

MSIO Capital User Guide



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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.

The MSIO Home Page

The screenshot shows the MSIO Home page. At the top, there is a navigation bar with 'Return to MACConnect', 'My Profile', and 'Logout'. Below this is the 'Municipal Sustainability Initiative Online' header. The main content area is titled 'MSIO Home' and includes a welcome message. Two form sections are present: 'Select Municipality' with a dropdown menu showing 'Airdrie, City of', and 'Select Activity' with radio buttons for 'MSI Capital Applications' (selected) and 'MSI Operating Spending Plans'. A 'Go' button is located at the bottom right of the form area. The Alberta logo is visible in the bottom right corner of the 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.

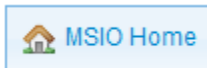
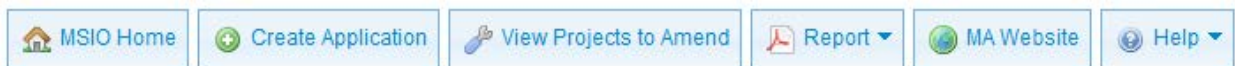
Navigating the Dashboard

This is the MSI Capital Dashboard:

The screenshot shows the 'Municipal Sustainability Initiative Online' dashboard. At the top, there is a navigation bar with buttons for 'MSIO Home', 'Create Application', 'View Projects to Amend', 'Report', 'MA Website', and 'Help'. Below this, there are two main sections: 'Search' and 'Select Municipality'. The 'Search' section has a text input field and a 'Search' button. The 'Select Municipality' section has a dropdown menu showing 'Airdrie, City of' and a 'View' button. Below these sections is an 'Applications' section with a light blue background containing instructions for draft applications. At the bottom, there is a table with columns for 'Draft', 'Submitted / In Review', 'Accepted', 'Completed / Fully Funded', and 'All Applications'. The table lists two items: 'Replace Rescue Truck' and 'Test Project', each with details on project numbers, dates, and options.

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications		
Application Name	Municipal Affairs Project #	Amendment	Municipal Project #	Created Date	Project Start Date	Options
Replace Rescue Truck	AMD-4932	✓	200	Dec 04, 2013		
Test Project	CAP-XXXX			Dec 02, 2013	Dec 03, 2013	

Across the top of the screen is a series of buttons:



returns you to the MSIO Home page.



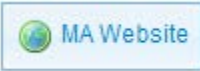
opens a blank application form, which is very similar to the PDF and paper forms used to submit applications. More information about creating applications can be found under *Creating and Saving MSI Capital Applications*.



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:

Search

Search by Application Name, Municipal Affairs Project Number, or Municipal Project Number.

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:

Select Municipality



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


Applications

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

Draft Tab: Currently displaying all project applications that have been created by the municipality, but not yet submitted to Municipal Affairs. These applications can be edited  and printed , but once submitted can no longer be edited online. Revisions to submitted applications can be made by contacting Municipal Affairs.

To submit a draft project application, click on the application's corresponding check box  under the Options column.

To view other applications, click the appropriate status tab below.

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications			
Application Name	Municipal Affairs Project #	Amendment	Municipal Project #	Created Date	Project Start Date	Options	
Replace Rescue Truck	AMD-4932		200	Dec 04, 2013		    	
Test Project	CAP-XXXX			Dec 02, 2013	Dec 03, 2013	    	

Showing 2 items  

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.

MSI Capital Project Application

Application Information

Contact Name 	<input type="text"/>	Municipality Name	City of Airdrie	Type	New Application
Telephone 	<input type="text"/>	Address	400 Main Street SE Airdrie AB T4B 3C3	Created	Nov 18, 2013
Municipal Project Number	<input type="text"/>	Submitted			

1. Amended Project


Note: This item is checked by default if you created this application by selecting "Create Amendment".

Is this application an amendment to a previously accepted project?

2. Project Name

Name 	<input type="text"/>
Anticipated Project Start Date	<input type="text"/>  

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".

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

3. Project Description

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

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

Functional Category of Project	% of Total Project Costs
<input type="checkbox"/> Airports	<input type="text"/>
<input type="checkbox"/> Ambulance and First Aid	<input type="text"/>
<input type="checkbox"/> Common and Equipment Pool	<input type="text"/>
<input type="checkbox"/> Disaster and Emergency Services	<input type="text"/>
<input type="checkbox"/> Fire	<input type="text"/>
<input type="checkbox"/> General Government and Administration	<input type="text"/>
<input type="checkbox"/> Infrastructure Management Systems	<input type="text"/>
<input type="checkbox"/> Libraries	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>
<input type="checkbox"/> Other Community and Recreation	<input type="text"/>
<input type="checkbox"/> Other Protective Services	<input type="text"/>
<input type="checkbox"/> Parks, Recreation and Sports Facilities	<input type="text"/>
<input type="checkbox"/> Police	<input type="text"/>
<input type="checkbox"/> Public Health and Welfare	<input type="text"/>
<input type="checkbox"/> Public Transit	<input type="text"/>
<input type="checkbox"/> Roadways and Bridges	<input type="text"/>
<input type="checkbox"/> Solid Waste Management	<input type="text"/>
<input type="checkbox"/> Storm Sewer	<input type="text"/>
<input type="checkbox"/> Wastewater	<input type="text"/>
<input type="checkbox"/> Water	<input type="text"/>
Total:	0%

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)


5. Resulting Capital Asset(s)					
Type of Asset	New	Rehab	Replace	Quantity	Unit
Road / Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Lane Km.
Bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Lane Km.
Sidewalk / Walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Metres
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Units
Maintenance Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Units
Ancillary/Small Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Units
Rail Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Km.
Water Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Metres
Wastewater Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Metres
Storm Sewer Conduit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Metres
Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Metres ²
Treatment / Processing Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Metres ³ Day
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

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

6. Project Outcomes	
<p>Select all outcomes that might be realized by funding this project under the MSF: </p>	<input type="checkbox"/> Management of growth pressures <input type="checkbox"/> Maintenance of safe, healthy, vibrant communities <input type="checkbox"/> Development and/or maintenance of priority municipal infrastructure <input type="checkbox"/> Enhanced municipal service delivery <input type="checkbox"/> Greater municipal viability/sustainability <input type="checkbox"/> Opportunity to collaborate with neighbours

Select one or more outcomes that your municipality expects to realize by completing the project.

