

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

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## **Program Guidelines and Application**

**The Community Transportation Assistance Program (CTAP)  
is administered through the Department of Municipal Affairs**

# PROGRAM GUIDELINES

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## INTRODUCTION

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### 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-based inclusive transit services in low population density communities in Nova Scotia.

Community-based inclusive transit is defined as a transit service, operated by a Not for Profit Organization or a municipal unit, that responds to the unmet transit needs of a community. Priority will be given to inclusive transit organizations whose primary service is a door-to-door transit option for persons who have a transportation disadvantage (persons with disabilities, seniors and the disadvantaged).

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>

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## GUIDELINES

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### 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 transit services in 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 in compliance with the motor carrier vehicle <http://nslegislature.ca/legc/statutes/motor%20carrier.pdf> and and regulations <http://www.gov.ns.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 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*
- *a service is not eligible if there is already a service in the area receiving CTAP funding*
- *notwithstanding licensing and capacity limitations, priority will be given to services with accessible and inclusive transit services, as demonstrated in the application and business plan*

## **Application, Review, and Response Process**

The Department of Municipal Affairs 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 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>

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### ***CTAP Contact:***

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### **Resources to start a CTAP Service:**

NS Utility and Review Board – Natalie Aisthorpe, email: [Natalie.Aisthorpe@novascotia.ca](mailto:Natalie.Aisthorpe@novascotia.ca)

Rural Transit Association (RTA)- [www.ruralrides.ca](http://www.ruralrides.ca)