

ACTIVE TRANSPORTATION (AT)

CAPITAL GRANTS



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Purpose and Objectives

Active Transportation (AT) Capital Grants are directed by the **Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails**. The program was established to support those elements of HRM's AT objectives that are implemented in conjunction with community associations as outlined in the 2014 Active Transportation Priorities Plan (AT Plan) and/ or 2018 Integrated Mobility Plan and any subsequent HRM Regional Council approved amendments or transportation plans.

AT Capital Grants are awarded to eligible applicants for planning, design, construction and inspection (related to construction of structures) of AT facilities, infrastructure and/ or amenities.

Capital grants are to be proposed and used for construction costs only (bricks and mortar type of work) as well as project planning and design. Other operational expenses, outside of construction and planning are not eligible under this Program (i.e. photocopies, late pay charges, office expenses, marketing expenses, brochures, media relations etc.).

Eligible Applicants

To be eligible for AT Capital, AT Recapitalization and AT Maintenance and Operations, and AT Emergency Repairs Grants, the applicants must meet all conditions outlined below:

- The applicant has written permission from the land owner(s) for use of the land which grants public access and sets construction and maintenance roles and responsibilities for a safe and accessible active transportation facility: a valid License Agreement for use of municipal land from HRM; 2) a valid Letter of Support for planning and design or Letter of Agreement (or Management Plan) for construction of an At facility on provincial land from The Province of Nova Scotia 3) registered easement from the landowner for any corridor traversing private land;
- Applicant is a member of Nova Scotia Trails, eligible for their Group Trail Insurance Coverage, or has obtained an equivalent Commercial General Liability Insurance Coverage of at least \$5,000,000;
- Applicant is supporting, encouraging and promoting active transportation:
 - broad/ diverse mandate and by-laws supporting HRM objectives for walking, cycling, and accessibility;
 - the general membership is broadly representative of the community;
 - composition of board and members at large can encourage and promote walking and bicycling and can bring issues to be addressed in board meetings;
- Applicant demonstrates commitment to construct and maintain the facilities managed at a standard that is accessible, safe, and comfortable to all users of all abilities permitted on the corridor. An operational plan and budget for maintenance beyond construction are highly recommended to prove commitment;
- Applicant demonstrates recent (within the past year) local community engagement and consultations (e.g. Annual General Meetings with membership and public participation, community open houses, or public engagement opportunities) where members of the community and board members have provided input regarding the proposed project; and
- Applicant has not defaulted/ bridged Grant(s)' requirements in the past years by:
 - Failing to send project final report and invoices for the grant received
 - Failing to deliver projects as per scope proposed at the standard requested
 - Failing to deliver projects at the standards required for accessibility and safety of all users

Eligible Proposals for AT Capital Grants

To be eligible, the proposals must meet all conditions outlined below:

- Project proposal is received by HRM before the set deadline to be considered for the Capital Grant Program
- The proposal received is to plan, design or construct an AT Facility included in the 2014 Active Transportation Priorities Plan (AT Plan) 1 - Map 3 "Vision for a Regional Greenway and Bicycle Network"² and/ or 2018 Integrated Mobility Plan and any subsequent HRM Regional Council approved amendments or transportation plans.
- The scope of the project (s) proposed for the AT Facility and amenities support a standard that ensures accessible, safe, and comfortable experience to all users of all abilities.
- The design and construction standards proposed align with HRM and Provincial current design guidelines.

Evaluation Criteria for AT Capital Grants

The documents requested along with the information provided in the application will form the basis of the HRM's evaluation and recommendation for funding to the Regional Council.

Criteria 1: Eligibility
<ul style="list-style-type: none"> • The applicant meets eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails • The proposal received meets eligibility criteria as listed in the Program' s - Eligible Applicants and Section 1.1. - Eligible Proposals for AT Capital Grants • All documents required by the application and a Budget Report were received and approved as eligible
Criteria 2: Active Transportation Facility Priority
<p>Existing direction from Regional Council for implementation or further action</p> <ul style="list-style-type: none"> • Existing Regional Council approval to consider implementing the facility (for example AT Priorities Plan or IMP) • Existing commitment as directed by Regional Council
<p>Connectivity:</p> <ul style="list-style-type: none"> • AT facility connects communities, neighbourhoods, destinations (schools, employment, shopping, transit, services, residential areas) <ul style="list-style-type: none"> - Provides connections to 3 or more destination types - Connects two destinations - Connects with a future development • AT facility connects to existing AT facility or to another higher priority candidate AT facility (multi use pathways, bike lanes, sidewalks)? Part of the primary connection or a secondary connection <ul style="list-style-type: none"> - Each connection to existing AT facility - Each connection to higher priority candidate AT facility • Supports other AT Initiatives of local, regional or provincial significance (Blue Route; Great Trail; local AT plans; Trails Group Plans; Smart Trip communities, other) • There is an existing link within 300 metres that already connects to the targeted destination and project would duplicate service
<p>Quality of AT Facility Safety and Experience</p> <ul style="list-style-type: none"> • Project construction standards proposed prioritize walking and cycling and align with HRM and Provincial current engineering design guidelines • Filed safety issues/ collision history • Travel experience enhanced by natural, scenic, or heritage appeal

¹ 2014 Active Transportation Priorities Plan - https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/AT_Plan_Final_July222014_000.pdf
² https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/Map_3_VisionforaGreenwayandBikeNetwork_Version8.pdf