Ownership

7. Ownership

The asset resulting from the project will be owned by: 

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

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

8. Non-Profit Involvement

Is a non-profit organization involved in the management and/or operation of the project? Yes No

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.

“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

9. Use of Municipal Forces

Will the project involve the use of municipal forces to carry out the project? Yes No

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 a more efficient, timely, and/or cost-effective project in the *Declarations* section of the form.

Financial Grid

Select the years you want to appear in the financial grid for this application.

2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021

Provide project financial information below by year of budgeted expenditure.

Type	2011	2012	2013	2014	2015	Total
A Functional Plannin...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
B Design/Engineering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
C Right-of Way	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
D Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
E Rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
F Purchase	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
G Interest on MSI-Fu...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
H Other <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
I Total Project Cost...	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
J Non-Qualifying Cos...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
K Other Grant Fundin...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
L Municipal Sources ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
M MSI Funding	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
N Amount of MSI Fund...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00

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:

Select the years you want to appear in the financial grid for this application.

2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021

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:

Select the years you want to appear in the financial grid for this application.

2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021

Provide project financial information below by year of budgeted expenditure.

Type	2011	2012	Total
A Functional Plannin...	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
B Design/Engineering	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
C Right-of Way	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
D Construction	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
E Rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
F Purchase	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
G Interest on MSI-Fu...	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
H Other	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
I Total Project Cost...	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
J Non-Qualifying Cos...	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
K Other Grant Fundin...	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
L Municipal Sources ...	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
M MSI Funding	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
N Amount of MSI Fund...	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>

You can also display non-consecutive years:

Select the years you want to appear in the financial grid for this application.

2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021

Provide project financial information below by year of budgeted expenditure.

Type	2011	2013	2015	Total
A Functional Plannin...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
B Design/Engineering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
C Right-of Way	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
D Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
E Rehabilitation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
F Purchase	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
G Interest on MSI-Fu...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
H Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
I Total Project Cost...	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
J Non-Qualifying Cos...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
K Other Grant Fundin...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
L Municipal Sources ...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>
M MSI Funding	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
N Amount of MSI Fund...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="\$0.00"/>

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.

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Provide project financial information below by year of budgeted expenditure.															
Type	2011		2013		2014		2015		2016		Total				
A Functional Plannin...															\$10,000.00
B Design/Engineering															\$0.00
C Right-of Way															\$0.00
D Construction						\$500,000.00									\$500,000.00
E Rehabilitation															\$0.00
F Purchase															\$0.00
G Interest on MSI-Fu...															\$0.00
H Other <input type="checkbox"/>															\$0.00
I Total Project Cost...		\$0.00				\$500,000.00		\$0.00		\$0.00			\$0.00		\$510,000.00
J Non-Qualifying Cos...															\$0.00
K Other Grant Fundin...															\$0.00
L Municipal Sources ...															\$0.00
M MSI Funding		\$0.00				\$500,000.00		\$0.00		\$0.00			\$0.00		\$510,000.00
N Amount of MSI Fund...															\$0.00

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.

11. Sources of Other Provincial or Federal Grant Program Funding

<input type="checkbox"/> Alberta Municipal Infrastructure Program <input type="checkbox"/> Alberta Municipal Water/Wastewater Partnership <input type="checkbox"/> Federal Gas Tax Fund (formerly NDCC) <input type="checkbox"/> Basic Municipal Transportation Grant (formerly BCG, SIP, RTG, CTF) <input type="checkbox"/> Canada Alberta Municipal Rural Infrastructure Fund	<input type="checkbox"/> Water for Life <input type="checkbox"/> Major Community Facilities Program <input type="checkbox"/> Building Canada Fund <input type="checkbox"/> Other <input style="width: 100%;" type="text"/> <input type="checkbox"/> Other <input style="width: 100%;" type="text"/>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Declarations

Declarations

Please confirm that: A Multi-Year Capital Plan has been prepared in which this project appears.

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.

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

Application Certification

I, Name _____ the CAO of Municipality _____, 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.

OR

As a representative of Municipality _____ I, Name _____ 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.

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.



Attachments

Attachment

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:

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

Specific errors will be flagged, for example:

4. Functional Categories	
Total percentage of Project Costs must equal 100%.	
Functional Category of Project	% of Total Project Costs
<input checked="" type="checkbox"/> Airports	35.00

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:

The screenshot displays the MSIO dashboard interface. At the top, there is a navigation bar with links for MSIO Home, Create Application, View Projects to Amend, Report, MA Website, and Help. Below this, there are two search and filter sections: "Search" (with a text input and a Search button) and "Select Municipality" (with a dropdown menu showing "Airdrie, City of" and a View button). The main content area is titled "Applications" and contains a blue informational box explaining the Draft Tab: "Currently displaying all project applications that have been created by the municipality, but not yet submitted to Municipal Affairs. These applications can be edited and printed, but once submitted can no longer be edited online. Revisions to submitted applications can be made by contacting Municipal Affairs. To submit a draft project application, click on the application's corresponding check box under the Options column. To view other applications, click the appropriate status tab below." Below the text is a table with tabs for Draft, Submitted / In Review, Accepted, Completed / Fully Funded, and All Applications. The "Draft" tab is selected. The table has columns for Application Name, Municipal Affairs Project #, Amendment, Municipal Project #, Created Date, Project Start Date, and Options. One application is listed: "Fire Truck Purchase" with Project # "CAP-XXXX", Created Date "Nov 29, 2013", and Project Start Date "Nov 30, 2013". The Options column contains icons for edit, print, and delete. At the bottom of the table, it says "Showing 1 item".

