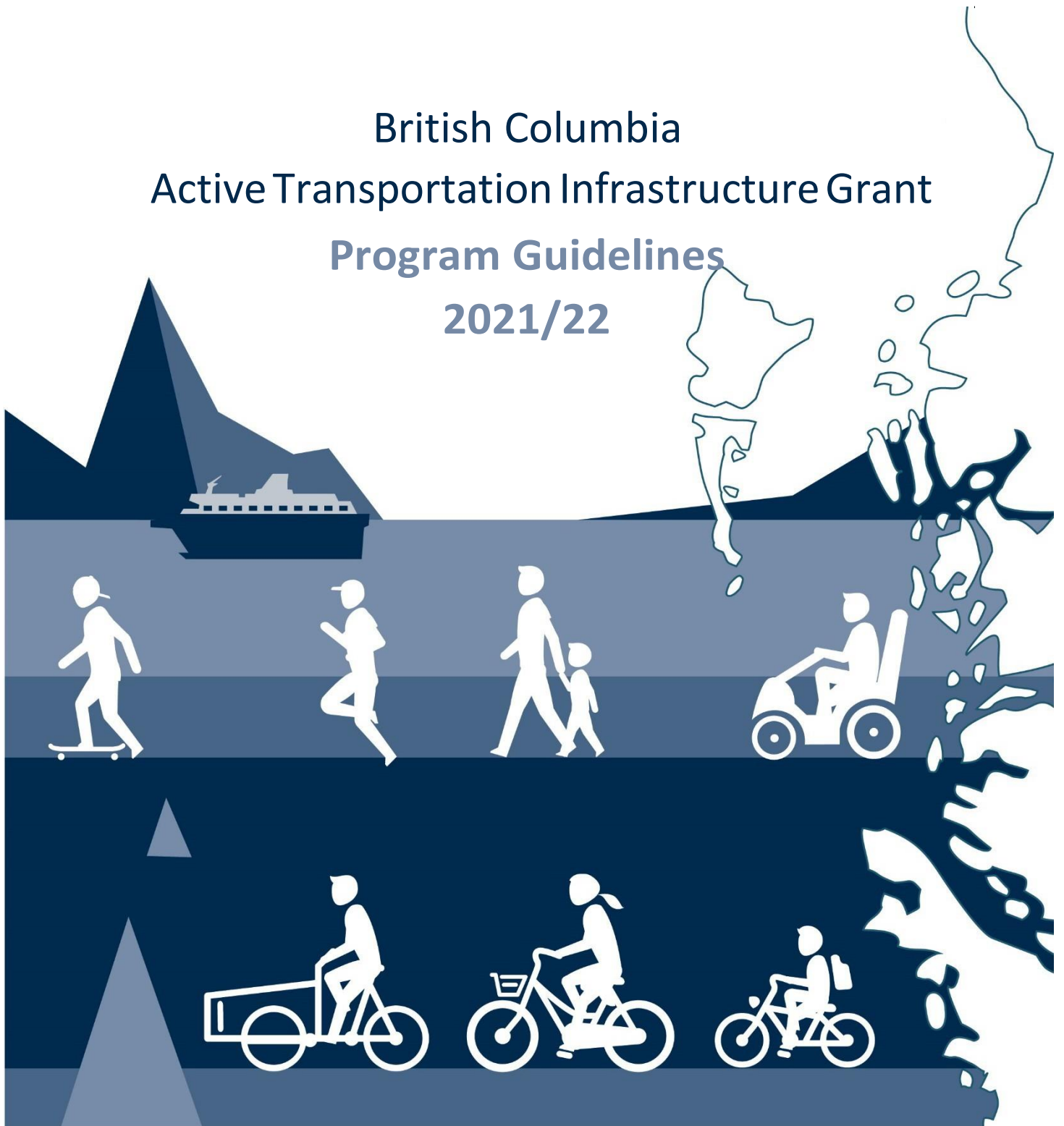


British Columbia
Active Transportation Infrastructure Grant
Program Guidelines
2021/22



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DISCLAIMER: In the event of a conflict between the B.C. Infrastructure Grant Program Guidelines 2021/22 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 transporting people and goods to work, school and community activities. It can take many forms and is continually evolving as new technologies emerge. It includes walking, cycling, using a wheelchair or other mobility device, 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).

