Portal Help

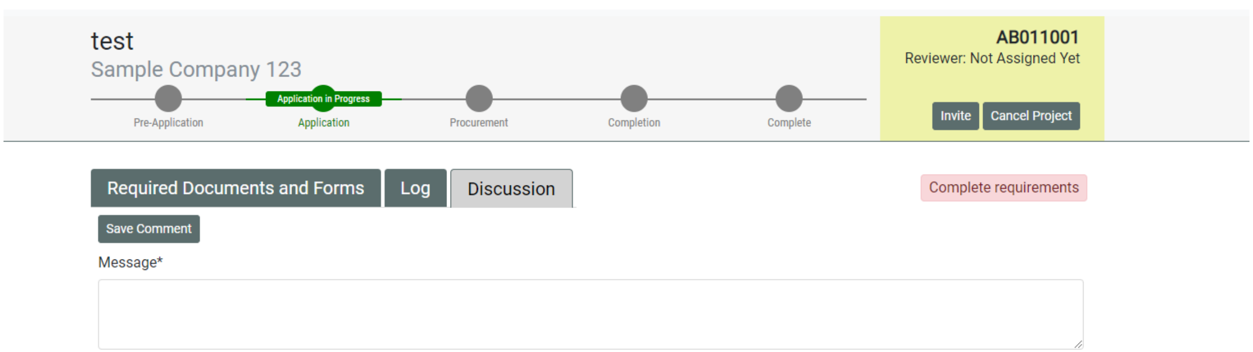
Portal Functions

Dashboard Tab

The dashboard tab is also the Home on the MTIP portal. This page lists all the projects you have access to and allows you to start a new project application. You can sort your projects by any of the headings (Project ID Number, Operator, Project Name, Stage of Application). If you click on the Project ID, Operator or Name of any project, that project application will open to the project page. You are also able to search your projects using key words.

Discussions Tab

This is now a chat between all members invited to the project and active CCI reviewers. This feature eliminates the redundancies of having the same question asked by multiple participants within the same project. These chats are logged internally and will aid in furtherment of FAQ's.



Documents/Templates Tab

All program guidance documents, and submission templates are stored in the Documents and Templates tab. Each document is available for review and download.

GHG Emission Quantification Methodologies

Each eligible technology has a guidance document that elaborates the GHG emissions quantification in the baseline and project conditions. The provided methodology for each technology must be followed for GHG emissions quantification of each technology that participants apply for.

Documents and Templates

All relevant documents and templates available for review.

- Reference Documents

  - Reference Documents
    - Sample Offer Letter and Terms and Conditions
    - Project Cost Summary Eligible and Ineligible (Draft)
    - Commissioning Report Requirements
  - Submission Templates
    - Fund Allocation Confirmation Form
    - Eligible Project Costs Workbook
    - Confirmation of Relationship Form
  - GHG Emissions Quantification Methodologies
    - 1a-Quantification Methodology for Pneumatic Devices Electrification
    - 1b-Quantification Methodology for High Bleed Pneumatic to Low Bleeds
    - 1c-Quantification Methodology for Instrument Gas to Air Conversion
    - 1d-Quantification Methodology for Pneumatic Devices Vent Gas Capture
    - 2a-Quantification Methodology for Hydrocarbon Tank Vapour Destruction
    - 2b-Quantification Methodology for Tanks Vapour Recovery
    - 3a-Quantification Methodology for Compressor Vent Gas Capture
    - 4a-Quantification Methodology for Vent Gas Reduction from Desanders
    - 4b-Quantification Methodology for Surface Casing Vent Gas Flow
  - GHG Emissions Sample Calculation
    - GHG Emissions Sample Calculation - Instrument Gas to Instrument Air
    - GHG Emissions Sample Calculation - Pneumatic Device Electrification
    - GHG Emissions Sample Calculation - Pneumatic Device Vent Gas Capture
    - GHG Emissions Sample Calculation - Tank Vapour Destruction
    - GHG Emissions Sample Calculation - Tank VRU
    - GHG Emissions Sample Calculation - High Bleed to Low Bleed

Reference Documents

Project Cost Summary Eligible and Ineligible, outlines which cost are eligible and which are ineligible to be funded through MTIP. The maximum total incentive amount for the project is 50% of the total eligible project cost.

Sample Offer Letter includes the program terms and conditions. This document should be reviewed by each user to ensure that the program terms and conditions are clear.

Submission Templates

Eligible Project Cost Workbook is a template document which must be used to track all estimates and actual costs. The workbook needs to be submitted at all three submission stages (application, procurement, and completion submissions).

The Confirmation of Relationship form is required when a service provider is submitting documentation to the MTIP Portal on behalf of a operator. The form must be signed by a representative from the operator with signing authority. If there are multiple service providers submitting documents on behalf of the operator, each service provider must have a separate form. Each representative from the service provider does not need a separate form.

The Funding Allocation form is a declaration made by the operator indicating that the project has been approved and funds have been allocated. This form must be signed by a representative at the project manager level or higher. An equivalent declaration can be used instead of this form.

Commissioning Report Requirements

Generally, post-construction, the contractor is responsible for providing a final commissioning report. The commissioning report usually includes installation details, inspection, testing, commissioning, punch list items, and Measurement and Verification, as needed. For MTIP, this requirement has been truncated to only include activities up to installation, electrification, and confirmation that the project is operational.

To fulfill the MTIP requirements a statement referring to the following must be created and signed by an operator representative and site superintendent when applicable: A statement confirming the project is electrified and operational. A Summary of any issues/deficiencies both resolved and unresolved, with recommendations of resolution, as appropriate. Typically, in the form of a punch list however any form is accepted. Identification and explanation of any deviations from the originally outlined project, including any substitution and variances, if they will impact the overall performance or cost of the system. A statement that the equipment has been installed in accordance with manufacturers specific or finalized Piping and Instrumentation Diagram (P&ID).

