

STIP

# Strategic Transportation Infrastructure Program Guidelines



Community Airport Program   Local Road Bridge Program   Resource Road Program   Local Municipal Initiatives

Updated: October 2016



Superseded



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Superseded



## INTRODUCTION

The Strategic Transportation Infrastructure Program (STIP) provides financial assistance to rural and smaller urban municipalities for developing and maintaining key transportation infrastructure. STIP supports municipalities as they complete projects that improve accessibility and the movement of goods to market, increase opportunities for economic growth and enhance safety and efficiency while extending the life of key transportation infrastructure.

### STIP Components

There are four components within STIP:

1. **Local Road Bridge Program (LRB)**
2. **Resource Road Program (RRP)**
3. **Community Airport Program (CAP)**
4. **Local Municipal Initiative (LMI)**

### Funding Process

Funding for STIP is provided to municipalities on a cost-share basis. The amount provided by the government varies depending on the program. Annual funding amounts for STIP are determined during the budget deliberation process every year.

In order to be eligible for funding, municipalities must apply to Alberta Transportation for specific projects that are aligned with the particular program's criteria.

Applications are reviewed on a competitive basis province-wide. Projects that best align with the criteria laid out for each of STIP's components are prioritized and recommended for Ministerial approval. Additional weighting will be given to projects that leverage alternative funding sources (i.e. federal or private industry contribution).

Upon Ministerial approval, a project-specific funding agreement must be executed that summarizes the responsibilities of the municipality and the department.

Grant payments for approved projects will be incremental and are generally made on progress. A final payment will be made once the project is complete and Alberta Transportation has received a concluding report of project expenditures. The final report must include the final payment claim, copies of all invoices, construction completion certificate and photos of the completed project. Project completion reports should also outline the return on investment of the project, and include information about the impact of the investment on regional economic growth, job



creation numbers, improved safety and access, increased functionality and other benefits.

Reports can be submitted either to your [Alberta Transportation Regional Office](#) or online through the [Municipal Grants Management Application](#) system.

Reports are due at the completion of the project. Failure to provide a final report may result in the municipality not being considered for STIP funding in the future.

**It should be noted that changes in project scope are generally not considered once a project has been approved. However, if necessary, you may contact your Alberta Transportation Regional Office to discuss the potential for adjusting the scope of an approved project.**

## Application Process

Applications are due February 3, 2017, for funding in the 2017-2018 year.

Project applications for each of STIP's components must be submitted to your [Alberta Transportation Regional Office](#) in person or by mail, or online through the [Municipal Grants Management Application](#) system, by the deadline.

Applications will be reviewed and assessed to confirm that the proposed project meets program criteria. Projects are then rated on a province-wide, competitive basis.

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall transportation network
- The current condition of the infrastructure
- Total traffic volumes
- Truck traffic volumes
- Cost effectiveness and efficiency
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Economic, social, environmental or innovation benefits
- Use of alternate sources to fund the project (i.e. federal or private investment)

Once applications have been received, the Regional Directors will review them and forward the applications with their recommendations to the Municipal Programs Section, where all STIP projects from across the province will be evaluated and ranked. The proposed projects will be submitted for departmental review in order to finalize the prioritized list and the highest priority projects, subject to budget availability, will then be forwarded to the Minister for approval.



Municipalities will be advised by letter if their project has been approved for funding.

If your project is not approved for funding and you have questions about the decision, you can contact your Alberta Transportation Regional Office to discuss individual applications.

Please note: The program criteria for each of STIP's components have changed, so please read and follow the application instructions for each grant program carefully when preparing your application.

If you have any questions about STIP or these guidelines, please contact your [Alberta Transportation Regional Office](#) for more information.

## What's New

Thanks to the input of stakeholders during consultation held in 2016, STIP has been updated to reflect some of the feedback Alberta Transportation received about streamlining and improving the program.

Some highlights include:

- Expanded project eligibility for the Community Airport Program — the installation or improvement of runway lighting is now eligible for funding.
- Expanded project eligibility for the Resource Road Program — roads used by new and existing industries will be considered equally for funding. Previously, only roads serving new industrial and agricultural facilities were considered under this program.
- Streamlined eligibility for the Local Road Bridge Program — all eligible bridge components will be funded at the same percentage by the province.



In addition, STIP's criteria have been updated to include alignment to the government's four priority areas. Projects that demonstrate benefits derived from one, some or all of the four priority areas — economic, social, environmental or innovation — will receive a higher rating than those that do not.

When preparing your application, please outline how your project demonstrates alignment to the four government priority areas. Some examples are provided below.

### Economic:

- Direct and indirect job creation numbers projected during construction
- Number of estimated permanent jobs that will be created by the investment
- Potential for new business/industry development due to the project



- Increased sales projections for local business during and after construction
- Potential for enhanced tourism

**Social:**

- Ways in which the project connects residents and communities to goods and services.
- Access to health care, education or recreational opportunities.

**Environmental:**

- Ways in which the project will use construction methods that will protect the local environment.
- Improvements to local carbon footprint by shortened travel distances
- Use of green materials.

**Innovation:**

- Use of new structure types and materials that reduce the cost of the project.
- Use of new structure types and materials that reduces the environmental impact of the project or improves the carbon footprint in the area.



Superevised





## **APPENDIX 1**

### **Community Airport Program (CAP)**



CAP provides financial assistance for the rehabilitation and improvement of Alberta's small, community-owned, public use airports which support commercial air charters, forest fire suppression, medevac operations and local and regional air traffic.

#### **What's New?**

##### **[Enhanced Project Eligibility](#)**

Project eligibility has been expanded to include runway lighting.

##### **[Funding Model](#)**

The updated funding model for CAP requires a 75 per cent provincial/25 per cent municipal cost-share. Previously, projects were 100 per cent funded by the government. The new funding model will allow limited resources to be shared amongst the greatest number of projects, and encourage prioritized, strategic project applications.

##### **[Additional Weighting for Cost-Sharing](#)**

Projects that leverage alternative funding sources (i.e., federal or private industry contribution) will receive additional weighting when projects are being prioritized.

##### **[Enhanced Criteria](#)**

Criteria for project eligibility have been expanded. Business plans with details of past and present operating activities and master plans detailing future activities and projections will now be required to apply for funding.

