



Green Municipal Fund

Building a complete GMF application

Presented by Suzanne Moccia and Bowdin King

May 27, 2015

Agenda

- Introduction to FCM & GMF
- Application structure
 - Part A – Applicant Information
 - Part B – Project Performance
 - Part C – Required documentation
- New application features
- Applying to GMF
- Q&A



Introduction: FCM & GMF

Federation of Canadian Municipalities



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

SINCE / DEPUIS 1901

Green Municipal Fund

/ 4



Green Municipal Fund



The Application Form

The GMF 2015 Application Form

New Features

It is easier to demonstrate the value of your project

- ✓ Questions are aligned with the GMF evaluation criteria
- ✓ Instructions are detailed and easy to follow
- ✓ You can see full form at a glance
 - Type of applicant, environmental performance
- ✓ One-time document attachment
- ✓ Application review function
- ✓ Includes supplementary information and web links:
 - GMF funding objectives,
 - Evaluation criteria and scoring system
 - GMF sector eligibility thresholds



Application Structure

Part A: Applicant Information

- Type of lead applicant: **municipal government** or **municipal partner**
- General contact information

Part B: Project Performance

- Environmental performance
- Other benefits
- Project management

Part C: Required Documents and Declaration

- Confirmation of eligibility
- Signed declaration of commitment

IMPORTANT: Fill out your application in order



General response model



Respond

- Describe how your project meets each criterion



Reinforce

- Provide supporting documentation that reinforces your answer



Reference

- Specify the page numbers and documents that elaborate on your answer



Part A: Applicant Information

The lead applicant

Are you a municipality or a municipal partner?

- This will determine the list of required documents
- Municipal partners are required to submit evidence of partnership
 - **Respond, Reinforce and Reference!**

Municipal Government

- Towns
- Cities
- Regions
- Districts
- Local boards

Municipal Partner

- Municipality owned corporation
- Municipal association and authority
- Private corporation
- Not-for-profit organization
- Research institution
- [Other partnership examples](#)



Part B: Project performance

GMF seeks projects that are:

Transformative and likely to succeed

Strong and optimized
environmental
benefits

Environmental
Performance

Strong **business**
and social case

Other Benefits

Supportive
policies and
measurement
systems that
encourage
success

Other Benefits and
Project Management

Ability to
generate
lessons that can
help other
municipalities
undertake
similar projects

Overall

In the
Application:



Energy/Transportation, Waste and Water (ETWW)	Brownfields
Environmental Performance	
Primary sector	✓
Secondary sector #1	
Secondary sector #2	
Sustainable design, procurement and construction	Sustainable practices
Other Benefits	
Financial performance and sustainability	✓
Community benefits	✓
Community engagement	✓
Alignment with supportive plans, policies, programs and investment	✓
Measurement systems	✓
Replication potential	✓
Project Management	
Project team	✓
Risk management and timelines	✓
Finance	✓



ETWW Projects: Primary and Secondary Sectors

Primary sector

- Environmental performance relative to the eligibility threshold as a benchmark
- Probability of success in achieving stated performance
- Optimization of environmental performance
- Mandatory quantified performance

Secondary sector

- Secondary environmental performance relative to the available opportunities for the specific project type
- Probability of success in achieving this performance.
- Optimization of secondary environmental performance



Part C: Required documents and declaration

Required documentation

To confirm your eligibility as recipient of GMF funding:

- ✓ Upload the required documentation for your applicant type:
 - Municipal government (Part C1)
 - Municipal partner (Part C2)
- ✓ Sign a declaration of commitment to follow GMF funding requirements
- ✓ **Reference** the relevant pages for each of the following required documents



Features to help you complete your application

1. Environmental results tables

Features

Environmental results tables:

- ✓ Automatically generate as you select the most suitable performance indicators or measurement units for your project
 - In the case of brownfields, tables automatically generate based on the type of project it is (brownfield or site remediation/risk management)
- ✓ Automatically compute anticipated benefits taking into account
 - Baseline and anticipated performance
 - GHG conversion factors for energy sources
 - Environmental provincial values
- ✓ Use a one-time document attachment function



