

TIMS

Transportation Infrastructure Management System

*"Harnessing knowledge for excellence in transportation
asset lifetime management & performance"*

Grant Applicant User Guide **Municipal Grants Management Application**

May 28, 2010

**Government
of Alberta** ■
Transportation

Municipal Grants Management Application

Developed by: David Hadfield

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Using This Manual

This user guide has been designed to assist you in using the MGMA application. The following tips will help you to make the best use of this guide.

Conventions

Menus, dialog boxes, and user input

Menu commands and screen names are referred to in bold text. For example: “Select **Print** from the **File** menu.”

Keyboard keys and buttons are referred to in bold text, like this: “Press **Ctrl+P**”.

Links are referred to in underlined text, as in “Click the [Inspections](#) link.”

Text that you must type exactly is indicated in bold text, like this: “Type **Alberta** in the **Province** field.”

Tips and Hints

Occasionally you will see icons in the left margin. These are designed to draw your attention to helpful or important information. Here are samples of the icons, with an explanation of what they mean:



*This is a **Hint** icon. It accompanies hints that will help you to work more quickly or effectively.*



*This is an **Alert** icon. It indicates a warning or caution about potential problems or pitfalls.*



*This is a **Reference** icon. It points to additional sources of information related to the material under discussion.*

Activities

Activities give step by step instructions on how to accomplish a particular task. There are two types of activities: “How To” activities, and “Exercise” activities.

How To

A **How To** activity gives brief, step by step instructions about how to accomplish a particular task. It does not refer to specific data; rather it is designed to provide general instructions that could be followed any time you perform the task.

Exercise

An **Exercise** provides a step by step example of a task, usually using sample training data. An exercise usually contains more screen shots than a **How To** activity.

Revisions

Revisions have been made accordingly:

Revision	Date	Description
1.1	March, 2008	Minor changes
1.2	April, 2008	AT Changes, Functional Cash Flow Item choices, Attachments, Available Grant Funding report explanation
1.3	October 2008	Update Logos
1.4	May 2010	Update logos and screen shots

Municipal Grants Management Application

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Getting Help with MGMA

Personal Help

If you can't find the answer you need on the application's support page, you have three options for getting personal assistance. These are:

- ◆ Assistance with technical problems (see below)
- ◆ Answers to questions about the data stored in MGMA (see next page)
- ◆ Help resetting passwords (Sylvia de Bruyn – 780-415-1390)

Technical Problems with MGMA

The Help Desk can provide help with technical problems. You can contact them at:

1-888-427-1462

7:00 a.m. to 6:00 p.m.

Monday to Friday

Technical problems include:

- ◆ MGMA failure or error messages
- ◆ Slow response times

When you place a support call to the Help Desk, your problem will be logged as a trouble ticket. Be sure to write down the ticket number – you will need it if you want to follow up with the help desk later.

The ticket will be assigned to someone with the appropriate expertise, who will call you to gather further information, provide a solution or discuss a plan for resolution of the issue.

Concerns about MGMA data

Data input and accuracy in TIMS applications is the responsibility of the application's Business Sponsor and Data Steward(s).

If data in MGMA seems to be incorrect or missing, please contact:

- ◆ **MGMA Business Sponsor:** Ken Dmytryshyn
- ◆ **MGMA Administrators:** Dave McIntyre (primary)
Dawn Torrance (back-up)
Colleen Andraszewski

Location	Name	Phone
Barrhead	Dave Winch	780-305-2409
Barrhead	Elaine Saunders	780-305-2426
Barrhead	Dean Litke	780-305-2427
Lethbridge	Keith Schenher	403-382-4069
Peace River	Craig Bindner	780-624-6562
Red Deer	Denette Tews	403-340-5069
Red Deer	Michelle Hilderman	403-340-4819
* as of this printing		



*Please consult the Municipal Grant site
<http://www.transportation.alberta.ca/530.htm> for up to date regional contact
information.*

Software Requirements

In order to access and successfully use the Municipal Grants Management Application, you will require the following software on your computer:

- ◆ Internet Explorer 6
- ◆ Adobe Reader: is required to view MGMA reports. It is free and can be accessed at <http://www.adobe.com/products/acrobat/readstep2.html> if you have the rights to load software on your office computer.



Always consult your IT support people to understand the Municipality's software policies and procedures.

Registering for Access to the Municipal Grants Management Application

The Alberta Transportation (AT) ministry has developed a number of software programs which are collectively known as the Transportation Infrastructure Management System or TIMS. MGMA is one such program. Several of these “TIMS” programs are accessed by people from outside of AT. This section of the guide was developed to assist municipalities in gaining security access to the Municipal Grants Management Application (MGMA).



If your Municipality uses Mozilla Firefox and not Internet Explorer 6, you will not be able to access MGMA.

User ID Setup

In order to access the Municipal Grants Management Application, you require a User ID and Password. These are created using the Infrastructure and Transportation Self Registration process.

Steps to access MGMA:

1. Access the internet
2. Navigate to the AT Extranet site.
3. Access the Self Registration form
4. Complete and Save the Self Registration form
5. Close the internet session
6. Wait for email from AT (1-5 days)
7. Receive email confirmation from AT
8. Access the internet
9. Navigate to the AT Extranet site
10. Enter your Login ID and Password
11. Click the MGMA link

Each of these steps is covered on the following pages.

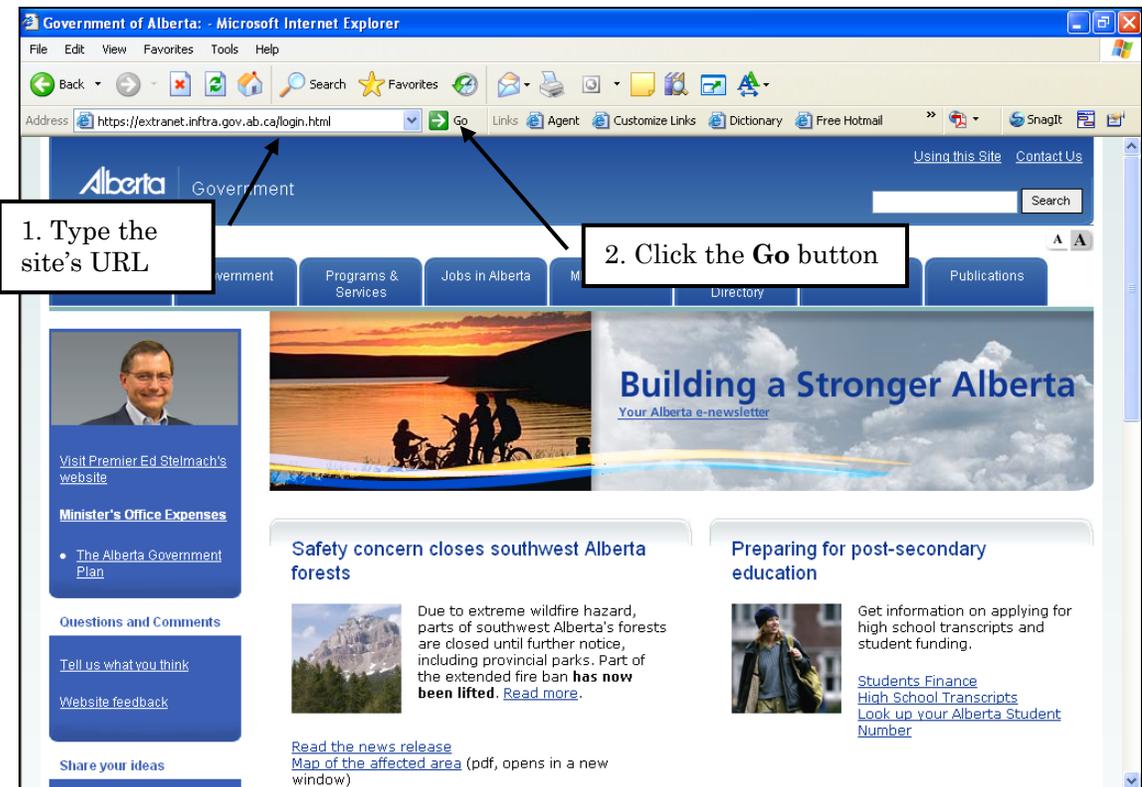
1. Access the Internet



From your computer's desktop double-click the Internet Explorer icon (Internet Explorer).

2. Navigate to the AT Extranet site

Extranet site URL: <https://extranet.infra.gov.ab.ca/login.html>

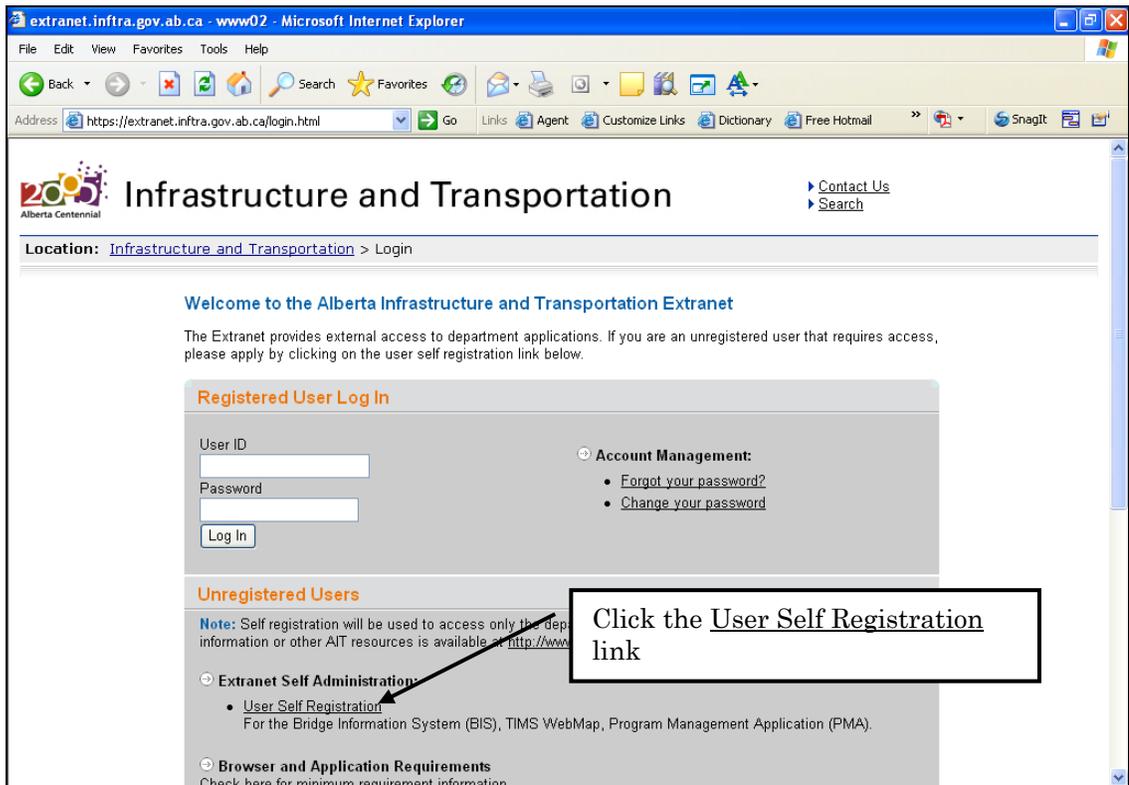


Make sure that you type the **https** portion of the address.



The AT Extranet site is a secure website that AT uses to allow non-AT staff access to specific software applications. This includes municipalities. MGMA is one such application requiring secure access by the municipalities.

3. Access the Self Registration form



AT Extranet site

4. Complete and Save the Self Registration Form

As some of the information on this form is of a personal nature, the form is to be completed by the person who will be accessing MGMA. All of the fields are required (*).

Self Registration Form

Write down your **Login Name** and **Password** and store in a safe location, so that you will have them when you receive confirmation.



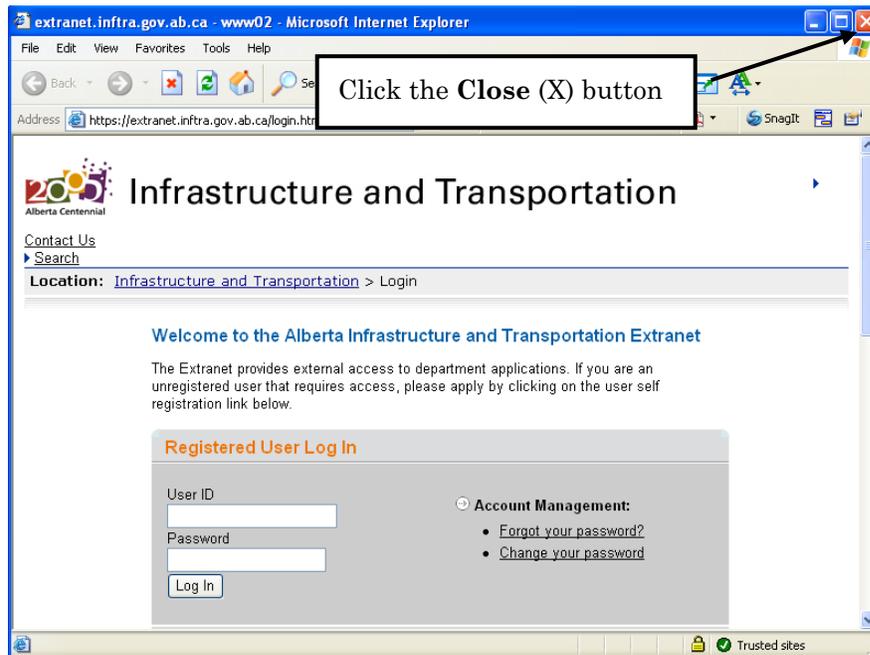
Passwords must contain:

- at least 7 characters
- at least 1 Uppercase letter
- at least 1 Lowercase letter
- at least 1 Number



Click the **Save** button when finished. You can close the Internet window. A confirmation email will be sent within 1-5 days.

5. Close the Internet Session

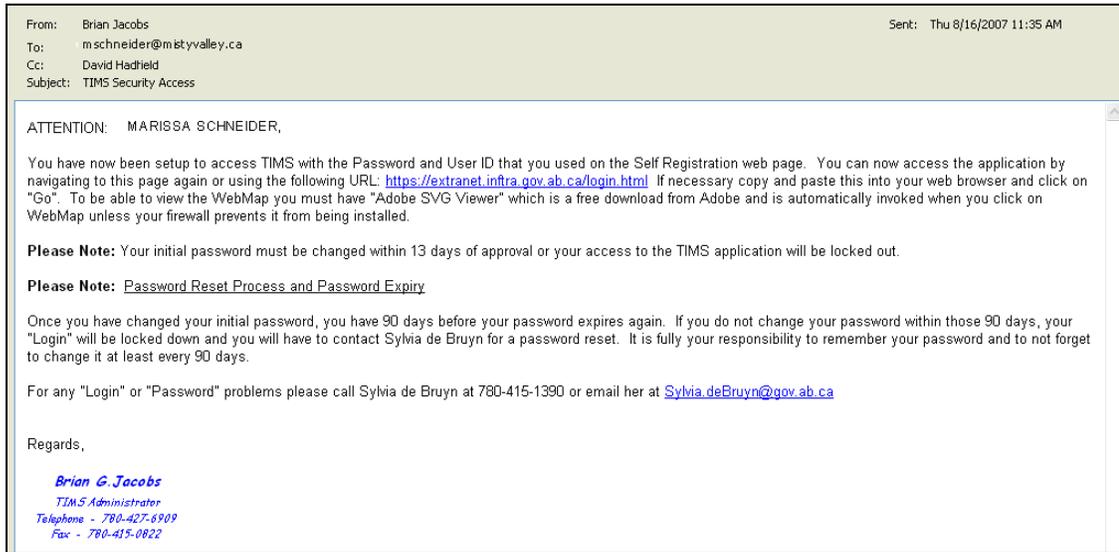


6. Wait for email from AT

You will receive an email from Brian Jacobs of AT, usually within 1-5 days, confirming your registration.

7. Registration Confirmation

Once your authority has been verified, your access will be set up and a confirmation email will be sent to you.



Registration Confirmation email sample



If you do not receive the above confirmation notice within 5 days, please advise the Regional Grant Coordinator that you normally contact, regarding municipal grant matters.

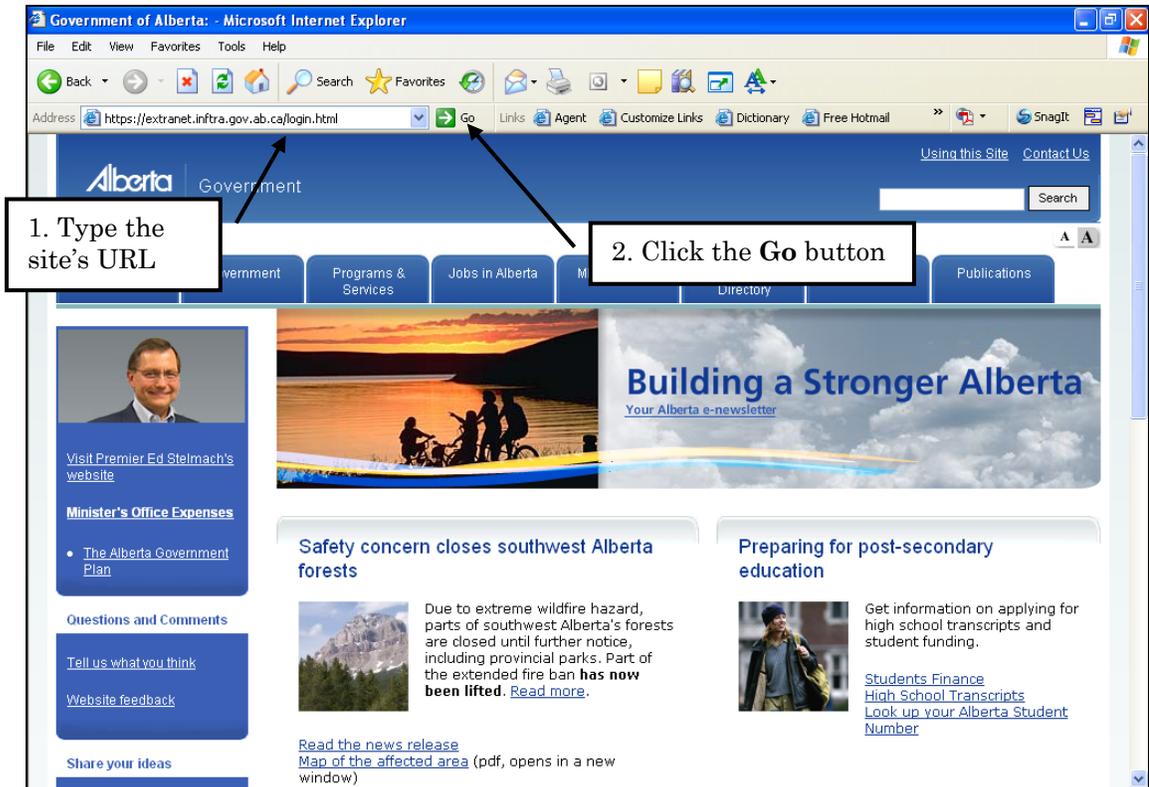
8. Access the Internet



From your computer's desktop double-click the Internet Explorer icon ()

