

Canada's Intelligent Transportation Systems Plan

Canada's Intelligent Transportation Systems (ITS) Plan for Canada: En Route to Intelligent Mobility sets out the federal government's strategy for stimulating the development and deployment of these systems across urban and rural Canada. The goals are to maximize the use and efficiency of existing infrastructure and meet future mobility needs more responsibly. The ITS Plan provides leadership and support to advance the application and compatibility of ITS technologies to make Canada's multimodal transportation system safe, integrated, efficient and sustainable. The plan outlines five pillars of activity:

1. **Partnership for Knowledge** - the essential building block
2. **Developing Canada's ITS Architecture** - a solid foundation
3. **A Multimodal ITS Research and Development (R&D) Plan** - fostering Innovation
4. **Deployment and Integration of ITS Across Canada** - moving forward
5. **Strengthening Canada's ITS Industry** - global leadership

Budget 2000 announced the Strategic Highway Infrastructure Program (SHIP). A portion of the funds identified under SHIP will advance the deployment of ITS across Canada.

ITS Deployment and Integration Plan Objectives

To accelerate the deployment, integration and interoperability of ITS across all modes, the federal government will provide support for strategic ITS deployment and integration to lever complementary public and private sector investment for projects that advance one or more of the following objectives:

- improve mobility and transportation efficiency, productivity, safety and security for passengers and freight;
- support tourism, trade and traffic flows on north-south and east-west corridors;
- improve intermodal connections, electronic commerce implementation and other strategic data exchange at transfer points and ports of entry;
- increase operational and regulatory efficiencies for system users and public agencies;
- reduce environmental impacts, including air emissions, and increase the use of alternative transportation modes; and
- improve traveller information and data collection for more effective policy planning and operational management.

Eligibility

Registered Canadian not-for-profit organizations, private enterprises, municipalities, First Nations, public or private transportation authorities/agencies and academia may apply.

Partnerships between two or more of these entities are strongly encouraged.

The type of initiatives eligible for financial support from the federal government include:

- A) feasibility, planning and integration studies that assess and guide the deployment of ITS;
- B) proposals for deployment of ITS systems;
- C) systems integration projects to achieve interoperability and compliance with the ITS architecture for Canada;
- D) pilot ITS projects involving intergovernmental and private sector cooperation;

E) ITS projects of national scope or that promote cross-Canada applications.

Projects should meet documented needs, focus on the integration of ITS applications and strengthen institutional ties across jurisdictions, modes and operating agencies.

Eligible Costs, Fees and Expenditures

Eligible costs, fees and expenditures are those directly related to carrying out an approved project.

Contribution agreements with successful applicants will include a Communications Protocol, outlining requirements for joint communications activities such as public information products, news releases, press conferences, public announcements and other joint events. Costs associated with these activities are eligible costs, and should be included in the proposed operating budget.

Ineligible Expenses

Certain expenditures are not eligible for funding and therefore will not be considered in the calculation of the total eligible costs of the project. These include:

1. expenses incurred prior to the approval of an application and after the project termination date;
2. the cost of developing a proposal;
3. the cost of purchasing land, associated real-estate and other fees, financing charges and interest payments on loans;
4. provincial sales tax and the Goods and Services Tax for which the applicant or a third party is eligible for a tax rebate and all other costs eligible for rebates;
5. costs which have been shared under other federal statutes or programs; and
6. legal fees.

In Kind Contributions

In-kind contributions of goods and services, provided that they qualify as eligible costs and provided that they are essential to the project's success (and would otherwise have to be purchased and paid for by the applicant) are permissible as a component of an applicant's matching contribution.

In-kind contributions, where approved, may involve non-cash assets such as land, buildings, equipment, use of facilities, labour and goods that are provided by the applicant and/or by the applicant's collaborators.

In-kind contributions should be measured at fair value or at cost - whichever is less - at the date of the contribution. Fair value is estimated using market or appraisal values. For contributed materials or services that are normally purchased, fair value would be determined in relation to similar materials and services.

A matching contribution may only include an in-kind component provided that: a) the applicant has demonstrated that either fair value or cost has been reasonably estimated or determined for that component; and b) the nature, extent, source and valuation of that component has been approved by the ITS Office of Transport Canada simultaneously with the approval of the project.

No profit to the applicant or to any of the applicant's collaborators shall be taken into account or otherwise allowed when estimating or determining the fair value or cost of an in-kind component of the applicant's matching contribution.

Deadline for Application

To be considered, your application must be received in the ITS Office of Transport Canada (see application form for address) no later than 15:00 hours, (3:00 pm) local Ottawa time on July 29, 2004. Applications received after the deadline will be rejected and returned to the sender unopened.

Applications submitted electronically must be immediately followed by a signed paper copy, failing which the proposal will be considered null and void.

