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ecoENERGY for Alternative Fuels

Establishing Local Support Networks

Request for Project Proposals Applicant's Guide

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Table of Content

Preface - Request for Project Proposals Process.....	3
1. Introduction and Objectives.....	4
2. Expected Outcome.....	5
3. Description of the Program.....	5
4. Confidentiality and Security of Information.....	11
5. Application Schedule and Process.....	12
6. Selection Criteria.....	13
7. Proposal Review and Selection Process.....	15
Appendix 1: Request for Project Proposals.....	16
Appendix 2: Costing Memorandum.....	19
1. General Conditions.....	19
2. Eligible Expenditures.....	19
3. In-kind support.....	22
4. Records and Accounts.....	23
Appendix 3: Project Proposal Template.....	24
1. General Information and Applicant's Attestations.....	24
2. Project Details.....	26
2.1 Project Description and Relevance.....	26
2.2 Partners and Collaborators.....	27
2.3 Project Team.....	27
2.4 Summary of Project Funding Sources and Contributors.....	28
2.5 Risk and Risk Mitigation Strategy.....	31
2.6 Sustainability Plan.....	31
Glossary.....	32

Preface - Request for Project Proposals Process

This Applicant's Guide outlines the Request for Project Proposals (RPP) process for the establishment of three (3) local support networks (Hubs) for end-users of medium- and heavy-duty natural gas vehicles (e.g., natural gas experts who support fleet managers). Two hubs will be funded under the ecoENERGY for Alternative Fuels program (ecoEAF). A third hub will be funded by ecoEAF (at 20%) and the Market Development Incentive Payments (MDIP) fund (at 80%). It explains how Natural Resources Canada (NRCan) will review in a consistent, fair, and transparent manner, Proposals against set criteria in order to identify, select, and approve an allocation of funding to those projects that best fit with the Program's objectives. **If an applicant wishes to apply for more than one hub, a separate Project Proposal is required for each hub.**

The **deadline for submission** of Proposals is **11:59 EST, January 16, 2013**.

Submission of a Project Proposal and other required information does not imply that the proposed project will be approved for funding. Failure to provide all of the requested information may lead to the rejection of the proposal.

This Applicant's Guide provides guidance on the project documentation to be submitted. Proposals will be evaluated and ranked according to the criteria outlined in this document (see section 6). The Project Proposal process is a competitive process as it is expected that more eligible proposals will be submitted than the number of local support networks identified.

Any approvals under this process will be conditional upon successful negotiation and the execution of a contribution agreement. Until a written contribution agreement is signed by both parties, no commitment or obligation exists on the part of NRCan to make a financial contribution to any project.

NRCan officials will not entertain any request by potential proponents to review or revisit NRCan's project approval decisions.

NRCan reserves the right to alter the terms of this applicant's guide including the request for proposal, alter or cancel the currently envisaged process and deadlines at its sole discretion. Any changes will be communicated immediately via its website (www.alternativefuels.gc.ca) (under the ecoENERGY for Alternative Fuels Program in the News and Updates section of the program).

1. Introduction and Objectives

Canada's transportation sector accounts for approximately 25 percent of the nation's energy use, and the vast majority of this energy (99%) is derived from conventional fossil fuels such as gasoline and diesel fuel. Diversifying the energy sources used across the transportation sector will require a concerted effort, led by governments. Alternative fuels, such as natural gas, have a lower carbon content relative to conventional fuels such as gasoline and diesel. The increased awareness and use of these fuels can contribute to a reduction in greenhouse gas emissions (GHGs) in the Canadian transportation sector.

An increase in the awareness and use of alternative fuels will also create new economic opportunities for fuel suppliers, vehicle and equipment manufacturers, and end-users.

Significant updates to codes and standards for compressed natural gas vehicles, and entirely new standards for liquefied natural gas vehicles, will need to be established for this to become a reality. Ensuring users have access to the latest information from reliable sources is also critical. These two activities were identified in the *Natural Gas Use in Transportation Deployment Roadmap* (www.alternativefuels.gc.ca/ngroadmap) as key areas where governments can play a role in kick-starting the deployment of medium- and heavy-duty natural gas vehicles in Canada.

In 2011, the Government of Canada committed \$3 million over five years to implement recommendations from this Roadmap, including activities related to education and outreach, and codes and standards development. The sole purpose of this RPP is to allocate \$705,000 over four (4) years, (until March 31, 2016), towards the establishment of three (3) local support networks for end-users that will support the activities related to education and outreach.

The Program Objectives

Part of the objectives of the ecoENERGY for Alternative Fuels Program are to:

- increase alternative fuel stakeholder knowledge so that stakeholders are better able to assess alternative fuel pathways; and
- increase alternative fuel stakeholder awareness and access to information on the benefits of alternative fuel options.

From these objectives, the Program seeks to have:

- energy consumers adopt energy efficient technologies and alternative fuel practices.

The scope of the activities that will be funded is set out in Appendix 1.

2. Expected Outcome

Building on *The Natural Gas Use in the Canadian Transportation Sector Deployment Roadmap's* (www.alternativefuels.gc.ca/ngroadmap) recommendation, the expected outcome is to facilitate the establishment of three (3) local support networks which will deliver reliable information, education materials and outreach activities to end-users of medium- and heavy-duty natural gas vehicles (e.g., natural gas experts who support fleet managers). These hubs are being modeled around the highly visible and successful Clean Cities program in the US.

The expected result of the Program is to increase the use of natural gas as in medium and heavy duty vehicles vehicle fuel, resulting in increased GHG reductions across the transportation sector.