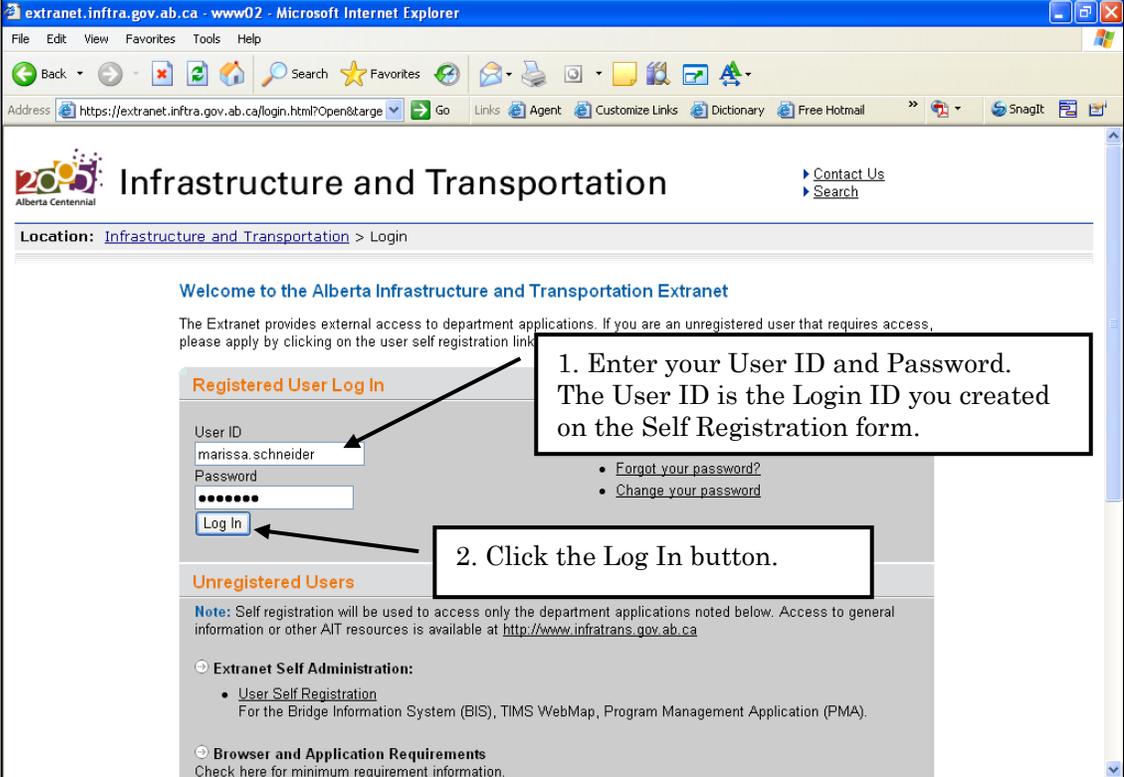
9. Navigate to the AT Extranet site

Extranet site URL: <https://extranet.inftra.gov.ab.ca/login.html>



*Make sure that you type the **https** portion of the address.*

10. Enter your Login ID and Password



The screenshot shows the login page of the Alberta Infrastructure and Transportation Extranet. The browser window title is "extranet.infra.gov.ab.ca - www02 - Microsoft Internet Explorer". The address bar shows "https://extranet.infra.gov.ab.ca/login.html?Open&target". The page header includes the Alberta Centennial logo and the text "Infrastructure and Transportation". There are links for "Contact Us" and "Search". The main content area has a "Location: Infrastructure and Transportation > Login" breadcrumb. Below this is a welcome message: "Welcome to the Alberta Infrastructure and Transportation Extranet". A note states: "The Extranet provides external access to department applications. If you are an unregistered user that requires access, please apply by clicking on the user self registration link." There are two main sections: "Registered User Log In" and "Unregistered Users". The "Registered User Log In" section has a "User ID" field with "marissa.schneider" entered, a "Password" field with "*****" entered, and a "Log In" button. Two callout boxes with arrows point to the "User ID" field and the "Log In" button. The first callout box contains the text: "1. Enter your User ID and Password. The User ID is the Login ID you created on the Self Registration form." The second callout box contains the text: "2. Click the Log In button." The "Unregistered Users" section has a "Note" and two sub-sections: "Extranet Self Administration" with a link to "User Self Registration" and "Browser and Application Requirements" with a link to "Check here for minimum requirement information."

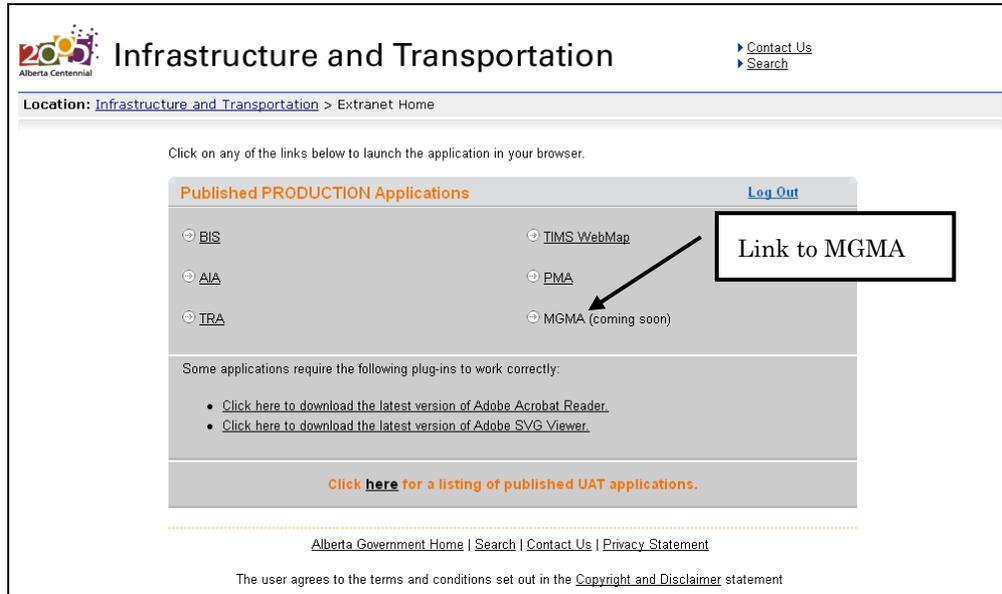
AT Extranet site



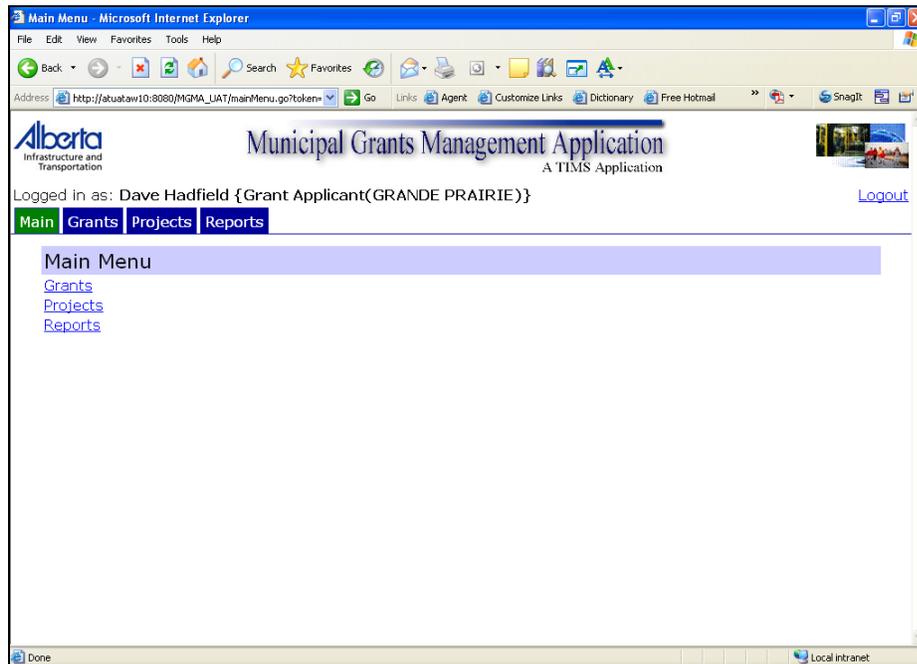
Before entering your Login ID and Password, Save this site using the Internet Favourite menu.

Do not save the site on your Desktop!

11. Click the MGMA link



Published Applications Page



MGMA Grant Applicant Main Menu



Please ensure that you click **logout** to close your work session.

Changing Passwords

When you first receive your registration confirmation, you will have 13 days to change your password. After that, password changes are required every 90 days.

To change your password, you need to be on the *Registered User Log In* site.

The screenshot shows a web browser window displaying the 'Registered User Log In' page. The page title is 'Infrastructure and Transportation' and the URL is 'https://extranet.infra.gov.ab.ca/login.html'. The page contains a 'Registered User Log In' section with a 'User ID' field containing 'marissa.schneider', a 'Password' field, and a 'Log In' button. To the right of the login fields is an 'Account Management' section with links for 'Forgot your password?' and 'Change your password'. A callout box on the left says '1. Enter your User ID and Password' with an arrow pointing to the login fields. Another callout box at the bottom says '2. Click the Change your password link' with an arrow pointing to the 'Change your password' link. Below the login section is an 'Extranet Self Administration' section with a link for 'User Self Registration'.

Registered User Log In site

The screenshot shows the 'Password Management' page with the 'Change Password' section. The page title is 'Infrastructure and Transportation' and the URL is 'https://extranet.infra.gov.ab.ca/Extranet_Home/Workflow'. The page contains a 'Change Password' section with the text 'You must set a new Password.' and three password fields: 'Old Password', 'Enter new password:', and 'Retype password:'. Each field is followed by a series of dots representing masked characters. Below the fields are 'Save' and 'Cancel' buttons. At the bottom of the page, there are links for 'Alberta Government Home', 'Search', 'Contact Us', and 'Privacy Statement', and a copyright notice for '© 2005 Government of Alberta'.

How To: Change your Login Password

- 1) Start an **Internet** session.
- 2) Navigate to the *Registered User Log In* site.
- 3) Enter your **User ID**.
- 4) Click the Change your password link.
- 5) On the *Password Management* screen, in the *Old Password* field, enter your current **Password**.
- 6) In the *Enter new password* field, enter your **new Password**.
- 7) In the *Retype password* field, enter your **new Password** again.
- 8) Click the **Save**  button.

END

Write down your **Login Name** and **Password** and store in a safe location.

Passwords must contain:

- at least 7 characters
- at least 1 Uppercase letter
- at least 1 Lowercase letter
- at least 1 Number



Add a reminder to your email calendar every 85 days to reset your password.

Password Resets – Grant Applicants

Once you have changed your initial password, you have 90 days before your password expires again. If you do not change your password within those 90 days, your "Login" will be locked down and you will have to contact Sylvia de Bruyn for a password reset. It is fully your responsibility to remember your password and to not forget to change it at least every 90 days.

For any "Login" or "Password" problems please call Sylvia de Bruyn at 780-415-1390 or email her at Sylvia.deBruyn@gov.ab.ca



If you incorrectly type your password 3 times, the system will lock you out of the application. Call Sylvia.

Municipal Grants Management Application Introduction

Course Objectives

The objective of this guide is to assist Municipalities function in the role of MGMA Grant Applicant when performing the day-to-day activities associated with Grants and Projects.

The guide attempts to do this by documenting the processes and workflows that the role uses. This includes the processes around: project search and review, project creation, SFE entry, and report generation using the Municipal Grants Management Application (MGMA).

MGMA Overview

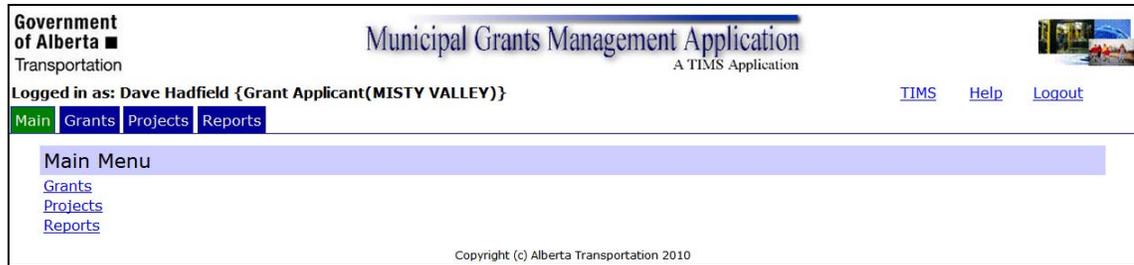
MGMA Purpose

Alberta Transportation administers a number of municipal grant programs in partnership with Alberta's cities, towns, villages, summer villages, rural municipalities and Metis settlements. The grant programs provide financial assistance to municipalities for capital-related transportation, water/wastewater systems, and core municipal infrastructure needs.

The Municipal Grants Management Application provides the mechanized tools to facilitate the management of the municipal grants programs.

The Municipal Grants Management Application (MGMA)

The Municipal Grants Management Application (MGMA) is an online system. Authorized AT employees and municipalities login to the application from their desktops.



MGMA Main Menu

What is MGMA?

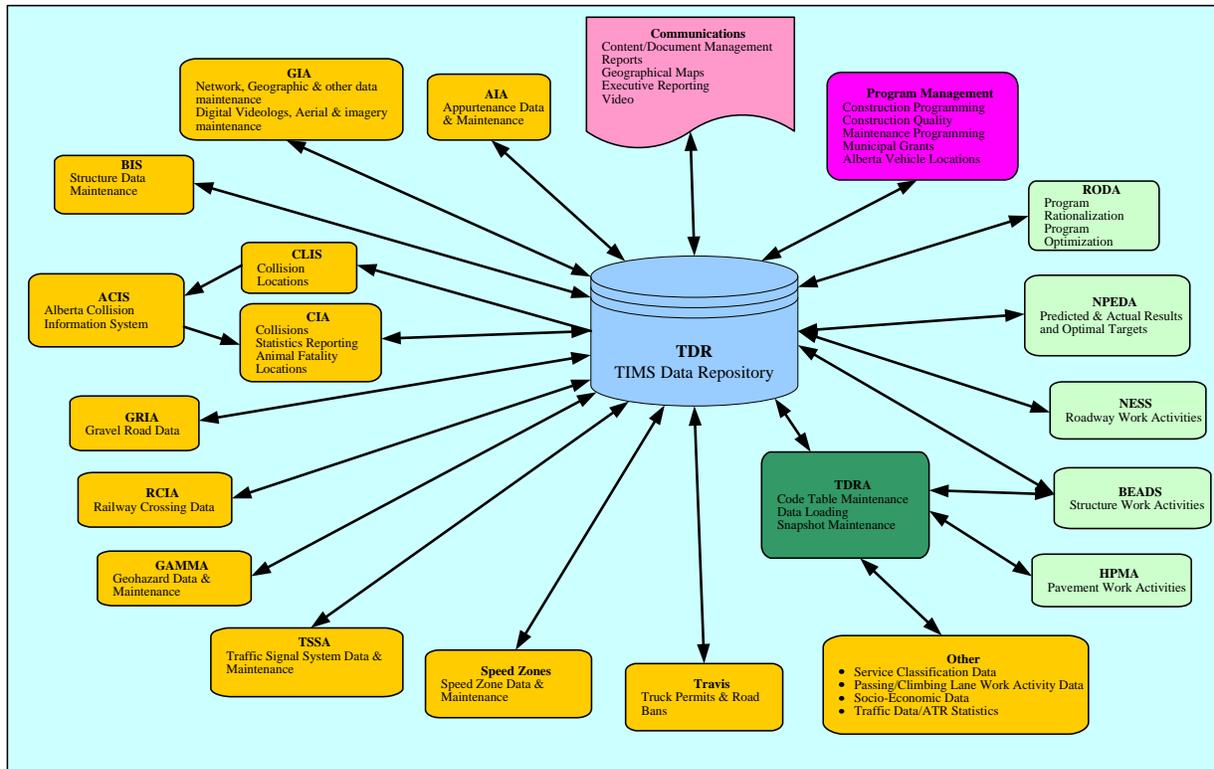
The Municipal Grants Management Application (MGMA) is:

- ◆ A grant/project information repository
- ◆ A web-enabled grant application tool
- ◆ A web enabled expenditure reporting tool
- ◆ A web enabled expenditure planning tool
- ◆ An information reference source
- ◆ A base for grant performance measures

What does the MGMA do?

- ◆ Provides a tool set for managing grant applications and expenditure reports
- ◆ Harmonizes application and reporting processes across various grant programs
- ◆ Provides a data source for answers to ad-hoc questions about grant programs
- ◆ Provides a base for evaluating the needs for future grant programs
- ◆ Replaces the existing Integrated Grants Information System (IGIS)

TIMS Information Applications



Roles & Processes

Business Users – The main users of MGMA are the administrative staff in each municipality in the Province of Alberta, Regional Grant Coordinators and the AT Program Management Branch – Municipal Programs section.

Several roles have been identified to categorize MGMA users and how they will interact with the application. Each role will perform several processes.

- ◆ Grant Applicants (GA's): create and submit projects
- ◆ Grant Coordinators (GC's): review submitted projects and approve or reject grant applications
- ◆ Administrators (Adm's): maintain municipality data, code tables and system parameters

Throughout this guide the following acronyms are used to identify the role responsible for the function being covered:

- ◆ GA: Grant Applicant
- ◆ GC: Grant Coordinator
- ◆ ADM: MGMA Administrator

Business Change Management

As a Grant Applicant the changes brought about by MGMA are:

- ◆ enter and submit projects on-line
- ◆ review of project information (status) is available 24 x 7
- ◆ project information is entered once into the system
- ◆ statement of Funding and Expenditures entered on-line

As a Grant Coordinator the changes brought about by MGMA are:

- ◆ a new interface. MGMA replaces IGIS

MGMA Security Administrator

The TIMS suite of applications has an Administrator to set up and establish proper security and controls related to MGMA and other TIMS applications.

- ◆ TIMS Security Administrator: Brian Jacobs

MGMA Grant Applicant

Municipalities submit Projects to AT, review project status, and enter Statement of Funding and Expenditures.

MGMA Grant Coordinator

A Grant Coordinator is mainly interested in reviewing project information submitted by municipalities, creating a grant approval list for each program, creating grants based on the approved list of grants (signed by the Minister) and updating project information.

MGMA Application Administrator

A MGMA Administrator has full control and access over fundamental tables that support the main MGMA processes. This role permits an individual the ability to create and update:

- ◆ Municipality information in MGMA
- ◆ Refresh Code Tables
- ◆ Maintain Configuration Parameters

The MGMA Application Administrators are:

- ◆ Dave McIntyre (Municipal Programs) Primary
- ◆ Dawn Torrance & Colleen Andrashewski (Municipal Programs) Back-up

Business Processes

1. Review Programs: the municipality reviews the available Programs for eligibility.
2. Enter Project: the municipality enters a Project into MGMA, identifying the applicable Programs.
3. Project Review: the Grant Coordinator reviews the submitted Projects.
4. Action Requests: for projects that are eligible for Project Specific Programs, the Grant Coordinator will create Action Requests.
5. Create the Grant Approval List: AT uses the Action Requests to create a Grant Approval List that is presented to the Minister.
6. Approval of Grants: the Minister signs an Approved Summary of Grants.
7. Create Grants: the Grant Coordinator creates Grants based on the Approved Summary of Grants signed by the Minister.
8. Approval of Projects: the Grant Coordinator updates the status of Projects that have been approved as Grants by the Minister.
9. Statement of Funding and Expenditures: the Grant Applicant updates the Functional Cash Flow Items section of the Projects by adding SFE's.

Business Rules

Each Project can be associated with 1 or more Programs

Therefore, each Project can be associated with 1 or more Grants

Each Grant can be associated with 1 or more Projects

For these reasons, the grant number and project number are not related.

Municipal Grants Program Information

The Municipal Grants site provides information about all of the available grants.

<http://www.transportation.alberta.ca/>

Government of Alberta
Transportation

Using this Site Contact Us

Alberta.ca > Transportation > Welcome

Drivers and Vehicles Commercial Transportation Roads and Highways Municipal Grants Tendering and Contracting Technical Resources Maps Newsroom

Alberta
Freedom To Create. Spirit To Achieve.

Honourable Luke Ouellette
Minister of Transportation

- About the Minister
- Ministers Office Expenses
- International Travel Expenses
- Minister's Mandate

About Us

Our Ministry • Contact Us • Publications • Newsroom • Directory of Personal Information Banks • Policies and Legislation

Questions and Comments

Please let us know what you think.

Comments on our website?

Alberta Traffic Safety Plan

The Office of Traffic Safety continues to implement the [Traffic Safety Plan](#) which is aimed at reducing deaths and injuries on our roads.

Ring Roads

The Province has planned for freeway standard roadways to improve traffic in Edmonton - Anthony Henday Drive (Highway 216) and Calgary - Stoney Trail (Highway 201).

