

**ACTIVE TRANSPORTATION (AT)**

**MAINTENANCE AND OPERATIONS**

**GRANTS**

**2022 - 2023**



## 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 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 and a maximum of \$30,000 per applicant.
- Applicants applying for an AT Maintenance Grant and/or a Recreational Trails Grant are also eligible for up to \$2,000 for operational expenses directly related to trail maintenance responsibilities as described in Section Eligible Proposals and Expenses for AT Maintenance and Operations Grants

### Timelines

<b>February 1, 2022</b>	<ul style="list-style-type: none"> <li>• HRM issues a 'Call for Proposals' for fiscal year ahead with a Proposal Submission Deadline;</li> <li>• Q&amp;A session scheduled in advance to the Submission Deadline</li> </ul>
<b>February 28, 2021</b>	<ul style="list-style-type: none"> <li>• Maintenance Proposal Submission Deadline</li> </ul>
<b>March – April</b>	<ul style="list-style-type: none"> <li>• Maintenance Proposals evaluations by HRM staff</li> </ul>
<b>Mid-April - May</b>	<ul style="list-style-type: none"> <li>• HRM Council approves the operational budget for maintenance of AT Facilities projects and approved Grant amount is confirmed by HRM;</li> </ul>
<b>After HRM Council approves budget</b>	
<ul style="list-style-type: none"> <li>• An Award Letter Notification with terms ad conditions is sent to successful applicants who are awarded grants up to \$5,000</li> <li>• 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 maintenance funding grant (the "Grant") to be dispersed by HRM to the Grant Recipient.</li> <li>• A letter declining funding is sent to those applicants whose proposals do not meet Grant requirements</li> </ul>	

### Eligible Applicants

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

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

1. 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;
2. 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.

3. 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.
4. 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.
5. 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
6. 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 and Expenses for AT Maintenance and Operations Grants

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

1. Project proposal is received by HRM before the set deadline to be considered for the Maintenance Grant Program.
2. 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"<sup>2</sup> and/ or 2018 Integrated Mobility Plan and any subsequent Regional Council approved amendments or transportation plans.
3. The scope of the maintenance 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; eligible expenses are listed below:
  - Snow Removal
  - Refuse/ Garbage Collections/ Outhouse cleaning services
  - Surfacing, Treadway maintenance (surface repairs- potholes; asphalt, crusher dust; slopes and sub - base)
  - Side of trail maintenance (mowing, shrub, veg removal, tree removal, blowdowns, leaners; sand, seeds & sods and plants to control erosion)
  - Drainage maintenance (culverts repairs/ adjustments; ditching repairs, erosion control measures)
  - Bridge Maintenance (inspection; board repairs, minor bridge repairs)
  - Railing Maintenance (inspection and repairs of railings, fencing)
  - Trail Amenities Inspection and Maintenance (benches, picnic tables, kiosks, maps; garbage bins - cleaning/ repairs; graffiti removal, gates, bollards, outhouse repairs /cleaning services etc.)
  - Signage Maintenance (include all types of signage repaired/ ordered at a sign maker; no new added signage is eligible, unless regulatory signage)
  - Parking lot repairs (potholes filling only, not re-surfacing)
  - Equipment Repair and Maintenance
  - Equipment Rental

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<sup>1</sup> 2014 Active Transportation Priorities Plan -

[https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/AT\\_Plan\\_Final\\_July222014\\_000.pdf](https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/AT_Plan_Final_July222014_000.pdf)

<sup>2</sup> [https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/Map\\_3\\_VisionforaGreenwayandBikeNetwork\\_Version8.pdf](https://www.halifax.ca/sites/default/files/documents/transportation/transportation-projects/Map_3_VisionforaGreenwayandBikeNetwork_Version8.pdf)

4. If some/all work is done by volunteers and supplies are needed, the following purchases are eligible:
- Stone and Gravel
  - Lumber
  - Salt/ Sand/ Sal-Sand- Mix
  - Seeds, plants; sods; topsoil
  - Cleaning Supplies (toilet paper, dog bags)
  - Other Materials (lubricants, hardware, paint)
  - Small Tools
  - Personal Protection Equipment for volunteers (gloves, masks, vests)
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5. Operational expenses that enable the organization to deliver maintenance projects can include:
- Trail Insurance (including Commercial G/L, Volunteers)
  - Membership Dues (including RSJC, NS Trails, HRTA)
  - Travel – Local (for meetings related to maintenance)
  - Computer Software/License (including mapping, website)
  - Office expenses (including office rental, PO Box rental)
  - Training (relevant to trail maintenance/stewardship/ first aid)

