



**CANADA'S**   
**ASIA-PACIFIC GATEWAY**

Asia-Pacific Gateway and Corridor  
Transportation Infrastructure Fund

Applicant Guide

**Transport Canada must receive complete applications at  
its Ottawa office no later than 15:00 (3:00 p.m.),  
Eastern Time, on April 30, 2015.**

# TABLE OF CONTENTS

PREFACE.....3

PART ONE .....4

1 About.....4

2 Program Description.....4

3 Eligibility Assessment Criteria .....6

4 Merit Assessment Criteria .....8

5 Application Review Process.....10

6 Project Approval Process .....11

7 Contribution Agreement.....12

PART TWO.....14

8 How to apply.....14

9 Application Form .....15

10 How and where to submit an application.....25

Annex A: Preliminary Environmental Review Form.....26

Annex B: Expected outcomes and Performance measures of the Asia-Pacific Gateway and Corridor Transportation infrastructure Fund .....28

# PREFACE

The document has two parts:

**PART ONE: describes** the Asia-Pacific Gateway and Corridor Transportation Infrastructure Fund including background information, program objectives, eligibility criteria, and the review and selection process.

**PART TWO:** explains **how to apply** for funding and prepare a complete funding project proposal.

Transport Canada must receive completed applications in its Ottawa office **no later than 15:00 (3:00 p.m.), Eastern Time, on April 30, 2015.**

Send the application by mail or by courier service to:

Transport Canada  
APGCTIF Application  
Business Centre  
330 Sparks St.  
Place de Ville, Tower C  
Ottawa, ON  
K1A 0N5

For inquiries about the application process, please contact:

John Hnatyshyn  
Director, West and ITS, Transport Canada  
Telephone: 613-998-5162  
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Email: [tc.apgci-ipcav.tc@tc.gc.ca](mailto:tc.apgci-ipcav.tc@tc.gc.ca)

# PART ONE

## 1 ABOUT

The Asia Pacific Gateway and Corridor Infrastructure Transportation Fund (APGCTIF) is a merit-based contribution program that provides funding for projects aimed at making Canada's multimodal transportation network more efficient for international trade with Asia-Pacific.

There is approximately \$16.5 million in contribution funds available under the APGCTIF to support projects that can be completed by December 31, 2017.

This document provides an overview of the APGCTIF and explains how to apply for funding.

## 2 PROGRAM DESCRIPTION

### 2.1 Asia-Pacific Gateway and Corridor Initiative (APGCI)

The Asia-Pacific Gateway and Corridor is a network of transportation infrastructure that includes:

- British Columbia Lower Mainland and Prince Rupert ports;
- Their principal road and rail connections that reach across western Canada and into the economic heartland of North America;
- Major airports; and
- Border crossings.

The Asia-Pacific Gateway and Corridor Initiative (APGCI) combines investment and policy measures to advance the Asia-Pacific Gateway and Corridor capacity and efficiency and Canada's ability to take advantage of it. It reflects the Government of Canada's commitment to work in partnership with provincial governments, private sector leaders and other stakeholders to:

- Boost Canada's **commerce** with the Asia-Pacific region;
- Increase the Gateway's share of North America bound container imports from Asia; and
- Improve the efficiency and reliability of the Gateway for Canadian and North American **exports**.

To learn more about the APGCI, please visit the following website:  
<http://www.asiapacificgateway.gc.ca/apgci.html>.

## 2.2 Asia-Pacific Gateway and Corridor Transportation Infrastructure Fund (APGCTIF)

The APGCTIF is a merit-based contribution program that provides up to 50 percent of total eligible expenditures for projects aimed at making Canada's multimodal transportation network more efficient for the movement of international trade with Asia-Pacific.

Since introducing the APGCTIF in 2006, the Government of Canada has invested close to \$1.4 billion for projects that address urgent capacity and congestion problems that affect the efficiency of the Asia-Pacific Gateway and Corridor. These investments are combined with those of other governments and the private sector to promote more efficient and seamless connections between the various modes of transportation.

To learn more about current APGCTIF projects, please visit the following website:  
[http://www.asiapacificgateway.gc.ca/investments-map/mainmap\\_e.html](http://www.asiapacificgateway.gc.ca/investments-map/mainmap_e.html).

## 2.3 Program Objectives

Investments from the APGCTIF should help advance the following three program objectives:

- To improve the efficiency of the multimodal transportation network for the movement of international trade through Canada's Asia-Pacific Gateway, including the transportation corridors to North American markets, from a national perspective;
- To enhance transportation infrastructure safety, security and quality of life related to the movement of international trade (e.g. road/rail grade separations); and
- To improve connectivity/intermodal interfaces between modes (marine, port, rail, road, air) for international trade movements.