Bill 16 - Distracted Driving Legislation

Programs and Services

Roads and Highways
Capital Plan, Provincial Water Management Projects 2013, Road Conditions, Ring Roads, Maintenance Contracts, Road Restrictions/Bans, Three-Year Construction Plan, Maps, Northeast Provincial Highway Project, Edmonton & Area Provincial Highway Projects, Ferries, Election Signs Guidelines

Technical Resources
Highway Design and Construction, Highway Maintenance, Bridges, Water Management, Highway Special Events Guide

Grants Programs
Building Canada Fund - Communities Component, Canada-Alberta Municipal Rural Infrastructure Fund, Municipal Grants

Click to access the Municipal Grants site

Each link has Program Descriptions, Administrative Procedures, Forms, Templates and Reports. Using this information you can determine which Programs your Municipality may qualify for. Your next step is to enter the municipality's project into the Municipal Grants Management Application (MGMA). This is done by logging in to MGMA and creating a new project.



Each Program has different application dates. Consult the Municipal Grants site for information specific to each Program.

Government of Alberta ■
Transportation

Using this Site Contact Us

Alberta.ca > Transportation > Municipal Grants

Drivers and Vehicles Commercial Transportation Roads and Highways **Municipal Grants** Tendering and Contracting Technical Resources Maps Newsroom

▼ Municipal Grants

Municipal Grants

Alberta Transportation administers a number of municipal grant programs in partnership with Alberta's cities, towns, villages, summer villages, rural municipalities and Metis settlements. The various grant programs provide financial assistance to municipalities for capital-related transportation, water/wastewater systems and core municipal infrastructure needs.

[Grant Program Summaries](#)
[Grant Program Advisories and Update Notices](#)

Grant Programs
Listed below are the grant programs available to eligible Alberta municipalities.

- [Alberta Municipal Infrastructure Program](#)
- [Federal Gas Tax Fund \(Formerly New Deal for Cities and Communities\)](#)
- [New Deal for Public Transit](#)
- [City Transportation Fund*](#)
- [Basic Capital Grant*](#)
- [City Special Transportation Grant**](#)
- [Provincial Highway Maintenance Grant*](#)
- [Street Improvement Program*](#)
- [Rural Transportation Grants*](#)
- [Resource Road Program**](#)
- [Local Road Bridge Program**](#)
- [Community Airport Program**](#)
- [Alberta Municipal Water/Wastewater Program](#)

Regional Directors
Design Guidelines, Best Practices, and Information Sources
Grant Reporting Templates
Alberta Municipal Water/Wastewater Partnership (AMWWP)
Community Airport Program (CAP)
Resource Road Program (RRP)
Local Road Bridge
Rural Transportation Grants
Streets Improvement Program
Provincial Highway Maintenance Grant (PHM)
Cities Special Transportation Grant (CSTG)
Basic Capital Grant
City Transportation Fund (CTF)
New Deal for Public Transit
Federal Gas Tax Fund (formerly New Deal for Cities and Communities)
▶ Alberta Municipal Infrastructure Program

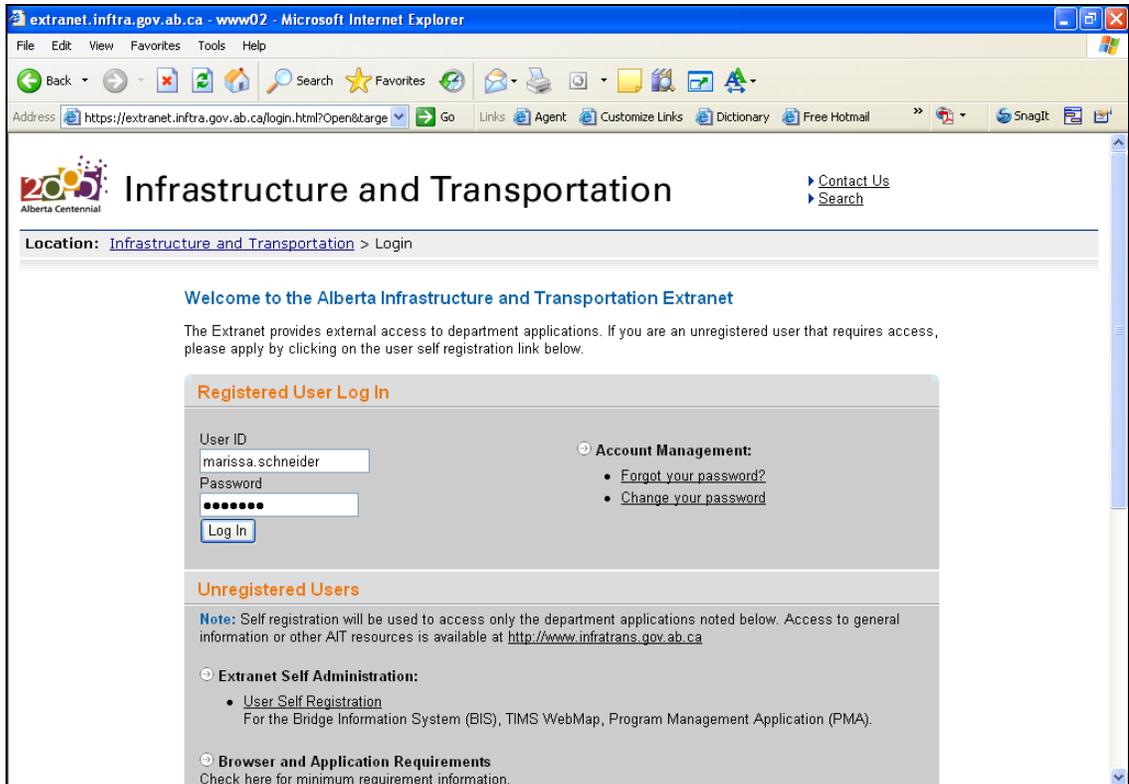
Municipal Grants site

Accessing MGMA for Grant Applicants

As a municipality you will access MGMA through the Extranet.

<https://extranet.infra.gov.ab.ca/login.html>

Takes you directly to the Extranet
Login page



Extranet login page

Infrastructure and Transportation

Location: Infrastructure and Transportation > Extranet Home

Click on any of the links below to launch the application in your browser.

Published PRODUCTION Applications [Log Out](#)

- BIS
- AIA
- TRA
- TMS WebMap
- PMA
- MGMA (coming soon)

Some applications require the following plug-ins to work correctly:

- Click here to download the latest version of Adobe Acrobat Reader.
- Click here to download the latest version of Adobe SVG Viewer.

Click here for a listing of published UAT applications

Alberta Government Home | Search | Contact Us | Privacy Statement

The user agrees to the terms and conditions set out in the [Copyright and Disclaimer](#) statement

Published Applications Page

How To: Access MGMA Through Extranet

- 1) From the **Extranet Login** page, enter your **User ID** and **Password**.
- 2) Click the **Log In** button.
- 3) From the **Published Applications** page, click the MGMA link.
- 4) MGMA will open in a new window displaying the Main Menu.

END

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

[TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Main Menu

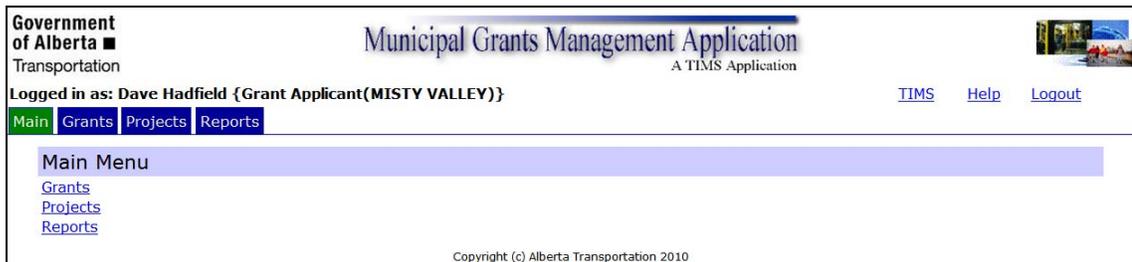
- [Grants](#)
- [Projects](#)
- [Reports](#)

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Grant Applicant Main menu

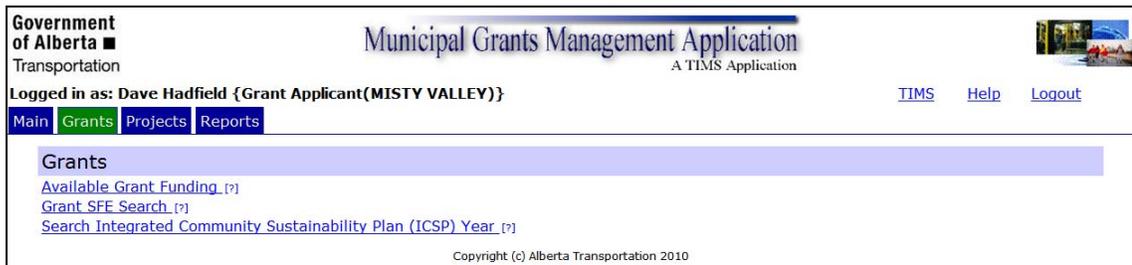
MGMA Menu

As a Grant Applicant, you deal with Projects. Your access to MGMA will allow you to enter new projects for your municipality. As you enter projects into the system, you will need to periodically search for and update the information of the project. Your security access only allows you to work within your municipality(s) on the project you create. You cannot see projects from other municipalities that you have not been granted access to.



The screenshot shows the top navigation bar of the MGMA application. On the left, it says "Government of Alberta" and "Transportation". In the center, the title "Municipal Grants Management Application" is displayed, with "A TIMS Application" below it. On the right, there is a small image of a road scene. Below the title, the user is logged in as "Dave Hadfield {Grant Applicant(MISTY VALLEY)}". To the right of the user name are links for "TIMS", "Help", and "Logout". A horizontal menu bar contains "Main", "Grants", "Projects", and "Reports", with "Main" highlighted in green. Below this, a "Main Menu" section is highlighted in light blue, containing links for "Grants", "Projects", and "Reports". At the bottom, it says "Copyright (c) Alberta Transportation 2010".

MGMA Grant Applicant Main Menu



This screenshot is similar to the main menu but with the "Grants" menu item highlighted in green. The "Grants" section is highlighted in light blue and contains three links: "Available Grant Funding [?]", "Grant SFE Search [?]", and "Search Integrated Community Sustainability Plan (ICSP) Year [?]".

Grants Menu

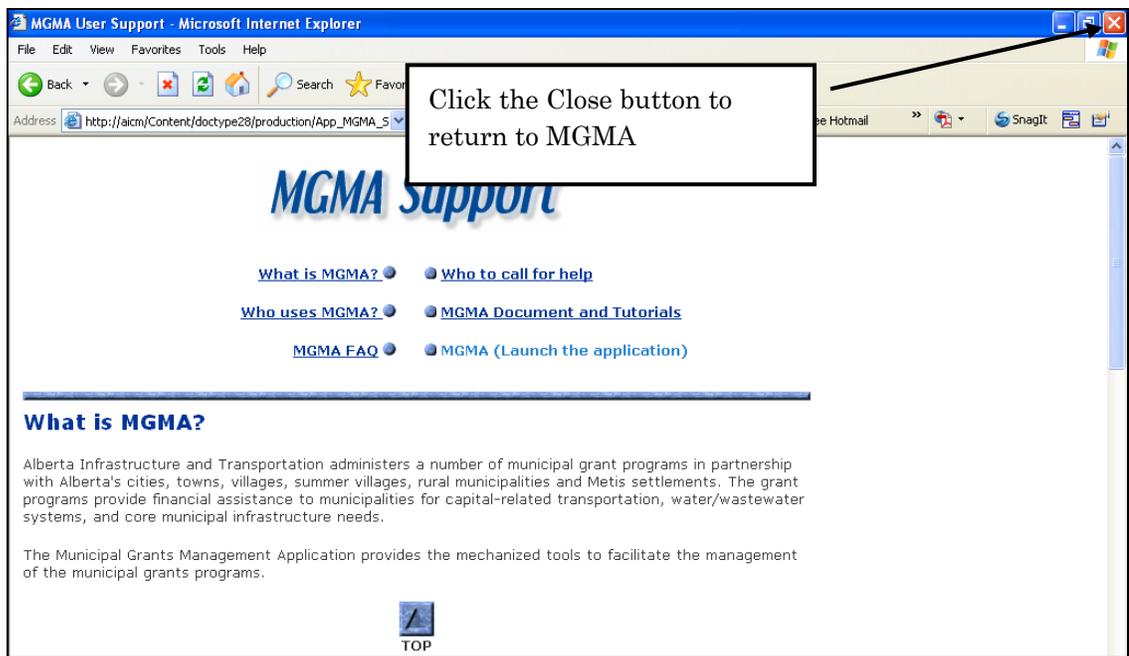
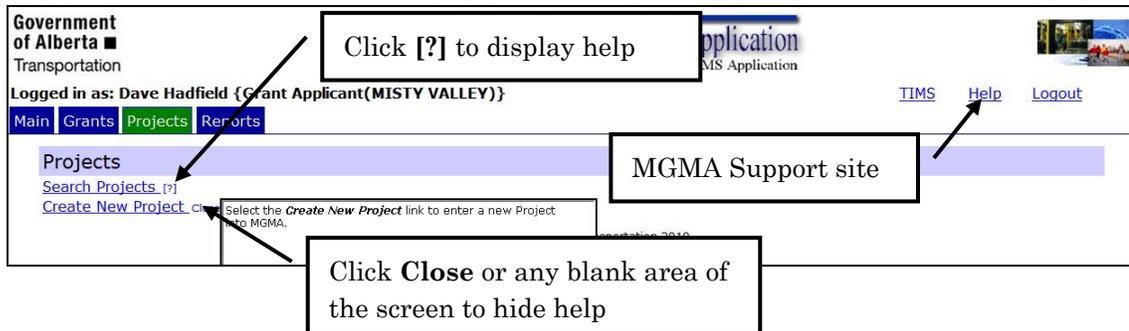


This screenshot is similar to the main menu but with the "Projects" menu item highlighted in green. The "Projects" section is highlighted in light blue and contains two links: "Search Projects [?]" and "Create New Project [?]".

Projects Menu

MGMA Help

Throughout the system there are question marks (?) beside links and fields. Clicking on a question mark will open a dialog box that provides a description of the link or field. After reviewing the help text, click Close (where the question mark was) to hide the help text.



MGMA Support Site



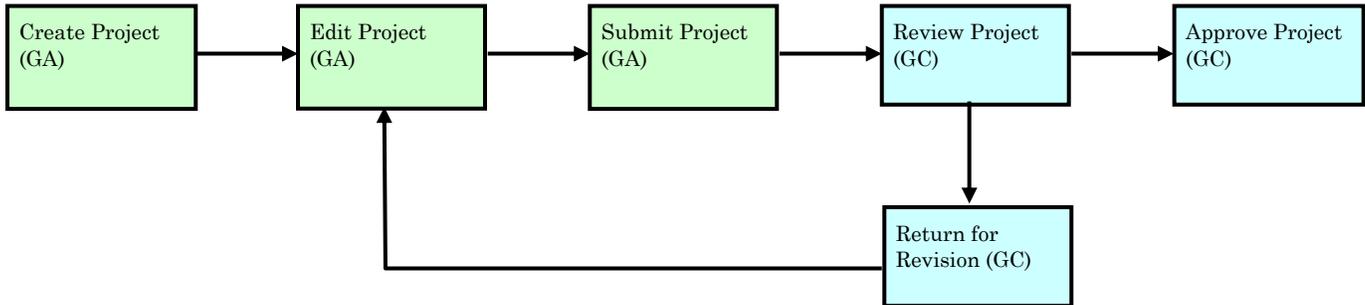
On the MGMA Support Site you will find training guides.



On the MGMA Support Site click the Internet **Close**  button to return to MGMA.

Grant Applicant Project Processes

Overview of the Process



As a Grant Applicant, you are able to perform the following:

1. Search for your Municipality's Projects
2. Review the status of your Municipality's Projects
3. Create Projects for your Municipality(s)
4. Submit Projects for AT review

As a Grant Applicant, you only have access to projects for your Municipality(s).



Grant Applicants can only access Projects for their respective Municipality(s).

Search and Review Projects

As a Grant Applicant, you have the ability to search for existing projects. MGMA security limits the projects that you are able to view to only those for your Municipality(s).

You use the Search Projects screen to find your existing Projects. This includes:

- ◆ Projects for which you need to add more information before submitting to AT
- ◆ Projects for which you want to review the status during AT's review
- ◆ Projects for which you need to enter Statement of Funding and Expenditures (SFE) information

Although there are several criteria fields available, you only need to use those that will help you find the projects of interest. For example, if you want to search for a Project that you have not yet submitted, you can set the Status field to Draft and click the Search button. All of the projects that you have set to Draft will be listed.

To open a Project from the Results list, click on it.

The screenshot shows the 'Search Projects' interface. At the top, it says 'Government of Alberta Transportation' and 'Municipal Grants Management Application A TIMS Application'. The user is logged in as 'Dave Hadfield (Grant Applicant(MISTY VALLEY))'. There are links for 'TIMS', 'Help', and 'Logout'. Below the navigation bar, the 'Search Projects' form is displayed. It has a title bar 'Search Projects' with a help icon. The form contains several search criteria:

- Municipality: MISTY VALLEY [?]
- Project Street/Building/Area: -- Select -- [?]
- Program: -- Select -- [?]
- Project #: [?]
- Municipal File/Project Number: [?]
- Region: -- Select -- [?]
- Status: -- Select -- [?]
- Sort by: -- Select -- [?]
- Eligibility Group: -- Select -- [?]
- Year: -- Select -- [?]

 At the bottom of the form are 'Search' and 'Reset' buttons. The footer of the page says 'Copyright (c) Alberta Transportation 2010'.

Search Projects screen



When criteria fields are left with a **–Select–** value, MGMA interprets this to mean all possible values.

Search Projects Criteria

Criteria Field	Description
Municipality	The Municipality drop down will display the Municipality(s) to which you have access.
Project Street / Building/Area	For Grant Applicants , the drop down list displays all of the existing projects general locations within the Municipality(s) to which you have access.
Program	The Program drop down list displays all Programs (current and historical), so that all existing projects for your Municipality(s) may be viewed.
Project #	<p>The Project # field is numeric and must contain a minimum of 6 digits.</p> <p>Prior to MGMA the following numbering scheme was used.</p> <ul style="list-style-type: none"> • 100000 South Region Projects • 300000 Central Region Projects • 500000 North Central Region Projects • 600000 Peace Region Projects <p>MGMA Project Numbers are automatically generated beginning with 700000.</p> <p>If you know the Project Number of interest, this is the only criteria field you need to use.</p> <p>If you do not know the Project Number, leave the field blank.</p> <p>Alternatively, you can enter part of the Project Number and a wild character (%).</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. To search for your projects that begin with 357, enter 357% in the Project # field.
Region	<p>The Region drop down list, displays the provincial regions as defined by AT.</p> <ul style="list-style-type: none"> ◆ ATR3 – Central ◆ ATR5 – North Central ◆ ATR6 – Peace ◆ ATR1 - Southern
Status	The Status field shows a list of each possible status a Project can have. By selecting a status, MGMA will display only those Projects having the matching status (see below).

Criteria Field	Description
Sort by Status Date	The Sort by Status Date allows you to have the results of the search sorted in ascending or descending order, based on the date the status was changed.
Eligibility Group	The Eligibility Group field shows a list of all possible groups. Each Program defines the Eligibility Groups that may be funded under the Program. Schedules 1 & 2 of each <i>Administrative Procedures</i> document outlines the eligible groups for the Program.
Year	The Year drop down list is used to find Projects with <i>Functional Cash Flow Items</i> for the year selected.

Project Status

While you are developing a Project, you are the person who sets the Status. This is typically None, or Draft. Once you have completed entering all of the information required for the Project, you will Submit the project to AT for review. As the Grant Coordinator works with your Project, the status can change to several different values. Normally you will not know when a status change takes place. Therefore, when searching for Submitted Projects, it's a good idea to leave the Status field at – Select--.

As a Grant Applicant, your only choices for status are: None, Draft, and Submit. The Grant Coordinator can change the status to: Returned, Application, Rejected, Not Eligible, Accepted, Complete, and Complete & Inspected.

