

Active Transportation Planning 2021 Program & Application Guide

1. Introduction

Background

[Move. Commute. Connect.](#) is BC's active transportation strategy. Its goal is to double the percentage of trips taken with active transportation by 2030. To reach this target the strategy identifies initiatives and specific actions, including providing planning and design support, to ensure that community planning addresses active transportation constraints and opportunities.

Active transportation refers to all human-powered forms of commuting. Walking and cycling are the most common, but running, scootering, skateboarding, in-line skating, using a wheelchair, paddling, skiing, snowshoeing, horseback riding, and using electric bicycles or scooters are all types of active transportation.

Active Transportation Planning Grants

Local governments play a significant role in active transportation by developing integrated community land use and transportation plans and policies that lead to the implementation of transportation infrastructure networks. The intent of the Active Transportation Planning program is to support local governments to incorporate or enhance active transportation components of formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan), including research, consultation, and policy development.¹ The development or update of stand-alone active transportation plans is not eligible for funding.

Funding is provided by the Province of BC and is administered by Union of BC Municipalities (UBCM).

2. Eligible Applicants

All local governments (municipalities or regional districts) in BC that meet the following criteria are eligible to apply:

- Have a population of up to 25,000 (based on 2016 Census data). Note: regional districts can apply for one or more electoral areas with a combined population of up to 25,000 in a single application;
- Do not have an active transportation plan or have a plan over 5 years old;
- Are currently or will be undertaking a community land use and/or transportation plan to which an active transportation lens will be included;
- Have not received a network planning grant from the Ministry of Transportation and Infrastructure's Active Transportation Infrastructure Grant program.

Eligible applicants may submit one application per intake.

¹ The Ministry of Transportation and Infrastructure provides network planning grant funding through the Active Transportation Infrastructure Grant program. That grant program helps communities develop active transportation network plans to support active transportation for all ages and abilities.

3. Grant Maximum

The Active Transportation Planning program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$20,000.00.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

4. Eligible Projects

To qualify for funding, applicants must be undertaking transportation or land use planning, and demonstrate how the proposed project would support and integrate active transportation planning as part of its community planning process.

In addition, to qualify for funding, projects must be:

- A new project (retroactive funding is not available);
- Capable of completion by the applicant within one year from the date of grant approval.

5. Requirements for Funding

As part of the approval agreement, approved projects must meet the following requirements for funding:

- Any in-person activities, meetings, or events meet physical distancing and other public health guidance in relation to COVID-19;
- Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use, or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

6. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

Under the Active Transportation Planning program, eligible activities must be cost-effective and may include:

- Research, including data collection, mapping and walkability, bikeability, or community audits/assessments;
- Engagement, including public and/or stakeholder engagement, surveys, and open houses;
- Policy development, including drafting objectives/actions for inclusion in community land use and/or transportation plans.

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Incremental staff and administration costs (i.e. creating a new position or adding new responsibilities to an existing position);
- Consultant costs;

- Public information costs.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development or update of stand-alone active transportation plans;
- Development of feasibility studies, business cases, architectural, engineering, or other design drawings for the construction or renovation of active transportation infrastructure;
- Infrastructure or capital projects, construction, or renovations;
- Major capital improvements or renovations to existing facilities and/or construction of new, permanent facilities;
- Purchase of vehicles;
- Regular salaries of applicant staff or partners;
- Routine or ongoing operating costs (i.e. heating and lighting; security; software subscriptions or other subscription fees; etc.);
- Fundraising.

7. Application Requirements & Process

Application Deadline

The application deadline is May 21, 2021. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

- Completed Application Form;
- Detailed budget;
- Local government Council, Board, or Local Trust Committee resolution, indicating support for the current proposed activities and willingness to provide overall grant management.

Submission of Applications

Applications should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Higher application review scores will be given to projects that best meet the intent of Active Transportation Planning program, such as:

- Clearly increase options for active transportation and encourage more people to use active transportation;

- Incorporate or enhance active transportation components of formal planning documents (Official Community Plan, Sustainability Plan, Neighbourhood Plan, or Transportation Plan);
- Consider connections to community amenities, affordable housing, seniors' housing, schools and other key community institutions;
- Reduce greenhouse gas emissions through active transportation options (in alignment with the [Local Government Act](#) (Part 14, Sec 473 sub 3) GHG emission targets);
- Consider equity, accessibility, and people of all ages and abilities in active transportation planning, which are referred to in the [BC Active Transportation Design Guide](#);
- Demonstrate community consultation and public engagement;
- Are cost-effective;
- Include in-kind or cash contributions to the project from the eligible applicant, regional partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding recommendations will be made on a provincial priority basis. All funding decisions will be made by UBCM.

All application materials will be shared with the Province of BC.

8. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of the funding decision. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and which is required to be signed and returned to UBCM.

Grants under the Active Transportation Planning program will be awarded when the project is complete and the reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

Grants under the Active Transportation Planning program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date;
- Description of funds expended to date;
- Written rationale for receiving a progress payment.

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from UBCM will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including an updated, signed application form and an updated Council, Board, or Local Trust Committee resolution;
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

9. Final Report Requirements & Process

Final reports are required to be submitted within 30 days of completion of the project. Applicants are required to submit an electronic copy of the complete final report, including the following:

- Electronic copy of the completed plan;
- Completed Final Report Form;
- Financial Summary;
- Optional: photos of the project, media clippings, and/or any reports or documents developed or amended with grant funding.

Submission of Final Reports

Final reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB.

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

All final reports will be shared with the Province of BC
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Review of Final Reports

UBCM will review final reports to ensure that all of the required report elements (identified above) have been submitted. Following this, all completed final reports and deliverables will be submitted to the Ministry of Transportation and Infrastructure for review before final payment of the grant is issued.

10. Additional Information

For enquiries about application process or program, please contact UBCM at:

Email: lgps@ubcm.ca

Phone: 250-952-9177