Transport Canada expects that these objectives will help achieve an efficient transportation system by:

- Increasing transportation capacity;
- Reducing congestion at key western gateways and corridors;
- Improving connections between transportation modes; and
- Reducing the negative impacts associated with transportation.

This in turn, should help achieve the ultimate APGCTIF outcome, which is to make the multimodal transportation network more efficient, safe, and secure for the movement of international trade with the Asia Pacific region.

## 3 ELIGIBILITY ASSESSMENT CRITERIA

To be eligible for funding under the APGCTIF, the following eligibility assessment criteria must be satisfied:

### 3.1 Eligible Recipients

Eligible recipients are:

- Provinces and territories, including provincial and territorially owned transportation entities;
- Municipalities, including municipally-owned transportation entities;
- Public sector, including transit agencies, commissions, and boards, but excluding federal Crown Corporations;
- Not-for-profit and for-profit private sector organizations; and
- Canada Port Authorities.

### 3.2 Eligible Projects

The project must support the **three** program objectives of the APGCTIF (refer to section 2.3 of this guide) **and** support at least one of the following project activities:

- Feasibility, environmental, planning and integration studies including computer and simulation modeling that assess and guide the development of transportation infrastructure projects and technology applications;
- Highway, bridge, interchange and road projects along intermodal transportation corridors including those providing access to border crossing facilities;
- Multimodal transportation infrastructure (e.g., intermodal facilities, access roads) that optimizes use of the overall transportation system to support international trade;
- Grade crossing improvements or grade separations that allow for more efficient, and safer road and rail interaction; and
- Technology pilots and deployment projects, e.g. Intelligent Transportation Systems (ITS).

### 3.3 Geographic Location

The project must advance the development of transportation infrastructure and/or the connectivity and intermodal interfaces between transportation modes within British Columbia.

### 3.4 Project Completion Date

The project must be substantially completed and in full use no later than December 31, 2017. All final reports and project financial transactions on the part of the Government of Canada must be concluded by March 31, 2018.

### 3.5 Maximum Contribution

The project must meet the cost-sharing ratios of the APGCTIF. The APGCTIF provides funding of up to 50 per cent of total eligible expenditures for any one project. Total federal assistance for a project cannot exceed 50 per cent of a project's total eligible expenditures.

The Government of Canada expects APGCTIF investments to leverage greater private and/or public sector investments to support the project. Transport Canada will determine the amount of APGCTIF funding it will contribute to a project, based on the level of funding required to implement the project and any other sources of funding available to the recipient.

### 3.6 Eligible Expenditures

Transport Canada will make contributions towards eligible expenditures directly related to the project which, in the opinion of the Minister or his / her delegated representative, are reasonable and required to achieve the objectives and results of the project, including, but not restricted to:

- a) Capital costs, as defined and determined according to generally accepted accounting principles, and related to constructing, rehabilitating or improving highways, roads, bridges, multimodal facilities, grade crossings/separations, ITS and any other infrastructure project that meet the above selection criteria;
- b) Costs related to signage, lighting, highway markings and utility adjustments;
- c) The costs of communication activities (press releases, press conferences, translation, etc.) and road signage recognition set out in the communication protocol that will form part of the agreement;
- d) All planning (including plans and specifications) and evaluation costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural, supervision, testing and management consulting services, to a maximum of 15 per cent eligible costs for construction projects;
- e) The costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the CEAA 2012 and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- f) The costs of developing and adopting innovative techniques for carrying out the project;
- g) Recipient audit and evaluation costs as specified in the agreement; and
- h) The costs of Aboriginal consultations.

**Note:** In the case of capital projects, eligible costs referred to under sub-paragraphs d), e), f), and h) above can total no more than 15 per cent of the total eligible costs of the project. In the case of non-capital projects such as feasibility, environmental, planning and integration studies, this 15 per cent limit will not apply.

**Note:** The “agreement” referred to under sub-paragraphs c) and d) above refers to the contribution agreement negotiated between the Government of Canada and a successful applicant (refer to section 7 of this guide).