In addition, applications should outline how projects align with the Government of Alberta's four priority areas - how your project will exhibit economic, social, environmental and/or innovation benefits. This will ensure that funded projects are aligned with government priorities.

##### **[Enhanced Outcome Reporting](#)**

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.



Municipalities will now also be required to outline the return on investment in the project, including information about the impact of the investment on regional economic growth, job creation numbers, improved safety and access, increased functionality of the facility, and other benefits.

## Eligible Municipalities

Entities eligible for grant funding are:

- Alberta cities, towns, villages, summer villages, municipal districts, specialized municipalities, Métis Settlements, airport commissions, and the Special Areas that own/operate recognized eligible community airports.

Ineligible entities include:

- Private organizations, non-government agencies, charitable societies, non government operating authorities, etc.

**Please note:** Airports that are eligible for federal assistance programs are not eligible for funding under this program.

## Eligible Projects

Eligible projects include major capital rehabilitation of the airside portion of the airport, specifically the aircraft operating areas:

- primary runway
- apron
- primary taxiway from main/terminal apron to runway
- runway lighting

Typical projects include pavement rehabilitation, including fog seals, slurry seals, and overlays.

## Ineligible Project Costs

The following costs are not eligible for CAP grant funding and are the responsibility of the municipality.

- Operating or normal maintenance
- Administrative activities
- Equipment
- GST
- Financing expenses
- Land acquisition
- Fencing
- Legal fees



## Ineligible Projects

The following projects are not eligible for funding:

- All buildings, including terminals and storage areas/sheds
- New cross-wind runways, secondary runways and taxiways
- Development areas, access roads, fencing, and drainage
- Navigation aids, runway marking painting, water/sewer, power and utilities

## Cost-sharing for Additional Improvements

Runway extensions will be considered for CAP funding where the following benefits can be demonstrated:

- the overall goal and benefit of the project to the community
- where budget is available
- where the beneficiaries provide a significant financial contribution to the project

In such cases, Alberta Transportation will fund up to 1/3 of the project cost, with the municipality and industry required to each fund 1/3.

Land acquisition and any retrofits or improvements required to the existing infrastructure are the responsibility of the municipality.

## Funding

For approved projects, up to 75 per cent of the eligible cost is available for CAP funding. Municipalities are required to contribute 25 per cent of the eligible cost of the approved project.

Additional weighting will be given to projects leveraging alternative funding sources (i.e. federal or private industry contribution).

The municipality is required to undertake projects on a contract basis. Private sector contractors and suppliers must be used to carry out all work.

It should be noted that changes in project scope are generally not considered once a project has been approved. However, if necessary, you may contact your [Alberta Transportation Regional Office](#) to discuss the potential for adjusting the scope of an approved project, within the limits of eligibility. Municipalities must notify the department of any changes to the project cost or scope as soon as possible.

Any applicable GST is the responsibility of the municipality.



## Application Process and Requirements

A municipality seeking assistance under the CAP program must submit an application by the deadline — February 3, 2017, for funding in the 2017-2018 year.

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Applications may be submitted through the [Municipal Grants Management Application](#) system or in person or by mail to the [Alberta Transportation Regional Office](#).

### Format

Applications must be prepared using the following format:

- 1) Cover Letter
- 2) Basic Information
- 3) Project Benefits
- 4) Project Information

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Alberta Transportation Regional Office for resubmission.

### Cover Letter

The cover letter for an application must be signed by the Chief Elected Official of the applying municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Community Airport Program (CAP).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.*

*I understand that this project must comply with all applicable legislation and with all of the guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.*



## Basic Information

Each application must begin by providing the following basic information:

- **Application Date** - the date the application is made.
- **Name of Project** - the name used to describe the project.
- **Project Location** - the legal description indicating the location of the project.
- **Map** - a map showing the location of the project.
- **Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project and indicate that the primary municipality is acting “on behalf of (names of municipalities)”.
- **Address** - the mailing address for the applicant.
- **Contact Information** - the name, position, telephone, e-mail and fax numbers of the person taking the lead on the project—the person who would provide information or make a presentation on the proposal, if requested by Alberta Transportation.
- **Engineer** - the name of the individual and/or firm which is providing professional engineering services for the project, as well as the engineering reports prepared for the project. Note that any review of engineering reports is not technical in nature, and the department accepts no liability for the engineering work done.
- **Total Project Cost** - the total estimated cost of the project, excluding GST. Municipalities are eligible for refund of a portion of the GST through the federal government. The non-refundable portion of the GST for any project funded under this program is the responsibility of the municipality.
- **CAP Funding Requested** - the amount of CAP funding which the applicant is requesting.
- **Source(s) of Balance of Funding** - how the applicant expects to raise its share of the funding.
- **Estimated Completion Date** - the date by which the project is expected to be completed.

## Project Benefits

This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide:

- **Project Rationale** - a description of the significance of the development and how the project will address a current constraint on service or economic development.
- **Safety Benefits** - a description of how safety will be improved.
- **Economic Benefits** - a description of the existing development(s), what is planned, the number of new permanent jobs that will be created, and the value of new investment.
- **Business Plan** - business plans should include details of past and present operating activities:
  - Number of flights annually
  - Number of passengers annually



- Amount of cargo annually
- Number of airlines and/or individuals using the airport annually
- Number of destinations served
- All additional activities and operations at the airport must also be included, whether they bring in revenue to the airport and/or the municipality or not, i.e. flight schools, balloon launch, charity shows, \ leasing hangar space, etc. Business plans should be between two to five pages long.
- **Master Plan** - master plans should include details of future operation activities:
  - Number of airlines that have expressed interest in airport expansion
  - Projected increase in the number of flights, passengers, amount of cargo, destinations, and expected revenue over the next five to 25 years.
  - All planned additional activities and operations at the airport must also be included, whether they bring in revenue to the airport and/or the municipality or not, i.e. flight schools, balloon launch, charity shows, leasing hangar space, etc. Master plans should be between two and five pages long.
- **Supporting documentation** - engineering reports, planning studies and/or \ condition surveys.
- **Partnership** - a description of how the proposed project links into the transportation system in the area, any cooperation with another municipality and confirmation of any participation by industry/private sector involved in the project.
- **Outside Funding** - if municipality has been able to leverage funding from another source, i.e. the federal government or private sector, include the amount and source of funding as a benefit.
- **Alignment with Government of Alberta's Four Priority Areas**
  - Applications should outline how projects will exhibit economic, social, environmental and/or innovation benefits.