3. Description of the Program

The Program has the following terms and conditions. These features will be incorporated within contribution agreements entered into with successful applicants.

3.1 Definitions

“Contribution” means cash provided by the Minister under the contribution agreement.

“Total Project Cost” means the Contribution and cash and/or in-kind contributions received by the proponent toward the total project cost, the value of which is agreed to by the Minister.

“Eligible Expenditures” means those expenditures incurred between the signature of the contribution agreement and March 31, 2016, either directly by the proponent or through a third party.

“Incurred and paid” means an eligible cost/expenditure where goods have been received and/or services have been rendered and paid for.

“Fiscal Year” means the period beginning on April 1st of any year and ending on March 31st in the next year.

“In-kind” means a contribution from a proponent and/or its partners which is not a cash contribution, but which is verifiable and is directly attributable to the project.

“Partners & Collaborators” means an organization or an individual who is contributing towards the project, through either verifiable in-kind or cash contributions.

“Consultant/ Contractor (or sub-contractor)” means an organization or an individual who provides goods or renders a service for a fee and is paid for their service.

3.2 General Features

The Project Proposal review will consist of two phases: 1) review for completeness of Project Proposal, and 2) evaluation against all criteria. A Project Proposal that is deemed incomplete will not be further evaluated. NRCan will make the final decision as to which projects will receive funding, and the level of support that will be available to each project. Once eligibility is determined and formally communicated, the negotiation of the contribution agreement will begin.

An applicant may withdraw its proposal without penalty at any stage of the evaluation process.

All non-confidential communications in relation to this process must be in writing via e-mail to NaturalGas@NRCan.gc.ca

3.3 Timeframe for Funding

The timeframe for funding support under this Program is up to a maximum period of four (4) fiscal years (until March 31, 2016).

Any expenses incurred prior to signing a contribution agreement will not be counted towards Total Project Cost of the project considered by the Program and should be excluded from the expenditure tables included in the Project Proposal (although they may be included as background and supporting information).

Until a written contribution agreement is signed by both parties, no commitment or obligation exists on the part of NRCan to make a financial contribution to any project.

3.4 Eligible Recipients

Eligible recipients are: for-profit and not-for-profit organizations legally incorporated or registered in Canada, including but not limited to electrical and gas utilities; industry associations and research associations; Canadian academic institutions; and Canadian provincial, territorial and regional and municipal governments and their departments and agencies.

The applicant must have the necessary experience disseminating information, delivering education and outreach activities.

The applicants for the hub serving the Francophone market must have the capacity to deliver on all activities in both official languages.

3.5 Non-Eligible Recipients

Non-eligible recipients are: members (including past members) and their organization of the Education and Outreach Working Group and the Natural Gas Roadmap Implementation Committee.

Non-eligible recipients can be a partner / collaborator to projects however, they cannot be a consultant/ contractor (or sub-contractor). Please refer to the definitions under 3.1.

3.6 Project Location

It is anticipated that three hubs will be established as a result of this RPP. At least one project will be located in eastern Canada (Ontario, Québec and New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador) and a second in western Canada (Territories, British Columbia, Alberta, Saskatchewan and Manitoba). A third hub will be established in Canada to serve the Francophone market. It is expected that the hub be physically located in a French speaking region to effectively deliver the services to a Francophone Market. Based on the 2006 Census from Statistics Canada, these regions include: Québec, New Brunswick (North and South East), and Ontario (East and North).

The Applicant must specify which hub(s) they wish to apply for. A separate application is required for each hub.

3.7 Funding

Financial support for projects is constrained by the total amount available, the timeframe for projects and project selection criteria. Total funding available is \$705,000 (subject to the appropriation of Parliament) over four (4) years (until March 31st 2016).

3.8 Maximum Amount Payable per Project

The maximum amount payable for a project is \$235,000, with total annual payments limited to the amount in the table below. Please refer to 3.10 for Eligible Expenditures.

The proponent's contribution, and that of its partner(s), can be either in the form of cash disbursement against project expenses or in the form of verifiable in-kind contribution that is directly attributable to the project. Refer to Appendix 2.

The following table provides the maximum payable per project over the next four fiscal years:

	2012-2013	2013-2014	2014-2015	2015-2016
Total	\$25,000	\$70,000	\$70,000	\$70,000

* Two hubs will be funded under the ecoEAF. A third hub will be funded by ecoEAF (at 20%) and the MDIP Fund (at 80%).

3.9 Basis and Timing of Payment

Payments will be made quarterly based on receipt and approval of financial reports signed by the proponent’s Chief Financial Officer (or Duly Authorized Officer) outlining actual Eligible Expenditures incurred and paid for the project, as well as progress reports signed by the hub manager. Payments will be made based on measurable, pre-defined project milestones as outlined in the contribution agreement, as well as upon receipt of the documentation as defined in the contribution agreement for evidence of payment.

Final contribution payment will not be made until all agreed-upon project activities have been completed by a proponent and are deemed acceptable to NRCan. In order to ensure appropriate project oversight, a holdback of 10% will be applied and released once all conditions of the contribution agreement have been met. Details will be outlined in the contribution agreement.

3.10 Stacking of Assistance

Prior to signing a contribution agreement, a proponent will be required to disclose all sources of funding on individual projects, including contributions from other federal, provincial/territorial, and municipal governments and industry sources.

The contribution to be paid by ecoEAF or by a combination of ecoEAF and MDIP to the proponent will not exceed 50% of the total project costs. Total contributions from all levels of government (federal, provincial/territorial and municipal governments) will not exceed 75% of total project costs.

