Canada Community-Building Fund

Online user manual

Alberta

Contents

The Canada Community-Building Fund (CCBF) Online System

As part of the New Building Canada Plan, the renewed federal CCBF program provides predictable, long term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating jobs and long-term prosperity. The Canadian Community-Building Fund Online (CCBF Online) system was developed as a user-friendly and intuitive application for municipalities to manage their project applications and reporting for the CCBF.

Through CCBF Online, users can:

- Create, edit, submit, and track project applications online.
- Create, edit, and submit Statement of Funding and Expenditures (SFE) reporting forms for CCBF funded projects.
- View project reporting and payment status information.

Access to CCBF Online is done through MA Connect, the Municipal Affairs web portal which provides access to many of the programs Municipal Affairs delivers.

MA Connect requires a municipality to enter a Stakeholder Agreement to access the application. Municipalities who are not yet registered for MA Connect can submit a request to set up a Stakeholder Agreement by email to CCBFOnlineAccess@gov.ab.ca.

From MA Connect, clicking on the **CCBF Online launch** icon will take a user into CCBF Online.

A CCBF Online User Agreement will appear the first time an authorized user signs onto CCBF Online. Checking the CCBF Online User Agreement box to indicate acceptance of the terms will allow the new user to proceed into CCBF Online.

The CCBF Online Home Page

Pressing the **CCBF Information** tab at the top of the CCBF Online landing page will redirect the user to the CCBF grant homepage on the Municipal Affairs website. The CCBF grant homepage can also be found at https://www.alberta.ca/canada-community-building-fund.aspx.

Canada Community-Building Fund

Municipalities can apply for funding for projects to build and revitalize public infrastructure.
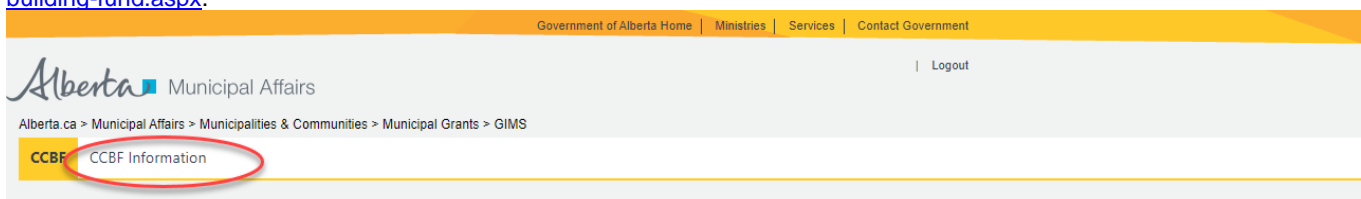
← Municipal Affairs grant programs

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> Funding allocations and eligibility

> Resources

Pressing the **Projects and Reporting** button on the CCBF Online landing page will direct the user to their municipal records* used to manage grant applications and project reporting.

Government of Alberta Home | Ministries | Services | Contact Government

| Logout

Alberta Municipal Affairs

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

CCBF CCBF Information

Projects and Reporting

CCBF

Welcome to CCBF Online. Through CCBF Online, you can manage grant applications and project reporting for the Canada Community-Building Fund (CCBF) program.

Quick Tips:

- Click on the **Projects and Reporting** tab to select your Municipality
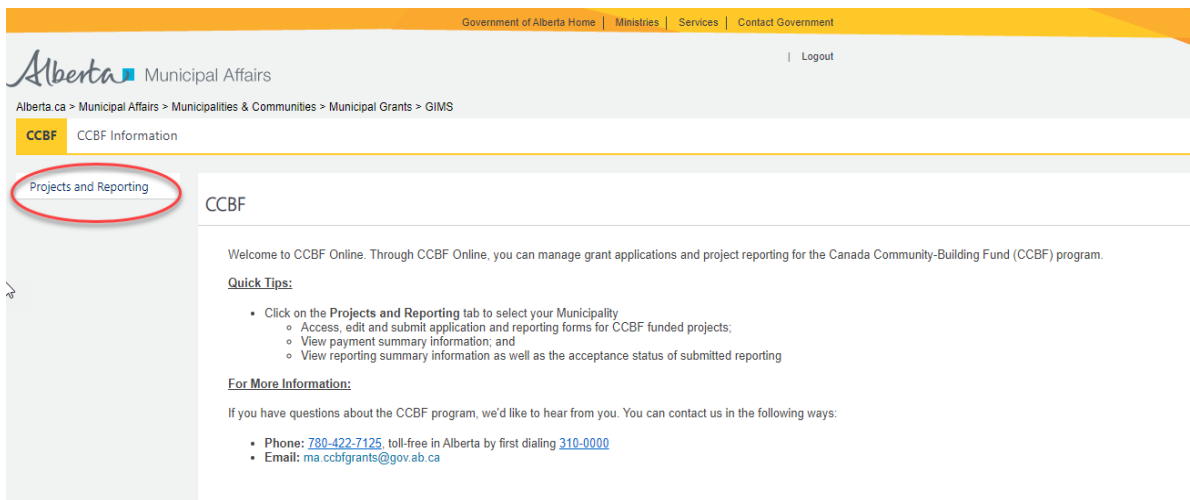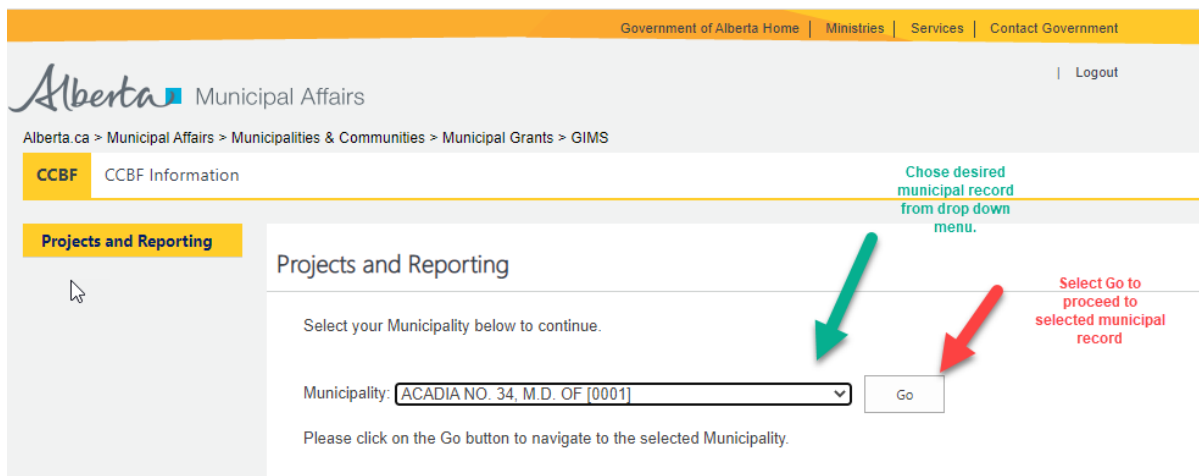 ○ Access, edit and submit application and reporting forms for CCBF funded projects;
  ○ View payment summary information; and
  ○ View reporting summary information as well as the acceptance status of submitted reporting