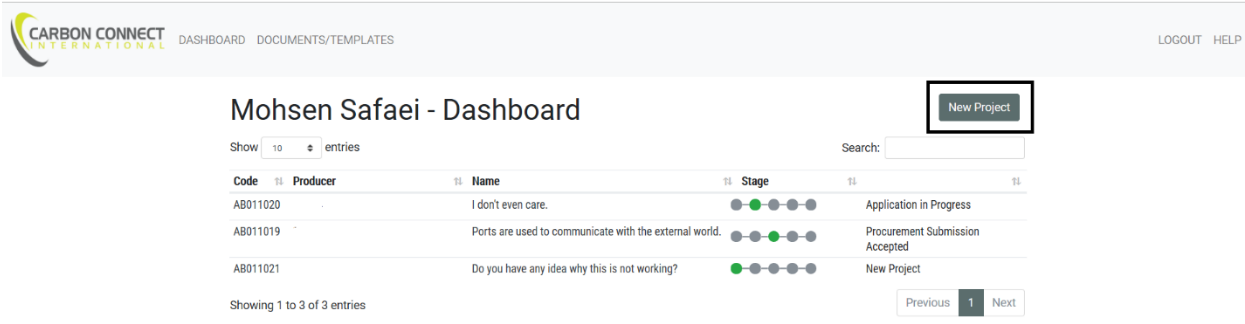
Application Process

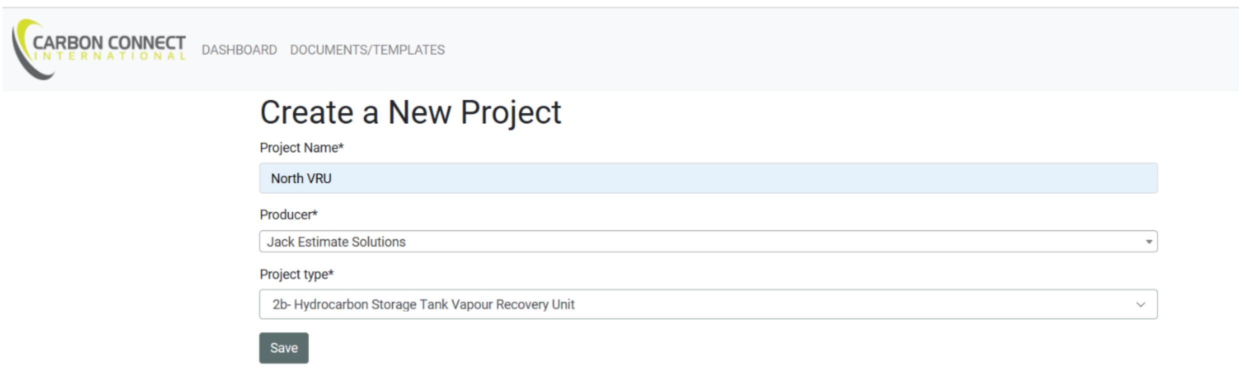
Starting a New Project Application

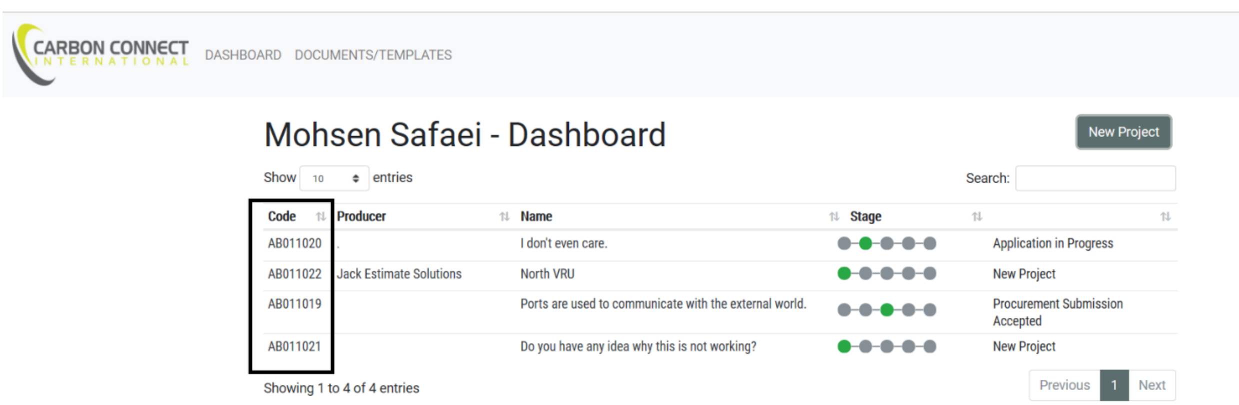
On the Dashboard page of the MTIP Portal, click on the New Project button, located at the top of the page, directly below your name, to start a new project application. When you start a new application, you will be asked:

- to input a project name, which along with the project ID number will be used to identify the application through out the process.
- fill in the operator name, which is a searchable entry; and
- select the project type from a drop down menu.

The project ID number will be automatically generated once you save the project information. After you save the project information go to the dashboard and you will see the project ID on the left for each project.

