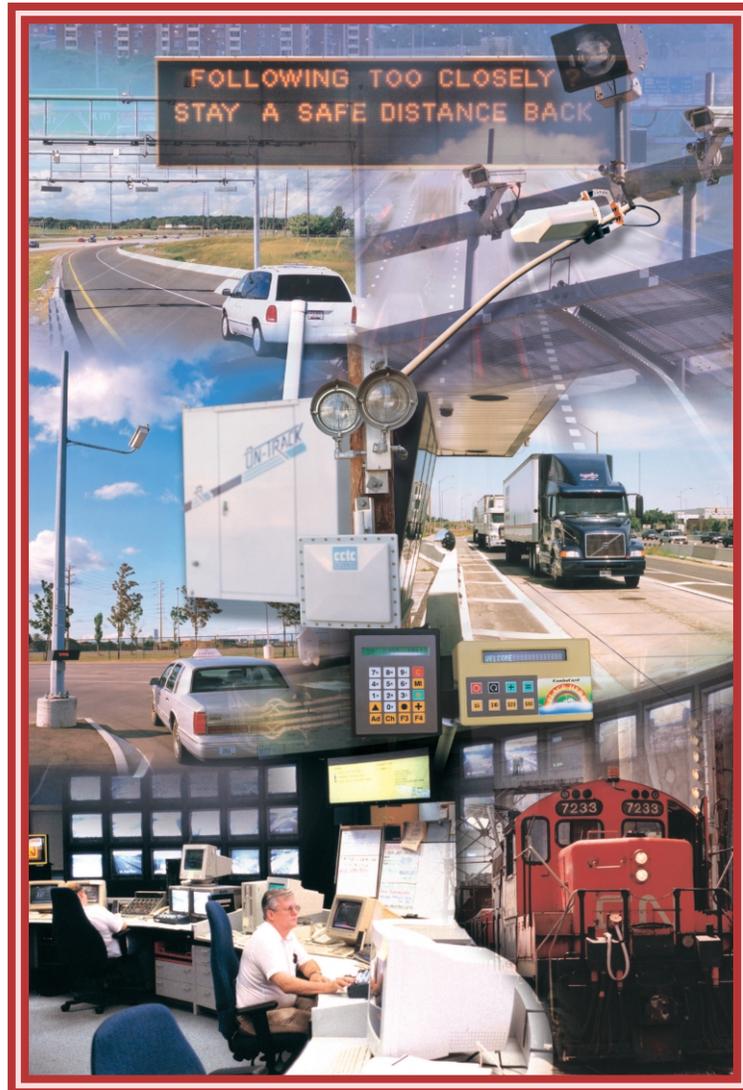


CANADA'S INTELLIGENT TRANSPORTATION SYSTEMS (ITS)



DEPLOYMENT AND INTEGRATION PLAN

APPLICANT'S GUIDE March 2000

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This information is also available through the Internet at:

http://www.tc.gc.ca/pol/en/its/menu_e.htm

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Canada

Canada's Intelligent Transportation Systems Plan

On November 8th, 1999, the Minister of Transport, the Honourable David Collenette, announced an Intelligent Transportation System (ITS) Plan for Canada: En Route to Intelligent Mobility. This Plan 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 ground transportation system safe, integrated, efficient and sustainable. The plan outlines five pillars of activity:

1. Partnerships 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.

ITS Deployment and Integration

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;
- increase 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 traveler information and data collection for more effective policy planning and operational management.

Eligibility

Registered Canadian not-for-profit organizations, private enterprises, provinces/territories, municipalities and academia may apply.

Partnerships between two or more of these entities are 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 national ITS architecture (under development);
- D) pilot ITS projects involving intergovernmental cooperation and public-private partnerships;
- E) ITS projects of national scope or that promote cross-Canada applications; and
- F) seminars, conferences, courses aimed at educating personnel about ITS applications.

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

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 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.

Deadline for Application

To be considered, your application must be postmarked by Canada Post or registered by an official courier service no later than April 28, 2000.

Applications received after the deadline will not be considered.

Funding Availability

The number of projects funded will depend on and be shaped by the availability of funds for the deployment plan in a given year.

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 contribution to any province/territory, municipality, not-for-profit organization or academia is \$250,000 per project. The maximum contribution for a private enterprise is \$100,000 per project.

All projects must be completed by March 31, 2002.

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

How Applications Are Assessed

Applications will be assessed by the ITS Office of Transport Canada against the criteria set out below.