3.11 Eligible Expenditures

Eligible Expenditures under this Program must be directly related to the approved project and will include:

- salaries and benefits;
- overhead expenses* will be considered to a maximum of 15% of project costs;
- professional, scientific, and contracting services;
- reasonable travel costs, including transportation, meals and accommodation;
- training;
- printing and distribution services;
- data collection services, including processing, analysis and management;
- license fees and permits;
- facility rentals;
- meeting expenses;
- equipment and products; and
- GST, PST and HST net of any tax rebate to which the proponent is entitled

Only those Eligible Expenditures specifically approved and detailed in the contribution agreement will be eligible under the Program, to a maximum amount as set out in the contribution agreement.

* Overhead expenses such as administrative support, office operating costs are legitimate Eligible Expenditures in the implementation of a project and should be clearly explained and included in the total project costs. Refer to Appendix 2 for details.

3.12 Reporting Requirements

Proponents will submit quarterly financial statements and progress reports to NRCan summarizing the expenditures incurred and paid and progress on activities as per the terms and conditions of the contribution agreement. Templates will be provided for all reports.

Regular communication between NRCan and the proponent will also be implemented to monitor progress.

The proponent will provide:

Quarterly Reports

The proponent will provide:

- i) a financial report signed by the Chief Financial Officer or Duly Authorized Officer of the organization which outlines Eligible Expenditures incurred and paid;
- ii) a claim for payment;
- iii) an updated project quarterly cash flow statements and budget; and
- iv) a report of activities to allow progress to be evaluated and updated timelines

of the project signed by hub manager.

Annual Reports

- i) a report for the project as specified in the contribution agreement; and
- ii) a financial report signed by the Chief Financial Officer or Duly Authorized Officer of the organization outlining all cost, expenditures and funding for the project.

Final Reports

- i) a performance report of the project on pre-agreed outcomes;
- ii) an assessment of the success of the project being replicated in Canada; and
- iii) a project fact sheet for promotional and/or communication purposes.

3.13 Non-repayable Contributions

Contributions will be made to for-profit and not-for-profit organizations, and will be non-repayable. This is in accordance with the Directive on Transfer Payments, Appendix E, Section E-15, which permits non-repayable contributions under such circumstances when “the benefits from the contribution accrue broadly rather than to the recipient”.

3.14 Other Terms and Conditions

- All intellectual property that arises in the course of the project shall vest in, or be licensed to, the recipient.
- The recipient will grant to Canada a non-exclusive, irrevocable, world-wide, free and royalty-free license in perpetuity to use and modify such project reports and documents for non-commercial governmental purposes.
- Any agreement signed (or renewed) will provide for fair acknowledgement of the contribution of the Government of Canada and for inclusion of the overarching Government of Canada brand as provided by the Government of Canada project authority.
- Proponents under the Program may be audited at project completion or at NRCan’s discretion during the project and at any time up to three (3) years after completion of the project

3.15 Official Languages:

Where applicable, NRCan will comply with the *Official Languages Act*, (<http://www.laws-lois.justice.gc.ca/eng/acts/O-3.01/>) related regulations, as well as federal government policies in this regard.

Application guidelines, and any other public documents provided by NRCan, will be made available concurrently in both official languages, and official communication with proponent will be in the official language of choice of the proponent.

3.16 Conflict of Interest:

If the applicant or any individual working for the applicant formerly provided consultancy services to the Minister that are related to this request for proposal, particularly any services associated with developing the proposal or developing the project which is the subject of this request for proposal, the applicant is considered to be in a real, perceived, or potential conflict of interest situation and must declare it in its application.

4. Confidentiality and Security of Information

The *Access to Information Act*, (www.laws-lois.justice.gc.ca/eng/acts/A-1/) (the “Act”) governs the protection and disclosure of information, confidential or otherwise, supplied to a federal government institution. This Act is a law of public order. This means that the Government of Canada, including NRCan, can not contract out of it.

Paragraph 20 (1) (b) of the Act states that:

a government institution [such as NRCan] shall refuse to disclose any record requested under the Act that contains financial, commercial, scientific or technical information that is confidential information supplied to a government institution by a third party and is treated consistently in a confidential manner by the third party.

Paragraph 20(1) (b) of the Act sets out two mandatory criteria in order to protect applicant’s confidential information supplied to NRCan from disclosure. First, the applicant’s documents supplied to NRCan must contain financial, commercial, scientific or technical information. Second, the applicant must consistently treat such information in a confidential manner.

NRCan will protect the applicant’s confidential information in its possession in the same way as the applicant protects said confidential information in its own establishment: if the applicant chooses to send the proposal or other confidential information to NRCan by e-mail, NRCan will respond to the Proposal by e-mail. Similarly, if the applicant’s correspondence is through regular mail, NRCan’s response will be in like manner. However, in all cases, NRCan will use formal letter via registered mail to communicate

its eligibility decision and e-mail correspondence to the applicants for all non-confidential matters.

For more information on this subject, a careful reading of the entire section 20 of the *Access to Information Act* (www.laws-lois.justice.gc.ca/eng/acts/A-1/) is greatly encouraged.

5. Application Schedule and Process

5.1 Applications - Schedule

The following is the current proposed schedule for the application and review process:

Start of Solicitation for Project Proposals	December 5, 2012
Final date for submission of Project Proposals	January 16, 2013
Project Selection by a Government Committee	February 1, 2013
Applicants notified of NRCan decision	February 4, 2013
Negotiation of contribution agreements	To follow

The above schedule is subject to change. Any changes will be communicated immediately via the program website.

5.2 Submitting a Project Proposal

A submission must include the following, without which it will not be considered:

- a completed Project Proposal template (Appendix 3); and
- all supporting documents as required.

An applicant may provide supporting material for any aspect of the proposal. Applicants are required to submit all of the above documents **by 11:59 p.m. EST, January 16, 2013**. It is the applicant's responsibility to retain proof of time the documentation package was sent to NRCan. This may be required in the event that NRCan does not receive the documentation package by the deadline for reasons that are beyond the control of the sender.

As per Section 4 above, NRCan recognizes that e-mail is not a secure means of communication, and NRCan cannot guarantee the security of confidential information sent via email while it is in transit. Nonetheless, applicants who regularly use e-mail to communicate confidential information within their own organizations may choose to submit their documentation packages by e-mail to: NaturalGas@nrca-nrcan.gc.ca

Applicants may also submit their documentation by courier or registered mail to:

The ecoENERGY for Alternative Fuels Program
Alternative Fuels Programs Division
Natural Resources Canada
580 Booth St., 18th floor,
Ottawa, ON K1A 0E4

In all cases where applicants submit their application by courier or registered mail, we request that an electronic version on a memory stick or CD-ROM be included in the package, clearly marked with the name of the organization and the title of the project.

5.3 Supporting Documents and Requests for Supplementary Information

If you are providing supporting material, we request that it be in electronic format, preferably PDF or Microsoft format. However, please note that the maximum total size of e-mail attachments is 10 MB. If your electronic submission would exceed the maximum, we suggest you submit the material by courier or registered mail, on a memory stick or CD-ROM, clearly marked with the name of the organization and the title of the project. We request that you restrict additional material to that which is directly relevant to, and in support of, your project proposal.

Supplementary information may be requested at various points in the review process in response to questions that arise from evaluators. These requests will be made via e-mail, and responses should be by e-mail. Any additional material and documentation provided in response as attachments should be in electronic format, preferably PDF. Presentations by the applicant may also be requested, either in person or by teleconference, during the review process.

6. Selection Criteria

Applicants must address all of the criteria below in their Project Proposals, providing supporting documentation for all assertions. Note that the description of the individual criteria below are indicative of the factors considered by reviewers, but are not meant to be all inclusive.

Applicants are urged to submit all information they feel would be relevant in addressing the criteria in their proposals. Project Proposals will be rated and ranked on a comparative basis, against other proposals being reviewed, based on the following criteria.

6.1 Selection Criteria - Summary

Mandatory Criteria:

Proposals will be evaluated by the Program Management Committee using the following mandatory criteria:

Mandatory Criteria	
Is the applicant an eligible recipient of funding under this RPP?	Yes/No
Has the applicant clearly demonstrated a minimum contribution of 50% of the total project costs?	Yes/No

Ranking Criteria:

Proposals that meet the mandatory criteria listed above will then be evaluated and ranked using the criteria given in Section 6.2.

6.2 Selection Criteria

Relevance

- Does the applicant have the appropriate governance structure and resources in place to support the activities planned? (see Appendix 3 section 1) (5 points)
- Does the applicant have the necessary experience and knowledge required to deliver information, education and outreach activities? (10 points)
- Does the applicant's proposal demonstrate the benefits and outcomes of the project? (10 points)
- Does the applicant's proposal demonstrate how each activity (see Appendix 1, Table 1) will be delivered, how it will be managed and coordinated? (24 points)
- Does the applicant's proposal demonstrate how the project's progress will be monitored and documented, including identifying performance indicators for each activity? (16 points)
- Does the applicant's proposal demonstrate an understanding of potential risks and problem areas and provide a realistic plan for mitigating risks? (15 points)
- Are the applicant's proposed costs reasonable and appropriate (i.e. market rates), both in terms of costs for each activity and the types of expenses allocated to each activity? (10 points)
- Does the applicant's proposal demonstrate a strategy to sustain the activities beyond the four years of funding? (10 points)

- Does the applicant's proposal for the French hub demonstrate its capacity to deliver on all tasks in both official languages? (pass or fail)

7. Proposal Review and Selection Process

A committee comprised of ecoEAF staff, other government experts and members of the MDIP Advisory Committee will be responsible for evaluating proposals, based on the above assessment criteria.

Appendix 1: Request for Project Proposals

Objective: The objective of the Program is to facilitate the establishment and administration of three hubs (one in western Canada, one in eastern Canada and one serving the Francophone market). These hubs will work in conjunction with a network of other public and private sector organizations to deliver reliable information and support education and outreach activities related to increasing the use of natural gas in the medium- and heavy-duty portions of the Canadian transportation sector (see Table 1). These activities focus on providing the information needed to assist fleets who are interested in adopting natural gas use in their fleets. In situations where the hub's contact person does not have the necessary information to respond to an inquiry, he or she will work with the network partners to provide the needed information. Note that it will not be the responsibility of the successful applicants to develop the education and outreach materials; rather it will be to disseminate materials that are made available by the Program. These efforts will complement a natural gas website that is similarly dedicated to providing reliable information, education and outreach activities.

Eligible Applicants: For-profit and not-for-profit organizations legally incorporated or registered in Canada, including electrical and gas utilities, industry associations and research associations; Canadian academic institutions, Canadian provincial, territorial and regional and municipal governments and their departments and agencies.

The applicant must demonstrate that they have the necessary experience in delivering reliable information, education and outreach activities. (See Appendix 3, section 2.1.1).

Applicants for the French hub must have the capacity to deliver on all activities in both official languages.

Non Eligible Applicants: members (including past members) and their organization of the Education and Outreach Working Group and the Natural Gas Roadmap Implementation Committee.

Non-eligible recipients can be a partner / collaborator to projects however, they cannot be a consultant/ contractor (or sub-contractor). Please refer to the definition under 3.1.

