

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

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**2021/22 Program Guidelines and Application**

**administered by the Department of Transportation and Active Transit**

# 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.

## 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) involved in the delivery of inclusive community transit 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;
- a service is not eligible if there is already a service in the area receiving CTAP funding.
- Service must be pre-booked (24 or 48 hours of notice for bookings), provide door-to-door service and provide service for a minimum of 25 hours per week. Services operating less than 25 hours per week are eligible for funding but at a prorated amount ;
- 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; and
- priority will be given to organizations with anticipated growth to a minimum service level of 0.2 rides/capita/annum. New services will be provided five (5) years to reach this target.

## Application, Review, and Response Process

The Department of Transportation and Active Transit 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.

Organizations looking to apply for CTAP must notify Transportation and Active Transit 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>. 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. Information on this program can be found at <https://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 <https://novascotia.ca/dma/funding/community/accessible-transportation-assistance.asp>

## Contact Information

Greg Sewell, Director, Active Transit and Community Transportation  
Transportation and Active Transit  
PO Box 186, B3J 2N2  
P: (902) 719-7673

## Checklist of Required Documentation

Please check off each item that you have enclosed. Applications must include the following information and documents (**all information should be scanned and emailed**):

- ⑥ completed CTAP application form
- ⑥ map of service area showing population and kilometers in service area
- ⑥ proof of incorporation and/or charitable status
- ⑥ applicable vehicle and board liability insurance information
- ⑥ applicable Utility and Review Board License
- ⑥ 3 year budget (refer to template provided by Transportation and Active Transit)

# CTAP APPLICATION FORM

Use this sheet as the first sheet of your proposal. Attach the other documents to it. We suggest that you go through the check-list below and make sure you have included all the necessary items. **Hand written applications will not be accepted.**

**Community or Organization Name (the Applicant):**

**Name and Title of Contact Person:**

**Community or Organization Mailing Address**

**Telephone Number**

**Email Address**

**Fax**

**Service Start Up Date**

## **INFORMATION REQUIRED**

Applications must contain the following information as well as any required supporting documentation **(please attach any additional sheets if space provided is insufficient)**

- 1. Provide a description of planned service model, challenges noted during the pilot phase and how service will overcome these challenges to achieve ridership targets.**

- 2. Identify any existing inclusive or non-inclusive community transit services in your service area (name, location, type of service, contact number)**

**3. Outline your fare structure for both door-to-door service and charter (if applicable)?**

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**4. What is the service area population and linear kilometers of roads in the area to be serviced by your organization?**

<b>Service Area Population</b>	
<b>Total Linear Km of Roads</b>	
<b>Name the areas (communities) to be serviced</b>	

**5. Staff Profile**

	<b>Number</b>	<b>Paid (P)</b>	<b>Volunteer (V)</b>
Manager (P/T)			
Manager (F/T)			
Dispatcher (P/T)			
Dispatcher (F/T)			
Drivers (P/T)			
Drivers (F/T)			
Volunteer Drivers			

## DECLARATION

The information provided on this application form and accompanying documents is accurate to the best of my knowledge. I hereby give the Department of Transportation and Active Transit the authority to verify any and all information pertaining to this application. I understand that organizations or groups that are funded may be subject to audit by the Province of Nova Scotia, which reserves the right to review and inspect any and all related information pertaining to this application during and following the completion of the program. The undersigned on behalf of the organization agrees to abide by the terms and conditions of the Community Transportation Assistance Program if funded by the Province of Nova Scotia.

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Signing Authority for the Applicant

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Date

**Please forward your application to:**

Greg Sewell

Director Active Transit and Community Transportation

Dept of Transportation and Active Transit

PO Box 186

Halifax, Nova Scotia B3J 2N2

Email: [gregory.sewell@novascotia.ca](mailto:gregory.sewell@novascotia.ca)