British Columbia
Active Transportation Infrastructure Grants
Program Guidelines
2020/21
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DISCLAIMER: In the event of a conflict between the B.C. Infrastructure Grants Program Guidelines 2020/21 and the Conditional Grant Agreement signed by the grant recipient and MoTI, the Agreement prevails.
1.0 PROGRAM OVERVIEW

1.1 What is Active Transportation?

Active transportation is human-powered forms of commuting to work, school, recreation, socializing or running errands. It can take many forms and is continually evolving as new technologies emerge. It includes walking, cycling, rolling (e.g. skateboarding, in-line skating), and other modes that are winter focused (e.g. cross-country skiing, snowshoeing) or water based (e.g. kayaking, canoeing, stand-up paddleboard).

1.1 Purpose

On June 17, 2019, Move. Commute. Connect. – B.C.’s Active Transportation Strategy was released to support the Province’s Clean BC Strategy. Move. Commute. Connect. aims to build a cleaner greener future for all British Columbians by:

1) Doubling the percentage of trips taken with active transportation by 2030.

2) Providing incentives that encourage safe active transportation for all ages and abilities.

3) Helping communities build integrated and accessible active transportation systems.

4) Working with communities to create policies and plans that enable and support complete active transportation networks.

The Province of British Columbia’s Active Transportation Infrastructure Grants and Network Plan Grants support community-specific active transportation networks that are safe, accessible and convenient for all ages and abilities, as committed to in the Active Transportation Strategy.

2.0 ELIGIBILITY

British Columbia’s Active Transportation Infrastructure Grants are available for Indigenous, municipal, regional governments and Islands Trust. The Province provides financial assistance for community projects where the focus is on infrastructure that support safe, human-powered modes of active transportation for daily commuting to school, recreation, work, socializing, and errands.

Active transportation infrastructure projects must satisfy the following in order to be eligible for provincial funding:

1) All previously funded active transportation projects (formerly BikeBC) awarded before 2018/2019 must be completed by the time of this application submission.

2) A proposed project must be part of an Active Transportation Network Plan (ATNP), Cycling Network Plan, Active Transportation policy or referenced in an Official Community Plan and/or a Regional Growth...
Strategy. If a proponent does not satisfy any of the above, a local, regional or Indigenous government, with a population of up to 25,000 may apply for ATNP funding (see Section 2.3).

3) A proposed project must be at the stage where construction can begin within the provincial fiscal year of the application (April 1 – March 31).
This includes:

- Land or property purchases, or land exchanges are complete, or will be before project construction starts.
- All project design work is complete.
- Access to right of ways within the project area are approved (e.g. BC Hydro, BC Rail, Ministry of Transportation and Infrastructure) are complete (if applicable).
- Environmental approvals (e.g. Department of Fisheries and Oceans, Ministry of Environment, Agricultural Land Commission) are complete (if applicable).
- Community consultation is complete (if applicable as it may have been part of earlier consultation from the development of a network plan, or similar).
- Consultation with large vehicle operators on the proposed route is complete (e.g. B.C. Ferries, Public Transit, Emergency Services).
- The project meets best practices for safe infrastructure design. The Ministry of Transportation and Infrastructure (MoTI) suggests the following resources:
  i. [British Columbia Active Transportation Design Guide](#) This is a free resource, published by the B.C. Government
  ii. [Bikeway Traffic Control Guidelines for Canada](#) (2nd Edition), Transportation Association of Canada (TAC)
  iv. [Urban Bikeway Design Guide](#), National Association of City Transportation Officials
- Council or Board resolution authorizing the project with funding share secured.
- Band Council or Tribal Council resolution authorizing the project with applicable funding share secured (if any part of the project is located on Indigenous land).

4) Projects with total eligible costs of under $1 million must be completed by the end of March 2021. Projects with total eligible costs of $1 million and over must be completed by the end of March 2022.

5) The completed infrastructure must be open for public use.
2.1 Eligible Expenditures – Infrastructure

Eligible expenditures are those costs incurred between April 1, 2020 and the project completion date that established in the Conditional Grant Agreement. The list below is not exhaustive but suggests typical cost-shareable items and associated labour and materials:

- Actuated crosswalk
- Audible warnings and message systems for pedestrians and cyclists (e.g. sensors, signals, lights and push buttons)
- Bicycle lanes: protected, buffered, painted, advisory, accessible shoulders
- Bridges or overpasses specifically for active transportation purposes
- Concrete barriers
- Construction
- Curb extensions
- Curb ramps
- Engineering and design work (only for revisions of design drawings for unanticipated circumstances)
- Fencing (only where required for safety)
- Installing catch basins and utility access basins
- Intersections/crossings
- Overhead pedestrian flashers
- Pavement markings (excluding decorative markings)
- Project management (up to 15% of total eligible approved costs)
- Railings or lean bars
- Rapid flashing beacon or other side mounted flashing beacon
- Raised crossings
- Raised barriers
- Restoration landscaping
- Retaining walls
- Separated multi-use paths/trails
- Sidewalk
- Signage
- Stairs
- Street markings
- Tactile attention indicators and tactile direction indicators for the visually impaired
- Traffic calming devices
- Trees
- Utility relocation
2.2 Eligible Expenditures – End-of-Trip Facilities and Amenities

Active transportation end-of-trip facilities or amenities are eligible for provincial cost-sharing but must complement the current active transportation infrastructure, and the public use and benefits must be clearly demonstrated. The grant amount for end of trip facility or amenity is equal to infrastructure at 50% to 80% of total eligible costs approved by the Ministry. Typical cost-shareable items may include labour and materials for the following:

- Benches
- Bicycle and pedestrian counters
- Bicycle ramps
- Bicycle storage/cages
- Bicycle lock security systems for bicycle storage
- Bicycle racks
- Bicycle repair stands
- Bicycle shelters and shelter lighting
- Charging outlets for electric bikes
- Lighting
- Personal mobility share infrastructure (e.g. docking stations for e-bikes, e-scooters)
- Skateboard rack
- Washrooms
- Water fountains
- Wayfinding signs
- Weather protected benches

2.3 Eligible Expenditures – Active Transportation Network Plan

Active Transportation Network Plan (ATNP) funding is available for communities with a population of up to 25,000, to a maximum 50% cost-share, or $50,000 whichever is less. An ATNP establishes a long-term vision for active transportation, with the aim of increasing the percentage of residents using human powered transportation year-round. For example, an ATNP may identify future cycling routes with a focus on providing facilities that are comfortable for people of all ages and abilities and strive to meet the recommendations of the B.C. Active Transportation Design Guide. The ATNP application questions prompt important considerations, such as connectivity to key trip generators, community engagement, environmental benefits, and economic benefits. Within the Conditional Grant Agreement (Schedule A), the Province prescribes minimum components that must be included in an ATNP such as:

a. Community Profile:
   i. Population, economic drivers, geography and weather
   ii. Main destination points and land use
iii. Community consultation process, results and any future commitments

b. Strategic Context:
   i. How ATNP supports community goals (e.g. OCP)

c. Data Collection:
   i. Current state (baseline) of walking and cycling in community (e.g. counters, manual counts, Stats Canada data, origin-destination studies)
   ii. Highlight known crash sites and current safety issues (e.g. police reports, ICBC, anecdotal)
   iii. Current cumulative km’s of AT infrastructure
   iv. Potential GHG emissions reductions with AT infrastructure

d. Plan & Implementation:
   i. Map
   ii. Include existing active transportation infrastructure and where residents currently walk or ride
   iii. Include proposed AT infrastructure
   iv. Include maintenance of infrastructure post construction
   v. Implementation Plan
   vi. Prioritization of phases
   vii. Funding
   viii. Construction schedules
   ix. Maintenance Plan
   x. Year over year GHG emissions reductions

Optional appendix:
   i. Infrastructure design or cross section (option to prepare project specific design for first priority project using principles in the B.C. Active Transportation Design Guide (e.g. Universal Design).

3.0 INELIGIBLE PROJECTS

Proposed active transportation projects are ineligible for grant funding if:

- Project creates an unsafe or illegal active transportation environment that contravenes the Motor Vehicle Act
- Project began construction prior to April 1, 2020 or is already constructed
- Project is considered maintenance of existing infrastructure
- Project is beautification
- Project is for recreation sites (e.g. skateboard parks, mountain bike trails or velodromes)
- The completed infrastructure is not for public use
- The project will be completed after March 31, 2021 for projects under $1M total cost, or after March 31, 2022 for projects over $1M total cost

3.1 Ineligible Costs

The recipient cannot claim any of the following towards the provincial
cost-share of the active transportation project:

- Artificial plastic turf
- Costs incurred prior to April 1, 2020 or after the project completion date set out in the Contribution Grant Agreement
- Educational or promotional signage
- Interlocking pavers
- Landscaping, beyond restorative measures
- Legal costs
- Property acquisition and related costs (e.g. surveys)
- Taxes for which the recipient is eligible for a tax rebate and all other costs eligible for rebates
- Vehicle parking facilities

4.0 GRANT AMOUNT

The Province provides cost-share funding of up to $500,000 per project to Indigenous, municipal, regional governments and Islands Trust to help build safe, active transportation networks.