Funding Available: A total of \$705,000 is available to fund three (3) projects for four (4) years (March 31st, 2016).

Project Size: Projects can receive a maximum contribution of \$235,000 for the duration of the Program (four (4) years).

Leverage: The maximum contribution per project will not exceed 50% of total project costs. Total Canadian government assistance (federal, provincial/territorial and municipal governments, not including investment or funding from Crown or municipally-owned utilities) will not exceed 75% of total project costs.

Table 1. Proposed List of Activities, Milestone and Schedule

Activities (% of efforts allocated)	Deliverables/ Milestones	Time Schedule
Preparatory period during which hub familiarizes itself with prepared education and outreach materials and develop plan for the year (2.5%)	Annual plan including a communication strategy	Annually
Identify medium- and heavy-duty fleets operating in hubs' respective regions (2.5%)	Provide a list of local fleets; specify the fleets with whom the contractor has made contact.	Ongoing
Establish working relationships with public and private sector partners who will be operating (e.g. subject matter experts or service providers) in the regional network. (10%)	Provide a list that describes key stakeholders with whom the contractor has made contact. This list should also include a brief summary of the stakeholders' capabilities as they pertain to NGV education and outreach.	Ongoing
Reach out to medium- and heavy-duty fleets operating in the region to promote the hub's services and activities (e.g., delivering workshops and responding to technical inquiries regarding natural gas vehicles and equipment). This would be accomplished by participating in meetings and teleconferences and possibly attending truck-shows, conferences, and other events to promote the use of natural gas as a transportation fuel (10%)	Provide a quarterly and annual brief summary of outreach efforts. This summary should include information about the target audiences (e.g., type of business, size of fleet, etc.) as well as an estimation of fleets' interest or concerns associated with natural gas vehicle adoption.	Ongoing
Prepare, coordinate and promote workshops. Deliver presentation to end-users and other key stakeholders who are interested in learning about natural gas use in medium- and heavy-duty vehicles. (25%) Workshop model: One presentation by the hub and guest presentations tailored to the need of the target audience for each workshop.	Deliver a minimum of two workshops annually for the duration of the program. Submit a report of workshop evaluation results to the Program.	Yearly
Deliver information resources that educate and inform other transportation decision-makers about the benefits of using natural gas in the transportation sector. This information, which would be developed by officials	Provide a record of the materials delivered as well as information about the stakeholder that received the	Ongoing

Activities (% of efforts allocated)	Deliverables/ Milestones	Time Schedule
serving on the Roadmap Implementation Committee’s Education and Outreach Sub-Group, could include details about: <ul style="list-style-type: none"> • The ecoENERGY for Alternative Fuels Program; • Natural gas as a transportation fuel; • Natural gas vehicles (e.g., buying guide); • Infrastructure (e.g., buying guide); • Case studies regarding fleets’ experiences with natural gas • Fact Sheets (10%) 	information. Provide a gap analysis of information to the Education and Outreach Committee	
Respond and redirect inquiries and provide assistance with payback energy cost audit for medium- and heavy-duty fleet looking to adopt/currently using natural gas (25%)	Develop, populate, and maintain a contact management tool and use it to record inquiries as well as about the fleet itself..	Ongoing
Participate on the Natural Gas Implementation Committee’s Education and Outreach Sub-Group and provide updates regarding: <ul style="list-style-type: none"> • Plans for workshops and other outreach activities; • The types of inquiries that the hub has received; • Any other relevant issues or challenges regarding the hub’s operations (15%) 	Teleconference participation.	Ongoing

Appendix 2: Costing Memorandum

This memorandum is for the guidance of proponents participating in a shared cost project under the Program. It outlines which costs incurred on the project are eligible for payment by the Minister and clarifies the following:

1. general conditions;
2. eligible expenditures;
3. in-kind support; and
4. records and account.

All references to the Minister refer to the Office of Energy Efficiency, Alternative Fuels Programs Division, Natural Resources Canada.

1. General Conditions

- (a) Contribution payments will be made as reimbursement of expenditures incurred and paid by the proponent for approved project activities. Payments will be made based on measurable, pre-defined project milestones, as well as upon the receipt of proper documentation as defined in the contribution agreement and the memorandum.
- (b) Final payment will not be made until all project activities have been completed by a proponent and are deemed acceptable to NRCan. A percentage of the contribution will be withheld until all conditions of the contribution agreement have been met.
- (c) If applicable, goods or services purchased other than in Canadian currency shall be reimbursed, based on receipts indicating the exchange rate used. When these costs are not supported by receipts, the monthly average Bank of Canada currency exchange rate shall apply wherein the transaction occurred. Consult the Bank of Canada website at www.bankofcanada.ca/rates for applicable rates.

2. Eligible Expenditures

Eligible Expenditures shall consist only of expenditures made by the proponent or its partners that are directly related to the project. These are defined as:

- salaries and benefits;
- overhead expenses will be considered to a maximum of 15% of project costs;
- professional, scientific, and contracting services;
- reasonable travel costs, including transportation, meals and accommodation;
- training;

- printing and distribution services;
- data collection services, including processing, analysis and management;
- license fees and permits;
- facility rentals;
- meeting expenses;
- equipment and products; and
- GST, PST and HST net of any tax rebate to which the proponent is entitled.

Salaries: Salaries include wages attributed to the proponent's personnel with direct involvement in the project for the portion of their hours of employment spent on the project. All eligible personnel must be employees on the proponent's payroll. Payment in terms of shares, stock, stock options and the like are not eligible. The amount invoiced shall be actual gross pay for the work performed and shall include no mark-up for profit, selling, administration or financing.

