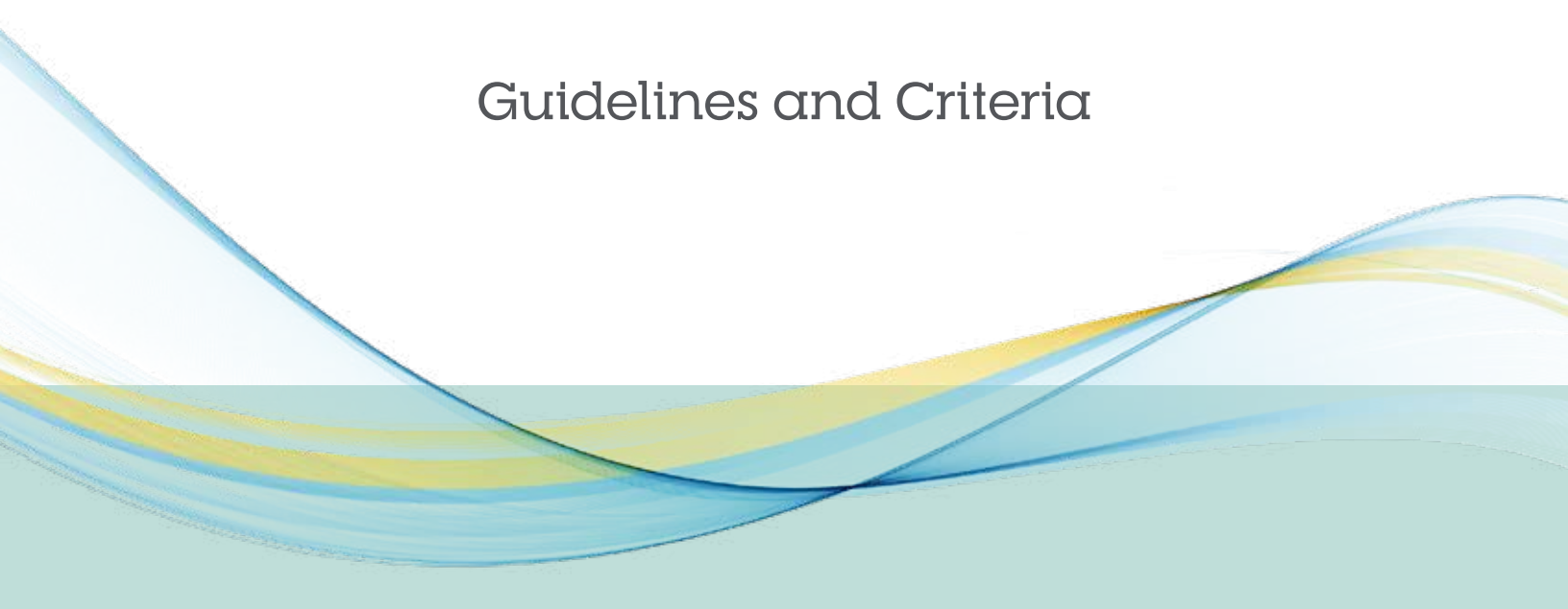




Prince Edward Island Active Transportation Fund  
FY 2020/21 - FY 2024/25  
Guidelines and Criteria



# CONTENTS

- 1. Background.....3
- 2. Funding Categories.....3
- 3. Project Eligibility .....4
  - 3.1 Eligible Expenditures .....4
  - 3.2 Ineligible Expenditures.....5
- 4. Application Submissions.....5
- 5. Project Evaluation and Selection .....7
- 6. Payment Process .....8
- Schedule A – Project Application Form.....9

## 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 sample application form on page 9 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. 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.

### 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.

### Section 7: Beneficial Impact of Project

Applicants must demonstrate what outcomes the project will address. A list of outcomes can be found on page 7 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

The following evaluation criteria guide the Working Group in ranking and prioritizing project applications and approving eligible projects. There are five categories:

- A. Improving the safety of people using active transportation
- B. Enhancing the connectivity of the community
- C. Reducing greenhouse gas emissions and improving overall air quality
- D. Increasing physical activity levels and overall healthy living
- E. Project governance alignment

**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:**

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

## 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](mailto:ATPEI@gov.pe.ca)

A 50% initial payment will be made on receipt of the signed Funding Agreement and the submission of tender information and award details. 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 submission of tender information and award details.

