

Alberta Community Partnership Online (ACPO)

User Guide

2016

ACPO User Guide

Contents

1. About the Alberta Community Partnership Online Web Application	Page 2
2. The ACPO Home Page	Page 4
3. Creating a New ACP Grant Application	Page 5
4. Completing, Saving, and Submitting a Grant Application	Page 7
5. Retrieving a Saved or Submitted Grant Application	Page 11
6. The Projects and Reporting Page	Page 12
7. Completing and Submitting a Statement of Funding and Expenditures Form	Page 14
8. Contact Us	Page 16

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.

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 an 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 Home Page

The ACPO home page features general information about the tool. 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 a municipality's ACP-funded projects, as well as reporting forms, can be accessed under the **Projects and Reporting** tab.

The screenshot shows the ACPO Home Page. At the top left is the Alberta logo and 'Municipal Affairs'. Below it is the breadcrumb trail: 'Alberta.ca > Municipal Affairs > Municipalities & Communities > Municipal Grants > GIMS'. A navigation bar contains two tabs: 'ACP Online - Home' (highlighted in yellow) and 'ACP Information'. On the left side, there is a vertical menu with three tabs: 'My Applications', 'Create New Application', and 'Projects and Reporting'. The main content area is titled 'Applications, Projects, and Reporting' and contains a welcome message, 'Quick Tips' (with three bullet points), and a 'Need help using ACPO?' section with contact information. At the bottom right, there is a footer with links for 'Site Map', 'Search', 'Accessibility', 'Contact Us', 'Home', 'Government Ministries', and 'Government Expense Disclosures'. Colored arrows point from the text above to these elements: a blue arrow from 'My Applications' to the 'My Applications' tab; a green arrow from 'Create New Application' to the 'Create New Application' tab; a red arrow from 'Projects and Reporting' to the 'Projects and Reporting' tab; and a purple arrow from 'ACP Information' to the 'ACP Information' tab.

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

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

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 or 780-427-2225 (dial 310-0000 first for toll-free calling).

Municipality: FORT SASKATCHEWAN [0117]

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

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:

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.

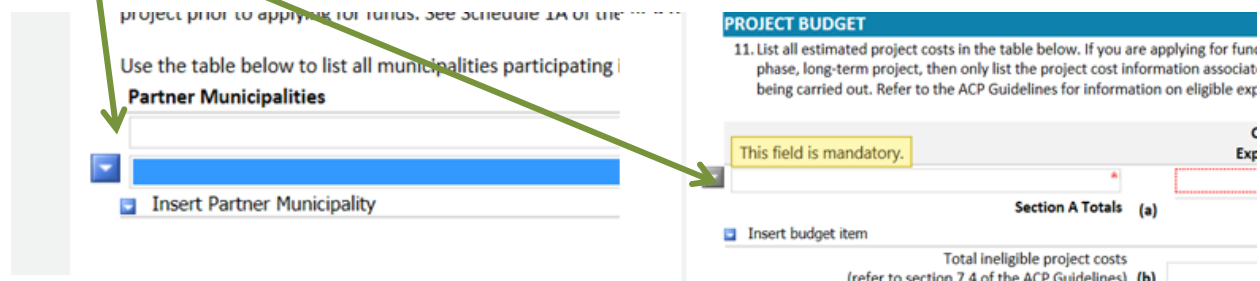
Available Forms: [MI Application Form](#)

