



Updates to
Municipal Support Information System
User Training Manual for External Users

Updates to MSIS Project

External User Training Material



This document is meant as a companion to the MSIS User Guides available at <https://www.gov.nl.ca/ti/mi/msis/>.

Its purpose is to provide training on the ongoing improvement currently underway to the Municipal Support Information System (MSIS). Only information relevant to external users has been provided.

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Application Form



Applicant Information Section Changes:

- I. The Contact section been updated to remove the following fields:
- **Address Line 1**
 - **Address Line 2**
 - **Town/City**
 - **Province**
 - **Postal Code**
 - **Fax Number**

Applicant Information

Applicant Type: *	MUN		
Applicant Name: *	St. John's		
Population:	108860		
Address Line 1:	10 New Gower Street	Address Line 2:	
Town/City:	St. John's	Postal Code:	A1C 5M2
Contact Name: *	Tonya Test	Contact Position: *	CAO
Telephone: * (XXX-XXX-XXXX)	709-576-8488	Email Address: (xxx@xxx.xx)	

Application Form

Project Information Section Changes:

I. The following changes have been included:

- **Resolution of Council Passed** Yes/No question has been removed.
- **Resolution of Council Date** is required to submit the application.
- **Application Date** will be display only.
 - The initial Application Date will be set to the first Save for Later Date (when application # is created) and then updated/replaced when submitted (original and resubmit).
- **Applicant Priority** will have the following rules applied when there are multiple MCW applications for an applicant in the same year.
 - When a MCW application is being submitted MSIS checks that there are no other MCW applications in a status of 'Submitted' or 'Reviewed' for that year with the same priority (1-9 only).
 - On submit, if the priority # has already been used for that year display an error message indicating that an application already exists for the same year with this priority.
 - Applicant can have multiple applications with a priority of 10.
 - Rejected & Withdrawn – will free up the priority number used for other applications in the same application year.
 - Reviewed & Submitted – priority number used on these applications is locked out for that application year.

Project Information

A short identifier for the project which should include the location and type of work. Ex: 2011 Street Paving Program on Main Street

Project Title: *

Application Date:

Resolution of Council Date: *

Applicant Priority: *

Select your category based on the main objective of the project.

Project Category: *

Cost Share Ratio (P/M): 70/30

Application Form



Project Information Section Changes (cont.):

I. The following changes have been included:

- **Problem Description** has been renamed to **Problem Definition**
 - The helper text previously available on the **External** site has been replaced with 'Define your infrastructure need; Who needs what, and why? Outline the age and current condition of infrastructure.' and moved above the text box.
- **Project Description/Abstract** has been renamed to **Project Description**
 - The helper text previously available on the **External** site has been replaced with 'Outline the proposed infrastructure approach to solve your identified problem definition.' and moved above the text box.
- Both fields above now allow 4000 characters to be entered
- The new helper text is now available to both **External & Internal** MSIS.

Problem Definition: 3926 characters remaining
Define your infrastructure need; Who needs what, and why? Outline the age and current condition of infrastructure.
Waves are massive now with the more powerful hurricanes reaching our area.

Project Description: 3942 characters remaining
Outline the proposed infrastructure approach to solve your identified problem definition.
Build bigger and stronger sea walls to keep the water out.

Application Form



Project Information Section Changes (cont.):

I. The following changes have been included:

- The **Public/Private Partnership?** section; including the radio buttons and Partners section has been removed
- For the **Regionalization Project?** Section
 - If 'Yes' is selected, a new text box with the title 'How will the regional partner communities fund and operate the asset?' is displayed
 - It allows 2000 characters and is required when 'yes' is selected.
 - For each selected community, the population will display.
- A **Total Population** line will display at the bottom of the communities added with the total of the populations.

The proposed upgrade or repair of an existing physical infrastructure? Yes No

Regionalization Project? Yes No

How will the regional partner communities fund and operate the asset?:

Not sure...they know what they are doing.

Has an MOU been signed between all the municipalities involved? Yes No

Regional Communities	Population
Conception Bay South	26,199
St. John's	108,860
Torbay	7,899
Add Communities	Total: 142,958

Application Form

Project Screening Criteria Section Changes:

I. The following changes have been included:

- A new Screening Criteria question '**Do you receive MYCW**' with 'Yes/No' radio buttons has been added.

Project Screening Criteria	
Do you receive MYCW?	<input type="radio"/> Yes <input type="radio"/> No
Does the project conform to the town's Municipal Plan	<input type="radio"/> Yes <input type="radio"/> No
Is the project financially feasible for the town	<input type="radio"/> Yes <input type="radio"/> No

Application Form



Project Costs Section Changes:

I. The following changes have been included:

- A question '**What funding sources are you willing to accept (pick one only)?**' with the following options.
 - **PROV(MCW only), FED/PROV, ANY**
- In the Project Cost Estimate (including HST) section:
 - Both **Equipment** and **Town Forces** have been removed from this section
 - These fields will display if the application being viewed had information entered in the field.
 - A new field **Contingency** has been added under **Prime Consultant** and will be included in **Project Total (\$)**
 - A new field **Escalation** has been added under **Contingency** and will be included in **Project Total (\$)**

Project Costs

What funding sources are you willing to accept (pick one only)? PROV (MCW Only) FED/PROV ANY

Project Cost Estimate (including HST):

Construction:	\$75,000.00
Prime Consultant:	\$15,000.00
Contingency:	\$10,000.00
Escalation:	\$7,500.00
Other:	

Project Total (\$): \$107,500.00

Details:

If value entered in Other, please enter details.


