
Applying to MTO's new Community Transportation Grant Program – Municipal Stream

OCTN Webinar

January 18, 2018 1:30 p.m. – 3:30 p.m. EST

Ministry of Transportation

Key Information

Who Is Eligible to Apply?

- Incorporated Ontario Municipal governments, including lower tier, single tier, or upper tier are eligible to apply for the Municipal Stream of the grant program.

When are Applications Due?

- Applications for the **Municipal Stream** must be submitted through Grants Ontario by **February 28, 2018, 5:00 p.m. EST**
 - Grants Ontario encourages applicants to register on the Transfer Payment Common Registration by February 5, 2018.

When will funding for non-municipal groups be launched?

- MTO will launch a funding stream (“Non-Municipal Stream”) in **summer 2018**, that will be available to Indigenous communities, Indigenous-led organizations and not-for-profit organizations.

Agenda

PART I: PROGRAM OVERVIEW

- Program Highlights and Objectives
- Eligibility
- Overview of Funding
- Application Requirements and Evaluation Criteria
- Application Process and Program Timelines
- Resources and Supports for Applicants
- Q and A Period

PART II: OPPORTUNITIES TO LINK PROJECTS TO INTERCOMMUNITY

BUS SERVICE IN NORTHERN ONTARIO

- Ontario Northland Transportation Commission and existing private carriers
- Inter-facility Patient Transportation, Northeast LHIN Region
- Q and A Period

PART I

PROGRAM OVERVIEW

Program Highlights

- On December 1, 2017, Ontario launched a new Community Transportation Grant Program.
- Up to \$30 million over five years is available through the **Municipal Stream** of the grant program.
- All **Ontario municipalities** are invited to apply by submitting a proposal.
- There are two types of projects that are eligible for funding:
 - A. Local Community Transportation Projects
 - B. Long-distance Scheduled Intercommunity Transportation Projects
- Service must be in place within the first program year. The program ends **March 31, 2023.**

Program Objectives

- To **improve mobility options** for individuals who do not have access to their own transportation.
- To **Build or enhance capacity** to better meet local, regional or intercommunity transportation demand.
- To **Create or contribute to networks of transportation services** that support local transportation hubs and conveniently connects to other communities/regions and transportation services.
- To **Improve service delivery and service efficiency** through collaboration, leveraging existing services, sharing resources, and/or innovation through information technology.

Eligibility

- Incorporated municipalities in Ontario (lower-, upper- or single tier) may apply for the grant.
 - If applicable, a municipality can apply on behalf of their respective District Social Services Administrative Board (DSSAB).
- To be considered for funding, proposed projects must:
 - Meet program objectives;
 - Be implemented within one year of the effective date of the Agreement; and
 - Continue to operate to the end of program period, until March 31, 2023.
- The grant program is flexible and permits a diversity of proposals to meet transportation demands.

Eligibility for Local CT Projects

- “Local” community transportation projects may serve **one municipality or multiple municipalities, counties or regions.**
- Projects are new coordinated transportation service or improvements to an existing service through the integration of IT, resource sharing and coordination etc. (p. 10 of Guidelines)
- Partnerships with community organizations (p. 8 of Guidelines)
 - Mandatory partnership with at least one community organization (health or social agency, registered charity, senior’s organization, school bus operator)
 - Community organization must be incorporated and in operation for at least one year prior to application deadline.
 - At least one community organization must already provide transportation services or have transportation resources or assets.

