



ACTIVE TRANSPORTATION FUND

Step-by-Step Guide for Capital Projects

November 2024

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How to Submit an Application to the Active Transportation Fund

Introduction

- Applicants must register for an [Housing, Infrastructure and Communities Canada \(HICC\) Applicant Portal Account](#). Registering for an Applicant Portal Account will provide access to the online application portal, including the capital project application forms, step-by-step guides and applicant support services.
- By accessing the Applicant Portal Account through the HICC Applicant Portal, you will be able to create, save, edit, and submit applications to the Active Transportation Fund (ATF) under the Canada Public Transit Fund (CPTF), as well as view your organization's list of submissions through "My Dashboard".
- Applicants who are unable to apply through the HICC Applicant Portal should reach out to the Active Transportation Team at atf-fta@infcc.gc.ca.
- Applicants that already have an HICC Applicant Account can skip to Step Two.

Step One: Register for an HICC Applicant Account

- Enter the [HICC Applicant Portal](#). The most recent version of the following supported web browsers can be used to access the HICC Applicant Portal:
 - Microsoft Edge
 - Apple Safari
 - Google Chrome
 - Mozilla Firefox
 - Internet Explorer (not recommended)
- Select the **Canada Public Transit Fund**
- Click **Register**
- Confirm you have read the Privacy Notice Statement
- Register the account by:
 - Providing a valid e-mail address
 - Creating a username and password
- Activate the account by logging out after saving and returning to the sign in page



Passwords must be at least 8 characters and must contain characters from at least three of the following four classes: uppercase, lowercase, digit, and non-alphanumeric (special).

Create the organization's profile

Have you previously applied to an HICC program?

For Applicants who have previously applied to an HICC program (or under the former name of Infrastructure Canada), the organization's profile has already been created using information provided in previous applications. You can find the profile by searching the **Existing Organization Name** list under manage profile. Once you find the organization's profile, review the information provided and ensure that it is up-to-date. Edit the organization's profile if necessary. In the event that the organization is not

found, create a **New Organization** profile by selecting “No” to the question “Do you belong to an existing Organization”.

How do I edit my organization’s profile?

You can edit the organization’s profile once you have made an HICC Applicant Portal Account by clicking on **Manage Profile**.

1. Once you enter the **Profile** page, click on **Manage my organizations**. Here, you will be able to locate the organization.
2. Edit as needed and click **Save**.

Are you a New Applicant to an HICC program?

1. If you are a new applicant, create the organization’s profile by clicking **Manage my profile** tab.
2. Select the **Manage Organization** tab and fill in the required fields including, but not limited to:
 - Organization’s full legal name
 - Organization type
 - Organization address
 - Primary point of communication
 - Parent organization information
 - Outreach activities
3. Click **Save**.
4. Once you have created the organization’s profile, find the organization from the **Existing Organization Name** list.
5. Sign out by clicking on your name in the top right corner, selecting **Sign out** and sign back into the HICC Applicant Account.

Step Two: Managing the HICC Applicant Account

The HICC Applicant Portal is the place to access the organization’s dashboard, application forms, and online resources. While the HICC Applicant Account within the HICC Applicant Portal can be used for applying to the ATF.

Managing Permissions - Account Administrator/Owner

If you are the first person in the organization to register for an HICC Applicant Portal Account, you will automatically be the primary contact for the organization’s account and also be assigned the role of Account Administrator/Owner.

As Account Administrator/Owner, you will be responsible for:

- Reviewing and approving (or declining) requests from other members of your organization to access the HICC Applicant Portal and the ATF Application Form.
- Determining whether an approved team member(s) has “read only” capabilities or “update” (populating an application) capabilities.
- Determining whether an approved team member(s) can Attest to and/or Submit project applications.

- Determining whether an approved team member(s) can be the “delegate”, which permits them to have the same account privileges as you and undertake the above-noted actions on your behalf (as the organization Account Administrator/Owner).

Granting Application Access to Others

In order for other members of the organization to access the HICC Applicant Portal and work on the ATF Application Form, they must be granted permission through the **Profile** page. It is only after there is an HICC Applicant Portal Account for the organization that other members of the team can proceed to make their own HICC Applicant Portal Accounts and start an application.

First, have the team members create their own HICC Applicant Portal Accounts. When asked to identify the **Lead Applicant Organization**, ensure that they “link” themselves to the organization by selecting it from the **Existing Organization List**. It is only through this process that they will be linked to the organization and be able to access the organization’s ATF Application. Once the team members have created their accounts, you will receive an e-mail notification titled: “Your action required”.

Next, go to the **Profile** page. Click on **Manage Permissions**. Here, you will see a list of individuals who are requesting access to the HICC Applicant Portal and ATF Application Form.

1. Click the drop down menu located next to their name and account information.
2. Click **Edit**.
3. Answer the questions as prompted:
 - Enable portal access
 - Portal contact role
 - Update
 - Enable updating of application contents
 - No ability to modify the organization’s contact and account information
 - No ability to attest and/or submit the Application Form
 - Read
 - Read-only mode
 - Status
 - Can Attest
 - Can Submit
 - Is Delegate

Once you have assigned roles to the team members and saved this information, they will be able to see the ATF Application Form in their own accounts under **My Dashboard**. Any changes that are made and saved to the Application Form by the team will be visible to all accounts linked to the Application Form.

My Dashboard

The dashboard will list the ongoing and completed application forms at HICC. Use the dashboard to navigate to the application form(s) and keep track of the progress and status of the application(s). You do not need to complete the online application at one time. The application can be saved and edited as many times as necessary before the submission deadline.

Apply for Funding

To apply, there is a link to the application form on the Applicant Portal. There is no limit on the number of applications that can be submitted by an eligible Applicant. Each project can be submitted as its own application.

An application must describe how the project(s) will support the objectives of the ATF and satisfy the ATF's merit criteria.

Help

While using the Applicant Portal, applicants will have access to support services at any stage of the application process. To contact support services, click on “**HICC Support**” in the top right corner of any page within the Applicant Portal. If at any time the account is inaccessible, please email the support team at crmsupport-soutiengrc@infoc.gc.ca.

Applicant Guide

Additional information on the ATF can be found by clicking on "Applicant Guides" in the top right corner of any page within the Applicant Portal. It can also be found on the [ATF website](#).

Step Three: Apply for Funding

After creating and confirming the organization account, to access the ATF Application Forms:

- Click **Apply for Funding**
- Click **Apply** for the Canada Public Transit Fund (CPTF)
- Click **Apply** for the Active Transportation Fund (ATF)
- Select the program stream you are applying for based on the organization type.
- Confirm the “Privacy and Eligibility” Statements
 - Read the Privacy and Third Party Notice Statement and confirm that you have read the statement by selecting “Yes”.
 - Read the Organization Eligibility Self-Assessment and confirm that the Organization meets all of the eligibility requirements for funding under the Active Transportation Fund and that you are duly authorized to submit this application on behalf of the Organization by selecting “Yes”. Refer to the ATF Applicant Guide for details on organization eligibility.

Step Four: Step-by-Step Guide for Capital Projects

Important tips when preparing the application

All Applicants are encouraged to prepare the project application in an external document and then copy and paste answers into the fields within the application.

To edit or delete information that is displayed in table format, click on the  icon and select either edit or delete.

Unless otherwise noted, the maximum character count for questions requiring a narrative answer (text box) is 2,000 characters.

Frequently, click **Save** to save answers. This provides the ability to pause and resume work on the application without losing any information.

Questions marked with a red asterisk (*) are required and will need to be completed to validate and submit the application.

Once all questions in a section have been completed, click **Validate**. In addition to saving the work, this will verify that all of the required information has been submitted and the tab at the top of the page will turn green.

All sections must be validated in order to submit the application to HICC.

Apply for Funding	
Project Title	<p>Using the text box provided, in 300 characters or less, provide a concise but meaningful title and the location of the project (for example, “New Bike Lanes on Street Name in Town Name”).</p> <p>Note that if the project is approved for funding, this project title will be used for public announcements, for the funding agreement, and for public reporting. HICC will be responsible for the translation of the project title in both official languages.</p>
Lead Applicant	<p>The Lead Applicant will be prefilled from the Account Profile within the Applicant Account.</p> <p>Note: If located in Quebec, the project may be subject to the <i>Act Respecting the Ministère du Conseil Exécutif</i> (Act M-30).</p>
Eligible Organization Type	<p>Using the dropdown menu select the organization type:</p> <ul style="list-style-type: none"> • Province • Territory • Municipal, local or regional government • Public sector body • Indigenous governing body • Indigenous development corporation • Not-for-profit mandated to improve Indigenous outcomes/serve Indigenous communities • Registered not-for-profit organization <p>Academic institutions are considered public sector bodies.</p>
Indigenous Group	<p>If you selected either Indigenous governing body, Indigenous development corporation, or not-for-profit</p>

	<p>mandated to improve Indigenous outcomes/serve Indigenous communities as the Eligible Organization Type, you will need to identify the Indigenous Group. Using the dropdown menu select from the following:</p> <ul style="list-style-type: none"> • First Nations • Inuit • Métis • Multiple Indigenous/Other <p>If “Multiple Indigenous/Other” is selected, please specify.</p>
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Applicant Identification	
Lead Applicant	
Legal Name	The legal name will be prefilled from the Account Profile within the Applicant Account.
Lead Applicant Organization Type	The organization type will be prefilled from the Account Profile within the Applicant Account. Click on the “>” to view information prefilled from the Applicant Profile.
Mailing Address	<p>The mailing address will be prefilled using information from the Applicant Account.</p> <p>Updates to the mailing address for the Lead Applicant, can be made on the Profile page (click on the name in the top right corner of the page).</p>
Lead Applicant Contacts	
Primary	<p>Provide the name of this application’s primary contact using the search button (magnifying glass icon). The search will be limited to those users registered under the organization profile.</p> <p>This individual will be the contact that HICC will reach out to with any questions regarding this application. They will also receive the funding approval decision.</p>
Secondary	Provide the name of this application’s secondary contact using the search button. The search will be limited to those users registered under the organization profile.
Applicant Details	
Are you partnering with other organization(s) to deliver the project?	<p>Using the “Yes” or “No” checkboxes, indicate if you are partnering with other organization(s) to deliver the project.</p> <p>If “Yes” is selected, complete the “Partner Organization” section.</p>

	<p>If the organization is a not-for-profit mandated to improve Indigenous outcomes/serve Indigenous communities, to validate and submit the application, you <u>must</u>:</p> <ul style="list-style-type: none"> • Complete the “Partner Organizations” section, identifying the ultimate eligible recipient (another eligible recipient). <p>Please refer to section 3.0 in the Applicant Guide for a list of eligible recipients.</p>
<p>Partner Organizations For each partner, you will need to select “Add” and enter the information below. If there is more than one partner organization, please list each partner and describe their role.</p>	
<p>Legal Name of Partner Organization</p>	<p>Search for and then select the legal name of partner organization. The Organization Type and Mailing Address for the partner will be prefilled.</p> <p>If the partner organization does not already exist within the HICC Applicant Portal, the Applicant may create a new account for the partner organization by selecting “New” from the “Lookup Records” pop up box. After creating the new organization, select it as a partner organization.</p>
<p>Role of the Partner</p>	<p>Using the text box, describe the role of the partner organization on this project.</p>
<p>Project Location In this section, you <u>must</u> provide information about where the project is located. In some cases, this may differ from where the organization’s office is located. Select “Add” and enter the information below.</p>	
<p>Province(s)/Territory(ies) where project is located</p>	<p>Select the Province or Territory where the project is located. A minimum of one must be selected to submit.</p>
<p>City/Municipality where project is located</p>	<p>Select the City or Municipality where the project is located. A minimum of one must be selected to submit.</p> <p>If the location is not listed, contact the support team to have it added to the list at crmsupport-soutiengrc@infc.gc.ca.</p>
<p>Provide a KML file of the project’s asset(s) location(s)</p>	<p>Refer to Annex A for instructions on creating the KML file.</p> <p>Select “Add” and name and attach at least one KML file that identifies the project’s asset(s) location(s). The file should show the project footprint or pathway location. If you upload more than one KML file, ensure the name of each file includes the project name and specific details about the file you are attaching (for example, “KML-New Bike Lanes on Street Name in Town Name”).</p>