The eligible payroll cost is the gross pay of the employee (normal periodic remuneration before deductions). Normal periodic remuneration rates are the regular pay rates for the period excluding premiums paid for overtime or shift work. The payroll rate does not include any reimbursement or benefit conferred in lieu of salaries or wages. When hourly rates are being charged for salaried personnel, the hourly rates shall be the periodic remuneration (annual, monthly, weekly, etc.), divided by the total paid hours in the period including holidays, vacation, paid sickness time.

Labour claims must be supported by suitable records such as time sheets and records, and be held for verification at time of audit. Management personnel are required to maintain appropriate records of time devoted to the project.

Benefits: Benefits are defined as a reasonable pro-rated share of expenses associated with the direct labour cost such as the employer's portion of Canada Pension Plan, Quebec Pension Plan and Employment Insurance, employee benefits such as health plan and insurance, Worker's Compensation, sick leave and vacation plus any other employer paid payroll related expenses. Those items which have no relationship to the project or which have been charged on an indirect basis are non-eligible.

Sub-Contractors and Consultants: The nature of goods or services to be acquired shall be set out in the proposal estimate. The amount eligible from a sub-contractor or a consultant shall be the actual contract amount.

Travel, Meals and Accommodation Costs: Unless stated otherwise in the contribution agreement between NRCan and the proponent, Treasury Board rates that are in effect at the time of signing the contribution agreement shall be used in reimbursing the following expenses:

- travel, food and lodging costs to meet with NRCan officials; and
- travel, food and lodging costs necessary for other project activities, e.g.

workshop locations away from the proponent's usual location.

Overhead: costs will be negotiated on an individual basis with project proponents. They will not exceed 15% of Eligible Expenditures.

Overhead Expenses may include, but not be limited to:

- administrative support provided directly to the project by the proponents employee(s), valued on the same basis as professional staff time; and
- heat, hydro, and office operating costs (e.g. faxes, telephone), provided they are directly related to the project.

Training: For the purpose of the project, training expenses could include, but not be limited to, training that is directly related to the delivery of activities such as software training (i.e. reporting tools, contact management software) and workshop delivery (e.g. knowledge on subject matter and technical training).

Printing and distribution services: Printing and distribution services expenses could include, but not be limited to, printing of workshop material, communication and marketing collaterals and, distribution services such as mail-out and warehousing.

Data collection services, including processing, analysis and management: For the purpose of the project, data collection services may include, but not be limited to, statistical, informational, geographical, market and analytical data that is required to effectively deliver activities.

License fees and permits: License fees and permits should it be required could include, but not be limited to, software, copyrights, trademark, and artwork licenses for the direct purpose of the project.

Facility rentals: Facility rentals could include, but not be limited to, rentals for the purpose of meeting, workshop training, and exhibit.

Meeting expenses: Meeting expenses may include, but not be limited to, IT services and rental equipment for meeting.

Equipments and products: Equipments and products could include, but not be limited to, IT equipment (i.e. computer, server, and projector), telecommunication equipment, communication, and marketing products.

3. In-kind support

Guidelines for Estimating the Value of In-kind Support

IMPORTANT NOTE:

Proposed in-kind contributions that are deemed acceptable by NRCan officials must be supported by proof of a formal commitment from the project proponent or partners to provide them, prior to any commitment on Program funding to the proposed project being made.

Purpose:

The purpose of these guidelines is to identify the kinds of non-cash contributions (in-kind support) that are acceptable as part of the overall funding for the project from the applicant, and to provide guidance on how to put a value on those contributions.

Definitions:

- In-kind support - a contribution from a proponent or partner which is not a cash contribution, but that is verifiable and directly attributable to the project.
- Fair market value - the average dollar value the project proponent could get for a contributed asset or service in an open and unrestricted market, between a willing buyer and a willing seller (the proponent) who are acting independently of each other. As a guide, it should approximately represent the original cost minus the depreciation.

In order to count towards the total project costs, in-kind contributions:

- must be essential to a project's success and would otherwise have to be purchased by the project proponent;
- must be verifiable and directly attributable to the project; and
- its valuation must be confirmed by NRCan officials, and agreed upon by the project applicant and NRCan.

Assessing the Value of In-kind Contributions:

Two different approaches to the valuation of in-kind support are possible:

- using the fair market value, as described above;
- using the incremental cost – the cost to the project applicant or its partners and collaborators of providing the contributed asset over and above normal operating costs.

4. Records and Accounts

The proponent shall maintain acceptable accounting records which clearly disclose the nature and amounts of the different items of cost pertaining to the project.

Records of original entry and supporting documents must be preserved in a form available for ready reference and audit for a period of at least three (3) years after the termination of the contribution agreement.

Divisions or related companies of the proponent which have supplied goods or services to the proponent shall be required to maintain such records as are required by the proponent. These records must also be preserved in a form available for ready reference and audit for a period of at least three (3) years after the termination of the contribution agreement. The definition of Eligible Expenditures of such goods or services shall be the same for the division or the related company as for the proponent.

It is important to stress that labour charges shall in all instances be supported by records of the time and date when the work was performed. Pro-rated expenditures will be eligible only if allocated on a basis that is reasonable in the opinion of the Minister.