Eligibility for Intercommunity Projects

- Long-distance scheduled intercommunity transportation projects provide fixed-route, scheduled service that links **multiple communities, regionally or inter-regionally**.
- Partnerships with municipalities and organizations (p. 11 of Guidelines)
 - Partnerships with other municipalities or community organizations are acceptable, but is not a mandatory requirement. If municipal partnerships are formed, only one municipality applies on behalf of other partners.
 - Must obtain support of municipalities that will be served by the proposed service through letters of support.
- Projects must meet **all** of requirements listed on p. 12 of the Guidelines:
 - Fixed route, fixed-schedule service linking multiple communities
 - Available to general public
 - Charges a fare
 - Has regular scheduled stops
 - Does not duplicate an existing service (not the same hours, same route)
 - Uses vehicles for 10 or more passengers
 - Service 5 days/week, 2 return trips/day, where feasible

Funding Parameters

- Municipalities may submit an application for one or both levels of funding. The two levels of maximum funding available are:
 - A. Maximum individual grant of \$500,000 for the five-year period for local community transportation service; and
 - B. Maximum individual grant of \$1.5 million for the five-year period for long-distance scheduled intercommunity service.
- The application process is competitive, and not all proposals will receive funding.
- Municipality may only receive one grant for each level of funding.
 - If municipality is applying to both levels of funding, the ministry may select both projects or only one project.

Funding Parameters

- Funding goes towards eligible costs of planning, implementing and operating a local community and intercommunity bus service to the end of the program period, **March 31, 2023.**
 - Municipalities are not required to contribute own funding to the project to be eligible.
 - Cash contributions from municipalities, organizations or other funding sources will be scored higher (see Evaluation section for details).
 - Funding from other sources can be used, including from municipal applicants, community organizations, donations, or other provincial and federal funding programs.
 - Exception: Funding from the Provincial Dedicated Gas Tax Funds cannot be used to support the community transportation projects proposed in the application.
 - Grant funds cannot be used to replace existing funding. Funding can be incremental to existing funding.
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What level of funding should I apply for?

- If you answer “yes” to the points below, apply for “local” funding.
 - “Our project would tailor services to meet the needs of certain groups, such as seniors, agency clients, persons with disabilities etc.”
 - “Our project would provide flexible service delivery, for example, on-demand, door-to-door service or flexible routes.”
 - “We want to partner with others to improve existing service with IT, a one-call center or by sharing rides and vehicles with other organizations.”

- If you answer “yes” to the points below, apply for “long-distance scheduled intercommunity” funding:
 - “We have an unmet need for regular daily intercommunity service to neighbouring towns, cities, large urban centres/regions, and other transportation services.”
 - “We want to provide scheduled service to the general public.”
 - “Our project would provide a base level of service for the entire program period (i.e., service 5 days/week; 2 return trips/day, scheduled stops, where feasible).”

What level of funding should I apply for?

- If you answer “yes” to all the above points, you may apply to both levels of funding. Key considerations:
 - Demonstrate that each project would benefit from a local transportation service and an long-distance scheduled intercommunity service.
 - Demonstrate that the project will have the capacity, staff resources, and community partnerships to manage a local community transportation project and intercommunity service.

Funding to Successful Grant Recipients

- Municipalities that are selected to receive funding for community transportation projects will be required to enter into a Transfer Payment Agreement (TPA) with MTO.
 - Municipal applicant will be responsible and accountable for grants.
 - Municipal applicants are required to obtain copies of municipal by-law(s) to authorize the execution of a TPA and designate a signing officer.
 - Note: By-law(s) are not required at the grant application stage.
 - Funding is over a five-year program period. Funds will flow annually in five instalments based on MTO receiving satisfactory reports.
 - Municipalities may lead projects and deliver services directly, or assign these responsibilities to a partner organization or service provider.
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Evaluation

- Applications will be evaluated by ministry staff based on a set of four criteria (p. 19-21).

1. Project Proposal – 40%

- Demonstrates understanding of transportation needs and proposes a project that meets those needs
- Local CT – meets program objectives, collaborates with partners, *service to Indigenous communities and other transportation score higher (Question 8)*
- Intercommunity – Description of service meets all intercommunity service requirements, *service to priority areas score higher (Question 13)*

2. Project Implementation – 30%

- Detailed work plan
- Indicates in the work plan the date service will be in place (must be within first program year – one year from TPA effective date). Service date can be earlier.