Status	Description
None	Conceptual Information: The Municipality has entered some project information into the system but it has no merit or weight and does not appear on any grant application reports. However, summary cost information may appear on a Multi-Year Capital Plan. Municipalities can use this status as exploratory in nature.
Draft	Draft Ready for Submission to AT: The Municipality has entered a Project that will (at some point) be submitted for acceptance. The project information may not be ready but it is close to complete. Projects with this status would only include projects being prepared for grant applications.
Submit	Submit to AT for Review: The Municipality has submitted the Project to AT for Review. When AT Grant Coordinators sign on to MGMA, they search for projects having this status.

Status	Description
Submit – Cash Flow Added	If after a project has been accepted, the Municipality adds a new Functional Cash Flow Item(s), the Grant Applicant needs to set the Status of the Project to Submit – Cash Flow Added.
Returned	Returned for Revision: AT has reviewed the project and returned it to the Municipality for revision. The Grant Coordinator must enter a comment clarifying what additional information or revision is required.
Application	Application Received: Once the Regional Grant Coordinator has reviewed the submitted project and assigned the project to an Action Request, the project status is set to Application.
Rejected	Not Acceptable to AT: The project meets the criteria; however AT will not participate in the project. The Grant Coordinator must clarify the reason(s) why AT will not be participating in the project (rarely used).
Not Eligible	Not Eligible: The project does not meet the eligibility criteria as stipulated in the Program. The Grant Coordinator must enter comments clarifying what criteria were not met.
Accepted	Accepted for Cost Sharing: The project has been accepted by AT. It is eligible to apply the grant funding to the project.
Complete	Project Finalized – No Further Costs: The project has been completed and all expenses have been submitted. There can be no further changes to the project. All project information is maintained for historical purposes.
Complete and Inspected	Project Finalized – No Further Costs: The project has been completed and all expenses have been submitted. There can be no further changes to the project. All project information is maintained for historical purposes. Project site has been inspected by AT staff.

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Search Projects

Municipality : MISTY VALLEY [?]

Project Street/Building/Area : -- Select -- [?]

Program : -- Select -- [?]

Project # : 7% [?]

Municipal File/Project Number : [?]

Region : -- Select -- [?]

Status : -- Select -- [?]

Sort by : -- Select -- [?]

Eligibility Group : -- Select -- [?]

Year : 2010 [?]

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Search example

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Search Projects

Municipality : MISTY VALLEY [?]

Project Street/Building/Area : -- Select -- [?]

Program : -- Select -- [?]

Project # : 7% [?]

Municipal File/Project Number : [?]

Region : -- Select -- [?]

Status : -- Select -- [?]

Sort by : -- Select -- [?]

Eligibility Group : -- Select -- [?]

Year : 2010 [?]

Projects New (1 results)

Project #	Municipal File/Project Number	Project Street/Building/Area	Status	Business Status Date	Municipalities	Municipal Project Rank	Est Total Cost
705105	12345-2010	Aquatic/Leisure Centre	SUBMIT-CASH FLOW ADDED	19-May-2010	MISTY VALLEY		11,500,800

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Search results

How To: Search for Existing Projects

- 1) From the *Main* menu, select the **Projects** tab.
- 2) From the *Projects* menu, click the Search Projects link.
- 3) Enter or select criteria from the available fields.
- 4) Click the **Search** button.
- 5) From the resulting list, click the required **Project**.

END



Mouse over the **Project #** to display the **Detailed Location** in a tooltip.

No Records Found

Should you get a message: “No records found”, you will need to change one or more of your criteria. It simply means that there are no projects matching all of the criteria you entered. In the example below, there are no Projects in the Municipality of Misty Valley.

The screenshot shows the 'Municipal Grants Management Application' interface. The user is logged in as 'Dave Hadfield {Grant Applicant(MISTY VALLEY)}'. The 'Projects' tab is selected. The search criteria are as follows:

- Municipality: MISTY VALLEY
- Project Street/Building/Area: -- Select --
- Program: -- Select --
- Project #: 7%
- Municipal File/Project Number: (empty)
- Region: -- Select --
- Status: DRAFT (DRAFT READY FOR SUBMISSION TO AIT)
- Sort by: -- Select --
- Eligibility Group: -- Select --
- Year: 2010

Buttons for 'Search' and 'Reset' are visible. Below the search criteria, a message states: 'Projects [New](#) (0 results). No records found matching the given criteria.'

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Project Screen

The Project screen is broken down into a Header area and multiple Detail sections.

Government of Alberta
Transportation

Logged in as: Dave Hadfield (Grant Applicant(EDMONTON,MISTY VALLEY))

Main Grants **Projects** Reports

Search Projects

Municipal Grants Management Application

A TIMS Application

TIMS Help Logout

Project (Lead Municipality: MISTY VALLEY) Edit Project Profile

Project # :	705105
Project Street/Building/Area :	Aquatic/Leisure Centre
Detailed Location :	Six Lane/Leisure Pool/Waterslide/Fitness Centre
Status :	ACCEPTED
Municipal File/Project Number :	12345-2010
Est Total Cost :	11,500,800.00
Project Description :	Design and Construction of a six lane - 25 metre pool, with a waterslide, fitness centre and meeting facilities.
Eligibility Group :	MUNICIPAL BUILDINGS
Eligibility Sub Group :	BUILDING - RECREATION
Municipal Project Rank :	
Contact Name :	Barbara Chmlilar
Contact Phone Number :	(780) 555-1100
Contact Remark :	City Planner

Audit Fields :

Last Modified By :	Dave Hadfield
Last Modified :	18-May-2010 12:49:09
Created By :	Dave Hadfield
Created :	18-May-2010 11:47:46

Comments	Function	Provincial Share %	APA Amount	Year	Program	Status	Municipality
N	CONSTRUCTION	100	3,500,000	2012	AMIP	ACCEPTED	MISTY VALLEY
N	CONSTRUCTION	100	5,000,000	2011	AMIP	ACCEPTED	MISTY VALLEY
Y	DESIGN	100	540,800	2010	AMIP	ACCEPTED	MISTY VALLEY
N	CONSTRUCTION	100	2,460,000	2010	AMIP	ACCEPTED	MISTY VALLEY
N	RIGHT OF WAY	100	550,000	2010	AMIP	ACCEPTED	MISTY VALLEY

Comments New

Comment	Created By	Create Date
Please provide more information regarding the land being used and a Functional Cash Flow Item to account for purchasing and / or right of ways required.	Dave Hadfield	18-May-2010
This project was passed in Council on April 16, 2010 during the meeting. See attachments for a copy of the minutes.	Dave Hadfield	18-May-2010

Primary Accomplishments New

Component	Quantity	Unit of Measure	Activity Type	Est % of Total Cost
REC	25,000.00	SQUARE METRE OF FLOOR AREA	NEW	85

Attachments New

Description	File Name
Before Picture	S:\INFRA\#Dave H\My Pictures\05510E_00098.JPG
Council Meeting Minutes April 16, 2010	S:\INFRA\#Dave H\Council Minutes April 16_2010.doc

Municipalities (for Coordinated Projects Only) New

Municipality	Municipality Type	Lead Municipality
MISTY VALLEY	VILLAGE	Y

Status History

Status	Program Type	Business Status Date	Created By	System Status Date	Amount
ACCEPTED	AMIP	18-May-2010	Dave Hadfield	18-May-2010	11,500,800
APPLICATION	AMIP	18-May-2010	Dave Hadfield	18-May-2010	11,500,800
SUBMIT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
DRAFT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
SUBMIT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
DRAFT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800

Project screen example

Create Projects

There are several steps involved in completing the information required for a Project. The first is to enter the general (Header) information for the project. Once this is done, a Project Number is assigned by the system. At the same time as the Project Number is assigned, more sections appear below the header area. These additional sections allow you to enter specific details about the project.

Government of Alberta ■ Transportation
Municipal Grants Management Application
 A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

Main Grants **Projects** Reports

Project [?]

* Municipality : MISTY VALLEY [?]

Municipal File/Project Number : [?]

Project Street/Building/Area : -- Select -- [?]

Or New Project Street/Building/Area : [?]

Detailed Location : -- Select -- [?]

Or New Detailed Location : [?]

* Status : NONE (CONCEPTUAL INFORMATION) [?]

* Est Total Cost : [?]

Project Description : [?]

Eligibility Group : -- Select -- [?]

Eligibility Sub Group : -- Select -- [?]

Municipal Project Rank : [?]

Contact Name : Dave Hadfield [?]

Contact Phone Number : 780 4222199 [?]

Contact Remark : [?]

Create Project – Header

Functional Cash Flow Items Application							
Comments	Function	Provincial Share %	APA Amount	Year	Program	Status	Municipality
Comments New							
Comment	Created By		Create Date				
Primary Accomplishments New							
Component	Quantity	Unit of Measure	Activity Type		Est % of Total Cost		
Attachments New							
Description				File Name			
Municipalities (for Coordinated Projects Only) New							
Municipality	Municipality Type		Lead Municipality				
MISTY VALLEY	VILLAGE		Y				
Status History							
Status	Program Type	Business Status Date	Created By	System Status Date		Amount	
DRAFT		19-May-2010	Dave Hadfield	19-May-2010		11,500,800	

Create Project - Details

Project Header Fields

The following table should provide clarity around the Project Header fields and the requirements of each field.

Field	Format	Description
Municipality	Mandatory/Locked	The Municipality field is automatically entered by MGMA based on your login and associated security. If you are a Grant Applicant responsible for more than one Municipality, you will need to make a selection from the drop down list.
Municipal File Number	Optional/Text	The Municipal File Number is the number that the Municipality uses internally for tracking the project.
Project Street/ Building/Area	Mandatory/Text	<p>The Project Street/Building/Area is the general location of the project as entered by the municipality. Over time, a general location may include several projects as identified in the “Detailed Location” field. For example, the Project Street/Building/Area may be Center Street while separate projects (Detailed Locations) along Center Street could include: resurfacing from 5th Avenue to 10th Avenue; 19 Avenue Intersection upgrading and traffic signals; and Sanitary Sewer replacement from 2 to 4 Avenue. Each of these activities is a separate Project, all located along Centre Street.</p> <p>The Project Street/Building/Area field may contain a maximum of 60 characters.</p>
Detailed Location	Optional/Text	<p>The Detailed Location is a sub area within the general location and is usually related to a specific project or tender.</p> <p>A new detailed location can contain up to 60 characters.</p>

Field	Format	Description
Status	Mandatory/List	The Status' are None, Draft, and Submit. In order to "Submit" a Project the Project Description, Detailed Location, Eligibility Sub Group, Functional Cash Flow Item(s), and Primary Accomplishment must be entered.
Est Total Cost	Mandatory/Dollar	The Estimated Total Cost is the Municipality's pre-design estimate for the total cost of the project.
Project Description	Optional/Text	The Project Description is used to expand on the work involved in the project. The field can contain up to 2000 characters.
Eligibility Group	Optional/List	Each Program has a list of Eligibility Groups that may be funded under the program. These are listed in the Eligibility Group drop down.
Eligibility Sub Group	Optional/List	The Eligibility Sub Groups are sub categories of the Eligibility Groups and can be selected after the Eligibility Group has been selected.
Environment Outcome	Optional/List	If a project is anticipated to impact the environment, a choice is made from the drop down list of choices. This field appears when Functional Cash Flow Items of NDCC or NDPT are entered for the project.
Roadway	Optional/List	Roadway is a sub category available if the Roadways and Bridges Eligibility Group has been selected.
Contact Name	Optional/Text	<p>The Contact Name field is used to enter the name of the Municipality's <i>Contact</i> for the project. The Grant Applicant's name is automatically entered into this field.</p> <p>If necessary overwrite Grant Applicant's Name with the proper name. This should be the person that the Grant Coordinator can contact if further information is required</p>

Field	Format	Description
Contact Phone Number	Optional/Numeric	<p>The Contact Phone Number field is used to enter the phone number of the Municipality's <i>Contact</i> for the project. The Grant Applicant's phone number is automatically entered into the fields.</p> <p>If necessary enter the correct numbers into the fields; area code in the first field, phone number (without dashes or spaces) in the second field (e.g. 780 5551100).</p>
Contact Remark	Optional/Text	<p>The Contact Remarks is used to enter additional remarks about the Project Contact. Another idea would be to enter the email address for the contact in this field.</p>

In order to successfully Submit a Project, the following Header fields must be entered:



- ◆ Project Street/Building/Area
- ◆ Detailed Location
- ◆ Project Description
- ◆ Eligibility Group
- ◆ Eligibility Sub Group
- ◆ Functional Cash Flow Item(s)
- ◆ Primary Accomplishment

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

Main Grants **Projects** Reports

Project

* Municipality : MISTY VALLEY

Municipal File/Project Number : 12345-2010

Project Street/Building/Area : -- Select --

Or New Project Street/Building/Area : Aquatic/Leisure Centre

Detailed Location : -- Select --

Or New Detailed Location : Six Lane/Leisure Pool/Waterslide/Fitness Centre

* Status : DRAFT (DRAFT READY FOR SUBMISSION TO...)

* Est Total Cost : 11500800

Project Description : Design and Construction of a six lane - 25 metre pool, with a waterslide, fitness centre and meeting facilities.

Eligibility Group : MUNICIPAL BUILDINGS

Eligibility Sub Group : BUILDING - RECREATION

Municipal Project Rank :

Contact Name : Barbara Chmilar

Contact Phone Number : 780 5551100

Contact Remark : City Planner

Create Cancel

Create Project example



Always check the Project Street/Building/Area drop down for a suitable value before creating a New Project Street/Building/Area.

Either select from the Project Street/Building/Area drop down **OR** create a New Project Street/Building/Area but not both!



Always check the Detailed Location drop down for a suitable value before creating a New Detailed Location.

Either select from the Detailed Location drop down **OR** create a New Detailed Location but not both!



The **Project Description** field is 2000 characters. To save time, you can copy text from a document and paste it into the Project Description field.

How To: Create a Project – Header

- 1) From the *Projects* menu, click the Create New Project link.
- 2) In the *Municipality* field, verify that the proper **Municipality** appears or select the proper Municipality from the drop down list.
- 3) In the *Municipal File Number* field, enter any **File Number** you use within the municipality for tracking (optional).
- 4) a) From the *Project Street/Building/Area* drop down, select a value that corresponds to the project you are creating
OR
b) In the *New Project Street/Building/Area* field enter an appropriate value.
- 5) a) From the *Detailed Location* drop down, select a value that corresponds to the project you are creating
OR
b) In the *New Detailed Location* field enter an appropriate value.
- 6) From the *Status* drop down, select **None** or **Draft**.
- 7) In the *Est Total Cost* field, enter the **pre-design estimate** of the total project cost. Do not use dollar (\$) or comma (,) signs.
- 8) In the *Project Description* field, enter additional **text** to describe the proposed outcome of the project (optional).
- 9) From the *Eligibility Group* drop down, select a general category for the activity being performed (optional)
- 10) From the *Eligibility Sub Group* drop down, select a value to more specifically categorize the activities of the project (optional).
- 11) In the *Environmental Outcome* drop down, select an appropriate value. This field appears after Functional Cash Flow Items for NDCC or NDPT are entered.
- 12) If your *Eligibility Group* choice was **Roadways and Bridges**, you need to use the *Roadway* drop down to specify a **Roadway Type**.
- 13) In the *Contact Name* and *Contact Phone Number* fields, verify the name and number of the Municipality's contact person and update if necessary.
- 14) In the *Contact Remark* field, enter the email or additional text about the contact person within the Municipality (e.g. engineer, planner, etc)
- 15) Click the **Create** button.

END

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

[Search Projects](#)

 • Update Successful

Project (Lead Municipality: MISTY VALLEY) [Edit](#) [Project Profile](#)

Project # : 705105
 Project Street/Building/Area : Aquatic/Leisure Centre
 Detailed Location : Six Lane/Leisure Pool/Waterslide/Fitness Centre
 Status : DRAFT
 Municipal File/Project Number : 12345-2010
 Est Total Cost : 11,500,800.00

Project Description :
 Design and Construction of a six lane - 25 metre pool, with a waterslide, fitness centre and meeting facilities.

Eligibility Group : MUNICIPAL BUILDINGS
 Eligibility Sub Group : BUILDING - RECREATION
 Municipal Project Rank :
 Contact Name : Barbara Chmilar
 Contact Phone Number : (780) 555-1100
 Contact Remark : City Planner

Audit Fields :
 Last Modified By :
 Last Modified :
 Created By : Dave Hadfield
 Created : 18-May-2010 11:47:46

Functional Cash Flow Items [Application](#)

Comments	Function	Provincial Share %	APA Amount	Year	Program	Status	Municipality
Comments New							
Comment	Created By		Create Date				
Primary Accomplishments New							
Component	Quantity	Unit of Measure	Activity Type		Est % of Total Cost		
Attachments New							
Description	File Name						
Municipalities (for Coordinated Projects Only) New							
Municipality	Municipality Type		Lead Municipality				
MISTY VALLEY	VILLAGE		Y				
Status History							
Status	Program Type	Business Status Date	Created By	System Status Date	Amount		
DRAFT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800		

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Project Details



The **Details** of the project appear after the Project Header has been created.

Navigating Project Details

Most of the sections in the Project Details allow you to view, add, and delete information specific to the project. The Status History and Constituencies are the exception, allowing only view capability.

Each section has a link allowing you to add new information. As information is added to each section, rows appear below the column headings within each section. The rows (records) can also be selected to view and in most cases, edit the record's information. When you select a link (i.e. New, Application, and SFE) or a record, a new screen will appear with the appropriate functionality. The new screen has a link to return you to the project screen.

Attachments New					
Description					
Municipalities (for Coordinated Projects Only) New					
Municipality	Municipality Type	Lead Municipality			
MISTY VALLEY	VILLAGE	Y			
Status History					
Status	Program Type	Business Status Date	Status Date	Amount	
DRAFT		18-May-2010		11,500,800	

Municipality section

Government of Alberta ■
Transportation

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

Main Grants **Projects** Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool

Municipality (For Coordinated Projects Only) [Edit](#)

Municipality Type : VILLAGE
Municipality : MISTY VALLEY
Project Lead : Yes No

Audit Fields :
Last Modified By :
Last Modified :
Created By : Dave Hadfield
Created : 18-May-2010 11:47:46

View Municipality record

Government of Alberta ■
Transportation

Logged in as: Dave Hadfield {Grant Applicant}

Main Grants **Projects** Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Municipality (For Coordinated Projects Only)

Municipality Type : -- Select --

* Municipality : -- Select -- [?]

* Project Lead : Yes No [?]

Create Cancel

Add New Municipality record

Functional Cash Flow Items

The information entered in this screen is a "Best Estimate" at the time. The information should include all components of the project. It is understood and accepted that these values may change over time as the project proceeds.

The Functional Cash Flow Item screen can be used as a project management tool in that a Program is not required. This will allow you to list Functions, and Amounts for "Municipality only" funded items. Leave the Project Status set to "None".

Audit Fields :
Last Modified By :
Last Modified :
Created By : Dave Hadfield
Created : 18-May-2010

Functional Cash Flow Items Application

Comments	Function	Provincial Share %	APA Amount	Year	Program	Status	Municipality
Comments New							
Comment		Created By		Create Date			

Project screen – Functional Cash Flow Item section

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield (Grant Applicant(MISTY VALLEY))

Main Grants Projects Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Functional Cash Flow Items

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Function	Status	APA Amount	Non Eligible Amt	Prov Share %	Year	Program	Municipality
CONSTRUCTION...	NONE	3500000		100	2012	AMIP	MISTY VALLEY
CONSTRUCTION...	NONE	5000000		100	2011	AMIP	MISTY VALLEY
DESIGN	NONE	540800	25000	100	2010	AMIP	MISTY VALLEY
CONSTRUCTION...	NONE	2460000		100	2010	AMIP	MISTY VALLEY
RIGHT OF WAY	NONE	550000		100	2010	AMIP	MISTY VALLEY

Total APA Amount: 12,050,800.00 Grant Total Amount: 12,025,800.00

Recalculate Update Copy Cancel Delete

Functional Cash Flow Items sample



Each combination of Year, Function, and Program must be unique.



It's a recommended practice to update the project's Estimated Total Cost (Project Header), after working on Cash Flow Items.

