures provides 2022 onwards annual SFE financial information. All SFEs created/submitted through the MSI Operating Portal are available in the Allocations and Expenditures section.

Total to Date (2007-2021, and 2022 onwards)

The Total to Date section displays 2007 to 2021, and 2022 onwards MSI Operating financial roll-up information for the municipality or Métis Settlement as shown below:

Municipality	Village of	×	*	
--------------	------------	---	---	--

Total to Date (All Amounts in \$CAD)							
Organization	Total Municipal Provincial Allocation to Date	Total Provincial Paid	Total Certified Credit Items	Total Certified Expenditures			
Village of Bernery	965,742	856,846	733	779,815			

An overview of each field is provided below:

Organization- Displays the name of the municipality or Métis Settlement. If the user has access to more than one municipality or Métis Settlement, the portal allows users to view financial information from each one by using the drop-down menu.

Total Municipal Provincial Allocation to Date- Displays the total MSI Operating allocations.

Total Provincial Paid- Displays the total MSI Operating allocations paid.

Total Certified Credit Items- Displays the total credit items reported on certified SFEs.

Total Certified Expenditures- Displays the total MSI Operating expenditures reported on certified SFEs.

Allocations (2022 onwards)

The Allocations section displays the allocation for each program year from 2022 onwards.

Please note that the allocation table will be blank until a municipality is selected. Once selected, the program year and allocation columns will be displayed with details as shown below.

Allocations (All Amounts in \$CAD)						
Program Year 🗸	Allocation					
2023	277,718					
2022	138,859					
 Rows 1 - 2 of 2 						

An overview of each field is provided below:

Program Year: Displays the program year of the Allocation

Allocation: Displays the MSI Operating allocation for each year.

Allocations and Expenditures (2022 onwards)

The Allocations and Expenditures section displays 2022 and onward MSI SFE information sorted by program year. The information includes SFE status, allocations, payment information, and SFE financial information. A detailed overview of each field is provided below.

Please note allocation and expenditures rows will be blank until the program year SFE is created. Once a record displays in the table below, double-click on the row to open and view the SFE form.

Allocations and Expenditures (All Amounts in \$CAD)								
Program Year	Provincial Paid	SFE Status	Carry Forward From Previous Year (A)	Funding Available in Reporting Year (B)	Credit Items (C)	Total Funding Available in Reporting Year (D=A+B+C)	Total Expenditures	Carry Forward To Next Year
2022	0	Draft		344,076	5	344,081	344,001	80
Rows 1 - 1 of 1								

An overview of each field is provided below:

Program Year- Displays the program year of the Allocation and SFE.

Provincial Paid- Displays the MSI Operating payment amount for the program year.

SFE Status- Displays the status of the program year SFE.

Carry Forward From Previous Year (A)- Displays the MSI Operating carry forward amount from the previous year's SFE (e.g., 2021).

Funding Available in Reporting Year (B)- Displays the MSI Operating allocation for the program year.

Credit Items (C)- Displays the reported credit items on the program year SFE.

Total Funding Available in Reporting Year (D=A+B+C)- Displays the total MSI Operating amount available in reporting year (Calculation = Carry Forward from Previous Year (A) + Funding Available in Reporting Year (B) + Credit Items (C)).

Total Expenditures- Displays the total MSI Operating expenditures reported on the SFE.

Carry Forward To Next Year- Displays the total MSI Operating Carry Forward amount (if applicable) that will be populated on the subsequent year SFE. (Calculation= Total Funding Available in Reporting Year (D=A+B+C+) - Total Expenditures).

5.0 Statement of Funding and Expenditures (SFE)

The Statement of Funding and Expenditures (SFE) page is accessed by clicking on the "View My Items" button under the Statement of Funding and Expenditures heading on the MSI Operating Portal Home Page.

Create a New SFE

1. Once on the SFE page click, Create New SFE.

Albertan MA MSI Grant Portal	← Back to Alberta.ca	💄 Rb Alix 🗸
Municipality	Create New SFE	
Select Municipality × *		
Statement of Funding and Expenditures		
No records in Statement of Funding and Expenditure usi	ing that filter	

- 2. Select the corresponding Program Year from the dropdown list.
- 3. Select the municipality or Métis Settlement from the dropdown list.
- 4. By clicking Submit, you will be navigated to the SFE data entry page.