### 3.7 Ineligible Expenditures

Certain costs are **not** eligible for funding so applicants must not include them in the calculation of the total eligible costs of the proposed project. These ineligible expenditures include:

- a) Costs incurred **before** the signing of the contribution agreement and after the agreement termination date. **Except** for eligible costs referred to under sub-paragraphs d), e), f) and h) above, which can begin to accrue effective as of the approval-in-principle date;
- b) The cost of developing a proposal;
- c) The cost of purchasing land, associated real estate and other fees, financing charges and interest payments on loans;
- d) The cost of leasing land, buildings, and other facilities;
- e) Provincial sales tax and the Goods and Services Tax or Harmonized Service Tax for which the recipient or a third party is eligible for a tax rebate and all other costs eligible for rebates;
- f) Costs that have been shared under other federal statutes or programs;
- g) Legal fees
- h) General repairs and maintenance of a project work and related structures, and
- i) Services or works normally provided by the recipient (for example: employee wages, benefits, overhead costs or any other direct or indirect operating, maintenance or administrative costs) incurred in the course of implementation of the project except those specified as eligible costs.

**Note:** The “approval-in-principle date” referred to under sub-paragraph a) above refers to the date indicated by the Minister in the approval-in-principle letter (refer to section 6 of this guide).

## 4 MERIT ASSESSMENT CRITERIA

Transport Canada will review all applications to determine if they meet the eligibility assessment criteria (section 3 of this guide). If successful, Transport Canada will assess the proposal based on the following merit assessment criteria.



## 4.1 Value for Money

How well the project proposal demonstrates relevance and performance.

### Relevance of the Project:

- To what extent the project aligns with the APGCTIF program objectives as outlined in section 2.3 of this guide;
- To what extent the project responds to a demonstrated need to address capacity constraints and bottlenecks in support of international trade flows.

### Performance of the Project:

To what extent the project uses taxpayer resources, in an affordable way, to support the development of the Asia-Pacific Gateway. Transport Canada will consider the following in assessing the project's performance:

- The project has demonstrated benefits, such as economic/social impacts, congestion reduction and a greater than one benefit-cost analysis;
- The project contributes to increased transportation capacity and improved connections between transportation modes demonstrated by additional traffic volume, TEU or tonnage;
- The project is consistent with provincial/regional priorities and/or corresponding initiative by other levels of government, including U.S. governments;
- The project improves safety, security and reliability;
- The project advances knowledge and understanding of the multimodal transportation system that contribute to the movement of international trade (e.g. data collection, feasibility studies);
- The project fosters local support for important transportation corridors/infrastructure;
- The project promotes sustainable transportation principles by reducing environmental impacts, including criteria air contaminant emissions and greenhouse gas emissions; and
- The project leverages greater public and private sector funding, where appropriate.

**Note:** Any contributions made under the APGCTIF to the for-profit private sector are not intended to allow the business to generate profits or to increase the value of the business. Applicants from the **for-profit private sector** need to clearly demonstrate that the project will generate benefits that accrue broadly to the community or region.

## 4.2 Recipient's experience and capacity

How well the applicant demonstrates ability, in terms of resources, personnel and expertise, to complete the project. More specifically, Transport Canada will consider the applicant's:

- Mandate and/or expertise;

- Experience based on former projects relevant to APGCTIF objectives; and
- Capacity, in terms of management/organizational structure financial and other resources to successfully deliver the project.

### 4.3 Quality of the Proposal

How solid is the business case in support of the project proposal. The project proposal must outline the costs and benefits of the proposed project and set out clear, realistic plans with clear roles and responsibilities to meet targeted results.

Transport Canada will assess the proposal for:

- A realistic work plan, budget and schedule;
- A solid financial plan, including evidence of secured balance of funds;
- Risk analysis and mitigation strategy;
- Internal and external support for the project; and
- A performance measurement strategy with key measurable indicators and results.

## 5 APPLICATION REVIEW PROCESS

### 5.1 Project proposal review

The APGCTIF is a merit-based fund. A Transport Canada Review Committee will:

- First, screen all funding proposals for completeness and determine whether they meet the eligibility assessment criteria (section 3 of this guide) and the cost-sharing ratios;
- Then, conduct a detailed assessment of all screened proposals to rate the extent to which the proposal meets the merit assessment criteria (section 4 of this guide) of the APGCTIF.

### 5.2 Funding Decision

The review committee will make formal recommendations to the Minister of Transport who will make the final determination whether or not to award funding. Transport Canada will notify both successful and unsuccessful applicants once it makes a funding decision on their proposal.

**Note:** Transport Canada reserves the right to accept or reject any submitted application.

## 6 PROJECT APPROVAL PROCESS

### 6.1 Project Approval

The Minister of Transport will confirm a project's selection for APGCTIF funding by granting approval-in-principle for the project. Successful recipients will receive an approval-in-principle letter from the Minister, which may include specific funding conditions and eligibility dates.