Example: Brownfield/Brightfields tables

Type of project

Site remediation/risk management

Brightfield

Renewable energy generation and exports

A Type of energy production (eg. Solar PV)		B Anticipated amount of energy produced GJ/yr	C Anticipated amount of energy to be sold off-site GJ/yr	D Emissions factor for displaced energy kg CO ₂ e / GJ	E Anticipated GHG impacts kg CO ₂ e / GJ
<input type="button" value="Add Type"/>	Solar PV	2,000	500	0.5	250
<input type="button" value="Remove"/>	Geothermal hvac	4,000	1,500	0.6	900
Total		6,000	2,000		1,150

Grey cells automatically fill out and cannot be overwritten



Example: Energy performance tables

Energy sector environmental performance indicators

- Energy consumption and greenhouse gas emissions
- On-site renewable energy generation
- Criteria Air Contaminant emissions by pollutant (NO_x , SO_x , PM and VOC)
- Other

This is a **mandatory** table when energy is your **primary sector**

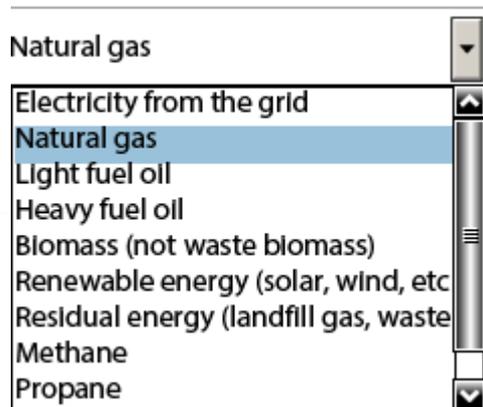
IMPORTANT: You must fill in a response for every indicator you select in order to be able to submit your application



Example: Energy performance table

Energy consumption: Energy sources, consumption and GHG emissions

A System or project element	B Type of energy (fuel source)	C Baseline consumption (pre project) GJ/yr	D Anticipated energy consumption after Project completion GJ/yr	E Anticipated impact on energy consumption (+ or -) GJ/yr	F Emissions factor kg CO ₂ e / GJ	G Net anticipated reduction kg CO ₂ e / yr
Add						
Remove						
i. e. District Energy System, Building #1, number and type of vehicle	Natural gas	500	200	300	49.96	14,988
	Light fuel oil	1,000	500	500	70.71	35,355
	Renewable energy (solar, wind, etc.)	2,000	1,000	1,000	0	0
Total fossil fuel and electricity from the grid		1,500	700	800	N/A	50,343
Total energy consumption		3,500	1,700	1,800	N/A	50,343



These values are calculated automatically and can be overwritten, if necessary

Example: Waste reduction tables

Waste sector environmental performance indicators

- Waste diverted from landfill (Units to be reported)
 - Tonnes per year (weight based)
 - m³ per year (volume based)
 - Other

Waste diversion: Part I Baseline

Waste stream (municipal, commercial, agriculture, etc: Be as specific as possible)	Units	A Current solid waste produced	B Current solid waste diverted from landfill	C Current waste diversion rate %
Add				
Remove Municipal	tonnes/yr	5,000	2,500	50
Remove Commercial	tonnes/yr	10,000	4,000	40
Total	tonnes/yr	15,000	6,500	43.33

Waste diversion: Part II Anticipated project results

Waste stream (municipal, commercial, agriculture, etc: Be as specific as possible)	Units	D Anticipated solid waste produced (project)	E Anticipated solid waste diverted from landfill	F Net Change in solid waste diversted from landfill	G Anticipated waste diversion rate %
Municipal	tonnes/yr	8,000	6,000	3,500	75
Commercial	tonnes/yr	12,000	7,000	3,000	58.33
Total	tonnes/yr	20,000	13,000	6,500	65

Example: General table

- Provided when you select 'other' as an indicator
- In general, the **baseline** is the project's performance in the sector during the previous year

Environmental results table (General)

A Project defined parameter Add	B Units relevant to performance of parameter	C Baseline performance prior to project	D Anticipated performance after project completion	E Anticipated impact after project completion
Remove Specify parameter to be measured	Specify units	100	60	40



One-time document attachment function

- ✓ The 3R response model will help you achieve this, and will help **peer reviewers** score your project
- ✓ Substantiate your **response** by demonstrating your project's baseline performance, support assumptions used and the anticipated environmental performance.