For More Information:

If you have questions about the CCBF program, we'd like to hear from you. You can contact us in the following ways:

- **Phone:** 780-422-7125, toll-free in Alberta by first dialing 310-0000
- **Email:** ma.ccbfgrants@gov.ab.ca

* **Note** - If the user manages multiple municipalities, they will first be directed to the following screen where a selection of the desired municipal records will be required.

Government of Alberta Home | Ministries | Services | Contact Government

| Logout

Alberta Municipal Affairs

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

CCBF CCBF Information

Projects and Reporting

Projects and Reporting

Chose desired municipal record from drop down menu.

Select your Municipality below to continue.

Municipality: ACADIA NO. 34, M.D. OF [0001]   [Go]

Select Go to proceed to selected municipal record

Please click on the Go button to navigate to the selected Municipality.

Municipal Records Page

The municipal page has several different sections which display all pertinent information for submitting and managing projects, submitting financial reporting, and tracking allocation payment information.

The municipal records page has two main sections:
- the CCBF Summary
- the Agreement Summary

CCBF Summary

The CCBF Summary has three subsections:
- Applications/Projects,
- Allocations and Payments, and
- Statement of Funding and Expenditures Reporting.

Applications and Projects
This section details all applications at any stage of submission or processing.

Allocations and Payments

This section displays CCBF annual allocations by year, including status of payment.

Year	Allocation	Payments	Status	Payment Criteria Status
FY2005	$14,938	$14,938	Paid (Reconciled)	Payment criteria has been met
FY2006	$14,938	$14,938	Paid (Reconciled)	Payment criteria has been met
FY2007	$19,926	$19,926	Paid (Reconciled)	Payment criteria has been met

Statement of Funding and Expenditure (SFE) Reporting

This section lists the annual Statements of Funding and Expenditure, including submitted and certified SFEs and required SFEs.
Reminder: An SFE for a completed calendar year is due May 1 of the subsequent even if the municipality had no CCBF expenditures to report for the completed year.

Due Date	Year	Status	Carry Forward from Previous Year	Allocation	Credit Items Earned	Total CCBF Expenditures	Total Carry Forward to Next Year	
May 01 2006	FY2005	Certified - Complete	$0	$14,938	$0	$0	$14,938	Certified SFE
May 01 2007	FY2006	Certified - Complete	$14,938	$14,938	$0	$29,876	$0	Certified SFE
May 01 2008	FY2007	Certified - Complete	$0	$19,926	$485	$0	$20,411	Certified SFE

Agreement Summary

This section details current and prior agreements the municipality has signed with the province related to the CCBF program, including: The New Deal for Cities and Communities (NDCC) agreement 2005-2010; the Federal Gas Tax Fund (GTF) agreements, both 2010 to 2014 and 2014 to 2024.

Type	Agreement Term	Status	Date Executed
MOA	Apr 01 2014 to Mar 31 2024	Executed	17-Sep-14
AMGA	Mar 31 2010 to Mar 31 2014	Executed	01-Mar-10
MOA	Jun 30 2005 to Mar 31 2010	Executed	15-Jul-05

Showing 1 to 3 of 3 entries

Creating a New CCBF Project Application

To create a new CCBF project application, select the 'Create new application' button found on the right-hand side under the Applications/Projects tab in the CCBF Summary section of the municipal page.

