

# **Alberta Community Partnership Online (ACPO)**

## **User Guide**

# ACPO User Guide

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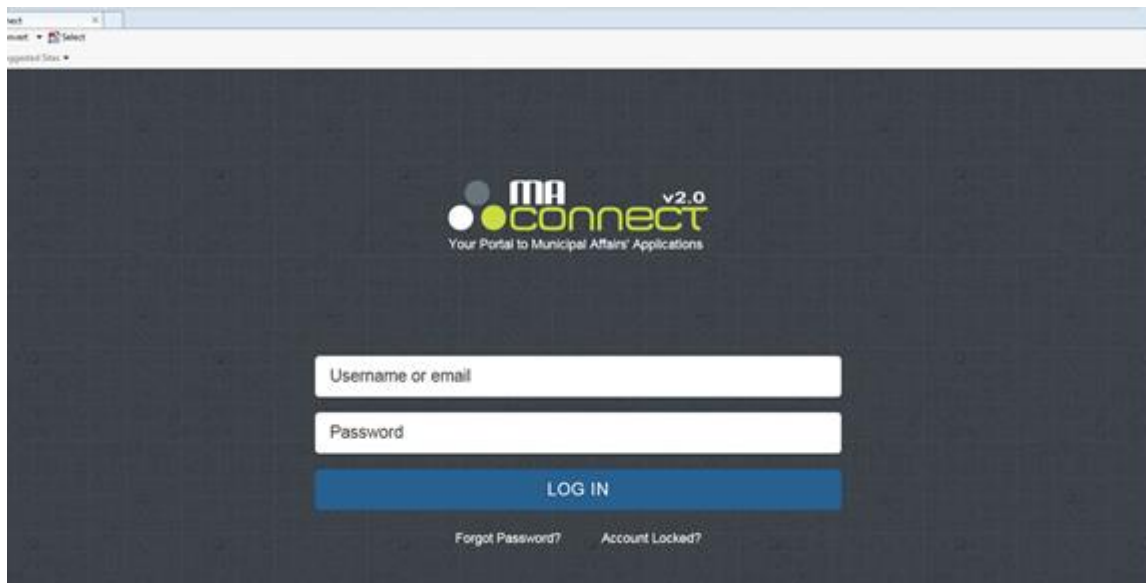
## 1. The Alberta Community Partnership Online Web Application

The objective of the Alberta Community Partnership (ACP) is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives. Alberta Community Partnership Online (ACPO) was developed to make it easier for municipalities to manage their project applications and reporting for the ACP and the former Regional Collaboration Program (RCP).

Through ACPO, grant applicants and recipients can:

- Create, edit, submit and track grant applications online under available ACP components (Intermunicipal Collaboration (IC), Mediation and Cooperative Processes (MCP), Municipal Restructuring (MR) and Municipal Internship (MI)).
- Create, edit and submit project reporting online for ACP and/or RCP funded projects.
- View project reporting, payment, and agreement summary information.

Access to ACPO is through MA Connect, the Municipal Affairs web portal found at <https://www.maconnect.alberta.ca>.