	The KML file will be used as part of Canada’s determination regarding the Duty to Consult with Indigenous Peoples and Impact Assessment Act (IAA) requirements.
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Project Details	
Project Identification	
Project Title	The project title will be prefilled based on the submission from the “Apply for Funding” section.
Project Description	<p>Using the text box, in 4,000 characters or less provide:</p> <ul style="list-style-type: none"> • A meaningful description of the work to be completed, including the nature of the project and a description of all major quantifiable components. • A description of the key output(s) the project will generate (e.g. number of km of new/rehabilitated pathways, signage, benches, etc.). • A description of what the project will achieve. Summarize the main project benefit(s), including specific information on socio-economic and environmental benefits, and the communities and any vulnerable populations that will benefit from it.
Asset Type	
<p>Depending on where the project is located, an Environmental Impact Assessment may be required prior to undertaking certain activities. Applicants are responsible for providing information to determine whether or not their project requires an Environmental Impact Assessment under the federal <i>Impact Assessment Act</i>, modern treaties, or northern regimes.</p> <p>HICC also has an obligation to determine whether the project requires consultation with Indigenous Peoples, based on the information provided by the Applicant. It is therefore critical that the correct asset type and activities are identified.</p> <p>Before selecting the asset type for the project, review all asset lists under Levels 1, 2, and 3 to ensure that all activities being undertaken for the project align with the project description.</p> <p>Depending on the asset type and level, you may be asked for additional information to meet the Environmental Assessment and Indigenous Consultation requirements.</p> <p>A complete glossary of the assets can be found in Annex B at the end of this Guide.</p> <p>Using the “Create” button under the appropriate level, select the applicable asset(s) type and work description receiving investments for the project, and specify the count or length (km) as applicable. Each asset in the project will need to be created individually.</p>	

<p>Level 1</p>	<p>Sidewalks (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, or increasing width of existing sidewalk in developed areas <p>Curbing (length)</p> <ul style="list-style-type: none"> • Curb divider replacement • Enhanced curb dividers in developed area • Repair, rehabilitation or replacement of curbing in a developed area • New curb dividers in developed area • Extension of curbing in a developed area (less than 1,000 m²) <p>Bicycle lane (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, or upgrade of bicycle lane • New bicycle lane on existing roadway <p>Active transportation bridges/overpasses/tunnels (length)</p> <ul style="list-style-type: none"> • New bridge/overpass connecting two existing buildings or structures <p>Cross-walk (count)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, replacement, or expansion of existing cross-walk • Replacement cross-walk signage • Replacement cross-walk pavement markings • New cross-walk signage • New cross-walk pavement markings <p>Speed Bumps (count)</p> <ul style="list-style-type: none"> • Replacement, repair, upgrade, or enhancement of existing speed bumps • New speed bumps in developed areas <p>Pavement markings (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, or enhancement of existing pavement markings • New pavement markings in developed areas <p>Signage and trail markers (count)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, or replacement of existing signage • Enhancement of existing signage • New signage in developed areas <p>Bike racks and lockers (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, or enhancement of existing bike rack or locker • New bike rack or locker in developed areas under 1000 m² total footprint <p>Washrooms and changerooms (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, upgrade, or enhancement of existing washroom or changeroom
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	<ul style="list-style-type: none"> • Expansion of existing washroom or changeroom within an existing building • New washroom or changeroom within an existing building <p>Lockers (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, repair, upgrade, or enhancement of existing lockers • Expansion of existing lockers within an existing building • New lockers within an existing building <p>Lights (count)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of existing lights • Enhancement of existing lighting • New lights in developed areas <p>Benches (count)</p> <ul style="list-style-type: none"> • Replacement, repair, rehabilitation, or upgrade of existing benches • New benches in developed areas <p>Greenery, trees and landscaping (count)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, or replacement of existing non-greenery landscaping • Enhancement of existing non-greenery landscaping • Replacement or rehabilitation of existing living roof vegetation • New living roof vegetation • Planting trees on private lands not within 15 m of a water body <p>Fencing and barriers (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of existing barriers • Enhanced raised barriers installed to existing transportation routes (for protection of active commuters) in developed areas • New raised barriers installed to existing transportation routes (for protection of active commuters) in developed areas • Repair, rehabilitation, replacement, or upgrade of existing fencing (not expanding or changing location of existing fencing) <p>Accessibility Features (count)</p> <ul style="list-style-type: none"> • New ramps for accessibility on existing active transportation infrastructure (less than 1000m²) • New hand railings on existing active transportation infrastructure
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	<ul style="list-style-type: none"> • New wheelchair accessibility feature to existing active transportation infrastructure <p>Bike Share Systems (count)</p> <ul style="list-style-type: none"> • New bikes • Replacement, rehabilitation, repair, or enhancement of existing docking stations • New docking stations on developed areas under 1000m² total footprint <p>Other (count)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, or replacement ramps for accessibility, hand railings, wheelchair accessibility to existing transit facilities
Level 2	<p>Sidewalk (length)</p> <ul style="list-style-type: none"> • New sidewalk in a developed area • New sidewalk in an undeveloped area less than 100 m² <p>Curbing (length)</p> <ul style="list-style-type: none"> • Extension of curbing in a developed area (more than 1,000 m²) <p>Bicycle lane (length)</p> <ul style="list-style-type: none"> • Increasing width of bike lane in a developed area • New bicycle lane in a developed area (not on existing roadway) <p>Pedestrian paths (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of an existing pedestrian path in a developed area • Expansion or increasing width of pedestrian path in a developed area • New pedestrian path in a developed area • New pedestrian path in an undeveloped area under 100 m² <p>Neighbourhood community pathways (length)</p> <ul style="list-style-type: none"> • Expansion or increasing width of a neighbourhood community pathway in a developed area • Replacement, rehabilitation, or repair of existing neighbourhood community pathway in developed areas • New neighbourhood community pathway in a developed area • New neighbourhood community pathway in an undeveloped area under 100 m² <p>Multi-use paths (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of existing multi-use paths in developed areas

	<ul style="list-style-type: none"> • Expansion or increasing width of a multi-use path in a developed area • New multi-use paths in a developed area • New multi-use paths in an undeveloped area under 100 m² <p>Bicycle Paths (length)</p> <ul style="list-style-type: none"> • Replacement, rehabilitation, or repair of existing bicycle paths in developed areas • Expansion or increasing width of bicycle paths in a developed area • New bicycle paths in a developed area • New bicycle paths in an undeveloped area under 100 m² <p>Expanding transit connections/pathway(s) (count)</p> <ul style="list-style-type: none"> • Expanding transit connections/pathway(s) in a developed area <p>Active transportation bridges/overpasses/tunnels (length)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, or replacement of existing bridge/overpass with no works in or over water • Repair, rehabilitation, replacement, or upgrade to existing bridge/overpass not over water • Repair, rehabilitation, replacement, or upgrades to an existing pedestrian tunnel • New bridge/overpass over a roadway on developed lands • New pedestrian tunnel in an urban or subdivision area • Repurposing existing bridge/overpass for active transportation <p>Recreational trails (length)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, replacement, or upgrades to existing trails • Minor (i.e. less than 1,000 m²) expansion (i.e. widening and lengthening) of existing trail network • New trail area developed on agricultural lands or previously cleared areas, in an urban area • New trail on developed land in an urban area (not on agricultural lands or previously cleared areas) • New trails in a subdivision area • Repurposing existing rail tracks for trails <p>Cross-walk (count)</p> <ul style="list-style-type: none"> • New activated signaled crossing in a developed area <p>Washrooms and changerooms (count)</p> <ul style="list-style-type: none"> • Expansion of existing washroom or changeroom in a developed area • New washroom or changeroom in a developed area
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	<p>Lockers (count)</p> <ul style="list-style-type: none"> • Expansion of existing lockers in a developed area • New lockers in a developed area <p>Benches (count)</p> <ul style="list-style-type: none"> • New benches in undeveloped areas <p>Greenery, trees and landscaping (count)</p> <ul style="list-style-type: none"> • New non-greenery landscaping • Planting trees on private lands within 15 m of a water body <p>Fencing and barriers (length)</p> <ul style="list-style-type: none"> • New raised barriers on a new transportation route • Expansion to existing fencing • New fencing in a developed area • Repair, rehabilitation, replacement, or upgrades to retaining walls and sound barriers • Expansion of retaining walls and sound barriers in a developed area • New retaining walls and sound barriers in a developed area <p>Other (count)</p> <ul style="list-style-type: none"> • Other rehabilitation and upgrade works to existing active transportation infrastructure not listed
<p>Level 3</p>	<p>Sidewalk (length)</p> <ul style="list-style-type: none"> • New sidewalk in an undeveloped area <p>Curbing (length)</p> <ul style="list-style-type: none"> • Enhanced curb dividers in undeveloped areas • New curb dividers in undeveloped areas • Installation of curbing in an undeveloped area <p>Bicycle lane (length)</p> <ul style="list-style-type: none"> • New bicycle lanes on undeveloped lands <p>Pedestrian paths (length)</p> <ul style="list-style-type: none"> • New pedestrian path in an undeveloped area over 100 m² <p>Neighbourhood community pathways (length)</p> <ul style="list-style-type: none"> • New neighbourhood community pathway in an undeveloped area over 100 m² <p>Multi-use paths (length)</p> <ul style="list-style-type: none"> • New multi-use paths in an undeveloped area over 100 m² <p>Bicycle paths (length)</p> <ul style="list-style-type: none"> • New bicycle paths in an undeveloped area over 100 m² <p>Active transportation bridges/overpasses/tunnels (length)</p> <ul style="list-style-type: none"> • Repair, rehabilitation, replacement, or upgrade to existing bridge/overpass over water • New bridge/overpass over a roadway on undeveloped lands

	<ul style="list-style-type: none"> • New bridge/overpass over water • New pedestrian tunnel in a non-urban or subdivision area <p>Recreational trails (length)</p> <ul style="list-style-type: none"> • Major (i.e. more than 1,000 m²) expansion (widening and lengthening) of existing trail network • New trails on undeveloped lands <p>Cross-walk (count)</p> <ul style="list-style-type: none"> • New activated signaled crossing in an undeveloped area <p>Pavement markings (count)</p> <ul style="list-style-type: none"> • New pavement markings in an undeveloped area <p>Signage and trail markers (count)</p> <ul style="list-style-type: none"> • New signage in undeveloped areas • Other signage works <p>Bike racks and lockers (count)</p> <ul style="list-style-type: none"> • New bike rack or locker in undeveloped and/or developed areas over 1000 m² total footprint <p>Washrooms and changerooms (count)</p> <ul style="list-style-type: none"> • New washrooms or changeroom in an undeveloped area <p>Lockers (count)</p> <ul style="list-style-type: none"> • New lockers in an undeveloped area <p>Lights (count)</p> <ul style="list-style-type: none"> • New lights in undeveloped areas <p>Greenery, trees and landscaping (count)</p> <ul style="list-style-type: none"> • Replacement of existing greenery (i.e. bushes, shrubs) • New greenery (i.e. bushes, shrubs) along existing active transportation route • New greenery (i.e. bushes, shrubs) along new active transportation route • Planting trees on municipal lands • Planting trees on provincial, territorial or federal lands <p>Fencing and barriers (length)</p> <ul style="list-style-type: none"> • New fencing in an undeveloped area • Expansion of retaining walls and sound barriers in an undeveloped area • New retaining walls and sound barriers in an undeveloped area
<p>Project is not described by any of the above</p>	<p>Project is not described by any of the above</p> <ul style="list-style-type: none"> • Using the text box, describe any activities not displayed above (identify the count or length)