Click on the **Create New Application** link to open a new application form.
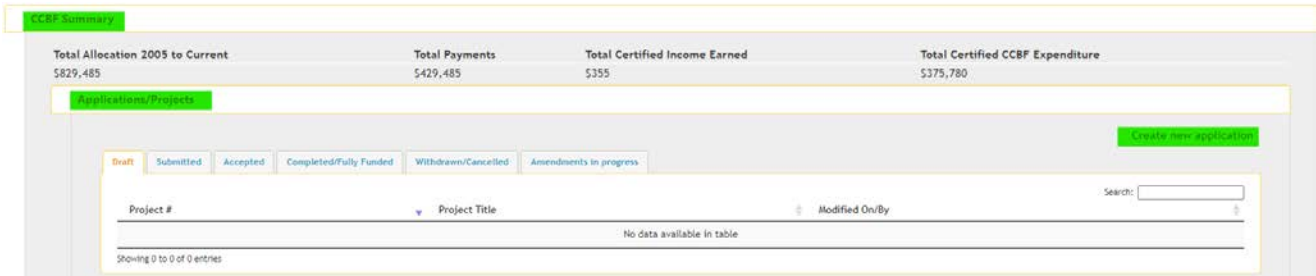
Creating a Project Application

The objective of the project application is to provide sufficient relevant information regarding the project. It includes a project name, project description, project location, expected outcomes, estimated total project cost, and projected cash flow, and the anticipated project start and end dates. All sections of the CCBF application form must be completed. As a reminder, ensure that the selected project category matches the project being submitted.

Saving an Application

An applicant who wishes to save a completed application prior to submitting it or save an incomplete application to complete later, can do so by using the **Save** button found at both the top and bottom of the application form. An incomplete application must include a Project Name at a minimum to enable the save function. Saved applications will appear under the Draft tab.
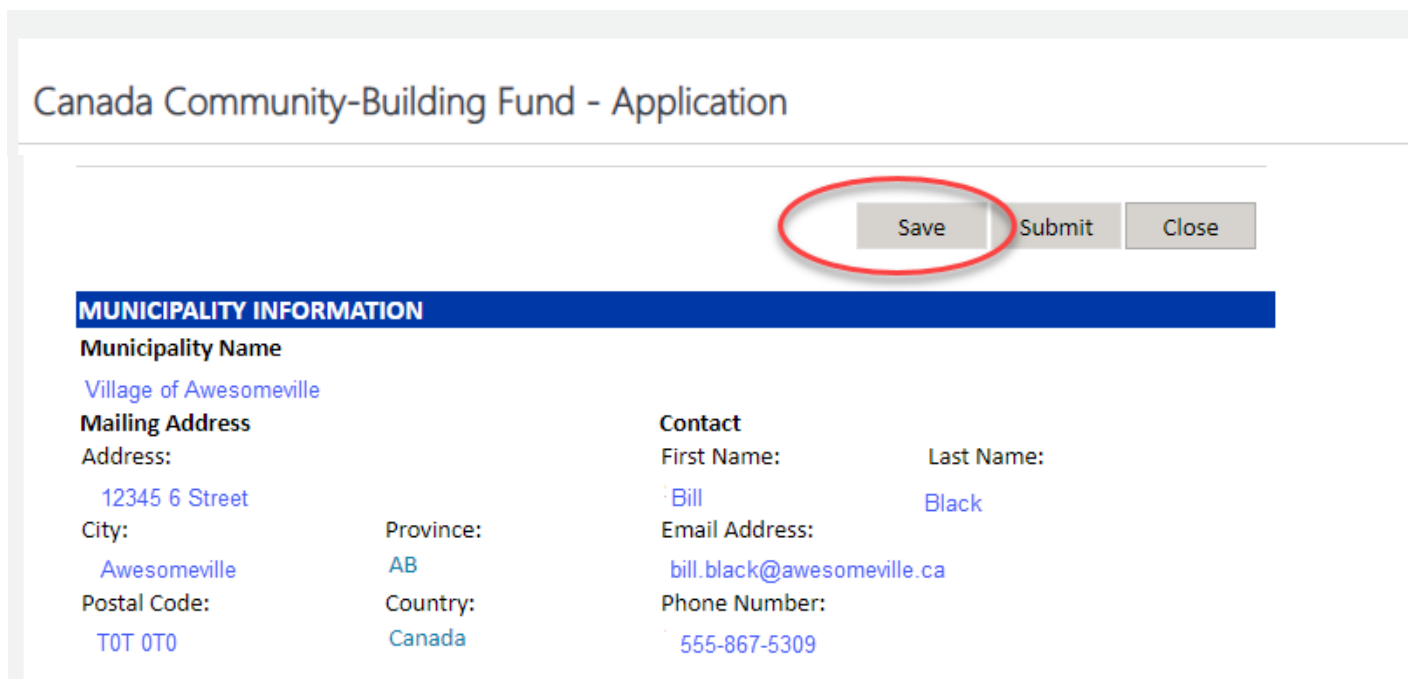
Questions 1 to 4 – General Information

These questions are key to determining project eligibility. The **Project Name** should be concise and relate to the project activities. The **Project Description** must contain sufficient detail of the overall intent of the project, including what methods will be used to implement the project and what the outcome(s) (i.e., what infrastructure asset(s) will result from the project activities) of the project will be. Unclear project descriptions will likely delay eligibility review and may require the application to be returned to the user for clarification. The **Project Location** should indicate the exact or closest approximate location of the project work. If necessary, a map can be attached to the application for additional clarity. Please avoid the use of Alberta Township Survey System legal land descriptions as these are not easily translated. The **Start and End Dates**, if future dated, should be as accurate as possible.

