

# GreenTRIP Administrative Procedures and Guidelines

## APPENDIX D – FINAL PROJECT REPORT

### GreenTRIP PROGRAM OVERVIEW

The Green Transit Incentives Program (GreenTRIP) is a one-time funding program that supports new and expanding public transit throughout Alberta. It is anticipated that this program will help reduce the number of vehicles on Alberta roads and reduce greenhouse gas emissions.

Upon completion of the project the Applicant is required to submit a Final Project Report that summarizes and compares the project's expected and actual costs, benefits and schedule. Further detailed requirements will be outlined in this Appendix.

### REPORT CONTENT

#### 1. Project Summary

Provide a brief explanation of the approved Project as detailed under the initial submission and funding agreement. The Project description should include how it fits in with the GreenTRIP grant funding goals and the amount of the final grant. In addition, a brief timeline should be provided, i.e. Project conception, construction date, completion, etc.

#### 2. Goals and Benefits of the Project

Outline the goals that the Project hoped to accomplish through GreenTRIP funding. Where possible, include specific numbers, i.e. anticipated GHG reduction, vehicle reduction, anticipated ridership numbers, etc.

#### 3. Schedule Comparison

Provide the initial and final schedules for the Project. This may be in the form of a Gantt chart.

#### 4. Cost Comparison

Provide the initial and final cost estimates. Specify the costs that were covered by GreenTRIP funding.

#### 5. Outcomes

Explain any delays and changes in costs or scheduling through the duration of the project. If there were any challenges, explain how they were dealt with.

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Outline the actual accomplishments to date. Where possible, include specific numbers, i.e. GHG reduction, vehicle reduction, rider-ship numbers, number of bus stop shelters built, trash receptacles added, etc.

### 6. Steps Forward

Describe the project outlook, what actions still need to be taken? How will the results be monitored? What, if any, foreseeable challenges are there? Etc.

### 7. Use of Figures

Where appropriate, include tables, graphs, charts, pictures etc.

## **SUBMISSION PROCEDURES**

### 1. Format

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

- Standard letter size paper (8.5 x 11 inch)
- Minimum 12 pt. font
- Line spacing 1.5
- Acceptable electronic file formats included: .doc, .pdf, .jpg, .html

### 2. Please submit reports to:

Attention: GreenTRIP  
Alberta Transportation  
2<sup>nd</sup> Floor Twin Atria Building  
4999 98 Avenue  
Edmonton Alberta, T6B 2X3

Municipal applicants may submit electronic benefit reports to Alberta Transportation's Municipal Grant Management Application (MGMA). For applicants not having access to MGMA, an alternative electronic reporting format, consistent with the above process, will be established.

### 3. Submission Date

The final project report should be submitted within three (3) months after completion.