Supporting documentation, such as business plans, master plans, and engineering reports must be included in the application being delivered in person or by mail to your [Alberta Transportation Regional Office](#), or attached in the department's online application system, [Municipal Grants Management Application](#).

## Project Information

Each application must include a thorough description of the proposed project including:

- **Project Description** - a description of the standard of work to be undertaken, including any engineering surveys or other studies available.
- **Financial Information** - a proposed budget for the project using the following format:
  - **Costs**  
Engineering / Consulting



Construction Contract  
 Materials and Equipment  
 Other (please specify)  
 Total Costs

- **Sources of Funds**  
 CAP Grant Requested  
 All other sources (please specify)  
 Total
- **Cash Flow** - a summary cash flow statement showing when funding is needed in a table resembling the one below.

	Year	Year	Year
CAP Funds			
Applicant			
Other Funds (please specify)			
Total			

Applications will be assessed and reviewed to confirm that the application meets program guidelines and competitively rated province-wide. A prioritized list of projects will be recommended to the Minister for funding.

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall transportation network
- The current condition of the infrastructure
- Current and projected flight volumes
- Cost effectiveness and efficiency
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Economic, social, environmental or innovation benefits
- Use of alternate sources to fund the project (i.e. federal or private sector investment)

**Please note:** Alberta Transportation reserves the right to make suggestions for changes and/or additions to the project.

Once applications have been received, the Regional Directors will review them and forward the applications with their recommendations to the Municipal Programs Section, where all STIP projects from across the Province will be evaluated and ranked. The department will review the proposed projects to finalize the prioritized



list and the highest priority projects, subject to budget availability, will then be forwarded to the Minister for approval.

Once a project has been approved, the municipality will be expected to enter into a project agreement between Alberta Transportation and the municipality.

Municipalities will be advised by letter in late winter/early spring should their project be approved.

If your project is not approved for funding and you have questions about the decision, you can contact your [Alberta Transportation Regional Office](#) to discuss individual applications.

## Reporting Requirements

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Municipalities will now also be required to outline the return on investment in the project, including measurement of the impact of the investment on regional economic growth, job creation numbers, improved safety and access, increased functionality of the facility, and other benefits in their final report.

Reports are submitted either to your [Alberta Transportation Regional Office](#) or online through the [Municipal Grants Management Application](#) system.

Reports are due upon project completion. Failure to provide a final report may result in the municipality not being considered for STIP funding in the future.

## Investment Revenue

Funds received from the department, or received from the Alberta Capital Finance Authority to be used for approved projects, in excess of current expenditures, must be invested in a separate account specifically for the construction project.

Revenue earned through the investment of these funds shall be deducted from project costs before the final payment/grant calculation is made. Municipalities requiring more information on the interest policy can contact their [Alberta Transportation Regional Office](#).

If you have any questions about CAP or the information contained within these guidelines, please contact your [Alberta Transportation Regional Office](#).





## **APPENDIX 2**

### **Local Road Bridge (LRB)**

The LRB program provides funding assistance to municipalities for the rehabilitation and maintenance of bridge structures.

#### **What's New**

##### **Streamlined Funding Model**

Projects will be funded at 75 per cent provincial/25 per cent municipal cost-share for all structure-related bridge components. This will simplify the administration process for municipalities. Previously the funding model was based on formulas and different bridge assets were funded at varying levels.

##### **Additional Weighting for Cost-Sharing**

Projects that leverage alternative funding sources (i.e., federal or private industry contribution) will receive additional weighting when projects are being prioritized.

##### **Enhanced Criteria**

Criteria have been expanded beyond condition/safety to include economic, social, environmental, and innovation factors. Applications should outline how projects align with the Government of Alberta's four priority areas — how projects will exhibit economic, social, environmental and/or innovation benefits. This ensures that funded projects are aligned with government priorities.

##### **Enhanced Outcome Reporting**

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Municipalities will now also be required to outline the return on investment in the project, including information about the impact of the investment on regional economic growth, job creation numbers, improved safety and access, increased functionality of the facility, and other benefits.





## Eligible Municipalities

Entities eligible for grant funding are:

- Alberta counties, towns, villages, summer villages, municipal districts, special areas, Métis Settlements, and specialized municipalities outside the defined urban service area.

Ineligible entities include:

- Alberta cities, private organizations, non-government agencies, charitable societies, non-government operating authorities, etc.

## Eligible Projects

**Eligible projects include:**

- All activities to improve existing bridges – engineering, maintenance, rehabilitation, replacement.

**Please note:** All engineering work must be in accordance with the Engineering and Geoscience Professionals Act.

Eligible structures must meet the definition of a Bridge Structure or Bridge Culvert as stated in the current version of the Alberta Transportation [Bridge Inspection and Maintenance \(BIM\) System Inspection Manual](#). Inventory data and a current bridge inspection for the existing structure must be in the Alberta Transportation BIM system.

**Ineligible project costs:**

- The following costs are not eligible for LRB funding and are the responsibility of the municipality:
  - Administrative activities
  - Construction equipment
  - GST
  - Financing expenses
  - Legal fees



## Ineligible Projects

- New bridges are excluded from this program. (New bridges may be eligible under Resource Road Program.)
- Road approaches are not eligible for funding.



## Funding

For approved projects, up to 75 per cent of the bridge-related costs are available for funding. Municipalities are required to contribute 25 per cent of the eligible cost of the approved project. Additional weighting will be given to projects that leverage alternative funding sources (i.e. federal or private industry contribution).

Bridge related costs are defined as all work done for items within 10 metres past either end of the bridge or the excavation limits for a culvert as shown on the design drawings.

The municipality can deliver the project either through in-house resources or by a contractor procured through a publically advertised tender.

An increase in the funding percentage provided through the program will be considered if the bridge replacement aligns with other Government of Alberta initiatives, such as the [Roadway Watercourse Crossings Remediation Directive](#) managed by Alberta Environment and Parks.

Any applicable GST is the responsibility of the municipality.