Functional Cash Flow Item Fields

Field	Description
Function	<p>The Function identifies the type of major activity that will be performed (i.e. Design, Construction, Right of Way etc.).</p> <p>The choices are:</p> <ul style="list-style-type: none"> ◆ Design ◆ Construction ◆ Right of Way ◆ Right of Way Advanced ◆ Carry Forward ◆ Demonstration Project ◆ Financing Charges ◆ Functional Planning ◆ Other ◆ Purchase ◆ Rehabilitation ◆ Route Location ◆ Sponsorship ◆ Traffic Control ◆ Transportation Study

Field	Description
Status	<p>The Status field shows the status of a Function.</p> <ul style="list-style-type: none"> ◆ None: indicates the Project Cash Flow Item is still being worked on. ◆ Application: each Project Cash Flow Item will be set to Application when the Grant Coordinator reviews the project. ◆ Active: indicates the Project Cash Flow Item is in progress. This is not impacted by a Grant Coordinator's acceptance. ◆ Hold: indicates the Project Cash Flow Item is on hold. ◆ Cancelled: indicates the Project Cash Flow Item has been cancelled. ◆ Complete: indicates the Project Cash Flow Item is completed.
APA Amount	<p>The APA Amount field is used to enter the estimated or budgeted total cost for each component of the project in the year that the expenditure is anticipated.</p>
Non Eligible Amt	<p>The Non Eligible Amount is the total of all non eligible costs included in the SFE Amount.</p>
Prov Share %	<p>The Provincial Share % is the percent cost sharing rate applicable to each project.</p>
Year	<p>The Year drop down field shows a list of years. Select the year that the Function, Program and APA Amount are to occur in.</p>
Program	<p>The Program drop down field shows a list of Programs that are currently available. Select the applicable program from the list.</p>
Municipality	<p>The Municipality drop down field shows a list of Municipalities associated with the project. Only those Municipalities that the signed on user is a Grant Applicant will display in the list. Select the Municipality for the Function, Year, and Program combination.</p>

Government of Alberta
Transportation

Municipal Grants Management Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

Main | Grants | **Projects** | Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Functional Cash Flow Items

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Function	Status	APA Amount	Non Eligible Amt	Prov Share %	Year	Program	Municipality
DESIGN	NONE	540800	25000	100	2010	AMIP	MISTY VALLEY

Total APA Amount: 540,800.00 Grant Total Amount: 515,800.00

Recalculate Update Copy Cancel Delete

#1, #2, #3, #4, #9

Government of Alberta
Transportation

Municipal Grants Management Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

Main | Grants | **Projects** | Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Update Successful

- Net Eligible Amount modified for 'DESIGN / MISTY VALLEY'
- Provincial Eligible Amount modified for '2010 / AMIP / DESIGN / MISTY VALLEY'

Functional Cash Flow Items [Edit](#)

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Function	Status	APA Amount	Non Eligible Amt	Prov Share %	Year	Program	Municipality
DESIGN	NONE	540,800.00	25,000.00	100.00	2010	AMIP	MISTY VALLEY

Total APA Amount: 540,800.00 Grant Total Amount: 515,800.00

#10

Government of Alberta
Transportation

Municipal Grants Management Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

Main | Grants | **Projects** | Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Functional Cash Flow Items

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Function	Status	APA Amount	Non Eligible Amt	Prov Share %	Year	Program	Municipality
DESIGN	NONE	540800	25000	100	2010	AMIP	MISTY VALLEY
CONSTRUCTION...		2460000		100	2010	AMIP	MISTY VALLEY

Total APA Amount: 3,000,800.00 Grant Total Amount: 2,975,800.00

Recalculate Update Copy Cancel Delete

How To: Add Functional Cash Flow Items

- 1) After searching for the required Project click on the Project, then in the *Functional Cash Flow Items* section, click the Application link.
- 2) From the *Function* drop down, select an Activity.
- 3) In the *APA Amount* field, enter the dollar amount for the activity.
- 4) In the *Non Eligible Amt* field, enter the total of all non eligible costs included in the Functional Cash Flow Item.
- 5) In the *Prov Share %* field, enter the percent cost sharing rate applicable to the Functional Cash Flow item.
- 6) From the *Year* drop down, select the year when the activity is to be performed.
- 7) From the *Municipality* drop down select your municipality.
- 8) From the *Program* drop down, select the applicable Program for the Activity.
- 9) Click the **Update** button.
- 10) Click the Edit link to add additional Functional Cash Flow Items.

END

Government of Alberta ■ Municipal Grants Management Application
A TIMS Application

Transportation [TIMS](#) [Help](#) [Logout](#)

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Search Projects -> [Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre](#)

- Update Successful
- Net Eligible Amount modified for '2011 / AMIP / CONSTRUCTION / MISTY VALLEY'
- Provincial Eligible Amount modified for '2011 / AMIP / CONSTRUCTION / MISTY VALLEY'
- Net Eligible Amount modified for '2012 / AMIP / CONSTRUCTION / MISTY VALLEY'
- Provincial Eligible Amount modified for '2012 / AMIP / CONSTRUCTION / MISTY VALLEY'

Functional Cash Flow Items [Edit](#)

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Function	Status	APA Amount	Non Eligible Amt	Prov Share %	Year	Program	Municipality
CONSTRUCTION	NONE	3,500,000.00		100.00	2012	AMIP	MISTY VALLEY
CONSTRUCTION	NONE	5,000,000.00		100.00	2011	AMIP	MISTY VALLEY
DESIGN	NONE	540,800.00	25,000.00	100.00	2010	AMIP	MISTY VALLEY
CONSTRUCTION	NONE	2,460,000.00		100.00	2010	AMIP	MISTY VALLEY
RIGHT OF WAY	NONE	550,000.00		100.00	2010	AMIP	MISTY VALLEY

Total APA Amount: 12,050,800.00 **Grant Total Amount: 12,025,800.00**

Cash Flow results

Copy Functional Cash Flow Items

Grant Applicants can save time by copying Functional Cash Flow Item. For example, if a cash flow item is repeated over several years, time can be saved by copying the item and changing only the APA Amount and Year for each copy.

Government of Alberta
Transportation
Municipal Grants Management Application
A TIMS Application
Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}
Main | Grants | **Projects** | Reports
Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Functional Cash Flow Items

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Function [?]	Status [?]	APA Amount [?]	Non Eligible Amt [?]	Prov Share % [?]	Year [?]	Program [?]	Municipality [?]
<input checked="" type="checkbox"/> CONSTRUCTION...	NONE	5000000		100	2011	AMIP	MISTY VALLEY
<input type="checkbox"/> DESIGN	NONE	540800	25000	100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> CONSTRUCTION...	NONE	2460000		100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> RIGHT OF WAY	NONE	550000		100	2010	AMIP	MISTY VALLEY

Total APA Amount: 8,550,800.00 Grant Total Amount: 8,525,800.00

Recalculate | Update | **Copy** | Cancel | Delete

Select Item to Copy

Government of Alberta
Transportation
Municipal Grants Management Application
A TIMS Application
Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}
Main | Grants | **Projects** | Reports
Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Functional Cash Flow Items

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Function [?]	Status [?]	APA Amount [?]	Non Eligible Amt [?]	Prov Share % [?]	Year [?]	Program [?]	Municipality [?]
<input checked="" type="checkbox"/> CONSTRUCTION...	NONE	5000000		100	2011	AMIP	MISTY VALLEY
<input type="checkbox"/> DESIGN	NONE	540800	25000	100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> CONSTRUCTION...	NONE	2460000		100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> RIGHT OF WAY	NONE	550000		100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> CONSTRUCTION...	NONE	3500000		100	2012	AMIP	MISTY VALLEY

Total APA Amount: 13,525,800.00 Grant Total Amount: 13,525,800.00

Recalculate | Update | **Copy** | Cancel | Delete

Complete fields in Copy

How To: Copy a Functional Cash Flow Item

- 1) In the *Functional Cash Flow Items* section of a Project, click the Application link.
- 2) Click to **Check** the existing Cash Flow Item to be copied.
- 3) Click the **Copy** button.
- 4) Edit the new *Cash Flow Item* in the necessary fields.
- 5) Click the **Update** button to save the changes.

END

Edit Cash Flow Items

Once Cash Flow Items have been created, you have two (2) options for reviewing or editing the data; click the Application link to view all of the functions, or click each individual function to view. Besides the fact that one option will show all functions versus one at a time, the main difference is that the Application link shows the application amounts and the individual links show all of the information available for the item. This includes the application amounts, and any SFE amounts that have been entered.

Comments	Function	Provincial Share %	AP	City
N	CONSTRUCTION	100		MISTY VALLEY
N	CONSTRUCTION	100		MISTY VALLEY
N	DESIGN	100	500,000 - 2010	MISTY VALLEY
N	CONSTRUCTION			MISTY VALLEY
N	RIGHT OF WAY			MISTY VALLEY

Click the Application link to see all Cash Flow Items

Click the function to see the individual Cash Flow Item

Functional Cash Flow Item section

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Search Projects -> [Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre](#)

Functional Cash Flow Item

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Year : 2011
 Program : AMIP
 Function : CONSTRUCTION
 Status : NONE
 APA Amount : 5,000,000.00
 Actual Expenditures :
 Non Eligible Item Amount :
 This Program Earned Income Amount :
 Net Eligible Project Amount : 5,000,000.00
 Provincial Share % : 100.00
 Maximum Provincial Eligible Amount : 5,000,000.00
 Actual Provincial Grant Applied Amount :
 Municipality : MISTY VALLEY

Audit Fields :
 Last Modified By : Dave Hadfield
 Last Modified : 18-May-2010 12:08:08
 Created By : Dave Hadfield
 Created : 18-May-2010 12:03:26

Comments New	Created By	Create Date
Comment		

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Individual Cash Flow Item sample

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Functional Cash Flow Items

NOTE: these items must be entered for each year, each function, and each program applicable to this project

Function [?]	Status [?]	APA Amount [?]	Non Eligible Amt [?]	Prov Share % [?]	Year [?]	Program [?]	Municipality [?]
<input type="checkbox"/> CONSTRUCTION...	NONE	3500000		100	2012	AMIP	MISTY VALLEY
<input type="checkbox"/> CONSTRUCTION...	NONE	5000000		100	2011	AMIP	MISTY VALLEY
<input type="checkbox"/> DESIGN	NONE	540800	25000	100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> CONSTRUCTION...	NONE	2460000		100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> RIGHT OF WAY	NONE	550000		100	2010	AMIP	MISTY VALLEY

Total APA Amount: 12,050,800.00 **Grant Total Amount: 12,025,800.00**

[Recalculate](#) [Update](#) [Copy](#) [Cancel](#) [Delete](#)

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All Cash Flow Items sample



Until the Project has been **Accepted**, you cannot enter **SFE** information

Cash Flow Item Comments

You can add comments to each Cash Flow Item. Comments added while viewing a Cash Flow Item should be specific to the Cash Flow Item. General project comments should be added to the project.

Functional Cash Flow Item Comments are specific to the individual Cash Flow Item and therefore are accessed by selecting individual Cash Flow Items.

Comments	Function	Province	APA Amount	Year	Program	Status	Municipality
N	CONSTRUCTION	100	3,500,000	2012	AMIP	NONE	MISTY VALLEY
N	CONSTRUCTION	100	5,000,000	2011	AMIP	NONE	MISTY VALLEY
N	DESIGN	100	540,800	2010	AMIP	NONE	MISTY VALLEY
N	CONSTRUCTION	100	2,460,000	2010	AMIP	NONE	MISTY VALLEY
N	RIGHT OF WAY	100	550,000	2010	AMIP	NONE	MISTY VALLEY

Project screen – Functional Cash Flow Items section

Government of Alberta ■ Transportation
Municipal Grants Management Application
A TIMS Application

Logged in as: **Dave Hadfield (Grant Applicant(MISTY VALLEY))** [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Search Projects -> [Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre](#)

Functional Cash Flow Item
 NOTE: these items must be entered for each year, each function, and each program applicable to this project

Year : 2010
 Program : AMIP
 Function : DESIGN
 Status : NONE
 APA Amount : 540,800.00
 Actual Expenditures :
 Non Eligible Item Amount : 25,000.00
 This Program Earned Income Amount :
 Net Eligible Project Amount : 515,800.00
 Provincial Share % : 100.00
 Maximum Provincial Eligible Amount : 515,800.00
 Actual Provincial Grant Applied Amount :
 Municipality : MISTY VALLEY

Audit Fields :
 Last Modified By : Dave Hadfield
 Last Modified : 18-May-2010 12:08:08
 Created By : Dave Hadfield
 Created : 18-May-2010 11:59:32

[Comments New](#)

Comment	Created By	Create Date
---------	------------	-------------

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Individual Functional Cash Flow Item

How To: Add Comments to Functional Cash Flow Items

- 1) In the *Functional Cash Flow Items* section of a Project screen, click on the individual **Function** that is to receive the comment.
- 2) In the *Functional Cash Flow Item* screen, click the New link.
- 3) In the *Comment* screen, in the **Comment** field, enter the Comment text.
- 4) Click the **Create** button to save the comment.

END



The Comments field can contain 4000 characters.



A Comment, once created, can only be edited by the creator.



*To save time, you can **Copy** information from one document and **Paste** it into the Comments field.*

Project Comments

MGMA has two places where you can enter comments; for the Project and for each Cash Flow Item. The Comments section on the Project screen, allows you to create and review the comments specific to the Project. Cash Flow Item comments are available to be viewed while reviewing individual Cash Flow Items.

Project Comments can be used to expand on any information about the project. Additional text can be entered to clarify the approach, reasoning, or background of the project. Separate topics by creating one comment per topic.

The Comments section is also where explanations will be entered by Grant Coordinators during the review process. For example if a Project is returned to the Municipality for some reason, the comments will explain why.

Comments New	
Comment	Create Date
#1	
Primary Accomplishments New	
Component	Quantity Measure Activity Type Est % of Total Cost

Project screen – Comments section

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

Main Grants **Projects** Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Comment [?]

Project Description : Aquatic/Leisure Centre

* Comment : This project was passed in Council on April 16, 2010 during the meeting. See attachments for a copy of the minutes.

Create Cancel

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Project Comments

How To: Add Project Comments

- 1) In the *Comments* section of the Project screen, click the New link.
- 2) In the *Comments* field, enter as much information as is necessary.
- 3) Click the **Create** button.

END



The Comments field can contain 4000 characters.



A Comment once created can only be edited by the creator.



To save time, you can Copy information from one document and Paste it into the Comments field.

Primary Accomplishments

The Primary Accomplishment section is used to identify the major activities of the Project. A predefined list of Components is available for selection. These components do not need to total 100% of the work but they cannot exceed 100%.

Primary Accomplishments New		#1	Activity Type	Est % of Total Cost
Component	Quantity	Unit of		
Attachments New				
Description	File Name			

Project screen – Primary Accomplishments section

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(MISTY VALLEY)}

Main Grants **Projects** Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Accomplishment [New](#)

* Component : RECREATION CENTRE

* Quantity : 25000

* Unit of Measure : SQUARE METRE OF FLOOR AREA

* Activity Type : NEW (NEW)

* Estimated Percent of Total Cost : 85

Remarks :

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Primary Accomplishments

How To: Add Primary Accomplishments

- 1) In the *Primary Components* section of the Project screen, click the New link.
- 2) From the *Components* drop down, select an appropriate value.
- 3) In the *Quantity* field, enter numeric value.
- 4) In the *Unit of Measure* drop down, select a value that describes the Quantity.
- 5) In the *Activity Type* drop down, select an Activity (optional).
- 6) In the *Estimated Percent of Total Cost* field, enter a numeric value.
- 7) In the *Remarks* area, enter text to provide clarification about the component.
- 8) Click the **Create** button to save.

END



*If the **Component** of "Other" is selected, Remarks must be entered.*



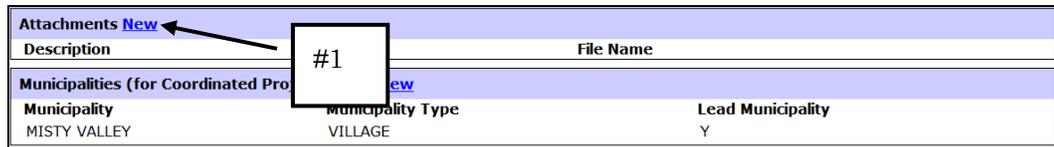
You can add up to six (6) Primary Accomplishments to a Project.



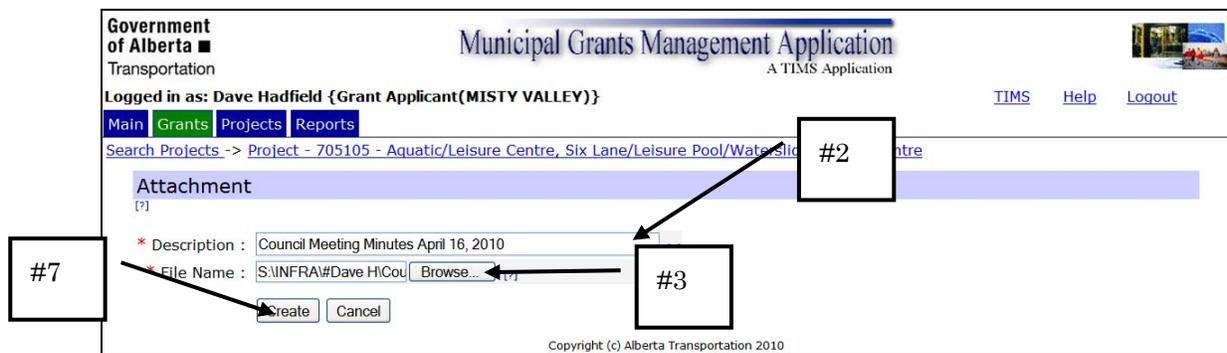
These components do not need to total 100% of the work but they cannot exceed 100%.

Attachments

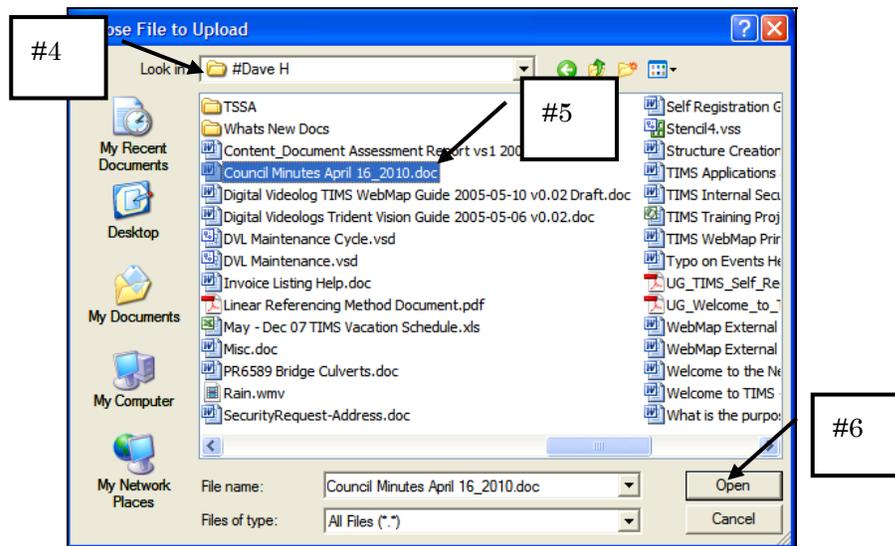
The Attachments section is used to attach background documents, plans, drawings, before and after photos, etc. Any information relevant to the project can be included as an attachment. If you change a file after it has been attached to a project, you will need to delete the old version and reattach the latest version.



Project screen – Attachments section



Attachments sample



Browse for attachment

How To: Add Attachments

- 1) In the *Attachments* section of the Project screen, click the New link.
- 2) In the *Description* field, enter text describing the contents of the file.
- 3) In the *File Name* line, click the **Browse** button.
- 4) In the Choose File window, navigate to the location of the **File**.
- 5) Click to select the file.
- 6) Click the **Open** button.
- 7) On the *Attachment* screen, click the **Create** button.

END



Updated Attachments are not automatically updated in MGMA.



Attachments must be 4 MB or less.



Attach before and after photographs of the work site.



Attachments may be in JPG, PDF, Excel or Word file formats.

