

GreenTRIP Submission Procedures and Guidelines

Green Transit Incentives Program (GreenTRIP)

These guidelines provide a description of the Green Transit Incentives Program and describe the submission and administrative process.

PLEASE READ THESE GUIDELINES COMPLETELY BEFORE PREPARING A SUBMISSION.

A SUBMISSION THAT IS INCOMPLETE OR THAT IS NOT SUBMITTED IN AN APPROPRIATE FORMAT WILL BE RETURNED TO THE APPLICANT.

GreenTRIP Submission Procedures and Guidelines

Index

1. OBJECTIVE
2. TIME FRAME
 - 2.1 FIRST CALL FOR SUBMISSIONS
 - 2.2 SECOND CALL
 - 2.3 PROJECT COMPLETION
3. ELIGIBLE AND INELIGIBLE PROJECTS AND COSTS
4. FUNDING POLICY
 - 4.1 INITIAL FUNDING ALLOCATION
 - 4.2 FUNDING AGREEMENT
5. PROCEDURES
 - 5.1 SUBMISSION PROCESS
 - 5.1.1. SUBMISSION FORM
 - 5.1.2. BASIC INFORMATION AND BUSINESS CASE
 - 5.1.3. SUBMISSION FORMAT
 - 5.1.4. WHERE TO SEND THE SUBMISSION
 - 5.2 REPORTING REQUIREMENTS
 - 5.2.1. FINANCIAL REPORTING FOR MUNICIPAL SUBMISSIONS
 - 5.2.2. FINANCIAL REPORTING FOR NON-MUNICIPAL SUBMISSIONS
 - 5.2.3. PROJECT PROGRESS REPORTS
 - 5.2.4. PROJECT COMPLETION REPORT
 - 5.2.5. ONGOING BENEFITS OF PROJECT OPERATING REPORTS
6. AWARD OF CONTRACTS
7. PUBLICITY OF PROJECT

APPENDICES

- A. PROJECT SUBMISSION FORM (THE DATES FOR ROUND 2 WILL BE ANNOUNCED)
- B. PROJECT COST AND ELIGIBILITY CRITERIA
- C. FUNDING AGREEMENT
- D. FINAL PROJECT REPORT FORM
- E. PROJECT BENEFITS REPORT GUIDE
- F. GHG REDUCTION CALCULATION GUIDE
- G. USEFUL LINKS

GreenTRIP Submission Procedures and Guidelines

1. OBJECTIVE

The Green Transit Incentives Program (GreenTRIP) is a one-time funding program that will support new and expanded public transit throughout Alberta. GreenTRIP will provide only capital funding assistance for public transit infrastructure and technology. The program will provide Albertans with a wider range of sustainable public transit alternatives for local, regional, and inter-municipal travel making public transit more accessible. It is anticipated that this program will help reduce the number of vehicles on Alberta roads and reduce greenhouse gas emissions.

For the purposes of GreenTRIP program, “public transit” means:

A transportation service available to the public in an urban and surrounding area, using vehicles designed for use by multiple individuals, with fares, schedules, and routes that are planned and available in advance.

The Green Transit Incentives Program is available to the owner/operator of public transit services, which may include municipalities, regional entities/authorities, non-profit organizations, Métis settlements, and the private sector; given that it is a sustainable transit project.

GreenTRIP funding is not available to individuals, Federal government departments or agencies and First Nations under federal jurisdiction.

GreenTRIP project submissions will be assessed in relation to the following provincial priorities:

- implementing the 20-year Strategic Capital Plan
(Web link <http://www.treasuryboard.alberta.ca/docs/20YSCPweb.pdf>)
- investing in priority projects that contribute to a safe and world-class transportation system that supports regional and economic development and provides Alberta with some of the most advanced infrastructure in North America.
- supporting Alberta’s return to prosperity and creating a strong foundation for continued economic strength.
- implementing the Land-Use Framework, which supports regional planning for key transportation infrastructure, including public transit.
- advancing the province’s climate change strategy by increasing public transit use, reducing congestion, getting cars off roads and thereby reducing greenhouse gas (GHG) emissions.
(Web link <http://environment.alberta.ca/01855.html>)

Under the Green Transit Incentives Program, up to a total of \$2 billion (\$2,000,000,000) is available over the life of the program. Public transit capital projects are eligible for cost-sharing, generally on a maximum 66 ²/₃ % Government of Alberta and a minimum of 33 ¹/₃ % proponent basis.

Projects are expected to have a high municipal priority, and where appropriate, a high regional priority.