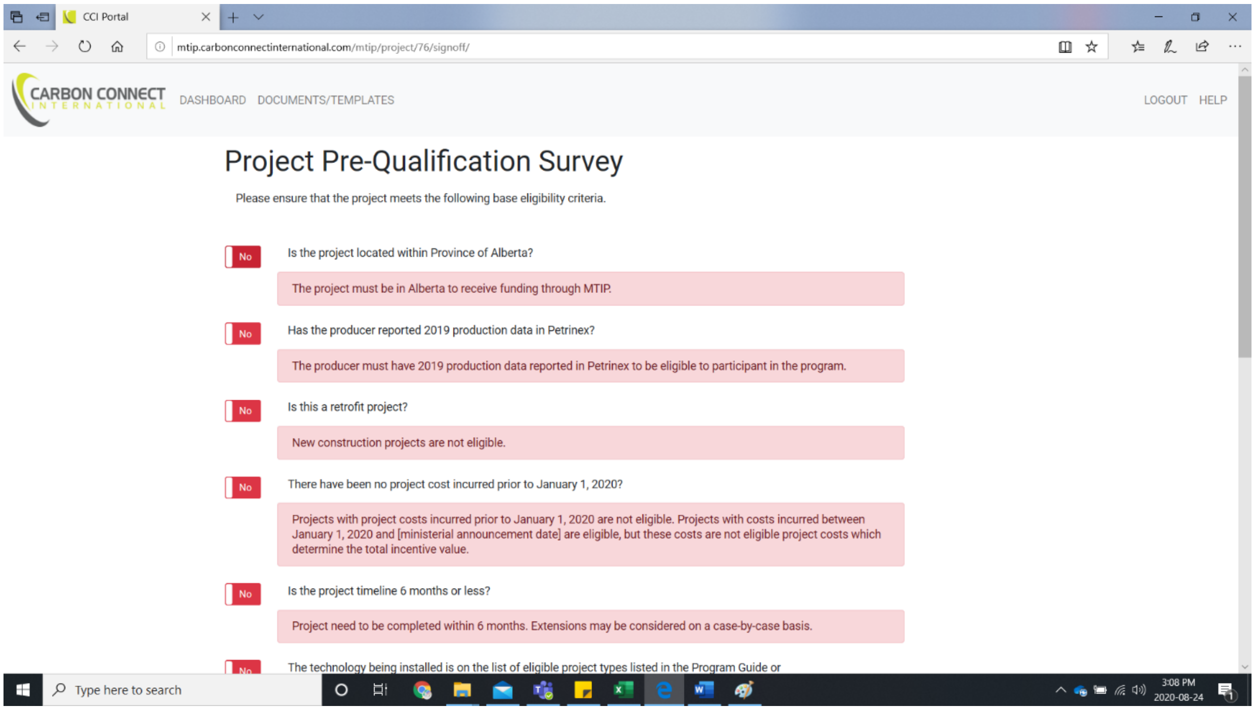






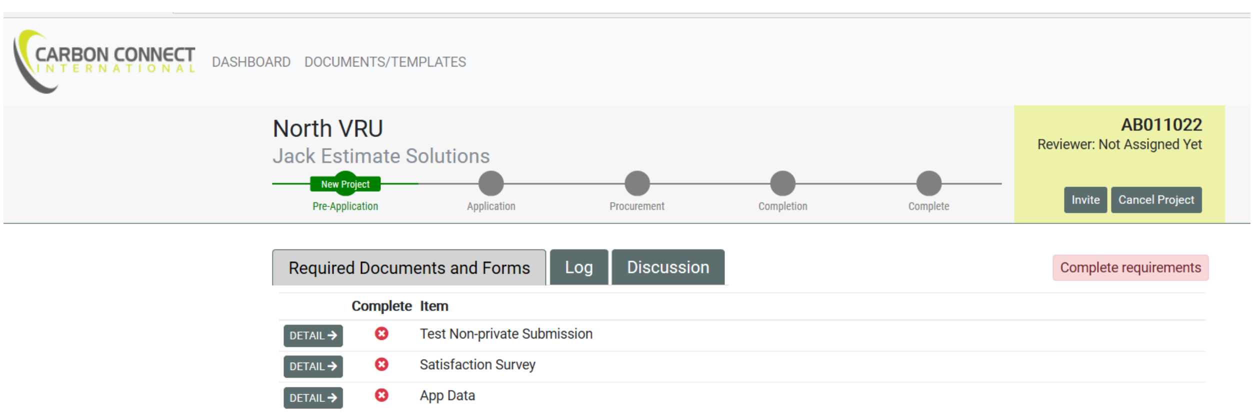
Completing the Pre-Qualification Survey

Once you click the Save button, the pre-qualification survey will open automatically. The pre-qualification survey is a series of yes or no questions to pre-screen the project for eligibility. You must complete the survey to proceed to the project application page. The answer to all of the questions must be Yes in order to proceed. If you select a No answer, you will receive a message indicating why it is ineligible. Only eligible projects will be able to move forward to the application submission stage.



Adding a User to the Project

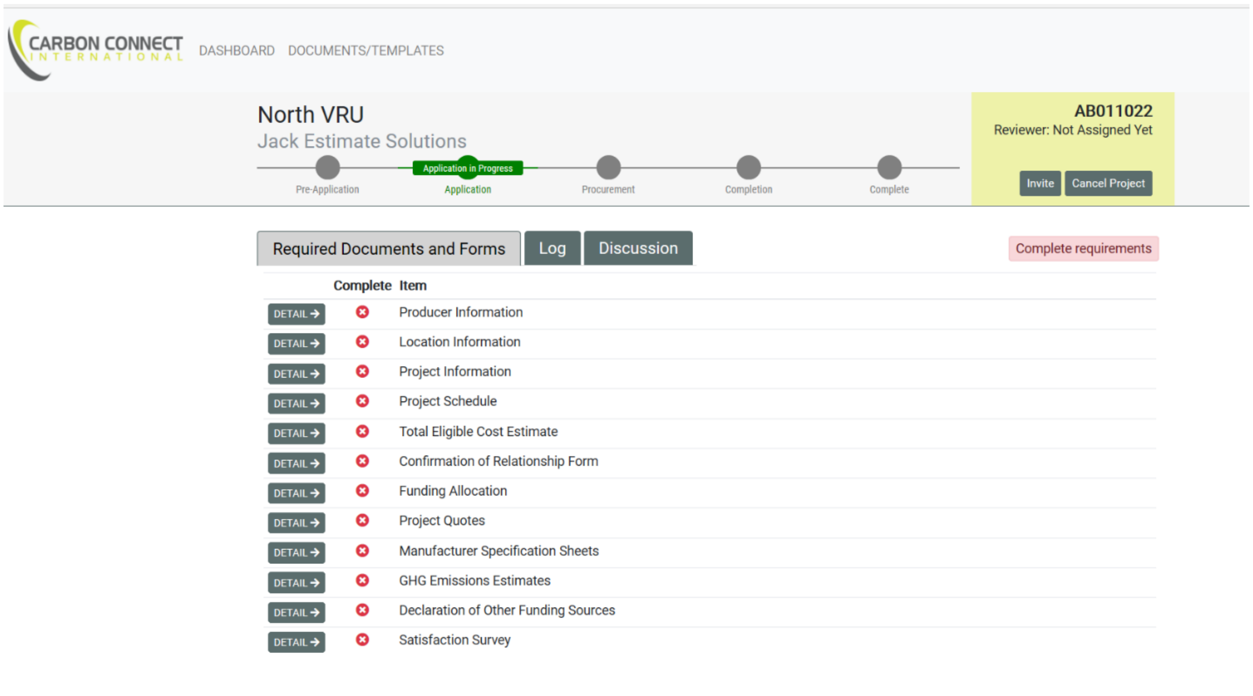
Once the project application has been started, there will be an Invitation button located below the tracking ribbon. The invite user option will ask you for the name and email of the user you would like to add to the project. An invitation email will be sent to the contact, where they can either login or register to the portal. Anyone who is invited can then view, edit, and submit documentation to the project application.