*MA Connect log-in screen.*

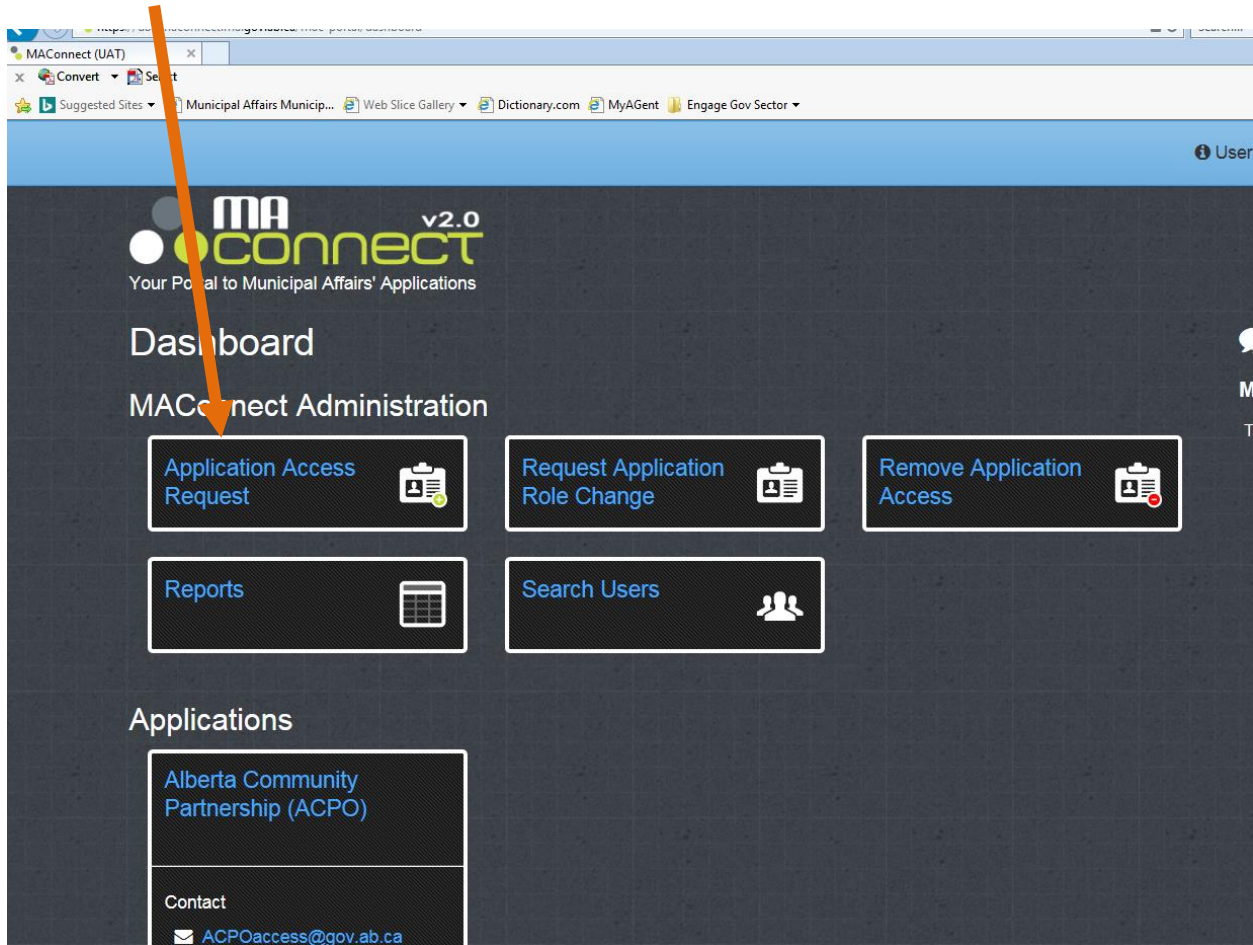
**Tip: bookmark the MA Connect web address for easy access.**

Organizations that are not yet registered for MA Connect can find more information about how to register at <http://municipalaffairs.alberta.ca/alberta-community-partnership>.

Organizations that already use MA Connect can submit an ACPO access request for individual staff members through their organization’s MA Connect stakeholder administrator.

- The stakeholder administrator is the member of the organization who was delegated the authority to manage access to web applications in MA Connect under the organization’s MA Connect Stakeholder Agreement.

Stakeholder administrators can submit an ACPO access request for a new user by clicking on the “Application Access Request” icon on their MA Connect dashboard.



*Sample MA Connect Stakeholder Administrator Dashboard.*

On the Application Access Request form, enter in the new user's email address, select the "Alberta Community Partnership" web application from the drop down menu, click "Next", and follow the additional information prompts.

The screenshot shows the MAConnect v2.0 interface for requesting application access. The 'Email Address' field is populated with 'NewStaffMember@countyofthreelakes.ca'. The 'Application' dropdown menu is open, and 'Alberta Community Partnership' is selected. The 'Next' button is visible, indicating the user can proceed to the next step.

- Organizations that do not have access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. A Stakeholder Agreement can be obtained by emailing [ACPOaccess@gov.ab.ca](mailto:ACPOaccess@gov.ab.ca) or calling 780-644-2413 (toll-free 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the organization will be able to request access to ACPO for individual staff members through their designated Stakeholder Administrator.
- If an organization needs to change or delegate an additional MAConnect stakeholder administrator, a request can be emailed to [ACPOaccess@gov.ab.ca](mailto:ACPOaccess@gov.ab.ca).

New ACPO users will receive an emailed notification once their access to ACPO is available.

When an MA Connect user receives access to ACPO, they will see the ACPO launch icon on their MA Connect dashboard, which launches the web application.



*ACPO Launch Icon*

An ACPO User Agreement will appear the first time an authorized user signs into ACPO. Checking the ACPO User Agreement box to indicate acceptance of the terms will allow the new user to proceed into ACPO. The ACPO User Agreement will only appear the first time a new user signs into ACPO.

