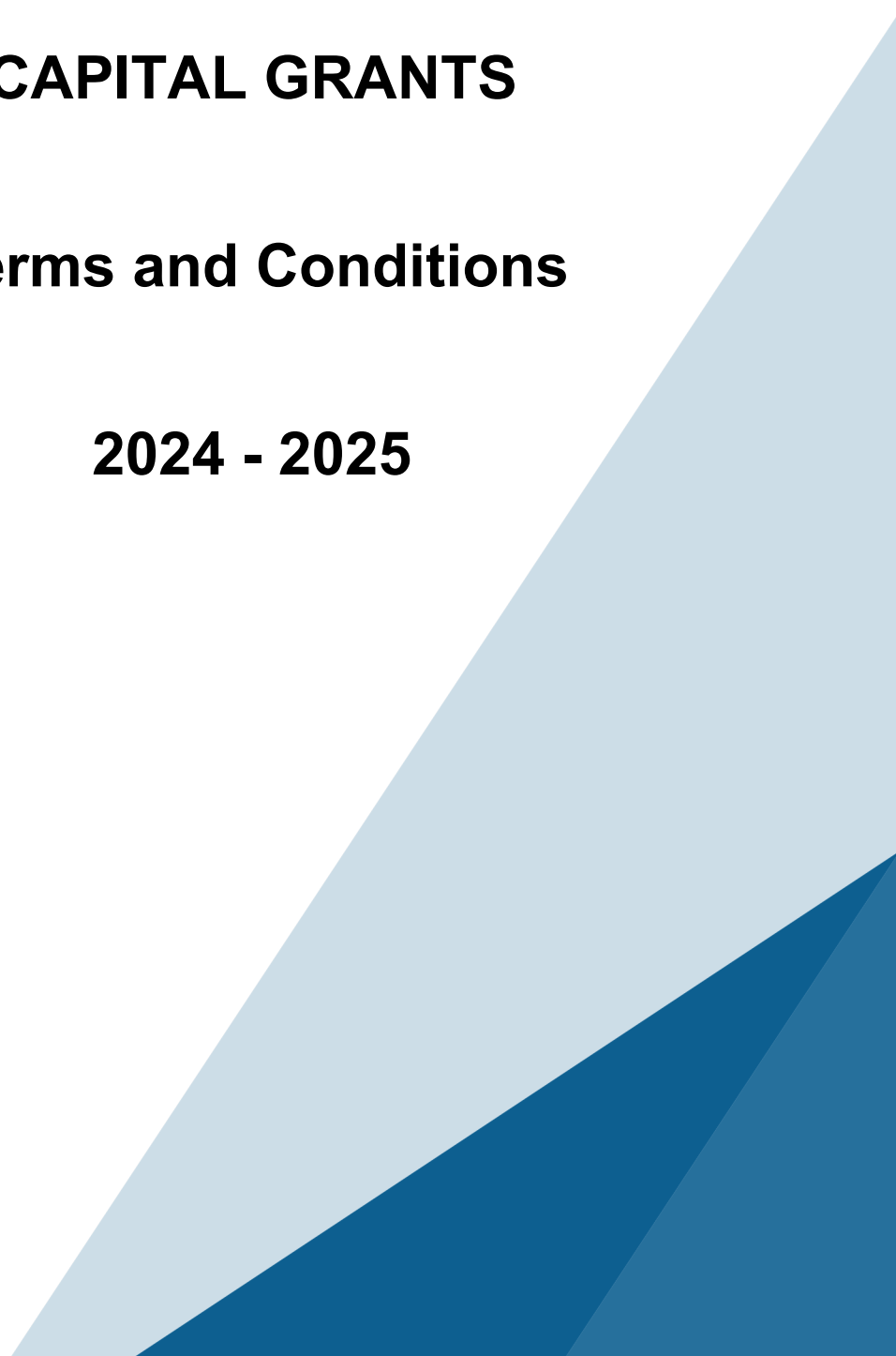


# **ACTIVE TRANSPORTATION (AT)**

## **CAPITAL GRANTS**

### **Terms and Conditions**

**2024 - 2025**



## TERMS AND CONDITIONS FOR APPLICATIONS

### 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 \(AT Plan\) - Map 3 "Vision for a Regional Greenway and Bicycle Network"](#) and/ or [2018 Integrated Mobility Plan](#) and any subsequent HRM Regional Council approved amendments or transportation plans.

