**Asset Management Capacity-Building Cohort Application 2018/2019**

Please fill out the form as completely as possible. Please reference the Request for Expression of Interest document for clarifying details or contact Ryan Osterberg at rosterberg@auma.ca or Wyatt Skovron at wyatt@RMAlberta.com. If applying with other municipalities, please identify one person from among the group as the primary contact.

Applications must be submitted to rosterberg@auma.com no later than 4PM on **December 21, 2018**.

*Primary contact information*

**Name and title**:
**Municipality**:
**Email**:
**Phone number**:

*Other applicants from primary contact’s municipality*

If applicable, please fill out information for at least one applicant from any additional municipalities included in the application. Note that we are prioritizing municipalities who are within a similar geographic region to increase efficiencies for travel and accommodation and to facilitate a regional collaborative environment for asset management (though this is not mandatory). If you are applying as a single municipality, only fill out information for the staff your municipality expects to participate in the cohort.

Note that participation will require 2-3 representatives from each municipality, but identifying one participant is sufficient at this point in the process.

**Municipality 1**

Name of municipality:
Population:

1. Name and title:
Department:
Email: Phone Number:
2. Name and title:
Department:
Email: Phone Number:
3. Name and title:
Department:
Email: Phone Number:

**Municipality 2**

Name of municipality:
Population:

1. Name and title:
Department:
Email: Phone Number:
2. Name and title:
Department:
Email: Phone Number:
3. Name and title:
Department:
Email: Phone Number:

**Municipality 3**

Name of municipality:
Population:

1. Name and title:
Department:
Email: Phone Number:
2. Name and title:
Department:
Email: Phone Number:
3. Name and title:
Department:
Email: Phone Number:

Are you aware of any other municipalities in your region that are completing a separate application? If yes, please indicate the municipalities.

Are you aware of any other municipalities in your region that may be interested in participating? If yes, please list below, and provide contact information if known.

*Project timeline and commitment*

1. There will be periodic meetings and/or conference calls throughout the project, from January 2019 to the end of summer 2019. The number and timing of these meetings will be determined collaboratively with the cohort, and will likely combine in-person meetings and conference calls as needed. Are you and/or the staff in this application available to participate in in-person meetings and/or conference calls approximately one to three times per month from January 2019 to summer 2019, with possible extension to fall 2019? If no, please elaborate on constraints/barriers.
2. Participation in this program requires high levels of engagement. We are requiring applicants to have the formal support from their council. Does your council support participating in this program? If yes, attach the acknowledgement of the participant commitment form (attached).
	* 1. Yes [ ]
		2. No [ ]

*Costs*

1. Municipalities will be required to incur some costs to participate in the cohort, with the exact amount unknown at this time. These include accommodation and travel to and from workshops and/or meetings. Venue and catering at the workshops and/or meetings and materials will be provided. Estimated municipally-incurred costs will likely range from $500 to $2000, depending on number of workshops/meetings and locations.
	1. Do you have the support of your municipality to incur these costs?
		1. Yes [ ]
		2. No [ ]

*Meeting/workshop hosting*

1. To reduce costs associated with the project, participating municipalities may be asked to host at least one workshop or meeting. This can take place in any venue in the municipality (or surrounding area) that can accommodate a group of 12-30 participants, and can support basic technology such as a projector (and ideally wi-fi, though this is not mandatory). Ideally, a municipal facility can be provided at no cost, although the project organizers may be able to incur small costs for facilities if no other option is available.
	1. Is your municipality able to provide a venue to accommodate 12-30 people at least once during the project?
		1. Yes [ ]
		2. No [ ]

*Asset Management Capacity*

1. Please describe what your municipality currently does for asset management (e.g. tracking assets in excel, other platforms)?
2. Does your municipality have any of the following?
	1. Asset management policy
		1. Yes [ ]
		2. No [ ]
	2. Asset management strategy
		1. Yes [ ]
		2. No [ ]
	3. Asset management team
		1. Yes [ ]
		2. No [ ]
3. How would you rate your municipality’s asset management progress to this point?
	1. No progress[ ]
	2. Limited progress[ ]
	3. Fair progress[ ]
	4. Advanced progress[ ]
		1. Please elaborate on your choice:
4. What do you hope to get out of participating in the cohort program?
5. What are some resources that would help your municipality with asset management right now?