Application Form



Project Costs Section Changes (cont.):

- I. The following changes have been included:
- The fields listed below have been removed:
 - **GST rebate (\$)**
 - **HST rebate (\$)**
 - **Municipal Cost Share (\$)**
 - **Provincial Cost Share (\$)**

Other Funding:	<input type="text"/>	Source(s):	<input type="text"/>
Total Required (\$):	\$107,500.00	<small>If value entered in Other Funding, please enter Source(s).</small>	
Detailed Estimate Attached:	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Town Staff	<input checked="" type="radio"/> Other
Who Prepared Costs:	<input type="radio"/> Consultant	Estimate Prepared Date:	<input type="text" value="2023-08-07"/>
Who Prepared Cost Estimate:	<input type="text" value="Someone Else"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you propose to use Gas Tax funding for this project?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	
	If yes, amount (\$):	<input type="text"/>	
	Gas Tax Project Number:	<input type="text"/>	
Are you applying Gas Tax funding towards your portion of the contribution?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Permission obtained from Gas Tax Secretariat?	<input type="radio"/> Yes <input checked="" type="radio"/> No		



Application Form



PROJECT SUMMARY TAB FOR APPROVED PROJECTS

Project Costs updates in other areas of MSIS:

- I. Additional changes are required in other areas of MSIS to reflect the updates to Project Costs for an application.
 - **Project Summary tab**
 - In the Budget Allocation section:
 - A new field **Contingency** has been added under **Construction** and will be included in **Totals**
 - A new field **Escalation** has been added under **Contingency** and will be included in **Totals**
 - **Council Costs** will now only include the **Other** amount from the Application Project Costs.

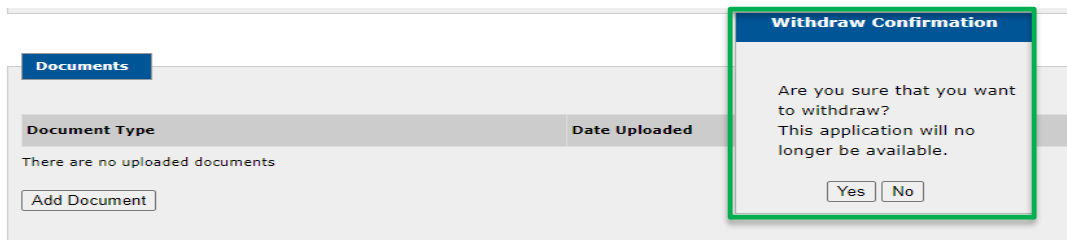
Budget Allocation		
	Original Allocation	Contract Number
Consultant	\$152,000.00	
Construction	\$1,000,000.00	CS0
Contingency	\$75,000.00	
Escalation	\$100,000.00	
Council Costs	\$0.00	
Non-Shareable	\$0.00	
Totals	\$1,327,000.00	
Current Approved Budget (Project Costing):		\$0.00

APPLICATIONS : REASSIGN AN APPLICATION

- In the August 2021 update, a PR could Reassign an Application back to the external user. In that update, only Documents could be altered.
- In this update, reassigning an application will allow the editing of the entire application as seen in the slides above, with the exception of the Program and Year.
- PRs should send an email to the users who have submitted the Application stating why the application was sent back and the details missing. External users do not have dashboard.
- Updating the Project Category will update the application Cost Share Ratio, financial calculations based on the ratio and Project Screening Criteria based on the selected Project Category.
- When the Applicant makes the required changes and submits, other areas of MSIS will be updated to reflect the changes made to the Application.

Withdraw an Application

- Only the Applicant or a Director can withdraw an application.
 - A applicant can withdraw an Application that they do not want to be considered in the current application call. This will change the status of the Application to 'Withdrawn'.
 - A Director can also withdraw an application that was keyed by the applicant or keyed by internal staff on behalf of an applicant.
- An Application can only be withdrawn when the current status of the application is 'In Progress' or 'Submitted'.
- A popup will be displayed to confirm whether you are sure you want to Withdraw the application with the option to cancel.
- Once withdrawn, the application cannot be edited or submitted.



The screenshot shows a web application interface. On the left, there is a 'Documents' section with a table header containing 'Document Type' and 'Date Uploaded'. Below the header, it states 'There are no uploaded documents' and includes an 'Add Document' button. On the right, a 'Withdraw Confirmation' popup is displayed, asking 'Are you sure that you want to withdraw?' and 'This application will no longer be available.' with 'Yes' and 'No' buttons.

Once you click Submit, you will no longer be able to edit the application



The screenshot shows a row of four buttons: 'Submit', 'Save For Later', 'Cancel', and 'Withdraw'. The 'Withdraw' button is highlighted with a green box.

Upgrades to MSIS Project

User Training Material



APPLICATIONS : WITHDRAW AN APPLICATION

- A new Application Status of 'Withdrawn' is available in the Application Status dropdown.
- Any internal user can search for Applications with a 'Withdrawn' status but are restricted from making any changes to the Application when it is in 'Withdrawn' status.

The screenshot displays the 'Application Search' interface. On the left, there are search filters: Applicant Type (Select One), Application Number, Application From Date (YYYY-MM-DD), Application Status (Withdrawn), Electoral District, and Region. On the right, there are filters for Applicant, Program Type (Select One), Application To Date (YYYY-MM-DD), a checkbox for 'New Building Canada Fund', and Waste Management Region (Select One). A green arrow points from the 'Withdrawn' status in the dropdown menu to the 'Application Status' column in the table below.

Application Number	Project Title(s)	Application Date	Application Status	Community
AP-MYW-20056	2025 Canada Summer Games Track and Field Facility - Renee Resubmit - Resubmit 3	2023-08-11	Withdrawn	St. John's
AP-MCW-23081	Replacement of 9 diesel buses with electric/ or alternative propulsion buses	2022-10-28	Withdrawn	St. John's
AP-MCW-23316	Testing Stuff 2	2023-08-01	Withdrawn	St. John's
AP-MCW-23318	Test Withdraw	2023-08-09	Withdrawn	St. John's

Upgrades to MSIS Project

User Training Material



APPLICATIONS : WITHDRAW AN APPLICATION

Applicants will notice a new Application status 'Withdrawn' on their MSIS dashboard and on the Application tab.

