

ACTIVE TRANSPORTATION (AT)

MAINTENANCE AND OPERATIONS

GRANTS



ACTIVE TRANSPORTATION MAINTENANCE AND OPERATIONS GRANTS

Purpose and Objectives

Active Transportation (AT) Maintenance and Operations 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 Maintenance and Operations Grants are awarded to eligible applicants to maintain existing Active Transportation corridors and their infrastructure and amenities to an accessible and/or safe standard for public use. These funds are intended to address the day to day maintenance needed to sustain the existing infrastructure by repairing normal wear and tear.

- HRM will evaluate necessary funding based on application submitted for maintenance of AT corridors located on HRM land
- HRM will fund a maximum of 50% of project(s) costs for AT corridors located on land not owned by HRM to a maximum of \$10,000 per AT Corridor
- The maintenance grant proposal can include only the eligible expenses listed in the table below

Maintenance and equipment eligible expenses	
Snow Removal	Only if the HRM is not servicing your trail
Refuse/ Garbage Collections	Refuse and garbage collection and clean/sanitary supplies (e.g. toilet paper/paper towels, etc./ doggy bags)
Side of Trail Maintenance	mowing, shrub, veg removal, tree removal, blowdowns, leaners; sand, seeds & sods and plants to control erosion
Surface Maintenance	surface repairs- pot holes; asphalt, crusher dust; slopes and sub base
Drainage Maintenance	only culvert repairs/ adjustments- no new culverts; ditching repairs, erosion control measures
Bridge Maintenance	board repairs, minor bridge repairs
Railing Maintenance	railings, fencing
Trail Amenities repairs	benches, picnic tables, kiosks, maps, garbage bins - cleaning/ repairs; graffiti removal
Signage Repair	signage repairs and replacement due to vandalism, ordered at a sign maker and installed; new, additional signs- not eligible;
Parking lot repairs	pot holes filling only, not re-surfacing of the entire lot
Equipment and tools	Small tools: \$1,000 cap; equipment rental;
Operations expenses up to \$2,000 These are primarily intended to support the applicant primarily with insurance and membership fees expenses and other minor expenses related directly to operations activities.	
Insurance	General Liability, Volunteers, Directors and Officers
Personal Protection Equipment	e.g., vests, safety chaps, gloves, masks, and helmets
Membership Dues	NS Trails, Registry of Joint Stock \$300
Travel - Local	Mileage and tolls cap \$250
Telephone	Not to exceed \$100
Computer Software/License	Domain Name, Website, Mapping Software \$250
Office Supplies	Primarily stationary; not to exceed \$100

Eligible Applicants

There are hereby established eligibility criteria for and Applicant pursuing a Grant application under the Active Transportation Grants Program.

- (a) To be eligible for AT Capital, AT Recapitalization and AT Maintenance and Operations 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 Maintenance and Operations 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 Maintenance Grant Program.
- The proposal received is to maintain 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 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 enjoyable experience to all users of all abilities.

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

Evaluation Criteria for AT Maintenance and Operations 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.

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 Facilities and Recreational Trails The proposal received meets eligibility criteria as listed in the Program's- Eligible Applicants and Section 4.1. Eligible Proposals for AT Operational and Maintenance Grants All documents required by the application and a Maintenance Budget Report were received and reviewed for eligible expenses
Criteria 2: Quality of AT Facility– Accessibility and Safety Standards
<ul style="list-style-type: none"> Filed safety issues/ accidents history with HRM or trail group Emergency work is required to do minor repairs to infrastructure such as bridges, culverts to ensure user's safety Preventive minor work is required to repair infrastructure such as bridges, culverts to safety standards Maintenance (routine) work is required along the corridor or sections of the corridor and/or infrastructure to maintain accessibility (on AT facilities) and safety standard for walking and mobility devices users and/ or cycling, as appropriate
Criteria 3: Maintenance Project Planning
Trail/ Amenities Maintenance Project Readiness <ul style="list-style-type: none"> Project deliverables for trails surface, infrastructure, and amenities repairs are identified during scheduled inspection (s) and are included in an operational plan with budget estimates for each type of work based on pre-existing quote (s) Land authorizations, construction and environmental permits (if needed), and insurance are secured and valid for the project scope The maintenance proposal is planned to minimize negative impacts on the adjacent land owners and the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats) and its timed to minimize impact on users' safety access to the corridor All constraints have been or can be addressed by the applicant prior to HRM's final approval
Resources available <ul style="list-style-type: none"> The proposed project was approved by the applicant's board and volunteers have accumulated knowledge and/or experience with inspecting and managing maintenance contract projects
Project Delivery timelines <ul style="list-style-type: none"> Project deliverables trails surface, infrastructure, and amenities repairs are aligned with funding timelines and expected to complete on or before end of HRM fiscal year (currently March 31)
Project Integration <ul style="list-style-type: none"> Applicant has investigated the opportunity to partner with another applicant along a corridor in the same region to take advantage of economies of scale
Criteria 4: 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 In absence of other funding, projects will be considered only if Criteria 2 - Quality of AT Facility– Accessibility and Safety Standards is highly scored