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 X

Application Name Fire Truck Purchase **Functional Categories**
Municipal Project # • Fire

Created Date Nov 29, 2013

Submitted Date

Accepted Date

Financial Details	Requested	Accepted	Expended to Date
Total Project Costs	\$465,400.00	N/A	N/A
Total MSI Funding	\$465,400.00	N/A	N/A



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.

MSIO Home
 Create Application
 View Projects to Amend
 Report
 MA Website
 Help

Search

Search by Application Name, Municipal Affairs Project Number, or Municipal Project Number.

Select Municipality

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

Airdrie, City of
▼

Applications

Submitted/In Review Tab: Currently displaying all project applications that have been submitted to Municipal Affairs for review and processing. These applications can no longer be edited online; however, revisions can be made by contacting Municipal Affairs or by clicking the "Email" icon beside the appropriate project application to create and send a message to program staff with details of the requested changes.

To view other applications, click the appropriate status tab below.

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications			
Application Name	Municipal Affairs Project #	Municipal Project #	Submitted Date	Project Start Date	Options		
#193 Gateway Emergency Services Station	AMD-4150		Nov 28, 2013	Nov 13, 2013			
Fire Truck Purchase	CAP-5547		Dec 02, 2013	Nov 30, 2013			
Test Construction	CAP-5526		Nov 18, 2013	Nov 25, 2013			
Test Number 2	CAP-5535		Nov 26, 2013	Nov 27, 2013			
Test Rehabilitation	CAP-5528		Nov 18, 2013	Nov 25, 2013			
Testing1	CAP-5540		Nov 28, 2013	Nov 29, 2013			

Showing 6 items

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:

Contact Municipal Affairs X

Municipality Airdrie, City of

From marcia.external

Application Name #193 Gateway Emergency Services Station

Municipal Affairs Project # AMD-4150

Message

Cancel Send

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.

MSIO Home
 Create Application
 View Projects to Amend
 Reports
 MA Website
 Help

Search

Search by Project Name, Municipal Affairs Project Number, or Municipal Project Number.

Select Municipality

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

Airdrie, City of
▼

Applications

Accepted Tab: Currently displaying all project applications that have been accepted by the Minister of Municipal Affairs where the project is still ongoing. These applications can no longer be edited online; however, an amendment can be submitted to adjust project costs, scope, funding sources, and/or projected timelines by clicking the "Amend Project" icon beside the appropriate project application. There can be only one amendment in progress for any given accepted project.

To view other applications, click the appropriate status tab below.

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications			
Project Name	Municipal Affairs Project #	Municipal Project #	Accepted Date	Project Start Date	Accepted MSI Funding	Options	
#193 Gateway Emergency Services Station	CAP-4150		Aug 24, 2012		\$4,295,200		
Burt Church Theatre Renovations Project #381	CAP-3116		Aug 06, 2013		\$3,106,900		
Chinook Winds Site Development	CAP-4931		Aug 22, 2013		\$538,900		
Genesis Place - Phase III	CAP-4148		Aug 24, 2012		\$9,083,702		
RCMP Expansion	CAP-2457		Sep 14, 2010		\$6,623,000		
Replace Rescue Truck	CAP-4932	200	Jul 30, 2013		\$694,000		


Showing 6 items


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.

 MSIO Home
 Create Application
 View Projects to Amend
 Report ▾
 MA Website
 Help ▾

Search


Search by Application Name, Municipal Affairs Project Number, or Municipal Project Number.

Select Municipality













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



Airdrie, City of ▾

Applications

Completed/Fully Funded Tab: Currently displaying all projects that have been accepted by the Minister of Municipal Affairs and have been reported as Completed/Fully Funded on the municipality's Statement of Funding and Expenditures. Amendments and/or edits to completed projects are not permissible; however, a copy of the project application can be printed by clicking the "Report" icon  beside the appropriate project application.

To view other applications, click the appropriate status tab below.

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications			
Application Name	Municipal Affairs Project #	Municipal Project #	Accepted Date	MSI Funding to be Applied	Total MSI Funding Expended	Options	
#236 Renovations to 23 East Lake Hill	CAP-4149		Aug 24, 2012	\$1,669,541	\$1,669,541		
East Lake Recreation and Wellness Centre - Phase II	CAP-147	2007-13	Sep 22, 2010	\$6,700,000	\$6,697,220		
Fleet, Parks and Public Works Building Expansion	CAP-761	n/a	May 25, 2009	\$3,200,000	\$1,998,900		
Plainsmen Arena Upgrade and Expansion	CAP-2456		Sep 14, 2010	\$3,476,667	\$2,984,602		
Replacement of Fire Pumper	CAP-2459		Sep 14, 2010	\$810,000	\$783,113		
Yankee Valley Boulevard Sound Wall	CAP-2458		Sep 14, 2010	\$1,214,562	\$1,149,305		

Showing 6 items  

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.

Applications

All Applications Tab: Currently displaying all project applications regardless of their status, including withdrawn and/or declined.
 To view other applications, click the appropriate status tab below.

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications				
Application Name	Municipal Affairs Project #	Municipal Project #	Project Start Date	Status	Options			
Lorem Ipsum	CAP-5534		Jan 01, 2003	Withdrawn	 			
Fleet, Parks and Public Works Building Expansion	AMD-761	n/a		Withdrawn	 			
Yankee Valley Boulevard Sound Wall	CAP-2458			Completed / Fully Funded	 			
Replacement of Fire Pumper	CAP-2459			Completed / Fully Funded	 			
Plainsmen Arena Upgrade and Expansion	CAP-2456			Completed / Fully Funded	 			
Fleet, Parks and Public Works Building Expansion	CAP-761	n/a		Completed / Fully Funded	 			
East Lake Recreation and Wellness Centre - Phase II	CAP-147	2007-13		Completed / Fully Funded	 			
#236 Renovations to 23 East Lake Hill	CAP-4149			Completed / Fully Funded	 			
Replace Rescue Truck	CAP-4932	200		Accepted	   			
RCMP Expansion	CAP-2457			Accepted	   			

Show 10 entries Showing 1 to 10 of 21

Searching for Applications

At the top left of the MSI Capital Dashboard, there is a Search bar:

Search

Search by Application Name, Municipal Affairs Project Number, or Municipal Project Number.