Once the project is approved in principle by the Minister, Transport Canada will provide the successful applicant with a contribution agreement containing detailed terms and conditions for the project funding. The signing of a contribution agreement by both parties is the **final** step in the project approval process. Reimbursement of eligible project expenditures incurred for a project will only occur **if and after** both parties have signed the agreement.

**Note:** Any expenditures incurred **before** receiving the Minister's **approval-in principle** are **ineligible** for funding under the APGCTIF (refer to sections 3.6 and 3.7 of this guide for the list of eligible and ineligible costs and eligibility dates).

**Note:** Funding under the APGCTIF does not imply any commitment, financial or otherwise, by Transport Canada beyond the financial support stated in the contribution agreement.

**Note:** Applicants **should not** assume federal funding commitment to a project proposal until a contribution agreement is signed.

### 6.2 Transport Canada's Service Standards

Our service standards represent the level of assistance we aim to provide and our promise to provide quality service to clients, companies, government departments, local governments, interest groups and individuals.

Our goal is to:

- Provide applicants with acknowledgment of receipt of their application within **10 business days**;
- Provide selected recipients with an initial draft of the funding agreement within **30 business days** of the project's approval-in-principle by the Minister; and
- Issue payments within **20 business days** following our notification to the recipient that the requirements outlined in the funding agreement have been fulfilled.

**Note:** If Transport Canada cannot meet these standards, we will contact the applicants/recipients about the delay and to discuss solutions.

## 7 CONTRIBUTION AGREEMENT

Contributions under the APGCTIF are subject to performance conditions specified in a funding agreement. A contribution agreement signed by both the recipient and Transport Canada is required to receive APGCTIF funding. The agreement will state the terms and conditions under which the Government of Canada will provide funding for the project.

The following sections highlight some of the key areas of this legal document:

### 7.1 Project Scope

The applicant's proposal will form the foundation to define the project scope, mandatory legal documentation, clauses, terms and conditions, performance measurements and payment structure in the formal contribution agreement.

**Note:** It is very important to clearly define the scope of the project in the application because the recipient will be responsible for:

- Completing the project within the timelines and budget identified in the application; and
- Covering all costs associated with work performed outside the approved scope of a project.

### 7.2 Reporting Requirements

Each contribution agreement will set out reporting requirements, including progress reports and a final report.

- **Progress Reports:** Transport Canada may require recipients to submit progress reports describing the progress achieved at specific intervals.
- **Final Reports:** When the project is complete, recipients must submit a final claim for reimbursement along with a final report. The final report serves as a roll-up and verification of all project activities, costs and outcomes. Under the funding agreement, Transport Canada must receive the final report before it will pay the final claim for reimbursement.

### 7.3 Audit Requirements

All contributions under the APGCTIF are subject to audit by Transport Canada. The contribution agreement may also include additional recipient audit requirements.

### 7.4 Financial Claims

Recipients must submit claims for expense reimbursement at specific intervals, at least on an annual basis. The timing and frequency of claims will consider the financial and project information the applicant provided in the approved proposal.

## 7.5 Contract Provisions

The contribution agreement will require that the recipient satisfy the Government of Canada with respect to the competitive and transparent tendering process to be established for the project and that it comply with the Agreement on Internal Trade.

## 7.6 Intellectual Property

While any intellectual property resulting from the work will remain with the recipient, by submitting a proposal, the recipient agrees that Transport Canada may:

- Summarize and publish information about findings that are not commercially sensitive, on its website and/or in hard-copy form, as information for the transportation sector and as guidance for future activities in the transportation sector; and
- Use all information and material developed under the terms of the contribution agreement, except for commercially sensitive information and findings, during and after the term of the agreement.

## 7.7 Communications Protocol

The contribution agreement may include a communications protocol, outlining requirements for joint communications activities, such as public information products, news releases, public announcements, other joint events and official languages.

## 7.8 Performance Reporting

Transport Canada collects performance data that demonstrates results for Canadians. This is why we make collecting and reporting on data to assess progress against the desired outcomes a key requirement of all funding agreements.

# PART TWO

## 8 HOW TO APPLY

Submit the application printed on one side of the page (not double-sided). Use the titles in the Application Form (section 9 below) as headings (for example: 1 - EXECUTIVE SUMMARY).

Each page of the application must be marked with a page number and with the project name.