Applications received on or before the deadline are assessed against each other and compete for funds allocated for that fiscal year. Funding decisions are made only after the deadline. Project approval will be communicated shortly thereafter, and by no later than July 14, 2000. 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 should meet the majority of the following criteria:

1. contribute to the objectives of the Intelligent Transportation Systems (ITS) Plan for Canada: En Route to Intelligent Mobility;
2. demonstrate commitment to the development and/or implementation of a comprehensive plan of fully integrated intelligent transportation systems deployment consistent with Canada's ITS architecture (under development, preliminary documents available) and standards;
3. demonstrate conformity with Canada's ITS architecture and standards and interoperability with the U.S. architecture and adopted North American standards;
4. demonstrate a strong commitment to cooperation among agencies, jurisdictions, and the private sector, 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. demonstrate cooperation with U.S. partner agencies and jurisdictions and consistency with corridor development and NAFTA border facilitation efforts and harmonization efforts, where applicable;
6. consistent with applicable federal/provincial/territorial legislative and regulatory obligations;
7. encourage private sector involvement and financial commitment, to the maximum extent practicable, through innovative financial arrangements, especially public-private partnerships, including arrangements that generate revenue to offset public investments;
8. minimize the relative percentage of all federal contributions to total project costs. The total federal contribution shall not exceed the share of the Recipient sponsoring the proposal up to a maximum of 50% of the total eligible cost of a project;
9. ensure 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;
10. demonstrate technical capacity for effective operations and maintenance or commitment to acquiring necessary skills;
11. do not compromise transportation safety and the environment;
12. include an evaluation framework;
13. in the case of rural areas, meet other safety, mobility, geographic and regional diversity, or economic development criteria as determined by the federal government; or
14. 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 Elements

Applications must include the following elements:

Project Summary. Describe 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 and Objectives.** Include a clear statement of project goals, measurable objectives and expected outcomes.
- **Operational Plan and Project Activities.** Provide the project timetable including clear and defined project milestones. Demonstrate how the activities will be measured for success and evaluated.
- **Financial Information.** Include 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 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.

Full Proposal Content

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

- Cover Page (1 page only)
- Signature Page (as required)
- Executive Summary (2 pages maximum)
- Full Project Proposal (25 pages maximum)
- Schedules (detail financial breakdown, personal information, etc.).

Reporting Requirements

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

- financial claims - recipients will be required to submit claim forms for reimbursement of eligible expenditures at three month intervals; and
- upon completion, a short and concise evaluation, reporting on the objectives met, the outcomes achieved, and the lessons learned (in accordance with assessment criteria #12). 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 standards on system performance, interoperability and functionality. Transport Canada will produce a guidebook on ITS deployment projects involving cooperative intergovernmental and public-private partnerships.

Advanced Payments

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

Application forms must be signed and submitted in either English or French to the ITS Office at Transport Canada.

The Application may be sent by mail or by courier service to:

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

Application forms are also available through Transport Canada's ITS Web site at:

http://www.tc.gc.ca/pol/en/its/menu_e.htm

For More Information

For more information about the federal Government's ITS Deployment Plan, please call (613) 991-6441, or visit our Web site at:

http://www.tc.gc.ca/pol/en/its/menu_e.htm

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 (typewritten or clearly hand printed) 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 typewritten 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 by mail or by courier 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

Retain copies for your own records.

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

PART A - continued

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

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e-mail:

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

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e-mail:

PART B - Project Information

1. Name of project (25 words or less)

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2. Circle one of the eight User Services Bundles.

- 1) Traveller Information Services
- 2) Traffic Management Services
- 3) Public Transport Services
- 4) Electronic Payment Services
- 5) Commercial Vehicle Operations
- 6) Emergency Management Services
- 7) Vehicle Safety & Control Systems
- 8) Information Warehousing Services

3. Type of ITS Project

(Refer to "Eligibility" section of the Guide)

- a) Feasibility, planning and integration studies
- b) Proposal for deployment
- c) System integration project
- d) Intergovernmental or public-private pilot project
- e) Project of national scope
- f) Seminars, conferences, courses

4. Project duration:

From _____ To _____
(dd/mm/yyyy) (dd/mm/yyyy)

5. Provide a detailed description of the project (attach additional typewritten sheets - 30 pages maximum).
Your proposal must:

- 1. describe how the project contributes to the objectives of the ITS Plan for Canada
- 2. demonstrate conformity with Canada's ITS architecture and standards and, where appropriate, interoperability with the U.S. architecture and adopted North American standards
- 3. encourage private sector involvement and financial commitment through documented evidence of financial support and define responsibilities of all parties
- 4. ensure and demonstrate continued, long-term operations and maintenance without continued reliance on federal funding
- 5. where appropriate, demonstrate cooperation with U.S. partner agencies and jurisdictions and consistency with corridor development and NAFTA border facilitation
- 6. demonstrate consistency with applicable federal/provincial/territorial legislative and regulatory obligations
- 7. demonstrate technical capacity for effective operations and maintenance or commitment to acquiring necessary skills
- 8. not compromise transportation safety and the environment
- 9. include an evaluation framework and indicate the how the results of the project will be measured
- 10. itemize planned project expenditures and attach a breakdown of costs on a quarterly basis.