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:

Applications

Search Results: Currently displaying only those project applications that meet the search criteria selected.
To view other applications, click the appropriate status tab below.

Search results for: fire.

Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications	Search Results
Application Name	Municipal Affairs Project #	Municipal Project #	Project Start Date	Status	Options
Fire Truck Purchase	CAP-5547		Nov 30, 2013	Submitted / In Review	  
Replacement of Fire Pumper	CAP-2459			Completed / Fully Funded	 


















Showing 2 items  



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.

Applications

Search Results: Currently displaying only those project applications that meet the search criteria selected.
To view other applications, click the appropriate status tab below.

Search results for: 55.

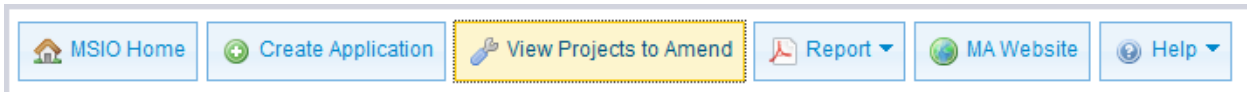
Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications	Search Results
Application Name	Municipal Affairs Project #	Municipal Project #	Project Start Date	Status	Options
Fire Truck Purchase	CAP-5547		Nov 30, 2013	Submitted / In Review	  
Test Construction	CAP-5526		Nov 25, 2013	Submitted / In Review	  
Test Number 2	CAP-5535		Nov 27, 2013	Submitted / In Review	  
Test Rehabilitation	CAP-5528		Nov 25, 2013	Submitted / In Review	  
Testing1	CAP-5540		Nov 29, 2013	Submitted / In Review	  
Lorem Ipsum	CAP-5534		Jan 01, 2003	Withdrawn	 

Showing 6 items  

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:

Search
Search by Application Name, Municipal Affairs Project Number, or Municipal Project Number.

























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



Airdrie, City of


Applications

Accepted Tab: Currently displaying all project applications that have been accepted by the Minister of Municipal Affairs where the project is still ongoing. These applications can no longer be edited online; however, an amendment can be submitted to adjust project costs, scope, funding sources, and/or projected timelines by clicking the "Amend Project" icon  beside the appropriate project application. There can be only one amendment in progress for any given accepted project.


To view other applications, click the appropriate status tab below.

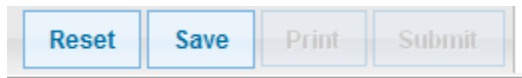
Draft	Submitted / In Review	Accepted	Completed / Fully Funded	All Applications		
Application Name	Municipal Affairs Project #	Municipal Project #	Accepted Date	Project Start Date	Accepted MSI Funding	Options
#193 Gateway Emergency Services Station	CAP-4150		Aug 24, 2012		\$4,295,200	   
Burt Church Theatre Renovations Project #381	CAP-3116		Aug 06, 2013		\$3,106,900	   
Chinook Winds Site Development	CAP-4931		Aug 22, 2013		\$538,900	   
Genesis Place - Phase III	CAP-4148		Aug 24, 2012		\$9,083,702	   
RCMP Expansion	CAP-2457		Sep 14, 2010		\$6,623,000	   
Replace Rescue Truck	CAP-4932	200	Jul 30, 2013		\$694,000	   

Showing 6 items  

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 it 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.

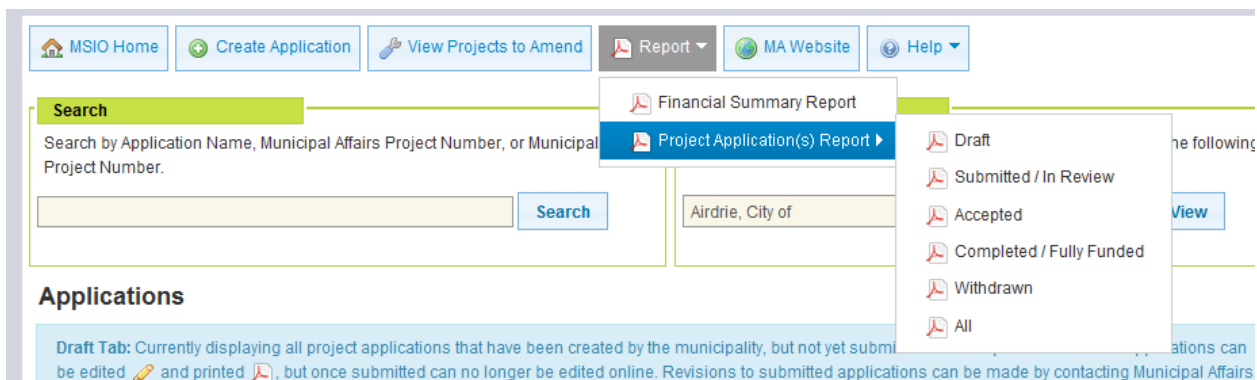
Amendments can also be submitted by selecting  beside the draft amendment under the Draft tab. Unlike draft applications, draft amendments have a Municipal Affairs project number assigned, based on the project number of the accepted project. AMD-4932, below, is a draft amendment of CAP-4932.

Application Name	Municipal Affairs Project #	Amendment	Municipal Project #	Created Date	Project Start Date	Options
Replace Rescue Truck	AMD-4932		200	Dec 04, 2013		    
Test Project	CAP-XXXX			Dec 02, 2013	Dec 03, 2013	    

Showing 2 items  

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.