1.2 Purpose

[Move. Commute. Connect. – B.C.’s Active Transportation Strategy](#) was released in 2019 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 Grant and Network Plan Grant supports 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. There is a limit of two infrastructure applications per intake cycle. Joint applications between partner governments are welcome as long as both applicants are individually eligible. 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.

Infrastructure Grant Eligibility

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 2020/2021 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, a Regional Growth Strategy, or equivalent. 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 complete within the project completion date established in the Conditional Grant Agreement. Project expenses beginning April 1, 2021 are eligible. To be eligible for funding, projects must be “shovel ready.”
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)
 - iii. [Guidelines for the Development of Bicycle Facilities](#) (4th Edition), American Association of State Highway and Transportation Officials
 - 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 2023. Projects with total eligible costs of \$1 million and over must be completed by the end of March 2024.
- 5) The completed infrastructure must be open for public use.

- 6) For projects that are not solely amenities or end-of-trip facilities, a usage count at the proposed project site must be completed and submitted with the application. Successful applicants must agree to also conduct a follow-up count one year after project completion. See note on usage counts under section 2.1.

Active Transportation Network Planning Grant Eligibility

Active transportation network plan applicants must satisfy the following in order to be eligible for provincial funding:

- 1) All previously funded active transportation projects (formerly BikeBC) awarded before 2020/2021 must be completed by the time of this application submission.
- 2) The community has a population under 25,000.
- 3) The community's Active Transportation Network Plan is over 5 years old or non-existent.

Infrastructure Reconsideration Eligibility

The 2021/22 intake includes a reconsideration application option for communities that submitted an unsuccessful application for the 2020/21 Grant Program intake. The reconsideration process provides a lower-barrier application process for these communities. This process only applies to Infrastructure Grant Applications, Network Planning Grant applications are not eligible for reconsideration. Applicants are limited to one reconsideration application only. See the Reconsideration Form for additional details.

To be eligible to submit through the reconsideration process, the following conditions must be satisfied:

- This submission applies to a project for which an application was submitted during the 2020/21 Grant Program intake but which was not funded at the time.
- The project has not yet been built.
- The project remains a priority for the applicant.
- The applicant has budgeted for their funding share of this project and that funding remains available.
- Projects are shovel-ready and any missing documentation from the 2020/21 application package will be submitted.
- Project cost estimates related to this application have been updated.

If the proposed project has undergone substantial changes since the 2020/21 application, it may not be eligible for reconsideration and should be applied for through the main Infrastructure Grant application. The reconsideration application allows for any missing documentation which may have rendered a project ineligible to be submitted, but does not allow for an applicant to change the previously submitted answers which determined their score (e.g. project benefits around safety, health, etc). If an applicant would like to get their project re-scored based on updated answers, they must submit their project through the main Infrastructure Grant application.

2.1 Eligible Expenditures – Infrastructure

Eligible expenditures are those costs incurred between April 1, 2021 and the project completion date established in the Conditional Grant Agreement. The list below is not exhaustive but suggests typical cost-shareable items and associated labour and materials:

- Active transportation automatic counters (see note below)
- 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, including speed limit signage to reduce motor vehicle speeds
- Stairs
- Street markings
- Tactile attention indicators and tactile direction indicators for the visually impaired
- Traffic calming devices including road treatments to reduce speeds, e.g. speed humps
- Trees

- Utility relocation

Note on Usage Counts and Automatic Counters:

The B.C. Active Transportation Infrastructure Grant Program requires a usage count (pedestrians, bicycles, and other forms of active transportation) on proposed infrastructure project sites, and also agree to conduct a follow-up count one year after project completion. Projects that are solely amenities or end-of-trip facilities (e.g. benches, bicycle parking) do not require a usage count. Conducting counts during a minimum of 2 discrete time periods is required, but 4 or more are recommended. Usage counts ought to be conducted during peak periods. Please see the Usage Count Form for more information.