GreenTRIP Submission Procedures and Guidelines

All Submissions must include a comprehensive Business Case substantiating the need and benefits of the project, outlining the operational sustainability of the project, and demonstrating how the project's benefits will be accomplished and verified. There is no guarantee that any specific project or project type will be approved for funding.

2. TIME FRAME

The program was launched in 2010-2011 and will be active until all budgeted provincial funding has been committed and expended. The first call for submissions were announced in 2010; the date for the second call for submissions is yet to be determined

Applicants must submit a "Project Submission Form and Business Case", (herein after collectively referred to as a "Submission"). A Project Submission Form is included in [Appendix "A"](#). Submissions for funding under this program should be sent to Alberta Transportation.

2.1 FIRST CALL FOR SUBMISSIONS

All project submissions were received by Alberta Transportation by January 31, 2011.

Funding approval for successful projects from the first call submissions were announced in 2011.

2.2 SECOND CALL

A date for the second call for submissions will be announced in 2012.

In the event that the program is under subscribed after the second round of submissions, a third round of submissions may be considered.

Projects may be approved for funding in one fiscal year with grant payment instalments to occur in subsequent years. The funding will generally be provided on progress of the project, the availability of provincial budgets, and the timely completion of an annual Statement of Funding and Expenditures in accordance with the Program Guidelines.

2.3 PROJECT COMPLETION

All projects commenced under this program should be completed and all financial statements finalized by dates set in the Project Funding Agreement.

GreenTRIP Submission Procedures and Guidelines

3. ELIGIBLE AND INELIGIBLE PROJECTS AND COSTS

PROJECTS

This program supports public transit capital projects only, examples:

- Construction of Heavy Rail, LRT lines and related station structures, maintenance facilities.
- Construction of Public Transit Terminals and Park and Ride Facilities.
- Installation of intelligent transportation (transit) system components.
- Purchase of public transit vehicles for mass transit.

COSTS

The following types of costs are eligible expenditures as an integral part of a project that has been approved for funding under GreenTRIP:

- Design, construction supervision, and construction costs.
- Planning for and acquisition of transit or commuter rail corridors.
- Shipping and delivery costs for materials and vehicles.
- Regulatory, pedestrian and warning type signs.
- The actual costs of right-of-way, easement for land required.
- Any other item that the Minister of Transportation may, from time to time, determine as eligible for provincial cost-sharing. In cases where clarification is required, department staff should be consulted.

Note that this program does **not** provide funding for operating or maintaining public transit services, including transit feasibility studies and transit service operational reviews.

INELIGIBLE PROJECTS AND COSTS

The following is a partial list of examples of costs that are not eligible under GreenTRIP.

- All construction and rehabilitation work on roadways, bridges, alleyways (back-lanes) not related to the transit project.
- All roadway maintenance and structure maintenance activities.
- The rehabilitation and maintenance of sidewalks, walkways, bicycle paths, etc.
- Transit operating and maintenance costs, including feasibility studies and operational reviews.
- All costs related to any portion of a GreenTRIP project that is not for public transit use.
- Any project whose primary intent is beautification.
- Legal expenses and litigation costs except for right-of-way acquisition.
- Goods and Services Tax (GST).
- Costs associated with the preparation/submission of the Submission and Business Case.
- Any other item that the Minister of Transportation may, from time to time, determine as ineligible for provincial cost-sharing. In cases where clarification is required, Department staff should be consulted.

For a more detailed list of Project Costs and Eligibility see [Appendix “B”](#).

GreenTRIP Submission Procedures and Guidelines

4. FUNDING POLICY

Under the Green Transit Incentives Program, up to a total of \$2 billion (\$2,000,000,000) is available over the life of the program. Public transit capital projects are eligible for cost-sharing, generally on a maximum 66 ²/₃% Government of Alberta and a minimum of 33 ¹/₃% proponent basis.

Government funding for approved projects will be provided on a “Pay on Progress” basis, subject to available provincial annual budgets.

All Submissions must include a comprehensive Business Case substantiating the need and benefits of the project, outlining the operational sustainability of the project, and demonstrating how their project’s benefits will be accomplished and verified. There is no guarantee that any specific project or project type will be approved for funding.

4.1 INITIAL FUNDING ALLOCATIONS

The funding available under GreenTRIP has been initially allocated on the order of 40% to the Capital Region, 40% to the Calgary Region, and 20% to other municipalities in the province and provincial priority projects. Following the close of the Second Call submissions these initial allocations may be adjusted.