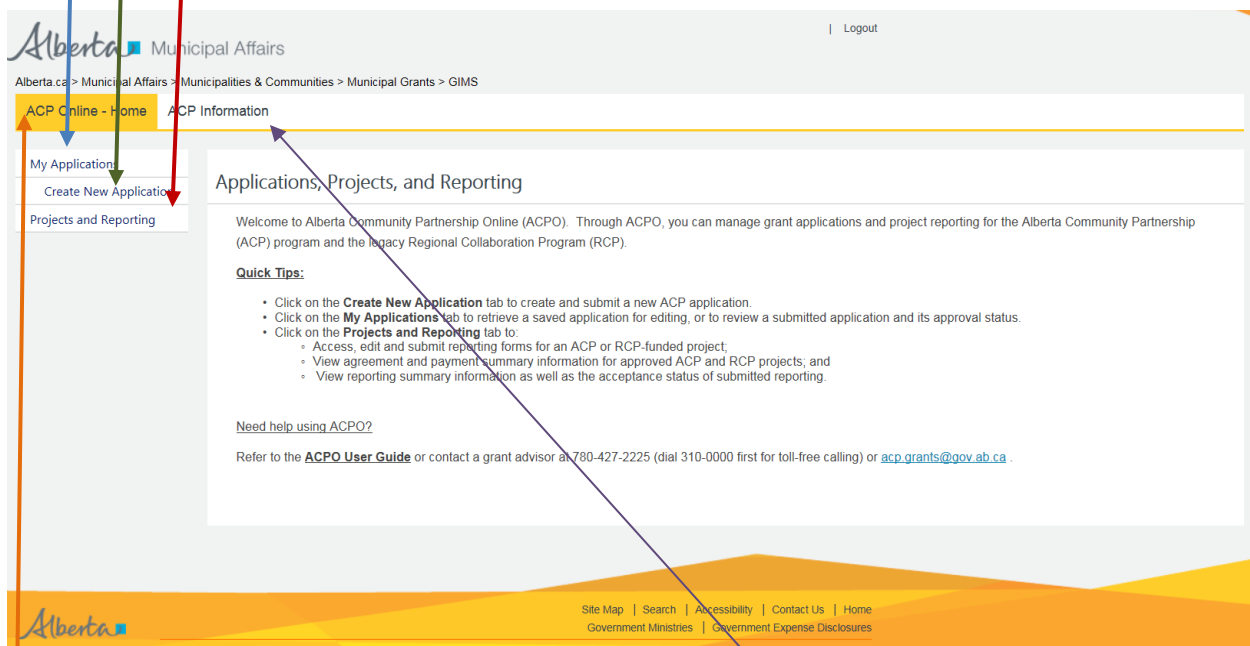
## 2. The ACPO Home Page

General information about ACPO can be found on the ACPO home page. A set of navigation tabs appear on the left-hand side.

Saved or submitted grant application forms that were created in ACPO can be retrieved under the **My Applications** Tab.

Grant applications for new projects can be created under the **Create New Application** tab.

Reporting, payment, and agreement summary information for an organization's ACP-funded projects, as well as reporting forms, can be accessed under the **Projects and Reporting** tab.



The ACP program website can be accessed through the **ACP Information** tab. The general program website contains news and updates about the program and hosts links to the program guidelines and other materials.

Click on the upper **ACP Online – Home** tab to return to the ACPO home page from other pages within ACPO.

Use the navigation tabs or the web browser's back button to return to a previous screen.

Note: An ACPO session will log out automatically after thirty minutes of inactivity. Use the **Logout** button at the top of the screen to actively log out of a session.

### 3. Creating a New ACP Grant Application

Links to grant application forms for new projects can be accessed from the **Create New Application** page and appear once a user selects their municipality or organization.

Alberta Municipal Affairs | Logout

Alberta > Municipal Affairs > Municipalities & Communities > Municipal Grants > GIMS

ACP Online - Home ACP Information

My Applications  
Create New Application  
Projects and Reporting

#### Applications, Projects, and Reporting

Select your municipality to access new application forms for available ACP program components.

Click on the Application Form link for the component that you wish to apply for in order to launch the form.

Only program components that are currently accepting applications will appear in the component list.

You can save an application and retrieve it at a later time under the My Applications tab.

Saved applications can be edited prior to submission. Once an application has been submitted, it cannot be edited without being unlocked first by program staff. If you would like to update the information on a submitted application, please contact a grant advisor at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) or 780-427-2225 (dial 310-0000 first for toll-free calling).

Municipality: FORT SASKATCHEWAN [0117] Go

#### Available Program Components

Mediation and Cooperative Processes

The Mediation and Cooperative Processes (MCP) component provides support to municipalities to help develop collaborative protocols and processes to proactively manage conflict, and to enable municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation, or other

Administrators that work with more than one municipality or organization can choose from the different organization accounts under the “Municipality” drop-down list.

Only program components that are currently accepting applications will appear in the Available Program Components list.