The application must contain all the information requested in section 8 below and must clearly demonstrate the following:

- The project meets the Eligibility Assessment Criteria (section 3 of this guide);
- The project is consistent with and advances the APGCTIF program objectives (section 2.3 of this guide);
- The applicant has the ability, in terms of resources, personnel and expertise, to complete the project.
- The project is supported by a solid business case that outlines the costs and benefits of the proposed project;
- The project responds to a demonstrated need (qualitatively and quantitatively) to address capacity constraints and bottlenecks that limit Asia-Pacific international trade flows;
- The project has demonstrated benefits, such as economic/social impacts, less congestion and a greater than one benefit-cost ratio;
- The project improves safety, security and reliability;
- The project promotes sustainable transportation principles by reducing environmental impacts including criteria air contaminant emissions and greenhouse gas emissions;
- The project leverages public and/or private funding;
- The project is consistent with applicable provincial, regional, or municipal plans (e.g., land-use plans, transportation plans);
- The project meets (or will meet) all applicable legislative or regulatory requirements;
- The project fosters local support; and
- Major risks that could adversely impact completion of the project within the proposed timelines and budget have been considered, and adequate mitigation measures will be implemented.

## 9 APPLICATION FORM

Include a cover page with the following information:

- The title “Application for a Federal Funding from the Asia-Pacific Gateway and Corridor Transportation Infrastructure Fund”;
- Name of the project (must be used consistently throughout the application);
- Location of the project;
- Name of the organization applying for funding; and
- Date submitted

### 9.1 Executive Summary

Include an executive summary that addresses the major elements of the project proposal, including:

- A short description of the project including project scope, major activities, location and timelines;
- The project objectives explaining how they align with the objectives of the APGCTIF (refer to section 2.3 of this guide);
- An outline of the project eligible and ineligible expenditures;
- An outline of the sources of funds for the project including the contributions made by other parties and the federal contribution requested; and
- A brief outline of the performance measurement strategy that will be used to ensure success towards meeting the project objectives.

### 9.2 Applicant Information

#### 9.2.1 Applicant Organization

- Provide the full legal name of the organization applying for the financial contribution.
- Provide the name and position of the primary contact for the organization.
- Provide the mailing address, telephone number, e-mail address and facsimile number for all correspondence.
- Describe the organization’s mandate and its role in the project and why it is best suited to undertake the project.
- Clearly identify the eligible recipient category under which the applicant qualifies to receive a financial contribution under the APGCTIF (refer to section 3.2 of this guide).

## 9.2.2 Project Management:

This section should demonstrate the applicant's ability, in terms of resources, personnel and expertise, to complete the project and resolve issues that may arise during the project life cycle. It should include:

- **Project Manager**  
Name the designated project manager, with all the necessary contact information (name, position title, mailing address, telephone number, e-mail address and facsimile number).
- **Qualifications and Experience**  
Include evidence that the project manager has relevant qualifications and experience to undertake, manage and carry out the project on behalf of the organization.
- **Project Governance**  
Describe the proposed project's governance structure.

**Note:** If the project is to be delivered as a Public-Private-Partnership, Transport Canada may request additional information.

## 9.3 Project Rationale

This section should provide a high-level rationale for the project and provide the context for why the project is important and how it advances the development of the Asia-Pacific Gateway. It should include:

- a) A clear statement of the project needs and of how the requested federal funding will facilitate the implementation, enhance the scope or accelerate the timing of the project;
- b) An overview of the project goals that will contribute to achieving the objectives of the APGCTIF, as well as reaching the ultimate goal of the APGCTIF in promoting the Asia-Pacific Gateway and Corridor transportation system.
- c) A summary of the existing conditions, including:
  - Travel time delays;
  - Traffic mix, including volumes of freight and people;
  - Level-of-service;
  - Reliability of corridor (i.e. frequency of accidents, road closures per year (if applicable)); and
  - Percentage of freight movements related to trade with or from Asia-Pacific.
- d) An overview of the expected Asia-Pacific trade benefits :
  - Importance of the project for Asia-Pacific international trade flows;
  - Importance of the corridor for Asia-Pacific international trade flows;
  - Proportion of Asia-Pacific international trade flows on the corridor; and
  - Improved connectivity/inter-modal interfaces between modes for Asia-Pacific international trade movements.



- e) An overview of the project in relation to:
- Capacity constraints and bottlenecks limiting Asia-Pacific trade flows;
  - Benefits to the public (i.e. economic/social impacts, less congestion, benefit-cost analysis, etc.);
  - Its location on the Asia-Pacific Gateway and Corridor;
  - Improvements to safety, security and reliability;
  - Evidence of support of the community;
  - Predicted future annual traffic growth rates (international freight and people);
  - Other important, unique and/or sensitive aspects of the project; and
  - Other projects planned or underway in the project corridor or across the same area that would affect transportation.
- f) Consideration of the “Do Nothing” case.

