

# **COMMUNITY TRANSPORTATION ASSISTANCE PROGRAM (CTAP)**

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**2018/19 Program Guidelines**

**administered by the Department of Municipal Affairs**

# CTAP PROGRAM GUIDELINES

## Objective

The Community Transportation Assistance Program (CTAP) is intended to assist in the delivery of and provide operating support for cost effective and sustainable community transit services in low population density and un serviced communities in Nova Scotia.

Community transit is defined as a public transportation service, operated by a not-for-profit organization or a municipal unit, that responds to the unmet transportation needs of a community. The service must provide door-to-door (pre-booked) inclusive transportation service for any person in need of service including: persons with disabilities, seniors, youth, students, persons with low income and the general public.

Applications will be considered once the applicant has followed the steps outlined under the Nova Scotia Transit Research Incentive Program <http://www.novascotia.ca/dma/funding/community/ns-transit-research-incentive.asp>

## Program Eligibility

The basis for Program Grants includes the following criteria:

- funding for the Community Transportation Assistance Program (CTAP) is available to municipalities and non-profit community-based organizations (incorporated groups) involved in the delivery of inclusive community transit services in unserved low-population density areas of the Province;
- the grant will only apply to a service in a county or region with a population density at or below 35 persons per square kilometer;
- Service must be pre-booked (24 or 48 hours of notice for bookings) and provide door-to-door service;
- Service must provide accessible service (minimum 1 accessible vehicle in fleet);
- service must be in compliance with the motor carrier vehicle act and regulations;  
<https://nslegislature.ca/sites/default/files/legc/statutes/motor%20carrier.pdf>  
<https://www.novascotia.ca/just/regulations/regs/mcboard.htm>
- Board of Directors and Volunteers must have proof of liability insurance coverage;
- grants are intended to offset operating expenses and are not to be used for capital purchase, leasing or debt service expenses;
- priority will be given to organizations with anticipated growth to a minimum service level of 0.2 rides/capita/annum; and
- a service is not eligible if there is already a service in the area receiving CTAP funding.

## Application, Review, and Response Process

Organizations looking to apply for CTAP must notify the Department of Municipal Affairs (DMA) of their intentions in writing by Nov 1<sup>st</sup> of the previous fiscal year. Applications must be submitted no later than March 1<sup>st</sup>. DMA will conduct reviews and assessments of applications. Applicants will be notified at the earliest possible opportunity when the review is complete. Reviews and awarding of grants cannot be completed until all required information is provided. Grants will be conditional upon the applicants entering into a contractual agreement with the Province containing service performance requirements and reporting

## Cash Flow of CTAP Grant Payments

During each Fiscal year, the grant payment will be paid out based on current departmental policy.

## Funding

The Community Transportation Assistance Program (CTAP) provides financial support to cover a portion of the operating costs of a community-based transit service.

Province will provide grants using a pre-determined formula that currently includes a base grant, and considers the population and linear kilometers of roads in a service area, to eligible organizations subject to funding availability.

The Nova Scotia Transit Research Incentive Program (NS-TRIP) provides funding to conduct feasibility studies, business plans, pre-pilot implementation and pilot projects

<http://www.novascotia.ca/dma/funding/community/ns-transit-research-incentive.asp>

Applicants eligible for CTAP may apply for capital funding under the Accessible Transportation Assistance Program (ATAP), which provides funding for the purchase of accessible vehicles or the modification of an existing vehicle. Information on this program is located at

<http://www.novascotia.ca/dma/funding/community/accessible-transportation-assistance.asp>

## Contact Information

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