Open Attachments

In order to open an attachment for viewing you click on the File link. The attachment will open in a separate window.

The screenshot shows the web interface of the Municipal Grants Management Application. At the top left, it says "Government of Alberta" and "Transportation". The main title is "Municipal Grants Management Application" with "A TIMS Application" below it. The user is logged in as "Dave Hadfield {Grant Applicant(MISTY VALLEY)}". There are navigation tabs for "Main", "Grants", "Projects", and "Reports". A search bar shows "Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre". Below this, there is an "Attachment Edit" section. The attachment details are as follows:

Description :	Council Meeting Minutes April 16, 2010
File :	S:\INFRA\#Dave H\Council Minutes April 16 2010.doc
Audit Fields :	
Last Modified By :	
Last Modified :	
Created By :	Dave Hadfield
Created :	18-May-2010 12:31:10

A box with the text "Click the File link" has an arrow pointing to the file link in the "File" row. At the bottom of the screenshot, it says "Copyright (c) Alberta Transportation 2010".

PDF Attachment

Municipalities (for Coordinated Projects Only)

By default, your municipality will be entered into the Municipalities section of the Project Details as the Lead. If the project is being coordinated between two or more municipalities, you will need to add the other municipalities. Once the secondary municipalities have been added, their staff can access the project.

Municipalities (for Coordinated Projects Only) New							
Municipality	Municipality Type	Lead Municipality					
MISTY VALLEY	VILLAGE	Y					
Status History							
Status	Program Ty	#1	Business Status Date	Created By	System Sta	#2	Amount
DRAFT			8-May-2010	Dave Hadfield	18-May-20		11,500,800

Project screen – Municipality section

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}

Main Grants **Projects** Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Municipality (For Coordinated Projects Only)

Municipality Type: CITY (CITY) [?]

* Municipality: EDMONTON [?]

* Project Lead: Yes No [?]

#5 #4 #6 #7

Create Cancel

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Municipality screen



Municipality Type and Municipality are limited to those Municipalities that the Grant Applicant has been given access to.

How To: Add Municipalities

- 1) In the *Municipalities* section, verify that your **Municipality** and **Type** are entered.
- 2) Verify that *Lead Municipality* indicates “**Y**”.
- 3) Click the New link.
- 4) From the *Municipality Type* drop down, select the type of **Municipality** to be added.
- 5) From the *Municipality* drop down, select the required **Municipality**.
- 6) For the *Project Lead*, select the **No** option.
- 7) Click the **Create**  button.
- 8) Repeat steps 3 to 7 for each municipality to be added to the project.

END

Change Municipality Lead

On occasion a Municipality Lead needs to be changed during the life of the project. For example, originally a Project is created with a municipality being the lead however, a commission is formed and it must become the Lead.

As a Project must have a Lead Municipality, you must add the new Municipality/Commission before you can remove the existing. Follow the steps for adding a Municipality. Before clicking the create button, select “Y” as the Project Lead option.



The screenshot shows the 'Municipal Grants Management Application' interface. At the top left, it says 'Government of Alberta Transportation'. The user is logged in as 'Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}'. There are navigation tabs for 'Main', 'Grants', 'Projects', and 'Reports'. A search bar shows 'Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre'. A yellow warning box contains the text: 'Assigning project lead to this municipality will remove it from the current project lead municipality. Please, click the 'Create' button to proceed or 'Cancel' button to abort changes.' Below the warning is a form titled 'Municipality (For Coordinated Projects Only)'. The form includes a dropdown for 'Municipality Type' (set to 'CITY'), a dropdown for 'Municipality' (set to 'EDMONTON'), and radio buttons for 'Project Lead' (set to 'Yes'). There are 'Create' and 'Cancel' buttons at the bottom of the form.



You will need to click the Create button twice to confirm the change in Lead.

Remove a Municipality

You can remove (delete) a Municipality as long as it is not the Lead. When you add a Municipality to a Project, they are associated with the project.

Municipalities (for Coordinated Projects Only) New		
Municipality	Municipality Type	Lead Municipality
MISTY VALLEY	VILLAGE	Y
EDMONTON	CITY	N

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}

Main Grants Projects Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Municipality (For Coordinated Projects Only)

Municipality Type : CITY (CITY)

* Municipality : EDMONTON

* Project Lead : Yes No

Audit Fields :

Last Modified By :
Last Modified :
Created By : Dave Hadfield
Created : 18-May-2010 12:43:58

Update Cancel Delete

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Delete Municipality

How To: Delete a Municipality from a Project

- 1) In the *Municipalities* section of the *Project* screen, click the **Municipality** to be deleted.
- 2) In the *Municipality* screen click the Edit link.
- 3) Click the **Delete** button
- 4) Click the **Delete** button a second time to confirm the deletion.

END

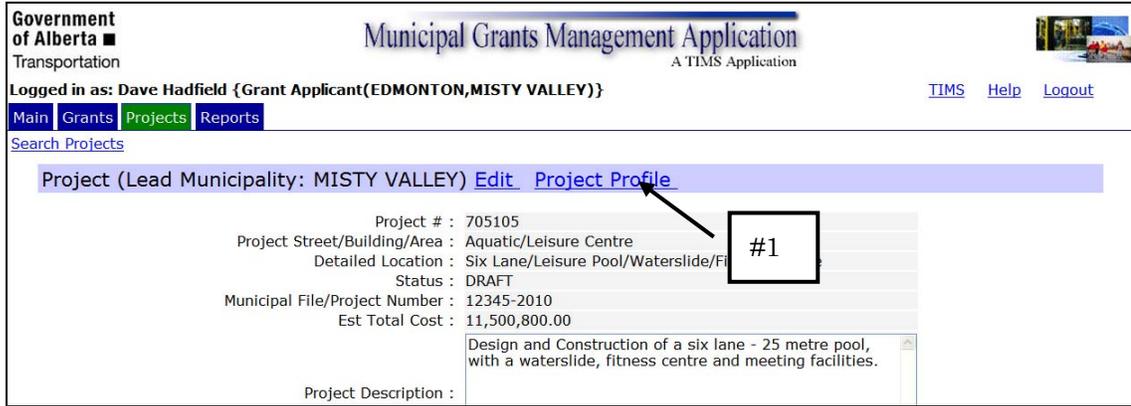
Status History

The Status History provides an audit trail of events that impact the project. Every time the status of the project changes, an entry is automatically made in the Status History.

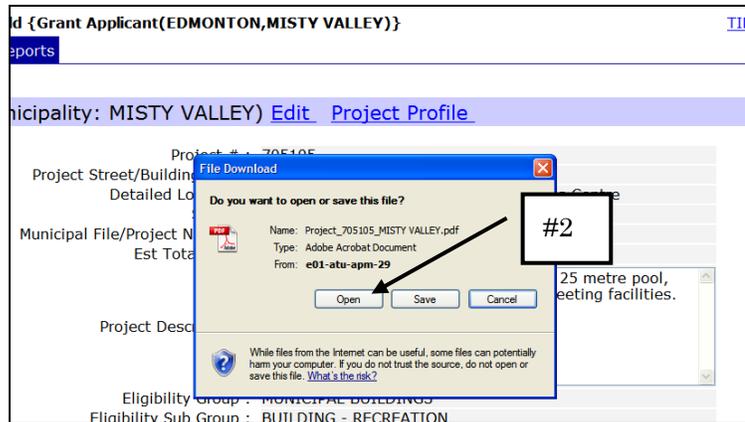
Status History					
Status	Program Type	Business Status Date	Created By	System Status Date	Amount
SUBMIT-CASH FLOW ADDED		19-May-2010	Dave Hadfield	19-May-2010	11,500,800
ACCEPTED	AMIP	18-May-2010	Dave Hadfield	18-May-2010	11,500,800
APPLICATION	AMIP	18-May-2010	Dave Hadfield	18-May-2010	11,500,800
SUBMIT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
DRAFT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
SUBMIT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
DRAFT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800

Project Profile

The Project Profile is a report showing the information of the project on one page.



Project screen



File Download sample

Project Profile

Municipal File/Project Number: 12345-2010
INFTRA Project Number: 705105

Municipality: MISTY VALLEY Date: 18-May-2010

Project Street/Building/Area: Aquatic/Leisure Centre

Detailed Location: Six Lane/Leisure Pool/Waterslide/Fitness Centre

Project Description/Objective: Design and Construction of a six lane - 25 metre pool, with a waterslide, fitness centre and meeting facilities.

Primary Accomplishments

Most significant components	Quantity	Unit of Measure	Activity			Funding Sources
			New	Rehab	Replace	
RECREATION CENTRE:	25,000	SQUARE METRE OF FLOOR AREA	X			AMIP

Estimated Project Costs:

Item	year	2010	2011	2012	2013	2014	2015	2016+
RIGHT OF WAY		\$550,000						
DESIGN		\$540,800						
CONSTRUCTION		\$2,460,000	\$5,000,000	\$3,500,000				
Total		\$3,550,800	\$5,000,000	\$3,500,000	\$0	\$0	\$0	\$0
TOTAL								\$12,050,800

Other Comments: This project was passed in Council on April 16, 2010 during the meeting. See attachments for a copy of the minutes.

Contact Person: Barbara Chmilar Phone: (780) 555-1100

- End of Document -

Project Profile example

Print

Printer: Vatednpw02HP5550PCL5

Status: Ready

Type: HP Color LaserJet 5550 PCL 5c

Print Range: All

Page Handling: Copies: 1, Collate:

Page Scaling: Fit to Printable Area

Auto-Rotate and Center

Choose paper source by PDF page size

Use custom paper size when needed

Print to file

Print color as black

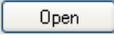
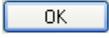
Preview: Composite

Units: Inches Zoom: 76%

Buttons: Printing Tips, Advanced, Summarize Comments, OK, Cancel

Print window

How To: Print the Project Profile

- 1) After retrieving the project of interest, click the [Project Profile](#) link.
- 2) In the *File Download* window, click the **Open**  button.
- 3) In the *Adobe Acrobat* window, click the **Print**  button.
- 4) In the *Print* window, click the **OK**  button.

END

Submit Project

When you have entered all of the project information, click the Submit Project button so that the Grant Coordinator can begin the review process. Optionally, you can select “Submit” from the Status drop down list.

In order to successfully submit a Project for review, the project must have at least one Functional Cash Flow Item and at least one Primary Accomplishment.



*To Submit a Project, the Status of the Project can be None, or Draft. The submission process will automatically change the status to **Submit**.*

In order to successfully Submit a Project, the following Header fields must be entered:



- ◆ Project Street/Building/Area
- ◆ Detailed Location
- ◆ Project Description
- ◆ Eligibility Group
- ◆ Eligibility Sub Group
- ◆ Functional Cash Flow Item(s)
- ◆ Primary Accomplishment(s)

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Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

[Search Projects](#)

Project (Lead Municipality: MISTY VALLEY) [Edit](#) [Project Profile](#)

Project # : 705105
 Project Street/Building/Area : Aquatic/Leisure Centre
 Detailed Location : Six Lane/Leisure Pool/Waterslide/Fitness Centre
 Status : DRAFT
 Municipal File/Project Number : 12345-2010
 Est Total Cost : 11,500,800.00

Project Description :
 Design and Construction of a six lane - 25 metre pool, with a waterslide, fitness centre and meeting facilities.

Eligibility Group : MUNICIPAL BUILDINGS
 Eligibility Sub Group : BUILDING - RECREATION
 Municipal Project Rank :
 Contact Name : Barbara Chmilar
 Contact Phone Number : (780) 555-1100
 Contact Remark : City Planner

Audit Fields :
 Last Modified By : Dave Hadfield
 Last Modified : 18-May-2010 12:49:09
 Created By : Dave Hadfield
 Created : 18-May-2010 11:47:46

Comments	Function	Provincial Share %	APA Amount	Year	Program	Status	Municipality
N	CONSTRUCTION	100	3,500,000	2012	AMIP	APPLICATION	MISTY VALLEY
N	CONSTRUCTION	100	5,000,000	2011	AMIP	APPLICATION	MISTY VALLEY
Y	DESIGN	100	540,800	2010	AMIP	APPLICATION	MISTY VALLEY
N	CONSTRUCTION	100	2,460,000	2010	AMIP	APPLICATION	MISTY VALLEY
N	RIGHT OF WAY	100	550,000	2010	AMIP	APPLICATION	MISTY VALLEY

How To: Submit a Project

- 1) From the *Projects* tab, search for the required **Project** and select it.
- 2) Click the **Submit Project** button.

END

Update Project Information

If you need to update a submitted project, you can do so. Typically a change to a project involves the Function Cash Flow Items. Dollar amounts change or Functions are added.



*MGMA will automatically change the project's Status to **Submit – Cash Flow Added** if you add a Functional Cash Flow Item(s) to an Accepted project.*

To speed the process of acceptance, add comments to the project, identifying the changes that were made. This will give the Grant Coordinator something to go on and ultimately speed up the acceptance of the Project.



Add Comments indicating what changes you made to the Project.

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Municipal Grants Management Application
A TIMS Application

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Main Grants **Projects** Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Functional Cash Flow Items

NOTE: these items must be entered for each year, each function, and each Municipality

Function	Status	APA Amount	Non Eligible Amt	Pr	Year	AMIP	Municipality
<input type="checkbox"/> CONSTRUCTION	ACCEPTED	3500000		100			MISTY VALLEY
<input type="checkbox"/> CONSTRUCTION	ACCEPTED	5000000		100	2011	AMIP	MISTY VALLEY
<input type="checkbox"/> DESIGN	COMPLETE	540800	20000	100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> CONSTRUCTION	ACTIVE	2460000		100	2010	AMIP	MISTY VALLEY
<input type="checkbox"/> RIGHT OF WAY	COMPLETE	550000		100	2010	AMIP	MISTY VALLEY
CONSTRUCTION...		500000		100	2013	AMIP	MISTY VALLEY

Total APA Amount: 12,550,800.00 Grant Total Amount: 12,335,800.00

Recalculate Update Copy Cancel Delete

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Change Functional Cash Flow Items

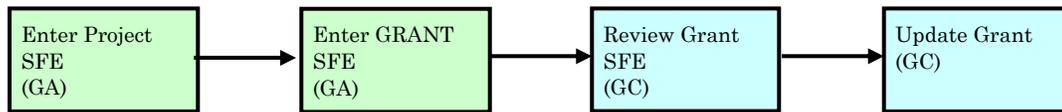
Project (Lead Municipality: MISTY VALLEY) [Edit](#) [Project Profile](#)

Project # :	705105
Project Street/Building/Area :	Aquatic/Leisure Centre
Detailed Location :	Six Lane/Leisure Pool/Waterslide/Fitness Centre
Status :	SUBMIT-CASH FLOW ADDED
Municipal File/Project Number :	12345-2010
Est Total Cost :	11,500,800.00

Results in a Project Status change

Grant Applicant SFE Processes

For Municipalities, the Statement of Funding and Expenditures involves entering the actual project expenditures for a calendar year. These entries are reviewed by the Grant Coordinator and used to update the applicable Grants.



As a Grant Applicant, you are able to perform the following:

1. Search for your Municipality's Projects
2. Enter Statement of Funding and Expenditure data on the Project
3. Enter Statement of Funding and Expenditure data on the Grant
4. Notify the Grant Coordinator of SFE entries



SFE's for a year cannot be created until the Grant Coordinator receives the signed and faxed SFE report for the previous year.

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Municipal Grants Management Application
A TIMS Application

Logged in as: **Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}** [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

[Search Projects](#)

Project (Lead Municipality: MISTY VALLEY) [Edit](#) [Project Profile](#)

Project # :	705105
Project Street/Building/Area :	Aquatic/Leisure Centre
Detailed Location :	Six Lane/Leisure Pool/Water
Status :	ACCEPTED
Municipal File/Project Number :	12345-2010
Est Total Cost :	11,500,800.00
Project Description :	Design and Construction of a six lane - 25 metre pool, with a waterslide, fitness centre and meeting facilities.
Eligibility Group :	MUNICIPAL BUILDINGS
Eligibility Sub Group :	BUILDING - RECREATION
Municipal Project Rank :	
Contact Name :	Barbara Chmilar
Contact Phone Number :	(780) 555-1100
Contact Remark :	City Planner

Audit Fields :

Last Modified By :	Dave Hadfield
Last Modified :	18-May-2010 12:49:09
Created By :	Dave Hadfield
Created :	18-May-2010 11:47:46

Comments	Function	Provincial Share %	APA Amount	Year	Program	Status	Municipality
N	CONSTRUCTION	100	3,500,000	2012	AMIP	ACCEPTED	MISTY VALLEY
N	CONSTRUCTION	100	5,000,000	2011	AMIP	ACCEPTED	MISTY VALLEY
Y	DESIGN	100	540,800	2010	AMIP	ACCEPTED	MISTY VALLEY
N	CONSTRUCTION	100	2,460,000	2010	AMIP	ACCEPTED	MISTY VALLEY
N	RIGHT OF WAY	100	550,000	2010	AMIP	ACCEPTED	MISTY VALLEY

Comments [New](#)

Comment	Created By	Create Date
Please provide more information regarding the land being used and a Functional Cash Flow Item to account for purchasing and / or right of ways required.	Dave Hadfield	18-May-2010
This project was passed in Council on April 16, 2010 during the meeting. See attachments for a copy of the minutes.	Dave Hadfield	18-May-2010

Primary Accomplishments [New](#)

Component	Quantity	Unit of Measure	Activity Type	Est % of Total Cost
REC	25,000.00	SQUARE METRE OF FLOOR AREA	NEW	85

Attachments [New](#)

Description	File Name
Before Picture	S:\INFRA\#Dave H\My Pictures\05510E_00098.JPG
Council Meeting Minutes April 16, 2010	S:\INFRA\#Dave H\Council Minutes April 16_2010.doc

Municipalities (for Coordinated Projects Only) [New](#)

Municipality	Municipality Type	Lead Municipality
MISTY VALLEY	N	Y

Status History

Status	Program Type	Business Status Date	Created By	System Status Date	Amount
ACCEPTED	AMIP	18-May-2010	Dave Hadfield	18-May-2010	11,500,800
APPLICATION	AMIP	18-May-2010	Dave Hadfield	18-May-2010	11,500,800
SUBMIT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
DRAFT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
SUBMIT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800
DRAFT		18-May-2010	Dave Hadfield	18-May-2010	11,500,800

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Accepted Project

Enter SFE Data on the Project

The Statement of Funding and Expenditures screen is the Municipality's tool for reporting project expenditures for a calendar year.

SFE Fields

Field	Description
Prog	The Program automatically displays based on the Functional Cash Flow Item for the selected Year.
Function	The Function automatically displays the Function as listed in the Functional Cash Flow. The Functions listed are specific to the Year selected.
Actual Expenditure	The Actual Expenditures is the actual total project expenditures for the calendar year being reported.
Non Elig Amt	The Non Eligible Amount is the total of all non eligible costs included in the SFE Amount.
Program Earned Income Amt	Enter any income earned that is attributable to the Function, Year, and Program combination.
Net Eligible Project Amt	The Net Eligible Amount is a calculated value. The calculation is: Actual Expenditures less the Non Eligible Amount, plus the Program Earned Income Amt. If the Actual Expenditures field is blank the APA Amount from the matching Functional Cash Flow Item is used.
Prov%	The Provincial % is the percent cost sharing rate applicable to each project.
Max Prov Elig Amt	The Maximum Provincial Eligible Amount is a calculated value. It is the Net Eligible Project Amount times the Prov %.
Actual Prov Grant Applied Amt	The Actual Prov Grant Applied Amount is the <i>actual</i> amount of the Maximum Provincial Eligible Amount that was applied to the Program, Function, and Year combination. The Actual Provincial Grant Applied cannot exceed the Maximum Provincial Eligible Amount.