Procedures

Reporting

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

Revenues:

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

Expenses:

- Only eligible expenses listed in the Grant category must be included
- 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 listed in all Maintenance Budget Reports should include both labour and materials
- If volunteers are engaged to deliver the projects, the amounts listed in all Maintenance Budget Reports should include only costs for supplies as related to their projects within the eligible categories

An Interim report is required for all grants over \$5,000 and must include at least an updated Maintenance Budget Report. Copies of paid invoices and/or receipts are required for:

- Contracting Services if maintenance is contracted
- Supplies for each project type if maintenance is performed by volunteers
- Equipment rentals
- Membership paid to Nova Scotia Registry of Joint Stock
- Membership and Trail Group Insurance, if applicant chose this option
- Insurance certificate and premium payment if alternative insurance was obtained

All other receipts must be kept on file and made available upon request

A final report is required for all grants available through this program and must include at least a final Maintenance Budget Report with all expenses incurred as related to the grant award. Copies of paid invoices and/or receipts are required for:

- Contracting Services if maintenance is contracted
- Supplies for each project type if maintenance is performed by volunteers
- Equipment rentals
- Membership paid to Nova Scotia Registry of Joint Stock
- Membership and Trail Group Insurance, if applicant chose this option
- Insurance certificate and premium payment if alternative insurance was obtained

All other receipts must be kept on file and made available upon request

Transfer of Payment

HRM staff shall review and confirm that Grant transfer of payment requests are in conformance with the Program.

Grant awarded is under \$5,000: a one - time payment up to the Grant amount awarded value is transferred by direct deposit to the Grant recipient upon accepting the Awarding Letter and responsibilities outlined in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails.

Grant awarded is over \$5,000:

- A first transfer of payment of up to 70% of Grant amount awarded value is transferred to the Grant recipient by direct deposit upon executing the Funding Agreement and accepting the responsibilities outlined in the Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation Facilities and Recreational Trails
- A second transfer of payment up to the remainder of the Grant Awarded is made by direct deposit if:
 - Interim Report and a budget report are received; and
 - Total expenses are equal or higher than the total of funding received from other sources and first cheque amount
 OR
 - Final Report and a budget report are received; and
 - No payment has been made previously; and
 - The amount is equal or higher than the total of funding received from other sources and first cheque amount
- Any surplus reported on March 31 end of year Maintenance Budget Report will be deducted from any of the subsequent year the applicants applies for the AT Maintenance Grant
- HRM Operating and Maintenance Funding Grant can only be applied to expenses approved and listed in the Maintenance Budget Report provided in the Application, unless written approval to change is received from HRM contact

Timelines

January	<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
February	<ul style="list-style-type: none"> • Maintenance Proposal Submission Deadline
March – April	<ul style="list-style-type: none"> • Maintenance Proposals evaluations by HRM staff
Mid-April - May	<ul style="list-style-type: none"> • HRM Council approves the operational budget for maintenance of AT Facilities projects and approved Grant amount is confirmed by HRM;
After HRM Council approves budget	
<ul style="list-style-type: none"> • A Maintenance 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 maintenance 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 	