Additional Project Information	
Using the “Yes” or “No” checkboxes, provide additional information about the project.	
Is the project consistent and/or in-line with approved local planning documents? For example official plans, transportation plans, or active transportation strategies?	If “Yes” is selected, list all applicable documents.
Have you already or will you be undertaking consultations or similar engagement activities with the public?	<p>If “Yes” is selected, describe:</p> <ul style="list-style-type: none"> • The planned consultation activities, for example, community meetings, surveys, collaborative design processes, etc. As well, include the number of people who will be/were engaged including demographic information (if available) and describe efforts made to meaningfully engage with equity-deserving communities. For activities that have already taken place, describe the results of the consultations. • If applicable, have you already or will you be undertaking consultations or engagement activities with Indigenous Peoples. If yes, describe the planned activities, including results. If not, explain why not. <p>HICC encourages applicants to start a dialogue with Indigenous Peoples potentially impacted by the project as early as possible, ideally during project planning and before applying for funding. This may build positive relationships with Indigenous communities and enhance project design by incorporating input and Indigenous Knowledge. See Annex C for more information on early engagement</p>
Does the project include cycling infrastructure? For example, bike paths, bike lanes, or multi-use paths.	If “Yes” is selected, describe if the asset is high, medium, or low comfort as described in table 1 of the Canadian Bikeway Comfort and Safety (Can-BICS) Classification System.
Is the project responding to identified safety issues?	If “Yes” is selected, describe how the project addresses these concerns. For example, describe how the project will decrease injury or fatality risk for pedestrians or how the project will separate cyclists from motor vehicle traffic.
How will design choices support safety and security for users? For example, will the design limit nearby vehicle speed, or separate active transportation from vehicles?	If “Yes” is selected, identify the safety measures and how the implementation of the project addresses these concerns by making specific reference to the assets previously selected in the application.
Apart from safety measures, how will the project improve the user experience? For example, greenery and	In the text box, describe how the project would improve the user experience.

landscaping to beautify and provide shade, benches to allow for rest and socializing, or use of gradual inclines/declines for ease of use and accessibility.	
Does the project result in increased connections between existing transit elements or important destinations?	<p>If “Yes” is selected, choose from among the options all the relevant connections that apply to the project:</p> <ul style="list-style-type: none"> • Transit stations • Transit stops • Existing active transportation network • Shopping centre or district • Health centres • Residential centres • Other (please list) • Government or community services and facilities • Tourist attractions • Schools and training facilities • Sport and recreational facilities • Town centre • Employment area • Greenspaces and parks <p>If the type of connection(s) is not listed, select “Other” and use the text box to list the type of connection(s).</p>
Will the project design include accessibility features, or will it increase the accessibility of active transportation assets (new or existing)? For example, ramps, hand railings, signalized crossings, etc.	If “Yes” is selected, describe how the project will include accessibility features or how it will increase the accessibility of active transportation assets.
Will the highest published accessibility standard, code, or by-laws in the jurisdiction be met or exceeded?	If “No” is selected, note the project may be deemed ineligible.
Project Schedule	
Forecasted Site Preparation Start Date	Provide, if applicable, the date on which preparation of the site will begin before construction/work can start, including any vegetation clearing.
Forecasted Construction Start Date	<p>Provide the date on which substantial work on the project will begin.</p> <p>This is when the contractor (main contract) begins the construction or work on the project.</p>

<p>Forecasted Construction End Date</p>	<p>Provide the date on which the project will be substantially completed.</p> <p>A project will be considered substantially completed when an engineer or other professional determines that all construction/work objectives have been met, or the date on which the building/asset will be open to the public.</p> <p>Note that all projects receiving funding in this intake must be completed by March 31, 2030.</p>
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<h2>Project Benefits</h2>	
<h3>Economic Benefits</h3> <p>The Active Transportation Fund seeks to expand Canada’s active transportation network and its capacity by encouraging contributions to local economies and by providing cost effective transportation alternatives to motorized vehicles.</p> <p>Using the “Yes” or “No” checkboxes and the text boxes, provide HICC with additional information about the economic benefits of the project.</p>	
<p>What are the economic benefits of this project to the community or region?</p>	<p>In the text box provided, use quantitative and/or qualitative information, where applicable, to describe the economic benefits of this project to the community or region. For example, household transportation saving through vehicle trips avoided or increased foot traffic to businesses.</p>
<p>Will the project support jobs within the community during the construction of this project (i.e. increase jobs in the construction industry and supply chain)?</p>	<p>If “Yes” is selected, describe how the project will support jobs in the community.</p>
<h3>Environmental and Climate Benefits</h3> <p>The Active Transportation Fund is seeking to reduce greenhouse gas emissions and to fund resilient active transportation infrastructure projects.</p> <p>Using the “Yes” or “No” checkboxes and text boxes, provide HICC with additional information about the environmental and climate benefits of the project.</p>	
<p>Is the project site currently, or may be in the future, subject to flooding (coastal, riverine or overland), wildfire, extreme heat, permafrost thaw, or other climate hazards during the asset’s lifespan?</p>	<p>If “Yes” is selected, list all relevant climate hazards AND identify what best available climate data was used to assess the project’s probably for applicable climate hazards</p> <p>A hazard is a physical event or trend that may cause negative consequences such as loss of life, injury, damage or destruction of property, infrastructure, and livelihoods, environmental damage, and more. Two types of climate hazards must be considered when designing climate</p>

	<p>resilient infrastructure; extreme events and slow-onset events.</p> <ul style="list-style-type: none"> • Coastal flooding is a result of coastal surge, or storm surge, coastal flooding happens when extreme winds from hurricanes or storms push water onshore. • Riverine flooding (or fluvial flooding) happens when a river or lake exceeds the capacity of the channel, commonly due to significant rainfall. • Overland flooding (also referred to as inland or pluvial flooding) happens when a large amount of rain falls in short period of time and has nowhere to go due to impermeable surfaces or inefficient stormwater capacity. • Wildfires are unplanned and unwanted natural or human-caused fires that burn in vegetated areas. • Extreme heat refers to summer temperatures that are much hotter and/or more humid than usual. • Permafrost is ground that is frozen for two or more years, and can be composed of rock, gravel, sand, clay, silt, or a mixture of the above. • Permafrost thaw occurs when this frozen layer of soil starts to melt, which turns previously solid ground into a mud slurry that is unable to support the structures and vegetation above it. <p>Note: If the Total Eligible Cost of the project is over \$10M, please attach the Climate Risk Assessment report to the project submission.</p> <p>The Climate Risk Assessment process should adhere to international standards (ISO 14091) and should be based on an ensemble of climate models, using multiple scenarios including the high-emission scenario (RCP 8.5 or SSP5-8.5), and should consider the entire life span of the asset. For HICC recommended Climate Risk Assessment methodologies or questions relating to guidance, please contact the HICC Climate Help Desk by:</p> <ul style="list-style-type: none"> (i) Webform: HICC Helpdesk (canada.ca); (ii) Email: Climate-Infra-Climat@infcc.gc.ca; or (iii) Toll free phone: 1-833-834-0243.
<p>Describe how the project will mitigate the climate impacts and risks identified above. If no climate risk reduction</p>	<p>In the text box provided, please describe.</p> <p>For any questions relating to guidance, valuable resources, and information on sector best practices for incorporating</p>

<p>measures would be implemented, please provide a justification.</p>	<p>low-carbon and climate resilience measures in infrastructure projects contact the HICC Climate Help Desk by:</p> <ul style="list-style-type: none"> (i) Webform: HICC Helpdesk (canada.ca); (ii) Email: Climate-Infra-Climat@infcc.gc.ca; or (iii) Toll free phone: 1-833-834-0243
<p>Will the project incorporate GHG mitigation measures or best practices into the design of the project?</p>	<p>If “Yes” is selected, identify how the project will reduce emissions.</p> <p>There are numerous opportunities to reduce emissions through active transportation investments. In addition to the reductions created through modal shift from private vehicles to active transportation, projects can incorporate GHG mitigation measures in the following areas:</p> <ul style="list-style-type: none"> • Use of low-carbon materials: Reduce construction material emissions by using low-carbon construction materials (such as low embodied carbon concrete) or design decisions to increase efficiency of material use in assets. • On-site construction activities: Use low emitting construction vehicles and on-site equipment, minimize idling, or minimize construction-related heating requirements (for example, concrete). • Operations: Minimize energy consumption (for example, use LED lighting). • Natural Infrastructure: Incorporate design choices that enhance vegetative cover, increase the permeability of surfaces to rain and runoff, or otherwise introduce natural or hybrid infrastructure elements (for example, the use of vegetation to provide targeted shade and increase ground-water infiltration can contribute to the urban canopy, reduce the local heat island effect, and reduce the energy used to manage storm water).
<p>Will the project include the collection of data on active transportation traffic and users?</p>	<p>If “Yes” is selected, describe how and what kind data will be collected.</p> <p>For example, automatic counters for cyclists and/or pedestrians, manual counts for cyclists and/or pedestrians, traffic cameras, intercept surveys, or other sources of data.</p>
<p>Does the project meet the following criteria:</p> <ol style="list-style-type: none"> 1. Has a total eligible cost over \$10 million; 	<p>At application, Applicants will determine whether the project meets the Buy Clean criteria and, if it does, confirm that the low-carbon ready-mix concrete requirements will</p>

<p>2. Is within a municipality with a population over 30,000; and</p> <p>3. Uses over 100 cubic meters (m3) ready-mix concrete</p>	<p>be applied, as appropriate. <u>This will be validated by HICC before the Contribution Agreement is signed.</u></p> <p>The Buy Clean requirements stipulates that the average carbon footprint of all concrete mixes used in the project must be at least 10% lower than the regional average. Applicants will report on embodied carbon from ready-mix concrete:</p> <ul style="list-style-type: none"> • At design completion (i.e., minimum Class B cost estimate) stage, to ensure low-carbon concrete is considered in the project design; and • Upon construction completion (as built) stage, to track the actual carbon footprint of the materials used. <p>If applicable, after project funding approval HICC will provide guidance and templates to facilitate reporting on ready-mix concrete emissions reductions.</p>
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Social Inclusion Benefits

The Active Transportation Fund is seeking to fund active transportation infrastructure that will benefit the general population and will respond to the specific needs of vulnerable, underserved, and higher needs groups within communities.

Using the “Yes” or “No” checkboxes and text boxes, please provide HICC with additional information about the social inclusion benefits of the project.