Click on the **IC Application Form** link found under the Intermunicipal Collaboration section to open a new IC application form.

Municipality:

Available Program Components

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Intermunicipal Collaboration

The Intermunicipal Collaboration (IC) component provides support to partnerships of two or more municipalities to develop or expand regional municipal service delivery.

Available Forms: [IC Application Form](#)

Click on the **MR Application Form** found under the Municipal Restructuring section to open a new MR application form.

Municipal Restructuring

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews. The objective of MR funding is to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure studies for municipalities undergoing a viability review or following a municipal amalgamation or dissolution; and
- transition, debt servicing and critical infrastructure upgrades following a municipal amalgamation or dissolution.

Available Forms: [MR Application Form](#)

Click on the **MCP Application Form** link found under the Mediation and Cooperative Processes section to open a new MCP application form.

Mediation and Cooperative Processes

The Mediation and Cooperative Processes (MCP) component provides support to municipalities to help develop collaborative protocols and processes to proactively manage conflict, and to enable municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict, as local solutions provide the ability to control the outcomes and create options in the best interests of residents. It is comprised of a Mediation Stream and Cooperative Processes Stream.

Available Forms: [MCP Application Form](#)

Click on the **MI Application Form** link found under the Municipal Internship section to open a new MI application form.


Municipal Internship

The Municipal Internship (MI) component provides support to municipalities or planning service agencies to recruit, train, and retain competent municipal employees who can progress into leadership positions in three streams. The intent of this program component is to help train interns so that they may pursue careers in municipal administration, finance, or land use planning and help build the capacity of Alberta's municipal sector.

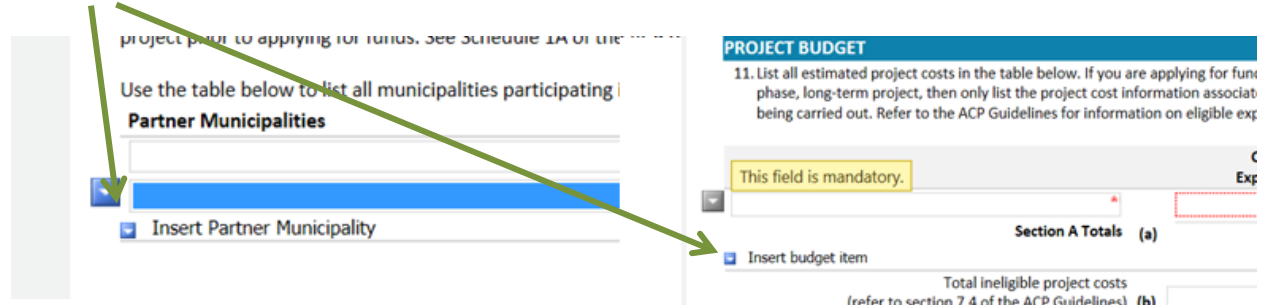
Available Forms: [MI Application Form](#)

## 4. Completing, Saving, and Submitting a Grant Application

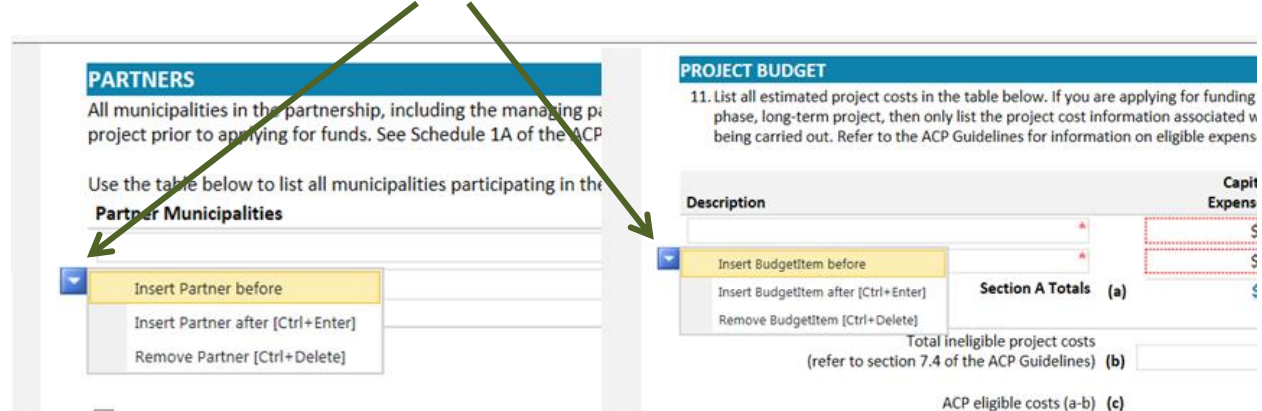
The format of the grant application forms on ACPO is similar to the ACP pdf application forms.

