Newfoundland Labrador

Government of Newfoundland and Labrador
Department of Municipal and Intergovernmental Affairs
Municipal Engineering and Planning Branch

COR/2013/09280

CIRCULAR

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

Re: Video Tutorial Launch for Municipal Support Information System (MSIS)

Date: November 27, 2013

The Department of Municipal and Intergovernmental Affairs is pleased to announce the launch of a video tutorial for our new capital works application and monthly status report submission system - the Municipal Support Information System (MSIS). The video has now been added to the Department's website and can be found at:

http://www.ma.gov.nl.ca/ma/capital_works/cwfunding.html

Please note that there are some technical issues which our team is rectifying related to the use of special characters in file names.(For example: ?,&, ', #). It is recommended that you avoid using these characters at this time. Attached you will find a list of "quick facts" that may be of assistance.

As with all questions about the Municipal Capital Works funding program, or about how to use the system, please contact the following individuals in our Regional Offices:
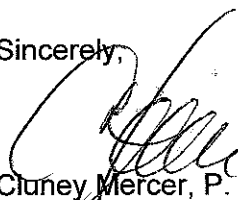
Eastern Regional Office — John Dawe — JohnDawe@gov.nl.ca or 1-709-729-5337

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 — EhsanKhan@gov.nl.ca or 1-709-896-2981

Sincerely,

Cluney Mercer, P. Eng.
Assistant Deputy Minister
Municipal Engineering and Planning Branch

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Quick Facts for the Municipal Support Information System for Municipalities, Local Service Districts, Regional Service Boards, Inuit Community Groups, and Consultants:

Login screen:

1) Upon initial login, users will be asked to change their temporary password and to set three security questions. Each time a user logs in to the system, they will be asked to answer one of the three security questions at random.

Dashboard screen:

2) After a successful login, the dashboard screen is displayed.

    a. For Municipalities, Local Service Districts, Regional Service Boards, Inuit Community Groups this screen shows any applications and projects in the system for that community.

    b. For Consultants, the screen first provides two dropdowns allowing for selection of an Applicant Type and Applicant Name. Once selections have been made, Applications and or Projects are available for selection.

    c. To add a new application for funding, click on the "Add Application" link in the left hand menu.

    d. To view or edit an existing application or project, select the Application or Project section of the Dashboard and click the desired Application/Project number. This will open a page with application/project details.

Funding Application screen:

3) The Save for Later button provides the opportunity to save some information and come back to the application at a later time to complete the application.

4) Fields that need to be filled in before clicking the Save for Later button are noted with a red asterisk. Virtually all other fields need to be filled in before clicking the Submit button.

5) The Submit button is meant to be used when all aspects of the application have been filled in and when there are no further changes to be made. In fact, changes cannot be made once the application has been submitted.

6) The selection of a Project Category populates the Project Screening questions.

7) The MYCW application has been designed to allow for the entry of multiple projects on the one application. As each project is entered and updated, it is important to click on the Save Project / Update Project button found at the bottom of the Project Costs section.

8) The system accepts the following date format – YYYY-MM-DD.

9) The file size limit for document uploads is 5 MBs.

10) The types of documents that can be uploaded are (.txt,.doc, .docx, .xls, xlsx,.pdf, .tif, .jpg, .gif).

11) Document titles cannot contain special characters like &.

12) The system does not accept the dollar sign ($) in dollar fields.

13) The system accepts the following Telephone/Fax number format 555-555-5555

14) Cancel will discard any information typed in all fields and return user to a screen will all blank fields.

Summary Screen:

15) Titles to some sections of this screen reference "Project Costing" – this is a reference to one of the government financial systems.

PCA (Prime Consultant Agreement) Screen:

16) Schedule details from the PCA are added to this screen.

Status Report screen:

17) Before a Status Report can be entered in MSIS, a contract must be in place. Contracts are added by the Department of Municipal Affairs.

18) Consultants and Municipalities would enter their costs inclusive of HST into the Cost Per Period Ending field for each contract.

19) One Status Report should be entered and approved before entry of a second Status Report.

20) The Excel version of the Status Report should be uploaded into MSIS at the bottom of the Status Report screen in the Add Documents section.

21) The system accepts the following date format – YYYY-MM-DD.

22) The types of documents that can be uploaded are (.txt,.doc, .docx, .xls, xlsx,.pdf, .tif, .jpg, .gif).

23) Document titles cannot contain special characters like &.

24) The system does not accept the dollar sign ($) in dollar fields.

Document Upload Screen:

25) The file size limit for document uploads is 5 MBs.

26) The types of documents that can be uploaded are (.txt,.doc, .docx, .xls, xlsx,.pdf, .tif, .jpg, .gif).

27) Document titles cannot contain special characters example "&".