Funding

Funding from all federal government sources will be limited to a maximum contribution of fifty percent (50%) of total eligible expenditures of a given project.

The maximum Transport Canada contribution, under this Plan, to any municipality, First Nation, not-for-profit organization or academia is \$250,000 per project. The maximum contribution to a private enterprise is \$100,000 per project.

All projects must be completed by March 31, 2006.

A priority list of all eligible projects will be established should additional funding become available.

How Applications Are Assessed

Applications received on or before the deadline will be assessed by a federal interdepartmental committee, chaired by the ITS Office of Transport Canada. Priority shall be given to funding projects that best meet the highest number of the criteria set out below.

Funding decisions will be made only after the deadline. Project approval will be communicated in writing. During the assessment process, you may be contacted by the ITS Office of Transport Canada and asked to clarify information or to submit additional information or supporting documentation.

Before a final decision is made, the ITS Office of Transport Canada may seek input from other sources. Information provided will be handled in accordance with the provisions of the **Privacy Act** and the **Access to Information Act**.

In cases where a number of similar applications are received from a particular

community or region, the ITS Office of Transport Canada may encourage the consolidation of projects.

Assessment Criteria

Proposals from eligible applicants will be assessed against the following criteria:

1. the proposal advances one or more of the objectives of the Intelligent Transportation Systems (ITS) Plan for Canada: En Route to Intelligent Mobility, as outlined on Page 1;
2. the proposal demonstrates that it responds to an identified need or problem and is part of a comprehensive plan of fully integrated intelligent transportation systems;
3. the proposal demonstrates conformity with the ITS Architecture for Canada and interoperability with the U.S. architecture and adopted North American standards;
4. the proposal demonstrates cooperation among agencies, jurisdictions, and encourages private sector involvement and financial commitment, as evidenced by signed memoranda of understanding that clearly define the responsibilities and relations of all parties to a partnership arrangement, including institutional relationships and financial commitments needed to support deployment;
5. the proposal demonstrates cooperation with U.S. partner agencies and jurisdictions and/or consistency with corridor development and NAFTA border facilitation efforts and harmonization efforts, where applicable;
6. the proposal is consistent with applicable federal/provincial/territorial legislative and regulatory obligations (e.g. safety, environmental);
7. the proposal minimizes the relative percentage of all federal contributions to total project costs;
8. the proposal demonstrates an anticipation of possible obstacles and resourcefulness in overcoming them;

9. the proposal demonstrates that the project team has the capacity and the resources to conduct the work in the time frame specified;

10. the proposal demonstrates continued, long-term operations and maintenance without continued reliance on federal funding, as demonstrated by documented evidence of fiscal capacity and commitment from anticipated public and private sources;

11. the proposal demonstrates technical capacity for effective operations and maintenance or commitment to acquiring necessary skills;

12. the proposal promotes transportation safety and environmental sustainability;

13. the proposal includes an evaluation framework, describing the means by which the expected results of the project will be measured in relation to stated objectives;

14. in the case of rural areas, the proposal meets other safety, mobility, geographic and regional diversity, or economic development criteria as determined by the federal government; or

15. in the case of urban areas, federal funding is used primarily for activities necessary to integrate intelligent transportation infrastructure elements that are either deployed or to be deployed with other sources of funds.

Required Documentation

The entire proposal should not exceed 30 pages in length, including attachments. Specifically, each proposal **must** include the following:

- **Application Form** – A completed and signed ITS Deployment and Integration Plan Application Form for Funding, attached as Appendix A.
- **Project Summary** – A description of the essence of the proposal, including how the proposal fulfills the objectives

of the ITS Plan and how it meets the eligibility criteria.

- **Project Goals, Objectives and Description** – A clear statement of project goals; measurable objectives, including proposed measurement methodology; and expected outcomes. Transport Canada has prepared broad guidelines for measuring and reporting on environmental impacts, such as air emissions. These guidelines are available on Transport Canada's ITS website at www.its-sti.gc.ca; or by contacting the ITS Office at (613) 998-9834.
- **Operational Plan and Project Activities** – An outline of the project timetable including clear and defined project milestones. Demonstrate how the activities will be measured for success and evaluated. Provide a brief and concise risk assessment indicating the degree of success expected. Identify any problems likely to present during the course of the Work, and explain how they would be addressed.
- **Financial Information** – A detailed description of the proposed operating budget, a forecast of how funds will be spent, and a breakdown of costs on a quarterly basis. A breakdown of confirmed sources and amounts of funding must be included. Attach signed letters of commitment from other partners who will be providing financial or in-kind support. Secured commitments from other partners will demonstrate in a concrete manner the viability of and support for the project. Where applicable, a description of the method used to measure in-kind contributions should be included.

