

Alberta Community Partnership Online (ACPO)

User Guide

2016

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. To enhance service to municipalities, 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, a user 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 reporting forms online for ACP and/or RCP funded projects.
- View project reporting, payment, and agreement summary information.

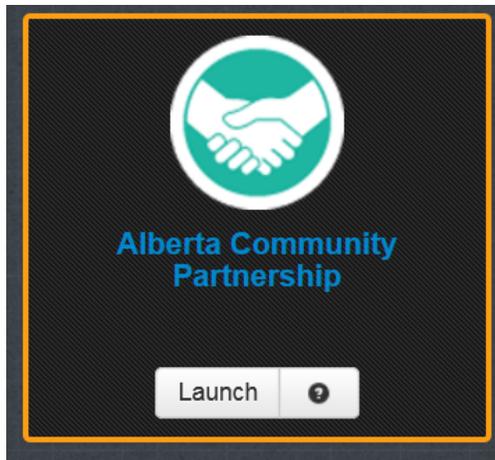
***Note: ACPO is optimized for use in Microsoft Internet Explorer.**

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

- Municipalities that are not yet registered for MAConnect can find more information about how to register at <http://municipalaffairs.alberta.ca/alberta-community-partnership>.
- Municipalities that already use MAConnect can request access to ACPO for municipal staff through their existing Stakeholder Administrator by emailing ACPOaccess@gov.ab.ca or calling 780-644-2413 (dial 310-000 first for toll-free calling).

Tip: bookmark the MAConnect web address for easy access.

Once a MAConnect user receives access to ACPO, they will see the ACPO launch icon on their MAConnect dash board when logged into their MAConnect account. Clicking on the ACPO launch icon will take the user into ACPO.



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 Main Page

The main page of ACPO features general information about the system. Once a user selects the municipality they are working with from the drop-down list, a list of available program components and links to blank grant application forms will appear.

Administrators who work with more than one municipality can choose from the different municipal accounts that they have access to under the drop-down list.

The screenshot shows the ACPO main page. At the top, there is a navigation bar with links for 'Government of Alberta Home', 'Ministries', 'Services', and 'Contact Government'. Below this is the 'Alberta Municipal Affairs' logo and the user's name 'tara.tiangha' with a 'Logout' link. The breadcrumb trail reads 'Alberta.ca > Municipal Affairs > Municipalities & Communities > Municipal Grants > GIMS'. There are two tabs: 'ACP Online - New Applications' (highlighted in yellow) and 'ACP Information'. On the left, there is a sidebar menu with 'My Applications' and 'My Projects and Reporting'. The main content area is titled 'Applications, Projects, and Reporting' and contains a welcome message, a list of actions (Create, edit, and submit applications; View the approval status of submitted applications; Create, edit and submit reporting; View the acceptance status of submitted reporting), and a note about revisions. Below this is a 'Municipality:' dropdown menu with 'Please select' and a 'Go' button. Underneath is a section for 'Available Program Components' which currently shows 'There are no programs available.' At the bottom, there is a footer with the 'Alberta' logo, a 'Site Map | Search | Accessibility | Contact Us | Home' link, and 'Government Ministries | Government Expense Disclosures'. Copyright information for 1995-2015 is also present.

A user can access existing saved or submitted grant application forms filled out on ACPO by their municipality through the **My Applications** Tab on the left-hand menu.

The **My Projects and Reporting** tab contains a list of approved projects for which a user can create and submit reporting, or view payment or agreement summary information.

Clicking on the upper **ACP Online – New Applications** tab will return the user to the ACPO main page.

3. Creating a New ACP Grant Application

New ACP grant application forms can be accessed from the ACPO home page and appear once a user selects their municipality. Only program components that are currently accepting applications will appear in the component list.

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

Municipality: THORHILD COUNTY [0314]

Available Program Components

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.

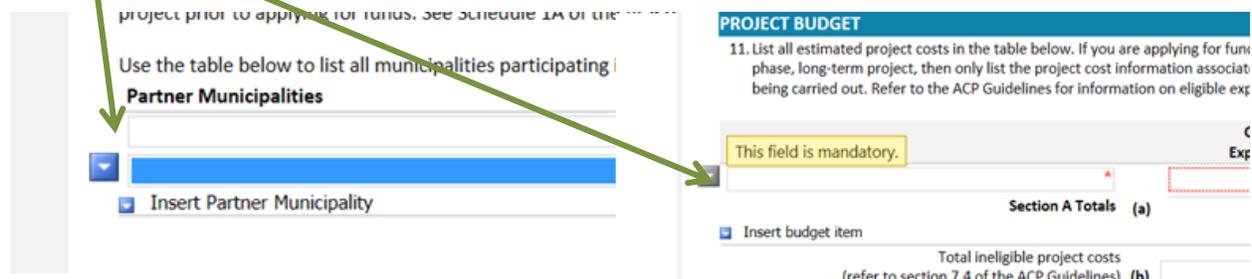
Available Forms: [MI Application Form](#)