The screenshot shows the MSI Capital Dashboard interface. At the top, there are navigation buttons: MSIO Home, Create Application, View Projects to Amend, Report, MA Website, and Help. The Report button is active, and a dropdown menu is open, showing options: Financial Summary Report, Project Application(s) Report, Draft, Submitted / In Review, Accepted, Completed / Fully Funded, Withdrawn, and All. Below the navigation bar, there is a search section with a search box and a Search button. The search criteria are set to 'Airdrie, City of'. Below the search section, there is an Applications section with a Draft Tab selected. The Draft Tab description reads: 'Draft Tab: Currently displaying all project applications that have been created by the municipality, but not yet submitted. Applications can be edited and printed, but once submitted can no longer be edited online. Revisions to submitted applications can be made by contacting Municipal Affairs'.

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.

MUNICIPALITY	Annual Allocation	Payment	Outstanding Balance	% Paid	Statement of Funding and Expenditure Status	Income Earned	MSI Funding Applied to Project Expenditures
2007	\$1,333,660	\$1,333,660	\$0	100	Certified	\$0	\$0
2008	\$3,079,954	\$3,079,954	\$0	100	Certified	\$100,920	\$3,467,089
2009	\$2,477,677	\$2,477,677	\$0	100	Certified	\$19,360	\$3,295,152
2010	\$6,535,279	\$6,535,279	\$0	100	Certified	\$64,663	\$2,307,726
2011	\$7,004,483	\$7,004,483	\$0	100	Certified	\$188,162	\$8,180,872
2012	\$7,613,050	\$7,613,050	\$0	100	Certified	\$139,631	\$10,881,682
2013	\$7,860,675	\$7,860,675	\$0	100	n/a	n/a	n/a
Total	\$35,904,778	\$35,904,778	\$0			\$512,736	\$28,132,521

"Pending" Project Summary **All projects and amendments currently under review**

	Count	Requested Amount	
		Total Project Costs	Requested MSI to be Applied
New Applications			
Draft	2	\$700,000	\$700,000
Submitted	8	\$2,864,900	\$2,608,700
Sub-total	10	\$3,564,900	\$3,308,700
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 **All projects and amendments accepted by the Minister**

	Ongoing	Completed/Fully Funded	Total
Count	6	6	12
Total Project Costs	\$40,414,179	\$38,431,655	\$78,845,834
Total MSI Funding to be Applied	\$24,341,702	\$17,070,770	\$41,412,472
Total MSI Funding Applied	\$12,849,840	\$15,282,681	\$28,132,521

Amount of change in total project costs from original application(s)

On certified SFEs

Amount of change in MSI to be applied from original application(s)

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 years¹ plus income earned². Projects and amendments that have been submitted, but have not yet been recommended for funding, are not included in the calculation.

¹Based on the difference between the estimated 10 year capital allocation and the annual funding allocated to date.

²Based 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

Report 2: Application Form Report: Draft Applications

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

Office Use Only
Municipal Code 0003
Project Application No.
Municipal Use Only
Municipal Project Number

Reflects the date the draft was first created

- Refer to the Municipal Sustainability Initiative Capital Project Application Guidelines.
 - 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? 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 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.

FUNCTIONAL_CATEGORY_TYPE_ID	% of Total Project Costs
Roadways and Bridges	25
Wastewater	75
Total	100%

- 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.

Type of Asset	New	Rehab	Replace	Quantity	Unit
Road/Street	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Lane Km.
Bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lane Km.
Sidewalk/Walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Maintenance Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Ancillary/Small Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Rail Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Km.
Water Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Wastewater Line	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	900	Metres
Storm Sewer Conduit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sq. Metres
Treatment/Processing Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cu. Metres Per Day
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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

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 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

- 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, 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

January 9, 2014
Date of Signature

John Smith
Print Name

Telephone Number (include area code)

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

This statement will appear on application forms for all projects submitted through MSIO.

Legal Statement

The personal information being collected on this form will be used to administer the Municipal Sustainability Initiative program. The personal information 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 or concerns regarding 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

Financial grid appears as last page, landscape.

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
A Functional Planning																
B Design/Engineering								\$5,000.00								\$5,000.00
C Right-of-Way																
D Construction																
E Rehabilitation								\$195,000.00								\$195,000.00
F Purchase																
G Interest on MSI-Funded Project Borrowing <i>(complete the Declaration section)</i>																
H Other 																
I Total Project Costs <i>(sum of lines A through H)</i>								\$200,000.00								\$200,000.00
J Ineligible Costs <i>(refer to Schedule 1 of the guidelines)</i>																
K Portion of Eligible Project Costs to be Funded from Other Grant Programs <i>(identify grant sources in question 11)</i>																
L Portion of Eligible Project Costs to be Funded from Municipal Sources																
M Portion of Eligible Project Costs to be Funded from MSI <i>(line I less the sum of lines J, K, L)</i>								\$200,000.00								\$200,000.00
N Amount of MSI Funding to be Applied by Source Year																

Report 3: Application Form Report: Submitted, Accepted and Completed/Fully Funded Project Applications



**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	December 6, 2013
Submitted Date	January 9, 2014

Office Use Only
Municipal Code 0003
Project Application No. CAP-5576
Municipal Use Only
Municipal Project Number

Submitted Date has been added

CAP Number has been added

- Refer to the Municipal Sustainability Initiative Capital Project Application Form Instructions.
- 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? 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 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.

Functional Category of Project	% of Total Project Costs
Roadways and Bridges	25
Wastewater	75
Total	100%

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.

Type of Asset	New	Rehab	Replace	Quantity	Unit
Road/Street	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Lane Km.
Bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lane Km.
Sidewalk/Walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Maintenance Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Ancillary/Small Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Rail Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Km.
Water Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Wastewater Line	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	900	Metres
Storm Sewer Conduit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sq. Metres
Treatment/ Processing Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cu. Metres Per Day
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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

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

- The municipality
- A non-profit organization
- Another municipalities 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 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, 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.msicapitalgrants@gov.ab.ca

Any changes made to the financial grid by Municipal Affairs staff after the application has been submitted will appear here.

