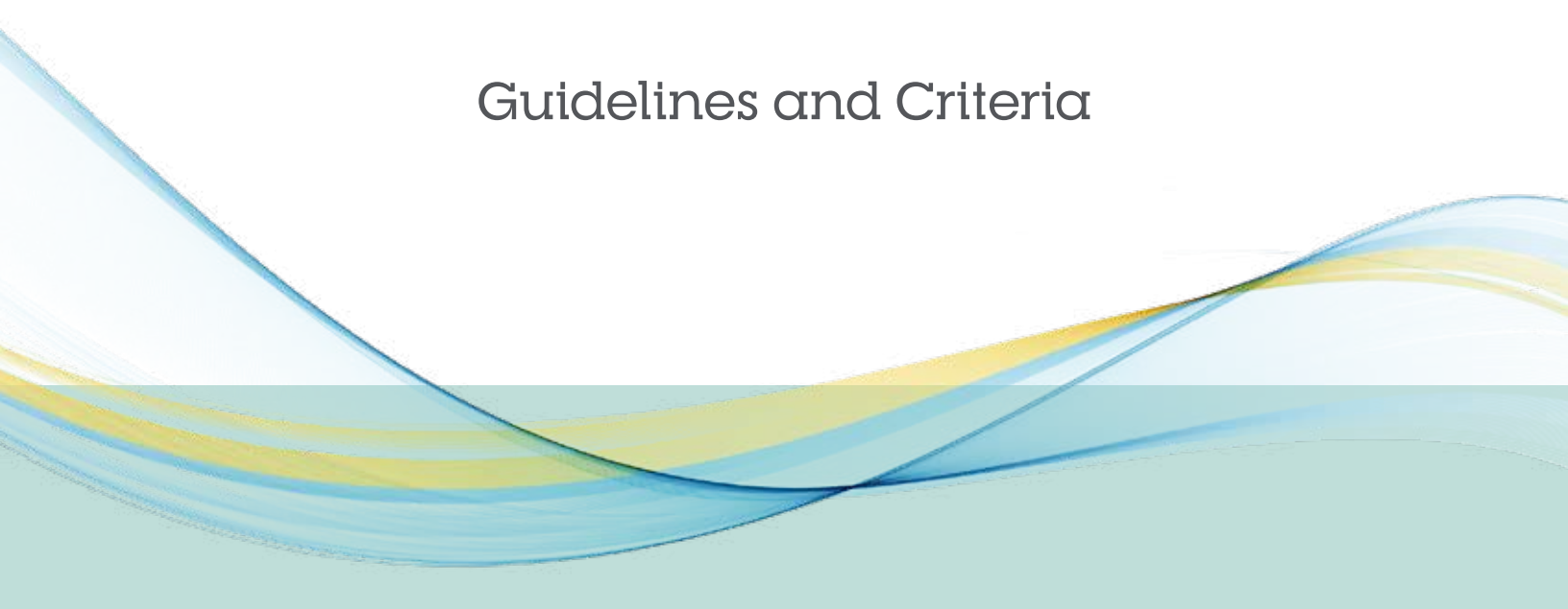




Prince Edward Island Active Transportation Fund
FY 2020/21 - FY 2024/25
Guidelines and Criteria



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BACKGROUND

Active Transportation is any self-propelled, human-powered form of transportation including walking, using a wheelchair, running, hiking, cycling, rollerblading, and skateboarding.

In November 2019, the Government of Prince Edward Island announced the five-year, \$5M/year Active Transportation (AT) Fund. The AT Fund will accept applications from municipalities, Indigenous communities, and community groups across the province and will run from April 1st, 2020 to the end of the 2024-25 fiscal year.

The AT Fund aims to promote and facilitate active transportation for the residents of PEI by making walking, cycling and other forms of AT safer and more connected and convenient to use. By increasing the number of Islanders using active transportation, there will be an increase in physical activity levels, fewer car trips taken, a reduction in greenhouse gas (GHG) emissions and traffic congestion.

The Active Transportation Working Group (Working Group) manages the AT fund. The Working Group consists of representatives from the Departments of Health and Wellness; Environment, Energy and Climate Action; Economic Development and Tourism; and Transportation and Infrastructure.