Welcome

Welcome EXTERNAL to Municipal Information Management System - Capital Works

Applications

Application Number	Project Title(s)	Applicant Name	Application Date	Application Status
AP-MCW-23168	Blackmarsh Rd/Empire Avenue Water Transmission Main Replacement (Phase 2B)	St. John's	2022-10-28	Submitted
AP-MCW-23238	Majors Path Street Upgrade (SUP & New Sidewalk) Portugal Cove Road to Hebron Way	St. John's	2022-10-28	Submitted
AP-MCW-23088	Infrastructure for Bus Electrification	St. John's	2022-10-28	Submitted
AP-MCW-24022	Test Application Form Changes V1	St. John's	2023-08-31	Submitted
AP-MCW-21362	Robin Hood Bay Waste Management Facility Site Improvement Project	St. John's	2020-12-22	Submitted
AP-MCW-23183	Sewer Main Assessment Program	St. John's	2022-10-28	Submitted
AP-MCW-23318	Test Withdraw	St. John's	2023-08-09	Withdrawn
AP-MYCW-20056	2025 Canada Summer Games Track and Field Facility - Renee Resubmit - Resubmit 3	St. John's	2023-08-11	Withdrawn
AP-MCW-23316	Testing Stuff 2	St. John's	2023-08-01	Withdrawn
AP-MCW-23081	Replacement of 9 diesel buses with electric/ or alternative propulsion buses	St. John's	2022-10-28	Withdrawn

Application

Application

Application Number: AP-MCW-23318

Application Status: Withdrawn

Program: * MUNICIPAL CAPITAL WORKS

Year: * 2023

New Building Canada Fund

Increase Uploaded File Size

Documents

Document Type	Trim Number	Date Uploaded	Document Uploaded		
Select One ▾	<input type="text"/>		File Size Exceeds Limit of 15 MB	Choose File No file chosen	Upload

- MSIS now allows the file size for any documents being uploaded to be 15 MB for both Internal and External users.
- If the file size exceeds the 15 MB size limit, MSIS displays the message 'File Size Exceeds Limit of 15 MB' and the file is not uploaded.

Limit Uploaded Filenames to 125 Character

Documents

Document Type	Trim Number	Date Uploaded	Document Uploaded		
Invoice	<input type="text"/>	2021-11-30	*****	<input type="button" value="Choose File"/>	No file chosen <input type="button" value="Upload"/>
Select One	<input type="text"/>	2022-03-31	*****	<input type="button" value="Choose File"/>	No file chosen <input type="button" value="Upload"/>
Invoice	<input type="text"/>	2021-11-01	*****	<input type="button" value="Choose File"/>	No file chosen <input type="button" value="Upload"/>
Other	<input type="text"/>		File Name Exceeds Limit of 125 Characters	<input type="button" value="Choose File"/>	No file chosen <input type="button" value="Upload"/>

- MSIS now restricts the filename size for any documents being uploaded to 125 characters for both Internal and External users.
- If the filename exceeds the 125 character limit, MSIS displays the message 'File Name Exceeds Limit of 125 Characters' and the file is not uploaded.
- Note that during testing we discovered that '&' saves as 'and' so a file name of 124 or 125 characters where one is an ampersand (&) will save but may cause an issue for opening the file.

PCA Updates to Schedules



BUILDINGS AND TREATMENT FACILITIES SCHEDULE

Schedule II Changes:

- I. **Programming Advisory Services** has been moved to the first item under **Basic Services**.
- II. **Proposal/Tendering & Contract Award** has been renamed to **Tendering and Contracts Award**.
- III. The two fields below have been removed but will still display for any historical PCAs that had data entered in those fields.
 - **Design Services – Segregated Construction Contracts**
 - **Construction Management – Multiple Contracts**

Schedule II (Buildings and Treatment Facilities)			
Description :*	Original Total	Change Orders	Total Overall Amount
Programming Advisory Services	\$5,000.00	\$1,000.00	\$6,000.00
Concept Design	\$2,525.00	\$0.00	\$2,525.00
Design Development	\$500.00	\$0.00	\$500.00
Contract Documents	\$1,000.00	\$0.00	\$1,000.00
Tendering and Contracts Award	\$500.00	\$0.00	\$500.00
Contract Administration	\$1,500.00	\$0.00	\$1,500.00
Project Completion Phase and Project Record Drawings	\$200.00	\$0.00	\$200.00

PCA Updates to Schedules



FOR BOTH WATER, SEWER & MUNICIPAL ROADS AND BUILDINGS AND TREATMENT FACILITIES SCHEDULES

Schedule II Changes (cont.):

IV. A new **Commissioning** field has been added.

V. There are now 3 **Other** fields available with an associated description that will allow 100 characters.

Other Additional Services			
Commissioning	\$500.00	\$0.00	\$500.00
Resident Services during Construction	\$1,250.00	\$0.00	\$1,250.00
Prime Consultant Project Expenses for Above Services	\$250.00	\$0.00	\$250.00
Other:			
012345678901234567890123456789012345678	\$1,000.00	\$0.00	\$1,000.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Total Basic and Other Service Fees	\$14,225.00	\$1,000.00	\$15,225.00

PCA Updates to Schedules



FOR BOTH WATER, SEWER & MUNICIPAL ROADS AND BUILDINGS AND TREATMENT FACILITIES SCHEDULES

Schedule II Changes (cont.):

- III. A new **Reimbursable Expenses** section has been added after the **Total Basic and Other Service Fees** section. Under the **Reimbursable Expenses** Section the information below will be captured:
 - Meals, Travel, Accommodation, and Permits** with a description field allowing 100 characters
 - Total for section includes **Total Reimbursable Expenses**.
- IV. Total Service Fee (Less HST) has been updated to include Total Reimbursable Expenses.
- V. MSIS displays a message 'Please enter a description and dollar value for <Other or Permits>' when a descriptions is entered without an amount or vice versa.