Evaluation

3. Project Funding – 20%

- Detailed budget of capital and operating costs for all five years of program period.
- Total funding requested is appropriate to size and scope of project
- Estimate a fare that is affordable to the community.
 - For local CT projects, fares may be subsidized or waived to support affordability.
 - For long-distance intercommunity service, fares may be subsidized to be affordable but must cover a portion of operating costs.
- *Cash contributions from municipalities, organizations, other funding sources score higher (Question 19)*

4. Performance Monitoring and Reporting – 10%

- Detailed plan of who and how service will be monitored and reported using performance indicators on p. 25 of the Guidelines.
- Indicates performance targets: how performance will improve annually, i.e., using % improvement.

Evaluation

- There are different evaluation criteria for local projects and long-distance intercommunity transportation projects.
- Municipalities applying for both levels of funding will have their CT Project proposals evaluated separately as two applications.
- The evaluation criteria corresponds to the application form questions.
 - For example, ensure answer to Question 15 satisfies the “Project Implementation” criteria for qualified project lead and team

Project Implementation (Section 3 of the CT Application Form)	30%
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Applications will be evaluated on the following criteria:

- Identifies the project lead and team and demonstrates their organizational capacity and experience to lead and undertake the CT Project.



Section 3. Project Implementation – Complete for both local and long-distance CT Projects

15. Indicate who (or which community organization, if not the applicant) will be leading the implementation of the CT Project. Describe the qualifications of the lead coordinator, and other team members (as applicable): their experience in leading and managing projects and in collaborating with community partners to undertake initiatives (if applicable).

How to Apply

1. Register on the Transfer Payment Common Registration through Grants Ontario
www.grants.gov.on.ca
 - Applicants are encouraged to register by **Feb 5, 2018**.
2. Complete Grants Ontario Application Form (Contact and bank information). →
3. Complete CT Grant Program, Municipal Stream Application Form (project description, budget, and work plan). →
4. Submit all documents through Grants Ontario by **Feb 28, 2018**.

Ontario
Grants Ontario Application Form
Community Transportation Grant Program - Municipal Stream

Grant Case # 2017-10-1-888769444

Instructions	A - Organization Information	B - Organization Address Information
C - Organization Contact Information	E - Grant Payment Information	F - Application Contact information
Z - Declaration / Signing		

Instructions

This section provides information on how to complete and submit your application. Users of this application may also hover their cursor over any heading to learn more about the requirements.

How To Complete The Application

Before filling out the application, read the entire Community Transportation Grant Program - Municipal Stream Application Guidelines and Requirements 2017 (Guide). It may be useful to print a copy of the Guide to refer to while completing the application. The CT Program provides two levels of funding. This form is to be used to apply for either or both levels of funding. Applicants must submit the complete application package online through the Grants Ontario System to be considered for funding.

The complete application package consists of this Grants Ontario Application Form and the attachments listed below. The Grants Ontario

Ontario Ministry of Transportation
Community Transportation Grant Program - Municipal Stream Application

Application Process

- Applications will be accepted after December 1, 2017 and before 5:01 pm (EST) on February 28, 2018.
- Applicants must review the Community Transportation Grant Program - Municipal Stream Application Guidelines and Requirements 2017 (Guide) prior to submitting their applications. The Guide is available through the Grants Ontario portal www.grants.gov.on.ca.
- All applicants will receive a decision regarding their application subject to Government decision making.

Submitting the Application

Applicants must be registered on the [Grants Ontario System](http://www.grants.gov.on.ca) to apply. The CT Program consists of two levels of funding for two types of projects: local and long-distance projects. This application form can be used for both.

The full application package consists of the following:

- Grants Ontario Application Form - basic organization and contact information;
- Community Transportation Grant Program (CT) Form - Municipal Stream - project proposal description and details;
- Project Work Plan;

Application Form

➤ Key Points When Completing the Application Form:

- Use one Form for either or both levels of funding.
- Complete Section 2A for “local” funding. Complete 2B for intercommunity funding.
- Answer all relevant questions.
- Section 2 of the Form is worth 40% - spend time on describing the transportation need(s) and focus on how the proposed project seeks to address the identified need(s).