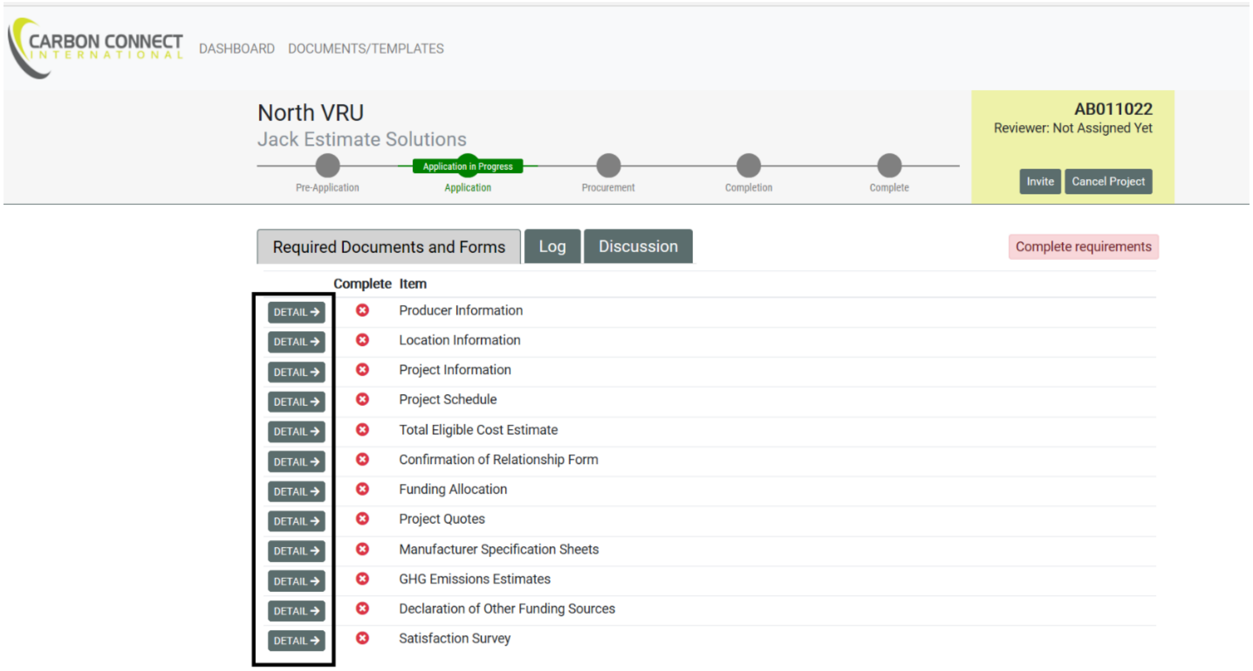
Submitting Application Documentation

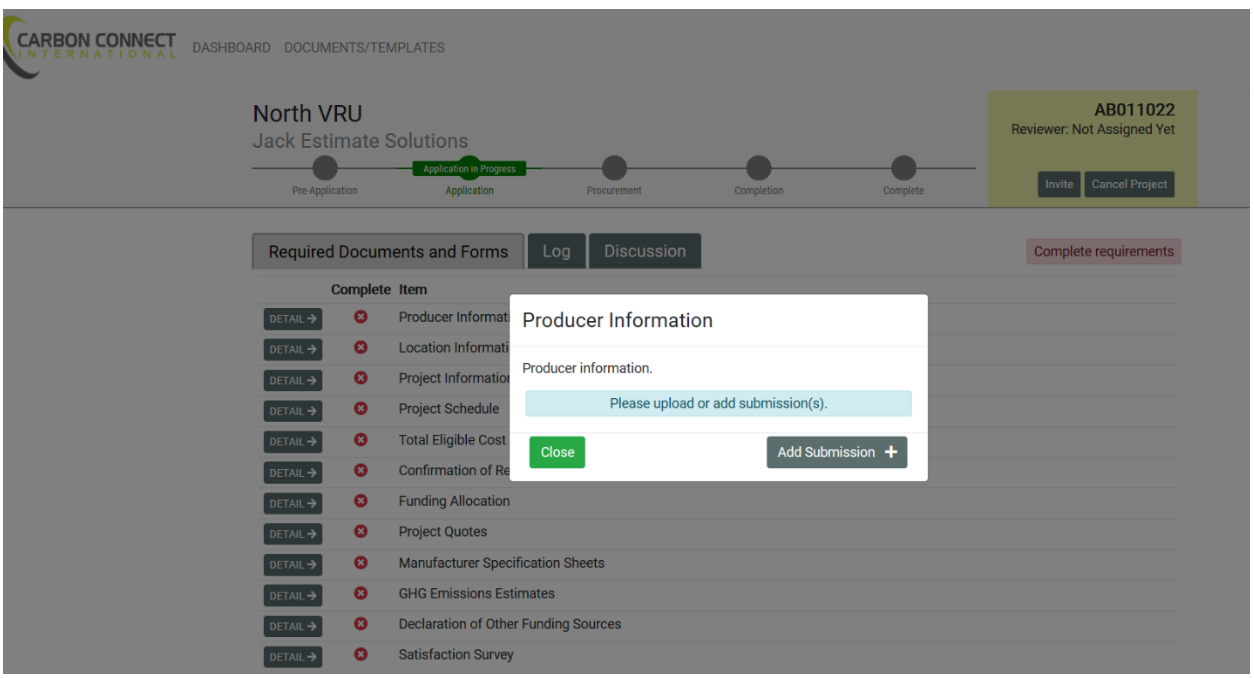
Once the pre-qualification survey is completed, you can begin to submit the application documents. Please check the Program Guide document located on the Programs tab on the CCI website for details about all the submission requirements.

Any users assigned to the project can upload application documents. Once uploaded, documents will be saved to the application. Documents can be viewed, deleted, or reuploaded at any time until the application is submitted.



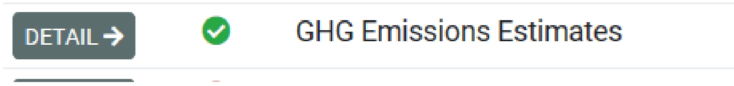
When you are ready to submit documents to a given submission category, click on the Detail button. A window will pop open with instructions about the submission requirements. Clicking on the Add Submission button will allow you to upload your files or enter an application form. Multiple files can be uploaded for each submission category by clicking on the “Add Submission” button again.



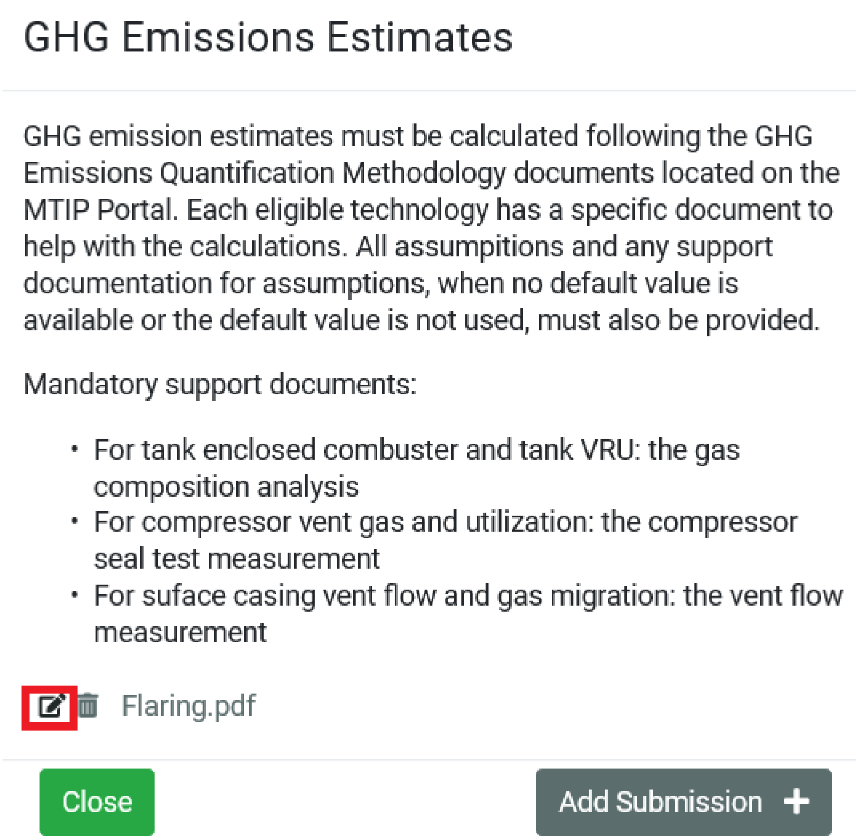


When you have completed the upload, click on the Done button to close the submission window and the upload will be saved to the application. The status of the submission category will also change to complete.