Fields that require mandatory information will be flagged with a red asterisk ( \* ) or enclosed by a red-dashed border (  ).

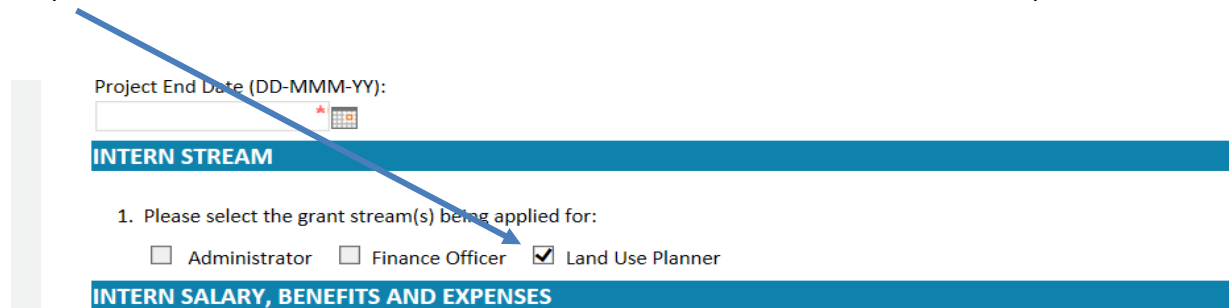
To add a row to the project partner or budget information sections, click on the insertion button.



To delete a row within the project partner or budget information sections, click on the button next to that row to bring up a list of actions, which includes row removal.



To change a checkbox selection from a list of checkbox responses which only allows for a single response, uncheck the old selection first in order to be able to select a new response.



At the bottom of the application form, the account holder will be asked to select their municipal role. A corresponding certification statement will appear for the user to confirm certification of the information about to be submitted by checking the certification box.

I have provided all relevant supporting documentation such as council resolutions, engineering reports, draft requests for proposals, audited financial statements, Alberta Capital Financial Authority statements, etc., to support the applications; and

I have completed all sections of the application form.

**APPLICATION CERTIFICATION**

Certification Type:

Chief Administrative Officer  Representative

I, **Jane Doe**, as a representative of the **Municipality of ABC**, have been authorized to submit this application to the Alberta Community Partnership program on behalf of the CAO and certify that all information contained within this application is true and correct. I certify that all Alberta Community Partnership program funds will be used in accordance with the Alberta Community Partnership Grant Program Guidelines and that the grant will be applied in the year(s) and manner described within this application should it be accepted by the Minister of Alberta Municipal Affairs.

By clicking "submit" I certify the statements selected above to be true.

**Jane Doe** 28-Apr-16

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

An application form can be saved prior to submission, or saved for later work, by using the **Save** button.

**Tip: When filling out an ACPO form, save information periodically to prevent loss of work if your connection times out.**

Applications  
Projects and Reporting

Alberta Community Partnership - Application

Save Submit Close

**APPLICANT INFORMATION**

Legal Name of Entity

An account holder may also save a completed form, and have an authorized colleague access the form from his or her MA Connect account in order to certify the grant application and submit it (i.e. the CAO). The certification statement would then note the name of the colleague who officially certified and submitted the form. This may be useful in situations in which a grant

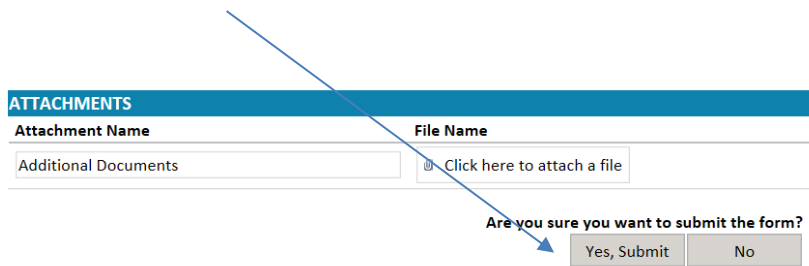
writer prepares the grant application, but a senior manager will officially certify the information and submit it on behalf of the organization or municipality.

After the application form has been completed, it can be submitted to Municipal Affairs by using the **Submit** button.



The screenshot shows the 'Alberta Community Partnership - Application' form. On the right side, there are three buttons: 'Save', 'Submit', and 'Close'. A blue arrow points from the text above to the 'Submit' button. Below the buttons is a blue header for 'APPLICANT INFORMATION' with the label 'Legal Name of Entity'.

Remember to confirm submission.