Albertan MA MSI Grant Portal	← Back to Alberta.ca ▲ Rb Alix ✔
Create SFE	To Contact a MSI Grant Advisor:
	Alberta Municipal Affairs
Program Year:	Grant Program Delivery
¥	15th Floor, 10155 - 102 Street, Edmonton, Alberta T5J 4L4
Municipality:	Telephone: Toll free by dialing 310-0000, then 780-422-7125
· · · · · · · · · · · · · · · · · · ·	Email: ma.msioperatinggrants@gov.ab.ca
Submit	Website: http://www.alberta.ca/municipal-sustainability- initiative.aspx

SFE Sections

Users are required to populate fields within the following sections:

- Primary SFE Contact Information
- MSI Operating Funding Available and Expended
- Operating Funding Expended
- Submission of Certification

All mandatory fields are highlighted with an asterisk (*).

Primary SFE Contact Information

- 1. Enter your First Name*
- 2. Enter your Last Name*

Home > MSIOPE SFE

- 3. Enter your Phone Number (XXX-XXX-XXXX)*
- 4. Enter your email address (e.g., <u>name@abctown.ca)*</u>.

Alberta	MA MSI Grant Portal
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Back to Alberta.ca	占 Tester CS 🗸

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	Generate SFE Report
■ 2023-0053- COUNTY-SFE	
Indicates required Statement of Funding and Expenditures Number STA0001408 Related Allocation 2023 MSI OP ALLOC-0053	Opened 2023-06-07 14:46:54
Primary SFE Contact Information First Name* Phone Number*	Last Name *

MSI Operating Funding Available and Expended

The MSI Operating Funding Available and Expended section consists of pre-populated and calculated fields.

- 1. Review each field and re-confirm information.
- 2. Enter any Credit Items (C) (if applicable).

MSI Operating Funding Available and Expended					
Program Year					
() 2022	· · ·				
Carry Forward From Previous Year (A)	Total Funding Available in Reporting Year (D=A+B+C)				
	344,081				
Funding Available in Reporting Year (B)	Total Expenditures				
344,076	0				
Credit Items (C)	Carry Forward To Next Year				
	344,081				

An overview of each field is provided below:

Program Year- Displays the SFE program year that the user is working on. The field is read-only.

Carry Forward From Previous Year (A)- Displays any MSI Operating carry forward amount from the previous year's SFE. The field is auto populated and read-only.

Funding Available in Reporting Year (B)- Displays the MSI Operating allocation for the program year.

Credit Items (C)- Users can enter their credit items in the Credit Items (C) field. The field is editable. If you have no credit items, enter \$0.

Total Funding Available in Reporting Year (D=A+B+C)- Displays the total MSI Operating available for the program year. The field is a calculated value.

Total Expenditures- This section updates automatically when the Operating Functional Categories section below is completed.

Carry Forward To Next Year- Displays any unspent MSI Operating funding at the end of the year. The field is a calculated value. Calculation = Total Funding Available in Reporting Year – Total Expenditures.

 Once you have reviewed and entered the required information, scroll to the bottom of the SFE page and click the "Save (Ctrl +S)" button to save your progress.

Legal Disclosure

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 Provacy (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 Program Delivery, Alberta Municipal Affairs, 15 Floor, 10155-102 Street, Edmonton, Alberta, T5J 4L4.

Related Lists Operating Functional Categories

Save (Ctrl + s)

Operating Functional Categories (Funding Expended)

To enter your MSI operating expenditures for the program year, you must access the Operating Functional Categories page. See **page 18** if you do not have any Operating Functional Categories to report.

- 1. To access the Operating Functional Categories page, navigate to the very bottom left side of the SFE page.
- 2. Click on the "Operating Functional Categories" hyperlink.



- 3. Select the appropriate Functional Category by using the drop-down arrow.
- 4. Enter the MSI Amount Expended (required) for the Functional Category in the Amount Expended field. This field only accepts whole numbers (no decimals).

Alberta	MA MSI Grant Portal	← Back to Alberta.ca	💄 Tester CS 🗸
	Home > MSIOPE SFE		
		Back	
	Operating Functional Categories - new record	Ø	
	Operating Functional Categories Statement of Funding and Expenditure	*	
	Functional Category None		
	Amount Expended		
	Total Funding Available in Reporting Year (D=A+B+C) 268,742 2		
	Total Expenditures		
	Total Operating Funding Remaining		
	268,742		
	Save	(Ctrl + s)	

5. The following read-only fields will display:

- a. Total Funding Available in Reporting Year (D=A+B+C) (value from the SFE form);
- b. Total Expenditures (for all expenditures entered on the SFE form); and
- c. Total Operating Funding Remaining (a b).