Project Integration <ul style="list-style-type: none"> • Opportunity to integrate within at most two years with another project to provide continuity have higher priority • Opportunity to integrate within more than three years with another project to provide continuity have a lower priority
Criteria 3: Capital Project Proposal readiness
Project Type: Planning and design project <ul style="list-style-type: none"> • Concept, map and RFP were reviewed and discussed with HRM staff and are presented with appropriate detail in the application • RFP for planning project ready to tender and/or quotes, estimates, are attached
Project Type: Construction Project <ul style="list-style-type: none"> • Concept, planning documents, engineering designs and tender packages were reviewed and discussed with HRM staff and are presented with appropriate detail in the application • Tendering Package for construction with project deliverables and budget estimates for each type of work are recommended by planning documents or extracted from a consultant/ construction pre-existing quote and is ready to tender • Tender with project deliverables and budget estimates are determined based on group' previous projects costs with similar scope • Tender with project deliverables and budget estimates are determined based on consultation with other groups • Land authorizations, construction and environmental permits, archeological reviews (as appropriate) and insurance are secured and valid for the project scope • The project is planned and designed to minimize negative impacts on the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats), and away from environmentally sensitive areas • Accessibility standards are included as applicable into the construction project plan • All constraints have been or can be addressed by the community group and/ or HRM prior to HRM's final approval
Resources available <ul style="list-style-type: none"> • The proposed project was approved by the community group's board and volunteers have accumulated knowledge and/or experience with inspecting and managing capital/ maintenance/ re-capitalization contract projects • The proposed project was approved by the community group's board and experienced volunteers available, #volunteer- hours commitment available for project proposed
Project Delivery timelines <ul style="list-style-type: none"> • Project delivery is planned/ phased in one -year increments, aligned with funding timelines and can be started within the fiscal year for which funding is requested • Stand-alone project appropriately scheduled to complete in one year (i.e. without subsequent phases) • The project is an extension to scope of an existing approved project or a "phase II" of existing approved and/or delayed project due to complexity, incidents, schedule delays, budget underestimates
Criteria 4: Matching Funds
<ul style="list-style-type: none"> • Matching funds at a 50% rate is proposed for capital projects and any subsequent HRM maintenance and recapitalization funding requests for trails located on land not owned by HRM <ul style="list-style-type: none"> ○ Priority is higher for projects for which funding has been approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private ○ Evidence of intention to secure funding is presented during the application process • In the absence of other funding, projects will be considered only if Criteria 2- Active Transportation Facility Priority is highly scored

Criteria 5: Commitment to the long - term sustainability
<ul style="list-style-type: none"> Funds are available from other funding programs sources to maintain the facility after the project is completed A maintenance/ operation plan is in place to maintain the trail at Active Transportation standards of accessibility and safety for all users of all abilities after construction is completed Planned collaboration with volunteers and other non – profit groups with an interest in trail maintenance, advocacy, usage, health education, active transportation
Criteria 6: Community support
<ul style="list-style-type: none"> Group conducted community engagements such as workshops, meetings, surveys, website, media outreach, newsletters, events, brochures etc Communities along the trail or connecting to the trail support the project Concerns were raised during engagement that need to be addressed Concerns received during engagement can be addressed before funding approval
Criteria 7: Economic Development
<ul style="list-style-type: none"> Anticipated new economic impacts for the community (e.g. employment rate increase, spending in the local area by local or tourists, new business opportunities, new touristic destination potential)

Procedures

Reporting

The applicant must include a Budget Report with the application and update it as required;

An interim report due no later than October 1st and **a final report** due no later than March 1st is required and must include at least a Budget Report with all funding received from all sources and all expenses incurred for the project for which a grant was awarded. The **final report** must also include proof of payment of all invoices.

Revenues:

- All funding requested/ confirmed from HRM and all other sources must be listed in the Revenue section

Expenses:

- HST must be already included in the estimated costs as part of the total and not as a separate amount
- If the group chooses to hire contractor services to deliver some, or all projects, the amounts should include both labour or consultant hours and materials
- If volunteers are engaged to deliver the projects, the amounts listed should include only costs for supplies as related to their projects within the eligible categories

Grant Transfer of Payment

- HRM staff shall review and confirm that Grant transfer of payment requests are in conformance with the Program. The requests are subject to approval as per Director's Delegated Authority levels within HRM. Following approval of a request (or part thereof), a corresponding direct deposit payment will be issued to the Grant Recipient.
- Transfer of Payment for projects is done by reimbursing the invoices received from the Grant recipient at the matching funding rate throughout the project to allow matching funds to be reduced at the same rate until project is completed.
- Any funds remained unpaid on March 31st due to project scope not being completed will be carried over into the new fiscal year
- Any funds remained unpaid on March 31st due to project scope being completed will be retained by HRM and redirected into the capital budget and made available for other projects

Timelines

July	<ul style="list-style-type: none"> • HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline; • Q&A session scheduled in advance to the Submission Deadline • Expression of interest meetings with HRM staff responsible for AT corridors prior to making a submission to ensure their project meets current HRM criteria;
September	<ul style="list-style-type: none"> • Capital Grants Funding Proposal submission deadline
October	<ul style="list-style-type: none"> • Capital Grants Funding Proposal evaluations by HRM staff • Request any supplementary info from applicants as needed for evaluations
November	<ul style="list-style-type: none"> • Submit recommendations to HRM Management and Finance
December	<ul style="list-style-type: none"> • Submit recommendations to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets
March – May	<ul style="list-style-type: none"> • HRM Regional Council approves the Capital Budget
After Regional Council's Approval of Capital Budget: <ul style="list-style-type: none"> • A Capital Funding Grant Award letter is sent to successful applicants who are awarded grants up to \$5,000 • A Grant Funding Agreement is signed between HRM and successful applicants who are awarded grants over \$5,000. All terms and conditions in the Agreement must be met and maintained for the capital funding grant (the "Grant") to be dispersed by HRM to the Grant Recipient. • A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements 	