4. Completing, Saving, and Submitting a Grant Application

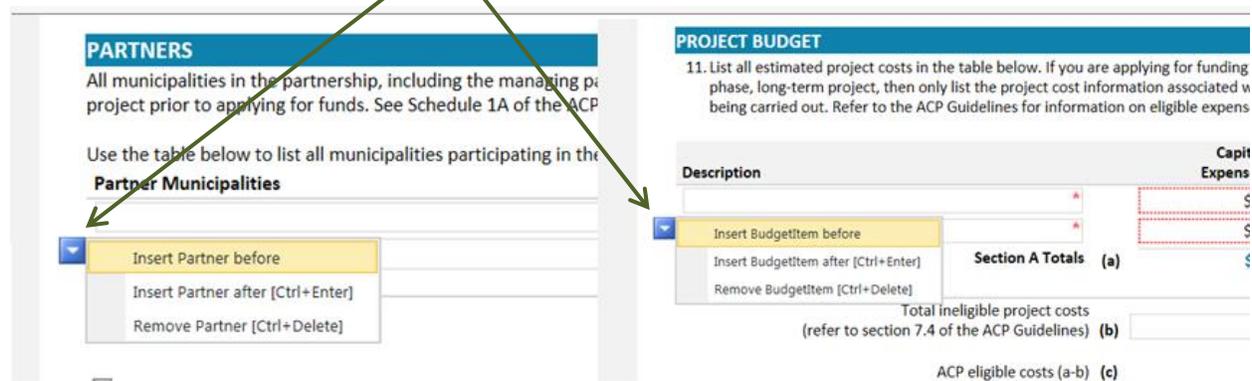
The format of the grant application forms on ACPO for each program component is similar to the ACP pdf application forms.

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 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.

Project End Date (DD-MMM-YY):

INTERN STREAM

1. Please select the grant stream(s) being applied for:

- Administrator Finance Officer Land Use Planner

INTERN SALARY, BENEFITS AND EXPENSES

At the bottom of the application form, a user 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.

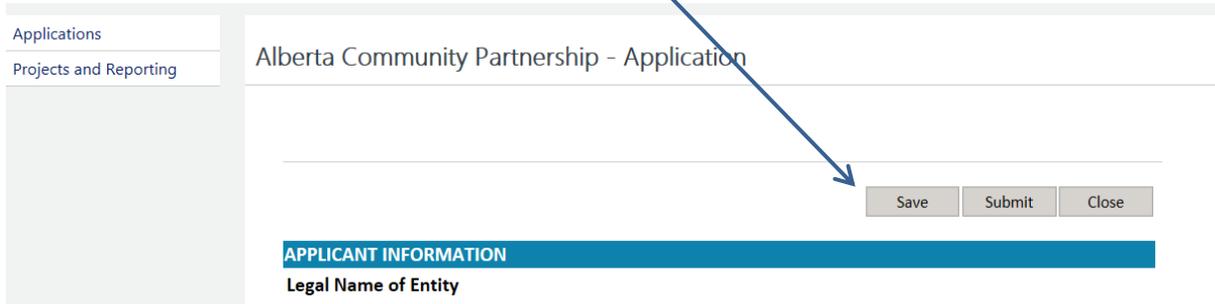
Jane Doe

28-Apr-16

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

A user may save a completed application form prior to submitting, or save an incomplete form for later use, by using the Save button.

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



The screenshot shows a web application interface for 'Alberta Community Partnership - Application'. On the left, there is a sidebar with 'Applications' and 'Projects and Reporting' links. The main content area has a title bar and a form section. At the bottom of the form section, there are three buttons: 'Save', 'Submit', and 'Close'. A blue arrow points from the text above to the 'Save' button. Below the buttons, there is a blue header for 'APPLICANT INFORMATION' and a label 'Legal Name of Entity' with a red-dashed border.

A user may also save a completed form, and have an authorized colleague access the form from his or her account in order to certify the grant application and submit it. 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 CAO will officially certify the information and submit it on behalf of the municipality.