Home > MSIOPE SFE

	Back
Operating Functional Categories - new record	Ø
Operating Functional Categories	
Statement of Funding and Expenditure	
0 2022-0281- I-SFE	Ψ.
Functional Category	
Airports	Ŧ
Amount Expended	
1,000	
 Total Funding Available in Reporting Year (D=A+B+C) 	
29,870	
2. Total Expenditures	
C. Total Operating Funding Remaining	
29,870	
s de la constante de	ave (Ctrl + s)

- 6. Click Save and the following fields will now be updated and displayed:
 - a. Total Expenditures
 - b. Total Operating Funding Remaining.

2023-03-28 09:00:34 testercs@yahoo.com	
Operating Functional Categories	
Statement of Funding and Expenditure	
0 2022-0281 -SFE	Ψ.
Functional Category	
Airports	v
Amount Expended	
1,000	
Total Funding Available in Reporting Year (D=A+B+C)	
29,870	
Total Expenditures	
1,000	
Total Operating Funding Remaining	
28,870	
	Save (Ctrl + s)

7. After saving the record, the Operating Functional Categories table will display. Click on the Functional Category hyperlink to view the Functional Category record. Click the "Back" button to return to the Operating Functional Categories table.



Home > Statement of Funding and Expenditure > Operating Functional Categories

Operating Functional Categories New						
Functional Category	Statement of Fur	nding and Expenditure		Amount Expended		
Airports	2022-0281-	I-SFE		1,000		
Children and Family Services	2022-0281-	I-SFE		2,000		

- 8. To add additional functional categories, repeat the previous the steps 3 to 6.
- 9. If an operating functional categories record has been entered in error, click on the Functional Category record, and click the "Delete" button to remove it. The Operating Functional Categories table will display.
- 10. After all functional category records have been confirmed, click on the Statement of Funding and Expenditure hyperlink to navigate back to the SFE form

Albertan MA MSI Grant Portal		← Back to Alberta.ca
Home Statement of Funding and Expenditure S Operati	ng Functional Categories	
Functional Category	Statement of Funding and Expenditure	Amount Expended
Airports	2023-0075- SFE	90

11. Next review the MSI Operating Funding Available and Expended section of the SFE form and confirm the fields are populated with the correct financial information.

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MSI Operating Funding Available Expended	e and
Program Year	
3 2022	٧
Carry Forward From Previous Year (A)	Total Funding Available in Reporting Year (D=A+B+C)

	344,086
Funding Available in Reporting Year (B)	Total Expenditures
344,076	50,000
Credit Items (C)	Carry Forward To Next Year
10	294,086

Submit the SFE

Once you have reviewed and confirmed the financial information on the MSI Operating SFE, the SFE can be submitted to Municipal Affairs.

To submit the SFE:

- 1. Use the drop-down menu to select the Certification Type.
- 2. Next review the Attestation.
- If you do not have any Operating Functional Categories to report, click the first checkbox. Once this checkbox is checked, the "Operating Functional Categories" hyperlink will not display at the bottom of the page. To add Functional Categories, this box will need to be unchecked first.
- 4. If you agree with the statement, click on the second checkbox to certify the Attestation statement selected above to be true.

Certification

Generated by	
1 Tester CS	¥ .
Organization Name *	
0	¥ .
Date	
2023-06-12	
Certification Type	
Chief Administrative Officer Attestation	*
Chief Administrative Officer Attestation	
I, the CAO, certify that the information contained in this Statement of Funding and Expenditure is a true and correct representation of actual funding, expenditures and total carry-forward. This information complies with the MSI Operating Program Guidelines and funding agreements for this grant program.	
Click this box to confirm that no Operating Functional Categories are required	
□ By Clicking "Submit" I certify the statements selected above to be true.	

- 5. Navigate to the bottom of the SFE page.
- 6. Click on Save. When you save the SFE, it will be in a draft status. In draft status, the user can retrieve it later to review, update, and/or submit.
- 7. If you are ready to submit the SFE, click on the "Submit" button.

Legal Disclosure

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 Provacy (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 Program Delivery, Alberta Municipal Affairs, 15 Floor, 10155-102 Street, Edmonton, Alberta, T5J 4L4.

Related Lists Operating Functional Categories

Submit

Save (Ctrl + s)

8. Once the SFE is submitted, click the Home hyperlink at the top of the SFE form to go to the dashboard.

Albertan MA MSI Grant Portal



- 9. Click on the "View My Items" under the Statement of Funding and Expenditures section to view the SFEs.
- 10. To open and view the SFE form, click on the row.