It should be noted that changes in project scope are generally not considered once a project has been approved. However, if necessary, you may contact your [Alberta Transportation Regional Office](#) to discuss the potential for adjusting the scope of an approved project, within the limits of eligibility. Municipalities must notify the department of any changes to the project cost or scope as soon as possible.

## Funding Caps

- Funding may be capped for work done by in-house resources to an estimate of an equivalent contracted cost.
- In the event that an application cites a project cost that is higher than expected for a particular bridge structure or includes a structure configuration in excess of what would be expected, funding may be capped based on typical unit costs and configuration as determined by Alberta Transportation staff.



## Application Process and Requirements

A municipality seeking assistance under the LRB program must submit an application by the annual deadline — February 3, 2017, for funding in the 2017-2018 year.

Applications may be submitted through the [Municipal Grants Management Application](#) system or in person or by mail to the [Alberta Transportation Regional Office](#).

Project applications must include the Local Road Bridge Funding Request form located on page 23 of these guidelines.

Applications for bridge capital work must be supported by business cases, engineering reports, planning studies and/or condition surveys. Applications requesting funding for engineering design or maintenance work should be supported by bridge inspection data and engineering assessment reports that document the options considered. Supporting documentation must be included in the application delivered in person or by mail, or attached in the department's online application system, the [Municipal Grants Management Application](#).

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Applications should outline the need for the proposed bridge work using the results of recent BIM inspections and engineering assessments.

### Format

Applications must be prepared using the following format:

- 1) [Cover Letter](#)
- 2) [Basic Information](#)
- 3) [Project Benefits](#)
- 4) [Project Information](#)

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Alberta Transportation Regional Office for re-submission.



## Cover Letter

The cover letter for an application must be signed by the Chief Elected Official of the applying municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Local Road Bridge Program (LRB).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.*

*I understand that this project must comply with all applicable legislation and with all of the guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.*

## Basic Information

Each application must begin by providing the following basic information:

- **Application Date** - the date the application is made.
- **Name of Project** - the name used to describe the project.
- **Project Location** - the legal description indicating the location of the project.
- **Map** - a map showing the location of the project.
- **Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project and indicate that the primary municipality is acting “on behalf of (names of municipalities)”.
- **Address** - the mailing address for the applicant.
- **Contact Information** - the name, position, telephone, e-mail and fax numbers of the person taking the lead on the project — the person who would provide information or make a presentation on the proposal, if requested by Alberta Transportation.
- **Engineer** - the name of the individual and/or firm which is providing professional engineering services for the project as well as the engineering reports prepared for the project. Note that any review of engineering reports is not technical in nature, and the department accepts no liability for the engineering work done.
- **Total Project Cost** - the total estimated cost of the project, excluding GST. Municipalities are eligible for refund of a portion of the GST through the federal government. The non-refundable portion of the GST for any project funded under this program is the responsibility of the municipality.
- **LRB Funding Requested** - the amount of LRB funding which the applicant is requesting.
- **Source(s) of Balance of Funding** - how the applicant expects to raise its share of the funding.
- **Estimated Completion Date** - the date by which the project is expected to be completed.



## Project Benefits

This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide. Any economic development plan for the community which indicates the significance of the project for the achievement of the plan should be included.

- **Project Rationale** - a description of the significance of the project, how it will address the needs of users. Please detail the impact should the project not be completed.
- **Traffic Volume Information** - the actual or estimated annual average daily traffic (AADT) counts, showing a breakdown between truck traffic and passenger vehicle traffic. Available supporting documentation should be provided.
- **Increased Travel Distance** - the net increase in travel distance for the average vehicle should the project not proceed.
- **Safety Benefits** - a description of how safety will be improved for all traffic.
- **Economic Benefits** - if appropriate, the impact on existing or proposed development(s) should be included, with reference to the number of new permanent jobs to be created, and the value of new investment.
- **Partnership** - a description of how the proposed project links into the transportation system in the area, any cooperation with another municipality, and confirmation of any participation by industry/private sector involved in funding the project.
- **Outside Funding** - if municipality has been able to leverage funding from another source, i.e. the federal government or private sector, include the amount and source of funding as a benefit.
- **Supporting documentation** - engineering reports, planning studies and/or condition surveys.
- **Alignment with Government of Alberta's Four Priority Areas** - applications should outline how projects will exhibit economic, social, environmental and/or innovation benefits.

Supporting documentation, such as business plans, master plans, and engineering reports must be included in the application being delivered in person or by mail to the [Alberta Transportation Regional Office](#), or attached in the department's online, [Municipal Grants Management Application](#) system.

## Project Information

Each application must include a thorough description of the proposed project including:

- **Project Description** - a description of the standard of work to be undertaken, including any engineering surveys or other studies available.
- **Financial Information** - a proposed budget for the project using the following format:
  - **Costs**  
Engineering / Consulting  
Construction Contract or Own Forces expenses  
Other (please specify)  
Total Costs
  - **Sources of Funds**  
LRB Grant Requested  
All other sources (please specify)  
Total
  - **Cash Flow** - a summary cash flow statement showing when funding is needed in the following format:

	Year	Year	Year
<b>LRB Funds</b>			
<b>Applicant</b>			
<b>Other Funds</b> (please specify)			
<b>Total</b>			

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall transportation network
- The current condition of the infrastructure
- Current and projected flight volumes
- Cost effectiveness and efficiency
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Economic, social, environmental or innovation benefits
- Use of alternate sources to fund the project (i.e. federal or private sector investment)



**Please note:** Alberta Transportation reserves the right to make suggestions for changes and/or additions to the project.

Once applications have been received, the Regional Directors will review them and forward the applications with their recommendations to the Municipal Programs Section, where all STIP projects from across the Province will be evaluated and ranked. The proposed projects will be submitted for departmental review to finalize the prioritized list and the highest priority projects, subject to budget availability, will then be forwarded to the Minister for approval.

Once a project has been approved, the municipality will be expected to enter into a project agreement between Alberta Transportation and the municipality.

Municipalities will be advised by letter should their project be approved.

If your project is not approved for funding and you have questions about the decision, you can contact your [Alberta Transportation Regional Office](#) to discuss individual applications.

## Reporting Requirements

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Municipalities will now also be required to outline the return on investment in the project, including measurement of the impact of the investment on regional economic growth, job creation numbers, improved safety and access, increased functionality of the facility, and other benefits in their final report.