<p>Will the project provide increased access to active transportation to vulnerable, underserved, higher needs, and/or other populations within the community?</p>	<p>If “Yes” is selected, select which of the following groups will benefit from the project. Select all that apply:</p> <ul style="list-style-type: none"> • Racialized people • Indigenous Peoples • Youth • Persons with disabilities • Seniors • Linguistic minorities • Newcomers to Canada (immigrants, permanent residents, refugees) • Women • Persons experiencing poverty • Persons experiencing homelessness • LGBTQ2+ • Other <p>If “Other” is selected, in the text box provided, please provide a list of other populations not present in this list.</p>
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<p>If you responded “Yes” to the previous question.</p>	<p>In the text box provided, indicate how the project will benefit each of the above selected populations within the community. For example, through the removal of barriers and/or improved access for groups which are more likely to</p>
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	use active transportation out of necessity rather than choice. Where possible, provide quantitative information by group.
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Project Financials	
<p>Project Finances and Supplementary Information</p> <p>Information on federal cost share is found in the Active Transportation Fund - Applicant Guide. Use the table in section 6.1.2 in the Applicant Guide to determine the maximum program contribution that can be requested from HICC’s Active Transportation Fund based on the eligible organization type and the location of the activities.</p> <p>A list of eligible expenditures can be found in section 6.2 of the Applicant Guide.</p> <p>In the boxes provided, please provide the following information regarding project costs and funding, rounded to the nearest dollar. Refer to Annex E for an explanation and illustration of Total vs. Eligible Costs.</p> <p>Please note, with the exception of environmental assessment and Indigenous consultation costs, project expenditures will only be eligible as of project funding approval, as confirmed by Housing, Infrastructure and Communities Canada. Costs incurred prior to project funding approval will be ineligible for reimbursement.</p> <p>HICC will provide an approval letter which includes the date of project funding approval.</p>	
Total Project Cost	The estimated overall cost of the project, including eligible and ineligible costs.
Total Eligible Costs	<p>The sum of all the estimated eligible costs.</p> <p>Eligible costs means those costs of the project budget that are eligible for reimbursement under the ATF. Examples of eligible costs can be found under section 6.2 of the Applicant Guide.</p>
Total Active Transportation Amount Requested	The amount of funding being sought from HICC’s Active Transportation Fund. This amount must be based only on <u>Eligible Costs</u> , not total costs. See the explanation of the maximum federal cost share in section 6.1 of the Applicant Guide to understand the total amount of funding that can be requested from the program, and for an explanation of stacking limits.
Active Transportation %	This section will be automatically calculated based on the estimated program funding you are requesting.
Applicant’s Contribution	The amount of the funding the organization will be contributing to the total costs of the project.
Sum of All Contributions	This field will be automatically generated based on the information already provided.

Contingency	The following table is included to guide in determining the recommended contingency amount to add to the project budget.	
	Class	Contingencies
	Class A: Estimates made after bids for a project have been received, evaluated, verified, and once a contract is ready to be signed.	Budgets for projects at this stage usually include a contingency of 5% to 10%.
	Class B: Estimates made at the “Detailed Design” stage when the project is ready for tendering.	Budgets for projects at this stage usually include a contingency of 11% to 15%.
	Class C: Estimates at the “Preliminary Design” stage and may be referred to as pre-tendering estimated.	Budgets for projects at this stage usually include a contingency of 16% to 20%.
Class D: Estimates at the “Conceptual Design” stage.	Budgets for projects at this stage usually include a contingency of 21% to 30%.	

Other Contributors	
In this section, please provide information about funding towards <u>all project costs</u> other than the amount of funding requested from the Active Transportation Fund and the organization’s contribution. If there is funding from another federal department for eligible expenses related to this project, include this information here.	
For multiple other contributors, use “Create” to provide information specific to each contributor.	
Contributor	Select the name of the organization from the list of available within the HICC Applicant Portal.
Name of Contributor	If you cannot find the organization, enter the legal name of the organization or entity next to the appropriate contributor.
Amount (\$)	Indicate the financial contribution as a share of the Total Project Cost. This refers to the amount of Total Costs that this funding contributor will contribute and that is not part of the federal funding being requested. Round up to the nearest dollar value of the contribution amount to be provided by the organization/entity.
Funding Secured?	Use the dropdown menu to select “Yes” or “No”.

	If “No” is selected, in the text box provided, please indicate how and when any unsecured funding will be secured.
Total Other Contributions	This field will be automatically generated based on the information you provide in the section above. Click “Update Contributors” after you have completed the Other Contributor section.
Are all other sources of funding secured for the total project costs?	Use the “Yes” or “No” checkboxes, please indicate if all other sources of funding are secured for the Total Project Costs. The intention is to confirm that the project has secured funding for the <u>total project costs</u> .
Have you incurred any costs to date on this project?	With the exception of environmental assessment and Indigenous consultation costs, project expenditures will only be eligible as of project funding approval, as confirmed by Housing, Infrastructure and Communities Canada. Costs incurred prior to project funding approval will be ineligible for reimbursement. For any costs incurred to date, provide a short description of the cost, the amount and the date incurred.
<p>Environmental Assessment and Indigenous Consultation Costs</p> <p>If you expect the project to have environmental assessment and/or Indigenous consultation requirements, or plan to engage with Indigenous Peoples, potential related costs must be included in the project budget. These costs may be retroactively eligible subject to HICC approval.</p>	
How much has been spent or forecasted to be spent on environmental assessment related to the project?	Include costs for environmental assessments, monitoring, and follow-up activities as required by the IAA, modern treaties or northern regulatory regimes. For projects on federal lands, plan for a potential environmental effects determination (Section 82 of the IAA). These costs may be retroactively eligible subject to HICC approval. Include forecasted costs.
How much has been spent or forecasted to be spent on Indigenous engagement and consultation related to the project?	Costs may include providing ceremonial offerings, organizing meetings, and distributing project information to Indigenous community members. Costs may also cover funding for Indigenous Peoples to participate in activities that involve a review of the project (e.g. costs associated with attending meetings, providing feedback on documents, and conducting separate studies on archaeological, health or socioeconomic interests). The total costs will depend on the number of consultation activities required based on the nature of the project and the number of communities or organizations that need to be consulted. Costs may vary from one region to another.
<p>Federal Share Cash Flows</p>	

<p>Provide the breakdown of the HICC contribution that the organization will be claiming per fiscal year (April 1 to March 31) from HICC.</p>	<p>A minimum of one fiscal year must be completed to submit the application.</p> <p>The Government of Canada’s fiscal year begins April 1 and ends on March 31. Please specify the amount of funding for eligible costs that will be claimed from the Active Transportation Fund for each fiscal year of the project’s implementation. All projects receiving funding must be completed by March 31, 2030.</p> <p>Note: This is not necessarily the year in which costs will be incurred, but rather when they will be submitted for reimbursement to HICC. For example, if expenses for the project are expected to be incurred in March, those expenses should generally not be included in the forecast for the fiscal year ending March 31, but rather in the next fiscal year, starting on April 1, when you would claim the expenses for reimbursement.</p> <p>Using “Create”, please provide numerical figures in the text boxes for the fiscal years in which reimbursement will occur:</p> <ul style="list-style-type: none"> • 2026-2027 • 2027-2028 • 2028-2029 • 2029-2030 <p>This section of the application form details the amount of funding from HICC that the Applicant will claim for a given fiscal year (April 1st to March 31st). Provide a breakdown of the program contribution for each fiscal year of the project. Round up to the nearest dollar.</p> <p>Applicants need to make sure that the total for the fiscal year breakdown is equal to the amount entered in the “Program Contribution” field (on the first row) of the “Funding Contributors” table. If the totals differ from one another, the HICC Funding Portal will not validate this page.</p>
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Non-Competitive Contract

Recipients are expected to ensure that contracts are awarded in a way that is fair, transparent, competitive, and consistent with value-for-money principles, or in a manner otherwise acceptable to Canada. Use of non-competitive procurement (otherwise known as sole-source contracts) may be acceptable in select circumstances; however, funding recipients are encouraged to explore options to award contracts competitively to the extent possible. If you are planning on awarding non-competitive contracts as part of the project, you must confirm eligibility with the Government of Canada. Additional approvals may be required prior to the signature of contracts in order for these costs to be deemed eligible for federal reimbursement. Additional information may be required and approval delays may occur.

Will non-competitive procurement be required for the project?	Select “No” if the organization will be using a competitive procurement process for the project. If “Yes” is selected, use “Create” to provide the following information regarding each non-competitive contract in the text boxes provided. Please include all non-competitive procurement, regardless of municipal or provincial/territorial policies, including contracts where only one person or entity is capable of performing the work and small value contracts.
Name	The legal name of the organization who will receive the contract for work on this project.
Amount of Contract (\$)	The total value of the contract represented as a numerical figure.
Nature of Work	Describe the work to be completed by the company/consultant on the project.
Rationale	Describe why a non-competitive procurement will be required for this project, including why the company/consultant will be used on the project.

Project Readiness	
Please indicate the current status and anticipated approval dates of the project planning and design.	In the text box provided, please describe the current status and anticipated approval dates of the project planning and design. Include if the project planning and design have already been completed or if the project will include planning and design (i.e. design costs are included in this application).
Please indicate the status of permits and approvals required in order for the project to proceed.	In the text box provided, please list and describe the status of any permits and approvals required in order for the project to proceed.
Please indicate whether property or rights of way need to be secured, and, if applicable, when this is expected to be secured.	In the text box provided, please describe.

Risks and Mitigation	
Infrastructure projects can be complex, please describe the risks associated with the project.	Using the text box provided, please describe the risks associated with the project (for example, project readiness, technologies, multiple partners, land acquisition, skilled labour shortages, extreme weather, etc.) as well as corresponding mitigation measures.

<p>Describe the organization’s internal capacity and expertise to manage and execute the project. For example, does the organization have: staff dedicated and trained to manage the funding; policies and procedures regarding internal controls; processes to monitor project progress; financial management system; policies on HR and occupational safety. If applicable, please include any past experience with the Government of Canada and the results of the project.</p>	<p>Using the text box provided, please describe the organization’s internal capacity and expertise to manage the project by responding to the following questions:</p> <ul style="list-style-type: none"> • Does the organization have staff dedicated and trained to manage the requested funding? Applicants should confirm whether the organization has trained employees dedicated to financial management functions to mitigate risks in managing funding received. Training requirements or standards are determined by the applicant but must be aligned to industry best practices. • Does the organization have policies and procedures in place regarding internal controls that are regularly reviewed and updated (for example, segregation of duties, cheque signing controls, authority to make purchases or incur expenses)? • Are processes in place to manage and monitor the progress of project(s) being delivered? Examples of established processes for monitoring progress include but are not limited to: project management and oversight functions, reporting requirements, schedules and templates, tracking requirements or systems, data reporting requirements and regularly scheduled meetings to track progress. If processes are not in place, please describe how the organization intends to manage and monitor the progress of the project(s). • Does the organization have a financial management system in place (for example, bookkeeping, tracking expenses, general ledgers, and monitoring)? A financial management system doesn’t necessarily strictly entail a computer-based program; any process, including paper-based such as the use of a general ledger, is appropriate as long as funds are being accurately tracked. • Does the organization have current written policies and procedures on Human Resources and Occupational Safety in place for delivering projects and services? For instance, do Human Resources activities such as hiring and training follow set procedures? Does the organization have a process in place addressing occupational safety?
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Document Checklist

<p>Document Checklist</p>	<p>Using the Document Checklist, please indicate using the “Yes” or “No” checkbox, if applicable, if the following documents are attached:</p> <ul style="list-style-type: none"> • Project location map in KML format – mandatory for all projects • Project map or plan showing project elements in schematic form – if applicable • Consultation records that involve provinces or territories, and Indigenous communities and affected communities in PDF format – if applicable • Council resolution (for local governments) or Board of Directors letter supporting the project – if applicable • Climate Risk Assessment report – if applicable • Other (please identify and attach document) <p>To save and validate this page, please select “Yes”.</p> <p>If “Yes” is selected for “Other”, add the document(s) on the “Uploaded Documents” page, otherwise select “No”.</p>
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Uploaded Documents