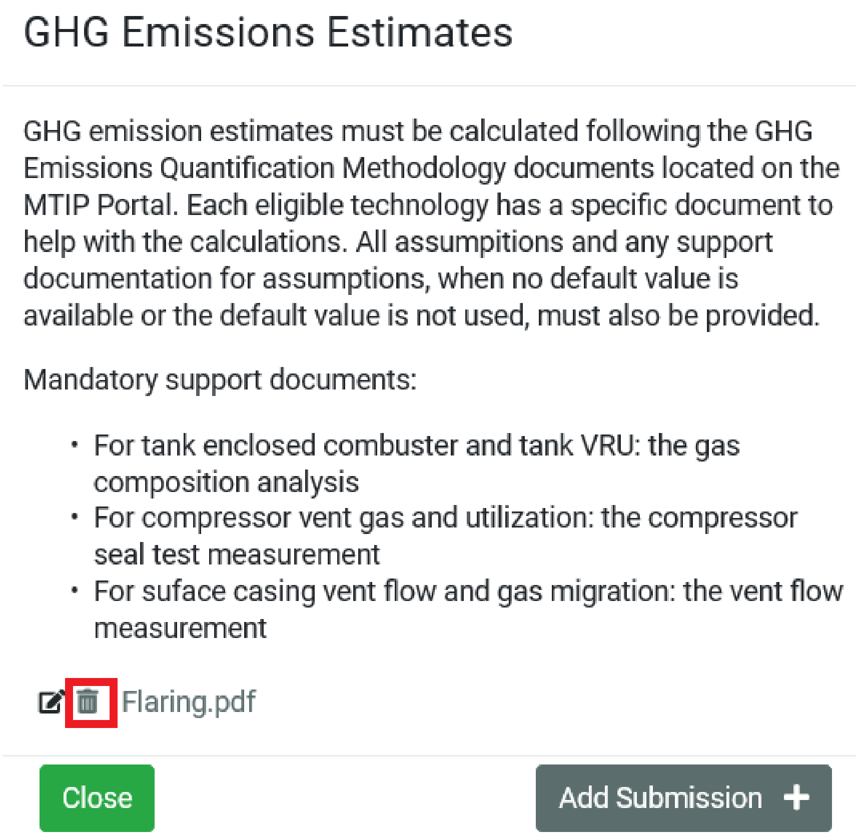
If you need to change, edit, or add to your uploaded files, you can do so by clicking on the Detail button for the submission category.



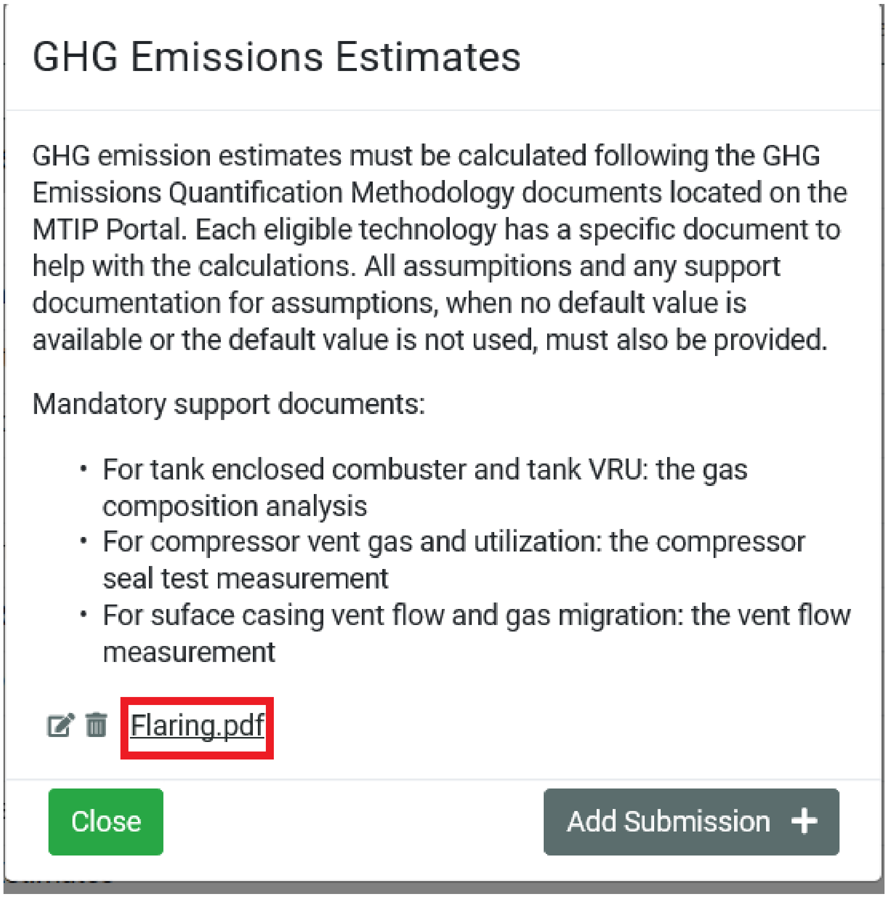
[pencil symbol, as shown in screenshot below] allows you to replace the currently saved file with a new upload.



[trash can, as shown in screenshot below] allows you to delete the uploaded file

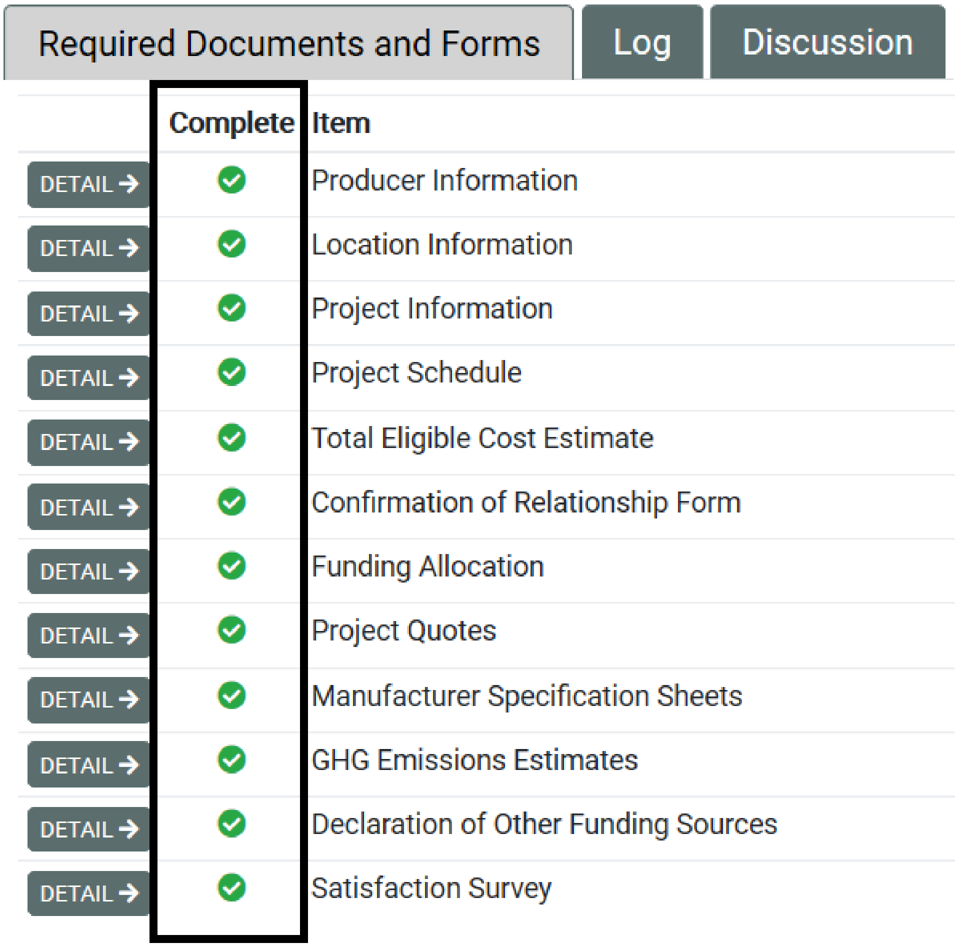


Clicking on the file name allows you to view the uploaded file as shown in screenshot below.



Submitting the Project Application

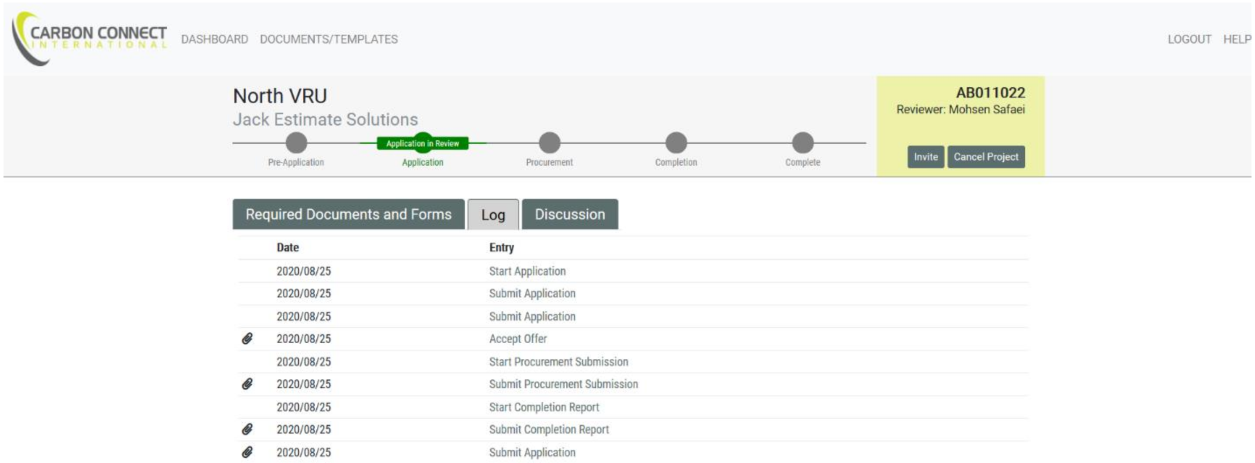
When all required submission categories are listed as complete [as shown by mark symbol in the following screenshot], you can submit the project application by clicking on the Submit Application button at the top of the page below the tracking ribbon. By clicking on submit, a certification that all information is correct and accurate will pop up. You must click OK to complete the application submission. Upon submission of the application, a Technical Reviewer will be assigned to your project. You can contact the Technical Reviewer at any point through the portal.

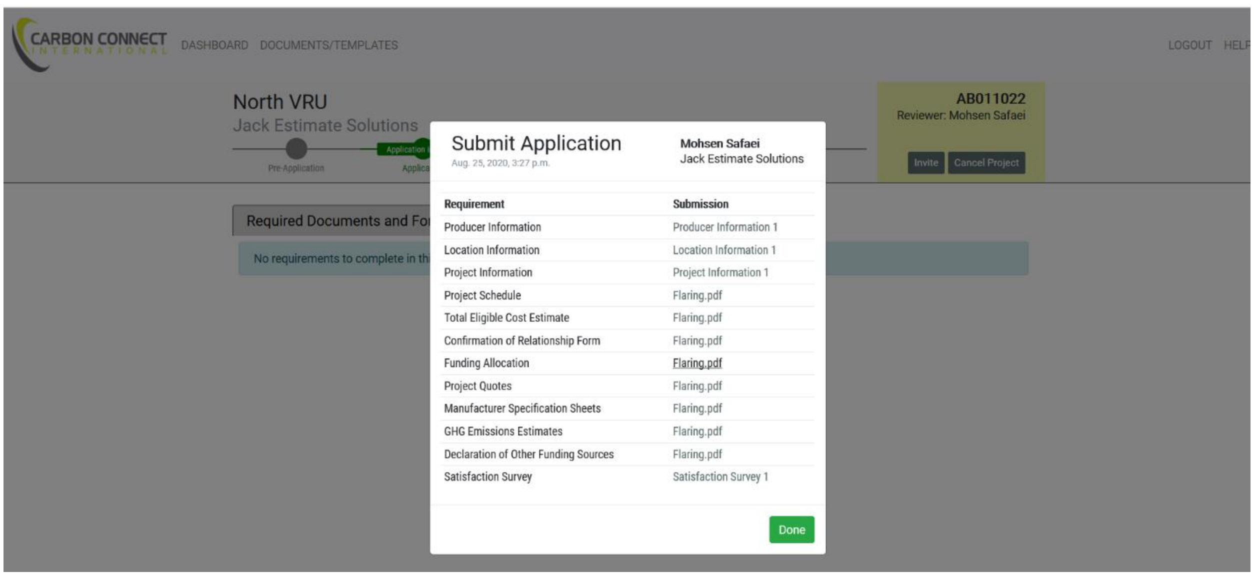


Making Changes to Your Project Application Once it Has been Submitted (Project Log)

Once the application is submitted, you will be able to view all the uploaded documents, but no edits or changes can be made. If an edit or change needs to be made, please contact info@carbonconnectinternational.com or the Technical Review by clicking on the Contact Reviewer button listed at the top of the project page. We can then unlock the page to allow for edits or changes to the submission.

In order to view your submitted documents, click on the Log button and then select each stage that you would like to view the uploaded files for (let's say Submit Application here). The project Log is updated anytime a status transition occurs in the portal. No documents will we deleted or overwritten by CCI.



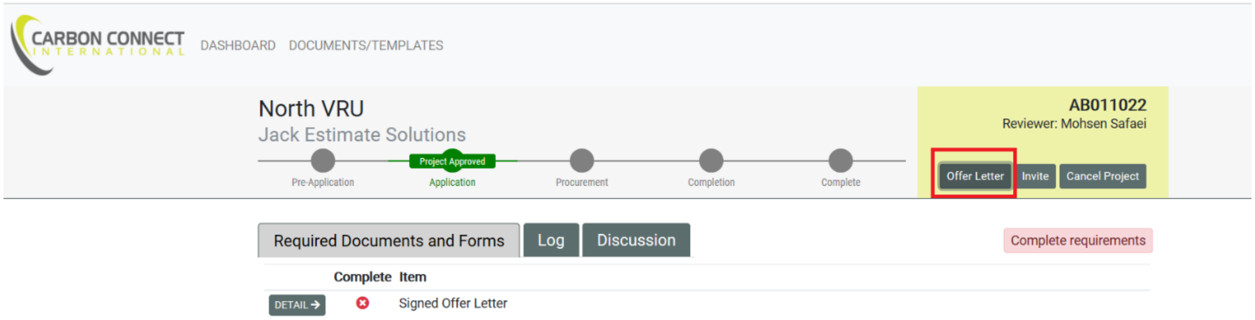


And then click on each of the files that you would like to view. These files will display based on the viewing devices configuration.