The Grant Program strongly encourages applicants to create a permanent count program for quantifying active transportation infrastructure usage. Count data is useful for monitoring travel patterns, measuring the usage of facilities, evaluating the impact of projects, directing future infrastructure investment, and more. A count program can take many forms, from travel surveys, trip diaries, video or in-person (manual) counts, or automatic counters. Automatic counters are an eligible expense through the Infrastructure Grant, and data collection costs (i.e. for planning rollout of a longer-term counts program) are an eligible expense through the Network Planning Grant. Suggested steps for building a count program are:

1. Define need: Count programs with defined needs and outcomes are easier to plan, fund, and implement. Clear objectives facilitate discussion on the optimal strategy, method, and equipment for the count program.
2. Assess resources: What data exists already? Has there been a counting program in the past? What other stakeholders or agencies could help support a count program? Is there capacity for ongoing operations and maintenance related to a count program?
3. Develop a plan: Site selection is essential to ensure quality data. Determine methods, equipment, and duration. If automatic counters are desired, determine type, budget, and procurement. How will data be used and shared?
4. Implement and adapt: Acquire and install automatic counters or run manual count program. Consider a pilot project or staged rollout to allow time for training, managing obstacles, and assessing progress.
5. Managing data and counters: Document site and equipment specifications, develop a schedule for short-duration counts, verify data, formulate correction and adjustment factors.
6. Share and analyze: Document how bike counts are collected and used. Sharing count data online furthers transparency and community engagement and allows it to be used by researchers and advocates.

For more information on count programs, please see chapter I.2 of the [British Columbia Active Transportation Design Guide](#) as well as the [NCHRP 747 Guidebook on Pedestrian and Volume Data Collection](#) and the [PBIC Infobrief on Count Programs](#).

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

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.

Eligible costs for ATNPs typically include but are not limited to:

- Consultant fees (including travel costs, engineer assessments, etc.)
- Printing costs
- Community engagement and consultation costs

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)
 - ii. How ATNP aligns with B.C.'s Active Transportation Strategy, Move. Commute. Connect.
 - 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
 - e. Acknowledgement of Ministry funding support
- Optional appendix:
- i. Infrastructure design or cross section (option to prepare project specific design for priority projects 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, 2021
- 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, 2023 for projects under \$1M total cost, or after March 31, 2024 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 the start date or after the project

completion date set out in the Conditional Grant Agreement

- Any goods and services costs which are received through donations or in-kind
- 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
- Administrative overhead expenditures (e.g. office supplies, phone bills, etc.)
- Maintenance costs
- Catering costs
- Project management costs exceeding 15% of total approved eligible costs
- Educational or promotional signage (excluding wayfinding signage and project signage)

The incremental costs of the eligible applicant's employees related to construction of the project may be included as eligible costs under the following conditions:

- The recipient is able to demonstrate that it is not economically feasible to tender a contract;
- The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- The arrangement is approved in advance and in writing by the Province

4.0 GRANT AMOUNT

Infrastructure Grants

The Province provides cost-share funding of up to \$500,000 per infrastructure 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.

| Percent of Eligible Funding | Applicant's Community Profile |
|-----------------------------|-----------------------------------------------------------------------------------------------|
| 80% | Indigenous government or partnership between local government(s) and an Indigenous government |
| 70% | Population less than 15,000 |
| 60% | Population between 15,000 to 25,000 |
| 50% | Population over 25,000 |

Network Planning Grants

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.

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.

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

4.2. In-kind Contributions

In-kind or donated contributions are not an eligible cost. In-kind contributions may include volunteer hours and/or donated professional labour, services, space and materials, which are provided at no cost or below fair market value to the Recipient.

5.0 APPLICATION SUBMISSION

Please note that there is a limit of two infrastructure applications per applicant per intake cycle.

Submit the [completed application form](#) along with other supporting/mandatory documentation (see full list in table below) via email to BCATgrants@gov.bc.ca. If there is insufficient space on the form, a supplement may be attached. A cost estimate sheet must be submitted with the British Columbia's Active Transportation Infrastructure or Network Plan Grant 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.

Applicants are encouraged to reach out to program staff at BCATgrants@gov.bc.ca with any questions that arise while preparing their applications. Please allow as much time as possible before the submission deadline.