<p>Additional supporting documents may be attached in this section if appropriate.</p> <p>The Government of Canada reserves the right to request additional documentation to supplement the application.</p>	<p>To upload a file:</p> <ul style="list-style-type: none"> • Select “Add note” • Include a short description of the file in the “Note” text box (e.g. “KML file for New Bikes Lanes in Village”)
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Indigenous Consultation and Environmental Assessment

<p>Please refer to Annex D</p>	<p>Please note that the sub-sections required within the Duty to Consult with Indigenous Peoples and <i>Impact Assessment Act</i> Requirements sections will vary depending on which assets have been identified in the Asset Type section above:</p> <ul style="list-style-type: none"> • If you indicate that the project <i>only</i> includes Level 1 Asset Types, then the Detailed Environmental Assessment (EA) Project Description, EA Checklist,
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	<p>and EA Questionnaire sections are skipped. Those sections on the application will not be available to you as an applicant; however, in order to submit the application, you will need to save and validate this page.</p> <ul style="list-style-type: none"> • If you indicate that the project includes Level 2 assets but <i>no</i> Level 3 activities, you will be required to complete the Detailed EA Project Description and the EA Checklist sections. <ul style="list-style-type: none"> ○ If <i>any</i> responses in the EA Checklist sections are answered “Yes” or “Unknown”, you will be directed to the EA Questionnaire section. Otherwise, if <i>all</i> questions of the EA Checklist are answered “No”, the EA Questionnaire section is skipped. • If you include <i>any</i> Level 3 assets, you will be required to complete the Detailed EA Project Description and the EA Questionnaire section. • If the project includes assets under “Project is not described by any of the above”, <u>all 3 sections</u> will be required.
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<h2 style="margin: 0;">Attestation</h2>	
<p>Validation Status</p>	<p>Each section of application requires validation before submission to HICC. Once validated, the following sections will turn green:</p> <ul style="list-style-type: none"> • Applicant Identification • Project Details • Project Financials • Environmental Assessment and Indigenous Consultation <p>If there a section that remains red, please go back to that section and confirm all required information is present and select “Validate”.</p> <p>If the project only involves Level 1 Asset Types, you will not be required to complete the questions in the Environmental Assessment and Indigenous Consultation section; however, you will need to validate the page to submit the application.</p>
<p>Please confirm that you hereby attest that the information provided in this submission has been reviewed and</p>	<p>Read the “Privacy and Third Party Notice Statement” and select “Yes” to confirm you have read the statement.</p>

<p>declare that it is accurate and based on reliable data and the best available science, that it complies with the general guidance provided in the Active Transportation Fund Applicant Guide, and that the project will comply with all applicable legislation.</p>	<p>Select "Next" to proceed with the attestation.</p> <p>In the text boxes provided, please include:</p> <ul style="list-style-type: none">• Your Name• Your Position within the Organization• Name of Organization <p>Using the checkbox, please select "I confirm" followed by "Attest" to complete the attestation.</p> <p>If you wish to modify the application before submitting, select "Cancel attestation".</p> <p>Select "Submit" to send the application to HICC. At this point you will no longer be able to make modifications to the application.</p>
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ANNEX A: How to Create a KML File

You can use Google Earth to create a Keyhole Markup Language (KML) file to visualize and share geographic information about your project. Create your KML using either [Google Earth Web](#) (requires a Google account), or [Google Earth Pro for desktop](#) (requires download and installation). Both sets of instructions are included below.

REVIEW THESE KEY POINTS BEFORE BEGINNING

- The KML should provide an accurate and detailed representation of the project’s location, size, components and works; placemarks and/or pins alone are insufficient.
- Use multiple line and/or polygon features for different project components. To differentiate components, title each feature with a descriptive name.
- If the project includes multiple phases, identify each phase in the feature’s title. If HICC is only funding specific phases of the project, note that information in the feature’s description.
- For most projects, all features should be submitted in a single KML file.

Geospatial Feature	Examples of Project Components	
Line	<ul style="list-style-type: none">• Roads• Sewer lines• Trails	<ul style="list-style-type: none">• Railways• Pipelines• Transmission lines
Polygon	<ul style="list-style-type: none">• Building footprints• Vegetation cuts	<ul style="list-style-type: none">• Sewer/wastewater lagoons• Culverts/bridges

INSTRUCTIONS FOR GOOGLE EARTH WEB:

Step 1: Create a new project

Click ‘Launch Earth’. Click ‘+ New’. Choose whether to save as a Drive project (to Google drive) or as a Local KML file (stored on the browser or device). Click ‘Create’. In the left-hand panel, hover over file name, click the three dots, select rename and enter a title for your project. Avoid using special characters like \ / () { } [] : * ? " < > | # % \$ & !

Step 2: Navigate to the desired location

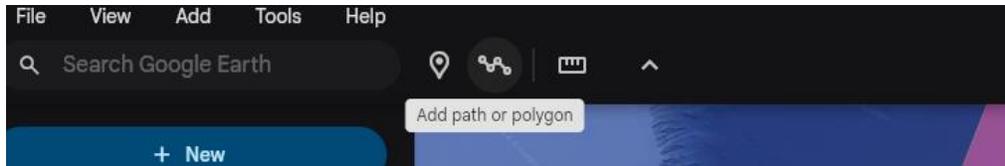
Navigate to the desired location on the map by typing an address in the search bar (top-left corner) and/or by dragging the map to the correct location. Zoom in and out using the minus and plus signs in the bottom-right corner.

Step 3: Create a KML to display project components

Add a Placemark: To optionally mark the project’s central location, click the ‘Add placemark’ icon  or ‘Add’ > ‘Placemark’ in the menu. A placemark will appear on the map, and you can move it to the

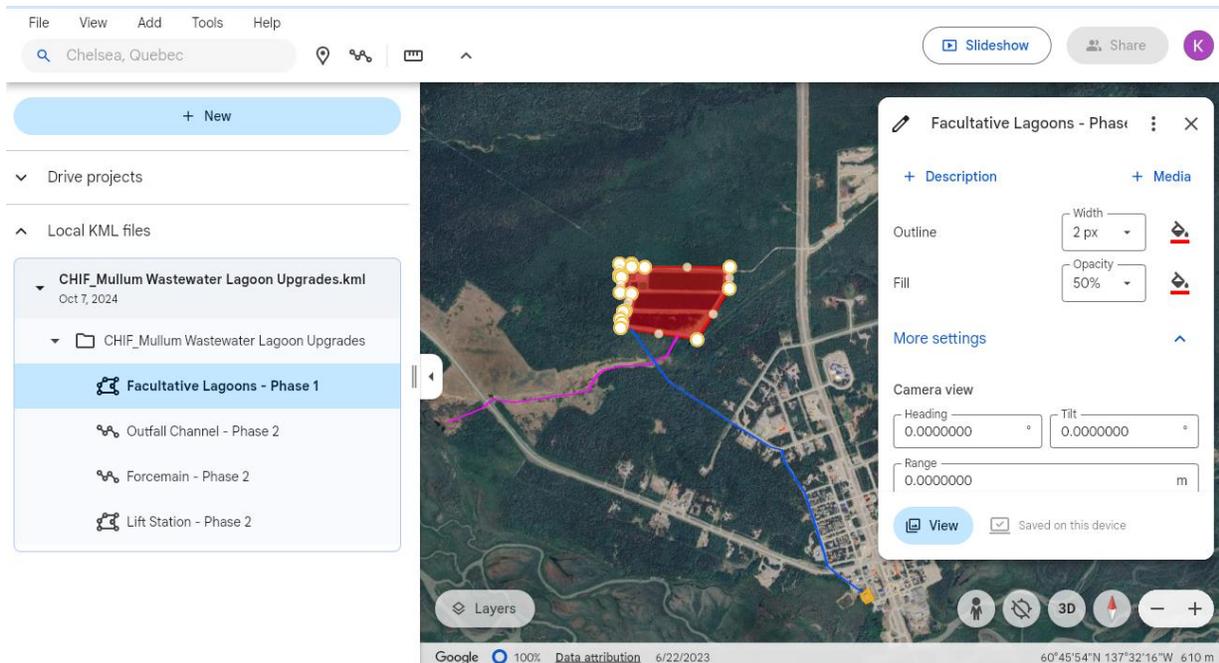
desired location or specify coordinates. In the right-hand panel, enter a title for the placemark and optional description.

Draw Lines (Paths) or Polygons: To draw a line or polygon, click 'Add path or polygon'  icon or 'Add' > 'Path or polygon' in the menu. Select a starting point and click on the map to add points that will delineate the path or polygon. For lines, click 'Done'. For both lines and polygons, click 'Save to project'. In the right-hand panel, enter the title of the component and an optional description. Click the paint bucket icon to adjust the colour.



Step 4: Adjust the features

Click on any placemark, line, or polygon in the left-hand panel to adjust the feature. A right-hand panel will appear. Click 'Edit'. You can edit the title, description, and colour. You can also adjust the points on the map that make up the feature. Below is an example project:



Step 5: Save your KML file

To export your project as a KML file, click on the three dots next to your project title in the left-hand panel, then choose 'Export as KML file'. The KML file will appear in your Downloads folder. It can be shared or uploaded to other mapping platforms.

INSTRUCTIONS FOR GOOGLE EARTH DESKTOP:

Step 1: Create a project folder

Right-click on 'My Places' or 'Temporary Places' > 'Add' > 'Folder'. Name the folder using the project title and click 'OK'.

Step 2: Navigate to the desired location

Navigate to the desired location on the map by typing an address in the search bar or by clicking and dragging in the map viewer. Click 'View' > 'Reset' > 'Tilt and Compass'. Zoom in and out using the minus and plus signs in the top-right corner.

Step 3: Create a KML to display project components

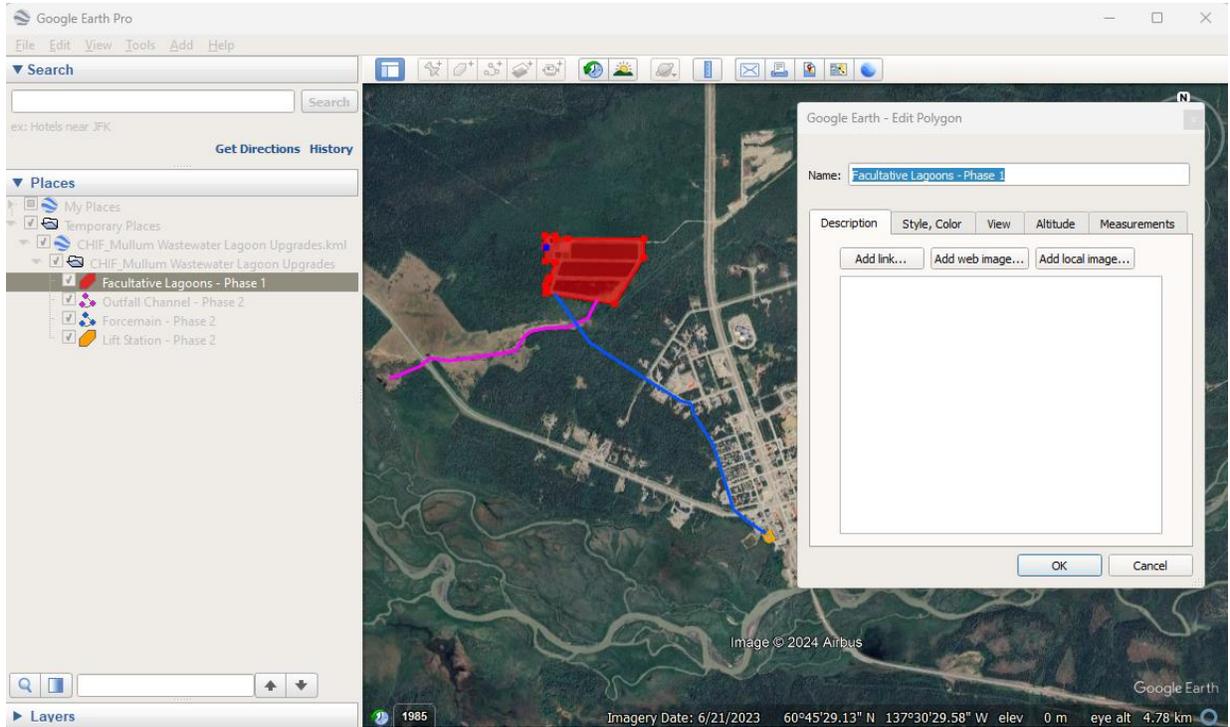
Add a Placemark (Point): To optionally mark the project's central location, click 'Add Placemark' in the toolbar or 'Add' > 'Placemark' in the menu. Enter a name for the placemark and adjust its location on the map by dragging the yellow pin or by specifying known latitude and longitude coordinates. In the 'Properties' panel, enter a title for the placemark and optional description. Adjust the style and colour.

