

CIRCULAR

To: All Municipalities, Regional Service Boards, LSDs, Consultants and Inuit Community Governments

Re: Launch of Municipal Support Information System (MSIS)

Date: October 9, 2013

The Department of Municipal Affairs is pleased to announce the launch of the new application and monthly status report submission system - the Municipal Support Information System (MSIS). The system will be available for use on October 18, 2013.

Town/ LSD representatives will be provided with a username and password upon request. Please complete the attached form and obtain the signature of a town official (Town Manager or Town Clerk or Chair of the LSD). The Prime Consultants and Regional Service Board should also complete the same form and submit directly to the System Administrator. If you have questions about user account management please contact the Municipal Affairs System Administrator Theresa Walsh – MA-InfoMgmt@gov.nl.ca or 1-709-729-5677.

Upon issuing usernames and password the department will also provide the MSIS internet address as well as information about user accounts, a quick facts document and a training tutorial will be placed on the department website within the next couple of week that will provide information about how to use the system.

Stakeholders are also advised that beginning October 25, 2013 every effort should be made to ensure all future project Status Reports related to ongoing municipal infrastructure projects are submitted through MSIS. The MSIS system has the functionality to upload supporting documentation related to status report submissions. In that regard a new Status Report form (also attached) has been developed for municipal infrastructure projects. This new form must be submitted as a part of the supporting documentation for each status report. The new status report form is also available on the department's website.

As with all questions about the Municipal Capital Works funding program, questions about how to use the system should be directed to your Regional Offices:

Eastern Regional Office – John Dawe – johndawe@gov.nl.ca or 1-709-729-5337

Central Regional Office – Badiur Rahman – badiurrahman@gov.nl.ca or 1-709-256-1055

Western Regional Office – Dan Hynes – dhynes@gov.nl.ca or 1-709-637-2332

Labrador Regional Office – Ehsan Khan – ehsankahn@gov.nl.ca or 1-709-896-2981

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cluney Mercer', with a large, stylized initial 'C'.

CLUNEY MERCER, P. Eng.
Assistant Deputy Minister
Municipal Engineering and Planning Branch

/jl

MSIS External User Account Setup Request Form

This form is to be used when applying for a Municipal Support Information System (MSIS) account.

Applicant's First Name:		Applicant's Last Name:	
Date:		Phone #:	
E-Mail:			

Applicants should fill in either the Consultant Company Name field **OR** the Community/Location fields.

Consultant Company Name:			
Community (RSB, MUN, ICG or LSD):		Location (ex. Bauline):	

Approval must be obtained in order to get a MSIS account. The person granting approval must fill out the fields below. Consultants should submit form to MA Administrator for approval. Regional Service Board / Communities representatives should obtain approval from the Town Manager / Town Clerk/Executive Director of Board.

Name:		Date:	
Position:		Phone #:	
Email:		Signature:	

Completed forms should be returned to MA-InfoMgmt@gov.nl.ca. The Requestor will be notified once the application is received and the account has been created.

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System Administrator Use Only			
Received By:		Date Received:	
Processed (Yes/No):		Notes:	

Project Status Report and Certificate of Payment Instructions

Directions for filling out Forms

The Project Status Report and Certificate of Payment forms are formatted such that only the white cells require data to be entered. The blue cells are calculated cells and the grey cells are titled text boxes.

If additional line items or any other changes are required to these forms to suit the project needs, please contact the Department's project representative who will administer the changes.

The Project Status Report and the Certificate of Payment must be submitted electronically for review by the 10th of the following month. Once approved by the Department a hardcopy shall be sent to the Department and copied to the Municipality.

For multiple occurring status reports, it will be efficient to have all reports under one file. To do this, both SR and COP tabs will need to be copied at the same time to ensure linking formulae correspond. To copy both cells, you will first need to select the COP tab, hold the shift button and select the SR tab. This will highlight the two tabs. Now proceed to right click on either tab, click "Move or Copy...", select move to end, select the create a copy box and click ok. This creates a duplicate copy of the preceeding Job Control sheets, which will enable the previous data to be used in the new Job Control sheets.