Appendix 3: Project Proposal Template

CONFIDENTIAL WHEN COMPLETED

Notes

1. Unless otherwise specified, the “proposed project” or the “project” or the “proposal” in this template refers to the proposed project submitted in response to the RPP process undertaken by the Program.
2. Completion and submission of this project proposal template to NRCan does not imply that the proposed project will be approved for co-funding by the Program.
3. Applicants, their partners and collaborators must submit all information required under this request. Failure to provide all of the necessary information will lead to the automatic rejection of the proposal and it will receive no further consideration.
4. **The completed Project Proposal** must be submitted by e-mail, courier or registered mail by **11:59 p.m. EST, January 16, 2013**. Please refer to section 5.2 of this guide for the submission procedure. **Submissions sent after that time will not be accepted.** It is the responsibility of the applicant to retain proof of time the documentation package was sent to NRCan. This may be required in the event that NRCan does not receive the documentation package by the deadline for reasons that are beyond the control of the sender.

1. General Information and Applicant’s Attestations

Please note that the applicant’s name, project partners’ names, project title, non-confidential overview, expected benefits, and amount awarded will be public information if the proposal is selected for funding by the Program.

1. Project Title	
2. Project applicant(s) (legal names of organization)	
3. Organization(s) Structure: - Years founded (incorporated) - Proof of legal structure for for-profit - Proof of registration for not-for-profit - Number of employees	

- Management structure (please provide evidence of legal registration)	
3. Project partners (legal names of companies, utilities, provinces)	
4. For which hub are you submitting this application? Eastern, Western, or the French hub.	
5. Project Location (City and Province/Territory)	
6. Total Project Cost	
7. Funding amount Requested from the Program	
8. Has this proposal been submitted to other funding organizations? (Y/N), if Y, please list their names and contact information) <i>As part of its due diligence process, NRCan would like to contact these other potential funders. If you do not want NRCan to contact these organizations, please provide your reasoning below.</i>	
<p>Attestations</p> <p>By submitting this proposal, the project applicant attests that:</p> <ul style="list-style-type: none"> • It is acting on behalf of all partners and collaborators and has received written permission from them to do so. • It is legally registered or incorporated in Canada. • The project is for the duration of the program: beginning upon successfully signing of a contribution agreement and concluding by March 31st 2016. • Barring unforeseen events that could reduce their capacity, the applicant and participating partners and collaborators have, and will retain over the lifetime of the project the personnel capacity to undertake and complete the project, and that they have contingency plans in place to minimize, as far as possible, the impact of any such unforeseen events. • All funding (cash and in-kind) identified by the applicant and its partners and collaborators in the proposal is expected to be available for commitment at the time of the signing of the contribution agreement by duly authorized representative of the project applicant and its partners and collaborators. • It agrees with the terms and conditions of the Program as well as the process described in the Applicant's Guide provided to applicants. • Any proprietary or confidential information provided as part of the submission, by any party, is provided with the approval of that party. Federal reviewers are bound by the requirements of the <i>Access to Information Act</i> and the <i>Privacy Act</i> (www.laws-lois.justice.gc.ca/eng/acts/A-1/) regarding the treatment of confidential information. 	

<ul style="list-style-type: none"> • It understands and acknowledges that should the project be accepted for co-funding from the Program, no liability and no commitment or obligation exists on the part of NRCAN to make a financial contribution to the project until a written contribution agreement is signed by both parties. • It understands and acknowledges that NRCAN officials will not entertain any request by project proponents to review or revisit NRCAN's project approval decisions. • It understands and acknowledges that NRCAN reserves the right to alter or cancel the currently envisaged process at its sole discretion. • The individual signing below attests that he/she has the authority to sign a legally binding contribution agreement between NRCAN and the project proponent. 	
Please sign below to confirm these attestations:	
<hr/> Name of Duly Authorized Officer for Applicant:	<hr/> Date
<hr/> Title:	

2. *Project Details*

The information provided in this section should be concise, but sufficient to provide reviewers with a sound understanding of the proposed project, and to enable them to assess the likelihood of success of the project. The template is laid out so that reviewers can find information in the project description relevant to the selection criteria.

Important Notice: The following sections will be graded and ranked and will contribute to the final score. Therefore it is important that all sections are addressed and fully answered.

2.1 Project Description and Relevance

This section should provide a general overview of the project and provide information on the project relevance to the Program and the specific scope requirements in Appendix 1 of the Applicant's Guide.

2.1.1 Project Statement of Work: Activities, Deliverable and Schedule

1. Describe how your organization has the necessary experience required to deliver information, education and outreach activities (up to 5 examples). The applicant must provide:
 - start and end period of previous project(s);
 - name of client organization;
 - brief description of the project including scope, objectives, and results.

2. Describe how your organization and the industry can benefit if your organization is selected to undertake this project. What unique expertise and value can your organization bring to this project?
3. What are the expected outcomes in the short, medium and long term?
4. Describe how each activity will be delivered (please refer to Table 1 of Appendix 1 for the list of activities). Describe the different phases (if appropriate) and proposed activities. Explain clearly how the project will be managed and coordinated.
5. For each activity (please refer to Table 1 of Appendix 1 for the list), describe how the project's progress will be monitored and documented, as well as the performance indicators that will be used to measure its success.
6. For each activity (please refer to Table 1 of Appendix 1 for the list), indicate the estimated cost and the type of expenditures allocated per each year (see eligible expenditures, Section 2, Appendix 2). Please provide document when necessary to support estimate (past experience, quotes etc.)
7. If the proposed project is for the Francophone market, describe how your organization has the resources and capacity to deliver on all tasks in both official languages.

2.2 Partners and Collaborators

Please list here all partners and collaborators, including the applicant, and explain the nature of their role in, and contribution to, the project. Why are these other stakeholders and collaborators involved; what values do they bring to the project; how might they be involved in further deployment of the project concept; how will they interact with each other; and what legal understandings are expected?