PROJECT INFORMATION

Refer to the latest Canada Community-Building Fund (available on the CCBF website) for information to assist you in completing this application.

1. Project Name: ℹ️

   A Project Name is required before you can save this form.

2. Project Description: ℹ️
   Please provide sufficient detail to determine project eligibility, including the proposed asset(s), activities, and partnerships/contributing parties where applicable.

3. Project location (be specific): ℹ️

4. Estimated/Actual Project Start Dates

   Start Date: ℹ️   End Date: ℹ️
   (DD-MMM-YY)   (DD-MMM-YY)

   Note: An SFE reset will be required if this project's start and/or end date fall within the program year of a submitted SFE.

Question 5 – Project Categories

The applicant must select each/all applicable project categories for the activities proposed in the application and identify the percentage of total project costs that relate to each chosen category. If more than one project category is identified, the total percentage of project costs, when added together, must equal 100%. Additionally, for each project category selected the applicant must identify at least one associated capital asset including the quantity of the asset to be constructed or purchased.
Circled in **ORANGE** are two project categories selected whose total percentage of total costs, when added together, equal 100%.
Circled in **BLUE** are capital asset examples, including quantity values of the asset resulting from the project.

5. Specify the appropriate category or categories that apply to the project, including:
   - The percentage of overall project cost that applies to each category; and,
   - The associated capital asset(s) that relates to each selected category.

   ☑ **Highways**   45 % of project cost
   Select at least one capital asset as a result of the project
     ☐ Railway roadway crossings
     ☐ Other ancillary works such as lighting, traffic control signals, pedestrian signals
     ☑ Highway Infrastructure   6.00 Km.
   ☑ **Local Roads and Bridges**   55 % of project cost
   Select at least one capital asset as a result of the project
     ☑ Roads   2.00 Km.
     ☐ Railway or Light Rail Transit (LRT) grade separations and roadway crossings
     ☐ Pedestrian Trail Systems, sidewalks, commuter bikeways

Questions 6 and 7 – Asset Ownership and Municipal Forces Information

The applicant must indicate who will own the resulting infrastructure constructed or purchased for the project. If the applicant has determined that is not feasible to tender the project, or that it is more cost effective to construct the project using municipal forces, the applicant must indicate that the project costs will include expenses related to municipal staff engaged in completing the project.

6. The asset resulting from the project will be owned by:
   - ⚪ The Municipality ℹ️
   - ⚪ A non-Profit Organization ℹ️
   - ⚪ Another Municipality or group of municipalities ℹ️
   - ⚪ Other ℹ️

   [_____] *

7a. Will the project involve the use of municipal forces? ℹ️
   Yes ⚪ No ⚪

7b. ☐ I certify that the use of municipal forces will result in a more efficient, timely, and cost-effective project. ℹ️

NOTE – Only the direct employee expenses for services that would otherwise be provided by a third-party contractor are considered eligible project costs. As stated in Schedule 3 of the CCBF Program Guidelines (Ineligible Costs), the cost of leasing of equipment by the municipality, any overhead costs, including salaries and other employment benefits of any employees of the municipality, direct or indirect operating or administrative costs of the municipality, and more specifically costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible expenditures above, are not eligible costs under the CCBF program.

Questions 8 and 9 – Financial Information

Question 8 requires the applicant must identify the total estimated project cost and how much of the total project cost will be funded by CCBF and other funding sources.

When the Total Project Cost is initially entered in the financial grid, 100% of the costs are allocated to Municipal Sources automatically. The applicant must then assign the appropriate costs to each of the identified funding sources (CCBF, Provincial Grants, and Other Federal Grants). As costs are assigned to other funding sources, the cost assigned to Municipal Sources is decreased. When completed, the column totals for the financial grid (**Question 8**) should match the total project cost (**Question 9**) and how the cost is expected to be financed by each identified funding source.

8. Provide project financial information below. ℹ️

		Funding Source		
Total Project Cost	CCBF	Provincial Grants	Other Federal Grants	Municipal Sources
$125,000	$50,000	$50,000	$0	$25,000

Question 9 requires the applicant to specify the portion of the total project cost that are estimated to fall into each of the four Project Expenditure Categories. For example, a project with a total estimated cost of $125,000, could include $90,000 in construction costs, $10,000 in related engineering and design costs, and $25,000 for the purchase of a required piece of hardware necessary for the project. The applicant does not expect to incur interest charges as they have chosen not to claim any debt financing costs against the project.