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



This screenshot is identical to the one above, showing the 'Alberta Community Partnership - Application' form. However, a blue arrow points from the text above to the 'Submit' button instead of the 'Save' button. The 'Legal Name of Entity' label still has a red-dashed border.

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 will appear once the application form has been successfully submitted.

The screenshot shows a web interface for 'ACP Online - New Applications'. The main heading is 'Alberta Community Partnership - [Municipal Internship] - Application'. Under the heading, there is a section titled 'INSTRUCTIONS' with a list of six numbered 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 'Close' button. Below the confirmation message is a blue header for 'APPLICANT INFORMATION' with a sub-label 'Local Name of Entity'. A blue arrow points from the top-left text to the 'Close' button, and a green arrow points from the bottom-right text to the 'Close' button.

Close the form.

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 for assistance.

5. Retrieving a Saved or Submitted Grant Application

Under the **My Applications** tab, a user can select their municipality from the drop-down menu to bring up a list of existing saved or submitted grant applications, categorized by program component.

Government of Alberta Home | Ministries | Services | Contact Government

Alberta Municipal Affairs

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

ACP Online - New Applications | ACP Information

My Applications

My Projects and Reporting

Applications

Choose the appropriate application below to edit before submitting. Revisions to submitted applications can be made by contacting Municipal Affairs.

Municipality: WOOD BUFFALO, Regional Municipality of [0508] Go

- 1516-MCP - Mediation and Cooperative Processes
- 1516-MI - Municipal Internship
- 1516-IC - Intermunicipal Collaboration

Name	Status	Modified On/By
Finance Officer Internship Project	Submitted	May-20-2016 11:09 AM mark.ternovatsky1@macuat.local

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Government Ministries | Government Expense Disclosures

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

A saved application can be edited before submitting it to Municipal Affairs. Once an application has been submitted, it cannot be edited without being released back to the user. Please contact a grant advisor at 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.

6. The Projects and Reporting Page

Under the **My Projects and Reporting** tab, a user can select their municipality from the drop-down menu to bring up a list of existing ACP-funded projects, sorted by program component.

Alberta Municipal Affairs

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

ACP Online - New Applications ACP Information

My Applications
My Projects and Reporting

Projects and Reporting

Choose the appropriate approved projects below to create and submit reporting. Revisions to approved projects can be made by contacting Municipal Affairs.

Municipality: THORHILD COUNTY [0314] Go

1516-IC - Intermunicipal Collaboration

1516-MI - Municipal Internship

Name	Status
▶ 1516-MI-26 - Municipal Internship for Administrators	[Project] In Progress

Alberta

Site Map | Search | Accessibility | Contact Us | Home
Government Ministries | Government Expense Disclosures

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) an ACP or RCP funded project.

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

ACP Online - New Applications ACP Information

My Applications
My 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

1516-MI-26 - Municipal Internship for Administrators Project-In Progress

Project Summary

Recipient Thorhild County	Program Municipal Internship
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Reporting

Payment

Payment #	Type	Status	Amount
PR-16-37	Payment	Processing	Processing

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 for a project, click on the link labeled **SFE** under the Reporting heading of the Project Summary.

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

ACP Online - New Applications ACP Information

My Applications
My 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

1516-MI-26 - Municipal Internship for Administrators Project-In Progress

Project Summary

Recipient Thorhild County	Program Municipal Internship
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Reporting

Due Date	Type	Status
Nov 30 2016	SFE	Received

Payment

Agreement Summary

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.

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 expended as agreement. The Final SFE is due 60 days after project completion.

Save Submit Close

PROJECT DETAILS

Program Component: 1516-MI - Municipal Internship Program Year: FY2015 Project No: 1516-MI-32
 Grant Recipient: Municipality of ABC Project Name: TEST - CB - Intern
 Project Start Date (DD-MMM-YYYY): Project Completion Date (DD-MMM-YYYY): Type: Final

PROJECT COSTS, FUNDING SOURCES AND ACP FUNDING APPLIES

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	\$10,000.00	*	\$10,000.00	*	-\$10,000.00

CERTIFICATION

Certification Type:
 Chief Administrative Officer Representative

By clicking "submit" I certify the statements selected above to be true.
 Christine Bigoray 29-Apr-16

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

ATTACHMENTS

Attachment Name File Name

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.

A saved or submitted SFE can be re-accessed from its SFE link. (My 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 compliance advisor at 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.

8. Contact Us

For assistance with using ACPO, email acp.grants@gov.ab.ca or call 780-427-2225 (dial 310-0000 first for toll-free calling) to speak with a Grant Advisor.