



# NOVA SCOTIA TRANSIT RESEARCH INCENTIVE PROGRAM (NS-TRIP) 2017-18 Program Guidelines

## Purpose

To support capacity building initiatives intended to generate new and improved public transit services in rural and unserved urban areas of Nova Scotia.

## Eligible Recipients

- incorporated non-profit organization with public transit mandate;
- municipalities (for unserved areas only);
- public transit services owned by a municipality or a corporate entity on behalf of a municipality;
- incorporated associations representing public transit service operators in Nova Scotia;
- Union of Nova Scotia Municipalities (UNSM).

## Ineligible Recipients

- privately owned public transit services

## Eligible Project Categories

- 1.) Community Transit Service (door-to-door or fixed flex route)
  - The following table outlines the mandatory requirements in order for organizations to be eligible for funding.
  - One time funding is available for each of the following phases (to be completed in order unless otherwise approved by the Department of Municipal Affairs (DMA)).

### Door-to-Door & Fixed Flex Route Transit Services

Phases (to be completed in order)	Description	Available Funding
<b>Phase One</b> ➤ Feasibility Study/Needs Assessment	Examine the feasibility and potential demand for a new public transit service.	100% of total study cost up to \$15,000
<b>Phase Two</b> ➤ Business Plan Development	Business Plan researches appropriate transit service model, community partnerships, development, timeframes, marketing strategy, financial sustainability, etc. (template provided by DMA).	75% of total project cost up to \$15,000
<b>Phase Three</b> ➤ Pre-Pilot Implementation	Pre-pilot implementation includes Business Plan implementation (i.e., service policy development, staff requirements, vehicle licensing, etc.).	75% of total project cost up to \$25,000
<b>Phase Four</b> ➤ Pilot Project	Implementation of public transit services in the community on a trial basis for a minimum of 6 months.	75% of total project cost up to \$50,000
<b>Phase Five</b> ➤ Service Start-up	Based on successful results of the pilot, this phase includes the development of a long-term sustainable service model (funding available for year 1 of service start-up).	50% of total operating costs net of CTAP funding up to \$25,000

2.) Fixed Route Transit Services (for new service start-ups only)

Phases (to be completed in order)	Description	Available Funding
<b>Phase One</b> > Feasibility Study/Needs Assessment	Examine the feasibility and potential demand for a new public transit service.	100% of total study cost up to \$15,000
<b>Phase Two</b> > Business Plan Development	Business Plan researches appropriate transit service model, community partnerships, development, timeframes, marketing strategy, financial sustainability, etc. (template provided by DMA).	75% of total project cost up to \$15,000
<b>Phase Three</b> > Pre-Pilot Implementation	Pre-pilot implementation includes Business Plan implementation (i.e., service policy development, staff requirements, vehicle licensing, etc.).	75% of total project cost up to \$25,000
<b>Phase Four</b> > Pilot Project	Implementation of public transit services in the community on a trial basis for a minimum of 6 months.	75% of total project cost up to \$50,000

Examples of existing Community Transit Feasibility Studies & Business Plans can be found at: <http://www.novascotia.ca/dma/funding/community/ns-transit-research-incentive.asp>

3.) Research Projects

Transit research conducted by an existing public transit service organization or other eligible recipient. The following is a list of research projects which are eligible to receive 75% of project costs up to \$15,000:

- monitoring and evaluation (i.e., client satisfaction surveys, sustainability analysis);
- building partnerships and strategic alliances (i.e., modal split analysis);
- policy development and implementation to enhance existing services (i.e. life cycle assessment, transit demand management); and
- staff or board members training (i.e., accessibility training, strategic planning, governance studies).

**Eligible Costs**

The Applicant may use internal resources (equipment and personnel) to complete project work. The Applicant must demonstrate that any costs incurred using internal resources are good value for money and are incremental to the Applicant’s operations.

A list of eligible NS-TRIP expenses by project type can be found at: <http://www.novascotia.ca/dma/funding/community/ns-transit-research-incentive.asp>

**Ineligible Costs**

The following costs are ineligible:

- Vehicle acquisition is not eligible under this program. The Accessible Transportation Assistance Program (ATAP) provides funding for vehicles used in door to door transit

services. The ATAP criteria and application can be found at

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

- In kind services for existing services only

### **Other Requirements**

- The Final Report is due to DMA on or before Feb 15, 2018.
- NS-TRIP funding recipients for 2016-17 must have submitted a final project report to the DMA to be considered for 2017-18 funding.
- Expenditures for projects incurred prior to April 1<sup>st</sup>, 2017 will not be eligible for funding under this program. However, if the applicant chooses to incur the expenditure during the 2017-18 fiscal year but prior to approval, they assume 100% of the financial risk of the project if the application is not approved under NS-TRIP.
- Use of NS-TRIP funding must meet the intent of Provincial Procurement Policy. For more information please refer to [www.gov.ns.ca/tenders/](http://www.gov.ns.ca/tenders/)

### **Funding Disbursement**

Applicants can receive funding for one Research project per year or one or more Transit Service phases as approved by DMA. The contribution shall be paid as follows:

- The applicant will receive 50% of the funds upon acceptance of a contribution agreement.
- The remaining 50% will be paid upon DMA receiving the final progress report and Financial Log (i.e. proof of expenses incurred including copies of cancelled cheques).

\* Please note: all project expenses must be incurred by March 31, 2018.

### **Application Review**

Applications will be evaluated based on the following criteria: new viable service start-ups in areas not currently serviced or enhancement of existing services; accessibility; inclusivity; and financial sustainability. Please note: The review process may take up to 6-8 weeks for completion. All applicants will be notified of the outcome of the review.

**The NS-TRIP funding is pending 2017-18 budget approval.**

### **Online Application Submission**

Please refer to NS-TRIP website <http://www.novascotia.ca/dma/funding/community/ns-transit-research-incentive.asp> for online submission process and application deadline. Handwritten submissions will not be accepted.

## **Definitions**

### Fixed Flexed Route Service:

- A hub(s) have been identified and this hub(s) is serviced by a daily fixed route service (min 5 days/week)
- There are a minimum of 2 routes into the hub that being serviced.
- These routes into the hub must be serviced a minimum twice a week
- Routes bringing passengers into the hub must be a minimum of 20 Km's long
- The service must be willing to deviate 5 Km's off the main route in order to pick up pre-booked passengers who are not able to get to the main route.

### Door-to-Door (Community Transit Service):

- Under this service model, clients would call a central phone number or dispatch in advance (usually 24 hours or more) to pre-book transit service for a particular date and time. This is a demand response type service which essentially operates according to the demand for the service with no fixed route.
- Vehicles (i.e. accessible or non-accessible van, mini-bus or car) would be available to pick up or drop off users as the demand warrants and if there are no requests, the vehicle does not operate.
- This model is ideal for low density, low population rural areas and is typically operated through non-profit organizations.

For more information on door-to-door community transit services please refer to following website: <http://ruralrides.ca/>

For more information on NS-TRIP please contact:

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