

Active Transportation Planning 2024 Program and Application Guide

Applications will be accepted from January 1 to February 9, 2024 using new [LGPS Online Application Tool](#)

1. Introduction

Background

The [CleanBC Roadmap to 2030](#) calls for 30% of all trips in BC to be made by active transportation and public transit by 2030. To support this target the Province is 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, regional districts and the Islands Trust) in BC that meet the following criteria are eligible to apply:

- Have a population of up to 25,000 (based on 2021 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;

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.

- 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.

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.

To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding. This includes any other grant funding and any revenue that is generated from activities that are funded by the Active Transportation Planning program.

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 or a subsequent phase of a 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 both the development of the application package and the delivery of the approved project, local governments are encouraged to proactively engage with local First Nations and Indigenous organizations. Engagement by local governments both locally and regionally can help build relationships with First Nations, benefit both communities, and enhance reconciliation. More information on engagement best practices is available [here](#).

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;
- 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 and Ineligible Costs and Activities

Eligible Costs and 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;
- Identification/incorporation of community and cultural values. This includes seeking advice from Indigenous Knowledge Holders and other experts (e.g., health authorities, First Nations Health Authority, etc.) and the community (e.g., equity-denied populations, Indigenous organizations, Indigenous Nations, local governments,) etc.;
- Translation costs and the development of culturally appropriate education, awareness, or engagement materials;
- Presentations to local government Council or Board, or community organizations, etc.;
- Public information costs. Please note: public information costs (e.g., workshops, printed materials) need to align with the intent of the funding stream and provide benefit to the community at large.

Ineligible Costs and 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:

- Routine or ongoing operating costs or activities (e.g., heating, cooling, and lighting; security; software or service subscriptions; or membership fees);
- Routine or ongoing planning costs or planning activities that are not incremental to the project;
- Regular salaries and/or benefits of applicant staff or partners;
- 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;
- Fundraising.

7. Application Requirements and Process

The new [LGPS Online Application Tool](#) is now available. Refer to [Appendix 1](#) for full information.

Application Deadline

The application deadline is **February 9, 2024**. Applicants will be advised of the status of their application within 90 days of the application deadline.

Required Application Contents

All applicants are required to complete the Online Application Form and submit an electronic copy of the following:

- Completed Application Worksheet with all required attachments;
- Local government Council or Board resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- Detailed budget that indicates the proposed expenditures from Active Transportation Program grant and aligns with the proposed activities outlined in the Application Form. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).

Submission of Applications

Applications are required to be submitted in two steps prior to the application deadline:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all the other required attachments.

Refer to [Appendix 1](#) for more information on the new process and the information that will be required to be submitted during each step.

Worksheets and required attachments should be submitted as Word, Excel or PDF files. Total file size for email attachments cannot exceed 20 MB. All materials should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: lgps@ubcm.ca

Review of Applications

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

Following this, the Evaluation Committee will assess and score all eligible applications. 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.

- Align with the intent of Active Transportation Planning program;
- 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.

As required, the Evaluation Committee may consider the provincial, regional, and urban/rural distribution of proposed projects, and previous funding. Recommendations will be made on a priority basis. All funding decisions will be made by UBCM.

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| All application materials will be shared with the Province of BC. |
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8. Grant Management and Applicant Responsibilities

Grants are awarded to approved applicants only. The applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Approved applicants are 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 within 30 days.

Grants are paid at the completion of the project and only when the Final Report 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

To request a progress payment, approved applicants are required to submit the [Interim Report Form](#). The form will require the following information:

- Description of activities completed to date;
- Description of funds expended to date (applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#)); and
- Written rationale for receiving a progress payment.

Changes to Approved Projects (Amendment Requests)

Approved grants are specific to the project as identified in the approved application, and grant funds are not transferable to other projects. Generally speaking, this means funds cannot be transferred to an activity that was not included in the approved application or to a new or expanded location.

Approval from UBCM and/or the Evaluation Committee will be required for any variation from the approved project. Depending on the complexity of the proposed amendment, requests may take up to 90

days to review.

To propose changes to an approved project, applicants are required to submit the [Interim Report Form](#). If UBCM determines the amendment is eligible for consideration, applicants will be required to submit:

- Amended application package, including updated, Application Worksheet, detailed budget (applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#)) required attachments, and an updated local government Council or Board resolution;
- Written rationale for proposed changes to activities and/or expenditures.

