

MSIO Operating User Guide



3/20/2014

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About the Municipal Sustainability Initiative Online System

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

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

The Municipal Sustainability Initiative Online (MSIO) System has been developed to enable municipalities to:

- create, save and submit MSI capital applications and amendments online;
- create, save and submit MSI operating spending plans online;
- view and track the status of MSI capital applications and amendments; 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.

MSIO Home

Welcome to the Municipal Sustainability Initiative Online (MSIO) web application. MSIO gives municipalities the ability to submit and track the review status of MSI capital applications, submit MSI operating spending plans, and access online project and financial summary reports.

Select Municipality

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

Airdrie, City of

Select Activity

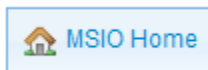
Select which type of application you want to work with:

☐ MSI Capital Applications

☒ MSI Operating Spending Plans

Go

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 2013 MSI Operating Spending Plan. More information can be found in the MSI Operating Program Guidelines, available at <http://www.municipalaffairs.alberta.ca/msi-materials-resources.cfm>.

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	<input type="text"/>
Contact Title	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Municipality Name	Municipal District of Acadia No. 34
Address	PO Box 30 Acadia Valley AB T0J 0A0
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 2012 Funding Carried Forward: Enter the amount of operating funding that the municipality has carried forward from 2012. This calculation may be based on an estimated amount of funding to be carried forward, as the actual amount from the certified 2012 SFE may not be available at the time the operating spending plan is submitted.

2013 Allocation: Enter the amount of your municipality's 2013 MSI operating allocation. This is available at <http://www.municipalaffairs.alberta.ca/msi-funding-allocations-eligibility.cfm>.

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
Governance (e.g., support for elected officials through tuition or consultant fees for councillor training, consultant fees to explore and establish opportunities for regional cooperation)	<input type="text"/>
Planning and Development (e.g., support for the development of planning documents, or operating support for economic and agricultural development activities)	<input type="text"/>
General Administration (e.g., support for computer hardware and software, consultant fees related to organizational reviews, or salary and wage expenses of shared administrative staff)	<input type="text"/>
Subtotal	\$0.00

Enter your estimated 2013 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://www.municipalaffairs.alberta.ca/msi-materials-resources.cfm>.

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
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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 at 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.

The personal information you are providing on this form is being collected to support the administration of the Municipal Sustainability Initiative and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act. If you have any questions concerning the collection of this information, please contact 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.

Municipality Information		Office Use Only	
Municipality	City of Townsville	Municipal Code	Application Number
Contact Name	John Doe		
Telephone	(555) 555-5555	0003	N/A

- 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 joint initiative or support a library, non-profit 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 more detailed list of eligible expenditures. All program materials are available at <http://www.municipalaffairs.alberta.ca/msi-materials-resources.cfm>

Estimated 2012 Funding Carried Forward	2013 Allocation	Estimated Total Amount Available
\$5,000.00	\$15,000.00	\$20,000.00

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

Government-Wide Objective #2: To support the maintenance of safe, healthy and vibrant communities.	
Functional Category	Estimated Expenditure
Culture (e.g., operating support for arts, culture, and heritage, through facility and programming funding for community halls, museums, community fairs, rodeos or festivals).	\$5,000.00
Children and Family Services (e.g., operating support for family counselling, parent and child development programs, youth and seniors' drop-in centres, or after-school care and day care for children).	\$0.00
Environmental Sustainability (e.g., upgrades to buildings for greater energy efficiency, consultant fees for environmental assessments, or consultant fees for environmental education and awareness).	\$0.00
Housing (e.g., operating support for assisted living facilities, consultant fees for feasibility, studies related to affordable housing).	\$0.00
Libraries (e.g., operating support for libraries, or purchase of programming supplies, books and other library materials).	\$0.00
Municipal Buildings and Facilities (e.g., support for maintenance and repairs to administrative buildings and public works shops, or common equipment purchases).	\$0.00
Parks, Sport and Recreation (e.g., operating support for playgrounds, arenas, swimming pools, beaches, golf courses, ice rinks, skateboard parks, ski areas, baseball diamonds, or sports fields).	\$0.00
Public Security and Safety (e.g., operating support for facilities, equipment and vehicles used for services such as police, fire, ambulance and bylaw enforcement).	\$0.00
Subtotal	\$5,000.00

Government-Wide Objective #3: To support the development and maintenance of core municipal Infrastructure to meet existing and changing municipal needs.	
Functional Category	Estimated Expenditure
Airports (e.g., operating support for airports and related infrastructure such as lighting and signage, or consultant fees for feasibility studies and implementation plans for airports).	\$0.00
Infrastructure Management (e.g., support for the implementation of infrastructure management systems such as Municipal Infrastructure Management System (MIMS), or contracted data gathering).	\$0.00
Public Transit (e.g., operating support for public transit, including vehicles, service buildings, garages, or accessible public transit).	\$0.00
Roads and Bridges (e.g., operating support for roadways, bridges, sidewalks, commuter bikeways, lighting and other or consultant fees for traffic management studies).	\$0.00
Solid Waste Management (e.g., operating support for sanitary landfill sites, material recovery facilities and vehicles used for collection, or tipping and recycling fees).	\$10,000.00
Wastewater (e.g., operating support for sanitary sewers, combined sanitary-storm sewers, lagoons, plant and public comfort stations, catch basins, or booster stations).	\$5,000.00
Water (e.g., operating support for water facilities and lines, or purchase of water and purification and treatment supplies).	\$0.00
Subtotal	\$15,000.00

Government-Wide Objective #4: To support capacity building within municipalities.	
Functional Category	Estimated Expenditure
Municipal Careers (e.g., support for salary and wage expenses for shared interns, municipal career promotion Estimated Expenditure initiatives, or consultant fees for succession planning).	\$0.00
Staff Development (e.g., support for professional development costs such as tuition, books and conference fees or consultant fees for training or courses related to current and future employment).	\$0.00
Volunteer Development (e.g., support for tuition, books, and travel expenses for volunteer training or courses, or salary and wages expenses for shared volunteer coordinators).	\$0.00
Subtotal	

Total Estimated Expenditure	\$20,000.00
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NOTE: Total Estimated Expenditure must equal Estimated Total Amount Available found on page 1.

Application Certification

- ☒ I, _____ the CAO of City of Townsville, 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 outlined in the program guidelines. Where applicable, the municipality has committed 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 City of Townsville, I, _____ 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.

Print Name

Date (yyyy-mm-dd)

Signature of Chief Administration Officer

Final Steps

If you have any questions, please call 780-427-2225 (toll-free by first dialing 310-0000).

Submit signed and completed forms to:

Alberta Municipal Affairs
Municipal Grants Unit
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4
or by Fax: 780-422-9133
or by Email: ma.msioperatinggrants@gov.ab.ca