

COMMUNITY GENERATION CAPACITY BUILDING PROGRAM

Interim Reporting Webinar

July 09, 2019



Energy
Efficiency
Alberta



MCCAC
Municipal Climate Change Action Centre

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)”



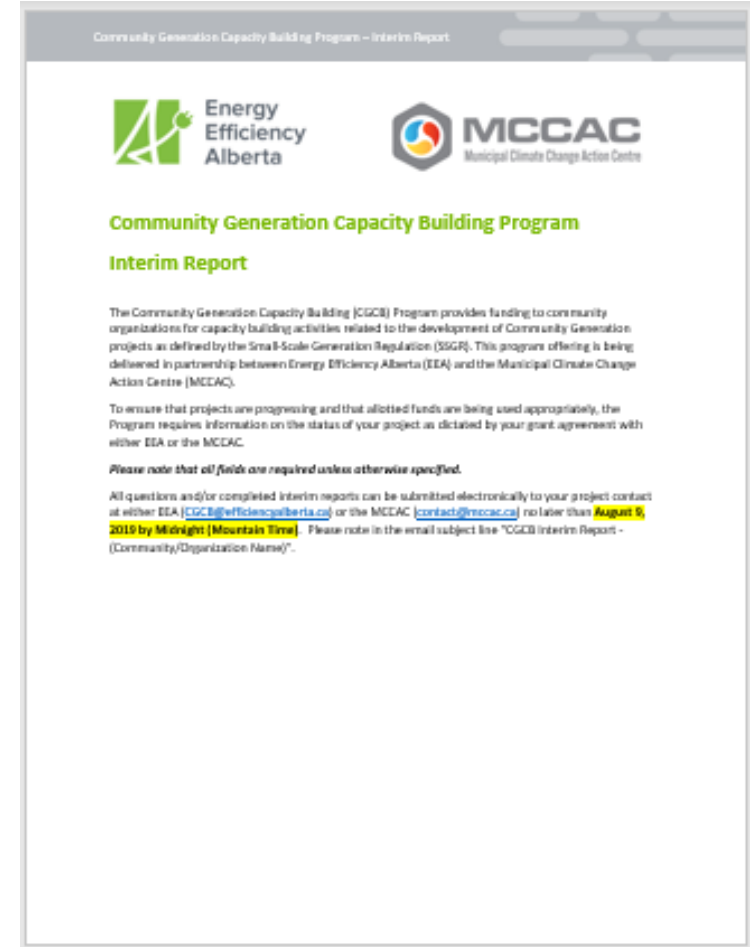
INTERIM REPORT WALKTHROUGH

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

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



INTERIM REPORT WALKTHROUGH

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 2: Project Budget summary

Funding contribution listed in CGCB grant agreement (\$)	Actual funding contribution as of August 9, 2019 (\$)	Funding contribution expected by February 21, 2020 (\$)	Source
\$	N/A	N/A	Community Generation Capacity Building Program Grant
\$	\$	\$	Contribution from applicant organization
\$	\$	\$	Contribution from any other funding sources [Please provide funding source name here]

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 3: Project expenses detail

Project Expense	Amount	Further Detail	Eligibility
Click here to enter text.	\$	Click here to enter text.	Choose an item.

INTERIM REPORT WALKTHROUGH

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.

[Click here to enter text.](#)

QUESTIONS?



MUNICIPAL COMMUNITY GENERATION CHALLENGE

DEADLINES



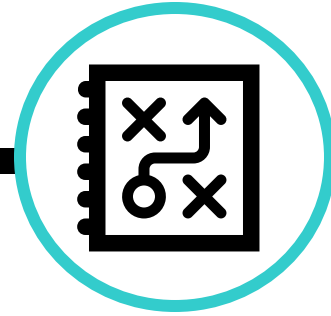
STAGE 1

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



Municipal Community Generation Challenge Network Partner Registration Form

Business Name:	Business Name
Business Address:	Business Address
Contact Name:	Contact Name
Contact Title:	Contact Title
Contact Phone:	Contact Phone
Contact Email:	Contact Email
Website:	Website
Year Company was established:	Year Company was established
Number of Full Time Employees:	Number of Full Time Employees
Partner Type:	Please choose from the following options:
Provide a brief description of your organization:	A Brief Description of Your Organization
Describe the services your company offers:	The Services Your Company Offers
If applicable, describe the technology your company provides:	Description of the technology your company provides (If Applicable)
What area(s) of the province are you interested in working in?	Area(s) of the Province that you interested in working in
What do you feel you would contribute as a partner in this Challenge?	Please enter your answer here
Other Information:	Other Information