Draw Lines (Paths) or Polygons: To draw project components, use the 'Add Path' and/or 'Add Polygon' buttons or 'Add' > 'Path or polygon' in the menu. Click on the map to create points. You can click and drag any point to adjust its location, click on the map to add a new point, or select a point and press the 'Delete' key to remove it. In the 'Properties' panel, enter a title for the project component and optional description. Adjust the style and colour. Click 'OK' when finished.



Step 4: Adjust the features

Right-click on any placemark, path, or polygon to open the 'Properties' window. You can edit the label, description and colour, and check measurements. You can also adjust the points on the map that make up the feature. Below is an example project:



Step 5: Save your KML file

Right-click the project folder, then 'Save Place As'. Name your file. Avoid using special characters like \ / () { } [] : * ? " < > | # % \$ & ! Select the KML format and save to your computer. Your KML file can be shared or uploaded to other mapping platforms.

ANNEX B: Glossary of Assets

Asset Definitions	
Accessibility Features (<i>fonction d'accessibilité</i>)	An accessibility feature on existing active transportation infrastructure (such as light signalization and flashing beacons, tactile indicators, ramps, and handrails).
Active transportation bridge/overpass/tunnel (<i>pont/pont d'étagement/tunnel pour le transport actif</i>)	A bridge, overpass, or tunnel dedicated exclusively to active transportation (e.g. pedestrian tunnel, multi-use bridge).
Bench (<i>banc</i>)	Furnishing designed for seating.
Bicycle lane (<i>bande cyclable</i>)	A corridor, either separated or unseparated, expressly reserved for bicycles, existing on a street or roadway in addition to any lanes for use by motorized vehicles.
Bicycle path (<i>piste cyclable</i>)	A path, not alongside roadways, designed exclusively for bicycle use.
Bike racks and lockers (<i>supports et cases à vélo</i>)	Racks and locked storage facilities for parking bicycles.
Bike Share Systems (<i>systèmes de vélos en libre-service</i>)	A micromobility system by which users are able to rent bikes for short periods as a way to extend the transit network.
Cross-walk (<i>passage pour piétons</i>)	A place marked where pedestrians, bicycles, and other active transportation users may cross a road.
Curbing (<i>bordure de trottoir</i>)	A border, usually upstanding, of stone, concrete or other material at the edge of pavement.
Expanding transit connections/pathway(s) (<i>élargissement des points de correspondance/des sentiers</i>)	Paths specifically connecting to public transit (i.e. stops, stations, or facilities). Note that this is distinct from other paths and pathways, and should be counted separately.
Fencing and barriers (<i>clôtures et barrières</i>)	Fencing and barriers, including retaining walls and sound barriers.
Greenery, trees, and landscaping (<i>verdure, arbres et aménagement paysager</i>)	Trees, bushes, and shrubbery, as well as other landscaping improvements.
Lights (<i>éclairage</i>)	Safety lighting for visibility or signal lights for traffic control.
Lockers (<i>casiers</i>)	Personal storage lockers, either standalone or within an existing or new facility.
Multi-use paths (<i>sentiers polyvalents</i>)	Paths designed exclusively for mixed-use active transportation (walking, biking, rollerblading, etc.).
Neighbourhood community pathways (<i>sentiers communautaires de quartier</i>)	Paths and/or pathways designed exclusively for pedestrian use, with the goal of increasing mobility and connections within a community.
Other (<i>autre</i>)	Various improvements, to existing transit facilities not listed under an established category including rehabilitation, upgrade works to existing active transportation infrastructure and accessibility components..

Pavement markings (<i>marquages de chaussée</i>)	Markings on the pavement served to regulate, guide, or channelize traffic, and to supplement regulations or warnings of other traffic control measures.
Pedestrian paths (<i>allées piétonnières</i>)	Paths, not alongside roadways, designed exclusively for pedestrian use.
Recreational trails (<i>sentiers récréatifs</i>)	Trails designed specifically for recreational purposes (hiking, cycling, etc.).
Sidewalk (<i>trottoir</i>)	A portion reserved exclusively for pedestrians adjacent to a roadway.
Signage and trail markers (<i>signalisation et balises de sentiers</i>)	Includes traffic signage and other indicative signage, including trail markers and electronic signage.
Speed bumps (<i>dos d'âne</i>)	A raised area of a roadway designed to limit the speed of motorized vehicles for the benefit of active transportation users.
Washrooms and changerooms (<i>toilettes et vestiaires</i>)	A designated room or building dedicated to washrooms or changerooms.
Project is not described by any of the above	If an activity under the proposed project is not described by any of the above, please specify the activities under this category.

Activity Definitions	
Enhancement (<i>amélioration</i>)	Increasing the capacity of an existing asset.
Expansion (<i>expansion</i>)	Increasing the footprint of an existing asset.
Extension (<i>rallongement</i>)	For linear assets, increasing the length of the existing asset(s).
Increasing width (<i>augmentation de la largeur</i>)	For linear assets, increasing the width of existing the asset(s).
New (<i>nouveau</i>)	New construction where no such asset was present prior.
Rehabilitation (<i>remise en état</i>)	The restoration of an existing asset to good working condition.
Repair (<i>réparation</i>)	The restoration of an existing asset to good working condition.
Replacement (<i>remplacement</i>)	Where a currently existing asset is being replaced with an asset of the same type.
Repurposing (<i>réhabilitation</i>)	Taking an existing asset designed for one purpose and converting it for another use.
Upgrade (<i>mise à niveau</i>)	Increasing the quality of an existing asset.

ANNEX C: Project Activities List and Guidance for Consultation with Indigenous Peoples

Many asset classes eligible through ATF have high potential for impacts to the environment and could potentially adversely impact Aboriginal and/or treaty rights. While many potential impacts can be avoided or mitigated with good environmental construction practices, Indigenous peoples and their rights could still be adversely impacted by the project or related activities. Therefore, HICC encourages applicants to start a dialogue with Indigenous peoples potentially impacted by the project as early as possible (ideally during planning). Early engagement provides applicants with an idea of the scope and potential costs of Indigenous consultation activities, which are retroactively eligible expenditures.

1. **Identify if the project could impact Aboriginal and/or treaty rights**

In general, projects not likely to have impacts include:

- Projects without physical works, such as desktop studies, purchase of technology
- Take place entirely within existing buildings or structures
- Take place along existing active transportation routes that have minimal environmental impact

In general, projects that could have impacts include:

- Physical works on previously undeveloped or undisturbed lands
- Physical works taking place in or near a waterbody
- Excavation or vegetation clearing
- Construction/installation of new assets, or the expansion of existing assets, such as buildings or fixed structures, or active transportation infrastructure (for example, bike lanes, paths/trails, footbridges, pedestrian tunnels)

2. **Identify which Indigenous communities to engage**

The Aboriginal and Treaty Rights Information System can provide the location of Indigenous communities in relation to the project area and information on their rights. Enter the project location and select a search buffer to identify communities in proximity to the project area, and those that may be impacted by downstream project effects. See the ATRIS user guide.

3. **Start a dialogue with each potentially impacted Indigenous community**

HICC recommends sending a letter/email to each potentially impacted community, including: a brief introduction to ATF and the project's purpose; detailed project information including maps and project activities; and a request that communities share any concerns related to potential impacts to their rights within a reasonable timeframe (HICC suggests providing at least 30 days). If a community responds with concerns about the project or an interest in learning more, HICC recommends arranging a phone call or meeting with them. If a response is not received within the timeframe suggested in the letter, the applicant should follow up with additional emails or phone calls.

4. **Track communications and concerns**

Document all engagement and consultation activities. Record concerns raised by Indigenous communities, discussion outcomes, planned future activities, and related expenses incurred or anticipated. Supporting documents can be submitted with the application.

ANNEX D: *Impact Assessment Act* Requirements and Duty to Consult with Indigenous Peoples

Environmental Assessment

Depending on where the project is located, an environmental impact assessment may be required prior to undertaking certain activities. Applicants are responsible for providing information to determine whether their project may require an environmental impact assessment under the federal *Impact Assessment Act*, modern treaties or northern regimes. A provincial or territorial environmental assessment may also be required. If you are unsure of the legislative responsibilities, please consult the appropriate provincial or territorial government for environmental assessment requirements and the [Impact Assessment Agency of Canada](#) for the basics of the federal IAA requirements.

The IAA and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Impact Assessment (or Environmental Assessment, EA) is a process to evaluate project impacts and identify measures to mitigate potential adverse effects of a proposed project.

An EA ensures that project impacts are carefully reviewed before a federal department/agency decides to allow the proposed project to proceed.

Detailed information on the IAA and regulations can be found at the Impact Assessment Agency of Canada. Under the IAA, projects may be designated (s.8) or may be subject to requirements if they are on federal lands (s.82). EA requirements must be met for the project to proceed.

Duty to Consult with Indigenous Peoples

HICC has an obligation to determine whether the project requires consultation with Indigenous Peoples based on the information provided by the Applicant. HICC may have a legal duty to consult with, and if applicable accommodate, Indigenous Peoples when it contemplates conduct that might adversely impact Aboriginal and/or Treaty rights. These rights include, but are not limited to, the right to hunt, fish, trap, and harvest. HICC will assess potential impacts of projects on these constitutionally protected rights and ensure that those affected Indigenous communities are notified, consulted, and, where required, accommodated. Costs associated with engagement and consultation are eligible expenditures and applicants should plan to include these costs in their project estimates. There is a limit on cost reimbursements which is based on program specific funding allocations. Refer to section 6.1 in the [Active Transportation Fund Applicant Guide](#) for information on federal cost sharing amounts.

While the duty to consult with Indigenous Peoples is an obligation that rests with the Crown, HICC will expect funding applicants to carry out certain procedural aspects of consultation on a proposed project, where appropriate. These could include, but are not limited to, providing notification letters and organizing consultation sessions with Indigenous communities that will be affected by the proposed project. More information on HICC's duty to consult requirements is available at [Consultation with Indigenous Peoples](#).

Detailed Environmental Assessment Project Description

Please describe the project purpose, components, associated works, undertakings/activities and schedule. When describing the project components and activities (e.g., clearing, demolition of existing works, excavation or drilling, dredging, decommissioning etc.), please provide a description of the environment where this work is taking place. For example, are the works and related undertakings taking place on developed land (e.g., deforested, built-up, or agricultural land), or land that is forested, vegetated or previously undeveloped? It is important to describe any work taking place near water and to indicate who owns and controls the land that will be affected by the project. Clearly indicate the size of the project (e.g. new construction, expansions) and project activities (e.g. area to be cleared) in m².