Total Basic and Other Service Fees	\$0.00	\$0.00	\$0.00
Reimbursable Expenses:			
Meals	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Travel	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Accommodation	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Permits:			
<input type="text"/>	<input type="text" value="250.00"/>	Please	\$0.00
	enter a description and dollar value for Permits		\$0.00
Total Reimbursable Expenses	\$0.00	\$0.00	\$0.00
Total Additional Reimbursable Allowance (From Schedule III)	\$0.00	\$0.00	\$0.00
Total Service Fee (Less HST) (Total Schedules II + III)	\$250.00	\$0.00	\$0.00
HST	\$37.50	\$0.00	\$0.00
Total Service Fee (Including HST)	\$287.50	\$0.00	\$0.00

PCA Updates to Schedules



FOR BOTH WATER, SEWER & MUNICIPAL ROADS AND BUILDINGS AND TREATMENT FACILITIES SCHEDULES

Schedule III Changes:

- I. An **Additional Reimbursable Allowances** heading has been added above **Site Surveys**.
- II. There are now 6 **Other** fields available with an associated description that will allow 100 characters.
- III. MSIS displays a message 'Please enter a description and dollar value for <Other>' when a descriptions is entered without an amount or vice versa.

Schedule III (Water, Sewer and Municipal Roads)			
Additional Reimbursable Allowances:			
Site Surveys	\$0.00	\$0.00	\$0.00
Geotechnical Investigations	\$0.00	\$0.00	\$0.00
Materials Testing	\$0.00	\$0.00	\$0.00
Asphalt Extractions	\$0.00	\$0.00	\$0.00
Concrete Testing	\$0.00	\$0.00	\$0.00
Compaction Testing	\$0.00	\$0.00	\$0.00
Water Main Leakage Detection	\$0.00	\$0.00	\$0.00
Sewer Main Infiltration Detection	\$0.00	\$0.00	\$0.00
Other:			
	\$0.00	\$400.00	\$400.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Total Additional Reimbursable Allowances	\$0.00	\$400.00	\$400.00

PCA Updates to Schedules



BUILDINGS AND TREATMENT FACILITIES SCHEDULES

Schedule III Changes:

- I. A new **Testing** section has been added under **Materials Testing**.
Under this section there are three rows to allow testing details to be entered with a description field allowing 100 characters.
- II. **Treatment Process Piloting** has been renamed to **Process Piloting**. (Buildings and

Schedule III (Buildings & Treatment Facilities)			
Additional Reimbursable Allowances:			
Site Surveys	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Geotechnical Investigations	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Materials Testing	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Testing:			
<input type="text"/>	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
<input type="text"/>	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
<input type="text"/>	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Water Main Leakage Detection	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Sewer Main Infiltration Detection	<input type="text" value="\$0.00"/>	\$0.00	\$0.00
Process Piloting	<input type="text" value="\$0.00"/>	\$0.00	\$0.00

PCA Updates - External



External MSIS updates:

- External MSIS will display the newly updated schedules for the schedule type being viewed.
- External MSIS will not display an 'Add' or 'Save' PCA button, preventing an external user from trying to Add or Save a PCA.

PCA Tab – Summary Section



PCA Summary Section Changes:

- I. 'Total (\$)' column renamed to 'Revised Total'.
- II. Revised Total amount has been updated to equal the 'Total Service Fee (Including HST)' amount from the 'Total Overall Amount' column in the Schedule II section for Water, Sewer and Municipal Roads or Buildings and Treatment Facilities.

PCA Summary		
Prime Consultant	Revised Total	Description
Dynamic Engineering Limited	131169.00	Cabot & Cormack St. Watermain Upgrades

Schedule II (Water, Sewer and Municipal Roads) ^			
Description*	Original Amount	Change Orders	Total Overall Amount
Cabot & Cormack St. Watermain Upgrades			
Basic Services:			
Preliminary Engineering	\$8,800.00	\$0.00	\$8,800.00
Design and Contract Documents	\$19,500.00	\$0.00	\$19,500.00
Tendering and Contracts Award	\$4,150.00	\$0.00	\$4,150.00
Contract Administration	\$8,490.00	\$0.00	\$8,490.00
Project Completion Phase and Project Record Drawings	\$8,420.00	\$0.00	\$8,420.00
Other Additional Services:			
Resident Services during Construction	\$49,350.00	\$0.00	\$49,350.00
Prime Consultant Project Expenses for Above Services	\$8,150.00	\$0.00	\$8,150.00
Other	\$0.00	\$0.00	\$0.00
Total Basic and Other Service Fees	\$106,860.00	\$0.00	\$106,860.00
Total Additional Reimbursable Allowance (From Schedule III)	\$5,000.00	\$2,200.00	\$7,200.00
Total Service Fee (Less HST) (Total Schedules II + III)	\$111,860.00	\$2,200.00	\$114,060.00
HST	\$16,779.00	\$330.00	\$17,109.00
Total Service Fee (Including HST)	\$128,639.00	\$2,530.00	\$131,169.00

PCA Tab – Summary Section



PCA Summary Section Changes:

- I. A new 'Description' column has been added to display the 'Description' details captured in the Schedule II section for either the Schedule II Water, Sewer and Municipal Roads or Schedule II Buildings and Treatment Facilities.
- II. This allows the user to see the Schedule description at a glance without have to drill down to the Schedule details by selecting the Prime Consultant name.