Reports are due upon project completion. Failure to provide a final report may result in the municipality not being considered for STIP funding in the future.

Reports are submitted either to your [Alberta Transportation Regional Office](#) or online through the [Municipal Grants Management Application](#) system.

Reports are due upon project completion. Project completion reports should outline the return on investment in the project, if possible and quantifiable.

In addition, Alberta Transportation's Transportation Bridge Inspection and Maintenance (BIM) System must be updated to reflect any significant capital work (rehabilitation or replacement) completed on a structure. An initial bridge inspection must be completed and recorded. The construction report (final details) must be submitted to Alberta Transportation in order to keep the province's local road bridge inventory up to date.






## Investment Revenue

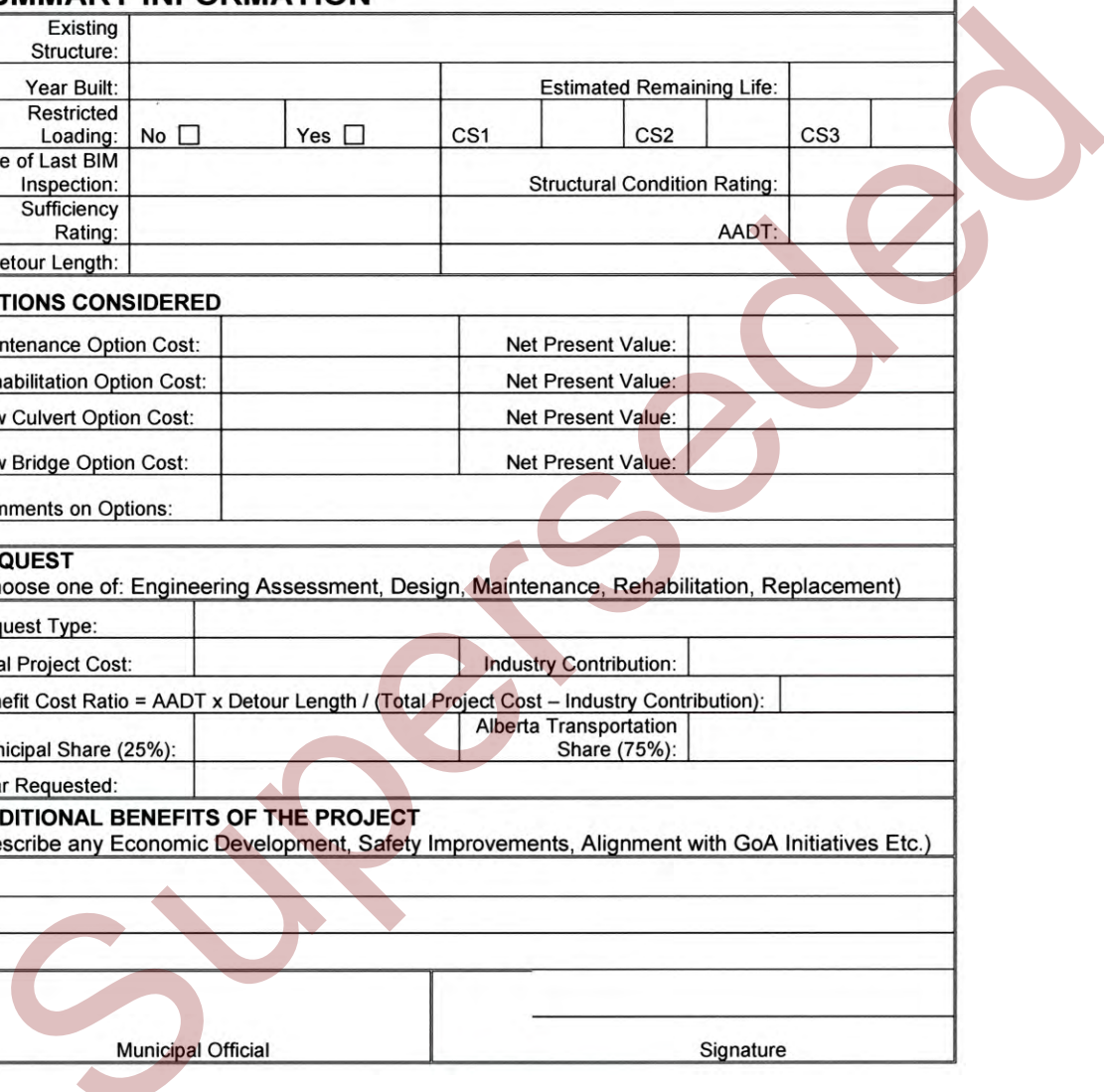
Funds received from the department, or received from the Alberta Capital Finance Authority to be used for approved projects, in excess of current expenditures, must be invested in a separate account specifically for the project

Revenue earned through the investment of these funds shall be deducted from project costs before the final payment/grant calculation is made. Municipalities requiring more information on interest policy can contact their Alberta Transportation Regional Office.

If you have any questions about LRB or the information contained within these guidelines, please contact your [Alberta Transportation Regional Office](#).



		<h2 style="margin: 0;">LOCAL ROAD BRIDGE FUNDING REQUEST</h2>					
Bridge File:			Municipality:				
Legal Location:			Date:				
<b>SUMMARY INFORMATION</b>							
Existing Structure:							
Year Built:			Estimated Remaining Life:				
Restricted Loading:		No <input type="checkbox"/>	Yes <input type="checkbox"/>	CS1	CS2	CS3	
Date of Last BIM Inspection:			Structural Condition Rating:				
Sufficiency Rating:			AADT:				
Detour Length:							
<b>OPTIONS CONSIDERED</b>							
Maintenance Option Cost:			Net Present Value:				
Rehabilitation Option Cost:			Net Present Value:				
New Culvert Option Cost:			Net Present Value:				
New Bridge Option Cost:			Net Present Value:				
Comments on Options:							
<b>REQUEST</b>							
(Choose one of: Engineering Assessment, Design, Maintenance, Rehabilitation, Replacement)							
Request Type:							
Total Project Cost:			Industry Contribution:				
Benefit Cost Ratio = $AADT \times Detour\ Length / (Total\ Project\ Cost - Industry\ Contribution)$ :							
Municipal Share (25%):			Alberta Transportation Share (75%):				
Year Requested:							
<b>ADDITIONAL BENEFITS OF THE PROJECT</b>							
(Describe any Economic Development, Safety Improvements, Alignment with GoA Initiatives Etc.)							
Municipal Official			Signature				



## **APPENDIX 3**

### **Resource Road Program (RRP)**



RRP provides funding assistance to local municipal road authorities for the movement of goods and people, associated with value-added processing facilities, resource and other industries, intensified farming operations or high through-put grain elevators. In a number of rural areas in Alberta, these developments have resulted in significantly increased traffic volumes, particularly involving heavy trucks. This program provides funding to municipalities to construct or rehabilitate road infrastructure that supports this industrial growth.