	Alberta MA MSI Grant Portal						← Back to Alberta.ca
		Municipality Town	of Drumheller × v		Create New SFE		
		Statement of Fundi	ng and Expenditures				
		Program Year	Organization Name	SFE Status	Total Funding Available in Reporting Year	(D=A+B+C)	
		2022	Town of Drumheller	Draft	257,145		
		< > Rows 1	- 1 of 1				
					₿.		
		Using Alberta.ca Discl	aimer Privacy Accessibility	Contact Us		Mharte	
		© 2022 Government of	Alberta			JA (berry)	
Generate the SFE Report							
The SFE report is generated by clicking on the "Generate SFE Report" button on the SFE form.							
1. Click on the Generate SFE Report to access the report.							
	Alberta, MA	MSI Grant P	Portal		← Back to Alberta.ca		

			Generate SFE Report
2022-	COUNTY-SFE		
Attachments Ed	it f		
Statement of Fundi	ng and Expenditures		
Number		Opened	
STA0003279		2022-09-21 14:15:22	

2. The report will be displayed under the Attachments section on the left-hand side. Click on the downloaded PDF attachment hyperlink to access the SFE report.

Home > MSIOPE Form

🔓 Tester CS 🗸

+ Back to Alberta.ca

Note: The SFE report is saved as an attachment and will not automatically update to display real time edits/updates. When a change is made to the SFE form, users must re-generate the SFE report and click on the web browser refresh button (or press F5 on the keyboard) to ensure all SFE edits/updates are recorded.

Elberta, N	1A MSI Grant Portal	← Back t	o Alberta.ca	💄 Rb Alix 🥆
iome > MSIOPE I	Form			
2022-0	COUNTY-SFE		Generate SF	E Report
Attachments Edit				
States and Evending	a and Europeditures			
Statument of Funding Number	g and Expenditures	Opened		

6.0 MSI Operating Frequently Asked Questions

The MSI Operating Frequently Asked Questions page is accessed by clicking on the "View My Items" button under the MSI Frequently Asked Questions heading on the Home Page.

Alberta				← Back to Alberta.ca	💄 Tester CS 🗸
	MSI Operating Grant Porta MSI operating funding must be used for the purpose of p or part of the municipality, to develop and maintain safe	I Home Page roviding good government, providing services, facilities and viable communities. The full guidelines, including e	s or other items that are necessary or desirable for all ligible expenses, can be found Here .		
	Dashboard Reporting on funding, payments and expenditures.	Statement of Funding and Expenditures Details of previous and current Statements of Funding and Expenditures. View My Items →	MSI Operating Frequently Asked Questions		
	Request Access Click "View My Items" to request new access for municipalities you represent for MSI- Operating View My Items ◆		L3		
	Using Alberta.ca Disclaimer Privacy Accessibility © 2023 Government of Alberta	<u>Contact Us</u>	Alberta		

Users can access documents including the MSI Operating Portal User Guide.

7.0 Where Can I go for Additional Support?

For questions and support regarding MSI Operating questions:

Phone: Toll free by dialing 310-0000, then 780-422-7125 Email: <u>ma.msioperatinggrants@gov.ab.ca</u> Website: <u>http://www.alberta.ca/municipal-sustainability-initiative.aspx</u>

For system questions and support regarding MAConnect or MSI Operating System Support:

Phone: Toll free by dialing 310-0000, then 780-644-2413 Email: <u>MSIOaccess@gov.ab.ca</u>

For questions and support regarding MyAlberta account:

Phone: 1-844-643-2789 Email: <u>alberta-ca.account@gov.ab.ca</u> Website: <u>https://account.alberta.ca/ui/account/contact</u>

8.0 SFE Notifications

The MSI Operating Portal will provide notifications during the MSI Operating program year. These notifications include the opening of a program year SFE, SFE submission reminders, notice of a returned SFE, and notice of SFE certification.

Examples Include:

Program Year SFE Open

Chief Administrative Officers will receive an email when the program year SFE is available for submission on the MSI Operating Portal.

SFE Submission Reminder

Chief Administrative Officers will receive an email one month prior to the annual May 1 SFE due date. This email is sent as a reminder to all municipalities and Métis Settlements that have not submitted their MSI Operating SFE.

Municipalities and Métis Settlements may receive additional reminder emails if an SFE has not been submitted after 30, 60, and 90 days after the May 1 deadline has passed. Once the SFE has been submitted to Municipal Affairs, no further reminder emails will be sent.

SFE Returned for Revision Notice

Primary SFE Contacts will receive an email if the SFE is returned for revisions. Returned SFEs will appear in the MSI Operating Portal in a draft status. Users can follow all the steps outlined in the Statement of Funding and Expenditures to make any required edits/updates and resubmit the SFE.

SFE Certification Notice

Primary SFE Contacts will receive an email once the MSI Operating SFE has been certified by Municipal Affairs.