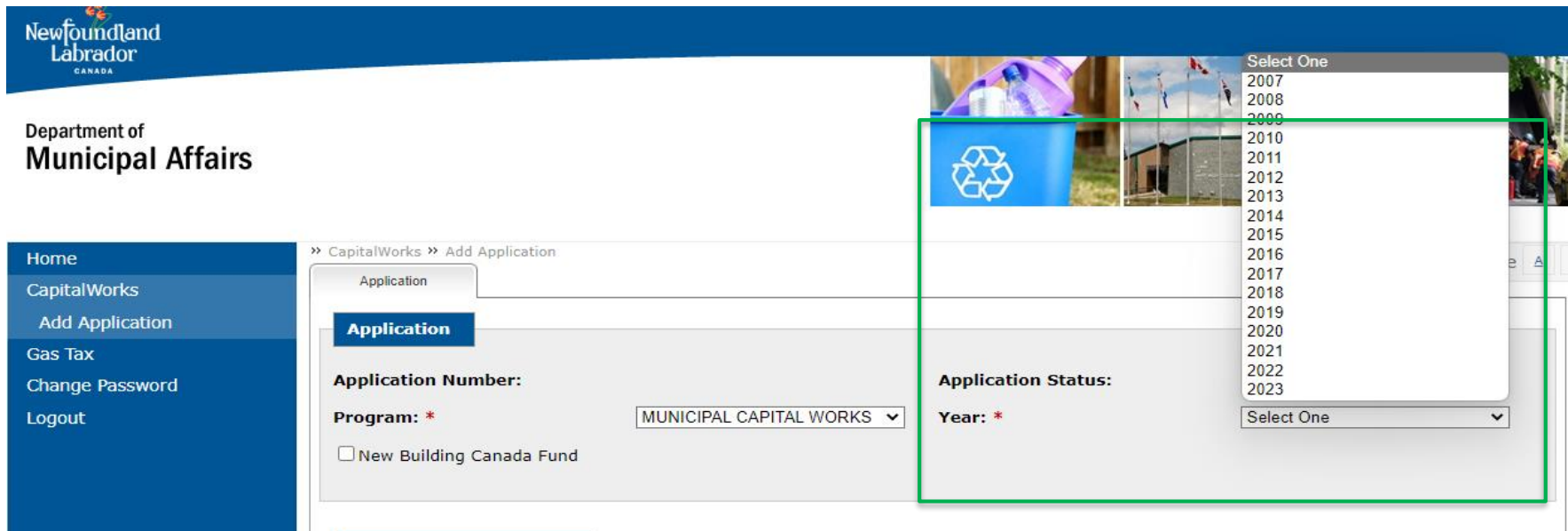
PCA Summary		
Prime Consultant	Revised Total	Description
Dynamic Engineering Limited	131169.00	Cabot & Cormack St. Watermain Upgrades

Schedule II (Water, Sewer and Municipal Roads) -			
Description*	Original Amount	Change Orders	Total Overall Amount
Basic Services:			
Preliminary Engineering	\$8,800.00	\$0.00	\$8,800.00
Design and Contract Documents	\$19,500.00	\$0.00	\$19,500.00
Tendering and Contracts Award	\$4,150.00	\$0.00	\$4,150.00
Contract Administration	\$8,490.00	\$0.00	\$8,490.00
Project Completion Phase and Project Record Drawings	\$8,420.00	\$0.00	\$8,420.00
Other Additional Services:			
Resident Services during Construction	\$49,350.00	\$0.00	\$49,350.00
Prime Consultant Project Expenses for Above Services	\$8,150.00	\$0.00	\$8,150.00
Other	\$0.00	\$0.00	\$0.00
Total Basic and Other Service Fees	\$106,860.00	\$0.00	\$106,860.00
Total Additional Reimbursable Allowance (From Schedule III)	\$5,000.00	\$2,200.00	\$7,200.00
Total Service Fee (Less HST) (Total Schedules II + III)	\$111,860.00	\$2,200.00	\$114,060.00
HST	\$16,779.00	\$330.00	\$17,109.00
Total Service Fee (Including HST)	\$128,639.00	\$2,530.00	\$131,169.00

Application Year Sorting

Application Section Changes:

- I. The 'Year' selection drop down field has been sorted.



The screenshot displays the 'Add Application' form in the CapitalWorks system. The form includes a navigation menu on the left with options like Home, CapitalWorks, Add Application, Gas Tax, Change Password, and Logout. The main form area contains fields for Application Number, Program (set to MUNICIPAL CAPITAL WORKS), and Application Status. A green box highlights the Year field, which is a dropdown menu currently showing a list of years from 2007 to 2023, sorted in ascending order. The dropdown is titled 'Select One' and has a downward arrow icon.

Department of
Municipal Affairs

Home
CapitalWorks
Add Application
Gas Tax
Change Password
Logout

» CapitalWorks » Add Application

Application

Application

Application Number:

Program: * MUNICIPAL CAPITAL WORKS

New Building Canada Fund

Application Status:

Year: * Select One

Select One
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
2021
2022
2023

Change Order Values



Previously once a Change Order was started by a Project Representative, the value of the Change Order would immediately become a part of the contract or revised contract total on some tabs and locations within MSIS.

Now MSIS consistently shows Change Order values as NOT part of the contract total when in a Pending Approval or Rejected status. When the Regional Engineer turns a Change Order to the Approved status, the contract values are updated throughout.

Summary Tab Value Impacts:

- I. Budget Allocation – Revised Contract (HST Included) for impacted contract/consultant.
- II. Expenditures to Date – Contract Total (HST Included) for impacted contract/consultant.

Budget Allocation					
	Original Allocation	Contract Number	Contract	Revised Contract (HST Included)	Approval Date
Consultant	\$0.00				
		CS0	Core Engineering Inc.	\$57,500.00	2021-10-29
Construction	\$100,000.00				
		CP2	Water Co	\$10,000.00	2021-10-29
Council Costs	\$0.00				
Non-Shareable	\$0.00				
Totals	\$100,000.00			\$67,500.00	
Current Approved Budget (Project Costing):	\$0.00		Balance Available from Budget:	\$-67,500.00	

Expenditures To Date						
Contract	Contract Total (HST Included)	% Complete	Total Approved to Date	Available Balance	Estimate to Complete	Variance
Core Engineering Inc.	\$57,500.00	2	\$1,000.00	\$56,500.00	\$0.00	\$56,500.00
Water Co	\$10,000.00	0	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$67,500.00		\$1,000.00	\$56,500.00	\$0.00	\$56,500.00

Change Order Values



Status Report Tab Value Impacts:

- I. Add Monthly Costs – Contract Total (Orig. + CO's)(\$ for impacted contract/consultant.
- II. Cash Flow – Total Awarded Contracts.

Status Report List

Status Report #	Period Ending	Total	Less Rebate	Amount Less Rebate	Status	Payment Date
SR000001	2021-10-29	\$1,000.00	\$93.17	\$906.83	Approved	YYYY-MM-DD

Project Information

Period Ending Date:
 Consultant Project Number:

Add Monthly Costs

Contract	Contract Total (Orig. + CO's) (\$)	Cost Previous Status Reports (\$)	Cost for Period Ending (\$)	Approved Amount (\$)	Total Cost to Date (\$)	Available Balance (\$)	Forecast to Finish (\$)
Core Engineering Inc.	\$57,500.00	\$0.00	<input type="text" value="1000.00"/>	<input type="text" value="1000.00"/>	1000.00	56500.00	<input type="text" value="0.00"/>
Non-Allocated	\$42,500.00						<input type="text" value="0.00"/>
Totals	\$100,000.00	\$0.00	1000.00	1000.00	1000.00	56500.00	0.00

Project Schedule

Anticipated Project Completion Date:
 Actual Completion Date:

Cash Flow

Revised Budget Total:	\$100,000.00
Total Awarded Contracts:	\$57,500.00

Change Order Values



PCA Tab Value Impacts:

- I. Change Orders values.
- II. Total Overall Amount values.