Financial Information

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
A Functional Planning																
B Design/Engineering								\$5,000.00								\$5,000.00
C Right-of-Way																
D Construction																
E Rehabilitation								\$195,000.00								\$195,000.00
F Purchase																
G Interest on MSI-Funded Project Borrowing <i>(complete the Declaration section)</i>																
H Other																
I Total Project Costs <i>(sum of lines A through H)</i>								\$200,000.00								\$200,000.00
J Ineligible Costs <i>(refer to Schedule 1 of the guidelines)</i>																
K Portion of Eligible Project Costs to be Funded from Other Grant Programs <i>(Identify grant sources in question 11)</i>																
L Portion of Eligible Project Costs to be Funded from Municipal Sources																
M Portion of Eligible Project Costs to be Funded from MSI <i>(line I less the sum of lines J, K, L)</i>								\$200,000.00								\$200,000.00
N Amount of MSI Funding to be Applied by Source Year																

Application Form Reports and Amendments

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).

Draft Submitted / In Review Accepted Completed / Fully Funded All Applications						
Project Name	Municipal Affairs Project #	Municipal Project #	Submitted Date	Project Start Date	Options	
#193 Gateway Emergency Services Station	AMD-4150		Nov 28, 2013	Nov 13, 2013	Application Form Project Summary	
Chinook Winds Site Development	AMD-4931		Jan 16, 2014			
Replace Rescue Truck	AMD-4932		Jan 09, 2014	Feb 28, 2014		
Test Construction	CAP-5526		Nov 18, 2013	Nov 18, 2013		
Test Rehabilitation	CAP-5528		Nov 18, 2013	Nov 18, 2013		
Test Number 2	CAP-5535		Nov 26, 2013	Nov 27, 2013		
Testing1	CAP-5540		Nov 28, 2013	Nov 29, 2013		
Fire Truck Purchase	CAP-5547		Dec 02, 2013	Nov 30, 2013		
Test Project 4	CAP-5562		Dec 11, 2013	Dec 11, 2013		
Test Project 5	CAP-5563		Dec 11, 2013	Dec 12, 2013		

Show 10 entries Showing 1 to 10 of 12

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.

Draft Submitted / In Review Accepted Completed / Fully Funded All Applications						
Project Name	Municipal Affairs Project #	Municipal Project #	Accepted Date	Project Start Date	Accepted MSI Funding	Options
#193 Gateway Emergency Services Station	CAP-4150		Aug 24, 2012		\$4,295,200	Application Form Project Summary
Burt Church Theatre Renovations Project #381	CAP-3116		Aug 06, 2013		\$3,000,000	
Chinook Winds Site Development	CAP-4931		Aug 22, 2013		\$1,000,000	
Genesis Place - Phase III	CAP-4148		Aug 24, 2012		\$9,083,702	
RCMP Expansion	CAP-2457		Sep 14, 2010		\$6,623,000	
Replace Rescue Truck	CAP-4932	200	Jul 30, 2013		\$694,000	

Showing 6 items

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.

Report 4: Application Form Report: Accepted Application



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 29, 2013
Submitted Date	April 29, 2013

Office Use Only
Municipal Code 0003
Project Application No. CAP-4932
Municipal Use Only
Municipal Project Number 200

- Refer to the Municipal Sustainability Initiative Capital Program Guide
- A separate application is required for each project. Refer to section 5.1 of the guidelines.

Reflects the created and submitted dates of the original application

Reflects the original project number

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.

This is not the amended application, so "No" is checked

2. Project Name: Replace 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.

Original project description

4. Identify the project category. 5. Identify the resulting capital asset.

Functional Category of Project	% of Total Project Costs
Fire	100
Total	100%

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

Type of Asset	New	Rehab	Replace	Quantity	Unit
Road/Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lane Km.
Bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lane Km.
Sidewalk/Walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Units
Maintenance Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Ancillary/Small Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Rail Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Km.
Water Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Wastewater Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Storm Sewer Conduit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sq. Metres
Treatment/Processing Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cu. Metres Per Day
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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

- | | | |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Management of growth pressures | <input type="checkbox"/> Development and/or maintenance of priority municipal infrastructure | <input checked="" type="checkbox"/> Greater municipal viability/sustainability |
| <input checked="" type="checkbox"/> Maintenance of safe, healthy, vibrant communities | <input checked="" type="checkbox"/> Enhanced municipal service delivery | <input type="checkbox"/> Opportunity to collaborate with neighbours |

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

- | | |
|----------------------------------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> The municipality | <input type="checkbox"/> A non-profit organization |
| <input type="checkbox"/> Another municipalities or group of municipalities | <input type="checkbox"/> 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 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

Name is not populated, as this was not submitted through MSIO.

I, _____, the CAO of City of Townsville, certify that the information contained in this application and the MSI Memorandums of Agreement, that these expenses have not been submitted in any 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
April 24, 2013
Date of Signature

Print Name

Telephone Number (include area code)

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

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

Legal Statement

The personal information being collected on this form will be used to administer the Municipal Sustainability Initiative program. The personal information is collected in accordance with section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions of the Act. For more information on 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

Financial Information

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
A Functional Planning																
B Design/Engineering																
C Right-of-Way																
D Construction																
E Rehabilitation																
F Purchase							\$714,000.00									\$714,000.00
G Interest on MSI-Funded Project Borrowing <i>(complete the Declaration section)</i>																
H Other																
I Total Project Costs <i>(sum of lines A through H)</i>							\$714,000.00									\$714,000.00
J Ineligible Costs <i>(refer to Schedule 1 of the guidelines)</i>																
K Portion of Eligible Project Costs to be Funded from Other Grant Programs <i>(Identify grant sources in question 11)</i>																
L Portion of Eligible Project Costs to be Funded from Municipal Sources																
M Portion of Eligible Project Costs to be Funded from MSI <i>(line I less the sum of lines J, K, L)</i>							\$714,000.00									\$714,000.00
N Amount of MSI Funding to be Applied by Source Year																

Original amounts requested
show on financial grid.

