

**ASSISTANCE PROGRAM AIMING TO REDUCE
OR AVOID GREENHOUSE GAS EMISSIONS
THROUGH THE IMPLEMENTATION OF
INTERMODAL FREIGHT PROJECTS**

Financial Assistance Application Guide

**Direction du transport maritime,
aérien et ferroviaire**

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This guide contains information and details that will be useful to proponents wishing to submit a financial aid application under the Assistance Program Aiming to Reduce or Avoid Greenhouse Gas Emissions through the implementation of intermodal freight projects. To do so, proponents must review two documents: The Assistance Program Aiming to Reduce or Avoid Greenhouse Gas Emissions through the implementation of intermodal freight projects, (appendix) and the Financial Assistance Application Guide. Finally, they must fill out the Grant Application Form.

1. INFORMATION REQUIRED

The application must contain the following information. In all cases, the Ministère des Transports du Québec (MTQ) reserves the right to ask for any additional information that is needed to examine the file.

Component A: Projects with infrastructure expenditures

- Proponent's identification
 - o Name and address
 - o Proponent's activities and a brief history
 - o Name of the project manager
- Description of the project and detailed estimate of costs:
 - o Brief project description
 - o Detailed specifications and budget for the work or project
 - o Description of the railway line or port considered for the project
 - o Map of the site and transportation network serving it
 - o Work or project execution schedule and operations start-update
- Business plan:
 - o Current and pro format financial statements
 - o Project's financing package, amount requested
 - o Financial contribution from other government partners
 - o Market context
 - o Target markets: Types of merchandise, target clients, origins and destinations
 - o Marketing plan
 - o Proof of the project's long-term viability
- Project impacts:
 - o Greenhouse gas emission reduction or prevention
 - o Certification of the tonnage of GHG emissions reduced or prevented by an independent organization
 - o New transportation or handling activity: Tonnage or traffic per freight category and by origin/destination
 - o Modal transfer: Tonnage and number of truck trips shifted from the road network to another mode and reduction in the distance travelled
 - o Environmental and social benefits: Reduction of other atmospheric pollutants, impact on road safety, decrease in road network maintenance costs and GHG emissions, etc.
 - o Competitiveness of shippers, users, carriers or other businesses affected by the project
 - o Assessment of the project's repercussions for the competitiveness of Québec's transportation system
 - o Economic spin-offs from the project
- Proof that the project meets the project appraisal criteria:

- Description of other viable transportation options

Component B: Projects without infrastructure expenditures

- Proponent's identification
 - Name and address
 - Proponent's activities and a brief history
 - Name of the project manager
- Detailed description of the project:
 - Brief project description
 - Detailed project budget
 - Description of the railway line or port the project covers
 - Map of the site and transportation network serving it
 - Project execution schedule and operations start date
 - Target markets: Types of merchandise, target clients, origins and destinations
 - Marketing plan
 - Proof of the project's long-term viability
- Project impacts:
 - Greenhouse gas emission reduction or prevention
 - Certification of the tonnage of GHG emissions reduced or prevented by an independent organization
 - Demonstration of a new logistical, commercial or technical solution
 - New transportation or handling activity: Tonnage or traffic per freight category and by origin/destination
 - Modal transfer: Tonnage and number of truck trips shifted from the road network to another mode
 - Environmental and social benefits: Reduction of other atmospheric pollutants, impact on road safety, decrease in road network maintenance costs and GHG emissions, etc.
 - Competitiveness of shippers, users, carriers or other businesses affected by the project
 - Assessment of the project's repercussions for the competitiveness of Québec's transportation system
 - Economic spin-offs from the project
- Proof that the project meets the project appraisal criteria:
 - Description of other viable transportation options

2. TERMS AND CONDITIONS

The projects and expenses eligible for each program component are described in the document called Assistance Program Aiming to Reduce or Avoid Greenhouse Gas Emissions through the implementation of intermodal freight projects (appendix).

The MTQ must receive applications for Component B projects prior to March 31 and September 30 of each year.

Professional fees related to promoting the file and putting together the grant application are not eligible under any of the program's components.

- The MTQ will analyze projects in accordance with the component's specific objectives and appraisal criteria.

- The MTQ will announce the projects that have been selected, as well as the amount of grants.
- The MTQ and proponent will sign an agreement which will contain a variety of terms and conditions, including:
 - o The cost of eligible work, if applicable, as well as the date on which expenses may become eligible (grant or other date)
 - o Project execution schedule
 - o The amount of the government's financial contribution to the project's execution
 - o The terms of the government's financial contribution and the parties' commitments
 - o The terms of disbursement of the contribution and deadlines for the project's start-up and completion.

Upon completion of the work or project, an MTQ representative will perform an inspection or control, and the MTQ's financial contribution will be disbursed upon presentation of supporting documentation, pursuant to the program's terms.

3. ADDITIONAL INFORMATION

The Assistance Program Aiming to Reduce or Avoid Greenhouse Gas Emissions through the implementation of intermodal freight projects (appendix), the Financial Aid Application Guide and the Grant Application Form are also available on the MTQ web site.

All applications must be sent to the following address:

Direction du transport maritime, aérien et ferroviaire
Ministère des Transports du Québec

700 René-Lévesque Boulevard East 24th floor
Québec, QC G1R 5H1

4. DEFINITIONS OF TERMS USED

- **GHG emissions reduced:** The decrease in metric tonnes in the quantity of GHG emissions that results from shifting freight movement to another mode of transportation that emits fewer GHGs (rail or maritime).
- **GHG emissions avoided:** The metric tonnes of GHG emissions avoided as a result of keeping freight movement in a mode of transportation that emits fewer GHGs (rail or maritime).
- **Viable transportation option:** An existing transportation option that is competitive on a specific route.
- **Transshipment centre:** Place where a product can be grouped and stored, located close to shippers that specialize in a given sector: Lumber, wood chips, motor vehicles, etc. Shippers proximity to the centre makes it possible for everyone to use rail transportation and have access to transshipment equipment.
- **Rail yard (or station):** Place where railway cars are sorted and separated to form trains.
- **Intermodal yard (or terminal):** Set of buildings and facilities for accessing, loading and unloading different modes or means of transportation.

- **Railway branch:** Line serving a company or group of companies (industrial park) or transshipment centre, or providing access to a port.
- **Equity:** Amounts from the proponent or under its control. For subsidized organizations, regular financial contributions from the Government of Québec or Canada are treated as equity.

Not considered equity are contributions from the Government of Québec or Canada that are disbursed to the proponent in relation to this project.

- **Terminal:** Loading, unloading or transshipment facility where passengers or cargo depart or arrive.

Solid or liquid bulk: Usually, such freight is not grouped, is transported without packaging or any special preparation, in holds or tanks on ships and rail cars. Greenhouse gas avoidance projects involving freight transport that is usually moved by rail or ship are not eligible for the program.