## 9.4 Project Description

Provide the following information:

### 9.4.1 Scope of works

- Describe the proposed activities and work to be carried out; including maps and diagrams showing the major components and phases of the project.
- The project work plan must clearly outline the planned schedule with key milestones, major activities and timelines.

### 9.4.2 Location

- Clearly identify the areas/locations project activities will cover.

### 9.4.3 Project Schedule

- Clearly outline the estimated start date and completion date of the project as well as the estimated timelines for key milestones and major project activities.
- Include the estimated timelines for securing required permits if applicable.
- Refer to Table 1 below for an example.

Table 1: Project Schedule

PROJECT ACTIVITY / MILESTONE	TIMELINES (ANTICIPATED START / COMPLETION DATES)
Project Design and Surveying	
Environmental Assessment	
Construction and other Permits (specify)	
Tender	
Start of on-site Construction	
Substantial Completion	
Project Completion	
Final Report	

## 9.5 Financial Information

The proposal must include a project activity expenditure breakdown for all phases of the project delivery and the budget forecast.

### 9.5.1 Activity Expenditure Breakdown

- Include the estimated total project cost, including all eligible and ineligible expenditures under the APGCTIF (refer to sections 3.6 and 3.7 of this guide) and predicted cash flow per year (see Table 3 below).
- Include a statement as to the accuracy and level of confidence of the cost estimates.

### 9.5.2 Financial Plan

Applicants must provide all of the following information:

- A financial plan, including the disclosure of all sources of funding for the project (confirmed and anticipated) and the estimated cash flow per fiscal year;
- This must include the requested APGCTIF contribution, the recipient's own contribution to the project and any other sources of funding, including any other federal sources of funding (see Table 4 below);
- Evidence of ability to fund upfront and operating costs;
- How the APGCTIF contribution will advance or accelerate the project; and
- How the project levers other public and/or private sector funding.

**Note:** A fiscal year starts on April 1<sup>st</sup> and end on March 31<sup>st</sup> of the following year.

### 9.5.3 Partners and Contributions

- Provide a description and the role of any partners involved in the proposed project and what they are contributing to the project. Include the partner organization’s legal name, address and point of contact.

### 9.5.4 Letters of Intent

The application must include a letter of intent from each partner organization providing financial or in-kind support. These letters must include:

- Contact information,
- A statement of interest in the project,
- A description of the nature, extent, sources and valuations of in-kind contributions.

**Note:** Include these letters as Annexes

**Note:** As part of the review process, Transport Canada may contact partner organizations for more information or clarification.

Table 2: Project Activity Expenditure Breakdown by Fiscal Year

PROJECT ACTIVITY EXPENDITURES	PROJECT COSTS BY FISCAL YEAR (APRIL 1ST – MARCH 31ST)			
	2015-2016	2016-2017	2017-2018	Total
List all ineligible expenditures				
<b>Total ineligible costs:</b>				
List all eligible expenditures				
<b>Total eligible costs:</b>				
<b>Total project costs (total ineligible + total eligible costs)</b>				

Table 3: Project Costs by Funding Source and Fiscal Year

		FUNDING SOURCES BY FISCAL YEAR (APRIL 1ST – MARCH 31ST)			
Funding source for the ineligible costs	confirmed (yes/no)	2015-2016	2016-2017	2017-2018	Total
Recipient					
Any other sources of funds (specify)					
Total Ineligible costs:					
Funding source for the eligible costs		2015-2016	2016-2017	2017-2018	Total
APGCTIF Contribution	no				
Recipient					
Any other sources of funds (specify)					
Total Eligible Costs:					
<b>Total Project Cost</b>					

## 9.6 Project Risks

Provide an overview of the project risks and the mitigating measures the organization plans to adopt.

- **Risks are** uncertainties or constraints that may impact project completion within the proposed timelines and budget. They often include short construction season, delayed permits or materials, lack of participation, etc.
- **Mitigation measures are** the planning and management activities that the organization will undertake in the course of the project to avoid these risks and reduce their consequences or impact on the project.

## 9.7 Asia-Pacific Benefits

Clearly explain how the project advances the development of the Asia-Pacific Gateway and provide, when applicable, the following information:

### 9.7.1 Capacity Constraints and Bottlenecks

- Describe how the project responds to a demonstrated qualitatively and quantitatively need to address capacity constraints and bottlenecks in support of Asia-Pacific international trade flows.
- Explain how the project improves the level of service/fluidity from an engineering and non-engineering perspective;

- Explain how the project improves connection to freight facilities.