Funding is offered on a sliding scale which emphasizes opportunities for Indigenous communities and smaller communities. Indigenous governments may apply for up to 80% of total eligible project costs. If a project is a partnership that spans Indigenous and municipal properties, the applicants may apply for up to 80% of total eligible project costs.

Community profile is determined from recent Census. Regional Government’s apply the population size of the subject community. Applicant assumes responsibility for any associated increase in operating or maintenance costs resulting from the project.

<table>
<thead>
<tr>
<th>Percent of Eligible Funding</th>
<th>Applicant’s Community Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>Indigenous government or partnership between local government(s) and an Indigenous government</td>
</tr>
<tr>
<td>70%</td>
<td>Population less than 15,000</td>
</tr>
<tr>
<td>60%</td>
<td>Population between 15,000 to 25,000</td>
</tr>
<tr>
<td>50%</td>
<td>Population over 25,000</td>
</tr>
</tbody>
</table>
4.1 Third-party Contributions

Third-party means any person or legal entity, other than the Province, who participates in the implementation of an eligible project by means of contract. The Province’s share is calculated once all third-party contributions (provincial, federal, and private funds) have been deducted from the total eligible costs of the project. If third-party funding is available, it may be applied to the project outside the provincial cost-share portion. Common third-party funds used for active transportation projects are:

- Federal Gas Tax – Strategic Priorities Fund
- Federal Gas Tax – Greater Vancouver Regional Fund
- Translink – Various cycling and walking funding programs
- ICBC – Community Grants Program

The Federal Gas Tax - Community Works Fund is not a third-party contribution because it is considered as the local government’s general revenue. The Community Works Fund can be counted as the applicants share toward the total project costs.

5.0 APPLICATION SUBMISSION

Submit the completed application form, detailed cost estimate sheet along with other supporting/mandatory documentation via email to BCATgrants@gov.bc.ca. A cost estimate sheet must be submitted with the British Columbia’s Active Transportation Infrastructure Grants Application form. Review Section 2.2 and 2.3 and ensure that only eligible expenditures are included in the cost estimate sheet. The program allows up to 20% contingency to be added to the detailed cost estimate to cover unanticipated project expenses to ensure the project is implemented to meet or exceed the project outcomes. The proponent is responsible for any cost overruns in excess of the total approved eligible costs.

The receiving e-mail system cannot accept zip files and cannot accept any e-mail that exceeds 10 MB in total size (e-mail plus all attachments). If the application and supporting documentation exceeds 10 MB, please submit the application via multiple e-mails clearly marked in the subject line (e.g., "Community name-Project Title-1 of 2"; “Community name-Project Title- 2 of 2", etc.). Please label each supporting document clearly according to the document checklist (see Section 10 of the application form). To ensure that your emailed documents have been received (particularly large files), please request a "read/delivery receipt" by using the option on your e-mail format.

If you cannot send your application by electronic means, please mail or courier to the address below, allowing enough time to ensure it arrives at our office by the due date:

Ministry of Transportation and Infrastructure
Attn: B.C. Active Transportation Infrastructure Grant Program PO Box 9850 Stn.
Prov. Govt., Victoria, BC V8W 9T5
(Physical Location: 5C – 940 Blanshard Street, Victoria, BC V8V 3E6)

All applications and supporting documentation submitted are subject to the Provincial Freedom of Information and Protection of Privacy Act (FOIPPA). For more information
regarding this Act, please reference FOIPPA. Questions regarding FOIPPA and applications can be sent to the following email address: BCATgrants@gov.bc.ca.

5.1 APPLICATION DEADLINE

Completed applications are to be received no later than February 20, 2020 (11:59 pm). Late applications will not be accepted. Application will not be reviewed unless all necessary information has been submitted, including mandatory/supporting documents. See the document checklist of the B.C. Active Transportation Infrastructure Application Form (Section 10).

6.0 APPLICATION EVALUATION

All applications will go through an evaluation process that involves multi-disciplinary staff, from other Ministries. An initial review of all applications is done to ensure completeness of documentation and program eligibility. Applications that are complete and deemed eligible will then be evaluated against preferred program criteria. Applications are recommended using a priority ranking system to identify projects that best meet the program goals.