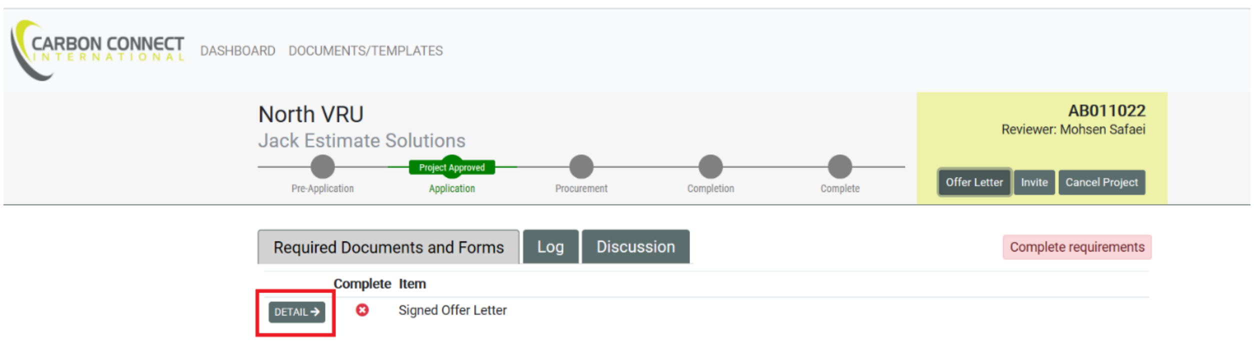
Signing, Uploading, and Viewing the Offer Letter and Program Terms and Conditions

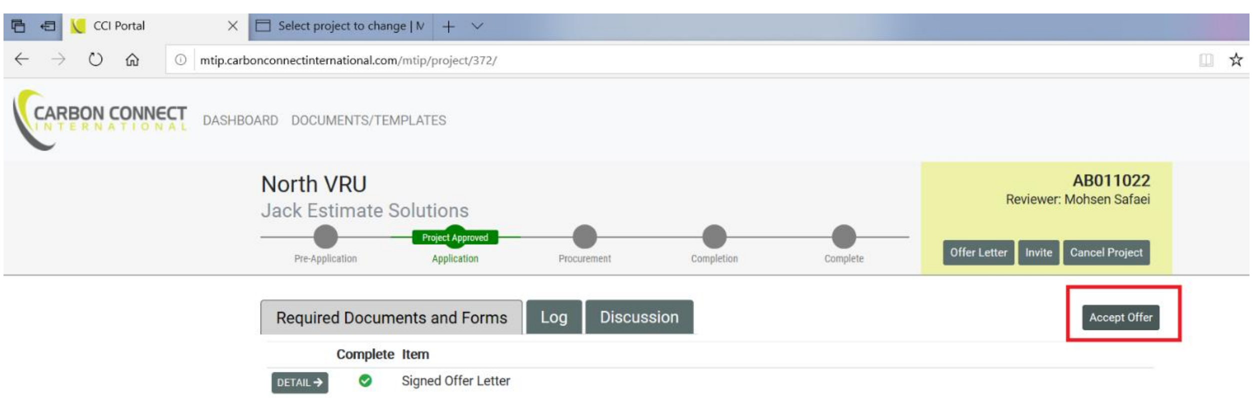
Once the review of the project is complete and the project is ready to be approved, an email will be sent to the point of contact from the operator to sign the offer letter and program terms and conditions.

To view the offer letter, select the project from the Dashboard to go to the project page. Click on the Offer Letter button at the top right-hand side below the tracking ribbon. The offer letter can be downloaded there. All users associated with the project will have access to view and download the offer letter and program terms and conditions.



To upload the signed offer letter, click on the Detail button under the Required Documents and Forms section. A window will pop up, click on the Add Submission button to upload the file. Only a representative from the operator can upload the offer letter. Once the offer letter is uploaded, click on Done to save it to the project. Finally, click on Accept Offer on the top left-hand side to complete this process. Once the Accept Offer button is selected, an email will be sent to all users associated with the project indicating that the project application has been approved and the project can proceed to procurement.





The project offer Letter and program terms and conditions can be viewed by any user associated with the project at any time during the application process.

A sample Offer Letter and Program Terms and Conditions can be viewed at any time on the Documents and Templates tab on the MTIP Portal.

Submitting Procurement Documents

First click on the Start Procurement Submission button to move to the procurement submission page. When you are ready to submit documents to a given submission category, click on the Detail button. A window will pop open with instructions about the submission requirements. Clicking on the Add Submission button will allow you to upload your files or enter an application form. Multiple files can be uploaded for each submission category by clicking on the Add Submission button again.

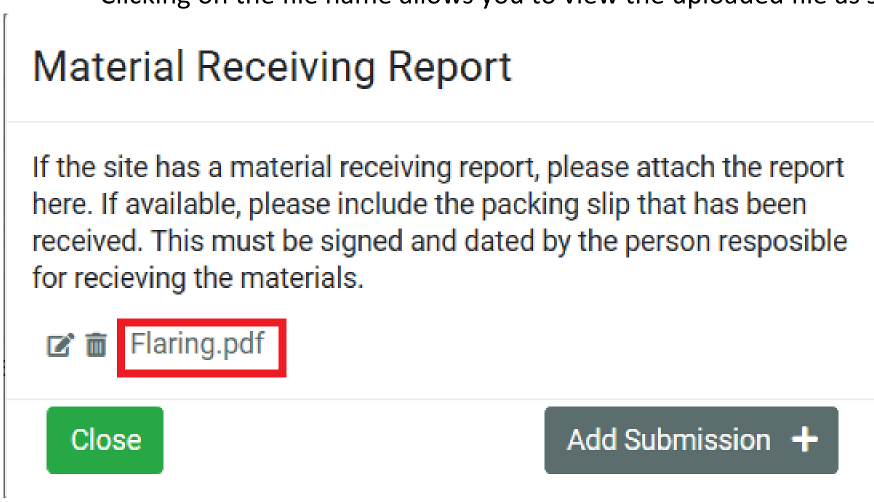
When you have completed uploading files, click on the Done button to close the submission window and the upload will be saved to the application. The status of the submission category will also change to complete.

If you need to change, edit, or add to your uploaded files, you can do so by clicking on the Detail button for the submission category.