| Document Details | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Application form <ul style="list-style-type: none"> Specific to either the Infrastructure Application, Network Plan Application, or Infrastructure Reconsideration Application | Mandatory for both Infrastructure and Network Plan Applications, including Infrastructure Reconsideration Applications |
| <input type="checkbox"/> | Cost Estimate <ul style="list-style-type: none"> Specific to either the Infrastructure Application (including Infrastructure Reconsideration Applications) or Network Plan Application | |
| <input type="checkbox"/> | Council/Board/Band Resolution/Indigenous Government Approval <ul style="list-style-type: none"> For Network Plan and Infrastructure Applications: Resolution/Approval must confirm that the local share of funding is available and supported, and that project is a municipal priority and is intended to be complete within the required timeline. For Infrastructure Applications only: Resolution/Approval must also confirm that the proposed project is "shovel ready" according to the criteria in Section 3 of the Infrastructure Application or equivalent wording. For Infrastructure Reconsideration Applications: An updated resolution/approval is needed if the previously submitted one makes specific reference to the 2020/21 Grant Program intake. | |
| <input type="checkbox"/> | Project specific map(s) | |

| | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> Detailing: project location, municipal boundaries, associated cycling/pedestrian networks, linkages to other modes of transportation and destination choices (e.g. schools, shopping areas, large employers). | Mandatory for Infrastructure Application only. Mandatory for Infrastructure Reconsideration Application if not previously submitted. |
| <input type="checkbox"/> | Detailed design drawings made by a qualified engineer or technologist | |
| <input type="checkbox"/> | Before photos of the proposed project. <ul style="list-style-type: none"> After photos will be required upon project completion. | |
| <input type="checkbox"/> | Community and/or Indigenous government consultation summary | |
| <input type="checkbox"/> | Letters of support to reflect community consultation | Mandatory <u>if applicable</u> for Infrastructure Application only. Mandatory for Infrastructure Reconsideration Application if applicable and if not previously submitted. |
| <input type="checkbox"/> | Permits/Approvals/Authorization Letters <ul style="list-style-type: none"> E.g. Right of way approvals from Ministry of Transportation and Infrastructure, Ministry of Forests, Lands and Natural Resource Operations, BC Hydro, etc. | |
| <input type="checkbox"/> | Environmental approvals <ul style="list-style-type: none"> E.g. from Department of Fisheries and Oceans, Ministry of Environment and Climate Change, Agriculture Land Commission, etc. | |
| <input type="checkbox"/> | Endorsement from large vehicle operators who operate on the proposed route <ul style="list-style-type: none"> e.g. BC Ferries, Public Transit, Emergency Services | |
| <input type="checkbox"/> | Usage count at proposed project site if infrastructure project does not solely consist of amenities or end-of-trip facilities | |

5.1 APPLICATION DEADLINE

Completed applications are to be received no later than July 30, 2021 (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.

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:

- 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)
- Data gathering through bicycle or pedestrian automatic counters

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. Where quantitative data is unavailable, qualitative or anecdotal safety concerns are permitted.
 - i. [ICBC Statistics](#) and crash maps for the Province and [Transport Canada's National Collision Database](#) provides data on bicycle and pedestrian collisions with vehicles.
 - ii. Physical separation from motor vehicles (where possible and/or appropriate)
 - iii. Cyclist/pedestrian bridges and overpasses (where possible)
 - iv. 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. 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 July 30, 2021
- 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 (50% of the total grant amount) is disbursed to recipient upon signing of the CGA.
- 6) Recipient completes and submits quarterly [Progress Reports](#) to MoTI. Recipient must, to the best of their ability, estimate the percentage (%) complete by the following March 31st, as accurately as possible for provincial accounting purposes. The progress reports must be sent to BCATgrants@gov.bc.ca by the following due dates:

- December 1
- March 1
- June 1
- September 1

For infrastructure grants only, a milestone payment of 25% of the total grant amount will be awarded upon 50% completion as submitted in a Progress Report. There is no milestone payment for network planning grants.

- 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 Section 4 of the Progress Report. Before any changes are implemented, they must be approved by MoTI. Recipients will be held accountable for not abiding by the terms of the contract, and late claim submissions will be tracked and may influence future grant opportunities.
- 8) Upon project completion, if the recipient is planning on hosting an opening ceremony, please see Section 8.0 Communications Protocol and Signage Guidelines.
- 9) Upon project completion, the Final Report form, 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. For Active Transportation Network Plan Grants, a final copy of the ATNP must be submitted to MoTI.
- 10) Recipient receives the remainder of grant funding from MoTI.
- 11) CGA is closed upon final completion of project payments.
- 12) For infrastructure projects that required a usage count with application, a follow up usage count one year after project completion is also required.

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. Network plans must include acknowledgement of B.C. Active Transportation Infrastructure Grant Program funding.

Prior to any public events, please send an invitation at least 21 days in advance to 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 Grant Program.

For any assistance, please contact us at:

BCATgrants@gov.bc.ca
(778)974-5469