FUNDING CATEGORIES

To advance active transportation in the province, the AT Fund will provide funding in the following areas:

| Municipalities and communities with 5,000 people or more | Municipalities, Indigenous communities or communities with 5,000 people or less | |
|--|--|--|
| Cost shared projects and programs funded up to 50%. | Municipalities / communities | Indigenous communities |
| | Cost shared projects and programs funded at 100% funding up to \$75,000 (for eligible costs) for one project per year. Any eligible costs above \$75,000 or any additional projects funded up to 50%. | Cost shared projects and programs funded at 100% funding up to \$75,000 (for eligible costs) for one project per year. Any eligible costs above \$75,000 or any additional projects funded up to 75%. |

The AT Fund will also provide funding in the following areas:

- Cost shared or fully funded projects and programs with community groups that advance the actions identified in the PEI Active Transportation Strategy (i.e., learn to bike programs, promotional campaigns, AT infrastructure, etc.) in unincorporated areas or that benefit a wider region that includes multiple municipalities.
- Fully funded projects and programs to advance provincial priorities around AT (i.e., development of a provincial AT network, working with schools to increase AT by students and staff, increasing access and connectivity to public facilities, monitoring and surveillance programs, etc.).

The AT Fund will primarily contribute to projects that improve AT access for Islanders. These are projects that will:

- provide opportunities for people to use active transportation instead of a vehicle to get to their destinations,
- improve connectivity between existing networks,
- further develop an area's AT network, or
- build the competence and confidence of Islanders to choose active means of travel.
 - The AT Fund may also contribute up to 10% of the total available funds to recreational projects (such as recreational walking or biking trails).

Successful applicants may use AT funding in addition to any other Federal or Provincial funding subject to any stacking rules or policies inherent to other programs.

PROJECT ELIGIBILITY

The AT Fund supports projects that enhance active transportation across the province. This includes infrastructure directly related to active transportation as well as any auxiliary infrastructure or equipment that promotes or facilitates the use of active transportation. In addition, there will be consideration for projects that look at the development of a long-term active transportation plan for a jurisdiction.

3.1 Eligible Expenditures

The following list includes, but is not limited to, eligible expenditures under the AT Fund:

- Accessibility equipment/infrastructure
- Audible warnings and message systems
- Benches and rest stops
- Bicycle and pedestrian counters
- Bicycle lanes: protected, buffered, painted, advisory, accessible shoulders
- Bicycle racks and other storage equipment
- Bicycle ramps
- Bicycle repair stations
- Bridges or overpasses/underpasses specifically for active transportation purposes
- Concrete barriers and other raised barriers
- Curb extensions
- Curb ramps
- Development of an Active Transportation Plan
- Engineering and design work
- Fencing (only where required for safety)
- Intersections/crossings
- Lighting
- Overhead pedestrian flashers
- Paved/widened shoulders
- Pavement markings (excluding decorative markings)
- Pedestrian and/or cycling actuated signals (e.g. sensors and push buttons)
- Project management (up to 15% of total eligible project costs)
- Railings or lean bars
- Raised crossings
- Rapid flashing beacon or other side mounted flashing beacon
- Restoration landscaping
- Retaining walls
- Separated multi-use paths (biking, walking, hiking, etc.)
- Sidewalks (smooth surface, in places where multi-use paths are not preferred)
- Signage
- Skateboard racks
- Stairs
- Stormwater systems
- Tactile attention indicators and tactile direction indicators for the visually impaired
- Traffic calming devices
- Traffic lights
- Trees
- Utility relocation
- Washrooms
- Water stations



3.2 Ineligible Expenditures

The following list includes expenditures that are ineligible for grant funding:

- Any projects considered as maintenance of existing infrastructure
- Costs incurred prior to the approval of the project
- Infrastructure not available for public use
- Land acquisition
- Projects that contravene the *Highway Traffic Act*
- Projects that are deemed to be unsafe (ie. projects that result in inadequate starting or finishing locations, or bike lane disappears and cyclists merge with traffic in an unsafe way)
- Taxes for which the ultimate recipient is eligible for a rebate

APPLICATION SUBMISSIONS

Apply to the [Active Transportation Fund](#). Proponents should review the overview of applications contents on page 11 to ensure that they have the necessary project information to complete the online application.

Applications can be submitted anytime during the year, however only those applications submitted by the first Friday in December will be considered for the next fiscal year. Applications received after this deadline will be considered and evaluated for the following application deadline unless the projects submitted do not exhaust the entire fund. In this case, projects can be considered for the current intake period. This deadline allows adequate time for the Working Group to fully assess and consider all projects prior to granting approval.

Projects put forward for funding should clearly indicate the issue, the results if no action occurs, the proposed solution, and the expected results. Submissions should clearly state how the project will achieve the expected results.

There are eight sections on the application form:

Section 1: Contact Information

Applicants must provide contact info such as address, phone and email, as well as provide a contact name for the individual who will be the point person on the project.

Section 2: Project Information

Applicants must provide a clear and accurate description of what the project entails, and where it is located. Please provide PIDs for properties where no addresses have been assigned. If the project involves a trail extending beyond the boundaries of a single property, please provide nearest start/end points.