Project Status Reports

Under the SR tab

General Information (Tombstone Data)

This is straight forward and some cells are linked to the COP form, therefore the Project Status Report sheet should be filled out first.

Project Funding & Balance

Authorized Funding (HST incl.) is contained in the Funding Approval letter to the municipality. This amount cannot change without a approved Change Order authorized by DMA and the Municipality. Change Orders and extensions must comply with Section 5 of Chapter P-45 of the Public Tender Act. Space has been provided to include two amendments.

When the Forecast Final Total Project Cost cell is green it represents a surplus where no action is required. A cell color of yellow means caution and action will be discussed between the Department's representative and Director. A cell color of red means a deficit where action must be taken by the Department representative to discuss the issue with the Director and receive approval by the Executive.

Schedule Data

The important dates are the substantial completion dates as these trigger the liquidated damages clauses, the requirements of the mechanics lien legislation and the takeover by the owner and assumption of operational costs.

The final completion date is also required for final payout and will require the completion of all closeout requirements and deficiencies, before signing.

Project Status Summary

This is a calculated section that summarizes the data on page 2 of the status report. This provides the overall financial status of the project and is compared to the Project Funding & Balance section as detailed above.

Cash Flows

This is the anticipated monetary requirements of current and future fiscal years. This must be updated and reported on to the Department on a regular basis. If conditions cause sufficient delay to defer work and financial commitments into a future year, the Department Executive must approve the change.

Project Costs

Project costs are shown in four blocks of funding. Not all blocks are required for each project; however the consultant and municipality should allocate funds at the commencement of the project upon the municipality's acceptance of the approval letter.

Block 1: Consultants Cost

A summary of the consultant's costs as found on Schedule II in the Agreement between Client and Prime Consultant. Changes to the scope of work and the financial impact are to be entered as change orders and backup from the consultant will be required before approved. It will be expected that consultants format their invoices to show the line items from the agreement for each monthly invoice. Allowance has been made for two consultants that may have individual contracts with the municipality.

Block 2-4: Construction Costs

Block 2: Contracted Works

Block 3: Council Costs

Block 4: Non-Shareable Federal Costs (such as land acquisition, lawyer fees)

These are the totals of the contracted works and for projects including any work carried out by the municipality as other acceptable costs. These may vary depending on the program and this should be identified at the time the approval letter to the municipality is sent out.

When projects have multiple construction (packages), a summary sheet from the consultant should be attached along with the appropriate backup. The summary sheet should include the anticipated contract value of any uncalled tenders and the committed contract value of awarded tenders including change orders.

The tracking of project costs involves three stages:

1. Project Estimates and Contract Awards to Date: The Project Allocation is the proposed estimate at the application stage. No formulae are linked to this. Under 'Estimated Costs' the pre-tender estimates are entered. Under 'Cost per the PCA' the costs in the signed PCA are utilized. Under 'Contract Awards' the post-tender/contract amounts are entered. Also enter any approved Change Orders. Column 3, Total Approved Costs, is a calculated field. The formula takes the costs from the 'Initial Project Estimate' or 'Column 1'. Ex. A project has the CP1 & CP2 contracts awarded but phases CP3 & CP4 are not tendered. The 'Construction Subtotal' will reflect the cost of the CP1 & CP2 actuals as well as the CP3 & CP4 estimates to give an overall reflection of the construction costs.

2. Project Expenditures: Previous total and Cost for Period Ending are inputs while the Total Cost is calculated. Dates are to be inserted for the period. The Previous total will be the Cost for Period Ending totals from the previous status report.

3. Final Project Costs and Variances: The Estimated Amount to Finish should be a projected amount determined by the consultant and should take into consideration contemplated amendments and changes made to the contract which have not been approved to date but will have a future impact on the contract and the overall project budget. The Forecast Final Cost will be calculated and compared to the Overall Commitment Total. Any variances from the approved commitments will be flagged in red and will need to be evaluated, supported and actioned accordingly.