9. Report the Total Project Cost applied to each of the following Project Expenditure Categories: ℹ️

Category	Amount of Total Project Cost ($)	% of Total Project Cost	CCBF Funding ($)
Design/Engineering	$10,000	8.00000	$4,000.00
Construction	$90,000	72.00000	$36,000.00
Purchase	$25,000	20.00000	$10,000.00
Debt Financing	$0	0.00000	$0.00
Total	$125,000	100.00000	$50,000.00

Question 10 – Land Purchase

The applicant is required to identify if the total project cost includes any expenses related to the purchase of land or any land related costs, including any legal fees related to the establishment of a right of way, and confirm that all such costs are identified under the Municipal Sources section of the project financial grid. As stated in Schedule 3 of the CCBF Program Guidelines (Ineligible Costs), the purchase of land or any interest therein, any related costs, and legal fees are **not eligible** costs under the CCBF program.

10a. Does this project involve the purchase of land? ℹ️
Yes ⬜ No ⬜

10b. If **yes**, has the entire cost of the land purchase been identified under the Provincial Grants or Municipal Sources portion of the financial grid? The purchase of land and land related costs are not eligible under federal funding programs. ℹ️
Yes ○ No ○

Questions 11 and 12 – Signage and Celebratory Event

The applicant is required to identify if they intend to install project signage to the specifications provided by the federal government or if any milestone events are planned for the project. Signage guidelines can be found at Infrastructure Canada - Infrastructure Project Signage Guidelines - Introduction.

11. Will a Federal sign be installed for this project? ℹ️
Yes ⬜ No ⬜

12a. Is the municipality planning on holding a project-related celebratory event ? ℹ️
Yes ⬜ No ⬜

1b. If **yes**, please indicate (select at least one):
Groundbreaking event ℹ️ ⬜   Grand opening event ℹ️ ⬜

Certifying an Application

The CCBF Online user will be asked to identify their municipal role of either Chief Administrative Officer or authorized municipal representative and will be required to acknowledge a corresponding certification statement of the information about to be submitted by checking the certification box. The user and municipality name inserted into the certification will be populated by the municipal user's login credentials.

Attaching Supporting Documentation

Any supporting documentation can be added to the application by using the attachment function at the end of the application form. Documents must be attached prior to submission of the application. Documents could include but are not limited to; maps, diagrams, lists of locations.

Submitting an Application

Once the application form has been completed, press the **Submit** button to forward the application to Municipal Affairs for eligibility review. The **Submit** button appears at both the top and bottom of the online application form.

Error Messages

If any required information is missing from an application an error message will be generated and the form will not submit. Any fields missing required information will be flagged with a red asterisk (*) or encircled in a red-dashed box ([   ]). Please complete any missing information, re-save the form, and again use the **Submit** button to forward the application to Municipal Affairs for review.

A confirmation message will appear once the application form has been successfully submitted and a CCBF Project Number will be assigned.

Note: Project information cannot be edited once an application form has been submitted to Municipal Affairs. For any questions or assistance, please email ma.CCBFgrants@gov.ab.ca.

Retrieving a Draft Project Application

Click on the **Draft** tab under the Applications/Projects subsection of the CCBF Summary Section to retrieve a list of saved applications for editing. Click on the **Saved** link to open the application.

Applications/Projects

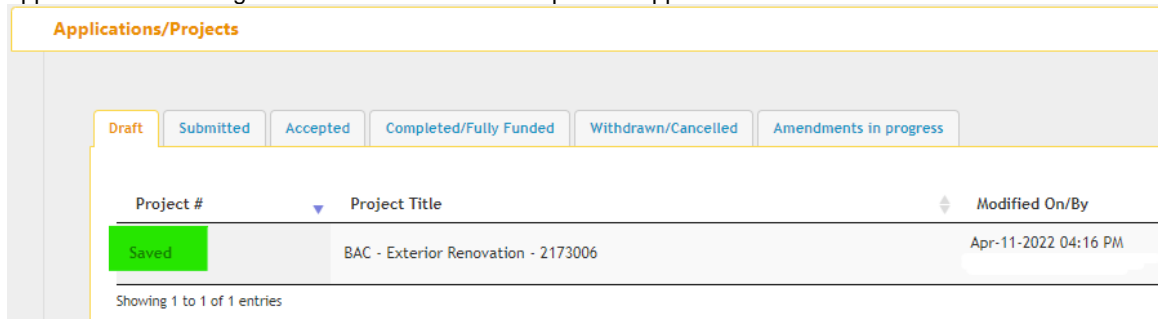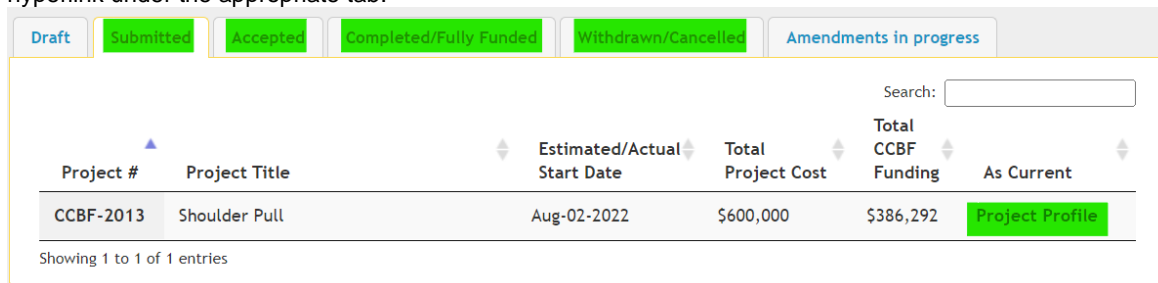| Draft	Submitted	Accepted	Completed/Fully Funded	Withdrawn/Cancelled	Amendments in progress

Project # ▼	Project Title	Modified On/By
Saved	BAC - Exterior Renovation - 2173006	Apr-11-2022 04:16 PM

Showing 1 to 1 of 1 entries

Printing a Project Profile

If the user wishes to produce a hard copy of the project in submitted, accepted, or completed status, click on the **Project Profile** hyperlink under the appropriate tab.