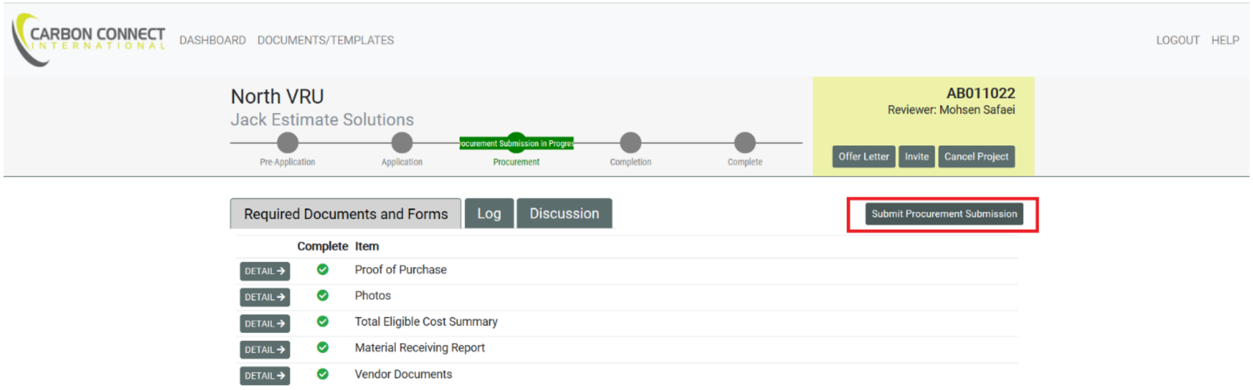
[pencil symbol] allows you to replace the currently saved file with a new upload.

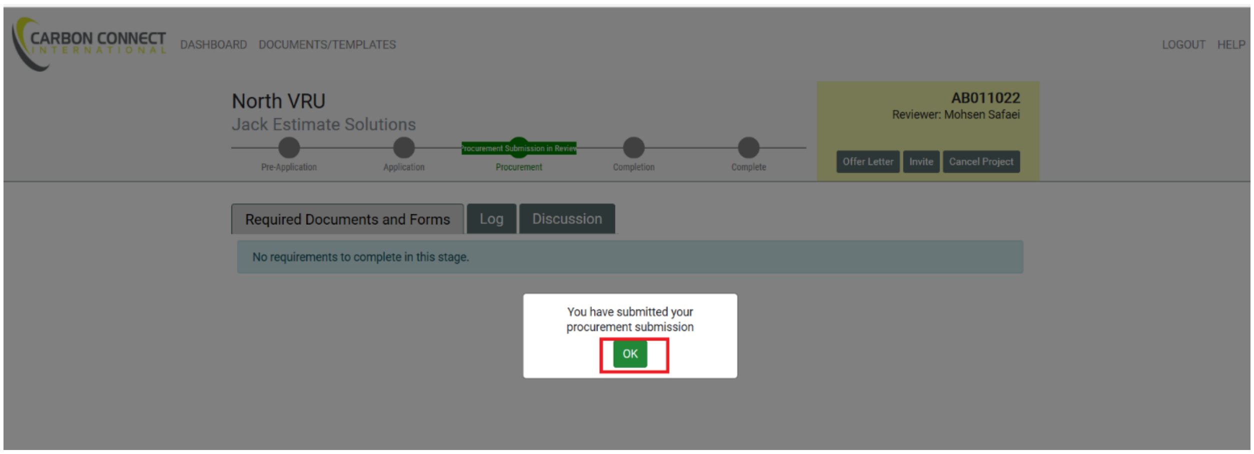
[trash can] allows you to delete the uploaded file.

Clicking on the file name allows you to view the uploaded file as shown in the screenshot below.



When you have completed uploading all the files associated with "Fill Out All Required Documents and Forms", click Submit Procurement Submission to complete the process. By clicking submit, a certification that all information is correct and accurate will pop up. You must click OK to complete the application submission.





Once the submission is complete, you will be able to view all uploaded documents In the project log, but no edits or changes can be made.

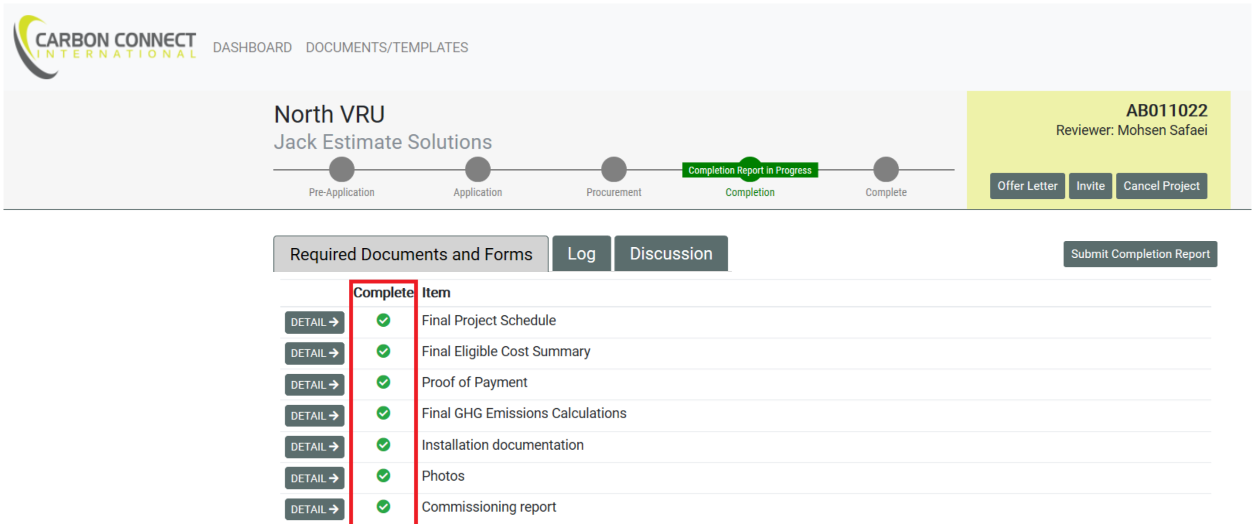
Submitting a Direct Deposit Form for Electronic Fund Transfer (EFT)

Once either the procurement submission or the project completion submission has been reviewed and accepted, the point of contact from the operator will receive an email to submit the direct deposit form to receive the incentive through an Electronic Fund Transfer. To submit the form, click on the Project button on the from dashboard. This will take you to the project page. Click on the Detail button under Required Documents and Forms to upload the direct deposit form. Then click on Submit to complete the process. Only representatives from the operator are able to view this page and upload the information.

Submitting Project Completion Documents

First click on the Start Completion Report button to move to the project completion submission page. When you are ready to submit documents to a given submission category, click on the Detail button. A window will pop open with instructions about the submission requirements. Clicking on the Add Submission button will allow you to upload your file or enter an application form. Multiple files can be uploaded for each submission category by clicking on the Add Submission button again.

When you have completed uploading the necessary documents, click on the Done button to close the submission window and the upload will be saved to the application. The status of the submission category will also change to complete.



If you need to change, edit, or add to your uploaded files, you can do so by clicking on the Detail button for the submission category.

[pencil symbol] allows you to replace the currently saved files with a new upload.

[trash can] allows you to delete the uploaded files.

Clicking on the file name allows you to view the uploaded files.

When you have completed uploading all required documents and forms, click on Submit Completion Report to complete the process. By clicking submit, a certification that all information is correct and accurate will pop up. You must click OK to complete the application submission.

Once the submission is complete, you will be able to view all uploaded documents, but no edits or changes can be made.