Field	Description
Status	<p>The Status drop down field shows a list of possible statuses for a Function. Select an applicable status from the list.</p> <ul style="list-style-type: none"> ◆ None: indicates the Function is still being worked on ◆ Active: indicates the function is underway. This is not impacted by a Grant Coordinator's acceptance ◆ Hold: indicates the function is on hold ◆ Cancelled: indicates the function has been cancelled. ◆ Complete: indicates the function is completed. <p>While the status of a function is set to Application, Active, or Complete the Year and Program fields can not be edited.</p>
Municipality	<p>The Municipality that was selected when the Functional Cash Flow Item was created.</p>

Calculations:

- ◆ $\text{Net Eligible Project Amt} = \text{Actual Expenditures} - (\text{Non Elig Amt} + \text{Program Earned Income Amt})$
- ◆ $\text{Max Prov Elig Amt} = \text{Net Eligible Project Amt} * \text{Prov\%}$



The Statement of Funding and Expenditures must be submitted on or before June 30 of each year.

Comments	Function	Provincial Share %	APA Amount	Year	Program	Status	Municipality
N	CONSTRUCTION	100	2,500,000	2012	AMIP	ACCEPTED	MISTY VALLEY
N	CONSTRUCTION	100	0,000	2011	AMIP	ACCEPTED	MISTY VALLEY
Y	DESIGN	100	0,800	2010	AMIP	ACCEPTED	MISTY VALLEY
N	CONSTRUCTION	100	2,460,000	2010	AMIP	ACCEPTED	MISTY VALLEY
N	RIGHT OF WAY	100	550,000	2010	AMIP	ACCEPTED	MISTY VALLEY

Project screen – Details

Government of Alberta
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Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}

Main Grants Projects Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Fitness Centre

Statement of Funding and Expenditures Edit

Select year: 2010

Prog	Function	Actual Expenditure	Non Elig Amt	Program Earned Income Amt	Net Eligible Project Amt	Prov %	Max Prov Elig Amt	Actual Prov Grant Applied Amt	Status	Municipality
AMIP	DESIGN	25,000.00			515,800.00	100.00	515,800.00		ACCEPTED	MISTY VALLEY
AMIP	CONSTRUCTION				2,460,000.00	100.00	2,460,000.00		ACCEPTED	MISTY VALLEY
AMIP	RIGHT OF WAY				550,000.00	100.00	550,000.00		ACCEPTED	MISTY VALLEY
Total SFE Amount										

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Statement of Funding and Expenditures screen



Notice the scroll bar. Depending on your screen setting, you may have more information off the right.

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Municipal Grants Management Application
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Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}

Main Grants Projects Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Statement of Funding and Expenditures

Select year: 2010

Prog	Function	Actual Expenditure	Non Elig Amt	Program Earned Income Amt	Net Eligible Project Amt	Prov %	Max Prov Elig Amt	Actual Prov Grant Applied Amt	Status	Municipality
AMIP	DESIGN	495000	25000	4000	515,800.00	100	515,800.00	474000	COMPLETE	MISTY VALLEY
AMIP	CONSTRUCTION	2510000		25000	2,460,000.00	100	2,460,000.00	2460000	ACTIVE	MISTY VALLEY
AMIP	RIGHT OF WAY	548000			550,000.00	100	550,000.00	548000	COMPLETE	MISTY VALLEY
Total SFE Amount										
									3,525,800.00	

Recalculate Update Cancel

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Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre



- The Actual Provincial Grant Applied must be (positive or zero) and must be (less than or equal to) the Net Eligible Amount,
- Net Eligible Amount modified for '2010 / AMIP / DESIGN / MISTY VALLEY'
- Provincial Eligible Amount modified for '2010 / AMIP / DESIGN / MISTY VALLEY'
- 'Actual Provincial Grant Applied Amount' has been modified to not exceed the 'Maximum Provincial Eligible Amount' for '2010 / AMIP / DESIGN / MISTY VALLEY'
- Net Eligible Amount modified for '2010 / AMIP / CONSTRUCTION / MISTY VALLEY'
- Provincial Eligible Amount modified for '2010 / AMIP / CONSTRUCTION / MISTY VALLEY'
- Net Eligible Amount modified for '2010 / AMIP / RW / MISTY VALLEY'
- Provincial Eligible Amount modified for '2010 / AMIP / RW / MISTY VALLEY'

Statement of Funding and Expenditures [\[?\]](#)

Select year: 2010

Prog Function	Actual Expenditure [?]	Non Elig Amt [?]	Program Earned Income Amt [?]	Net Eligible Project Amt [?]	Prov % [?]	Max Prov Elig Amt [?]	Actual Prov Grant Applied Amt [?]	Status	Municipality
<input type="checkbox"/> AMIP DESIGN	495000	25000	4000	466,000.00	100	466,000.00	466000.00	COMPLETE	MISTY VALLEY
AMIP CONSTRUCTION	2510000		25000	2,485,000.00	100	2,485,000.00	2460000	ACTIVE	MISTY VALLEY
AMIP RIGHT OF WAY	548000			548,000.00	100	548,000.00	548000	COMPLETE	MISTY VALLEY
Total SFE Amount		3,553,000.00							3,474,000.00

Government of Alberta
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Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

[Main](#) [Grants](#) [Projects](#) [Reports](#)

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre



- Update Successful
- Net Eligible Amount modified for '2010 / AMIP / DESIGN / MISTY VALLEY'
- Provincial Eligible Amount modified for '2010 / AMIP / DESIGN / MISTY VALLEY'
- Net Eligible Amount modified for '2010 / AMIP / CONSTRUCTION / MISTY VALLEY'
- Provincial Eligible Amount modified for '2010 / AMIP / CONSTRUCTION / MISTY VALLEY'
- Net Eligible Amount modified for '2010 / AMIP / RW / MISTY VALLEY'
- Provincial Eligible Amount modified for '2010 / AMIP / RW / MISTY VALLEY'

Statement of Funding and Expenditures [Edit](#)

Select year: 2010

Prog Function	Actual Expenditure	Non Elig Amt	Program Earned Income Amt	Net Eligible Project Amt	Prov %	Max Prov Elig Amt	Actual Prov Grant Applied Amt	Status	Municipality
<input type="checkbox"/> AMIP DESIGN	495,000.00	25,000.00	4,000.00	466,000.00	100.00	466,000.00	466,000.00	COMPLETE	MISTY VALLEY
AMIP CONSTRUCTION	2,510,000.00		25,000.00	2,485,000.00	100.00	2,485,000.00	2,460,000.00	ACTIVE	MISTY VALLEY
AMIP RIGHT OF WAY	548,000.00			548,000.00	100.00	548,000.00	548,000.00	COMPLETE	MISTY VALLEY
Total SFE Amount		3,553,000.00							3,474,000.00

How To: Enter Project SFE Amounts

- 1) In the *Functional Cash Flow Items* section of the Project screen, click the SFE link.
- 2) From the *Select year* drop down, select the **Year** to be reported.
- 3) In the *Statement of Funding and Expenditures* screen, click the Edit link.
- 4) In the *Actual Expenditures* field, enter the **actual total expenditures** for the Function.
- 5) Verify the *Non Elig Amt* field or enter the **Non Eligible Amount** value for the Function.
- 6) In the *Program Earned Income Amt* field enter any dollars earned (e.g. interest).
- 7) Verify that the *Prov%* field is correct or enter the **Provincial Percent** value for the Program.
- 8) Verify the *Actual Prov Grant Applied Amt* field or enter the actual amount of the *Max Prov Elig Amt* applied to the Function.
- 9) Review the *Status* of the Function and set to **Active, Hold, Cancelled, or Complete**.
- 10) Repeat steps 4, 5, and 6 for each Function.
- 11) Click the **Update** button.
- 12) Click **Update** a second time to accept modifications.

END



If the project will be extended into the next year, create the new Functional Cash Flow Item (next year) before entering SFE amounts for the current year.



In the Project SFE screen: when all Functions has a status of Complete, the project will automatically be set to complete. This removes the Application and SFE links from the Function Cash Flow Item section. Therefore, no further updates can be made.

Interest Earned

The Interest Earned amount is the amount of interest that the municipality has earned on the grant funds in their bank and applied to a specific project or projects. This amount is entered into the Program Function field(s) under the Program Earned Income Amt column. These amounts are automatically summed up and appear on the Grant SFE screen on the Less Expenditures line in the Interest column.

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Municipal Grants Management Application
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Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}

Main Grants Projects Reports

Search Projects -> Project - 705105 - Aquatic/Leisure Centre, Six Lane/Leisure Pool/Waterslide/Fitness Centre

Statement of Funding and Expenditures

Select year: 2010

Prog Function	Actual Expenditure	Non Elig Amt	Program Earned Income Amt	Municipality
AMIP DESIGN	495000	25000	49000	MISTY VALLEY
AMIP CONSTRUCTION	2510000		25000	MISTY VALLEY
AMIP RIGHT OF WAY	548000			MISTY VALLEY
Total SFE Amount		3,553,000.00		3,474,000.00

Buttons: Recalculate, Update, Cancel

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Mouse over example



Mouse over the Program or Function value to see the original APA Amount displayed in a Tool Tip.



If the Function has been completed and no more expenditures are expected, set the SFE Status for the Function to **Complete**.



The **Actual Prov Grant Applied** cannot exceed the **Max Prov Elig Amt**.



Once all Functional Cash Flow Items are complete, the project status will automatically be set to Complete.

Enter SFE Data on the Grant

Once the Grant Applicant has completed entering SFE's in the Project, they need to create a Grant SFE that will load all of the Project SFE data. The Grant SFE and the signed copy of the SFE Report provide the Grant Coordinator with the information needed to proceed with payments.

MGMA automatically creates a Grant SFE for the calendar year prior to the start of the Grant. This allows MGMA to initialize the carry forward amounts required. The Grant Applicant is responsible for creating the Grant SFE for the required calendar year.

Search for Grant SFE's

Search for Grant SFE's based on the Municipality and Program Type.

The screenshot shows the 'Grants' tab in the MGMA application. The header includes the Government of Alberta logo and the application title 'Municipal Grants Management Application'. The user is logged in as 'Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}'. The navigation menu includes 'Main', 'Grants', 'Projects', and 'Reports'. The 'Grants' section is active, showing links for 'Available Grant Funding', 'Grant SFE Search', and 'Search Integrated Community Sustainability Plan (ICSP) Year'. The footer indicates 'Copyright (c) Alberta Transportation 2010'.

Grants tab

The screenshot shows the 'Grant SFE Search' results page. The search criteria are: Municipality: MISTY VALLEY, Program Type: AMIP (ALBERTA MUNICIPAL INFRASTRUCT...), and Calendar Year: -- Select --. The search results table shows one result for the Municipality of MISTY VALLEY, Program Type AMIP, for the year 2010. The table columns are: Municipality, Program Type, Calendar Year, Initial Population of Data, Grant Carried Forward, and Interest Carried Forward. Annotations #1 through #6 point to various elements: #1 points to the search form, #2 to the Municipality dropdown, #3 to the Program Type dropdown, #4 to the Calendar Year dropdown, #5 to the Search button, and #6 to the 'Initial Population of Data' column in the results table.

Municipality	Program Type	Calendar Year	Initial Population of Data	Grant Carried Forward	Interest Carried Forward
MISTY VALLEY	AMIP	2010	N	-3474000	-29000

Grant SFE search results



MGMA generates a Grant SFE for the preceding calendar year.

How To: Search for Grant SFE's

- 1) From the *Grants* tab click the [Grant SFE Search](#) link.
- 2) In the *Grant SFE Search* screen select the necessary **Municipality** from the drop down list.
- 3) In the *Program Type* drop down select the necessary **Program Type**.
- 4) In the *Grant Year* drop down select the calendar **year** for the Grant (optional).
- 5) Click the **Search** button.
- 6) From the resulting *SFE* listing, click the required **SFE**.

END

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}

Main Grants Projects Reports

Grant SFE Search

Summary of Submitted SFE's

* Calendar Year : 2010
 Program Type : AMIP
 Municipality : MISTY VALLEY
 Accepted ? :
 ICSP Year :

	Grant	Interest
Amount Carried Forward from Previous Years :	0	0
Received/Earned :	2,926,000.00	0.0
Transferred From/To Other Programs :		
Total Amount Available :	2,926,000.00	0.00
Less Expenditures :	3,474,000.00	29,000.00
Net Amount Carried Forward to 2011 :	-548,000.00	-29,000.00

Update Default Values Recalculate Cancel

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Grant SFE – post Default Values

The Interest value that appears for the Less Expenditures line is the sum of all Projects for the Municipality/Program Type combination. The value is the total of all Interest earned entries on the Project SFE screen.

The Interest for the Received/Earned line is manually entered and is the total amount of interest that the municipality has earned on the grant funds in their bank irrespective of how many projects the interest may be applied to.

These values should match or at least be understood in the case of a discrepancy.

Government of Alberta
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Municipal Grants Management Application
A TIMS Application

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Main Grants Projects Reports

Grant SFE Search

Summary of Submitted SFE's

* Calendar Year : 2010
Program Type : AMIP
Municipality : MISTY VALLEY
Accepted ? :
ICSP Year :

	Grant	Interest
Amount Carried Forward from Previous Years :	0	0
Received/Earned :	2,926,000.00	29000
Transferred From/To Other Programs :		
Total Amount Available :	2,926,000.00	29,000.00
Less Expenditures :	3,474,000.00	29,000.00
Net Amount Carried Forward to 2011 :	-548,000.00	0.00

Manually entered

Interest Earned entered and recalculated

Create Grant SFE

Grant Applicants need to create one Grant SFE per calendar year. The combination of Municipality, Program Type and Year must be unique. Once created, the Grant SFE can be edited by the Grant Applicant at any time. However, once the Grant Applicant creates a new Grant SFE for the following year, the existing Grant SFE can no longer be edited.

Field	Description
Amount carried forward	<p>The Amount Carried Forward from YYYY fields are automatically populated by MGMA when the Default Values button is clicked. The values come from the Grant SFE of the previous year and use the Net Amount carried forward.</p> <p>If this is the first year for the Grant, the "Amount carried forward" will be zero (0).</p>
Received/Earned	<p>The Received/Earned fields display the Grant Payments received and Interest earned by the Municipality.</p> <p>For the <i>Grant</i> column, the amount is automatically entered when the Default Values button is clicked. The Grant column value is a total of the all Payments made against the Grant for the Calendar Year selected.</p> <p>The <i>Interest</i> is an enterable field that the Grant Coordinator or Grant Applicant uses to enter any interest earned by the Municipality for the Calendar Year selected.</p>
Transferred from/To other Programs	<p>The Transferred From/To Other Programs fields are used by Grant Coordinators and Grant Applicants to enter Grant and Interest amounts that have been transferred in from other programs or out to other programs.</p>
Total Amount Available	<p>The Total Amount Available values are calculated by MGMA when the Recalculate button is clicked.</p> <p>Total Amount Available = Amount carried forward + Received/Earned + Transferred from other programs</p>

<p>Less Expenditures</p>	<p>The <i>Less Expenditures</i> field displays the Project's SFE amounts entered by the Municipality and the Interest amount applied to the expenditures of the Grant.</p> <p>For the <i>Grant</i> column, the amount is automatically entered when the Default Values button is clicked. The Grant column value is a total of the all Project SFE's made against the Grant, for the Calendar Year selected.</p> <p>The <i>Interest</i> is an enterable field that the Grant Coordinator or Grant Applicant uses to indicate the amount of <i>Interest</i> applied against the Grant by the Municipality, for the Calendar Year selected.</p>
<p>Net Amount carried forward</p>	<p>The <i>Net Amount Carried Forward to YYYY</i> values are calculated by MGMA when the Default Values button is clicked. This value will become the <i>Amount Carried Forward From YYYY</i> when the Grant SFE for the next calendar year is created.</p> <p>This value is updated using any entered values when the Recalculate button is clicked.</p> <p>Net Amount Carried Forward to YYYY = Total Amount Available - Less Expenditures</p>

Button	Function
Create	Click the Create button as the final step in creating and saving the Grant SFE
Default Values	Click the Default Values button to load or reset the values in the Grant SFE to those from the Grant Payments and Project SFE's.
Recalculate	Click the Recalculate button to update the values based on new dollar amounts entered.
Cancel	Click the Cancel button to cancel creation or update of the new Grant SFE.

Government of Alberta
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Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)} [TIMS](#) [Help](#) [Logout](#)

Main **Grants** Projects Reports

Update Successful

Grant SFE Search

Municipality : MISTY VALLEY [?]
 * Program Type : AMIP (ALBERTA MUNICIPAL INFRASTRUCT...) [?]
 Calendar Year : -- Select -- [?]

Search

SFEs [New](#) (1 results)

Municipality	Program Type	Calendar Year	Initial Population of Data	Grant Carried Forward	Interest Carried Forward
MISTY VALLEY	AMIP	2010	N	-548000	0

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Municipal Grants Management Application
A TIMS Application

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Main **Grants** Projects Reports

Grant SFE Search

Summary of Submitted SFE's

* Calendar Year : 2011 [?]
 Program Type : AMIP
 Municipality : MISTY VALLEY
 Accepted ? :
 ICSP Year :

	Grant	Interest
Amount Carried Forward from 2010 :	-548,000.00 [?]	0.00
Received/Earned :	[?]	0.00
Transferred From/To Other Programs :	[?]	[?]
Total Amount Available :	-548,000.00 [?]	0.00
Less Expenditures :	0.00 [?]	0.00
Net Amount Carried Forward to 2012 :	-548,000.00 [?]	0.00

Create Default Values Recalculate Cancel

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New Grant SFE screen



If the Received/Earned value in the Grant column shows no value it's because a Payment has not yet been made.

How To: Create a New Grant SFE

- 1) From the *Grants* tab click the Grant SFE Search link.
- 2) From the *Municipality* drop down select the required **Municipality**.
- 3) From the *Program Type* drop down select the required **Program**.
- 4) Click the **Search** button.
- 5) In the *SFE* listing click the New link.
- 6) Verify that the **Calendar Year** is correct.
- 7) Click the **Default Values** button to load data from Grant Payments and Project SFE's.
- 8) Verify that the values that appear align to all of the Project SFE's for the Program Type selected.
- 9) In the *Grant* column enter any dollar amounts that have been transferred to or received from other Programs.
- 10) In the *Interest* column, enter any dollar amounts not already displayed.
- 11) If you have entered any values in the Grants or Interest columns click the **Recalculate** button (optional).
- 12) When all values are correct click the **Create** button.

END



When a new Grant SFE is created, the Grant SFE for the previous year can no longer be edited.

The screenshot shows the 'Municipal Grants Management Application' interface. At the top, it says 'Government of Alberta Transportation' and 'Municipal Grants Management Application - A TIMS Application'. The user is logged in as 'Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}'. There are navigation tabs for 'Main', 'Grants', 'Projects', and 'Reports'. A yellow message box with a checkmark says 'Update Successful'. Below that is the 'Grant SFE Search' section with dropdown menus for 'Municipality' (MISTY VALLEY), 'Program Type' (AMIP), and 'Calendar Year' (-- Select --). A 'Search' button is present. Below the search section is a table titled 'SFEs New (2 results)'. The table has columns for Municipality, Program Type, Calendar Year, Initial Population of Data, Grant Carried Forward, and Interest Carried Forward. The data rows are: MISTY VALLEY, AMIP, 2011, N, -548000, 0; and MISTY VALLEY, AMIP, 2010, N, -548000, 0.

Municipality	Program Type	Calendar Year	Initial Population of Data	Grant Carried Forward	Interest Carried Forward
MISTY VALLEY	AMIP	2011	N	-548000	0
MISTY VALLEY	AMIP	2010	N	-548000	0

Notify the Grant Coordinator

When all Project SFE's for a Program Type (e.g. AMIP, NDCC, WWP) have been entered and the Grant SFE has been created (and is complete), Grant Applicants should run the SFE Report and forward a signed copy via fax to the regional Grant Coordinator.

You can run the SFE Report at any time. However, if your intent is to sign and fax the final report to the Grant Coordinator, you must enter SFE's for all of your projects that fall under the Program Type for the year selected. To run an SFE Report, you must select:

- ◆ a Municipality
- ◆ a Year
- ◆ a Program Type

For example, if you want to fax the SFE Report to the Grant Coordinator for your 2007 SFE's under the AMIP Grant Program, you must enter SFE's for all of your projects that have AMIP Functional Cash Flow Items for 2007.

Run the SFE Report, sign the report and forward it (by fax) to the Municipality's Grant Coordinator. This fax indicates to the Grant Coordinator that the Grant SFE is ready for review.

Instructions for running the SFE Report are covered in the next section of this guide.