Reporting Requirements

Every applicant whose project has been approved will be **required** to submit:

- financial claims - claim forms for reimbursement of eligible expenditures on a quarterly basis, including a certified copy of invoices paid by the

recipient in relation to the project work; and a description and evaluation of all in-kind services received during the reporting period;

- progress reports – detailed progress reports on a quarterly basis, describing work done, problems encountered, proposed solution, and impact, if any, on the work and schedule; and
- upon completion, a short and concise evaluation, reporting on the objectives met, the outcomes achieved, and the lessons learned (in accordance with assessment criterion #13). A holdback of 5% of the federal contribution will be retained and released upon satisfactory receipt of the evaluation report.

As the results of projects become available, they will be summarized and published by Transport Canada to serve as guidance material for future deployment activities and to assist in evaluating the effectiveness of this plan and ITS architecture and standards on system performance, interoperability and functionality. Transport Canada will produce a guidebook on ITS deployment projects involving cooperative intergovernmental and public-private partnerships.

Intellectual Property

Any intellectual property resulting from the work will remain with the funding Recipient.

Notwithstanding the foregoing, by the submission of an application under this call for proposals, the applicant agrees that information relating to the findings of the work that is not commercially sensitive will be summarized and published by Transport Canada, on the Transport Canada website and/or in hard-copy form, to serve as information to the transportation sector, and as guidance material for future activities in the transportation sector.

Advanced Payments

Payments are typically made after expenses have been incurred. However, based on demonstrated need, advance payments may

be authorized in accordance with the terms set out in the contribution agreement signed with the successful applicant.

Overpayments

Those funds that are in excess of the estimated expenditures and for which an advance payment has been made, as well as funds that are spent on ineligible disbursements, are subject to recovery and must be returned to the Receiver General of Canada.

The Application Form

The Application form must be signed and submitted in either English or French to:

ITS Office (ACGI)
Transport Canada
Place de Ville, Tower C, 27th Floor
330 Sparks Street
Ottawa, Ontario
K1A 0N5

Electronic versions may be submitted to Transport Canada's ITS Web site at its-sti@tc.gc.ca.

Application forms are available through Transport Canada's ITS Web site at www.its-sti.gc.ca, or by contacting the ITS Office at (613) 998-9834.

For More Information

For more information about the federal Government's ITS Deployment Plan, please call (613) 998-9834, or visit our Web site at: www.its-sti.gc.ca.



CANADA'S INTELLIGENT TRANSPORTATION SYSTEMS (ITS) DEPLOYMENT AND INTEGRATION PLAN APPLICATION FORM FOR FUNDING

1. Refer to the Application Guide before completing this application.
2. Complete the application form in either English or French.
3. Answer all questions. Missing or incomplete information will slow the processing of your application and may result in its rejection. Attach additional sheets if necessary.
4. It is the applicant's responsibility to ensure that the proposed project complies with all relevant federal, provincial/territorial, and municipal laws.
5. Information provided will be dealt with in accordance with the Privacy Act and the Access to Information Act.
6. Sign and send the original completed form and supporting documentation to:
 ITS Office (ACGI)
 Transport Canada
 Place de Ville, Tower C, 27th floor
 330 Sparks Street
 Ottawa, Ontario
 K1A 0N5
7. Applications must be received at the above noted address no later than 15:00 hours (3:00pm) Ottawa local time on July 29, 2004. Applications received after 15:00 hours will be rejected and returned to the sender unopened. Retain copies for your own records.

Part A - Applicant Information	
1. Full legal name of your organization <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	2. Mailing address (incl. telephone, fax numbers) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> e-mail: <hr/>
3. Mandate of your organization <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	4. Products or services offered by your organization <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
5. Year your organization was founded <hr/>	6. Canada Customs and Revenue Agency Taxation # <hr/>

PART A - continued

7. Name, title and address of Project Leader
(telephone, fax, if different from #2 above)

e-mail:

8. Name, title and address of Project Treasurer
(telephone, fax, if different from #2 above)

e-mail:

PART B - Project Information

1. Description of project (25 words or less)

2. Applicable User Services Bundles.

- Traveller Information Services
- Traffic Management Services
- Public Transport Services
- Electronic Payment Services
- Commercial Vehicle Operations
- Emergency Management Services
- Vehicle Safety & Control Systems
- Information Warehousing Services

3. Type of ITS Project

(Refer to "Eligibility" section of the Guide)

- Feasibility, planning and integration studies
- Proposal for deployment
- System integration project
- Intergovernmental or public-private pilot project
- Project of national scope

4. Project duration:

From _____
(dd/mm/yyyy)

To _____
(dd/mm/yyyy)

5. Provide a detailed description of the project by attaching a complete proposal (30 pages maximum). Your proposal must be presented in accordance with the Assessment Criteria and include the Required Documentation as detailed in the Applicant's Guide.

