

# GreenTRIP

## Green Transit Incentives Program Procedures and Guidelines

**This procedures and guidelines document provides a description of the Green Transit Incentives Program (GreenTRIP) and describes the submission and administrative process.**

**Please read these guidelines completely before preparing a submission.**

**A submission that is incomplete or not submitted in an appropriate format will be returned to the applicant**



# Table of Contents

<b>1. OBJECTIVE .....</b>	<b>3</b>
<b>2. TIME FRAME .....</b>	<b>4</b>
<b>2.1 FIRST CALL FOR SUBMISSIONS.....</b>	<b>4</b>
<b>2.2 SECOND CALL .....</b>	<b>4</b>
<b>2.3 PROJECT COMPLETION.....</b>	<b>4</b>
<b>3. ELIGIBLE AND INELIGIBLE PROJECTS AND COSTS .....</b>	<b>5</b>
<b>4. FUNDING POLICY .....</b>	<b>6</b>
<b>4.1 INITIAL FUNDING ALLOCATIONS .....</b>	<b>6</b>
<b>4.2 FUNDING AGREEMENT .....</b>	<b>7</b>
<b>5. PROCEDURES.....</b>	<b>7</b>
<b>5.1 SUBMISSION PROCESS.....</b>	<b>7</b>
5.1.1 SUBMISSION FORM .....	8
5.1.2 BASIC INFORMATION AND BUSINESS CASE.....	8
5.1.3 SUBMISSION FORMAT .....	9
5.1.4 WHERE TO SEND THE SUBMISSION .....	9
<b>5.2 REPORTING REQUIREMENTS .....</b>	<b>9</b>
5.2.1 FINANCIAL REPORTING FOR MUNICIPAL SUBMISSIONS .....	10
5.2.2 FINANCIAL REPORTING FOR NON-MUNICIPAL SUBMISSIONS .....	10
5.2.3 PROJECT PROGRESS REPORT .....	11
5.2.4 PROJECT COMPLETION REPORT .....	11
5.2.5 ONGOING BENEFITS OF PROJECT OPERATING REPORTS .....	11
<b>6. AWARD OF CONTRACTS.....</b>	<b>12</b>
<b>7. PUBLICITY OF PROJECT .....</b>	<b>12</b>

## APPENDICES

**A. PROJECT SUBMISSION FORM**

**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**

## **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 general 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:

- Providing a safe, accessible, affordable and environmentally sustainable transportation option for all Albertans, including youth and seniors.
- 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.
- Stimulating economic growth, diversification and job creation.
- Implementing the Land-Use Framework, which supports regional planning for key transportation infrastructure, including public transit.
- Supporting the goals of the Government of Alberta’s [Climate Leadership Plan](#) by providing user-friendly public transportation options, thereby increasing public transit use, better managing congestion and decreasing the number of personal vehicles on roads, all of which help to lower greenhouse gas (GHG) emissions.

Under the Green Transit Incentives Program, up to a total of \$2 billion is available over the life of the program. Public transit capital projects are eligible for cost-sharing, on a maximum two-thirds Government of Alberta and a minimum of one-third proponent basis.

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

## **2. TIME FRAME**

The program was launched in 2010. The first call for submissions was announced in 2010.

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**

The second call for applications closed on November 30, 2014.

Conditional funding approval for projects will be considered for second call funding if these projects have been tendered, ordered, or construction has started after January 1, 2012. However, if a transit capital project had been previously funded or cost-shared through a provincial or federal grant program, those contributions would not be eligible for retroactive cost-shared GreenTRIP funding.

### **2.3 THIRD CALL**

The third call for applications was announced on February 25, 2016. The deadline for submissions is August 31, 2016.

Conditional funding approval for projects will be considered for second call funding if these projects have been tendered, ordered, or construction has started after January 1, 2012. However, if a transit capital project had been previously funded or cost-shared through a provincial or federal grant program, those contributions would not be eligible for retroactive cost-shared GreenTRIP funding.

### **2.4 PROJECT COMPLETION**

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

### **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.
- 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 transit feasibility studies and transit service 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.
- In cases where clarification is required, Department staff should be consulted.

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

## **4. FUNDING POLICY**

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

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 submission of progress claims on approved projects in accordance with the program guidelines.