6.1 Preferred Project Criteria

Proposals that satisfy the eligibility criteria will be evaluated based on the following criteria:

1) Improves community connectivity through:
   - Continuity between existing or planned transportation corridors
   - Connections to destinations (e.g. education, employment, hospitals, schools, recreation, parks)
   - Linkages/multi-modal integration (e.g. public transit, ferry, airports)
   - Partnerships between jurisdictions (e.g. Indigenous government and local governments)

2) Improves safety through:
   - Project aligns with the B.C. Active Transportation Design Guide and other best practices. Project responds to any safety concerns raised in the community and is supported by documentation and data.
     - ICBC Statistics and crash maps for the Province and Transport Canada’s National Collision Database provides data on bicycle and pedestrian collisions with vehicles.
     - Physical separation from motor vehicles (where possible and/or appropriate)
     - Cyclist/pedestrian bridges and overpasses (where possible)
     - Lighting and intersection improvements
   - Project is designed for all ages and abilities (Universal Design). Please also apply Gender-based Analysis Plus (GBA+) principles in response. GBA+ helps us recognize and move beyond our assumptions, uncover the realities of people’s lives, and find ways to address their needs.

Using GBA+ is the preferred approach, focused on diversity and
inclusion. You can begin to challenge your assumptions and apply GBA+ to your work by asking these key questions:

i. Do I believe that the issues I work on are gender neutral? Or culturally neutral? Ability neutral? Is this based solely on my own experience?

ii. Is it possible that my assumptions prevent me from asking questions and hearing or understanding answers that are outside my own experience?

iii. How might attitudes and norms – my own, those of my organization, and those of the institutions and society that surround me – limit the range of options I consider and propose?

3) Improves economic opportunities through:

   - Infrastructure that is constructed by local resources
   - Tourism enhancements (linkages to recreation facilities, viewpoints, shopping, dining, museums, art galleries, farmers markets, Indigenous places of cultural interest)

4) Improves physical and mental health, improves air quality and reduces greenhouse gases through:

   - Infrastructure that encourages people to, as much as possible, use human powered forms of transportation
   - Retains existing trees or includes planting of additional trees
   - Incorporates environmental innovation
   - Incorporates environmental best practices into the design and construction

7.0 GRANT PROCEDURE

The British Columbia’s Active Transportation Infrastructure Grant process is as follows:

1) Applications are accepted at BCATgrants@gov.bc.ca until February 20, 2020.

2) Applications are reviewed and scored by a committee.

3) MoTI approves selected projects.

4) A Conditional Grant Agreement (CGA) is prepared by MoTI and signed by recipient and MoTI.

5) Initial payment (25% of the first $250,000 + 10% of the remainder of the provincial cost-share of the project) is disbursed to recipient upon signing of the CGA.

6) Recipient completes and submits three Progress Reports to MoTI. Recipient must to the best of their ability, estimate the percentage (%) complete by March 31st of the project completion year, as accurately as possible for provincial accounting purposes. The three progress reports must be sent to BCATgrants@gov.bc.ca by the following due dates:

   - September 1
   - December 1
   - March 1

7) If a project requires an extension to the agreed upon completion
date or amendment due to change in project scope, recipient must contact program staff at BCATgrants@gov.bc.ca and complete a Request for CGA Amendment Form. Before any changes are implemented they must be approved by MoTI.

8) Upon project completion, if the recipient is planning on hosting an opening ceremony, there are two steps involved:
   i. Send an invitation at least 21 days in advance to Honourable Claire Trevena’s office.
   ii. Notify BCATgrants@gov.bc.ca with the contact information of the grant recipient’s communications manager and state the approximate timing of the event.

9) Upon project completion, the signed Summary of Expenditure Form and supporting invoices must be submitted in the order stated in the Summary of Expenditures form. Project completion photos are part of the final reporting requirements.

10) Recipient receives the remainder of grant funding from MoTI.

11) CGA is closed upon final completion of project payments.

8.0 COMMUNICATIONS PROTOCOL AND SIGNAGE GUIDELINES

An important aspect of the program is to communicate its impact in helping improve the quality of life in British Columbia communities.

The purpose of joint communications activities is to provide information on the Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

Communications protocol and signage guidelines are posted on the Program website. Signage recognizing funding contributions may also be required and will be considered as shareable eligible costs.

Prior to any public events, please send an invitation at least 21 days in advance to Honourable Claire Trevena’s office and notify BCATgrants@gov.bc.ca with the contact information of the grant recipient’s communications manager and state the approximate timing of the event.

Thank-you for your interest in B.C.’s Active Transportation Infrastructure & Network Planning Grants.

For any assistance, please contact us at: BCATgrants@gov.bc.ca (778-974-5469)