Reinforce Supporting document(s)		Comments and reference pages
	Select or attach a file	Example response: baseline performance (pp. 11-13); water conservation (p. 19); water efficiency (pp. 35-39); probability factors (pp. 41-42)
Remove	GMF 2015_ Feasibility Study.docx	Anticipated waste reduction (p. 25)
Remove	GMF 2015_ Detailed Project Design.docx	Waste diversion strategy (pp. 10-20) Reference
Remove	GMF 2015_ Environmental Assessment Res	Community engagement (pp. 22-28)
Remove	GMF 2015_ Risk Management Plan.docx	Elaboration on assumptions (pp. 44-50)
Remove	GMF 2015_ Feasibility Study.docx	

2. Dropdown lists of project benefits

Feature

Dropdown lists of potential project benefits will facilitate the completion of your application

- ✓ It will help you to highlight all the benefits of your project in:
 - Sustainable design, procurement and construction
 - Equivalent to *sustainable practices* for brownfields projects
 - Community benefits (economic and social)



Example: Sustainable design, procurement and construction

Sustainable design, procurement and construction measure	Description of how the project will implement the sustainable design, procurement and construction measures
Add Remove A remediated brownfield or underutilized site (Is n 	(Max. 250 words)
Remove Does not contribute to urban sprawl 	(Max. 250 words)
Remove Green procurement 	(Max. 250 words)
Remove Other (please specify) 	(Max. 250 words)
<div data-bbox="158 1025 821 1336" style="border: 1px solid black; padding: 5px;"> <p>– Site characteristics –</p> <ul style="list-style-type: none"> A remediated brownfield or underutilized site (Is n Existing buildings/ Infrastructure / equipment is u Avoids, protects or enhances sensitive environme Restores land for wildlife habitat Utilize natural systems to provide environmental Does not contribute to urban sprawl Part of the urban transport network and encourag – Project activities during construction or treatme </div>	

Example: Community benefits

Add	Community benefit	Description of the community benefit and how the project will deliver the selected community benefit (small paragraph)
Remove	Increased return on Investment	(Max. 250 words)
Remove	Stimulus for local economy (use of local business, c	(Max. 250 words)
Remove	Improvement to public health	(Max. 250 words)
Remove	Other (please specify)	(Max. 250 words)
<ul style="list-style-type: none"> - Social - Improvement to public health Improvements to public safety Improvements to community quality of life Increased opportunities for community engagement Increased public education or awareness Community revitalization New housing and Infrastructure New or enhanced public space or public facilities 		



3. Standard information tables

Features

These tables help you in knowing what information to collect

- ✓ Required fields and indicators related to:
 - Financial performance and sustainability
 - Community engagement
 - Project team



Example: Financial performance

Financial indicator	Numeric value or N/A
Expected annual cost savings (\$/year)	
Expected annual capital cost savings (avoided costs)	N/A
Expected annual operating and maintenance cost savings	\$100,000
Remove Additional cost savings (please specify)	
Add additional cost savings	

Type "N/A" when applicable. Do not leave any blank fields as you won't be able to submit your application!