### 9.7.2 Asia-Pacific International Trade Benefits

Provide an overview of the Asia-Pacific international trade benefits the project will likely produce:

- Importance of the project for Asia-Pacific international trade flows;
- Proportion of Asia-Pacific international trade flows on the corridor (current and future);
- Volumes of Asia-Pacific international trade flows on the corridor (current and future) if available;
- Improved connectivity/inter-modal interfaces between modes for Asia-Pacific international trade movements; and
- Capacity constraints and bottlenecks limiting Asia-Pacific international trade flows

### 9.7.3 Safety and Security Benefits

Provide an overview of the project's impact on transportation safety and security and include, where applicable:

- A five-year accident summary for the project area (i.e. number of fatalities, personal injury, property damage (if available));
- Five-year accident rate (i.e. number of accidents per hundred million vehicle kilometers);
- Predicted safety improvements of the proposed project (i.e. The project will likely decrease accidents by XX per cent); and
- A demonstration of how the project improves gateway or international trade corridor security.

### 9.7.4 Environmental Benefits

- Explain how the project promotes sustainable transportation principles by reducing environmental impacts including air contaminant emissions and greenhouse gas emissions.

## 9.8 Cost Benefit Analysis

The Government of Canada requires demonstration of a sound analysis of the anticipated safety, security, efficiency, environmental, social, and international trade and commerce benefits of the project.

If available, provide a summary of the cost benefit analysis for the project, which includes:

- Evaluation period (use 30 years) and discount rate (use 10 per cent);
- Net present value, Internal rate of return and Net Benefit-Cost ratio;

- Sensitivity analysis (as per Table 6 below);
- A statement of source of the major benefits of the project (i.e. travel time savings; reduced safety costs, expanded capacity, sustainable development, how the local community business benefits from the project, how the local community residents benefits from the project, etc); and
- A description of the methodology used for the cost benefit analysis.

Table 4: Sensitivity Analysis Results

PARAMETER CHANGE	TOTAL BENEFITS	TOTAL COSTS	NET PRESENT VALUE	NET BENEFIT COST-RATIO
10% Discount Rate (Base Case)				
5% Discount Rate				

## 9.9 Legal and Regulatory Requirements

Identify any legal or regulatory requirements that apply to the project and indicate the status and estimated timelines of any permits/licenses that are required.

### 9.9.1 Environmental Assessments

- Complete the Preliminary Environmental Review Form (see Annex A).

### 9.9.2 Aboriginal Consultations

Reference completed/ongoing/planned consultation with Aboriginal groups including but not limited to:

- A summary of communications to date with Aboriginal groups; and
- A summary of any issues or concerns that the Aboriginal groups have raised and an indication of how the organisation has addressed or proposes to address those issues or concerns.

**Note:** Eligible projects must meet **all** federal and provincial/territorial regulatory and environmental requirements (e.g., *Canadian Environmental Assessment Act 2012* (CEAA 2012)) and the Transportation Association of Canada engineering guidelines, where applicable.

## 9.10 Performance and Progress Measures

This section should clearly identify how the project will meet expected benefits and how this will be measured and monitored throughout the course of the project.

Refer to Annex B for the Expected Outcomes and Performance Measures of the APGCTIF.

## 9.11 Declarations

### 9.11.1 Conflict of Interest

Please answer the following questions:

- Do you presently employ, in your business or organization, a former public office holder who left the federal government in the last twelve months?

Yes     No

- Does your business have, as a major shareholder, a former public office holder who left the federal government in the last twelve months?

Yes     No

- In case you have answered “yes” to question 1 or 2 above, was this person at an Executive level or above while in public office?

Yes     No

Potential recipients need to provide the following assurances as part of the project proposal application:

- Assurances that no former public servant, who is not in compliance with the Values and Ethics Code for Public Servants, shall derive benefits from this agreement;
- Assurances that no member of the House of Commons of Canada shall be admitted to any share or part of this agreement or to any benefit to arise there from; and
- Assurances that no former public office holder, who is not in compliance with the Conflict of Interest and Post-Employment Code for Public Office Holders, shall derive a direct benefit from this agreement.

### 9.11.2 Applicant Declaration

Include the following declaration, to be signed by a duly authorized person:

I/we, the undersigned, hereby certify that:

- all information provided to Transport Canada in support of this request for funding is true and complete;
- if funding requested in this application is approved, the funds will be spent solely for the project and activities described in this application; and
- I/we provide consent to Transport Canada to make necessary credit and other enquiries in support of this application.