The program applies to local roads and bridges, including intersection improvements where local roads connect with provincial highways. To be eligible for funding, roads must be open to all publicly-licensed vehicles and not be subject to any municipal general user fees.

#### **What's New**

##### **Enhanced Project Eligibility**

Road projects that support existing industry are now eligible for RRP funding. Previously only roads that supported new or expanded industries were eligible.

##### **Additional Weighting for Cost-Sharing**

Projects that leverage alternative funding sources (i.e., federal or private industry contribution) will receive additional weighting when projects are being prioritized.

##### **Enhanced Criteria**

Applications need to outline how projects align with the Government of Alberta's four priority areas—how projects will exhibit economic, social, environmental and/or innovation benefits. This ensures that funded projects are aligned with government priorities.

##### **Enhanced Outcome Reporting**

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project. Municipalities will now be required to outline the return on investment in the project, including information about the impact of the investment on regional economic



## Ineligible Project Costs

The following costs are not eligible for RRP grant funding and are the responsibility of the municipality:

- Paving
- Utility relocations
- Crop damage
- Operating or normal maintenance
- Administrative activities
- GST
- Financing expenses
- Land acquisition
- Fencing
- Legal fees



## Ineligible Projects

- Paving will not be cost-shared under this program. The municipality is responsible for the cost of paving.
- No projects that are currently underway or complete will be considered for funding.
- Roads on which municipalities charge or intend to charge general user fees will not be considered for funding.

## Funding

For approved projects, cost-shared funding will be provided on a 50 per cent provincial/50 per cent municipal basis, up to a maximum provincial grant amount of \$3 million per project.

Municipalities are only eligible to receive one project approval every two years, regardless of the size of the project.

The applicant municipality is encouraged to provide 25 per cent of the funding required, and to acquire a contribution of 25 per cent from the private sector that will benefit from the project. Additional weighting will be given to projects leveraging alternative funding sources (i.e., federal or private industry contribution).

Eligible projects will be prioritized on a provincial basis, with the highest-priority projects receiving approvals commensurate with the available budget. Approved projects may be eligible to receive funding in trust, with any interest earned to be put towards the project.

The municipality is required to undertake projects on a contract basis. Private sector contractors and suppliers **must** be used to carry out all work.



growth, job creation numbers, improved safety and access, increased functionality of the facility, and other quantifiable benefits.

## Eligible Municipalities

Entities eligible for grant funding are:

- Alberta counties, towns, villages, summer villages, municipal districts, special areas, Métis Settlements, and specialized municipalities outside the defined urban service area.

Ineligible entities include:

- Alberta cities, private organizations, non-government agencies, charitable societies, non-government operating authorities, etc.

## Eligible Projects

- Local road and bridge construction or improvements, as well as intersection improvements that connect to provincial highways, serving:
  - Value-added processing facilities - any industry which adds value to a primary resource, i.e. petroleum processing to produce petrochemicals, meat packing, vegetable processing
  - Intensified farming operations - large-scale farming operations that produce high volumes of livestock, chickens, etc.; which imports feed from other farms and exports products and by-products by truck
  - Resource-based industrial development - a development related to processing renewable or non-renewable natural resources
  - High through-put grain elevators - grain elevators that process, ship and store commodities
- Corridors with heavy truck traffic volumes will also be considered.
- The road must be used by at least 25 trucks (vehicles with three or more axles with a gross weight in excess of 4,500 kilograms) per day on average during any three-month period of the year.
- The road must be open to all public traffic and not be subject to any municipal general user fees.
- Only new projects will be considered.

Any applicable GST is the responsibility of the municipality.

It should be noted that changes in project scope are generally not considered once a project has been approved. However, if necessary, you may contact your Alberta Transportation Regional Office to discuss the potential for adjusting the scope of an approved project, within the limits of eligibility. Municipalities must notify the department of any changes to the project cost or scope as soon as possible.

## Application Process and Requirements

A municipality seeking assistance under the RRP program must submit an application by the annual deadline — February 3, 2017, for funding in the 2017-2018 year.

Applications may be submitted through the [Municipal Grants Management Application](#) system or in person or by mail to the [Alberta Transportation Regional Office](#).

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Engineering and construction of projects must be obtained from the private sector. All construction for projects in excess of \$50,000 must be publicly tendered.

## Application Format

Applications must be prepared using the following format:

- 1) [Cover Letter](#)
- 2) [Basic Information](#)
- 3) [Project Benefits](#)
- 4) [Project Information](#)

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Alberta Transportation Regional Office for re-submission.

### [Cover Letter](#)

The cover letter for an application must be signed by the Chief Elected Official of the applying municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Resource Road Program (RRP).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.*

*I understand that this project must comply with all applicable legislation and with all of the guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.*

### Basic Information

Each application must begin by providing the following basic information:

- **Application Date** - the date the application is made.
- **Name of Project** - the name used to describe the project.
- **Project Location** - the legal description indicating the location of the project.
- **Map** - a map showing the location of the project.
- **Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project and indicate that the primary municipality is acting “on behalf of (names of municipalities)”.
- **Address** - the mailing address for the applicant.
- **Contact Information** - the name, position, telephone, e-mail and fax numbers of the person taking the lead on the project — the person who would provide information or make a presentation on the proposal, if requested by Alberta Transportation.
- **Engineer** - the name of the individual and/or firm which is providing professional engineering services for the project as well as the engineering reports prepared for the project. Note that any review of engineering reports is not technical in nature, and the department accepts no liability for the engineering work done.
- **Total Project Cost** - the total estimated cost of the project, excluding GST. Municipalities are eligible for refund of a portion of the GST through the federal government. The non-refundable portion of the GST for any project funded under this program is the responsibility of the municipality.
- **RRP Funding Requested** - the amount of RRP funding which the applicant is requesting.
- **Source(s) of Balance of Funding** - how the applicant expects to raise its share of the funding.
- **Estimated Completion Date** - the date by which the project is expected to be completed.