Draft	Submitted	Accepted	Completed/Fully Funded	Withdrawn/Cancelled	Amendments in progress
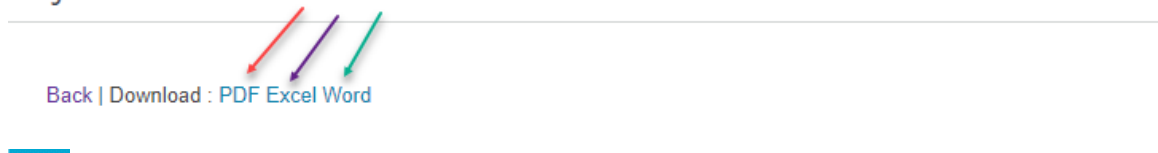
Search: [   ]

Project # ▲	Project Title	Estimated/Actual Start Date	Total Project Cost	Total CCBF Funding	As Current
CCBF-2013	Shoulder Pull	Aug-02-2022	$600,000	$386,292	Project Profile

Showing 1 to 1 of 1 entries

Once opened, use the download options at the top of the Project Profile page to export the document into PDF, Excel, or Word. The exported document can then be printed for your records.

Project Profile

Back | Download : PDF Excel Word

Amending an Accepted Project

Click on the **Accepted** tab under Applications/Projects subsection of the CCBF Summary Section to view all accepted projects. The project amendment option can be utilized to amend certain project and financial information sections of an accepted project application. These include:

- estimated/actual project and construction start and end dates
- the involvement of municipal forces
- the financial information
- the purchase of land
- federal sign installation; and
- the applicant holding a celebratory event (Ground-breaking or Grand Opening).

Click on the **Amend** checkbox of the project the user would like to amend.

Project #	Amend	Project Title	Approved Date	Total Accepted Project Cost	Total Accepted CCBF Funding	Total Certified CCBF Expenditures to Date	As Current	Original
CCBF- 9999	☐	Eating Area	19-Apr-22	$50,000	$50,000	$0	Project Profile	CCBF Application
CCBF-1235	☐	Club Repurposing	19-Apr-22	$120,000	$120,000	$0	Project Profile	CCBF Application

Showing 1 to 2 of 2 entries

The project amendment form generates with all current project information. The amendment form can be saved for submission at a future date, however, to enable the save feature an amendment title must be entered in **Question P1**. The municipality is also required to provide a concise summary of the information that will be changed in **Question P1b**, including the rationale that have necessitated the need to update the project information.

Change Summary and Project Information

CHANGE SUMMARY

P1.   Enter an amendment title.

Increase CCBF Funding Amount   → Clear title that indicates the action to be completed by the amendment

An Amendment Title is required before you can save the form.

P1a.   Is this application an amendment to a previously accepted project?
Yes ◉   No ○

P1b.   Please provide details on the reason(s) for the amendment.

Increase in tendered cost of project   ← Concise reason the amendment request is necessary

PROJECT INFORMATION

Refer to the latest Canada Community-Building Fund Guidelines (available on the CCBF website) for information to assist you in completing this application.

1.   Project Name:
Our Waterline Project

2.   Project Description: Please provide sufficient detail to determine project eligibility, including the proposed asset(s), activities, and partnerships/contributing parties where applicable.
Replacing current water line with new water lines and connections from   1   Ave to   2   Ave along   1st   street

3.   Project Location (be specific):
1st Street

Changes to existing project data are highlighted in yellow

4.   Estimated/Actual Project Start Dates
Start Date: 01-Apr-22
(DD-MMM-YY)

End Date: 01-Sep-22
(DD-MMM-YY)

Note: An SFE reset will be required if this project's start and/or end date fall within the program year of a submitted SFE.

Question 8 and 9 – Financial Information

Question 8 allows the user to submit modifications of the Total Project Cost and estimated expenditures under the CCBF, Provincial Grants and Other Federal Grants categories.

- The current Total Project Cost as well as current estimated expenditures under each funding source are included in the **Last Accepted Information** grid for the user's reference.
- Changes to the Total Project Cost and any changes to estimated expenditures for each funding source are entered into the Amended Financial Information grid.

Note – Amended CCBF estimated expenditures **cannot be less** than CCBF funds already certified as expended on the project, shown at the bottom of the grid.

FINANCIAL INFORMATION

8. For reference purposes, the grid below indicates current total estimated project cost broken down between identified funding sources. The 'CCBF Expended' value reflects actual cumulative CCBF expenditures reported through municipal Statement of Funding and Expenditures (SFE). The amended CCBF expenditure amount requested cannot be less than the cumulative CCBF expenditures already reported against the project on prior year SFEs.