The screenshot shows the 'ATTACHMENTS' section with a table for 'Attachment Name' and 'File Name'. The 'Attachment Name' column contains 'Additional Documents' and the 'File Name' column contains 'Click here to attach a file'. Below this is a confirmation dialog box with the text 'Are you sure you want to submit the form?' and two buttons: 'Yes, Submit' and 'No'. A blue arrow points from the text above to the 'Yes, Submit' button.

#### LEGAL DISCLOSURE

The personal information provided on this form or on any attachments is required to administer the Alberta Community Partnership (ACP) program. This personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions under the FOIP Act. If your ACP application is approved, your name, the grant program and the grant amount may be published by the Government of Alberta as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of this information, please contact the Grant Program Delivery Unit at 780-427-2225, or by email at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca), or write the Director of Grant Program Delivery, Alberta Municipal Affairs, 17th Floor, Commerce Place, 10155 - 102 Street, Edmonton, Alberta T5J 4L4.

If required information is missing, an error message will be generated and the form will not submit successfully. Complete any missing required information that is flagged with a red asterisk or red-dashed border, save the form, and submit.

A confirmation message and time stamp will appear once the application form has been successfully submitted.

The screenshot shows a web application interface. At the top, there is a navigation bar with a yellow highlight on the 'Applications' tab and 'ACP Information' text. Below this is a header for 'Alberta Community Partnership - [Municipal Internship] - Application'. The main content area is titled 'INSTRUCTIONS' and contains a numbered list of six items. Below the instructions, a confirmation message states: 'The form was submitted on 2016-05-17 14:34:20 by Jane Doe'. To the right of this message is a grey 'Close' button. Below the confirmation message is a blue header for 'APPLICANT INFORMATION' with the text 'Local Name of Entity:' below it. A blue arrow points from the first instruction to the confirmation message, and a green arrow points from the 'Close' button to the text below.

Use the **Close** button to exit the form, rather than the back button on your browser window.

**Please note: An application form cannot be edited once it is submitted to Municipal Affairs without being unlocked for editing by program staff. Email [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) for assistance.**

## 5. Retrieving a Saved or Submitted Grant Application

Under the **My Applications** tab, a list of existing saved or submitted grant applications categorized by program component appears once the organization is selected from the drop down list.

Alberta Municipal Affairs | Logout

Alberta.ca > Municipal Affairs > Municipalities & Communities > Municipal Grants > GIMS

ACP Online - Home | ACP Information

**My Applications**  
Create New Application  
Projects and Reporting

### My Applications

Select your municipality to bring up a list of saved or submitted ACP grant applications, sorted by program component.

From the list of applications, click on an application's project name in order to open and view the individual form.

You are able to edit a saved application before submitting it to Municipal Affairs. Once an application has been submitted, it cannot be edited. Please contact a grant advisor at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) or 780-427-2225 (dial 310-0000 first for toll-free calling) if you wish to update the information on a submitted application.

Municipality: [FORT SASKATCHEWAN [0117]]

**1617-MCP - Mediation and Cooperative Processes**

**1617-MI - Municipal Internship**

Name	Status	Modified On/By
Administrator Project	Submitted	Jul-28-2016 10:58 AM App27.CRMAsync.s
Finance Officer Project	Submitted	Jul-28-2016 10:52 AM App27.CRMAsync.s
MI FS Application	Submitted	Jul-28-2016 09:54 AM App27.CRMAsync.s

A saved or submitted component grant application can be viewed by clicking on the Project name within the list of saved or submitted applications.

A saved application can be edited before submitting it to Municipal Affairs. Once an application has been submitted, it cannot be edited unless it is released back to the user. Please contact a grant advisor at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) or 780-422-7125 (dial 310-0000 first for toll-free calling) if you wish to update the information on a submitted application.

## 6. The Projects and Reporting Page

Under the **Projects and Reporting** tab, a list of existing ACP-funded projects sorted by program component appears once the organization is selected.

Alberta Municipal Affairs | Logout

Alberta.ca > Municipal Affairs > Municipalities & Communities > Municipal Grants > GIMS

ACP Online - Home | ACP Information

My Applications  
Create New Application  
**Projects and Reporting**

### Projects and Reporting

Select your municipality below to bring up a list of ACP or RCP projects, sorted by program component.

From the list of projects, click on a project name in order to open the individual Project Summary. The Project Summary includes reporting, payment and agreement summary information.

To access a reporting form (Statement of Funding and Expenditures (SFE) form), click on the link labeled "SFE" under the Reporting heading of the Project Summary.

You are able to edit a saved SFE before submitting it to Municipal Affairs. Once an SFE has been submitted, it is no longer available for editing. Please contact a compliance advisor at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) or 780-427-2225 (dial 310-0000 first for toll-free calling) if you wish to update the information on a submitted SFE.

