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# Administrative Guidelines

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For grant funding provided  
under the Southern Alberta  
Flood Response Program

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July 2013

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## **Establishment of Guidelines**

These guidelines are established under the Memorandum of Agreement (the Agreement) for grants provided to the municipality by Municipal Affairs under the Southern Alberta Flood Response Program (the Program) that will support municipalities in completing projects to assist in their recovery following the 2013 southern Alberta floods.

## **Eligible Applicants**

Municipalities that were directly impacted by the floods in Southern Alberta are eligible to apply for funding under this program. For the purpose of this grant, a municipality is defined as a city, town, village, summer village, specialized municipality, municipal district, improvement district, special area, or the Townsite of Redwood Meadows Administration Society. Municipalities may choose to contribute program funds to other municipalities or regional services commissions and non-profit organizations for the purposes of completing eligible projects.

## **Project Eligibility**

Funding under the program will be aligned to four broad categories: Community Stabilization; Interim Housing; Disaster Recovery Program; and Long-Term Recovery. Eligible projects include projects that are not eligible under the Disaster Recovery Program and that will assist in restoring the municipality to its pre-flood condition. This includes, but is not limited to, reconstruction and rehabilitation of municipally-owned infrastructure, costs of additional staff to assist the municipality in the flood recovery, and other priority projects as deemed eligible under the Program.

Projects must be carried out in accordance with all applicable laws, regulations and generally accepted standards.

In situations where it is not clear whether projects are eligible under the Disaster Recovery Program, Municipal Affairs may request that the municipality submit additional information to support its grant application.

## **Capital and Operating Projects**

For the purposes of this program, capital projects are those projects that involve the purchase, construction, or rehabilitation of an asset with a useful life greater than one year. For capital projects the capital projects application form should be used.

Operating projects involve any projects that are not capital projects as defined above. The operating projects application form should be used for operating projects.

## **Project Applications**

As provided under the Agreement, the Minister may approve grants to be paid to the municipality to carry out projects that will assist in their recovery following the 2013

southern Alberta floods. The grant process will be based on the submission of brief project applications in a prescribed form prepared by the municipality in consultation with the Assistant Deputy Minister (ADM) Task Force, which is responsible to facilitate, coordinate and plan recovery projects. Municipal Affairs grant advisors will be available to assist with the application process as required.

As set out in Schedule 1 of the Municipal Affairs Grants Regulation (MAGR), project applications are required to provide basic information about the purpose of the proposed project, the project timelines, and an estimate of project costs, and are to be signed by a duly authorized signing officer of the municipality.

## **Review of Project Applications**

Municipal Affairs representatives will evaluate submitted project applications to ensure they meet the requirements of the MAGR and the Agreement, and will prepare a recommendation to the Minister.

## **Approval of Project Applications**

After the review and recommendation process, the Minister will either approve or decline the project application.

The municipality will be advised in writing of the Minister's decision, which may include any special terms and conditions that apply to the project.

## **Payment**

Unless otherwise specified, payment for each approved project will be made to the municipality within two weeks following approval of the grant.

## **Time Period to Use Grant Funds**

The grant funding must be expended on an approved project within the defined Start Date and End Date on the project application form. Funding that is not expended within this period must be returned to the Government of Alberta, unless the project application is amended.

## **Credit Items and Income Earned on Deposited Grant Funds**

The municipality may invest grant funds provided under the Agreement in accordance with the provisions of Section 250 of the *Municipal Government Act*.

Credit items and income earned on deposited grant funds become part of the grant funding available to apply to approved projects.

Credit items include:

- income earned on deposited grants funds;
- the net salvage value on disposal of any material obtained from removal or demolition of any structure of any part of the facility or goods acquired for construction and not used;
- the income from the sale or trade-in of other capital assets that previously received a financial contribution from the Government of Alberta;
- the appraised value of unsold land purchased for a capital project and included in project costs but not required for the project; and
- the funding from other sources such as insurance companies, developers (excluding off-site levies), railway companies, private organizations, and other government agencies (including other provincial government ministries) where such funding has been provided to a project funded under the Agreement.

## **Application of Other Grant Funds**

Funding provided for projects under the Agreement may be used as the municipal contribution to or be combined with funding from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by that program. If a municipality chooses to use multiple grant funding sources for a project, it is the responsibility of the municipality to understand the separate requirements of each grant program.

## **Reporting**

The municipality will be required to submit a Statement of Funding and Expenditures (SFE) in a prescribed form for each fiscal year to Municipal Affairs by May 1 of the subsequent year. The SFE will summarize approved grants and financial information for all projects approved under the Agreement, including:

- grant funding carried forward from the previous year, if applicable;
- grant amounts received in the reporting year;
- credit items and income earned on deposited grant funds;
- grant amounts expended in the reporting year; and
- grant funding carried forward to next year.

The municipality may be asked to include additional information for specific projects as stipulated in the approval letter.

The SFE is to be signed by a duly authorized signing officer. The municipality's SFE authorization includes a certification that the municipality is in compliance with the terms of the Agreement (including the respective grant approval letter for each project) and the Administrative Guidelines. The SFE may be subject to review by the Provincial Auditor General.

All supporting documentation, such as reports, drawings, and invoices for each project must be retained by the municipality for a minimum of three years following completion of the project.

## **Amendments**

If, during the normal course of events, an approved project changes significantly in either scope, cost, or period of time required to complete the project, the municipality may request that the Minister amend the project. Amendment requests should be made through the submission of a revised project application form.

Amendment requests should be signed by a duly authorized signing officer of the municipality.

Upon receipt of an amendment request, a Municipal Affairs representative will review the request and prepare a recommendation for the Minister. After the review and recommendation process, the Minister will either approve or decline the amendment request. The municipality will be advised in writing of the outcome of the request.

If the total eligible costs of the project at completion are less than the approved grant amount, the municipality may request that the Minister re-allocate the unused portion of the grant funding to another project approved under the Agreement.

## **Contact Information**

If you have any questions, please contact a Municipal Affairs grant advisor at 780-427-2225 (toll-free by first dialing 310-0000), or via email at [ma.recoverygrants@gov.ab.ca](mailto:ma.recoverygrants@gov.ab.ca).