LAST ACCEPTED INFORMATION

	Funding Source			
Total Project Cost	CCBF	Provincial Grants	Other Federal Grants	Municipal Sources
$1,480,370	$485,000	$530,300	$0	$465,070

AMENDED FINANCIAL INFORMATION

	Funding Source			
Total Project Cost	CCBF	Provincial Grants	Other Federal Grants	Municipal Sources
$1,700,000	$600,000	$800,000	$0	$300,000
CCBF Expended	$150,000			

Question 9 requires any increase or decrease of Total Project Cost identified in Question 8 be reflected in revised costs attributed to the four Project Expenditure Categories.

9. For reference purposes, the "Amended Project Category Financial Information" grid below displays the Total Project Cost applied to each Project Expenditure Category information from the project application or last accepted amendment. Update the grid below to provide amended Total Project Costs applied to each Project Expenditure Category.

AMENDED PROJECT CATEGORY FINANCIAL INFORMATION

Category	Amount of Total Project Cost	% of Total Project Cost	CCBF Funding
Design/Engineering	$200,000	11.76	70,588
Construction	$1,500,000	88.24	529,412
Purchase	$0	0.00	0
Debt Financing	$0	0.00	0
Total	$1,700,000	100	$600,000

Once all requested changes are recorded in the application amendment, the user can submit by clicking on the **submit** button. Alternatively, the amended application can be saved and submitted later if required.

Allocation and Payment Details

Access the Allocation and Payment details by clicking on the **Allocations and Payments** sub section under the CCBF Summary section.

This section will display the annual allocations, payments, and payment status for the applicant for each of the fiscal years.

Allocations and Payments

Year	Allocation	Payments	Status	Payment Criteria Status
FY2022	$1,177,245	$0	Processing	Payment criteria not met
FY2021	$2,300,208	$2,300,208	Paid (Reconciled)	Payment criteria has been met
FY2020	$1,123,728	$1,123,728	Paid (Reconciled)	Payment criteria has been met

Statement of Funding and Expenditures (SFE)

A list of both Certified and Pending SFE documents are accessed by clicking on the **Statement of Funding and Expenditure Reporting** bar found under the CCBF Summary page.

SFE review and selection view

Due Date	Year	Status	Carry Forward from Previous Year	Allocation	Credit Items Earned	Total CCBF Expenditures	Total Carry Forward to Next Year	
May 01 2020	FY2019	Certified - Complete	$496,534	$725,689	$1,717	$1,223,940	$0	Certified SFE
May 01 2021	FY2020	Certified - Complete	$0	$367,349	$0	$367,349	$0	Certified SFE
May 01 2022	FY2021	Certified - Complete	$0	$751,944	$0	$751,944	$0	Certified SFE
May 01 2023	FY2022	Pending		$0	$0	$0		

Showing 1 to 18 of 18 entries

Due date for SFE submission

Reporting Calendar Year for SFE

Click 'Certified SFE' hyper-link to view prior submitted and Certified SFE data

Click 'Due date' hyper-link to open Pending or Saved, but not submitted, SFE

Creating a New SFE for Submission

Selecting the **Due Date** hyper-link at the far-left side of a SFE entry that is in either Pending or Saved status will open the unsubmitted SFE document for modification. The SFE document has four primary sections:

- Municipality section,
- CCBF Funding Available section,
- Project Cost and Funding Applied section, and
- Certification section.

The SFE also allows the user to attach any required documents.

Municipality Section

This top section of the SFE document includes basic municipal information, including municipality name, municipality code (local government code assigned by Municipal Affairs), and the program reporting year the SFE relates to.

CCBF Funding Available Section

This section of the SFE document captures a summary of:

- Any carry-forward amounts (unexpended CCBF funds) drawn from the prior year SFE.
- The current year allocation for the program reporting year.
- A credit items* data entry box for the municipality to report any income earned against retained CCBF allocations.
- Total CCBF funds available (sum of the above three values) available to be applied for the reporting year.

* Credit items earned on CCBF allocations become part of the CCBF funding available to apply to project costs.
In the CCBF Funding Available section, fields A, B, and D will be pre-populated.

MUNICIPALITY		
Municipality Name	Municipal Code:	Program Year
Summer Village of		FY2021

- The due date for submitting the FY2021 SFE to Municipal Affairs is May 1, 2022
- All projects listed on this statement must first be accepted on previously submitted and approved project applications or amendments.
- The FY2022 CCBF Funding Allocation will not be released until the FY2021 SFE is received, all previous programs years' SFEs certified, and sufficient project applications that commit all CCBF funding allocated to date.

CCBF FUNDING AVAILABLE		
Total Funding Carry-Forward from Previous Year:	$139,159	(A)
Funding Allocation in Reporting Year:	$24,050	(B)
Credit Items Earned in Reporting Year:	186	(C)
Total CCBF Funding Available in Reporting Year:	$163,395	(D)

Project Costs and Funding Applied Section

In this section of the SFE document, the user must provide the following information on all projects included on the document.
Required information in each of the following columns (identified by their number) of the SFE document includes.