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NAME

---

TITLE

---

SIGNATURE

---

DATE



## 10 HOW AND WHERE TO SUBMIT AN APPLICATION

Applicants should submit their complete application packages by mail or by courier service to:

Transport Canada  
APGCTIF Application  
Business Centre  
330 Sparks St.  
Place de Ville, Tower C  
Ottawa, ON  
K1A 0N5

Transport Canada will send an acknowledgment of receipt to the applicant's mailing or e-mail address.

Only applications received by 15:00 (3:00 p.m.), Eastern Time, on **April 30, 2015** will be considered.

# ANNEX A: PRELIMINARY ENVIRONMENTAL REVIEW FORM

## 1. GENERAL INFORMATION

Project Name:

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Project Proponent:

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Project Location: Specify project coordinates, address and/or a nearby intersection

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Project Description: Bullet point list of physical works and activities, anticipated size and environmental setting

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Funding Program: Asia-Pacific Gateway and Corridor Transportation Infrastructure Fund

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Total Project Cost:

Total Federal Contribution:

---

Construction Start Date:  
*Actual or Anticipated*

Construction End Date:  
*Actual or Anticipated*

---

## 2. IDENTIFICATION OF ENVIRONMENTAL ASSESSMENT REQUIREMENTS

Does the project (either in full or in part), include one or more physical activities that are designated by the Regulations Designating Physical Activities?  Yes  No

You can find designated physical activities at: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html>

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**If yes** Have you submitted a project description to the Canadian Environmental Assessment Agency?  Yes  No

Please provide the Canadian Environmental Assessment Registry Number if available:

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Does the project (either in full or in part) require a provincial environmental assessment?  TBD  Yes  No

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**If yes, please describe:** Provincial Process, Start Date, End Date, Result

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Does the project (either in full or in part) require an environmental assessment under a northern regime?  TBD  Yes  No

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**If yes, please describe:** Northern Process, Start Date, End Date, Result

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### 3. FEDERAL LAND REQUIREMENTS UNDER SECTION 67 OF CEAA 2012

Will the project (either full or in part) take place on federal lands?  Yes  No

**Note:** "Federal Lands" are defined in subsection 2(1) of CEAA 2012

<b>If yes,</b>	Provide the federal land administrator (the department or agency with contact information):	
	Provide a description of the federal lands: <i>Attach a map if available</i>	
	Indicate if the entire project footprint will be on federal lands: If no, please indicate the portions that will take place on federal lands	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Indicate if an environmental evaluation has been completed that includes effects on any identified federal lands: if yes, please provide a date	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Indicate if other CEAA 2012 Authorities are involved in the project: If yes, please list	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 4. CONTACT INFORMATION

Name/Title/Organisation:

Adresse :

Phone:

Email:

### 5. COMPLETENESS OF INFORMATION

The information provided is accurate to my knowledge. I will forward any additional information to Transport Canada should it become available and understand that any new information may result in the requirement for additional environmental review.

Signature:

Date:

## ANNEX B: EXPECTED OUTCOMES AND PERFORMANCE MEASURES OF THE ASIA-PACIFIC GATEWAY AND CORRIDOR TRANSPORTATION INFRASTRUCTURE FUND

EXPECTED OUTCOME	PERFORMANCE MEASURES
Project improves transportation infrastructure.	<ul style="list-style-type: none"> <li>• Reduced congestion demonstrated by reduced delays in urban areas and through key transportation corridor(s).</li> <li>• Increased transportation capacity and improved connections between modes demonstrated by additional traffic volume, TEU or tonnage.</li> <li>• Reduction in infrastructure maintenance cost (per unit).</li> <li>• Improved user satisfaction as demonstrated by a public opinion survey at the end of the project.</li> </ul>
Project improves quality of life by reducing the negative impacts associated with transportation.	<ul style="list-style-type: none"> <li>• Reduction in noise levels and other irritants in communities where projects are located.</li> <li>• Reduction in the growth of Criteria Air Contaminant (CAC) and greenhouse gas emissions in communities where projects are located.</li> </ul>
Project makes the APGCI multimodal transportation network more efficient, safe and secure.	<ul style="list-style-type: none"> <li>• Decreased property damage, personal injury and/or fatality rates.</li> <li>• Implementation of new safety and security related projects.</li> <li>• Improved mobility of goods and persons.</li> </ul>
Project supports increased trade with Asia-Pacific.	<ul style="list-style-type: none"> <li>• Value of trade and tourism on the national transportation system.</li> </ul>