Certificate of Payment

Under the COP tab

The information on this form is generated from the inputs on the Project Status Report. As a payment request it must have an encumbrance number which will be added as part of DMA's review.

Under the funding information, the federal government share and the municipality share needs to be confirmed for each project as well as the non shareable funding items. This information is available from the approval letter to the municipality. The cost share ratios must be entered in fraction form to ensure proper calculation of the fields. The rebates will differ on recreation projects and this information is available from the approval letter to the municipality.

The form requires three signatures: (1) Town manager's may be on an attached submittal letter or submitted by the consultant if the municipality has so delegated their authority; (2) the DMA engineer or technologist who makes the recommendation for payment and (3) the manager or director that approves for payment.

The standard GST rebate is calculated; however some Municipal Recreation Infrastructure projects may qualify for further rebates from Canada Revenue Agencies (CRA). DMA will need to adjust formulae in these cases.



Department of Municipal Affairs
Capital Works Programs
Certificate of Payment
Project Status Report 1

- Attach: Monthly Project Status Report, all supporting invoices and Contractor's Progress Claims to substantiate expenditures. (Invoices must correspond with totals in the project status report. (ie. Cost for this period)

General Information			
Municipality	0	Date Submitted	0-Jan-00
Municipal Affairs Project Number	0	Period Ending	<date>
SIMS Project Number	0	Encumbrance Number	
Project Title	0		

Funding Information					
	Source	Amount	Cost Shares		
			Federal	Provincial	Municipal
Approved Funding (HST Incl)	0	\$0.00	0.00	1.00	0.00
Amended Add'l Funding A (HST Incl)	0	\$0.00	0.00	1.00	0.00
Amended Add'l Funding B (HST Incl)	0	\$0.00	0.00	1.00	0.00

Nonshareable Items Funding	N/A		
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Notes/Comments:

Status Project Funds			Total Amt (HST Incl)	Taxes			Amt less Tax Rebate	Federal Contribution	Provincial Contribution	Municipal Contribution
				HST	PST Rebate (If Applicable)	GST Rebate (If Applicable)				
Item	Description	Amount								
1	Approved Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Amended Add'l Funding A (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Amended Add'l Funding B (If applicable)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Total Project Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	Previous Total to Date (Sections I, II, III)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	Non-Shareable Federal Costs Total to Date (Section IV)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
7	Claimed for this period (Section I, II, III)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	Non-Shareable Federal Costs Claimed for this period (Section IV)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-	\$0.00	\$0.00
9	Total Project Cost to Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	Funding Balance	\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Request for Payment from Council	
Request for Payment (Federal and Provincial):	\$0.00
Provincial Amt claimed this period:	\$0.00
Federal Amt claimed this period:	\$0.00

INTERNAL USE ONLY	
Unapproved Costs this Period	Recommended Department Payment
\$0.00	\$0.00
	\$0.00
	\$0.00

Request	Recommendation	Approval
Town Manager/ Consultant Signature:	DMA Project Representative Signature:	Director Approval Signature:
Date:	Date:	Date:

*For projects cost shared with the Federal Government, the normal federal share is 1/3 of the costs less the GST rebate. There are instances, however, where the federal portion could be greater or less than 1/3 of the costs less the GST rebate, or the federal share could be a fixed dollar amount. The consultant and/or municipality completing the Financial Status and Request for Payment sheet should refer to the funding letter to verify the Federal portion prior to completing the job control sheet.

In instances where supplementary funding is approved without a Federal contribution on projects originally cost shared by the Federal Government, the Financial Status and Request for Payment sheet may have to be amended for the portion of the project funded on a Provincial/Municipal basis.



