

SMALL COMMUNITIES TRANSPORTATION FUND PROGRAM GUIDELINES

The Small Communities Transportation Fund (SCTF) is an application-based fund to support municipal transit, handi-transit and active transportation infrastructure projects in communities across Manitoba.

Objective:

The purpose of the Small Communities Transportation Fund is to support rural Manitoba communities' investments in transit infrastructure projects, including purchase of handi-transit vehicles, and active transportation infrastructure.

Program Components:

A total of \$1.0M is available over five years (2014/15 – 2018/19). Annual funding of up to \$200,000 will be available in each of the five years.

This fund will provide 50% cost-shared funding up to a maximum of \$50,000 per project per year for active transportation and transit projects, including the purchase of handi-transit vehicles.

Consideration may be given for 50% cost-shared funding of more than \$50,000 for new public transit systems where none currently exist.

Eligible Recipients:

For active transportation projects, Manitoba municipalities with populations less than 50,000 are eligible to apply for funding.

For transit infrastructure projects, Manitoba municipalities with populations less than 40,000 are eligible to apply for funding.

Handi-transit infrastructure projects fall under transit infrastructure. Municipalities applying for funding for handi-transit infrastructure projects must be part of the Province's Mobility Disadvantaged Transportation Program (MDTP) or be applying for participation under the MDTP program.

Municipalities applying for funding for either transit or active transportation projects must be in compliance with the terms of their Gas Tax Agreement, which includes meeting their reporting requirements. Specifically, prior years' audited financial statements and audited annual gas tax expenditure reports must be submitted to Manitoba in order for a municipality to be eligible for SCTF funding.

Eligible Projects / Expenditures:

Transit Infrastructure

Eligible projects would include, but not be limited to:

- Transit Buses: including hybrids, diesel, natural gas and fuel cell buses, light and heavy rail cars, trolleys, ferries;
- Intelligent Transport System (ITS): fare collection, passenger information, maintenance, propulsion and communication technologies, transit priority signaling, passenger and traffic information, and transit operation systems, including technology that enhance safety and security of operations;
- Related Transit Infrastructure: transit stations, park and ride facilities, storage and maintenance facilities and terminals; and
- Handi-transit vehicles.

Active Transportation Infrastructure

Eligible projects would include, but not be limited to:

- Bicycle security (e.g., racks, storage lockers, enclosures);
- Bicycle facilities (e.g., bike lanes, paths, roadway configuration on or off road);
- New sidewalks/pathways for pedestrian use, including curb cut-outs or ramps to enhance accessibility;
- Lighting and signage on sidewalks, trails and bike paths; and
- Active Transportation design / project plans which lead to future active transportation infrastructure development (e.g., pathway design plans; update of a Transportation Plan to include an Active Transportation Plan, etc.)

Eligible expenditures are all direct expenditures necessary for the implementation of an eligible project under the Gas Tax Funding Agreement. Eligible expenditures include the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, and any related debt financing charges specifically identified with that asset.

Application Process:

The application process is designed to be simple and easy for municipalities, minimizing the amount of administration. Applications are to be uploaded to the Manitoba Municipalities Online (MMO) website, under the Municipal Reports Submission section, during the intake period.

www.gov.mb.ca/assessment/subscriber

Application Deadlines:

The application intake period is **January 1st to February 28th**. Funding will be limited to \$200,000 annually.

Payment Procedures / Reporting:

Upon project approval, a contribution letter will be sent to municipalities outlining the terms and conditions of funding. Once signed, 50% of approved grant funding will be paid to communities to support initial costs. Funds provided in advance of actual project expenditures must be held by municipalities in their Gas Tax reserve account.

The balance will be paid upon completion of the project based on supporting documentation of all eligible project costs incurred (i.e. invoices). Municipalities will report annually on funds received and expenditures made on eligible project costs in their annual Gas Tax expenditure report.

Projects approved under an application intake in a given year must be completed and funds dispersed within two fiscal years (i.e. projects approved in the 2016 application intake, must be completed and funds disbursed by March 31, 2018).

Key Evaluation Criteria:

Demonstrated Need for the Project – costs and benefits of the proposed project and how it will address transit and active transportation needs within the community.

Project Costing / Planning Information – sufficient detail to support overall project costs and scope of work required.

Community Support and/or Partnerships – demonstrated support from the community for this project (i.e. letters of support from senior’s groups, schools, business community, etc.).

Identification of other cost-shared funding – access to other funds to undertake the project (municipal contribution, Community Places, Hometown Manitoba, etc.).

Demonstrated Ability to Undertake the Project – evidence the project is able to start and be completed within a reasonable timeframe. Demonstrated expertise to complete project (i.e. from municipal staff, contractors, suppliers, etc.).

Consistency with existing municipal transportation/development plans – evidence the project demonstrates a “fit” with existing or proposed municipal development/transportation plans.

Consistency with Overall Program Objectives - evidence the project will address the overall gas tax program objectives including supporting environmentally sustainable outcomes.

Contact:

For more information contact:

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Winnipeg MB R3C 3N9
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infra@gov.mb.ca

To Apply:

To submit an application, follow the link below to the Manitoba Municipalities Online (MMO) website. Upload your documents in the appropriate report placeholder, in the Municipal Reports Submission section, within the intake period.

www.gov.mb.ca/assessment/subscriber