4. Completing, Saving, and Submitting a Grant Application

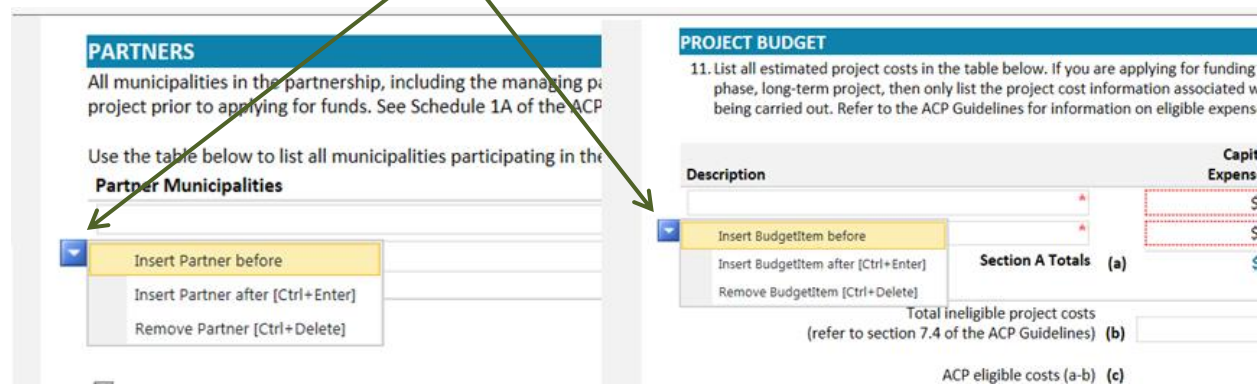
The format of the grant application forms on ACPO for each program component is similar to the ACP pdf application forms.

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.

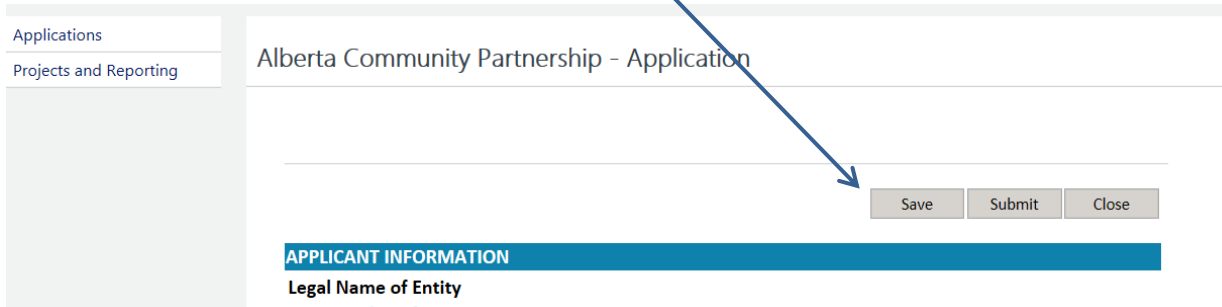
Jane Doe

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.



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.



Remember to confirm submission.

Attachment Name	File Name
Additional Documents	Click here to attach a file

Are you sure you want to submit the form?

Yes, Submit No

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, 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.

Instructions ACP Information

Alberta Community Partnership - [Municipal Internship] - Application

INSTRUCTIONS

1. Please complete all sections of the application form below prior to submission. Fields that require mandatory information will be flagged with an asterisk.
2. Press the Save button to save the application at any time. A previously saved draft of an application form can be retrieved through the Application History page.
3. In order to change an answer for questions that ask you to select a single checkbox response from a list, deselect (uncheck) the old response and select the new response.
4. The stated project completion date should allow for sufficient time to fully expend any awarded grant funding and submit required reporting.
5. Refer to the ACP Program Guidelines for further information on project eligibility requirements.
6. If you have additional questions about your project application, please contact a grant advisor at 780-427-2225 (dial 310-000 first for toll-free).

The form was submitted on 2016-05-17 14:34:20 by Jane Doe

Close

APPLICANT INFORMATION

Legal Name of Entity:

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 list of existing saved or submitted grant applications created for the municipality and categorized by program component will appear once the municipality 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 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

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 unless it is 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 **Projects and Reporting** tab, a list of existing ACP-funded projects sorted by program component will appear once the municipality 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 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

Name	Status
▶ 1314-MI-28 - Municipal Internship Program for Planners - 1st and 2nd year	[Project] In Progress
1415-IC - Intermunicipal Collaboration	
1415-MI - Municipal Internship	
1112-MCP - Mediation and Cooperative Processes	

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.

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 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 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 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		
Recipient Beaver County	Program Intermunicipal Collaboration	
Reporting		
Due Date Oct 30 2016	Type SFE	Status Pending
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 agreed. 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.

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 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 or a grant compliance advisor.