## Project Benefits

This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide. Any economic development plan for the community which indicates the significance of the project for the achievement of the plan should be included.

- **Project Rationale** - a description of the significance of the project, how it will address the needs of users. Please detail the impact should the project not be completed.
- **Traffic Volume Information** - the actual or estimated annual average daily traffic (AADT) counts, showing a breakdown between truck traffic and passenger vehicle traffic. Available supporting documentation should be provided.
- **Safety Benefits** - a description of how safety will be improved for all traffic.
- **Economic Benefits** - if appropriate, the impact on existing or proposed development(s) should be included, with reference to the number of new permanent jobs to be created, and the value of new investment.
- **Partnership** - a description of how the proposed project links into the transportation system in the area, any cooperation with another municipality, and confirmation of any participation by industry/private sector involved in funding the project.
- **Outside Funding** - if municipality has been able to leverage funding from another source, i.e. the federal government or private sector, include the amount and source of funding as a benefit.
- **Supporting documentation** - engineering reports, planning studies and/or condition surveys.
- **Alignment with Government of Alberta's Four Priority Areas** - applications should outline how projects will exhibit economic, social, environmental and/or innovation benefits.

Supporting documentation, such as business plans, master plans, and engineering reports must be included in the application being delivered in person or by mail to the [Alberta Transportation Regional Office](#), or attached in the department's online, [Municipal Grants Management Application](#) system.

## Project Information

Each application must include a thorough description of the proposed project including:

- **Project Description** - a description of the standard of work to be undertaken, including any engineering surveys or other studies available.
- **Financial Information** - a proposed budget for the project using the following format:
  - **Costs**
    - Engineering / Consulting
    - Construction Contract
    - Materials and Equipment



- Other (please specify)
- Total Costs
- **Sources of Funds**
  - RRP Grant Requested
  - All other sources (please specify)
  - Total
- **Cash Flow** - a summary cash flow statement showing when funding is needed in the following format:

	Year	Year	Year
<b>RRP Funds</b>			
<b>Applicant</b>			
<b>Other Funds (please specify)</b>			
<b>Total</b>			

Applications will be assessed and reviewed to confirm that the application meets program guidelines and competitively rated province-wide. A prioritized list of projects will be recommended to the Minister for funding.

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall transportation network
- Total traffic volumes
- Truck traffic volumes
- Cost effectiveness and efficiency
- Cost-sharing with industry
- Collaboration or partnership with industry or other municipalities or Métis Settlements
- Economic, social, environmental or innovation benefits
- Use of alternate sources to fund the project (i.e. federal or private sector investment)

**Please note:** Alberta Transportation reserves the right to make suggestions for changes and/or additions to the project.



Once applications have been received, the Regional Directors will review them and forward the applications with their recommendations to the Municipal Programs Section, where all STIP projects from across the Province will be evaluated and ranked. The department will review the proposed project to finalize the prioritized list and the highest priority projects, subject to budget availability, will then be forwarded to the Minister for approval.

Once a project has been approved, the municipality will be expected to enter into a project agreement between Alberta Transportation and the municipality.

Municipalities will be advised by letter in late winter/early spring should their project be approved.

If your project is not approved for funding and you have questions about the decision, you can contact your [Alberta Transportation Regional Office](#) to discuss individual applications.

## Investment Revenue

Funds received from the department, or received from the Alberta Capital Finance Authority to be used for approved projects, in excess of current expenditures, must be invested in a separate account specifically for the project.

Revenue earned through the investment of these funds shall be deducted from project costs before the final payment/grant calculation is made. Municipalities requiring more information on interest policy can contact their Alberta Transportation Regional Office.

If you have any questions about RRP or the information contained within these guidelines, please contact your [Alberta Transportation Regional Office](#).

Supplemental



## **APPENDIX 4**

### **Local Municipal Initiatives (LMI)**

LMI provides funding to support special initiatives that are not eligible for funding under other STIP components, such as highway de-designations and park access road paving, or emergent, special-need municipal projects that address significant local or regional pressures.

#### **What's New**

##### **Enhanced Criteria**

Criteria for project eligibility has been delineated to lend greater transparency to this funding. Projects that align with the GoA's four priority areas — economic, social, environmental and innovative — and are not eligible for funding under any other STIP components will be considered for funding. Preference will be given to projects that are joint provincial/municipal priorities.

Municipalities are encouraged to work with Alberta Transportation and their local MLA to identify suitable projects.

##### **Additional Weighting for Cost-Sharing**

Projects that leverage alternative funding sources (i.e., federal or private industry contribution) will receive additional weighting when projects are being prioritized.

#### **Eligible Institutions**

Entities eligible for grant funding are:

- Alberta cities, counties, towns, villages, summer villages, municipal districts, specialized municipalities, and Métis Settlements.

Ineligible entities include:

- Private organizations, non-government agencies, charitable societies, non-government operating authorities, etc.



## Ineligible Project Costs

- Operating or normal maintenance
- Equipment
- Administrative activities
- GST
- Financing expenses
- Land acquisition
- Fencing
- Legal fees

## Funding

Municipalities can receive funding for the eligible cost of their project. Additional weighting will be given to projects leveraging alternative funding sources (i.e., federal or private industry contribution).

The municipality is required to undertake projects on a contract basis. Private sector contractors and suppliers must be used to carry out all work.

## Application Process and Requirements

A municipality seeking assistance under the LMI program can submit an application throughout the year. Approval will depend on the project and available funding.

Projects must receive all necessary municipal and provincial approvals prior to any work being undertaken. Obtaining these approvals is the responsibility of the applicant.

Project applications must be submitted to the local [Alberta Transportation Regional Office](#). Applications will be assessed and reviewed to confirm that the application meets program guidelines and will be competitively rated province-wide and a relative priority assigned. Municipalities will be advised by letter if they are successful in securing grant funding.