Municipality:

- 1516-IC - Intermunicipal Collaboration
- 1011-MCP - Mediation and Cooperative Processes
- 1314-MI - Municipal Internship
- 1415-IC - Intermunicipal Collaboration
- 1415-MI - Municipal Internship
- 1112-MCP - Mediation and Cooperative Processes

Name	Status
▶ 1314-MI-28 - Municipal Internship Program for Planners - 1st and 2nd year	[Project] In Progress

From the list of projects, click on a project name in order to open the individual Project Summary.

The Project Summary contains the following sections:

- Reporting – to view, edit and submit reporting for an ACP or RCP funded project.
- Payments – to view a summary of payments for an ACP or RCP funded project.
- Agreement Summary – contains summary information for the conditional grant agreement (CGA) or amended conditional grant agreement (ACGA) for an ACP or RCP funded project.

Alberta.ca > Municipal Affairs > Municipalities & Communities > Municipal Grants > GIMS

ACP Online - Home    ACP Information

My Applications  
Create New Application  
Projects and Reporting

### Project Summary

Click on the tab to expand and view information about your project:

- Reporting - view, edit and submit reporting
- Payments - view payments for your project
- Agreement Summary - conditional grant agreements (CGA) and amending conditional grant agreements (ACGA) that apply to your project

To access a Statement of Funding and Expenditures reporting form, click on the link labeled "SFE" under the Reporting heading. You are able to edit a saved SFE before submitting it to Municipal Affairs. Once an SFE has been submitted, it is no longer available for editing without being unlocked first by program staff. Please contact a compliance advisor at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) or 780-427-2225 (dial 310-0000 first for toll-free calling) if you wish to update the information on a submitted SFE.

1213-MI-15 - Municipal Internship Program for Administrators Project-Closed  
- Second Year

**Project Summary**

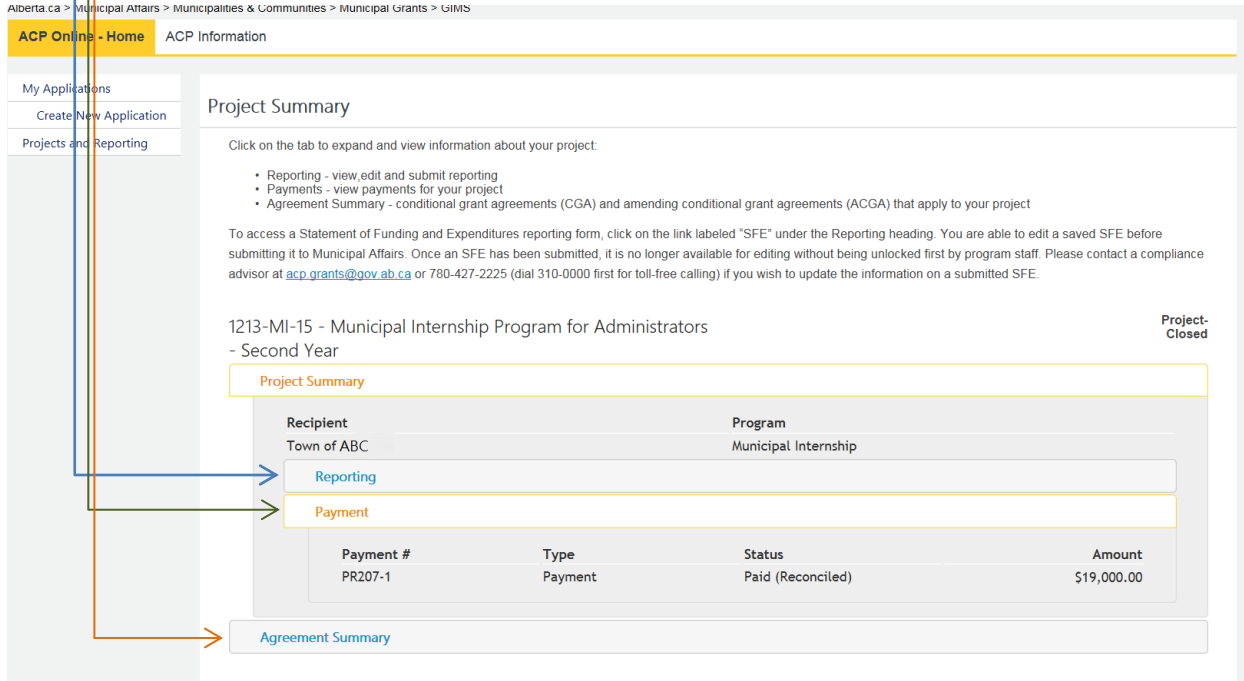
Recipient	Program
Town of ABC	Municipal Internship

**Reporting**

**Payment**

Payment #	Type	Status	Amount
PR207-1	Payment	Paid (Reconciled)	\$19,000.00

**Agreement Summary**





## 7. Completing and Submitting a Statement of Funding and Expenditures (SFE) Form

Statement of Funding and Expenditures (SFE) forms are used to report on ACP or RCP funded projects. To access the SFE form for a project, click on the link labeled **SFE** under the Reporting heading of the Project Summary.