Section 3: Project Priority

When submitting multiple applications for consideration, applicants must assign a priority rating to each individual project.

Section 4: Estimated Costs

Applicants must provide detailed estimates of the eligible/ineligible costs for the project using the provided budget and time line worksheet.

Section 5: Proposed Sources of Funding

If funding is being sourced from multiple levels of government, or additional funding programs, applicants must indicate the amounts from other sources and whether these amounts have been approved.

Section 6: Project Timelines

Applicants must provide estimated start/end dates for the project using the provided budget and time line worksheet

Section 7: Beneficial Impact of Project

Applicants must demonstrate what outcomes the project will address. A list of outcomes can be found on page 9 of this document. Applicants are to select all outcomes that the project will address and list them in their application starting with the outcomes relevant to the project.

Section 8: Project Endorsements

If the project has an endorsement of any kind from a not-for-profit, community group (petition), neighboring municipality, etc., then it can be included in this section.



PROJECT EVALUATION AND SELECTION

Active transportation projects will fall into one of three categories for evaluation:

- **Utilitarian** (projects that improve commuting opportunities – like multi-use pathways, bike lanes, and sidewalks)
- **Recreational** (projects that do not necessarily connect important destinations but can improve confidence to use active transportation – like nature trails and closed loop trails)
- **Non-infrastructure** (projects and programs that advance the actions in the PEI Active Transportation Strategy – like learn to bike programs, education and outreach, and the development of local active transportation plans).

Each category of projects has evaluation criteria to guide the Working Group in ranking and prioritizing project applications and approving eligible projects. Each project application will be evaluated and receive a score out of 100. The following is a breakdown of the weighted scores for each category, as well as the associated outcomes.

| UTILITARIAN PROJECTS | |
|-----------------------------|--|
| Value | Outcomes and Criteria |
| 35 | <p>A. Improving the safety of active commuters</p> <ul style="list-style-type: none"> i. Project improves transportation corridors for active transportation users particularly in areas where safety concerns have been raised. ii. Installing traffic signals, additional lighting, signage or road painting to increase the visibility of active transportation users. iii. Where necessary and possible, physical separation from motor vehicles iv. Plans and designs take into account all ages and abilities. |
| 25 | <p>B. Enhancing the connectivity of the community</p> <ul style="list-style-type: none"> i. Project takes into consideration natural routes to get people to travel between important community destinations. ii. Joins existing routes to expand the overall active transportation network iii. Linkages with existing transit options should they exist |
| 20 | <p>C. Reducing greenhouse gases and improving overall air quality</p> <ul style="list-style-type: none"> i. Project has the potential to shift a number of vehicle commuters to being active commuters thus reducing the number of trips taken by car. |
| 5 | <p>D. Increasing physical activity levels and overall healthy living</p> <ul style="list-style-type: none"> i. Project has the ability to get more people using human powered forms of transportation for both utilitarian travel and recreation. ii. Ability to get more Islanders and tourists into nature to gain a greater appreciation for walking, running, cycling and other forms of active transportation. |
| 15 | <p>E. Project governance alignment</p> <ul style="list-style-type: none"> i. Widespread benefits to the region applying and to areas outside the region. ii. Highest self-ranking of projects from a community or region if there are multiple projects from an area. iii. The project planning and costing is complete and the project can be carried out within the fiscal year the project was funded. iv. Operations and long-term maintenance plan is identified. v. An accompanying plan, long term strategy or strong community endorsement for the suggested work. |

| RECREATIONAL PROJECTS | |
|------------------------------|--|
| Value | Outcomes and Criteria |
| 35 | <p>A. Universally available for use</p> <ul style="list-style-type: none"> i. Trail is open, available and accessible to all Islanders. ii. Trail is designed in such a way that it can be used by both novice and experienced hikers and/or cyclists. There can be sections designed for specific targets but a maximum score is provided for universal use. iii. Trail provides adequate parking and relative ease of access year-round. |
| 20 | <p>B. Location</p> <ul style="list-style-type: none"> i. The trail provides opportunities for a region of the province where there are deficiencies in trails. ii. The trail provides linkages or connections to existing infrastructure that would enhance the users experience. iii. The trail provides additional opportunities to new users in that region of the province (cycling if it currently didn't provide for it, more accessible for those with mobility challenges). |
| 20 | <p>C. Connection with nature or key destination</p> <ul style="list-style-type: none"> i. Trail provides opportunities for Islanders to reconnect with nature by being exposed to natural areas which could include forests, waterways, meadows, etc. ii. Trail is developed in a region of the province that has historical, cultural or tourism significance and can be promoted as such. |
| 25 | <p>D. Project governance alignment</p> <ul style="list-style-type: none"> i. Widespread benefits to the region applying and to areas outside the region. ii. Highest self-ranking of projects from a community or region if there are multiple projects from an area. iii. The project planning and costing is complete, and the project can be carried out within the fiscal year the project was funded. iv. Group applying for funding can continue to provide ongoing maintenance to the trail after it is operational or has a plan for someone else to maintain it. v. Trail is part of a larger development plan, trail building plan or a group whose core mandate includes the construction or maintenance of trails. vi. An accompanying plan, long term strategy or strong community endorsement for the suggested work. |