Please provide detailed information in the text box provided.

This question is asking for a detailed project description. When describing the project purpose include details related to any increases in infrastructure capacity, if the project includes replacement or repairs to existing infrastructure, or if new infrastructure will be developed or increase an existing building footprint. This section can also describe how the project may benefit Indigenous groups or the environment.

Please include a detailed breakdown per component, including the size of project components (in square meters). When describing project activities be as descriptive as possible (e.g., clearing vegetation, scrubbing, grading, demolition of existing works, excavation or drilling, dredging, new construction, retrofitting, repairing or rehabilitating, expansions of buildings or infrastructure foot print, or decommissioning existing structures etc.).

Please provide a description of the environment where this work is taking place. For example, are the works and related undertakings taking place on developed land (e.g., deforested, built-up, or agricultural land), or land that is forested, vegetated, or previously undeveloped? It is important to describe any work taking place in water, over water, near water, or under a water body and the distance of works from any waterbodies. Also, describe the lands where the project is located and indicate who owns and controls the land that will be affected by the project.

Clearly indicate the size of the project (e.g. new construction, expansions include side of building footprint), various project components (e.g. new trails include length in m or km) and project activities (e.g. size of area to be cleared) in m².

Environmental Assessment and Indigenous Consultation Checklist

Is the project located on federal lands (includes Indian Reserve lands)?

Please select "Yes", "No", or "Unknown".

This question is asking if the project or any of its components or project activities are located on federal lands.

	<p>A Federal land (defined in the Impact Assessment Act), includes:</p> <ul style="list-style-type: none"> (a) lands that belong to Canada, that Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories, or Nunavut; (b) the following lands and areas: (i) the internal waters of Canada, in any area of the sea not within a province, (ii) the territorial sea of Canada, in any area of the sea not within a province, (iii) the exclusive economic zone of Canada, and (iv) the continental shelf of Canada; and (c) reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the Indian Act, and all waters on and airspace above those reserves or lands. <p>Examples of federal lands are: Department of National Defense lands, Transport Canada lands, Port Authority lands, Parks Canada lands, Indian Reserve lands, and National Wildlife Areas.</p>
<p>Is the project located in a Migratory Bird Sanctuary, National Wildlife Area or Marine Protected Area?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>This question is asking if the project or any of its components or project activities are located in a Migratory Bird Sanctuary, National Wildlife Area, or Marine Protected Area.</p> <p>All National Wildlife Areas are federal lands. A Migratory Bird Sanctuary, or Marine Protected Area could be a federal land, but this depends on the who owns the lands and may need to be investigated further by federal authorities.</p> <p>Migratory Bird Sanctuary – An area which provides safe refuge for migratory birds in the terrestrial and marine environment, managed by The Canadian Wildlife Service of Environment and Climate Change Canada. They are listed under the Schedule in the Migratory Bird Sanctuary Regulations, which prescribe rules and prohibitions regarding the taking, injuring, destruction or molestation of migratory birds or their nests or eggs in the sanctuaries. Hunting of listed species under the Act is not permitted in any Migratory Bird Sanctuary.</p>

	<p>National Wildlife Area – An area which are created and managed for the purposes of wildlife conservation, research, and interpretation. Environment and Climate Change Canada uses an ecosystem approach to manage and plan for National Wildlife Areas. National Wildlife Areas can only be designated on lands owned by the federal government (i.e. federal land).</p> <p>Marine Protected Area – A part of the ocean that is legally protected and managed to achieve the long-term conservation of nature. Further information about Marine Protected Areas.</p>
<p>Does the project include works in-water (includes streams, rivers, lakes, ponds, wetlands)?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>This questions asks if the project or any associated works will take place within a waterbody. This includes, but is not limited to: shoreline work below the high water mark, installation of underwater cable or piping, blasting shoreline/embankment areas, installation of bridge or dock piers in-water, and the placement of fill in a waterbody.</p> <p>A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout, or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act.</p>
<p>Is the project and works within 15 m of a water body?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project, or any associated project works, will take place within 15m of a water body.</p> <p>A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act.</p>
<p>Is the project and works taking place on undeveloped or undisturbed lands?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project, or any associated project works, will take place on undeveloped or undisturbed lands.</p> <p>An Undeveloped land is land not cleared of vegetation, in a natural state, and not currently used for human purposes. Undeveloped lands include undeveloped shorelines,</p>

	<p>riverbanks or gullies, grasslands, forested areas, and scrub/brush areas.</p> <p>An Undisturbed land is land in its natural state and not currently used for human purposes.</p> <p>A Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, or road right of way (ROW).</p>
<p>Does the project require vegetation clearing? (i.e., removal of vegetation that has not previously been cleared)</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project, or any associated project works, requires vegetation clearing.</p> <p>Vegetation clearing is the intensive removal of undisturbed vegetation including trees, stumps, logs, bush, shrubs, and grasses, including tree root systems, and requires the use of heavy equipment or industrial machinery for clearing and grubbing an area. This does not include removing vegetation in previously developed areas, manicured lawn or turf areas, or grassed ditches.</p> <p>Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, or road right of way (ROW).</p> <p>Vegetation removal includes the removal of lawn or turfed areas or grass from ditches, and is not considered vegetation clearing. Vegetation removal is less intensive than vegetation clearing as it is not occurring in an undisturbed or a undeveloped area.</p>
<p>Does the project involve the placement of temporary or permanent fill in a water body?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project, or any associated project works, involves the placement of temporary or permanent fill in a water body.</p> <p>Fill may include soil, clay, stone, or rock as well as other substances being used for the purpose of structure development or isolation of the worksite.</p> <p>A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the</p>

	annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act .
Does the project require excavation?	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question asks if the project requires any work that involves excavation or digging.</p> <p>Typically excavation requires the use of heavy machinery to move earth and prepare a construction site.</p> <p>If the project requires the use of heavy machinery to excavate select “Yes”. If the project does not require the use of heavy machinery to excavate select “No”. When it is unclear if excavation is required, please select “Unknown”.</p>
Does the project involve the disturbance of known or suspected subsurface contamination?	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>This question is asking if the project requires disturbance of known or suspected subsurface contamination or removal of any contaminated soils or contaminated areas (e.g. removal of old inground storage tanks or removal of old railroad ties).</p> <p>Subsurface Contamination is any addition of undesirable substances to soils and/or groundwater caused by human activities is considered to be contamination (e.g. Landfill leachate, leaking gasoline storage tanks, leaking septic tanks, and accidental spills).</p>
Will the project involve the removal of, or cause damage to, any structure or resource that is of known historical, archaeological, paleontological or architectural significance?	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>This questions is asking if the project will either damage a structure of known historical, archaeological, paleontological, or architectural significance or if the project requires the removal of one of the above (e.g. removal of a historical building, damage an area of known archaeological significance).</p>
Will the project cause a change to migratory birds or nests, as defined in subsection 2(1) of the Migratory Birds Convention Act , 1994?	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>This question is asking whether there is any potential to impact migratory birds and/or their nests. Key questions to consider include whether construction activities will be taking place during migratory birds nesting season and whether nesting birds could be impacted and whether project activities, such as tree cutting or vegetation removal could cause damage to migratory birds and/or their nests?</p>

	<p>The Migratory Bird Convention Act provides a description of a Migratory bird and includes the sperm, eggs, embryos, tissue cultures, and parts of the bird;</p> <p>A Nest means the nest of a migratory bird and includes parts of the nest.</p>
<p>Will the project cause a change to wildlife species, or residences or critical habitats of wildlife species as defined in subsection 2(1) of the Species at Risk Act that are listed in Schedule 1 of that Act?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>The question is asking if the project will result in a change or cause an impact to wildlife species, or the residences or critical habitats of wildlife species listed in the Species at Risk Act. Changes could include alteration, disturbance, or destruction of wildlife species or habitat that could result in impacts to individuals of a species or that could have impacts at the population level.</p> <p>A list of species can be found here using the Species at Risk Public Registry.</p> <p>Wildlife Species as defined in the Species at Risk Act refers to a species, subspecies, variety or geographically or genetically distinct population of animal, plant, or other organism, other than a bacterium or virus, that is wild by nature and (a) is native to Canada; or (b) has extended its range into Canada without human intervention and has been present in Canada for at least 50 years.</p> <p>Residence means a dwelling-place, such as a den, nest, or other similar area or place, that is occupied or habitually occupied by one or more individuals during all or part of their life cycles, including breeding, rearing, staging, wintering, feeding, or hibernating.</p> <p>Critical Habitat means the habitat that is necessary for the survival or recovery of a listed wildlife species and that is identified as the species’ critical habitat in the recovery strategy or in an action plan for the species.</p>
<p>Is the project within 10 km of an Indian Residential School Site?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>If the project is located within 10 km of an Indian Residential School site please select “Yes”. If the project is taking place on an Indian Residential School site or within a residential school building please select “Yes”.</p> <p>Given the recent discoveries of unmarked graves across Canada, HICC is looking to identify, at an early stage, any</p>

	<p>projects that may fit into this category to ensure these projects are identified.</p> <p>A list of Indian Residential School sites in Canada is available at Recognized Indian Residential Schools.</p>
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Environmental Assessment Questionnaire

<p>Is the project located on federal lands?</p>	<p>Please select “Yes” or “No”.</p> <p>If “Yes” is selected, is the project taking place on Indian Reserve Lands?</p> <p>Please select “Yes” or “No”.</p> <p>If “Yes” is selected, provide name of reserve and land code (if applicable).</p> <p>This question is asking if the project or any of its components or project activities are located on federal lands and Indian Reserve lands.</p> <p>A Federal land (defined in the Impact Assessment Act),</p> <ul style="list-style-type: none"> a) lands that belong to Canada, that Canada has the power to dispose of, and all waters on and airspace above those lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut; b) the following lands and areas: (i) the internal waters of Canada, in any area of the sea not within a province, (ii) the territorial sea of Canada, in any area of the sea not within a province, (iii) the exclusive economic zone of Canada, and (iv) the continental shelf of Canada; and c) reserves, surrendered lands and any other lands that are set apart for the use and benefit of a band and that are subject to the <i>Indian Act</i>, and all waters on and airspace above those reserves or lands. <p>Examples of federal lands are: Department of National Defense lands, Transport Canada lands, Port Authority lands, Parks Canada lands, and Indian Reserve lands. All National Wildlife Areas are federal lands. A Migratory Bird Sanctuary, or Marine Protected Area could be a federal lands, but this</p>
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	<p>depends on the who owns the lands and may need to be investigated further by federal authorities.</p> <p>The sub question asks that if the project is taking place on federal lands is the project located on Indian Reserve lands. When a project is taking place on Indian Reserve lands the next sub question asks for the name of the reserve and if there is a land code associated with the reserve.</p>
<p>Indicate if the project will result in any of the following: Rehabilitation/Retrofit, New Construction, Expansion of existing Infrastructure, Expansion of fleet vehicles</p>	<p>Please select all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rehabilitation/Retrofit <input type="checkbox"/> New Construction <input type="checkbox"/> Expansion of existing infrastructure <input type="checkbox"/> Expansion of fleet vehicles <p>Rehabilitation/Retrofits are works done to existing infrastructure.</p> <p>New Construction is the development of new infrastructure (e.g. construction of a new building, new park or new roadway).</p> <p>Expansion of existing infrastructure includes widening an existing roadway, construction of an addition to an existing building that increases the building footprint, or construction of a new level on an existing building (vertical expansion does not increase building footprint).</p> <p>Expansion of fleet vehicles refers to the purchase of additional fleet vehicles.</p>
<p>Does the project involve construction of a new physical asset or the or expansion of an existing physical asset (vehicle storage, expansion/new utilities infrastructure)?</p>	<p>Please select "Yes", "No".</p> <p>If "Yes" is selected, indicate the size of project area in m².</p> <p>The question asks if the project will result in a new physical asset (i.e., new physical infrastructure of any kind) or if there will be an expansion of an existing physical asset.</p> <p>The Keyhole Markup Language (.kml) files that you upload on the Project Details page should show the new build location(s) or area of expansion.</p> <p>Construction of a new physical asset is the development of new infrastructure, which can include the construction of a new building or a new park or new roadway.</p>