Department of Municipal Affairs
Project Status Report
Report # 1

General Information				
Municipality			Date Submitted	
Project Title			Consultant Name:	
Municipal Affairs Project #		SIMSI Project #	Consultant Project #	

Project Funding & Balance				Schedule Data		Forecast	
	Source	Amount (HST Incl)				Original	Revised
Approved Funding (HST Incl)					Substantial Project Completion Date		
Amended Add'l Funding A (HST Incl)						Actual	
Amended Add'l Funding B (HST Incl)					Substantial Completion Date		
Total Approved Funding		\$0.00	(a)	if b ≤ a	*Rule 1 - No action	Final Project Completion Date	
Forecast Final Total Project Cost*	N/A	\$0.00	(b)	if b < a by ≤ 2%	*Rule 2 - Evaluate Remaining Work	Schedule Comments:	
Funding Balance	N/A	\$0.00		if b > a	*Rule 3 - Change Order Required		

PROJECT STATUS SUMMARY	PROJECT ESTIMATES AND CONTRACT AWARDS TO DATE				PROJECT EXPENDITURES			FINAL PROJECT COSTS AND VARIANCES			
OVERALL TOTAL	TOTAL INITIAL PROJECT EST. COST	Actual Commitments	Approved Change Orders	Commitments & Estimates to Date	Previous Total To <date>	Cost for Period Ending <date>	Total Cost to <date>	ESTIMATED AMOUNT TO FINISH	FORECAST FINAL PROJECT COST	Variance	% Complete
(V) Total Project Cost (I + II + III + IV)	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -	\$ -	\$ -	\$ -	#DIV/0!

CASH FLOWS

Total Costs Previous fiscal years (FY)	Projected Cash Flow (Current FY)	Projected Cash Flow (FY + 1)	Projected Cost (FY + 2)	Projected Final Cost

Prime Consultant's Summary Remarks:	
Prime Consultant's Signature: _____	Date: _____

Distribution To: (1) Municipality; (2) Regional Engineer

Date Issued: 9 Oct 2013, Revision 1

PROJECT COSTS	PROJECT ESTIMATES AND CONTRACT AWARDS TO DATE				PROJECT EXPENDITURES			FINAL PROJECT COSTS AND VARIANCES			
	Initial Project Estimate	A	B	C	D	E	F	G	H	I	J
							D + E		F + G	C - H	F/C
Consultant Costs	Project Allocation	Cost per the Prime Consultant Client Agreement	Approved Change Orders	Total Approved Consultant Costs	Previous Total To <date>	Cost for Period Ending <date>	Total Cost to <date>	Estimated Amount to Finish	Forecast Final Cost	Variance (Total Approved Less Final Cost)	% Complete
Project Allocation (HST Incl)	\$0.00										
Consultants	Estimated Costs										
Consultant 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
HST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
(I) Service Fee Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Construction Costs	(enter approval amounts)										
Contracted Works (Item 4A, Contract Payment)	Project Allocation	Contract Awards	Approved Change Orders	Total Contracted Works & Estimate to Date	Previous Total To <date>	Cost for Period Ending <date>	Total Cost to <date>	Estimated Amount to Finish	Forecast Final Cost	Variance	% Complete
Project Allocation (HST Incl)	\$0.00										
	Estimated Costs										
CP1 <Name>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
HST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
(II) Construction Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Council Costs	Project Allocation	Actual Commitments	Approved Change Orders	Total Commitments & Estimate to Date	Previous Total To <date>	Cost for Period Ending <date>	Total Cost to <date>	Estimated Amount to Finish	Forecast Final Cost	Variance	% Complete
Project Allocation (HST Incl)	\$0.00										
	Estimated Costs										
Council Labour (no HST on Labour costs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Council Rental of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Council Material Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
HST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
(III) Council Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Non-Shareable Federal Costs	Project Allocation	Actual Commitments	Approved Change Orders	Total Commitments & Estimate to Date	Previous Total To <date>	Cost for Period Ending <date>	Total Cost to <date>	Estimated Amount to Finish	Forecast Final Cost	Variance	% Complete
Project Allocation (HST Incl)	\$0.00										
	Estimated Costs										
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Lawyers Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
HST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
(IV) Other Costs Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!