Enter all SFE's on all Projects for the applicable Program Type prior to running and faxing the SFE Report to the Grant Coordinator.

Available Grant Funding

The **Available Grant Funding** screen displays grant amounts, by Grant Type, for the Municipality selected. The Available Grant Funding function will only show values based on the latest Grant SFE.

In order to understand the information displayed in the Available Grant Funding screen it is important to understand the timing of SFE processes.

In this example we are considering a project that receives advance payment and will run from 2007 through to 2010.

- ◆ Work is carried out in 2007
- ◆ The SFE's for that work are entered between March and June of 2008 but they are considered the SFE's for 2007 (*Last SFE Report*)
- ◆ Any *Carry Forward* amounts from this Last Grant SFE appear in the next columns.
- ◆ Advance payments are made in early 2008 and appear in the *Current Grant Payments* column
- ◆ Payments that have been set up in the Grant for 2009 & 2010 appear in the *Potential Future Grants*.
- ◆ The total APA Amounts from the Functional Cash Flow Items for the years following the last SFE year (2008, 2009, & 2010) appear in the *Grants To Be Applied* column
- ◆ The Net Amount Available for Project is calculated as: (*Grants Carried Forward + Interest Carried Forward + Current Grant Payments + Potential Future Grants*) – *Grants to be Applied*.

Available Grant Funding criteria

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}

Main Grants Projects Reports

Available Grant Funding

* Municipality : MISTY VALLEY [?]
Program Type : -- Select -- [?]
Search

* Note: Net Amount Available is dependant on the maximum cost sharing rate of each particular grant program and cost-sharing rate selected by municipality

Program Type	Last SFE Report	Grants Carried Forward [PLUS]	Payment Amount Since Last SFE Report [PLUS]	Approved Future Grants [MINUS]	Project Cost Applied For [MINUS]	Interest Carried Forward [EQUALS]	Net Amount Available For Projects *
ALBERTA MUNICIPAL INFRASTRUCTURE PROGRAM	2010	-548,000	0	8,500,000	8,500,000	-29,000	-519,000

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Available Grant Funding prior to year 1

Government of Alberta
Transportation

Municipal Grants Management Application
A TIMS Application

Logged in as: Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}

Main Grants Projects Reports

Available Grant Funding

* Municipality : MISTY VALLEY [?]
Program Type : -- Select -- [?]
Search

* Note: Net Amount Available is dependant on the maximum cost sharing rate of each particular grant program and cost-sharing rate selected by municipality

Program Type	Last SFE Report	Grants Carried Forward [PLUS]	Payment Amount Since Last SFE Report [PLUS]	Approved Future Grants [MINUS]	Project Cost Applied For [MINUS]	Interest Carried Forward [EQUALS]	Net Amount Available For Projects *
ALBERTA MUNICIPAL INFRASTRUCTURE PROGRAM	2011	-548,000	0	3,500,000	4,000,000	0	-1,048,000

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Available Grant Funding after year 1

How To: Run the Available Grant Funding Report

- 1) From the *Grants* tab, select the Available Grant Funding link.
- 2) Select a **Municipality** from the drop down.
- 3) Select a **Program Type** from the drop down (optional).
- 4) Click the **Search** button.

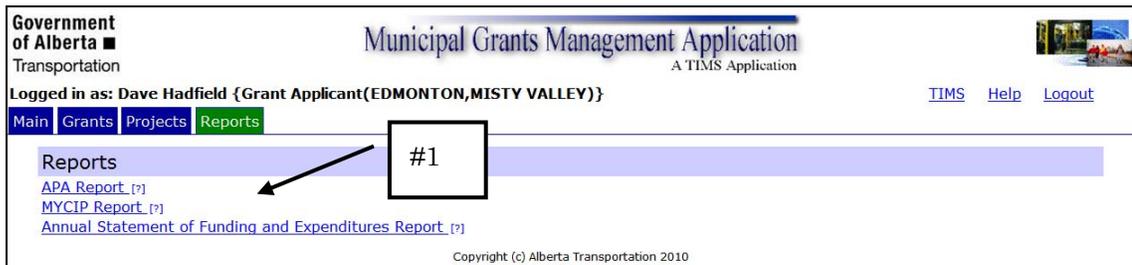
END

Grant Applicant Reports

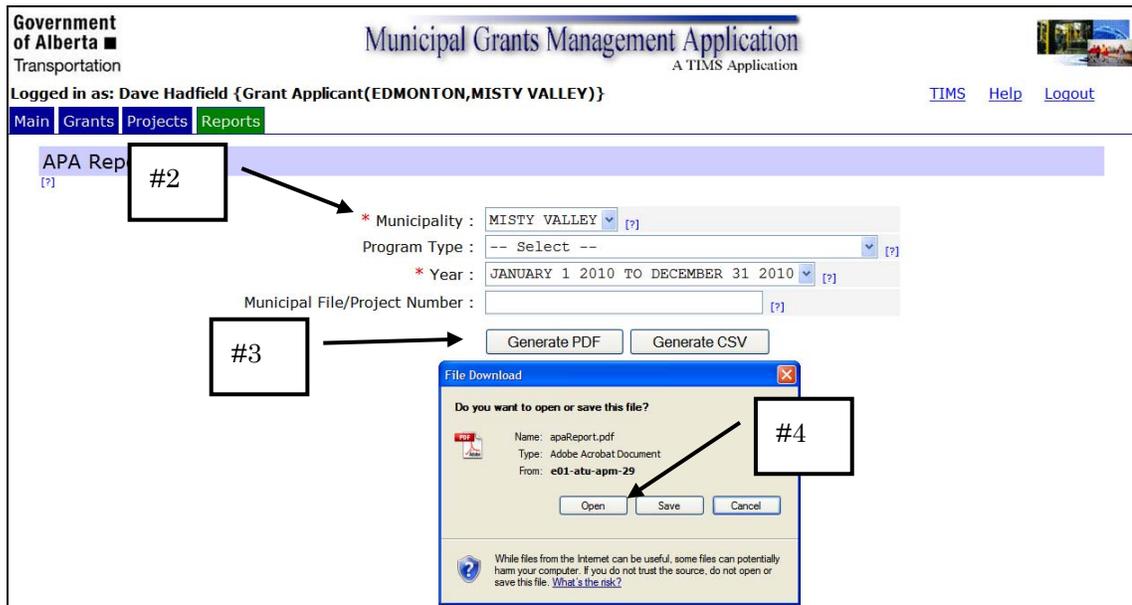
The reports available to the Grant Applicants are:

- ◆ APA Report
- ◆ MYCIP Report
- ◆ SFE Report

The process for running MGMA reports is the same for all three reports:



Reports tab



Report Criteria example

How To: Run MGMA Reports

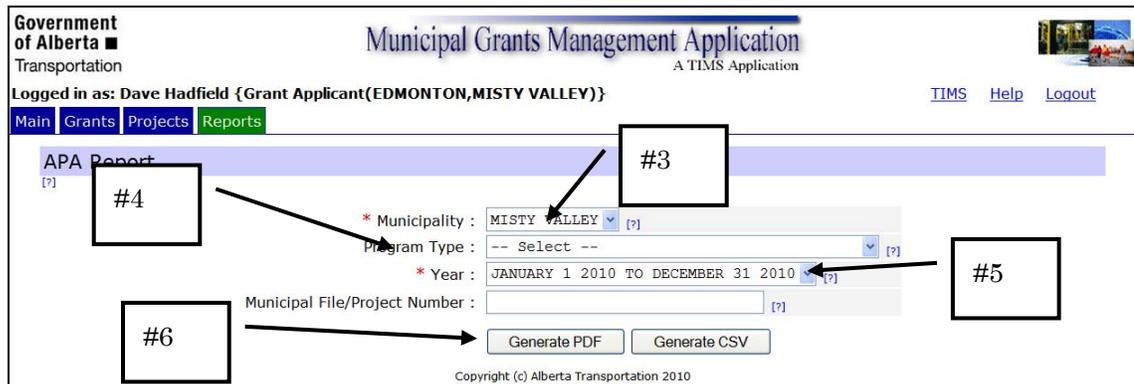
- 1) From the *Reports* tab select the required Report link.
- 2) Enter or select the **Criteria** necessary to limit the report to specific information.
- 3) Click one of the **Generate** buttons to run the report.
- 4) In the *File Download* window click the **Open** button.
- 5) In the *Adobe Acrobat* window **View/Print/Save** the report.
- 6) **Close** the *Adobe Acrobat* window.

END

APA Report

The APA Report (Application for Program Acceptance) provides detailed information on Projects and Cost Estimates for a specified year. The report opens in an Adobe Acrobat window, sorted first by Program Type and Eligibility Group and then by MGMA Project Number and Functional Item.

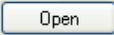
Criteria



Sample

Municipal File/Project Number	INFR A Project No	Work Code	Project Identification		Calendar Year Total Cost	Current Year Estimates			INFR A Acceptance Status	
			Project Street/Building/Area	Detailed Location		(3)	(4)	(5)		(6)
Grant Program: ALBERTA MUNICIPAL INFRASTRUCTURE PROGRAM-MUNICIPAL BUILDINGS										
12346-2010	705105	DESIGN	Aquatic/Leisure Centre	St. Lane, Leisure Pool/Water Side Fitness Centre	\$640,800.00	\$25,000.00	\$615,800.00	100	\$615,800.00	PROJECT COMPLETE
12346-2010	705105	CONSTRUCTION	Aquatic/Leisure Centre	St. Lane, Leisure Pool/Water Side Fitness Centre	\$2,400,000.00	\$0.00	\$2,400,000.00	100	\$2,400,000.00	ACTIVE - WORK IN PROGRESS
12346-2010	705105	RIGHT OF WAY	Aquatic/Leisure Centre	St. Lane, Leisure Pool/Water Side Fitness Centre	\$650,000.00	\$0.00	\$650,000.00	100	\$650,000.00	PROJECT COMPLETE
PROJECT SUB TOTAL					\$3,550,800.00	\$25,000.00	\$3,525,800.00		\$3,525,800.00	
Grant Program Total					\$3,550,800.00	\$25,000.00	\$3,525,800.00		\$3,525,800.00	
TOTAL					\$3,550,800.00	\$25,000.00	\$3,525,800.00		\$3,525,800.00	
					Net Provincial Grant Amount Applied for:				\$3,525,800.00	

How To: Run the APA Report

- 1) Select the *Reports* menu.
- 2) Click the APA Report link.
- 3) From the *Municipality* drop down, select the **Municipality** required.
- 4) From the *Program Type* drop down, select the **Program** required (optional).
- 5) From the *Year* drop down, select the **Year** required.
- 6) Click one of the **Generate** buttons.
- 7) In the *File Download* window, click the **Open**  button.
- 8) In the *Adobe Acrobat* window, read, save and/or print the **APA Report**.
- 9) In the *Adobe Acrobat* window, click the **Close**  button when finished.

END

MYCIP Report

The MYCIP Report (Multi-Year Capital Infrastructure Plan) provides summary information on Municipality Projects and Cost Estimates over the next ten years. The report opens in an Adobe Acrobat window, sorted by MGMA Project Number. The first year (column) is determined by the current date.

Criteria



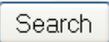
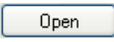
Sample

The screenshot shows an Adobe Acrobat window titled 'mycip[1].pdf - Adobe Acrobat Pro Extended'. The report is titled 'Multi-Year Capital Infrastructure Plan' for 'Municipality: MISTY VALLEY'. It features a table with estimated costs from 2010 to 2019, a total cost, and the percentage of grant and municipality support.

Project Name/Description	Estimated Costs in thousands \$										TOTAL	Percent Grant Supported	Percent Municipality Supported
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019			
205105 Aquatic/Leisure Centre	3,551	5,000	3,500	0	0	0	0	0	0	0	12,051	100	0
Estimated Total Capital Expenditures	3,551	5,000	3,500	0	0	0	0	0	0	0	12,051		

The footer of the report states: 'The data displayed on this print out is provided for informational and planning purposes only. AT is not responsible for the misuse or misrepresentation of the data. Produced from the TIMS - MGMA application 19-May-2010 Alberta Transportation. Copyright © 2010. Page 1'.

How To: Run the MYCIP Report

- 1) Select the *Reports* menu.
- 2) Click the MYCIP Report link.
- 3) From the *Municipality* drop down, select the **Municipality** required.
- 4) Click the **Search**  button.
- 5) In the *File Download* window, click the **Open**  button.
- 6) In the *Adobe Acrobat* window, read, save and/or print the **MYCIP Report**.
- 7) In the *Adobe Acrobat* window, click the **Close**  button when finished.

END

Annual SFE Report

The Annual SFE Report (Statement of Funding and Expenditures) provides detailed information on Municipality Projects based on the SFE data entered. This includes the actual Expenditures and Incomes for a specified year. The report opens in an Adobe Acrobat window, sorted based on the date the project was entered into MGMA.

Criteria

The screenshot shows the web interface for the Municipal Grants Management Application. At the top left, it says "Government of Alberta" and "Transportation". The main title is "Municipal Grants Management Application" with the subtitle "A TIMS Application". The user is logged in as "Dave Hadfield {Grant Applicant(EDMONTON,MISTY VALLEY)}". There are navigation tabs for "Main", "Grants", "Projects", and "Reports". The "Reports" tab is selected, and the page title is "Annual Statement of Funding and Expenditures Report". Below the title, there are three dropdown menus: "Municipality" set to "MISTY VALLEY", "Year" set to "2010 (JANUARY 1 2010 TO DECEMBER 31...)", and "Program Type" set to "AMIP (ALBERTA MUNICIPAL INFRASTRUCT...)". There is also a text input field for "Municipal File/Project Number". At the bottom of the form are two buttons: "Generate PDF" and "Generate CSV". The footer of the page says "Copyright (c) Alberta Transportation 2010".

Sample

sfe[1].pdf - Adobe Acrobat Pro Extended

File Edit View Document Comments Forms Tools Advanced Window Help

1 / 2 81.5%

Find

Actual Cal Year column

(1)		(2)			(3)	(4)	(5-a)					(9)
							Non-Eligible Items: GST, Admin, Developer contribution etc.	This Program Earned Income Applied	Net Eligible Project Cost	Percent Provincial	Maximum Provincial Share Eligible	
Municipal File/Project Number	Proj. No.	Work Code	Project Street / Building / Area	Detailed Location	Status as of December 31	Actual Calendar Year Expenditures						
12345-2010	705105	DESIGN	Aquato,Leisure Centre	Six Lane,Leisure Pool/WaterSlide/Fitness Centre	PROJECT COMPLETE	\$485,000	\$25,000	\$4,000	\$485,000	100	\$485,000	\$485,000
12345-2010	705105	CONSTRUCTION	Aquato,Leisure Centre	Six Lane,Leisure Pool/WaterSlide/Fitness Centre	ACTIVE - WORK IN PROGRESS	\$2,510,000	\$0	\$25,000	\$2,485,000	100	\$2,485,000	\$2,480,000
12345-2010	705105	RW	Aquato,Leisure Centre	Six Lane,Leisure Pool/WaterSlide/Fitness Centre	PROJECT COMPLETE	\$548,000	\$0	\$0	\$548,000	100	\$548,000	\$548,000
PROJECT SUB TOTAL:						\$3,553,000	\$25,000	\$20,000	\$3,499,000		\$3,499,000	\$3,474,000
REPORT TOTALS:						\$3,553,000	\$25,000	\$20,000	\$3,499,000		\$3,499,000	\$3,474,000

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Page 1

(1)		(2)			(3)	(4)	(5-a)		(6)	(7)	(8)	(9)																																								
							Non-Eligible Items: GST, Admin, Developer contribution etc.	This Program Earned Income Applied																																												
Municipal File/Project Number	Proj. No.	Work Code	Project Street / Building / Area	Detailed Location	Status as of December 31	Actual Calendar Year Expenditures																																														
<p>Note: All projects listed on this statement must first be accepted on a previously submitted Application for Program Acceptance for this calendar year.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="4">GRANT/INTEREST SUMMARY</th> <th colspan="2">CERTIFICATION</th> </tr> <tr> <th></th> <th></th> <th>GRANT</th> <th>INTEREST & other INCOME</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>Amount Carried Forward from</td> <td>2009 (1)</td> <td>\$0</td> <td>\$0</td> <td colspan="2" rowspan="5"> This is to certify that all information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and expenditures and that this information complies with the Guidelines, Administrative Procedures, and other relevant documentation for this grant program. It also certifies that all non-shareable costs defined for this program have been deducted from the total cost or other wise excluded from the amounts identified as Net Eligible Project Cost. In all respects, the information in this Statement complies with the terms of the current Program Agreement between Alberta Infrastructure and Transportation and the Municipality. </td> </tr> <tr> <td>ADD: Received / Earned in</td> <td>2010 (2)</td> <td>\$2,026,000</td> <td>\$0</td> </tr> <tr> <td>ADD: Transferred from other programs</td> <td>(3)</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>TOTAL AMOUNT AVAILABLE</td> <td>(4)=(1+2+3)</td> <td>\$2,026,000</td> <td>\$0</td> </tr> <tr> <td>LESS Expenditures (Grant Applied)</td> <td>(5)</td> <td>\$3,474,000</td> <td>\$29,000</td> </tr> <tr> <td>Net Amount Carried Forward to</td> <td>2011 (6)=(4-5)</td> <td>\$-548,000</td> <td>\$-29,000</td> <td colspan="2"></td> </tr> </tbody> </table>													GRANT/INTEREST SUMMARY				CERTIFICATION				GRANT	INTEREST & other INCOME			Amount Carried Forward from	2009 (1)	\$0	\$0	This is to certify that all information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and expenditures and that this information complies with the Guidelines, Administrative Procedures, and other relevant documentation for this grant program. It also certifies that all non-shareable costs defined for this program have been deducted from the total cost or other wise excluded from the amounts identified as Net Eligible Project Cost. In all respects, the information in this Statement complies with the terms of the current Program Agreement between Alberta Infrastructure and Transportation and the Municipality.		ADD: Received / Earned in	2010 (2)	\$2,026,000	\$0	ADD: Transferred from other programs	(3)	\$0	\$0	TOTAL AMOUNT AVAILABLE	(4)=(1+2+3)	\$2,026,000	\$0	LESS Expenditures (Grant Applied)	(5)	\$3,474,000	\$29,000	Net Amount Carried Forward to	2011 (6)=(4-5)	\$-548,000	\$-29,000		
GRANT/INTEREST SUMMARY				CERTIFICATION																																																
		GRANT	INTEREST & other INCOME																																																	
Amount Carried Forward from	2009 (1)	\$0	\$0	This is to certify that all information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and expenditures and that this information complies with the Guidelines, Administrative Procedures, and other relevant documentation for this grant program. It also certifies that all non-shareable costs defined for this program have been deducted from the total cost or other wise excluded from the amounts identified as Net Eligible Project Cost. In all respects, the information in this Statement complies with the terms of the current Program Agreement between Alberta Infrastructure and Transportation and the Municipality.																																																
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LESS Expenditures (Grant Applied)	(5)	\$3,474,000	\$29,000																																																	
Net Amount Carried Forward to	2011 (6)=(4-5)	\$-548,000	\$-29,000																																																	
<p>Integrated Community Sustainability Plan Completed Year _____</p>				<p>Dated _____ Name _____</p> <p>Signature _____</p> <p style="font-size: small;">Chief Administrative Officer or other authorized Municipal Administrator / Commissioner / Manager / Engineer</p>																																																

Generated: 19-May-2010

End of Document

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How To: Run the SFE Report

- 1) Select the *Reports* menu.
- 2) Click the Annual Statement of Funding and Expenditures Report link.
- 3) From the *Municipality* drop down, select the **Municipality** required.
- 4) From the *Year* drop down, select the **Year** required.
- 5) From the *Program Type* drop down, select the **Program** required.
- 6) Click the **Search** button.
- 7) In the *File Download* window, click the **Open** button.
- 8) In the *Adobe Acrobat* window, read, save and/or print the **SFE Report**.
- 9) In the *Adobe Acrobat* window, click the **Close** button when finished.

END



If the values in the “Actual Cal Year Expenditures” column are zeros, return to the Project and enter values in the “Actual Expenditure” field(s) of the SFE.