Applications, at minimum, should contain the following items:

- Description of the project
- Past and future operating activities and plans (business plan or master plan)
- Rationale for the project, demonstrating the project's economic, social, environmental and/or innovation benefits and intended outcomes.
- Quantify benefit to municipality, region and/or Province
- Estimate of costs
- Timing of project
- Outline additional sources of funding available to fund the project, e.g. private sector, federal funding, etc.
- Letter of support from the local Member of Legislature Assembly (MLA).



Applications should be supported by business cases (between two and five pages long), engineering reports, planning studies and/or condition surveys. Alberta Transportation reserves the right to make suggestions for changes and/or additions to the project.

## Application Format

Applications must be prepared using the following format:

- 1) [Cover Letter](#)
- 2) [Basic Information](#)
- 3) [Project Benefits](#)
- 4) [Project Information](#)

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Alberta Transportation Regional Office for resubmission.

### [Cover Letter](#)

The cover letter for an application must be signed by the Chief Elected Official of the applying municipality and must include the following statements:

*On behalf of (the municipality[ies]), funding is requested under the Local Municipal Initiative (LMI).*

*I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project.*

*I understand that this project must comply with all applicable legislation and with all of the guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the department.*

### [Basic Information](#)

Each application must begin by providing the following basic information:

- **Application Date** - the date the application is made.
- **Name of Project** - the name used to describe the project.
- **Project Location** - the legal description indicating the location of the project.
- **Map** - a map showing the location of the project.
- **Applicant** - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project and indicate that the primary municipality is acting “on behalf of (names of municipalities)”.
- **Address** - the mailing address for the applicant.



- **Contact Information** - the name, position, telephone, e-mail and fax numbers of the person taking the lead on the project — the person who would provide information or make a presentation on the proposal, if requested by Alberta Transportation.
- **Engineer** - the name of the individual and/or firm which is providing professional engineering services for the project as well as the engineering reports prepared for the project. Note that any review of engineering reports is not technical in nature, and the department accepts no liability for the engineering work done.
- **Total Project Cost** - the total estimated cost of the project, excluding GST. Municipalities are eligible for refund of a portion of the GST through the federal government. The non-refundable portion of the GST for any project funded under this program is the responsibility of the municipality.
- **LMI Funding Requested** - the amount of LMI funding which the applicant is requesting.
- **Source(s) of Balance of Funding** - how the applicant expects to raise its share of the funding.
- **Estimated Completion Date** - the date by which the project is expected to be completed.

### Project Benefits

This section of the application describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide. Any economic development plan for the community which indicates the significance of the project for the achievement of the plan should be included.

- **Project Rationale** - a description of the significance of the project, how it will address the needs of users. Please detail the impact should the project not be completed.
- **Safety Benefits** - a description of how safety will be improved for all traffic.
- **Economic Benefits** - if appropriate, the impact on existing or proposed development(s) should be included, with reference to the number of new permanent jobs to be created, and the value of new investment.
- **Partnership** - a description of how the proposed project links into the transportation system in the area, any cooperation with another municipality, and confirmation of any participation by industry/private sector involved in funding the project.
- **Outside Funding** - if municipality has been able to leverage funding from another source, i.e. the federal government or private sector, include the amount and source of funding as a benefit.
- **Supporting documentation** - letter of support from local MLA, engineering reports, planning studies and/or condition surveys.
- **Alignment with Government of Alberta's Four Priority Areas** - applications should outline how projects will exhibit economic, social, environmental and/or innovation benefits.

Supporting documentation, such as business plans, master plans, and engineering reports must be included in the application being delivered in person or by mail to the [Alberta Transportation Regional Office](#), or attached in the department's online application system, [Municipal Grants Management Application](#).

### Project Information

Each application must include a thorough description of the proposed project including:

- **Project Description** - a description of the standard of work to be undertaken, including any engineering surveys or other studies available.
- **Financial Information** - a proposed budget for the project using the following format:
  - **Costs**  
Engineering / Consulting  
Construction Contract  
Materials and Equipment  
Other (please specify)  
Total Costs
  - **Sources of Funds**  
LMI Grant Requested  
All other sources (please specify)  
Total
  - **Cash Flow** - a summary cash flow statement showing when funding is needed in the following format:

	Year	Year	Year
<b>LMI Funds</b>			
<b>Applicant</b>			
<b>Other Funds (please specify)</b>			
<b>Total</b>			

Applications will be assessed and reviewed to confirm that the application meets program guidelines and competitively rated province-wide. A prioritized list of projects will be recommended to the Minister for funding.

Factors that contribute to the rating of each project include:

- Basic need
- Safety
- Functionality
- Implications for the overall transportation network
- Total traffic volumes
- Cost effectiveness and efficiency



- Cost-sharing with industry Collaboration or partnership with industry or other municipalities or Métis Settlements
- Economic, social, environmental or innovation benefits
- Use of alternate sources to fund the project (i.e. federal or private sector investment)

## Reporting Requirements

Municipalities are required to provide a final report summarizing expenditures for all approved projects. This report includes the final payment claim, copies of all invoices, construction completion certificate, photos of the completed project.

Reports are submitted either to your [Alberta Transportation Regional Office](#) or online through the [Municipal Grants Management Application](#) system.

Reports are due upon project completion. Project completion reports should outline the return on investment in the project, including information about the impact of the investment on regional economic growth, job creation, improved safety and access, increased functionality of the facility, and other quantifiable benefits.

Failure to comply may result in municipalities not being considered for STIP funding in the future.

Once applications have been received, the Regional Directors will review them and forward the applications with their recommendations to the Municipal Programs Section, where all STIP projects from across the Province will be evaluated and ranked. The proposed projects will be submitted for departmental review and the highest priority projects, subject to budget availability, will then be forwarded to the Minister for approval.

Once a project has been approved, the municipality will be expected to enter into a project agreement between Alberta Transportation and the municipality.

## Investment Revenue

Funds received from the department, or received from the Alberta Capital Finance Authority to be used for approved projects, in excess of current expenditures, must be invested in a separate account specifically for the project.

Revenue earned through the investment of these funds shall be deducted from project costs before the final payment/grant calculation is made. Municipalities requiring more information on interest policy can contact their Alberta Transportation Regional Office.

If you have any questions about LMI or the information contained within these guidelines, please contact your [Alberta Transportation Regional Office](#).