➤ Question 7(2A) & Question 12(2B) (Transportation Needs)

- Data and research studies are not mandatory to respond to this question.
- Supporting information can be qualitative and quantitative, including results of short surveys; feedback from community meetings; information from health and social agencies, seniors organization, long-term care home; information from transportation taskforce, committees.

Application Form

➤ Question 9 (Local CT Projects funded by the Pilot)

- Applicants who received funding from the Community Transportation Pilot Grant Program may apply for a new grant to continue the same piloted service.
- Opportunity to improve or modify piloted project to better meet transportation challenges and needs of the community.

➤ Question 14 (Long-distance Intercommunity Projects)

- Answer all of Questions 14a to 14i. Ensure that answers meet all the mandatory service requirements for long-distance intercommunity projects on p. 12 of the Guidelines. For example:
 - Vehicle(s) for service carries 10 or more passengers.
 - Proposed project must not duplicate existing service (service that is being offered or was offered during the application period).
 - Projects that propose convenient service, not currently available, to meet transportation need are eligible.

Application Form

➤ Question 16 (Project Work Plan)

- Use the Project Work Plan template.
- Provide major tasks, key steps to plan, implement and operate service, include performance monitoring and project reporting.
- Indicate the timeframe service will be in place – some level of service required within one year, but can be sooner. Phased implementation allowed for larger scopes or other service development (i.e., IT).

➤ Question 18 (Passenger Fares)

- Estimate a passenger fare that is affordable to the community.
- Local CT projects may subsidize or waive fares.
- Long-distance intercommunity must charge a fare, fare can be subsidized to be affordable, but must cover a portion of operating costs.
- Information that supports the affordability of the fare, for example, provide information on typical passenger and their available resources.

Application Form

➤ Question 20 (Performance Measurement)

- Plan for performance monitoring and reporting on performance indicators listed in p. 25 of the Guidelines.
- Separate performance indicators for local CT and long-distance intercommunity.
- Examples of service targets:
 - X% annual increase in number of rides provide or number of boardings
- Service targets are not required for all performance indicators.

Application and Program Timelines

Item	Estimated Timeline
Municipal Stream Application Deadline	February 28, 2018 5:00 p.m. EST
Ministry Evaluation and Selection of Projects	March – April 2018
Notification of Approval of Funding in Principle <ul style="list-style-type: none">Commence Early Planning of Selected Projects	April – May 2018
Transfer Payment Agreement Execution	Spring-Summer 2018
First Instalment of CT Funds	After TPA Execution

Resources and Supports for Applicants

For Program enquiries and Program application form

Office: Municipal Transit Policy Office, Ministry of Transportation

Email: CTPROGRAM@ontario.ca

Tel: 416-585-7362

For Grants Ontario application process and Grants Ontario form

Tel: 1-855-216-3090 | 416-325-6691

Email: GrantsOntarioCS@ontario.ca

Portal: Application Forms and Guidelines can be found through the Grants Ontario Portal www.grants.gov.on.ca

Visit: Ontario Community Transportation Network www.octn.ca

Questions and Answer Period

PART II

OPPORTUNITIES TO LINK PROJECTS TO INTERCOMMUNITY BUS SERVICE IN NORTHERN ONTARIO



Overview

- Ontario is working to improve bus service in Northern Ontario to help people travel to medical and personal appointments, attend school, visit friends and family, and access other essential services.
Examples of upcoming initiatives:
 - Increases to intercommunity bus services provided by the Ontario Northland Transportation Commission (ONTC) and existing private carriers in Northern Ontario.
 - New service for non-urgent patient transportation between major hospitals/ medical facilities in North East Region.
- There are opportunities to potentially link community transportation projects to existing and upcoming service increases in Northern Ontario.