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 the time frame identified in the Approval Agreement and all extensions beyond this date must be requested in writing and be approved by UBCM.

The [Interim Report Form](#) will be required to be submitted for all extension requests over six months. Extensions will not exceed one year from the date of the original Final Report deadline.

9. Final Report Requirements and Process

All funded activities must be completed within one year of notification of funding approval and the Final Report is due within 30 days of project completion.

Final Reports

Applicants are required to submit an electronic copy of the completed final report, including the following:

- Electronic copy of the completed plan;
- Completed Final Report Form;
- Detailed financial summary that indicates actual expenditures from the Active Transportation Planning grant and other sources (if applicable) and that aligns with the actual activities outlined in the Final Report Form. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#);
- Photos of funded activities and/or completed projects; and,
- Links to media related to the funded project.

Submission of Reports

Reports should be submitted as Word, Excel, or PDF files. Total file size for email attachments cannot exceed 20 MB. All reports should be submitted to Local Government Program Services, Union of BC Municipalities by email: lgps@ubcm.ca.

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| 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

Union of BC Municipalities

E-mail: lgps@ubcm.ca or Phone: 604-270-8226 ext. 220

Appendix 1: LGPS Online Application Tool

As outlined in Section 7, Applications are required to be submitted in two steps **prior to the application deadline**:

1. [LGPS Online Application Form](#): This online form must be completed for all applications to LGPS funding programs and includes questions that are common to all grant applications. When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.
2. Application Worksheet and required attachments: This worksheet contains questions that are specific to the funding stream and must be submitted by email to UBCM with all other required attachments.

STEP ONE: LGPS Online Application Form

The following questions are required to be answered on the LGPS Online Application Form:

1. Name of the intake of the funding program that you want to apply for (select from menu)
2. Name of Applicant (select from menu). Please note: if the name of your organization is not included in the menu, contact UBCM in order to determine eligibility and next steps.
3. Primary and secondary contact person: name, position, phone, email
4. Project title
5. Proposed start and end date
6. Total project budget
7. Total grant request
8. Other funding amount and source
9. Project summary
10. Progress to date. Provide an update on the status of previously approved projects if previously funded under same funding program/funding stream
11. Certification that information is complete and accurate

When the LGPS Online Application Form is submitted, the applicant will receive an email confirmation including the file number that has been assigned to the application, and a copy of the Application Worksheet that must be completed as part of Step 2.

STEP TWO: Application Worksheet and Required Attachments

Application Worksheet

The following questions will be required to be answered on the Application Worksheet:

1. Name of Applicant (local government).
2. File Number (this can be found on the confirmation email you will receive after the LGPS Online Application Form is submitted).
3. Eligibility Requirements:
 - a) 2021 population for local government or electoral area(s)
 - b) Date of current active transportation plan

- c) What community land use and/or transportation plan will be developed to which an active transportation lens will be included
 - d) Have not received a network planning grant from the Ministry of Transportation and Infrastructure’s Active Transportation Infrastructure Grant program
4. Proposed Activities: description of the proposed specific activities that will be undertaken. Refer to Section 6 of the Program and Application Guide and specifically describe how the proposed activities will increase options for active transportation and encourage more people to use active transportation.
 5. Alignment with funding stream: description of how activities will align with the intent of the funding stream (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).

In addition, description of how the proposed activities will support the following:

- a) Connections to community amenities, affordable housing, seniors’ housing, schools, and other key community institutions.
 - b) Reduction of greenhouse gas emissions through active transportation options (in alignment with [Local Government Act](#) (Part 14, Sec 473 sub 3) GHG emission targets).
 - c) Equity, accessibility, and people of all ages and abilities in active transportation planning.
6. Community Consultation and Public Engagement: list all confirmed partners (e.g. school districts, First Nations or Indigenous organizations, community organizations, and other local governments) that will directly participate in the proposed planning activities and the specific role they will play.
 7. Evaluation: how will the project be evaluated (performance measures and/or benchmarks be used to measure outcomes)? How will this information be used.
 8. Additional Information: Any other information you think may help support your submission.

Required Attachments

The following attachments will be required to be submitted with the completed Application Worksheet:

- Council, Board, or Local Trust Committee Resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the Application Worksheet. Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified. Applicants are encouraged to use the new [LGPS Budget and Financial Summary Tool](#).

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

All documents should be submitted to Local Government Program Services, Union of BC Municipalities by e-mail: lgps@ubcm.ca

Please note “2024 Active Transportation” in the subject line.