Report 5: Application Form Report: Draft Amendment

Municipal Affairs

Municipality Information	
Municipality Name	City of Airdrie
Address	400 Main Street SE Airdrie AB T4B 3C3
Contact Name	John Smith
Telephone	(780) 555-5555
Created Date	December 4, 2013

Office Use Only	
Municipal Code	0003
Project Application No.	
Municipal Use Only	
Municipal Project Number	

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

No project number, as this is still a draft

Reflects date draft amendment was created

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.
 CAP-4932

Reflects that this is an amendment to an accepted project

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 identify 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.

Includes changes made to original project

4. Identify the project category.

FUNCTIONAL_CATEGORY_TYPE_ID	% of Total Project Costs
Fire	100
Total	100%

- 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.

Type of Asset	New	Rehab	Replace	Quantity	Unit
Road/Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lane Km.
Bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lane Km.
Sidewalk/Walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Units
Maintenance Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Ancillary/Small Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Rail Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Km.
Water Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Wastewater Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Storm Sewer Conduit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sq. Metres
Treatment/Processing Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cu. Metres Per Day
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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

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 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
- Alberta Municipal Water/Wastewater Partnership
- Federal Gas Tax Fund (formerly New Deal for Cities and Communities)
- Other:
- Canada Alberta Municipal Rural Infrastructure Fund
- Water for Life
- Basic Municipal Transportation Grant (formerly Basic Capital Grant; Street Improvement Program; City Transportation Fund; and Rural Transportation Grant)
- Other:
- Major Community Facilities Program
- Building Canada Fund

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 will be used to accordance with MSI Capital Program and that the allocated grant amount will be applied in the year and manner described above once this project application has been accepted.
- As a representative of City of Townsville, I, John Smith have been deemed eligible on a prior project application, and that the allocated grant amount will be used to accordance with MSI Capital Program and that the allocated grant amount will be applied in the year and manner described above once this project application has been accepted.

Name is prepopulated, as the amendment was entered through MSIO.

<hr style="border: none; border-top: 1px solid black;"/> 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 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: ma.msicapitalgrants@gov.ab.ca

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
A Functional Planning																
B Design/Engineering																
C Right-of-Way																
D Construction																
E Rehabilitation																
F Purchase								\$754,000.00								\$754,000.00
G Interest on MSI-Funded Project Borrowing <i>(complete the Declaration section)</i>																
H Other 																
I Total Project Costs <i>(sum of lines A through H)</i>								\$754,000.00								\$754,000.00
J Ineligible Costs <i>(refer to Schedule 1 of the guidelines)</i>																
K Portion of Eligible Project Costs to be Funded from Other Grant Programs <i>(identify grant sources in question 11)</i>																
L Portion of Eligible Project Costs to be Funded from Municipal Sources																
M Portion of Eligible Project Costs to be Funded from MSI <i>(line I less the sum of lines J, K, L)</i>								\$754,000.00								\$754,000.00
N Amount of MSI Funding to be Applied by Source Year																

Financial grid
reflects changes.

Report 6: Application Form Report: 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	December 4, 2013
Submitted Date	January 9, 2014

Office Use Only
Municipal Code 0003
Project Application No. AMD-4932
Municipal Use Only
Municipal Project Number

Reflects date amendment was submitted

Has a project number

- Refer to the Municipal Sustainability Initiative Capital Program
- 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? 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 identify 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. 5. Identify the resulting capital asset.

Functional Category of Project	% of Total Project Costs
Fire	100
Total	100%

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

Type of Asset	New	Rehab	Replace	Quantity	Unit
Road/Street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lane Km.
Bridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lane Km.
Sidewalk/Walkway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Units
Maintenance Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Ancillary/Small Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Units
Rail Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Km.
Water Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Wastewater Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Storm Sewer Conduit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Metres
Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sq. Metres
Treatment/ Processing Facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Cu. Metres Per Day
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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

- | | | |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Management of growth pressures | <input type="checkbox"/> Development and/or maintenance of priority municipal infrastructure | <input checked="" type="checkbox"/> Greater municipal viability/sustainability |
| <input checked="" type="checkbox"/> Maintenance of safe, healthy, vibrant communities | <input checked="" type="checkbox"/> Enhanced municipal service delivery | <input type="checkbox"/> Opportunity to collaborate with neighbours |

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

- | | |
|----------------------------------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> The municipality | <input type="checkbox"/> A non-profit organization |
| <input type="checkbox"/> Another municipalities or group of municipalities | <input type="checkbox"/> 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 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, 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.

_____ <i>Signature of Chief Administrative Officer</i>	John Smith <i>Print Name</i>
January 9, 2014 <i>Date of Signature</i>	_____ <i>Telephone Number (include area code)</i>

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.msicapitalgrants@gov.ab.ca

Financial Information

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

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total
A Functional Planning																
B Design/Engineering																
C Right-of-Way																
D Construction																
E Rehabilitation																
F Purchase								\$754,000.00								\$754,000.00
G Interest on MSI-Funded Project Borrowing <i>(complete the Declaration section)</i>																
H Other																
I Total Project Costs <i>(sum of lines A through H)</i>								\$754,000.00								\$754,000.00
J Ineligible Costs <i>(refer to Schedule 1 of the guidelines)</i>																
K Portion of Eligible Project Costs to be Funded from Other Grant Programs <i>(Identify grant sources in question 11)</i>																
L Portion of Eligible Project Costs to be Funded from Municipal Sources																
M Portion of Eligible Project Costs to be Funded from MSI <i>(line I less the sum of lines J, K, L)</i>								\$754,000.00								\$754,000.00
N Amount of MSI Funding to be Applied by Source Year																

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

Report 12: Project Summary Report: Withdrawn Project

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	
Total Project Costs:*	\$200,000
Total MSI Funding to be Applied:*	\$200,000
Total Project Costs To-date:**	n/a
Total MSI Funding Applied:**	n/a

* Based on current application information.