For the purposes of GreenTRIP, municipalities within the two regional entities consist of the following:

Capital Region		Calgary Region	
Beaumont	Morinville	Airdrie	High River
Bon Accord	New Serepta	Banff	Irricana
Bruderheim	Parkland County	Black Diamond	Nanton
Calmar	Redwater	Calgary	Okotoks
Devon	Spruce Grove	Canmore	Redwood Meadows
Edmonton	St. Albert	Chestermere	Strathmore
Fort Saskatchewan	Stony Plain	Cochrane	Turner Valley
Gibbons	Strathcona County		
Lamont	Sturgeon County	The municipalities below are included in the Calgary Region for GreenTRIP submissions but are not part of the Calgary Regional Partnership.	
Lamont County	Thorsby	MD of Rocky View	Wheatland County
Leduc	Wabamum	MD of Foothills	Crossfield
Leduc County	Warburg		
Legal			

In order to support regional cooperation and accountability, the two regional entities (Capital Regional Board and Calgary Regional Partnership) would be required to endorse candidate project submissions from municipal and/or private sector applicants within their regional boundaries.

GreenTRIP Submission Procedures and Guidelines

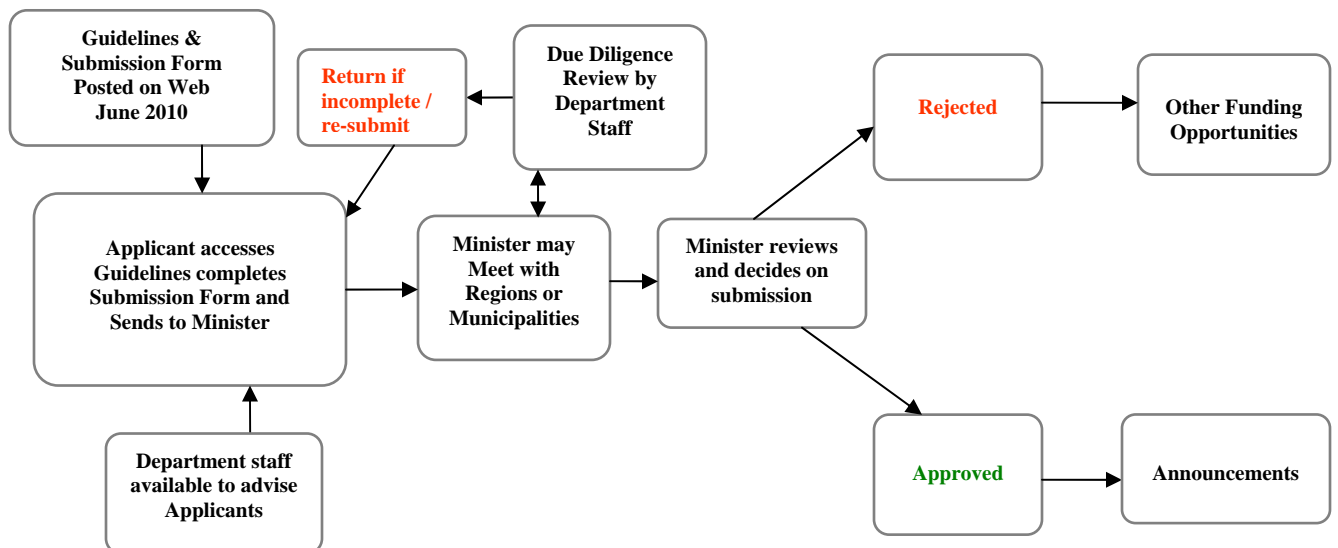
4.2 FUNDING AGREEMENT

This is a "project specific" program and a separate Project Funding Agreement ([Appendix "C"](#)) is required for each selected project. Work on any project proposed under this program may commence at any time at the discretion of the Applicant, however, commencement of work is at the Applicant's risk and does not imply that the project is or will be accepted for cost-sharing by the Minister.

After a project has been accepted, no funding will be provided until a funding agreement has been executed.

5. PROCEDURES

The flow chart below outlines the general submission and approval process for GreenTRIP submissions.



5.1 SUBMISSION PROCESS

For this program the Applicant will be required to complete a Submission that consists of both a Submission Form and a Project Business Case (Project Submission and Business Case).

The Project Submission Form ([Appendix "A"](#)) provides contact information and other general information about the project.

The Business Case is an essential component of the Submission that provides the detailed information required for assessing the project.