### 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.

<p><b>Criteria 1: Eligibility</b></p> <ul style="list-style-type: none"> <li>• The application package and all documents required were received before the deadline</li> <li>• 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</li> <li>• The proposal received meets eligibility criteria as listed in the Program's- Eligible Applicants and Eligible Proposals and Expenses for AT Operational and Maintenance Grants</li> </ul>
<p><b>Criteria 2: Quality of AT Facility– Accessibility and Safety Standards</b></p> <ul style="list-style-type: none"> <li>• Filed safety issues/ accidents history with HRM or trail group</li> <li>• Work is required to do minor repairs to infrastructure such as bridges, culverts to ensure user's safety</li> <li>• Preventive minor work is required to repair infrastructure such as bridges, culverts to safety standards</li> <li>• 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</li> </ul>
<p><b>Criteria 3: Maintenance Project Planning</b></p> <p><b>Trail/ Amenities Maintenance Project Readiness</b></p> <ul style="list-style-type: none"> <li>• Project deliverables for trails surface, infrastructure, and amenities repairs are identified during scheduled inspection (s) and are included in an operational plan; Optional: budget estimates are included for each type of work based on pre-existing quote (s)</li> <li>• Land authorizations, construction and environmental permits (if needed), and insurance are secured and valid for the project scope</li> <li>• The maintenance proposal is planned to minimize negative impacts on the adjacent landowners and the environment (vegetation, slopes, wetlands, water systems, drainage, rivers, shorelines and wildlife habitats) and it's timed to minimize impact on users' safety access to the corridor</li> <li>• All constraints have been or can be addressed by the applicant prior to HRM's final approval</li> </ul>
<p><b>Resources available</b></p> <ul style="list-style-type: none"> <li>• Any proposed project that is not a yearly routine maintenance was requested by landowner and/ or by the applicant's board</li> <li>• Volunteers have accumulated knowledge and/or experience with inspecting and managing maintenance contract projects</li> </ul>

<p><b>Project Delivery timelines</b></p> <ul style="list-style-type: none"> <li>Project deliverables are aligned with funding timelines and expected to complete on or before end of HRM fiscal year (currently March 31)</li> </ul>
<p><b>Project Integration</b></p> <ul style="list-style-type: none"> <li>Applicant has investigated the opportunity to partner with another applicant along a corridor in the same region to take advantage of economies of scale</li> </ul>
<p><b>Criteria 4: Funding</b></p> <ul style="list-style-type: none"> <li>Matching funds at a 50% rate is proposed for maintenance on land not owned by HRM <ul style="list-style-type: none"> <li>Priority is higher for projects for which funding is approved from other sources, such as Trans Canada Trail, Provincial or Federal grant programs, trusts, corporate, private</li> <li>Evidence of intention to secure funding is presented during the application process</li> </ul> </li> <li>In absence of other funding, projects will be considered only if Criteria 2 - Quality of AT Facility– Accessibility and Safety Standards is highly scored</li> </ul>

## Procedures for Award Recipients

### Estimating and reporting costs:

- 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
- Only eligible expenses listed in the Grant category must be included

### Reporting:

- Only awards over \$5,000: An interim report (template will be provided)** is due 6 month after the Awarding is executed by all parties
- All awards: A final report (template will be provided)** is due 30 days after the projects end or the awarding is terminated, either by Recipient or HRM
- All awards: Proof of payment of all invoices** is due 15 days after the project ends or the awarding is terminated, either by Recipient or HRM

### Transfer of Payment

HRM staff shall review and confirm that terms and conditions are met as per Awarding document for every Recipient's Grant Disbursement Request.

- Any surplus reported on March 31 end of year Final Report will be deducted from any of the subsequent year the applicant applies for the AT Maintenance Grant
- HRM Operating and Maintenance Funding Grant can only be applied to expenses approved and listed in the Awarding documents, unless written approval to change is received from HRM contact.

**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 its terms and conditions and meeting those terms related to grant disbursement.

**Grant awarded is over \$5,000:** two disbursements, one of up to 70% and one of up to 30% of Grant amount awarded value is transferred to the Grant recipient by direct deposit upon executing the Contribution Agreement and meeting its term and conditions as related to grant disbursements.