	<p>Expansion of existing infrastructure includes widening an existing roadway, construction of an addition to an existing building that increases the building footprint, or construction of a new level on an existing building. If the building is being expanded only vertically (adding another level to an existing building) please indicate the expansion is vertical. Any expansion that results in an increase in the footprint of an existing building is considered an expansion.</p>
<p>Does the project involve vegetation clearing?</p>	<p>Please select “Yes”, “No”.</p> <p>If “Yes” is selected, indicate the size of area to be cleared of vegetation in m².</p> <p>Vegetation clearing is the intensive removal of undisturbed vegetation including trees, stumps, logs, bush, shrubs, and grasses, including tree root systems, and requires the use of heavy equipment or industrial machinery for clearing and grubbing an area. This does not include removing vegetation in previously developed areas, manicured lawn or turf areas, or grassed ditches.</p> <p>Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, or road right of way (ROW).</p> <p>Vegetation removal includes the removal of lawn or turfed areas or grass from ditches, and is not considered vegetation clearing. Vegetation removal is less intensive than vegetation clearing as it is not occurring in an undisturbed or a undeveloped area.</p>
<p>Is the project on developed or disturbed land?</p>	<p>Please select “Yes”, “No”.</p> <p>The question asks if the project, or any associated project works, will take place on undeveloped or undisturbed lands.</p> <p>A Developed land is land that was previously cleared of vegetation and used for human purposes. Developed lands include highly developed urban areas, rural areas that were previously cleared and used for agricultural purposes, brownfields, railways, or road right of way (ROW).</p> <p>An Undeveloped land is land not cleared of vegetation, in a natural state, not currently used for human purposes. Undeveloped lands include undeveloped shorelines,</p>

	<p>riverbanks or gullies, grasslands, forested areas, and scrub/brush areas.</p> <p>A Disturbed land is land that has been altered by humans, and includes physical disturbance of the surface layer.</p> <p>An Undisturbed land is land in its natural state and not currently used for human purposes.</p>
<p>Does the project involve excavation?</p>	<p>Please select “Yes”, “No”.</p> <p>The question asks if the project, or any associated project works, will require excavation or digging.</p> <p>If “Yes” is selected, indicate the size of area to be excavated in m².</p> <p>Typically excavation requires the use of heavy machinery to move earth and prepare a construction site.</p> <p>If the project requires the use of heavy machinery to excavate select “Yes”. If the project does not require the use of heavy machinery to excavate select “No”.</p>
<p>Does the project involve works in water?</p>	<p>Please select “Yes”, “No”.</p> <p>If “Yes” is selected, describe the nature of the works in water.</p> <p>Works in water include: shoreline work below the high water mark, installation of underwater cable or piping, blasting shoreline/embankment areas, installation of bridge or dock piers in-water, and the placement of fill in a waterbody.</p> <p>Water includes the following types of water bodies: a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act.</p> <p>When there are works in water the sub-question asks for a description of the work or activities that will take place in water.</p>
<p>Does the project involve works within 15 m of a water body?</p>	<p>Please select “Yes”, “No”.</p> <p>The question asks if the project, or any associated project works such as vegetation clearing for site preparation, a new</p>

	<p>outbuilding, installation of fencing, or creating a new walking trail will take place within 15m of a water body.</p> <p>A water body can include a lake, a canal, a reservoir, an ocean, a river and its tributaries and a wetland, up to the annual high-water mark, but does not include a sewage or waste treatment lagoon, a mine tailings pond, an artificial irrigation pond, a dugout or a ditch that does not contain fish habitat as defined in subsection 2(1) of the Fisheries Act.</p>
<p>Does the project involve the operation of a motor vehicle on water (water taxi, vessel, ferry, etc.)?</p>	<p>Please select “Yes”, “No”.</p> <p>If “Yes” is selected, attach route that the vehicle will travel (.kml) <u>AND</u> provide details on the vehicle use, schedule, route, and area of travel. Attach the KML file by selecting “Upload Document”. Please name (e.g. “KML file for Motor Vehicle on Water for New Bike Lanes in Village”) and attach the file.</p> <p>The question asks if the project will involve the use or operation of a motorized vehicle (e.g. boat or vessel) on water.</p> <p>The sub-question asks for details to be included on the route and use of the vehicle.</p>
<p>Has the project been assessed by the Impact Assessment Agency of Canada to determine if there is a federal EA requirement?</p>	<p>Please select “Yes”, or “No”.</p> <p>If “Yes” is selected, provide the response from the Impact Assessment Agency of Canada explaining their review.</p> <p>The question asks if the project was submitted to the Impact Assessment Agency of Canada to review for any requirements related to the <i>Impact Assessment Act</i>.</p>
<p>Does the project have any requirements related to the <i>Impact Assessment Act</i>?</p>	<p>Please select “Yes”, “No” or “Maybe”.</p> <p>The Impact Assessment Agency of Canada is responsible for conducting impact assessments under the <i>Impact Assessment Act</i>. The <i>Impact Assessment Act</i> outlines a process for assessing the impacts of major projects and projects carried out on federal lands or outside of Canada.</p> <p>Projects that are listed on the Physical Activities Regulations of the <i>Impact Assessment Act</i> are very likely to have a requirement under the <i>Impact Assessment Act</i>.</p> <p>Projects that are taking place on federal lands (lands belonging to Canada such as Department of Defense land, Transport Canada land, and Indian Reserve land) could have</p>

	<p>a requirement under Section 82 of the <i>Impact Assessment Act</i>.</p>
<p>Is the project described on the Physical Activities Regulations of the <i>Impact Assessment Act</i>?</p>	<p>Please select “Yes”, “No”, or “Maybe”.</p> <p>The question asks if the project is listed on the Physical Activities Regulations of the <i>Impact Assessment Act</i>. Projects that are listed on the Physical Activities Regulations of the <i>Impact Assessment Act</i> are very likely to have a requirement under the <i>Impact Assessment Act</i>.</p> <p>If “Yes” is selected, the sub-question asks if have you provided the Impact Assessment Agency of Canada with a project description as per Section 10(1) of the <i>Impact Assessment Act</i>?</p> <p>Please select “Yes” or “No”.</p> <p>The sub-question asks if a project description was provided to the Impact Assessment Agency of Canada for their review.</p>
<p>Does the project have any requirements related to a modern treaty, Self-Government Agreement, or Northern EA Regime?</p>	<p>Please select “Yes” or “No”.</p> <p>If “Yes” is selected, identify which modern treaty, Self-Government Agreement, or Northern EA Regime from the drop down menu options.</p> <p>Modern treaties negotiated with Indigenous groups (after 1975) may include consultation and participation requirements, ownership of lands, wildlife harvesting rights, financial settlements, participation in land use and management in specific areas, self-government, resource revenue sharing and measures to participate in the Canadian economy, and preparations for when the agreement takes effect (such as implementation planning).</p> <p>Different forms of governance or self-government have been negotiated in Canada. One example is the Nunavut Agreement, a modern treaty where the self-government aspirations of Inuit are expressed through public government.</p> <p>The environmental assessment process in Canada's northern territories is based on a unique co-management approach, rooted in the legal and cultural frameworks of land claims agreements with Indigenous peoples.</p> <p>Additional information on Indigenous rights is available at Crown Indigenous Relations and Northern Affairs Canada. .</p>

<p>Has there been engagement with Indigenous groups about the project?</p>	<p>Please select “Yes”, “No”, or “Unknown”.</p> <p>If “Yes” is selected, list all Indigenous groups that have been notified of the project.</p> <p>Attach any records of consultation, meeting minutes, letters of support, a Band Council Resolution, or consultation transcripts. Attach the documents using “Upload Document”. Please name (e.g. “Record of Consultation for New Bike Lanes in Village”) and attach the file.</p> <p>This question asks if any Indigenous groups including Aboriginal groups, First Nations, Metis, and Inuit were provided with information about the project. Were any groups contacted through email, letter, or phone calls? Were there any meetings held with Indigenous groups to get their feedback and opinions on the project? If yes, please provide all related documentation. Attach any records of consultation, meeting minutes, letters of support, a Band Council Resolution, or consultation transcripts.</p>
<p>Have concerns been raised by Indigenous groups or organizations?</p>	<p>Please select “Yes”, or “No”.</p> <p>This question asks if any Indigenous groups (First Nations, Metis, or Inuit) indicated they had concerns or were opposed to the project or to any of the project components or activities. Provide context to the issues raised.</p>
<p>Does the applicant attest that all concerns have been addressed?</p>	<p>Please select “Yes”, or “No”.</p> <p>If “Yes” is selected, explain how concerns have been addressed (refer to where concerns have been addressed in consultation record).</p> <p>This question asks to confirm that all concerns raised by Indigenous groups were resolved in some way. If all concerns were addressed please answer “Yes”. If there are outstanding concerns please answer “No”. If the applicant is unsure if concerns are addressed please answer “No”.</p>

ANNEX E Total vs. Eligible Costs

TOTAL vs. ELIGIBLE COSTS - Who is paying for what?

Federal Share and *Applicant Share* of funds are important concepts to understand and consider to ensure the success of the project. The maximum *Federal Share* of the costs of the project under the Active Transportation Fund is determined by the total eligible project costs, not by the total project costs. All ineligible costs are part of the *Applicant Share*. These are the Applicant's responsibility and will not be eligible for federal reimbursement.

Please refer to the maximum federal contribution table in section 6.1 of the [Applicant Guide](#) to determine the maximum federal contribution of the project.

Note: Any cost increases or cost overruns will not be covered by HICC. It is therefore important that the project budget includes all project costs such as environmental assessment and/or Indigenous consultations, preliminary design, detailed design, construction costs, and contingency costs.

For example, a municipal project at the conceptual design stage, (Class D as listed in the contingency table in the financial section) could include the following costs:

- \$1M for design contracts costs
- \$3.5M for construction contracts costs
- \$1M for land acquisition for proposed building expansion
- \$1.5M for contingency costs (Class D contingency, recommended as 30% of eligible costs)
- \$50K for consultation costs

In the budget table above the eligible costs are design and construction contracts, consultation, and contingency (\$6.05M). The remaining costs (\$1M) for the land acquisition are ineligible for funding under the ATF.

The total project cost is the sum of the total eligible costs and the ineligible costs (\$6.05M + \$1M = \$7.05M).

If the *Federal Share* is 60% of eligible costs for a municipality in a province then the *Federal Share* would be \$3.63M ($\$6.05\text{M} \times 60\% = \3.63M). The *Applicant Share* is the balance of funds that needs to be secured by the organization ($\$7.05\text{M} - \$3.63\text{M} = \$3.42\text{M}$).

In the application, you will provide detailed information about the total project costs and total eligible project costs and indicate if all other sources of funding are secured for the total project costs.