Organization	Type of contribution to the project - e.g. financial, (cash and/or in-kind); technical; both – if technical, please explain the nature of the contribution.
(add rows as required)	

2.3 Project Team

Please list here all members of the project team and describe their specific roles and responsibilities to the proposed project and the experience and expertise they would bring to it. Refer to similar projects in which they have been involved. Please identify the Project Manager (hub manager) and provide sufficient information on all team members for reviewers to be able to assess whether the team provides the necessary management, combined with the appropriate mix of expertise, to do the proposed work.

Team Member: Organization: Role in project: Expertise and experience:
Team Member: Organization: Role in project: Expertise and experience:
(add rows as required)

2.4 Summary of Project Funding Sources and Contributors

Please provide information on all funding sources and contributions, summarized by source category in the tables in this section. For in-kind contributions include, on a separate sheet (or sheets), a breakdown of the types of in-kind support offered, with the assessed value for each and the basis upon which the valuation was made (refer to Appendix 2 – Costing Memorandum, of this *Applicant’s Guide*).

TABLE 1: TOTAL FROM APPLICANT				
	Fiscal Year (April 1- March 31)	Cash (\$)	In-kind (\$)	Total (\$)
	2012-13			
	2013-14			
	2014-15			
	2015-16			
TOTAL APPLICANT (CASH + IN-KIND)				

TABLE 2: TOTAL FROM PRIVATE SECTOR AND ACADEMIC SECTOR				
Names of Contributors	Fiscal Year (April 1- March 31)	Cash (\$)	In-kind (\$)	Total (\$)
Contributor 1 (specify)	2012-13			
	2013-14			

	2014-15			
	2015-16			
Contributor 2 (specify)	2012-13			
	2013-14			
	2014-15			
	2015-16			
Contributor 3 (specify)				
<i>(add rows as necessary)</i>				
TOTAL PRIVATE AND ACADEMIC (CASH + IN-KIND)				

TABLE 3: TOTAL FROM FEDERAL GOVERNMENT if applicable (NOT PROGRAM funding)				
Names of Contributing Departments or Agencies	Fiscal Year (April 1- March 31)	Cash (\$)	In-kind (1\$)	Total (\$)
Contributor 1 (specify)	2012-13			
	2013-14			
	2014-15			
	2015-16			
Contributor 2(specify)	2012-13			
	2013-14			
	2014-15			
	2015-16			
<i>(add rows as necessary)</i>				
TOTAL FEDERAL GOVERNMENT (CASH + IN-KIND)				

TABLE 4: TOTAL FROM PROVINCIAL / TERRITORIAL / MUNICIPAL GOVERNMENTS				
Names of Contributing Governments	Fiscal Year (April 1- March 31)	Cash (\$)	In-kind (\$)	Total (\$)
Contributor 1 (specify)	2012-13			
	2013-14			
	2014-15			
	2015-16			
Contributor 2 (specify)	2012-13			
	2013-14			
	2014-15			
	2015-16			
<i>(add rows as necessary)</i>				
TOTAL PROVINCIAL / TERRITORIAL / MUNICIPAL GOVERNMENT (CASH + IN-KIND)				

TABLE 5: TOTAL REQUESTED FROM THE PROGRAM	
Fiscal Year (April 1 - March 31)	Amount (\$)
2012-13	
2013-14	
2014-15	
2015-16	
TOTAL PROGRAM FUNDS	

TABLE 6: SUMMARY OF PROJECT FUNDING				
Funding Source	Total Cash (1000\$)	Total In-Kind (1000\$)	Total Cash + In-Kind (1000\$)	Percentage of project total
Applicant				
Private Sector and Academic				
Federal Government (other than Program funds)				
Provincial / Territorial / Municipal Governments				
Program Funds				
TOTAL PROJECT				100%

2.5 Risk and Risk Mitigation Strategy

Please provide a review of the project risks. The project will be evaluated based on how well the risks have been identified and on the risk mitigation strategy. It is understood that projects carry risk, which is why government funding is required as part of a risk mitigation strategy. What is needed is for the applicant to demonstrate that they understand the risks at various stages of the project development and that there is a well thought out plan to execute the project in such a manner that risk is mitigated to a reasonable degree. Areas of risks are, but not limited to, project complexity, project management capacity, financial, human resources, expertise and experience.

2.6 Sustainability Plan

Please describe how you intend to maintain the activities in the long term beyond the four years of funding. Describe if and how the activities delivery would differ from the funded years and how they could be funded in the future.

Glossary

Compressed natural gas (CNG): One possible form in which natural gas can be used in vehicles. CNG is formed by compressing gas to high pressures in the range of 3,000 to 3,600 pounds per square inch (psi). Compression reduces the volume by a factor of 300 (or more) compared with gas at normal temperature and pressure. It is stored in steel or fibre-wound cylinders at high pressures (3,000 to 3,600 psi). Onboard a natural gas vehicle, the gas travels through a pressure regulator and into a spark-ignited or compression ignition engine.

End-user: The person or organization that is the actual user of a product.

Heavy-duty vehicle: Class 7-8 vehicles with a gross vehicle weight of 15 tonnes or greater.

Liquefied natural gas (LNG): One possible form in which natural gas can be used in vehicles. LNG is made by cooling the gas temperature to -162 degrees Celsius. The liquefaction process reduces the volume by a factor of 600 compared with gas at normal temperature and pressure. The LNG is stored on vehicles in a double-walled stainless steel tank and vaporized before injection into the engine.

Medium-duty vehicle: Class 3-6 vehicles with a gross vehicle weight between 4.5 and 14.9 tonnes.

Natural gas vehicle: An alternative fuel that uses CNG or LNG as a clean alternative to conventional liquid fuels.