ACP Online - Home ACP Information

My Applications  
Create New Application  
Projects and Reporting

### Project Summary

Click on the tab to expand and view information about your project:

- Reporting - view, edit and submit reporting
- Payments - view payments for your project
- Agreement Summary - conditional grant agreements (CGA) and amending conditional grant agreements (ACGA) that apply to your project

To access a Statement of Funding and Expenditures reporting form, click on the link labeled "SFE" under the Reporting heading. You are able to edit a saved SFE before submitting it to Municipal Affairs. Once an SFE has been submitted, it is no longer available for editing without being unlocked first by program staff. Please contact a compliance advisor at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) or 780-427-2225 (dial 310-0000 first for toll-free calling) if you wish to update the information on a submitted SFE.

1415-IC-33 - Youth Engagement Initiative Project-In Progress

Project Summary		
<b>Recipient</b> Beaver County	<b>Program</b> Intermunicipal Collaboration	
<b>Reporting</b>		
<b>Due Date</b> Oct 30 2016	<b>Type</b> SFE	<b>Status</b> Pending
<b>Payment</b>		
<b>Agreement Summary</b>		

The SFE captures a summary of the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP or RCP grant funds becomes part of the funding available to apply to project costs.

ACP Online - Home    ACP Information

My Applications  
 Create New Application  
 Projects and Reporting

### Statement of Funding and Expenditures

For approved multi-year funded projects, subsequent year's funding is conditional upon submission of an Interim SFE that confirms the prior year's project funding has been agreed. The Final SFE is due 60 days after project completion.

Save   Submit   Close

**PROJECT DETAILS**

Program Component: 1415-MCP - Mediation and Cooperative Processes    Program Year: FY2014    Project No: 1415-MCP-1567  
 Grant Recipient: Village of Smithville    Project Name: Area Structure Plan  
 Project Start Date (DD-MMM-YY):    Project Completion Date (DD-MMM-YY):    Type:

**PROJECT COSTS, FUNDING SOURCES AND ACP FUNDING APPLIED**

EXPENDITURES AND FUNDING SOURCES									
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Total Actual Project Costs	Ineligible Project Costs	Eligible Project Costs Funded from other Grant Programs	Eligible Project Costs to be Funded from Grant Recipient Sources	Net Eligible Project Costs to be Funded from ACP (E=A-B-C-D)	ACP Grant Amount	Credit Items (Including Income Earned)	Total Funding Available (H=F+G)	ACP Grant Applied (Including Income Earned)	Variance (J=H-I)
*	*	*	*	\$0.00	\$15,000.00	*	\$15,000.00	*	\$15,000.00

**CERTIFICATION**

Certification Type:  
 Chief Administrative Officer     Representative  
 By clicking "submit" I certify the statements selected above to be true.  
 Jane Doe    22-Sep-16

**ATTACHMENTS**

Attachment Name	File Name
Financial Report	@ Click here to attach a file

Save   Submit   Close

**Column Explanation**

- Column (A) - Total Actual Project Costs: The total expended on the project including ineligible costs, costs that were funded by other grant
- Column (F) - ACP Grant Amount: The ACP grant amount approved for this project.

All required information, as denoted by the red asterisks or red-dashed borders, and the certification section must be filled out in order to successfully submit the SFE.

After submitting the form, use the Close button to close out of the form, rather than the browser's back button.

**Tip: When printing a backup copy using the web browser's print function, ensure that the browser's print settings are set to landscape and that page margins are set to 0.5 inches in order to fit all of the SFE columns on one page.**

A saved or submitted SFE can be re-accessed from its SFE link. (Projects and Reporting Tab → Municipality → Program Component → Project Name → Reporting → SFE).

A saved SFE can be edited before it is submitted to Municipal Affairs. Once an SFE has been submitted, it is no longer available for editing without being unlocked by program staff. Please contact a grant compliance advisor at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) or 780-422-7125 (dial 310-0000 first for toll-free calling) if you wish to update the information on a submitted SFE.

## 8. Contact Us

For assistance with using ACPO, email [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca) or call 780-422-7125 (dial 310-0000 first for toll-free calling) to speak with a grant advisor or a grant compliance advisor.