### Timelines

<b>August 23, 2023</b>	<ul style="list-style-type: none"><li>HRM issues a Call for Proposals for 2024 - 2025</li></ul>
<b>September 15, 2023</b>	<ul style="list-style-type: none"><li>Q&amp;A session scheduled in advance to the Submission Deadline</li></ul>
<b>October 2, 2023</b>	<ul style="list-style-type: none"><li>AT Capital Grants Applications submission deadline</li></ul>
<b>October 2023</b>	<ul style="list-style-type: none"><li>AT Capital Grants Applications Reviews by HRM Staff</li><li>Request any supplementary info from applicants as needed for evaluations</li></ul>
<b>November 2023</b>	<ul style="list-style-type: none"><li>AT Capital Grants Applications final evaluations by HRM staff</li><li>Submit recommendations to HRM Management and Finance</li></ul>
<b>December 2023</b>	<ul style="list-style-type: none"><li>Submit recommendations to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets</li></ul>
<b>March – May 2024</b>	<ul style="list-style-type: none"><li>HRM Regional Council approves the AT Capital Grants as part of the Capital Budget</li></ul>

### Application Package Submission Requirements

Applicants must submit Application Package and Supporting documents on or before **October 2, 2023**. Any outstanding supporting documents could impact the application evaluation and recommendations for a grant funding and/or awarding.

Submit by email at: [ATGrants@halifax.ca](mailto:ATGrants@halifax.ca) or contact HRM to determine other methods.

Application Package must contain:

- **One** Organization Eligibility Form - submitted for fiscal year 2024 - 2025.
- **One** Application Form **for each type** of project proposed.

#### 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 and equipment costs
- If volunteers deliver the projects, the amounts listed should include only costs for materials and equipment as related to their projects within the eligible categories

### HRM CONTACT INFORMATION FOR GRANT PURPOSES

Emma Martin, Active Transportation Community Projects Coordinator  
Halifax Regional Municipality- Public Works  
Project, Planning and Asset Management  
[ATGrants@halifax.ca](mailto:ATGrants@halifax.ca); c: 902-499-6742

## Eligible Applicants

To be eligible for an AT Capital 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 demonstrate 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: 1) a valid License Agreement for use of municipal land from HRM; or 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 or 3) registered easement from the landowner for any corridor traversing private land
- The 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 and are supporting 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

**AT Capital Grants** are awarded to eligible applicants for proposals on AT Facilities included in the [2014 Active Transportation Priorities Plan \(AT Plan\) - Map 3 "Vision for a Regional Greenway and Bicycle Network"](#) and/ or [2018 Integrated Mobility Plan](#) and any subsequent HRM Regional Council approved amendments or transportation plans. Eligible types of projects are only planning, design, construction, and inspection (related to construction of structures) of AT facilities, infrastructure and/ or amenities that support the safety, comfort, and accessibility of all users of all abilities.

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

- For planning projects, construction and environmental permits, archeological reviews (as appropriate) are included in the planning project as deliverable and for construction, they are included as supporting documents for the project scope
- Project proposed was approved by the landowner and approval is attached to the application
- Project was approved with majority of votes by the Applicant's Board of Directors during a regular or special meeting
- Preliminary public engagement indicates that the community is supporting the project proposed
- Project proposal is received by HRM before the set deadline
- The design and construction standards proposed prioritize walking and cycling and align with HRM current active transportation facilities design guidelines (on HRM land) and Provincial design guidelines (on Provincial owned land).
- All constraints have been or can be addressed by the community group and/ or HRM prior to HRM's final approval or project start

