

ACTIVE TRANSPORTATION (AT)

EMERGENCY REPAIRS GRANTS



ACTIVE TRANSPORTATION EMERGENCY REPAIRS GRANTS

Purpose and Objectives

Active Transportation (AT) Emergency Repairs 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 Emergency Repairs Grants are awarded to eligible applicants to respond to emergency maintenance resulted from natural disasters, vandalism, failure of structures on existing Active Transportation multi-use pathway and its infrastructure and amenities to restore a safety standard for public use and avoid long-term facility closure within the fiscal year.

- HRM will evaluate necessary funding based on application submitted for maintenance of AT Facilities located on HRM land
- HRM will evaluate projects needs and match funding on projects for AT facilities located on land not owned by HRM

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, 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 Emergency Repairs Grants

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

- 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 project(s) proposed as a result of failure (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 and avoid trail closure during the fiscal year
- The scope of project proposed to replace fallen/ damaged amenities demonstrates its urgency to repair in the current fiscal year
- The design and construction standards proposed align with HRM and Provincial current design guidelines.

Evaluation Criteria for AT Emergency Repairs 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.

<p>Criteria 1: Eligibility</p> <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 3.1. Eligible Proposals for AT Emergency Repairs Grants • All documents required by the application and a Budget Report were received and approved as eligible • The scope of complex project(s) proposed as a result of failure (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
<p>Criteria 2: Emergency repair priority</p> <p>Quality of Facility/ Infrastructures/ Amenities – Safety and Accessibility Standards</p> <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. • Extensive emergency work due to storm damage or other extreme weather is required immediately to repair the trail or a section of trail to a safety standard for users and to avoid facility closure • Extensive emergency work due to storm damage or other extreme weather and /or failure is required immediately as per a structural engineer recommendation report to repair infrastructure such as bridges, culverts to safety standards and to avoid facility closure • Extensive emergency work due to vandalism is required to repair the trail or a section of trail or infrastructure to a safety standard for all users and to avoid facility closure

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

Criteria 3: Project Proposal readiness
<p>Project Type: Emergency repair project</p> <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 • Land authorizations, construction and environmental permits, and insurance 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
<p>Resources available</p> <ul style="list-style-type: none"> • Volunteers have accumulated knowledge and/or experience with emergency repairs and have the support of landowner to execute the emergency repairs
<p>Project Delivery timelines</p> <ul style="list-style-type: none"> • Stand-alone project appropriately scheduled to complete before the end of fiscal year
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 • In absence of other funding, projects will be considered only if Criteria 2 -Emergency Repair Priority is highly scored
Criteria 5: Commitment to the long - term sustainability
<ul style="list-style-type: none"> • A maintenance/ operation plan is in place to maintain the facility at standards of accessibility and safety for all users of all abilities after repairs are completed • Planned collaboration with volunteers and other non – profit groups with an interest in trail maintenance, advocacy, usage, health education, active transportation

Procedures

Reporting

- The applicant must include a Budget Report with the application and update it as required;
- A final report is required no later than March 1st for this program and must include at least a final Budget Report with all expenses incurred as related to the grant award. 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 project, 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 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 a project being canceled will be not be carried over into the new fiscal year

Timelines

November	<ul style="list-style-type: none"> • Submit recommendations to HRM Management and Finance
December	<ul style="list-style-type: none"> • Submit request for Emergency Repairs Grant amount 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"> • Emergency Repairs Grants Funding Proposals can be received by HRM and will be evaluated by staff following Evaluations criteria from Section 6 • Request any supplementary info from applicants as needed for evaluations <ul style="list-style-type: none"> ○ An Emergency Repairs 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 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 	