** Based on certified Statements of Funding and Expenditures

Current Application History	
Date Created	Dec 13, 2013
Date Submitted	Not Submitted
Date Accepted	Not Submitted

MUNICIPALITY NAME

Project ID: CAP-5576

Project Name: King Street 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: Submitted/In Review

Anticipated Project Start Date: Mar 1, 2014

Status on Last Certified SFE: n/a

Project Financial Details	
Total Project Costs:*	\$200,000
Total MSI Funding to be Applied:*	\$200,000
Total Project Costs To-date:**	n/a
Total MSI Funding Applied:**	n/a

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

Current Application History	
Date Created	Dec 6, 2013
Date Submitted	Jan 9, 2014
Date Accepted	Pending

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	
Total Project Costs:*	\$10,963,000
Total MSI Funding to be Applied:*	\$6,623,000
Total Project Costs To-date:**	\$10,947,493
Total MSI Funding Applied:**	\$6,619,331

* 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			
	Date	Total Project Costs	Total MSI Funding to be Applied
Project Application Accepted	September 14, 2010	\$10,963,000	\$6,623,000

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	
Total Project Costs:*	\$754,000
Total MSI Funding to be Applied:*	\$754,000
Total Project Costs To-date:**	See CAP-4932
Total MSI Funding Applied:**	See CAP-4932

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

Current Application History	
Date Created	Dec 4, 2013
Date Submitted	Jan 9, 2014
Date Accepted	Pending

Amendment History			
	Date	Total Project Costs	Total MSI Funding to be Applied
Project Application Accepted	July 30, 2013	\$714,000	\$714,000

Report 11: Project Summary Report: Completed/Fully Funded

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	
Total Project Costs:*	\$4,000,000
Total MSI Funding to be Applied:*	\$3,476,667
Total Project Costs To-date:**	\$3,617,935
Total MSI Funding Applied:**	\$2,984,602

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

Current Application History	
Date Created	May 20, 2010
Date Submitted	May 13, 2010
Date Accepted	Sep 14, 2010

Amendment History			
	Date	Total Project Costs	Total MSI Funding to be Applied
Project Application Accepted	September 14, 2010	\$4,000,000	\$3,476,667

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

Anticipated Project Start Date: Not Provided

Status on Last Certified SFE: n/a

Project Financial Details	
Total Project Costs:*	\$0
Total MSI Funding to be Applied:*	\$0
Total Project Costs To-date:**	\$0
Total MSI Funding Applied:**	\$0

* Based on current application information.

** Based on certified Statements of Funding and Expenditures

Current Application History	
Date Created	Jun 24, 2010
Date Submitted	May 13, 2010
Date Accepted	n/a

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 13: Project Applications Report – Draft (Not Submitted)

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.

MUNICIPALITY NAME

Draft (Not Submitted)

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

 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

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


Amendment requested on an accepted project.

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

MUNICIPALITY NAME

Accepted

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
CAP-2457	RCMP Expansion	May 21, 2010	May 13, 2010	Sep 14, 2010	\$10,963,000	\$6,623,000
CAP-3116	Theatre Renovations	Apr 30, 2013	Apr 30, 2013	Aug 6, 2013	\$3,606,900	\$3,106,900
CAP-4148	Genesis Place - Phase III	May 4, 2012	May 1, 2012	Aug 24, 2012	\$20,296,179	\$9,083,702
CAP-4150	Emergency Services Station	May 4, 2012	May 1, 2012	Aug 24, 2012	\$4,295,200	\$4,295,200
CAP-4931	Chinook Winds Site Development	Apr 30, 2013	Apr 29, 2013	Aug 22, 2013	\$538,900	\$538,900
CAP-4932	Replace Rescue Truck	Apr 30, 2013	Apr 29, 2013	Jul 30, 2013	\$714,000	\$694,000
Number of Projects:	6			Total:	\$40,414,179	\$24,341,702

 Amendment requested on an accepted project.

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

MUNICIPALITY NAME

Completed/Fully Funded

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Applied
CAP-147	East Lake Recreation and Wellness Centre - Phase II	Jun 24, 2010	May 13, 2010	Sep 22, 2010	\$27,932,436	\$6,697,220
CAP-761	Fleet, Parks and Public Works Building Expansion	Mar 30, 2010	Jun 9, 2008	May 25, 2009	\$2,140,548	\$1,998,900
CAP-2456	Plainsmen Arena Upgrade and Expansion	May 20, 2010	May 13, 2010	Sep 14, 2010	\$3,617,935	\$2,984,602
CAP-2458	Yankee Valley Boulevard Sound Wall	May 21, 2010	May 13, 2010	Sep 14, 2010	\$1,441,627	\$1,149,305
CAP-2459	Replacement of Fire Pumper	May 21, 2010	May 13, 2010	Sep 14, 2010	\$783,113	\$783,113
CAP-4149	#236 Renovations to 23 East Lake Hill	May 4, 2012	May 1, 2012	Aug 24, 2012	\$2,515,996	\$1,669,541
Number of Projects:	6			Total:	38,431,655	15,282,681

Amendment requested on an accepted project.

Note:

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

MUNICIPALITY NAME

Withdrawn

Project ID	Project Name	Created Date	Submitted Date	Accepted Date	Total Project Costs	Total MSI Funding
AMD-761	Fleet, Parks and Public Works Building Expansion	Jun 24, 2010	May 13, 2010	n/a	n/a	n/a
CAP-5534	Fire Truck Purchase	Nov 21, 2013	Apr 1, 2007	n/a	n/a	n/a
Number of Projects:	2					