## EVALUATION CRITERIA

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><b>Criteria 1: Eligibility</b></p> <ul style="list-style-type: none"> <li>The applicant and their proposal meet eligibility criteria as listed in the <a href="#">Administrative Order Number 2020-011-ADM Respecting HRM’s Grant Programs for Active Transportation and Recreational Trails</a> and as listed in the sections <b>Eligible Applicants</b> and <b>Eligible Proposals</b> within this Terms and Conditions.</li> <li>The application and documents required were received and deemed satisfactory for evaluation</li> </ul>
<p><b>Criteria 2: Active Transportation Facility Priority</b></p> <p><b>Existing direction from Regional Council for implementation or further action</b></p> <ul style="list-style-type: none"> <li>Existing Regional Council approval to consider implementing the facility (for example AT Priorities Plan or IMP)</li> <li>Existing commitment as directed by Regional Council</li> </ul> <p><b>Connectivity:</b></p> <ul style="list-style-type: none"> <li>AT facility proposed connects communities, neighbourhoods and or at least 3 destinations (schools, employment, shopping, transit, services, residential areas, future development)</li> <li>AT facility proposed 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</li> <li>AT Facility proposed supports other AT initiatives of local, regional, or provincial significance (Blue Route; Trans Canada Trail; AT Plans in regional communities)</li> <li>There is an existing link within 300 metres that already connects to the targeted destination and project would duplicate service</li> </ul> <p><b>Quality of AT Facility Safety and Experience</b></p> <ul style="list-style-type: none"> <li>The design and construction standards proposed prioritize walking and cycling and align with HRM current design guidelines (on HRM land) and Provincial design guidelines (on Provincial owned land).</li> <li>Filed safety issues/ collision history</li> <li>Travel experience enhanced by natural, scenic, or heritage appeal</li> </ul> <p><b>Project Integration</b></p> <ul style="list-style-type: none"> <li>Opportunity to integrate within at most <b>two</b> years with another project to provide continuity have higher priority</li> <li>Opportunity to integrate within more than <b>three</b> years with another project to provide continuity have a lower priority</li> </ul>
<p><b>Criteria 3: Capital Project Proposal Readiness</b></p> <p><b>Project Type: Planning and design project</b></p> <ul style="list-style-type: none"> <li>Concept, map and RFP were reviewed and discussed with HRM staff and are presented with appropriate detail in the application</li> <li>RFP for planning project ready to tender and/or quotes, estimates, are attached</li> </ul> <p><b>Project Type: Construction Project</b></p> <ul style="list-style-type: none"> <li>Concept, planning documents, engineering designs and tender packages were reviewed and discussed with HRM staff and are presented with appropriate detail in the application</li> <li>Construction tender package, Class A cost estimates (margin of error under 10%) and engineering designs, if required, and all permits (e.g. construction and environmental permits, archeological reviews (as appropriate) required are presented with appropriate detail in the application. <ul style="list-style-type: none"> <li>All major structures are designed by an engineer</li> <li>Trail surface and cost estimates were developed by a trail design professional</li> <li>Designs and estimates presented were determined based on group’ previous projects costs with similar scope or determined based on consultation with other groups who had a similar project</li> </ul> </li> <li>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</li> <li>Accessibility standards are included as applicable into the construction project plan</li> <li>A maintenance/ operation plan is in place to maintain the trail at Active Transportation standards of accessibility and safety for all AT users of all abilities after construction is completed</li> </ul> <p><b>Project Type: Amenities</b></p> <ul style="list-style-type: none"> <li>Proposed designs enhance safety, comfort, and accessibility for facility’s AT users</li> </ul> <p><b>Resources available</b></p> <ul style="list-style-type: none"> <li>Volunteers have accumulated knowledge and/or experience with inspecting and managing capital/ maintenance/ re-capitalization contract projects</li> <li>Volunteers have limited experience with implementation of the proposed project</li> </ul>

**Project Delivery timelines**

- 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**

- Matching funds at a 50% rate is proposed for re-capitalization projects and any subsequent maintenance funding requests for trails located on land not owned by HRM
  - 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 funding from other sources to cover the remaining 50% due to no funding or lower funding levels received than requested, projects will be considered only if **Criteria 2 -AT Facility Priority and Criteria 3- Capital Project Proposal Readiness** are highly scored

**Criteria 5: Commitment to the long - term sustainability**

- 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**

- 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 proposed
- Concerns were raised during engagement that need to be addressed
- Concerns received during engagement can be addressed before funding approval or before the expected project start

**Criteria 7: Economic Development**

- 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)

**Requirements for Grant Recipients**

- An AT Capital 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.
- An AT Capital Grant 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.
- 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.
- Grant recipient must send a Grant Disbursements Request that includes all project invoices. After approval, the Recipient is reimbursed at the matching funding rate, up to the contribution amount awarded, to allow matching funds to be reduced at the same rate until project is completed.
- Proof of payment of all invoices is due 15 days after the project ends or the awarding is terminated, either by Recipient or HRM.