

# Active Transportation (AT) Grants Program 2023 - 2024 AT Capital Grant Application

**Please fill out one form for each type of project proposed.**

**Deadline to submit a Proposal and Supporting documents: September 30, 2022**

**Submit by email at: [martinem@halifax.ca](mailto:martinem@halifax.ca)**

AT Capital Grants are awarded to eligible applicants as outlined in the [Administrative Order Number 2020-011-ADM Respecting HRM's Grant Programs for Active Transportation and Recreational Trails](#).

Applicants must refer to the Evaluation Criteria section included in the [2023 – 2024 Active Transportation Capital Grants Terms](#) to support their application and provide the required documentation, according to the type of project, at the application time.

**To arrange other methods to submit the proposal, please contact:**

Emma Martin, Active Transportation Community Projects Coordinator

Halifax Regional Municipality- Public Works, Project, Planning and Asset Management

[martinem@halifax.ca](mailto:martinem@halifax.ca); c: 902-499-6742

## 1. Project Identification

1. Submission Date:

2. Trail Association:

3. Project Lead:

4. Name of the AT facility where the project is proposed. Describe the route (start and finish points, length) and connections to other facilities for the project proposed. What are the current/ proposed permitted uses of the proposed AT trail? Is this a new corridor, a new section of the corridor or next phase of a previous project? **Please provide a map of the area marking the proposed project.**

5. List the Landowner (s) along the corridor proposed and attach the letter of support for the project proposed and, if available, a written permission from the Landowner(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.

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6. Project to be delivered by the:

Trail Organization

HRM \*

Other – please provide details:

**\*If you marked HRM to deliver the project on HRM land, you do not have to complete any of the sections following below. These proposals will be considered by HRM based on Capital Projects Planning, Capital Budget approval, and HRM staff capacity to deliver the project proposed.**

**2. Description of Project (s) Proposed**

**What is the type of project proposed?**

Planning and Design of a new AT facility/ infrastructure

Construction Project of a new AT facility/ infrastructure

Install amenities to enhance users' safety and accessibility

**Please complete below only information associated with the type of project selected. Attach supporting documents for each type of project as required.**

**PROJECT TYPE 1: Trail planning and design of a new AT facility/ infrastructure**

1. What is the type of work proposed to complete in the 2023 - 2024 fiscal year? Please check one:

Planning with concept design and preliminary cost estimates for an AT corridor (or a section)

Engineering detailed design with 90% (Class A) cost estimate and construction tender document

Other planning related project- please describe below:

2. Describe the readiness of your project by answering the questions below:

- What is your group experience with planning and designing new AT facilities/ AT Infrastructures or tendering projects to consultants and managing similar projects?
- What are your community consultation plans?
- What constraints (e.g.: land acquisition; landowner public access easement; permits) may come from proposing this project and how will they be addressed etc.
- Is an RFP/ Terms of Reference prepared to send out to potential planning firms?
- Have quotes already been received and is project ready to start upon securing the funds needed?

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## PROJECT TYPE 2: Construction project of a new AT facility/ infrastructure

1. What is the type of work proposed to complete in the 2023 - 2024 fiscal year? Please check all that applies and describe below:

- Earthwork (clearing, grabbing, excavation, embankment, base of greenway)
- Greenway construction (gravels, surge, crusher dust, compaction)
- Landscape for erosion control, safety clearance
- Drainage (culverts, others)
- Bridge Construction
- Parking

2. To assess the readiness of the project proposed, please mark all conditions met from the list below and provide any necessary details and supporting documents available. If your application is successful, **outstanding documents might impact your organization's ability to sign awarding documents and receive funds.**

- Our organization has a very good understanding of the project scope and has experience with constructing, or managing and maintaining AT greenways and amenities and readiness/ capacity to maintain the facility after completion
- Planning documents for construction projects (conceptual, detail, engineering, survey work) are completed or will be completed before March 31, 2023.
- 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.
  - All major structures are designed by an engineer
  - Trail surface and cost estimates were developed by a trail design professional
  - Designs and estimates presented were determined based on group's previous projects costs with similar scope or determined based on consultation with other groups who had a similar project
- Tender package, engineering designs, if required, and all permits required were reviewed and discussed with HRM staff
- Land authorizations, construction and environmental permits, archeological reviews (as appropriate) and insurance are secured and valid for the project scope
- 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
- Accessibility standards are included as applicable into the construction project plan
- All constraints from proposing and planning/ designing this project have been or can be addressed by the community group and/ or HRM prior to HRM's final approval so the project can be started immediately if awarded
- 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

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3. Please provide info related to 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. Specify the date when the Board of Directors voted to approve the project.

4. Please describe:
- the organization’s experience with construction projects of AT greenways and amenities
  - the organization’s readiness/ capacity to maintain the facility after completion

**PROJECT TYPE 3: Install amenities to enhance users’ safety and accessibility**

1. Description and readiness

**Attach designs proposed**, construction permits (structures), creative concepts (signage), and tenders/ quotes if above \$5,000,

- Briefly describe the project (i.e. railings, bollards, benches, lighting, restrooms, signage, other amenities that would enhance accessibility, safety, and comfort of AT users) and location
- Outline a proposed timeline, budget – estimated or as a result of quotes received
- What constraints have come from proposing and planning this project? If there are any potential issues how that will be addressed.

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## 3. FUNDING REQUIRED

Please review [2023 – 2024 AT Capital Grants Program Terms and Conditions](#) related to HRM funding on lands not owned by HRM.

HRM AT Capital Grant can fund up to 50% of total project costs (including HST) if projects are located on land not owned by HRM.

1. Total Funds required (including HST) to complete all phases the project proposed in this application:

2. 2023 -2024 Amount (including HST) requested from HRM for the project listed in this application:

3. Total Amount (including HST) requested from other funding sources (e.g. Municipal Councillor; Provincial Government, Federal Government; Private funding; Trail Organization’s own funds; Others) for 2023 - 2024 for the project proposed in this application:

4. Estimated annual maintenance costs for each project proposed, after its completion:

5. Sources of funding available for maintenance after each project listed is completed from sources than HRM AT Maintenance and Operations Grant (e.g.: Municipal Councillor; Provincial Government, Federal Government; Private funding; Trail Organization’s own funds; HST Refunds; others) for the project proposed in this application:

Form submitted by (name, title, email, phone):

Signature: