

ACTIVE TRANSPORTATION (AT)

RE- CAPITALIZATION GRANTS

Terms and Conditions

2023 - 2024

TERMS AND CONDITIONS FOR APPLICATIONS

Purpose and Objectives

Active Transportation (AT) Re – Capitalization 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

July 14 - Aug 22, 2022	<ul style="list-style-type: none">HRM Issues an Expression of Interest (EOI) to estimate preliminary budgetEOI meetings with HRM - AT staff to ensure their project meets current HRM criteria before submitting a full application
August 26, 2022	<ul style="list-style-type: none">HRM issues a Call for Proposals for 2023-2024
September 15, 2022	<ul style="list-style-type: none">Q&A session scheduled in advance to the Submission Deadline
September 30, 2022	<ul style="list-style-type: none">AT Re-Capitalization Grants Applications submission deadline
October 2022	<ul style="list-style-type: none">AT Re-Capitalization Grants Applications Reviews by HRM StaffRequest any supplementary info from applicants as needed for evaluations
November 2022	<ul style="list-style-type: none">AT Re-Capitalization Grants Applications final evaluations by HRM staffSubmit recommendations to HRM Management and Finance
December 2022	<ul style="list-style-type: none">Submit recommendations to the Regional Council for approval as part of the Capital Budget – Supplementary Sheets
March – May 2023	<ul style="list-style-type: none">HRM Regional Council approves the AT Re-Capitalization Grants as part of the Capital Budget

Application Package Submission Requirements

Applicants must submit Application Package and Supporting documents on or before **September 30, 2022**. Any outstanding supporting documents could impact the application evaluation and recommendations for a grant funding and/or awarding.

Submit by email at: martinem@halifax.ca or contact HRM to determine other methods.

Application Package must contain:

- **One** Organization Identification Form - **valid for all AT grants** submitted for fiscal year 2023 -2024.
- **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 costs
- If volunteers deliver the projects, the amounts listed should include only costs for materials 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
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Eligible Applicants

To be eligible for an AT Re- Capitalization 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; 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
- 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 Re-Capitalization 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:

- Engineering study to assess cost-benefit analysis for future re-capitalization project (s)
- Engineering re- design and tendering package for future re-capitalization project(s)
- Re-instate a trail or section of a trail to accessibility and safety standards as per current HRM and Provincial guidelines
- Infrastructure mandatory inspection, engineering re-design and re-instatement to safety standards as per current HRM and Provincial guidelines
- Replacement of amenities damaged beyond repair

To be eligible, the proposals must 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
- Project proposal is received by HRM before the set deadline
- The scope of complex re-capitalization project (s) proposed (e.g. trail/bridges/embankments re-instatement) was(ere) 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

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>Criteria 1: Eligibility</p> <ul style="list-style-type: none"> The applicant and their proposal meet eligibility criteria as listed in the Administrative Order Number 2020-011-ADM Respecting HRM’s Grant Programs for Active Transportation and Recreational Trails and as listed in the sections Eligible Applicants and Eligible Proposals within this Terms and Conditions. The application and documents required were received and deemed satisfactory for evaluation
<p>Criteria 2: Active Transportation Facility Priority</p> <p>Quality of AT Facility/ Infrastructures/ Amenities – Safety and Accessibility Standards</p> <ul style="list-style-type: none"> The design and construction standards proposed prioritize walking and cycling and align with active transportation facilities HRM current design guidelines (on HRM land) and Provincial design guidelines (on Provincial owned land). Safety issues/ accidents history on the facility were received by the group or HRM Extensive emergency work is required to restore/ replace infrastructure such as bridges, culverts to safety standards as per a structural engineer report Extensive preventive work is required to restore infrastructures such as bridges, culverts, fencing, railings to safety standards as per a structural engineer report Extensive emergency work is required to restore/ replace the trail or a section of trail to a safety standard for active transportation users Extensive work is required to restore the trail or a section of trail to a safety standard for active transportation users or amenities due to: <ul style="list-style-type: none"> vandalism natural wear where routine maintenance failed or is not effective motorized use on a facility that permits motorized vehicles <p>Project Integration</p> <ul style="list-style-type: none"> Opportunity to integrate project with another community group’s project along the same corridor
<p>Criteria 3: Re-capitalization Project Proposal readiness</p> <p>Project Type: Engineering Design and Tendering Package for re- capitalization</p> <ul style="list-style-type: none"> Map(s), photos and terms of reference/ tenders are presented with appropriate detail in the application RFP for project is ready to tender and/or quotes, estimates, are attached <p>Project Type: Mandatory Bridge Inspection Project</p> <ul style="list-style-type: none"> Infrastructure Inspection Project (concept, map and RFP) is presented with appropriate detail in the application Mandatory Infrastructure Inspection is required within the coming year, or it has already passed <p>Project Type: Multi-use Pathway/ Infrastructure/Amenities Re-Capitalization Project</p> <ul style="list-style-type: none"> 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. Depending on the scope of the project, tender package for construction with project deliverables and budget estimates for each type of work is needed. The applicant’s tender package includes: <ul style="list-style-type: none"> All major structures designed by an engineer Trail surface and cost estimates developed by a trail design professional Designs and estimates presented determined based on group’ previous projects costs with similar scope or determined based on consultation with other groups who had a similar project 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 The scope of project(s) proposed to replace amenities demonstrates that maintenance efforts no longer sustain the scope of work required to maintain them. <p>Resources available</p> <ul style="list-style-type: none"> Volunteers have accumulated knowledge and/or experience with inspecting and managing re-capitalization and then maintenance contract projects The proposed project was approved by the community group’s board; volunteers have limited experience with implementation of the proposed project

<p>Project Delivery timelines</p> <ul style="list-style-type: none"> • 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
<p>Criteria 4: Matching funding</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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 <p>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- Re-capitalization Project Proposal Readiness are highly scored</p>
<p>Criteria 5: Commitment to the long - term sustainability</p> <ul style="list-style-type: none"> • Funds are available from other funding 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

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.