Note: The Total (\$) next to each Prime Consultant under the PCA Summary section has always and still continues to show only the original contract value.

Schedule II (Water, Sewer and Municipal Roads)

Description*	Original Amount	Change Orders	Total Overall Amount
Water Test			
Basic Services:			
Preliminary Engineering	\$0.00		\$0.00
Design and Contract Documents	\$0.00		\$0.00
Tendering and Contracts Award	\$0.00		\$0.00
Contract Administration	\$0.00		\$0.00
Project Completion Phase and Project Record Drawings	\$0.00		\$0.00
Other Additional Services:			
Resident Services during Construction	\$0.00		\$0.00
Prime Consultant Project Expenses for Above Services	\$0.00		\$0.00
Other	\$50,000.00		\$50,000.00
Total Basic and Other Service Fees	\$50,000.00		\$50,000.00
Total Additional Reimbursable Allowance (From Schedule III)	\$0.00		\$0.00
Total Service Fee (Less HST) (Total Schedules II + III)	\$50,000.00		\$50,000.00
HST	\$7,500.00		\$7,500.00
Total Service Fee (Including HST)	\$57,500.00		\$57,500.00

Schedule III (Water, Sewer and Municipal Roads)

Site Surveys	\$0.00	\$0.00
Geotechnical Investigations	\$0.00	\$0.00
Materials Testing	\$0.00	\$0.00
Asphalt Extractions	\$0.00	\$0.00
Concrete Testing	\$0.00	\$0.00
Compaction Testing	\$0.00	\$0.00
Water Main Leakage Detection	\$0.00	\$0.00
Sewer Main Infiltration Detection	\$0.00	\$0.00
Other	\$0.00	\$0.00
Total Additional Reimbursable Allowances	\$0.00	\$0.00

Back Button

- For all internal and external users, a new 'Back' button is added to Applications and Projects. It can be found in the bottom left of various tabs.
- When pressed, this button will take the external user from within an Application or Project back to the list of Applications and Projects for that Owner, typically a Municipality or Local Service District.
- Any altered information will be lost if Back is pressed before selecting Save for Later or Submit, depending on the tab options.



Back

Application Resubmit Status



Documents

Document Type	Trim Number	Date Uploaded	Document Uploaded		
Estimate		2021-08-11	Test Upload Document.docx	Choose File	No file chosen

Previous Reason(s) for Resubmission:

Reassigned By: Quincy ### Reassigned Date: 8/11/2021
Application Date Before Resubmit: 08/11/2021
Test new text box
###

Reason for Resubmission: 544 characters remaining
Reassign to applicant to provide additional details.

- A PR can send an Application back to the user who created it by clicking on the 'Reassign' button. A mandatory 'Reason for Resubmission' comment box will need to be populated with a reason as to why the Application is being reassigned back to the applicant prior to selecting the 'Reassign' button. This will change the status of the Application to 'Resubmit'.
- PRs are also expected to send an email to the users who have submitted the Application stating why the application was sent back and the details missing. The only reason at this time to Reassign an Application is if there are missing documents.

Application Resubmit Status



Home » CapitalWorks Text Size

CapitalWorks
Add Application
Change Password
Logout

Welcome

Welcome **EXTERNAL** to Municipal Information Management System - Capital Works

Application Filter

Applicant Type:

Applicant Name:

Applications

Application Number	Project Title(s)	Applicant Name	Application Date	Application Status
AP-MCW-21244	Shoe Cove Pond Walking Trail	Pouch Cove	2020-11-11	Submitted
AP-MCW-20435	Test Resubmit	Pouch Cove	2021-07-21	Rejected
AP-MCW-21373	• First Road • Testing deleting of attachments • Second Road • Third Road	Pouch Cove	2021-07-25	Rejected
AP-MCW-21374	Upgrade to Town Roads and Sidewalks for a Test Application including Updates	Pouch Cove	2021-07-19	Rejected
AP-MCW-21375	Upgrade to Town Roads and Sidewalks for a Test Application - Test 2	Pouch Cove	2021-07-21	Submitted
AP-MCW-21377	Project ABC	Pouch Cove	2021-07-21	Submitted
AP-MCW-21378	Natasha messing around	Pouch Cove	2021-07-23	Submitted
AP-MCW-21381	Testing Stuff	Pouch Cove	2021-07-30	Reviewed
AP-MCW-21390	Test Release 5	Pouch Cove	2021-08-04	Reviewed
AP-MCW-21392	Sidewalk Repairs along School Routes Test Application	Pouch Cove	2021-08-11	Resubmit

1 2 3 4 5

Application

Application

Application Number: AP-MCW-21392 **Application Status:**

Program: * **Year: ***

New Building Canada Fund

- Applicants will notice a new Application status 'Resubmit' on their MSIS dashboard and on the Application tab.

Application Resubmit Status

Documents

Document Type	Date Uploaded	Document Uploaded		
Estimate	2021-08-11	Test Upload Document.docx	Choose File No file chosen	Upload

←

Reason for Resubmission:

```
### Reassigned By: Quincy ### Reassigned Date: 8/10/2021
### Application Date Before Resubmit: 08/17/2021
Reassign to applicant to provide additional details.
###
### Reassigned By: Quincy ### Reassigned Date: 8/11/2021
```

- The applicant will see the details of the reassignment including the date, who reassigned the application and the Application date prior to the reassignment in the read only 'Reason for Resubmission' field when the Application is selected from the list of Applications on the Capital Works screen.
- The applicant can Submit the Application once changes are complete. The Application Date will update to the new submitted date. Note: the only changes permitted to the Application are the addition or deletion of documents when the Application status is 'Resubmit'. See update [Application Delete Documents](#).

Application Rejected Status



Navigation menu: Add Application, Change Password, Logout

Welcome **EXTERNAL** to Municipal Information Management System - Capital Works

Application Filter

Applicant Type:

Applicant Name:

Applications

Application Number	Project Title(s)	Applicant Name	Application Date	Application Status
AP-MCW-21244	Shoe Cove Pond Walking Trail	Pouch Cove	2020-11-11	Submitted
AP-MCW-20435	Test Resubmit	Pouch Cove	2021-07-21	Submitted
AP-MCW-21373	• First Road • Testing deleting of attachments • Second Road • Third Road	Pouch Cove	2021-07-25	Rejected
AP-MCW-21374	Upgrade to Town Roads and Sidewalks for a Test Application including Updates	Pouch Cove	2021-07-19	Rejected
AP-MCW-21375	Upgrade to Town Roads and Sidewalks for a Test Application - Test 2	Pouch Cove	2021-07-21	Submitted
AP-MCW-21377	Project ABC	Pouch Cove	2021-07-21	Submitted
AP-MCW-21378	Natasha messing around	Pouch Cove	2021-07-23	Submitted
AP-MCW-21381	Testing Stuff	Pouch Cove	2021-07-30	Reviewed
AP-MCW-21390	Test Release 5	Pouch Cove	2021-08-04	Reviewed
AP-MCW-21392	Sidewalk Repairs along School Routes Test Application	Pouch Cove	2021-08-11	Resubmit

1 2 3 4 5

Projects

Project Number	Application Number	Project Title	Program	Project Status
17-MCW-21-00004	AP-MCW-19303	Climate Adaptation - Storm Water Control Campaign	MCW 2020	Approved - Full

- A new Application Status of 'Rejected' can be seen in the Application listing.
- Rejected will appear when MI staff have completed their review and the application has not been selected for funding.
- Historical applications that were not selected for funding will remain as Submitted or Reviewed.

Application Delete Documents

Documents

Document Type	Date Uploaded	Document Uploaded		
Image <input type="text" value="Image"/>	2021-08-17	Test Upload Document.docx	<input type="text" value="Browse..."/>	<input type="button" value="Upload"/>

Documents

Document Type	Trim Number	Date Uploaded	Document Uploaded		
Image <input type="text" value="Image"/>	<input type="text"/>		69318.jpg	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

- A new delete button is added to Applications which allows users to delete a document which was uploaded by **the same user**.
 - Documents uploaded before hitting submit. (Application status: In Progress)
 - Documents uploaded after hitting submit but 'Resubmitted' by the PR. (Application status: Resubmit)

Show Character Limit

Application: number of characters remaining

Problem Description:	999 characters remaining
<input type="text" value="d"/>	

As the user types in, various fields on an application will display the number of characters remaining for the field. This number shows the characters (including spaces) that can be updated in that particular field .

Show Character Limit



Application: fields showing characters remaining

Application Tab Name	Section	No.of characters available
Application	Problem Description	1000
	Project Description/Abstract	1000
	Details	500
	Sources	500
	Other Benefits	500

The above table shows the number of characters available on various fields (under different tabs) of an application.

Show Character Limit

Projects: number of characters remaining

Problem Description:	999 characters remaining
<input type="text" value="d"/>	

As the user types in, various fields on an projects will display the number of characters remaining for the field. This number shows the characters (including spaces) that can be updated in that particular field .

Show Character Limit



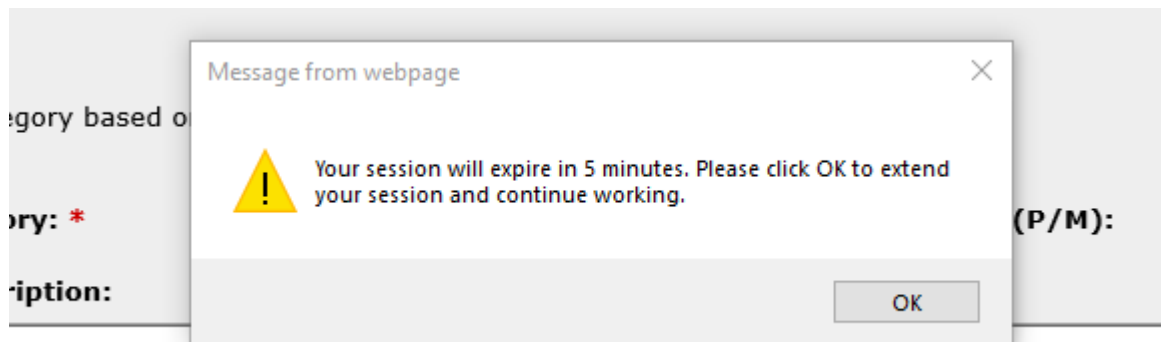
Projects: fields showing characters remaining

Project Tab Name	Section	No.of characters
Status Report	Consultant comments	500
	Comments	4000

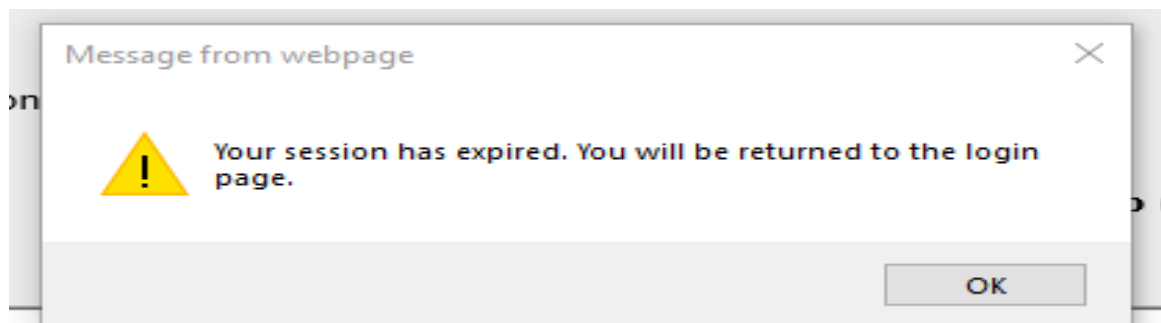
The above table shows the number of characters available on various fields (under different tabs) of a Project.