- (3) - Project Status, as follows:
  - **Not Started** – Chose this status if a project did not start incurring expenditures in the current year (including engineering and construction expenditures). This choice may require that the project start, and end dates be moved to a future year.
  - **Delayed** – Chose this status if the project did incur expenditures in a prior reporting period but did not have any expenditures in the current reporting year. This choice may require the project end date be moved to a future year.
  - **In Progress** – Chose this status if the project had expenditures in the current year but was not completed. This choice may require the project start date and/or end date be updated.
  - **Completed** – Chose this status if the project was completed in the current reporting year. The end date will require to be confirmed.
  - **Withdrawn** – Chose this status if the project has never incurred any costs and the municipality no longer intends to proceed with the project.
- (6) - Total Actual Qualifying Costs in Project Year – The total cost incurred on the project in the reporting year, including any costs attributed to CCBF, provincial, other federal and municipal sources.
- (7) (8) (9) – Any part of the Total Actual Qualifying Cost (6) that was funded through either provincial grant sources, other federal grant sources, or through municipal internal funding sources.
- (10) – Qualifying Costs Funded Through CCBF – This section self populates based on the values entered in sections (6), (7), (8), and (9).

It is very important to enter all information, including dates, as accurately as possible.

PROJECT COSTS AND CCBF FUNDING APPLIED

(1) Project No. (2) Project Name (3) Status		(4) Minister's Accepted Amount	(5) Accepted Amount Remaining	(6) Total Actual Qualifying Project Costs in Reporting Year	(7) Project Costs to be Funded by Provincial Grant Programs	(8) Project Costs to be Funded by Other Federal Programs	(9) Project Costs to be Funded by Municipal Sources	(10) Reporting Year Qualifying Costs to be Funded by CCBF (6-(7+8+9))
Community Center addition and rehabilitation								
GTF-957	Completed/Fully Fu ⌄	$87,907	$87,907	$58,500	$0	$0	$37,250	$21,250
Start Date	01-May-21							
End Date	31-Dec-21							
Water Sewer line extensions								
GTF-1682	Completed/Fully Fu ⌄	$25,000	$25,000	$58,500	$0	$0	$37,250	$21,250
Start Date	01-Jun-21							
Confirmed	☐							
End Date	31-Dec-21							
Confirmed	☐							

Total Applied Amount in Reporting Year   **$42,500** (E)

Total Funding Available for Future Years (D-E)   **$145,407** (F)

At the bottom of the Project Costs and Reporting section the user is requested to confirm all projects with current year expenditures are reported on the SFE.

- If the answer is yes, the user is ready to submit the SFE.
- If the answer is no, contact a CCBF Grant Advisor and confirm that all projects that require CCBF expenditures have been submitted for acceptance. Wait until all submitted projects are accepted before submitting the SFE.

Are all projects with FY2021 CCBF expenditures reported on the SFE?
Yes ◉ No ○
List any unreported projects in the comment box below and/or provide other additional information which may assist Municipal Affairs in processing the SFE.

Certification Section

The CCBF Online user will be asked to identify their municipal role of either Chief Administrative Officer or authorized municipal representative and will be required to acknowledge a corresponding certification statement of the information about to be submitted by checking the certification box. The user and municipality name inserted into the certification will be populated by the municipal user's login credentials.

CERTIFICATION

Certification Type:

Chief Administrative Officer ◉   Representative ○

☑ I,   the CAO of   , certify that all information contained in this Statement of Funding and Expenditures is a true and correct representation of actual funding and costs and that this information complies with CCBF Program Guidelines and funding agreements for this grant program.

It certifies that all funding from other grant programs, and funding from municipal sources defined for this program have been identified in this statement. It also certifies that the CCBF Funding Applied to Reporting Year Qualifying Project Costs represents the Municipality's designation of CCBF funding to the respective qualifying project costs, irrespective of the Municipality's method of paying for these costs.

In all respects, this statement confirms compliance with the terms of the Canada Community-Building Fund Memorandum of Agreement between Alberta Municipal Affairs and the Municipality.

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

30-Nov-22   (780) 422-8453

SFE Attachments Section

In the Attachments section, the CCBF online user can upload documents that may be of assistance for those processing the Statement of Funding and Expenditures (SFE). Please note, if the municipality submits their Annual Financial Statements here, they still must submit them to MA.updates@gov.ab.ca as well.

SFEs can be saved to be completed later. Once an SFE is submitted the SFE data cannot be modified unless the SFE document is returned to the user by a CCBF Grant Advisor. When the user is satisfied the SFE is completed and ready to be submitted, they can use the save and submit buttons in this section to facilitate this action.

ATTACHMENTS	
Attachment Name	**File Name**
Financial Report	⬚ Click here to attach a file

The form was submitted on 2022-02-14 13:55:51 by   Delete   Refresh   **Save**   **Submit**   Close

Printing an SFE

If the user wishes to produce a hard copy of a submitted or certified SFE click on the **Certified SFE** hyperlink.

Statement of Funding and Expenditure Reporting

Search:

Due Date	Year	Status	Carry Forward from Previous Year	Allocation	Credit Items Earned	Total CCBF Expenditures	Total Carry Forward to Next Year	
May 01 2022	FY2021	Certified - Complete	$565,491	$2,300,208	$4,323	$2,341,594	$528,428	Certified SFE

The SFE can then be exported into PDF, Excel or Word and be printed for your records.

Contact Us

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