COMMUNITY GENERATION
CAPACITY BUILDING PROGRAM

Interim Reporting Webinar
July 09, 2019
AGENDA

• Reminders
• Interim Report Walkthrough
  • Sections
  • Reporting Expectations
• Q & A
  • FAQ’s, pre-submitted questions, open question period
• Intro to MCCAC’s Municipal Community Generation Challenge
REMINDERS

• Interim Report due **Friday August 9, 2019 by 5:00 PM MT**
  • For EEA projects, submit to CGCB@efficiencyalberta.ca
  • For MCCAC projects, submit to contact@mccac.ca
• All fields mandatory unless otherwise specified
• Email subject line for submissions should be:
  “CGCB Interim Report - (Community/Organization Name)”
INTERIM REPORT WALKTHROUGH

Sections

- 1.0 Project Information
- 2.0 Project Progress
  - Results achieved, objectives met so far
  - Relative to the project plan in the CGCB application
- 3.0 Updated Risk Assessment
  - New risks or mitigations

Table 1: Updated risk assessment

<table>
<thead>
<tr>
<th>Risk Factor</th>
<th>Mitigation Strategy</th>
<th>Impact on Project (Low/Medium/High)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Small Scale Generation Regulation is too complex to communicate to interested parties</td>
<td>Example: Hire professional facilitator with extensive experience in explaining technical topics to a layperson audience</td>
<td>Medium</td>
</tr>
</tbody>
</table>
Sections

➢ 4.0 Project Budget
  • Budget summary
  • Project expense details
  • In-kind contributions

➢ 5.0 Project Activities
  • Detailed description of activities completed to date

<table>
<thead>
<tr>
<th>Table 2: Project Budget summary</th>
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<tbody>
<tr>
<td>Funding contribution listed in CGCB grant agreement ($)</td>
</tr>
<tr>
<td>$</td>
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Please provide a complete summary of project expenses incurred by August 9, 2019 identifying the expenditures and disbursements eligible for reimbursement from the CGCB grant payment amount. Please provide evidence of expenditures and disbursements as attachments to this document. This may include invoices, time-sheets, accounts payable registers, electronic funds (EFT) payments records, vendor confirmations, or any other records that supply evidence supporting the expenditures listed in Table 3 below.

<table>
<thead>
<tr>
<th>Table 3: Project expenses detail</th>
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<tbody>
<tr>
<td>Project Expense</td>
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<tr>
<td>Click here to enter text.</td>
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sections

➢ 6.0 Project Updates
   • Any updates to project versus application

➢ 7.0 Project Successes
   • Any successes to date you wish to share
   • May be used for marketing/communications

➢ 8.0 Project Challenges
   • Any challenges encountered to date

➢ 9.0 Declaration

7.0 Project Successes
Please provide a brief summary of any successes achieved to date that you wish to share. Please note these may be used for marketing/communications purposes. If you wish to share any photos, please provide as an attachment. Please note by signing the declaration below you are agreeing that information provided in this field may be shared publicly.
QUESTIONS?
**DEADLINES**

**STAGE 1**
- LOI Submission: May 10

**STAGE 2**
- Network Formation and EOI Submission: August 9

**STAGE 3**
- Full Project Proposal Submission: October 18

**STAGE 4**
- Successful Project(s) Announced: December 2019
CONNECT WITH MUNICIPALITIES

✓ Interested partners must submit the Network Partner Registration Form

✓ The form information will be shared with all the eligible municipalities

✓ Available online at www.mccac.ca/programs/MCGC