Prevent Timeout When Active and Alert Users of Timeout

MSIS: time out warning



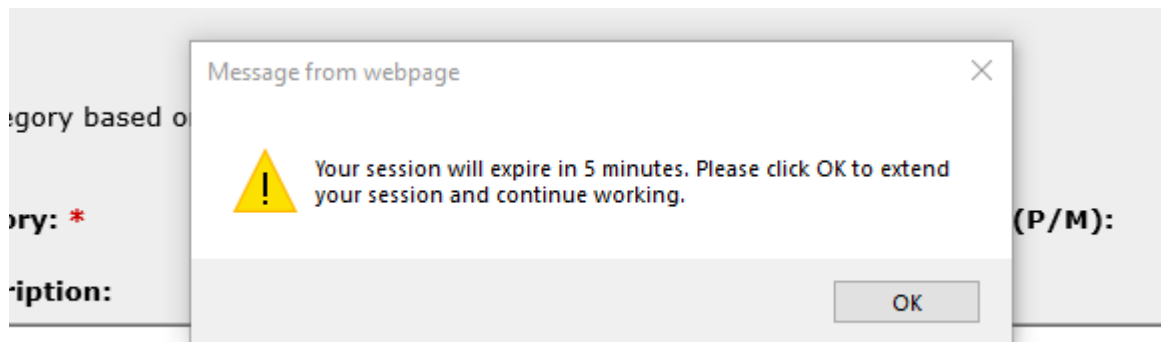
If the screen is not used for 15 minutes, MSIS will warn with a pop up stating that the users will be logged out in 5 minutes.



If the screen is not used for the next 5 minutes or the OK button on the warning pop up is not clicked, MSIS will be logged out and display the above message.

Prevent Timeout When Active and Alert Users of Timeout

MSIS: time out warning



1. If the user tries to click anywhere else on the screen other than on the OK button above, the popup will not go away.
2. **MSIS does not consider completing information on a tab as 'active'. Typically, a screen refresh from moving between tabs, or performing an action from an available button (Cancel, Save for Later, Submit, etc) will restart the logout cycle. MSIS will logout in 20 minutes even if the user is adding comments for that long.**

Display Application Number of Project Summary Page



Project Information	
Owner:	Happy Valley - Goose Bay
Project Title:	Local Roads Upgrades
Project Number:	17-MYCW-20-00086
Program:	MYCW 2017
Application Number:	AP-MYCW-17099

When a user opens up a project on MSIS , the application number associated with the project is available under Project Information in the summary tab.

Project Title on Main Page



Applications				
<u>Application Number</u>	<u>Project Title(s)</u>	<u>Applicant Name</u>	<u>Application Date</u>	<u>Application Status</u>
AP-MCW-21438	A1 Water - Basic Infrastructure Test Application	Appleton	2022-01-13	Submitted
AP-MCW-21439	A2 Waste - Distribution Systems Test Application	Appleton	2022-01-13	Submitted
AP-MCW-21440	B1 Wastewater - Basic Infrastructure	Appleton	2022-01-13	Reviewed
AP-MCW-21441	B2 Wastewater - Sanitary Sewage Collection Systems Test Application	Appleton	2022-01-13	Submitted
AP-MCW-21442	C1 Water/Wastewater Test Application	Appleton	2022-01-13	Reviewed

A new column 'Project Title(s)' is added to the Applications and Projects sections of the main Applicant page.

For Multi Year Capital Works applications with multiple project titles, all project titles will be displayed. E.g. Main road 2016 • Sewer Upgrade • Lift Station Replacement

Upload .kml Files

Documents

Document Type	Date Uploaded	Document Uploaded		
KML file <input type="button" value="v"/>		AP-MCW-19479.kml	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

Consultants and Towns will have the ability to upload & download .kml files from applications. To add a .kml file, select the Document Type, Browse for the file you want to include and then click the Upload button. You may experience an error or issue if you do not complete these steps in order, e.g. forgetting to click the Upload button.

For these and other locations where files can be uploaded, the Upload button does not always grey out when the file is uploaded.

Status Report Rollback



Status Report List

Status Report #	Period Ending	Total	Less Rebate	Amount Less Rebate	Status
SR000019	2020-09-18	\$0.00	\$0.00	\$0.00	Pending
SR000017	2020-09-18	\$100.00	\$9.32	\$90.68	Resubmit

A new status for Project Status Reports is introduced. If a PSR is reassigned to the Consultant/Town by the Municipal Infrastructure Project Representative, the PSR status will change from 'Pending' to 'Resubmit'. This status will reflect that a particular PSR submitted by the Town or Consultant needs an update.

PRs are advised to contact the Consultant or Town directly when a PSR is rolled back.

Status Report Rollback

Documents

Document Type	Date Uploaded
There are no uploaded documents	
<input type="button" value="Add Document"/>	

- When a PSR is in the Resubmit status, the Consultant or Owner can Add additional Documents and make edits to the fields. Once the PSR is submitted again, the status will change to “Pending” and it will not be possible to edit it further.
- Previously uploaded documents CANNOT be deleted.
- At this time, resubmitting the updated PSR does not check for changes in the contract total. Meaning, that rolling back a PSR to the Owner is not a work around for approving change orders that were included on a PSR for payment. Owners are to submit change order requests to the PR outside of MSIS before submitting a PSR for which they would like a payment. Owners can see if the contract value has been altered before submitting a PSR.

Application Date Updated When Submitted

Project Information ▾

Project Title: *

Application Date: * **Resol**

- Previously, the Application Date is the date when it is given it's AP number after the first time Save for Later is used.
- Now when the Application status changes to Submitted, the Application Date will update to the date of submission if different from the Save for Later/Pending date.
- The Application Date also updates with an applications status changes from Resubmit to Submitted. See update [Application Resubmit Status](#).