| NON-INFRASTRUCTURE | |
|---------------------------|---|
| Value | Outcomes and Criteria |
| 50 | <p>A. Broad based benefits</p> <ul style="list-style-type: none"> i. The project provides an opportunity to support public needs and interests around active transportation. ii. The project fills a gap that is missing in the provincial active transportation program and can it be scalable if it works in one location. iii. The project potentially leads to an increase in more people participating in active transportation in a safer and more connected fashion. |
| 25 | <p>B. Capacity to deliver projects</p> <ul style="list-style-type: none"> i. The organization applying for the project can demonstrate that they can carry out the project. ii. If the organization represents a specific sub-population or geographic area, there others who could move similar projects forward in other parts of the province. iii. The organization operated or delivered similar projects before. |
| 25 | <p>C. Project governance alignment</p> <ul style="list-style-type: none"> i. Widespread benefits to the region applying and to areas outside the region. ii. Highest self-ranking of projects from an applicant if there are multiple projects from an the applicant. iii. The project planning and costing is complete and the project can be carried out within the fiscal year the project was funded. iv. An accompanying plan, long term strategy or strong community endorsement for the suggested work. v. The project aligns with at least one of the 14 actions in the PEI Active Transportation Strategy. |

PAYMENT PROCESS

In order to receive AT funding, all applicants must enter into a funding agreement with the Province and complete a Payee Registration Form. To obtain a sample Funding Agreement, contact the Active Transportation Working Group at ATPEI@gov.pe.ca

A 50% initial payment will be made on receipt of the signed Funding Agreement and the required information outlined in the Funding Agreement. The final 50% payment will be made on the receipt of a Solemn Declaration of Completion signed by the contact person as named on the original application form, and on submission of paid invoices and proof of payment. Not-for-profit applicants may be eligible to receive a 80% initial payment on receipt of the signed Funding Agreement and the required information outlined in the Funding Agreement.

In the event that a project is completed under budget, the AT Fund will cover only the eligible expenses incurred. The AT Fund will not cover any cost overruns and it will be up to the recipient to complete the project in a responsible and timely manner.

If the recipient fails to complete the project as originally approved, or abandons the project prior to completion, the recipient will be required to repay all of the funding granted back to the Province.

SCHEDULE A: INFORMATION REQUIRED FOR APPLICATIONS

Contact Information

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Project title | <input type="checkbox"/> Address |
| <input type="checkbox"/> Name of applicant or organization | <input type="checkbox"/> Contact name |
| <input type="checkbox"/> Email address | <input type="checkbox"/> Telephone |

Project information

- Brief project description (if required, longer descriptions, proposals, design drawings, etc. can be attached to the application form).
- Project location (address, community name)
- Nearest start/end intersections or Property Identification Number (PID) or Civic Addresses (if not one location)
- Is there an official plan in the community? Does the project align with the official plan or an active transportation plan for the community?
- How does the project align with current and future active transportation infrastructure or initiatives in the community?
- Do you own the land the project will be located on? If not, provide evidence that the landowner is aware of and supports the project.
- Who will own the project after completion (if applicable)?
- Provide a detailed description of the operations and maintenance plan for the infrastructure.
- Total kilometers of AT network being constructed (if applicable).

Project Priority

- If this applicant has submitted more than one project, please indicate this project's priority with respect to other projects submitted.

Estimated Costs

- Applicants will be required to complete an AT Budget and Timeline document and upload it with the application.

Proposed Sources of Funding

- Applicants will be required to list all project funding sources and amounts.
- Projects involving funding from other sources require confirmation that the funding has been approved.

Project timelines

- Applicants must complete the estimated project timelines. A template timeline is provided in the AT Budget and Timeline Worksheet, available on the application webpage.

Beneficial impact of the project

- Section 5 of the Guidelines lists the application project outcomes for each of the three types of projects. Please include all applicable outcomes.

Project endorsements

- Applicants can indicate whether the project has any endorsements. Letters of endorsement can be attached to the application form.



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