

ACTIVE TRANSPORTATION (AT)

RE- CAPITALIZATION GRANTS

Terms and Conditions

2022 - 2023

TERMS AND CONDITIONS FOR APPLICATIONS

Purpose and Objectives

Active Transportation (AT) Re – Capitalization 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 Re-capitalization Grants are awarded to eligible applicants for proposals on AT Facilities for:

- Engineering study to assess cost-benefit analysis for future re-capitalization project (s)
- Engineering re- design and tendering package for future re-capitalization project(s)
- Re-instate a trail or section of a trail to accessibility and safety standards as per current HRM and Provincial guidelines
- Infrastructure mandatory inspection, engineering re-design and re-instatement to safety standards as per current HRM and Provincial guidelines
- Replacement of amenities damaged beyond repair

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.).

Timelines

July	<ul style="list-style-type: none"> • HRM Issues an “Expression of Interest” to determine preliminary budget needs and anticipate staff support • Expression of interest meetings with HRM staff responsible for AT corridors prior to making a submission to ensure their project meets current HRM criteria are recommended
Mid- August	<ul style="list-style-type: none"> • HRM issues a ‘Call for Proposals’ for fiscal year ahead with a Proposal Submission Deadline
September 10, 2021	<ul style="list-style-type: none"> • Q&A session scheduled in advance to the Submission Deadline
October 15, 2021	<ul style="list-style-type: none"> • Capital Grants Funding Proposal submission deadline
October	<ul style="list-style-type: none"> • Capital Grants Funding Proposal Reviews by HRM Staff • Request any supplementary info from applicants as needed for evaluations
November	<ul style="list-style-type: none"> • Capital Grants Funding Proposal evaluations by HRM staff • 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 Notification Letter with Terms and Conditions is sent to successful applicants who are awarded grants up to \$5,000. All terms and conditions must be met and maintained for the Contribution Amount to be dispersed by HRM to the Grant Recipient. • A Contribution 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 Contribution Amount 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 	

Eligible Applicants

To be eligible for an AT Re- Capitalization Grant, the applicants must meet all conditions outlined in the [Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails](#) and those listed below:

- 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 capacity and 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
- 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 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 Re- Capitalization 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 Re- Capitalization Grant Program
- The existing AT Facility is 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 complex re-capitalization project(s) proposed (e.g. trail/bridges/embankments re-instatement) was recommended by an engineering study and cost-benefit analysis and is to re-instate an existing active transportation facility, infrastructures ("AT Facility") to an accessibility and safety standard for active transportation users

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

- The scope of project proposed to replace amenities demonstrates that maintenance efforts no longer sustain the scope of work required to maintain them.
- The design and construction standards proposed align with HRM current design guidelines (on HRM land) and Provincial design guidelines (on Provincial owned land).

Evaluation Criteria for AT Corridors Re-Capitalization 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 and their proposal meet eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails and as listed in the sections Eligible Applicants and Eligible Proposals within this Terms and Conditions. • The application and documents required were received and deemed satisfactory for evaluation • The scope of complex re-capitalization project(s) proposed (e.g. trail/bridges/embankments re-instatement) are supported by an engineering study and cost-benefit analysis which assessed multiple options and recommended the solution proposed in the project proposal to ensure accessibility and safety standards are met for active transportation users
Criteria 2: Active Transportation Facility Priority
Quality of AT Facility/ Infrastructures/ Amenities – Safety and Accessibility Standards <ul style="list-style-type: none"> • Project construction standards proposed prioritize walking and cycling and align with HRM's Active Transportation and Provincial design guidelines. • Filed safety issues/ accidents history on the facility were received by the group or HRM • Extensive emergency work is required to restore/ replace the trail or a section of trail to a safety • Extensive emergency work is required to restore/ replace infrastructure such as bridges, culverts to safety standards as per a structural engineer report • Extensive work is required to restore the trail or a section of trail or infrastructure to a safety standard for active transportation users due to vandalism • Extensive work is required to restore the trail or a section of trail to a safety standard for active transportation users due to natural wear where routine maintenance failed or is not effective • Extensive work is required to restore the trail or a section of trail to a safety standard for active transportation users due to motorized use on a motorized trail • Extensive preventive work is required to restore infrastructures such as bridges, culverts, fencing, railings to safety standards as per a structural engineer report
Project Integration <ul style="list-style-type: none"> • Opportunity to integrate project with another community group's project along the same corridor
Criteria 3: Re-capitalization Project Proposal readiness
Project Type: Engineering Design and Tendering Package for re- capitalization <ul style="list-style-type: none"> • Map and terms of reference were reviewed and discussed with HRM staff and are presented with appropriate detail in the application • RFP for project is ready to tender and/or quotes, estimates, are attached
Project Type: Bridge Inspection Project <ul style="list-style-type: none"> • Infrastructure Inspection Project (concept, map and RFP) was reviewed and discussed with HRM staff and is presented with appropriate detail in the application • RFP for planning project and/or quotes, estimates, are attached • Infrastructure Inspection is required within the coming year or it has already passed
Project Type: Multi-use Pathway/ Infrastructure/Amenities Re-Capitalization Project <ul style="list-style-type: none"> • Tender package, engineering designs, if required, and all permits required were reviewed and discussed with HRM staff and are presented with appropriate detail in the application. • Depending on the scope of the project, tender package for construction with project deliverables and budget estimates for each type of work is either:

<ul style="list-style-type: none"> ○ developed by an engineer; ○ determined based on group' previous projects costs with similar scope ○ determined based on consultation with other groups who had a similar project <ul style="list-style-type: none"> • Land authorizations (either of LOA, License, Easement), construction and environmental permits, archeological reviews (as appropriate) and \$5MIL Commercial G/L insurance coverage are secured and valid for the project scope • 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 re-capitalization and then maintenance contract projects • The proposed project was approved by the community group's board; volunteers have limited experience with implementation of the proposed project
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 funding <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 or before awarding the grant • In the absence of other funding, projects will be considered only if Criteria 2 -AT 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

Requirements:

Estimating costs for the application:

- 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

Reporting from Grant Recipients:

- **An interim report (template will be provided)** is due every 6 month after the Awarding is executed by all parties
- **A final report (template will be provided)** is due 30 days after the projects ends or the awarding is terminated, either by Recipient or HRM
- **Proof of payment of all invoices** is due 15 days after the project ends or the awarding is terminated, either by Recipient or HRM.

Grant Disbursement from HRM:

- HRM staff shall review and confirm that Grant Disbursement Requests are in conformance with the Awarding Terms and Conditions. Following approval of a request (or part thereof), a corresponding direct deposit payment will be issued to the Grant Recipient.
- Disbursements for projects are 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 or awarding being terminated, either by Award Recipient or HRM, will be retained by HRM and redirected into the capital budget and made available for other projects.