Additional revenues	
User fees	Yes <input type="button" value="v"/>
Property taxes	No <input type="button" value="v"/>
Other taxes	Yes <input type="button" value="v"/>
Increased sales of municipal goods/services	N/A <input type="button" value="v"/>
Other	Add <input type="button" value="v"/>
Remove (Please specify)	<input type="button" value="v"/>
	<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="N/A"/>

4. The GMF budget template

Features

It is simple to complete these templates:

- ✓ This excel document is already programmed and will calculate the required fields automatically
- ✓ Instructions to complete the form are provided for each of the two required tabs
 1. Project budget
 2. Sources of funding
- ✓ A third tab contains information on GMF eligible and ineligible costs
- ✓ Separate templates are available for ETWW and Brownfields projects



Example: Project budget

Cost category	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)
Administrative	\$50	\$25	\$75
Advertising	\$50	\$25	\$75
Audit			
Capital costs			
Equipment rental			
Meetings and public gatherings			
Services			
Transportation, shipping and courier charges			
Travel and accommodation			
Sub-total – Cash costs	\$100	\$50	\$150
In-Kind (Lead applicant staff time) costs -Change ONLY if less than 10%	\$10	\$0	\$10
In-Kind costs (Other)	n/a	\$0	\$0
Total Project Costs	\$110	\$50	\$160
TOTAL ELIGIBLE COSTS			\$110

Example: Sources of funding

- ✓ The maximum eligible GMF funding is automatically calculated based on the **total eligible costs**
 - ETWW: **Up to 80% of the total eligible costs** in loans and grants
 - Grants are typically 15% of the loan amount
 - Brownfields: **Up to 80% of the total eligible costs** in loans only

Funding source (BROWNFIELDS)	Description	Confirmed (Y/N)	Date committed (dd/mm/yyyy)	Amount (\$)	Percentage of total Budget
GMF	Loan	N		\$88	55%
Lead applicant	Cash	Y	26/05/2015	\$20	13%
Lead applicant	In-Kind	Y	26/05/2015	\$10	6%
<i>Additional funding source</i>					
<u>TOTAL FUNDING</u>				\$118	