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.





Transportation,  
Infrastructure and Energy

# Active Transportation Fund Project Application Form

**Project Title**

## 1. Contact Information

<b>Name of Applicant/Organization</b>			
<b>Street Address/P.O. Box</b>			
<b>City/Town</b>		<b>Postal Code</b>	
<b>Contact Name</b>			
<b>Tel</b>		<b>Email</b>	

## 2. Project Information

<b>Brief Project Description</b> <i>(if required, longer descriptions, proposals, design drawings, etc. can be attached to the application form)</i>			
<b>Project Location (Street Address or PID)</b>		<b>City/Town</b>	
<b>Nearest Start/End Intersections or PIDs or Civic Addresses (if not one location)</b>			
<b>Start</b>		<b>End</b>	

**Total km of AT network being constructed (if applicable)**

**3. Project Priority**

*IF THIS GROUP/MUNICIPALITY/NOT-FOR-PROFIT HAS SUBMITTED MORE THAN ONE PROJECT, PLEASE INDICATE THIS PROJECTS PRIORITY WITH RESPECT TO OTHER PROJECTS SUBMITTED. IF LEFT BLANK, PRIORITY RANKINGS WILL BE ASSIGNED IN ORDER OF PROJECTS RECEIVED.*

**Project Priority Ranking**

**4. Estimated Project Costs**

*AT FUNDING WILL BE BASED ON ELIGIBLE COSTS. PLEASE IDENTIFY ALL OTHER COSTS*

<b>4.1 Eligible Cost Breakdown</b>	<b>Amount</b>
Design/Engineering	\$
Construction	\$
Contingency	\$
Other (Specify)	\$
Other (Specify)	\$
<b>Total Eligible Costs</b>	<b>\$</b>

<b>4.2 Ineligible Cost Breakdown</b>	<b>Amount</b>
Land Acquisition	\$
Legal Fees	\$
Taxes for which the recipient is eligible for a rebate	\$
applicant will be asked to include Business #/HST # if applicable	
Other (Specify)	\$
Other (Specify)	\$
<b>Total Ineligible Costs</b>	<b>\$</b>

<b>4.3 TOTAL COSTS</b>	<b>Amount</b>
4.1 ELIGIBLE COSTS	\$
4.2 INELIGIBLE COSTS	\$

<b>TOTAL PROJECT COSTS</b>	\$
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### 5. Proposed Sources of Funding

PROJECTS INVOLVING FUNDING FROM OTHER SOURCES REQUIRE CONFIRMATION THAT THE FUNDING HAS BEEN APPROVED.

<b>Project Funding Sources</b>	<b>Confirmed (Yes/No)</b>	<b>Amount</b>
Provincial Active Transportation Fund		
Applicant's Share		
Other Provincial Source (Specify)		
Other Federal Source (Specify)		
Other (Specify)		
Other (Specify)		
	Total	

### 6. Project Timelines

ESTIMATED PROJECT TIMELINES

<b>Activity</b>	<b>Start Date</b>	<b>Completion Date</b>
Design and Planning		
Project Tendering		
Construction Start/Completion Dates		

**7. Beneficial Impact of Project**

*REFER TO SECTION 5 OF THE GUIDELINES FOR A LIST OF APPLICATION PROJECT OUTCOMES. PLEASE INCLUDE ALL APPLICABLE OUTCOMES*

<b>Outcome Category (Enter Letter)</b>	<b>Project Outcome</b>

## 8. Project Endorsements

PLEASE INDICATE WHETHER YOUR PROJECT HAS ANY ENDORSEMENTS FROM THE MUNICIPALITY, LOCAL COMMUNITY GROUP, ORGANIZATION, ETC. LETTERS OF ENDORSEMENT (IF AVAILABLE) MAY BE ATTACHED TO THE APPLICATION FORM.

Endorsement	Endorsement Group Contact

## 9. Signatures

APPLICATIONS MUST BE ACCOMPANIED BY A SIGNATURE OF THOSE WITH SIGNING AUTHORITY OF THE APPLYING PARTY. MUNICIPAL APPLICANTS MAY BE REQUESTED TO SUBMIT A COUNCIL RESOLUTION.

**I hereby declare that all information contained in and/or attached to this application is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Signing Authority

\_\_\_\_\_  
Date



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