GreenTRIP Submission Procedures and Guidelines

5.1.1 SUBMISSION FORM

[Appendix “A”](#) will be made available prior to the second call for submissions.

GreenTRIP Submissions must be in the format outlined in [Appendix “A”](#) and include:

- Completed Submission Form and Project Business Case, which may include supporting studies and reports relative to the project.
- Financial sustainability plan for the continued operation and maintenance.
- A plan for ongoing monitoring of benefits including GHG reduction.
- Record of Council or board of directors support for the project proposal. (A project with a regional component, where regional entities exist, i.e. Calgary Regional Partnership and Capital Region Board, requires the support of the project by the regional entity).
- The Project must also be consistent with applicable transportation and land use plans or policies of provincial, local governments or regional entities.

If more than one project is to be considered, a separate submission is required for each project. In addition, the Applicant must assign a local priority (first, second, third, etc.) to each submission relative to their other submissions under this program. Where the applicant is within one of the two noted Regional Entities, the Regional Entity must assign a local priority to each project.

5.1.2 BASIC INFORMATION AND BUSINESS CASE

The Project Submission Form ([Appendix “A”](#)) and Business Case allows for all of the project basic information to be provided, however the applicant should supplement the Submission with any supporting studies, reports, maps or additional information that is relevant to the project.

As a minimum, the Business Case should address the following:

- Documentation of the need for the project and its benefits.
- Outline of incremental ridership targets and other project benefits including reduction of traffic congestion and Greenhouse Gas emissions.
- Integration of project with existing urban and regional transportation systems.
- Description of project risks and the strategy to mitigate those risks
- Total Projects Costs, including both eligible and non eligible costs.
- Anticipated annual cash flow requirements.
 - For approved projects, the cash-flow summary will be used as a guide in determining the timing, for grant payments; however, there is no guarantee that the proposed cash-flow can be accomplished.
 - Please check the estimated project cost figures carefully before finalizing the Submission. The amount of grant funding allocated to the approved project will be based on this financial information.
- A financial sustainability plan for the ongoing operating and maintenance funding for the project.

GreenTRIP Submission Procedures and Guidelines

- Verification that the operation of the transit project conforms to applicable provincial regulations governing the provision of such public transportation services.
- Supporting studies and reports might include ridership surveys, origin-destination studies, traffic counts/models, analysis of best technology, previously completed feasibility studies and relevant maps or site plans.

[Appendix “A”](#) will be made available prior to the second call for submissions.

5.1.3 SUBMISSION FORMAT

Submissions should be prepared and submitted in both hard copy and electronic format with the following general specifications:

- Standard size paper
- Minimum 12 pt. font
- Line spacing 1.5
- Acceptable electronic file formats include: .doc, .pdf, .jpg, .html

A completed submission package must include three (3) copies of all forms and supporting reports as well as one electronic CD copy of the complete submission package.

Any Submission which is not in this format or which provides incomplete information may be returned to the Applicant by Alberta Transportation for possible resubmission prior to the submission due date. Any Submissions not approved for funding may be revised and resubmitted for the next call, if applicable.

5.1.4 WHERE TO SEND THE SUBMISSION

All Applicants should forward their completed submission package as early as possible to:

**ALBERTA TRANSPORTATION
2nd Floor, Twin Atria Building
4999 – 98 Avenue
Edmonton, AB T6B 2X3**

ATTENTION: GreenTRIP
TEL: 780-415-2148
FAX: 780-427-0783

5.2 REPORTING REQUIREMENTS

After a project submission has been approved for funding and a project agreement executed, the administration and delivery of the project shall include regular financial and progress reports, including a project completion report, summary of follow-up benefits and operating reports as outlined below.

GreenTRIP Submission Procedures and Guidelines

5.2.1 FINANCIAL REPORTING FOR MUNICIPAL SUBMISSIONS

For successful municipal applicants, the proposed annual cash-flow for the GreenTRIP project shall be entered / updated in Alberta Transportation's Municipal Grant Management Application (MGMA) for the expected duration of the project. The proposed cash-flow for each year is to be further refined and reported under one or more of the following categories:

- Functional planning, Design, Construction, Purchase, Right-of-way, Other
- As the project proceeds, significant changes in the anticipated cash-flow shall be entered in MGMA.
- An annual Statement of Funding and Expenditures (SFE) shall be prepared in MGMA for the period ending December 31 of each year until the project is completed.
- Expenditure summaries may be attached to the project information within MGMA in support of the SFE.
- Where GreenTRIP funds have been used to purchase right-of-way, the Applicant will be required to submit, with its annual statement of funding and expenditures, a summary and plan of the right-of-way claimed for cost-sharing. This document must describe what right-of-way was purchased, including details of the original purchase cost, carrying charges, credit items, value of residual land, etc.
- In situations where the provincial share of the GreenTRIP funding for an approved project is not able to be provided in a timely manner to match progress, the applicant may request departmental approval to borrow funds to account for the deferred provincial share. When borrowing is approved, the interest on the borrowed funds may be included as an eligible project cost and reported on the annual SFE.
- In the event that grant funds have been provided to the Applicant in advance of the actual project expenditures, the Applicant will be required to invest the funds in an interest bearing account, or maintain a separate accounting equivalent to being invested in an interest bearing account, and to include the interest on the annual SFE.

A signed hard copy of the SFE must be filed with Alberta Transportation no later than June 30 of each year until the project is finalized.

Incremental grant fund payments for the current year may not be provided until the signed SFE for the previous calendar year has been filed and accepted.

5.2.2 FINANCIAL REPORTING FOR NON-MUNICIPAL SUBMISSIONS

For those Applicants not having access to MGMA, an alternative reporting format, consistent with the above process, will be established. Partnering with a municipality for reporting purposes may be considered.

GreenTRIP Submission Procedures and Guidelines

5.2.3 PROJECT PROGRESS REPORT

The successful applicant shall provide periodic progress summary reports outlining the work completed to date and costs incurred to date. The report should compare the actual progress with the initial project schedule and should include a summary of invoices paid. Where practical, the timing of the report should coincide with key milestones in the project progress. Submission of detailed invoices are not required, however, such invoices should be readily available for review on request.

The report format should follow the Submission Guidelines outlined in section 5.1.3.

The provision of incremental grant payments is subject to receipt by Alberta Transportation of both regular progress reports and an annual Statement of Funding and Expenditures.

5.2.4 PROJECT COMPLETION REPORT

Upon completion of the project the Applicant is required to submit a Final Project Report as outlined in [Appendix “D”](#) which summarizes and compares the project’s expected and actual costs, benefits and schedule.

The report format should follow the Submission Guidelines outlined in section 5.1.3.

5.2.5 ONGOING BENEFITS OF PROJECT OPERATING REPORTS

In order to inform the public of the benefits of the projects supported by GreenTRIP, as part of Alberta’s climate change strategy, the Applicant must provide an annual summary to Alberta Environment, of the ongoing benefits including a comparison to the performance targets originally developed for this project for a period of ten years after completion of the project.

The guideline for the report of the Benefits of Projects is included in [Appendix “E”](#). These guidelines were developed through consultations with stakeholders and serve as an aid to determine report content and quality. The Benefits of Projects report will serve as a benchmark for assessing project results and holds accountability to the Applicant for the outcomes outlined in the funding proposal.

A GHG reduction calculation guide is included in Appendix “F”.

The details and format of this report will be negotiated with the successful Applicants. Including and reporting on the project in a municipal climate change action plan is an option for reporting ongoing benefits.

GreenTRIP Submission Procedures and Guidelines

6. AWARD OF CONTRACTS

Where a project to be undertaken by the Applicant is approved for funding under GreenTRIP:

- The Applicant may award contracts for the project by public tender, based on either unit prices or lump sum amounts, in accordance with the Trade, Investment and Labour Mobility Agreement (TILMA), the Agreement on Internal Trade, the New West Partnership Trade Agreement (NWPTA), and other applicable trade agreements and with procedures prescribed by the Minister.
- Where the Applicant proposes to sole-source the acquisition of vehicles, equipment, or services because of compatibility issues with existing vehicles and equipment or because of the highly specialized nature of the service, the Applicant is required to include in its Business Case its reason and justification for selecting this process.
- Where the Applicant proposes to undertake the project, or components of the project, utilizing its own labour, the Applicant is required to include in the Business Case an economic analysis indicating that this will result in a lower cost or more cost-effective project.
- Where the Applicant recommends that any tender other than the low tender be accepted, the Applicant must submit the recommendation respecting such awarding, together with details of all tenders received, for approval by the Minister.

7. PUBLICITY OF PROJECT

Where a project to be undertaken by the Applicant is approved for funding under GreenTRIP:

- The Applicant is required to participate in public communications that may include public announcements, news releases, official project openings, etc.
- The Applicant may be required to provide placement of cost-sharing signs, project or recognition plaques, or other such activities as requested by the Minister.

Updated March 26, 2012