IMPORTANT: You must complete the project budget first

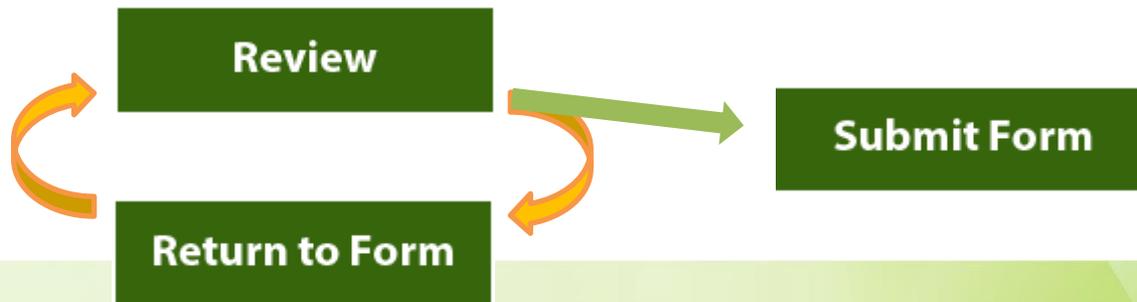


5. Review application

Features

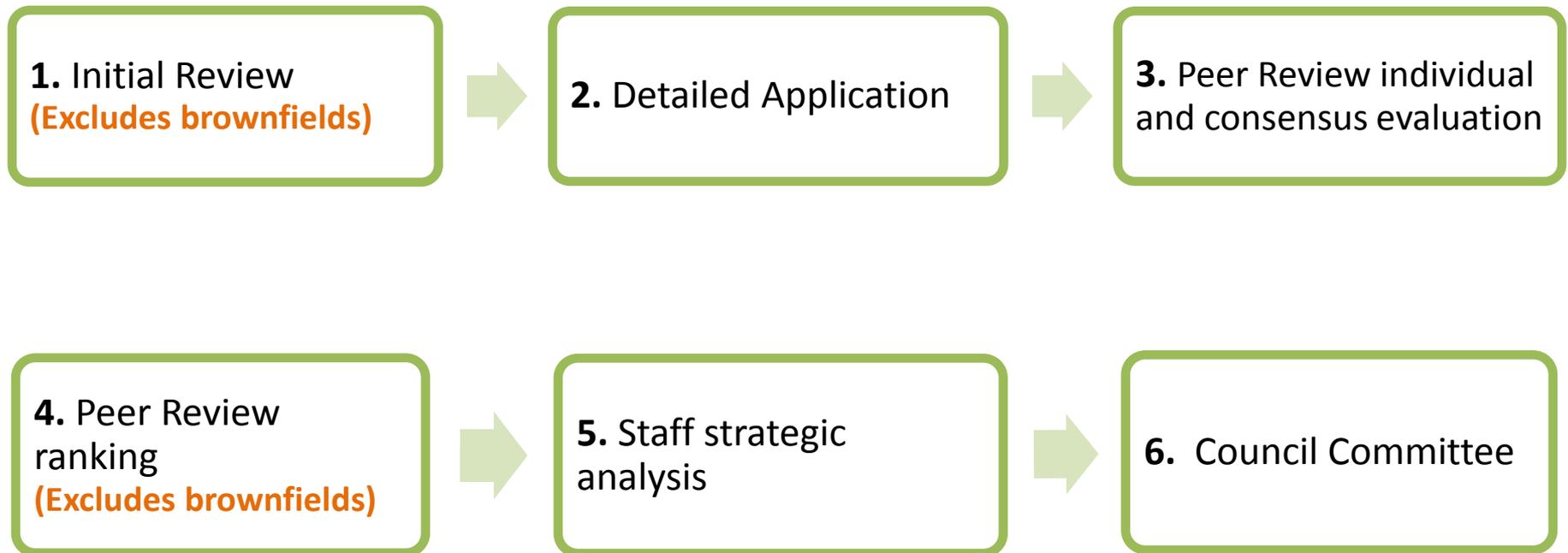
The review function will help you ensure your application is fully complete

- ✓ The system will highlight any incomplete questions or sections missing supporting documentation
- ✓ It will verify that your application is fully complete –this is a requirement to submitting your application!

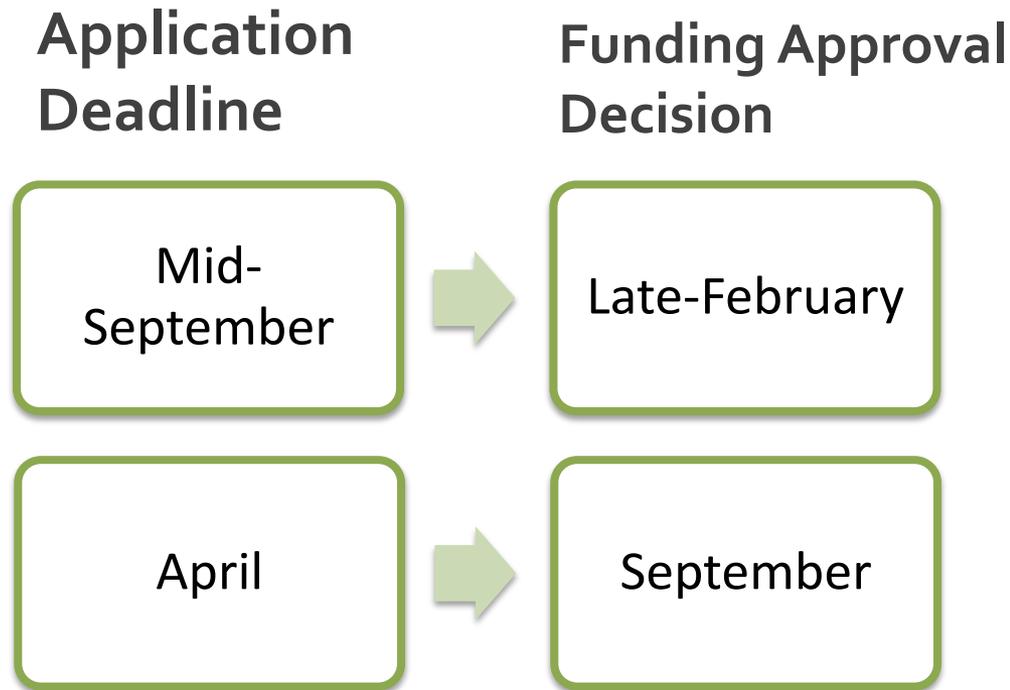


Applying to GMF

Application Process for Capital Projects



ETWW Application and Approval Timelines



***Brownfields** applications are received and approved year-round



Before Completing Your Application



Questions ?