### **4.1 INITIAL FUNDING ALLOCATIONS**

The funding available under GreenTRIP has been initially allocated in the amount of 40% to the Capital Region, 40% to the Calgary Region, and 20% to other municipalities in the province and provincial priority projects.

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

<b>Capital Region</b>		<b>Calgary Region</b>	
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	The municipalities below are included in the Calgary Region for GreenTRIP submissions but are not part of the Calgary Regional Partnership.	
Lamont	Sturgeon County		
Lamont County	Thorsby		
Leduc	Wabamum	MD of Rocky View	Wheatland County
Leduc County	Warburg	MD of Foothills	Crossfield
Legal			

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

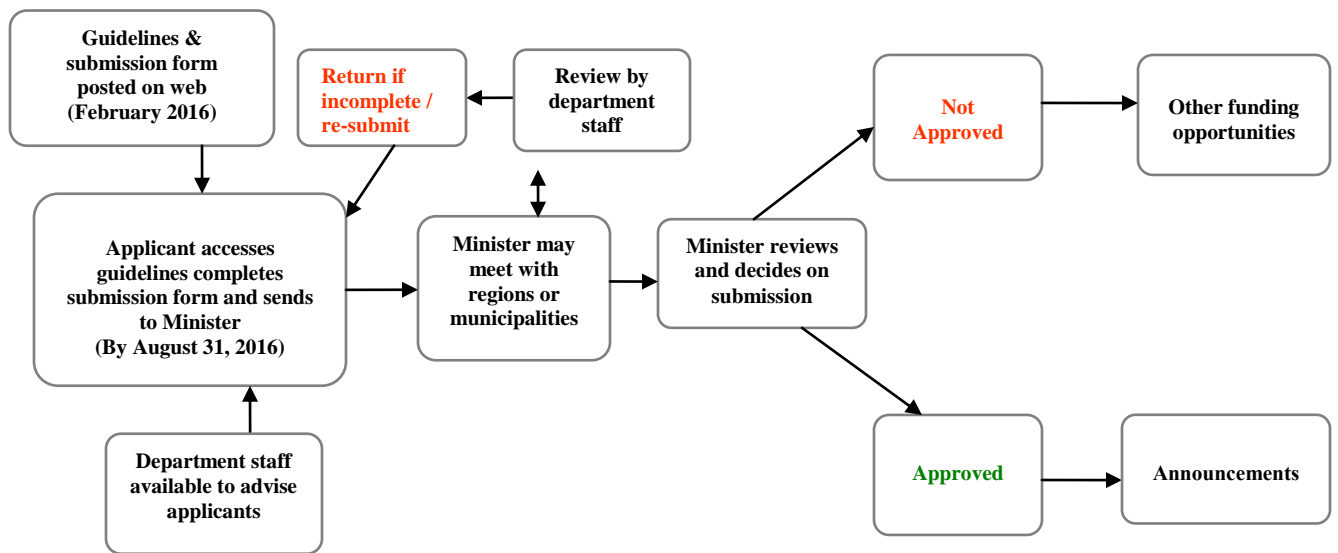
## **4.2 FUNDING AGREEMENT**

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 chart below outlines the general submission/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.

### **5.1.1 SUBMISSION FORM**

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

1. Completed submission form and project business case, which may include supporting studies and reports relative to the project.
2. Financial sustainability plan for the continued operation and maintenance.
3. A plan for ongoing monitoring of benefits including GHG reduction.
4. 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).
5. 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 GHG 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.
- 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.



### **5.1.3 SUBMISSION FORMAT**

Submissions should be prepared and submitted in both hard copy and electronic format 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 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  
2<sup>nd</sup> Floor, Twin Atria Building  
4999 – 98 Avenue  
Edmonton, AB T6B 2X3**

### **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.

## **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 listed in MGMA:

- 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.
- Progress claims for eligible project expenditures shall be prepared and submitted to Alberta Transportation at the applicant's discretion until the project is completed.
- Expenditure summaries should be attached to the project profile within MGMA in support of progress claims and annual summary.
- 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 claim form.
- 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 a progress claim and/or expenditure summary.

## **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.

### **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 may be subject to receipt by Alberta Transportation of regular progress reports and/or an annual summary of 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 Leadership Plan, the applicant must provide an annual summary to Alberta Transportation, 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.

## **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 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 2016**