We can help!

Do not hesitate to contact us, we will help you throughout the Application process!

Contact a GMF Advisor at:

1-877-997-9926

gmf@fcm.ca



Thank you for joining us!

Supplementary information and resources

Links and Resources

- Is your project eligible? See the eligibility thresholds for: [Energy](#), [Transportation](#), [Waste](#), [Water](#) and [Brownfields](#)
- [Funding approval process](#)
- [GMF 2015 application forms, budget templates and other resources](#)
- [Frequently asked questions](#)
- [Examples of municipal partnerships](#)



Sector	Eligibility Thresholds
Energy	<ul style="list-style-type: none"> • Existing energy facilities (30%) or new buildings (~net zero) • New buildings on a brownfield redevelopment (45%) • Energy efficient community RETROFIT (10%) • Energy recovery or district energy (40%) • Reduction: fleet fossil fuel (20%); transport related GHG (20%)
Water	<ul style="list-style-type: none"> • Potable water RETROFIT (municipal 40% and residential 20%) • Storm water management <ul style="list-style-type: none"> ○ Water quality (reduction in TSS 80% and TSS 60% for neighbourhoods) ○ Water quantity criteria (90% corporate and over 50% community) • Wastewater Systems (meet CCME and appropriate standards.) • Septic systems • Beneficial use of bio-solids considered under the waste or energy sector
Waste	<ul style="list-style-type: none"> • Projects aimed at 60% diversion rate • If 60% has been achieved, aim at incremental improvement above 60% • Remote community waste diversion aimed at an incremental improvement (15%) from their existing baseline • Challenging items in the municipal waste stream
Brownfields	<ul style="list-style-type: none"> • Site remediation or risk management • Energy production on a brownfield site • Redevelopment on a brownfield that meets one of the ETWW eligibility thresholds • Loans only - up to \$20 Million available next year

Part B - Suggested supporting documents

Environmental Performance: ETWW

- Feasibility study
- Risk management plan
- Summary of the results of any required environmental assessment
- Detailed project design

Environmental Performance: Brownfields

- Remedial action plan or risk management plan
- “Record of site condition” or equivalent from PTA
- Phase II Environmental Site Assessment(s) (or equivalent)



Part B - Suggested supporting documents

Other Benefits

- Feasibility study
- Business case analysis
- Community engagement plan
- Agreements with stakeholders
- Community consultation reports

Project Management

- Organizational chart
- Risk management plan
- Project timeline
- Project budget using the **GMF template** ([ETWW](#) and [Brownfields](#))
- Letter of support for secured funding



Part C - Required documentation

All applicants

Municipal plan, such as a sustainable community plan, strategic plan, or sector plan that supports the need for this capital project and has been approved by the municipal government's council.

Evidence of consultation with your provincial or territorial government (Note: this is not a requirement for Quebec)

Executive summary of the environmental assessment of your initiative, if required under federal or provincial laws

A letter from each confirmed project funding source indicating the amount of cash or in-kind contributions

A risk management plan for the project

Audited financial statements for the last three years



Part C - Required documentation

Municipal Government	Municipal Partner
<p>An approved municipal council resolution describing your organizational commitment to, and financial support for, the project and GMF funding application.</p>	<p>Official documentation demonstrating that a municipal government is partnering on the project.</p>
<p>For local boards of municipal governments that are the lead applicant: a copy of the legislation that created your organization.</p>	<p>Signed letter from your organization’s chief executive officer or chief financial officer confirming your level of financial commitment, and giving evidence of your board of directors’ support.</p>
<p>New Brunswick and Nova Scotia: Authorization to borrow funds</p>	<p>A business plan and any associated contracts that demonstrate revenue generated from the environmental initiative.</p>
	<p>A complete wire diagram of the corporate structure (including sponsors, shareholders, borrowers, guarantors, and their material subsidiaries).</p>

