



Regional Walking Investments

Walking Infrastructure to Transit (WITT Program)

2024 Program Guidelines



Together all the way

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1 INTRODUCTION

1.1 WALKING INFRASTRUCTURE TO TRANSIT FUNDING PROGRAM

Regional investments in walking are made by TransLink through the Walking Infrastructure to Transit (WITT) funding program. The objective of the WITT program is to provide funding to local governments to improve walking access to transit. Program funding is being provided through the Investment Plan.

Both the region's 30-Year Regional Transportation Strategy (i.e. Transport 2050) and 10-Year Priorities (i.e. Mayors' Council 10-Year Vision and recently approved Transport 2050: 10-Year Priorities) prioritize significant investment to improve walking access to transit, especially connecting to and within the Frequent Transit Network. Accordingly, the WITT funding program is intended to fund walking infrastructure that provides new and/or improved pedestrian connections to transit infrastructure.

This document is the guide to how TransLink will invest in regional walking infrastructure through the WITT funding programs. This document is subject to periodic changes or enhancements as required.

2 PROGRAM OVERVIEW

In order to improve pedestrian access to transit, WITT funding is available to local governments to provide new or enhanced walking infrastructure to transit through a cost sharing partnership. Available WITT funding is distributed to projects through both an allocated local fund and a competitive process.

WITT eligible projects include new or significantly improved sidewalks, multi-use pathways, pedestrian crossings, and other pedestrian safety improvements that connect to transit, specifically frequent and relatively high ridership transit services.

Table 1 provides an overview of the program that will be outlined in more detail in the sections below:

Table 1: WITT Program Overview

Program Components	Description
Program Objectives	Enhance and expand pedestrian access to frequent transit, per Mayors' Vision
Program Eligibility	<p>New or significantly improved sidewalks, pedestrian crossings, and other pedestrian safety improvements:</p> <ul style="list-style-type: none"> • Within 800m of a rapid transit station, including SeaBus terminals, B-Line bus stops, West Coast Express (WCE) stations and future committed projects identified in an approved TransLink Investment Plan. • Within 400m of the existing Frequent Transit Network • Within 400m of transit stops with highest existing ridership (top 20% of bus stops in each local government) • Projects developed collaboratively by TransLink and a local government partner (Local governments are to contact TransLink prior to project application submission)
Allocation & Evaluation	<p>Allocation by population & employment (2/3 annual program funding)</p> <ul style="list-style-type: none"> • Minimum municipal allocation of \$52,000 <p>Competitive (1/3 of annual program funding)</p> <ul style="list-style-type: none"> • Maximum 2 project applications per local government, up to cost-share request of \$400,000 per project. <p>Performance-based program: contribute to RTS, Regional Cycling Strategy (RCS), Mayors' Vision</p> <ul style="list-style-type: none"> • Tier 1: All projects must meet basic program eligibility requirements • Tier 2: Competitive projects evaluated to determine which projects receive competitive funding
TransLink Cost Share	<ul style="list-style-type: none"> • Up to 50% for projects meeting program eligibility • Up to 75% for improvements in Urban Centres or Frequent Transit Development Areas (FTDAs) • Up to 75% for local governments with population less than 15,000 and projects meeting basic program eligibility criteria

3 FUNDING FRAMEWORK

3.1 FUNDING DISTRIBUTION

The WITT Program budget is approved by the TransLink Board on a year-by-year basis. Although budget amounts for future years may be 'recommended', such amounts are for planning purposes only and may not actually materialize, depending on future funding availability and TransLink priorities.

Funding for the WITT Program is distributed through two means: an allocated fund and a competitive process, as described below.

Applications for either allocated or competitive funding can be either stand-alone projects or projects that are combined with another funding program (e.g. a multi-use path that is also requesting BICCS funding), as discussed in **Section 4.1**.

It is also important to note that local governments can apply allocated and competitive funding to the same project.

3.1.1 ALLOCATED PROCESS (2/3 OF ANNUAL FUNDING)

Two thirds of the available annual WITT program funding are distributed through a block funding allocation formula. The calculation is based on a combined measure of population and employment for each local government, based on the most recent data available from an accepted data source, such as Statistics Canada, Metro Vancouver, or other sources as agreed on by local governments.

The amount of allocated funding that each community receives will be dependent on the amount of program funding available for any given program year. In 2024, local governments will receive a minimum allocation of \$52,000. The amount of the available allocated funding for each local government will be updated and provided to local governments each program year.

There is no limit to the number of projects that a local government can apply to within the allocated fund, so long as the total value is within the maximum dollar amount. Any allocated funds that are unused by local governments will be reallocated to the competitive process fund.

3.1.2 COMPETITIVE PROCESS (1/3 OF ANNUAL FUNDING)

One third of the available annual WITT program funding is distributed through a competitive application process.

Project funding provided through the competitive process is limited to two project applications per local government, with a maximum funding request of \$400,000 per project. Applications can be either a stand-alone project or a project that is combined with another funding program (e.g. a multi-use path that is also requesting BICCS funding). Competitive projects are evaluated and shortlisted based on the evaluation criteria and funding allocation methodology. The amount of funding each project would receive is determined through this process which is outlined in **Section 3.3**.

3.2 COST SHARING

For projects within both the allocated funding and competitive funding process, TransLink will fund up to 50% of eligible costs for projects meeting program eligibility, and up to 75% for improvements within Urban Centres or Frequent Transit Development Areas (FTDAs). **Table 2** and **Table 3** summarizes the cost sharing distribution. For more details on Program Eligibility see **Section 4.0**.

Table 2: Projects which qualify for 50% Cost Share

External Funding Contribution (% of Total Eligible Project Costs)	TransLink Contribution (% of Total Eligible Project Costs)	Municipal Contribution (% of Total Eligible Project Costs)
< 50%	Up to 50%	Minimum of 25%
≥ 50%	Equal to Municipal Contribution	Equal to TransLink Contribution

Table 3: Projects which qualify for 75% Cost Share

External Funding Contribution (% of Total Eligible Project Costs)	TransLink Contribution (% of Total Eligible Project Costs)	Municipal Contribution (% of Total Eligible Project Costs)
< 50%	Up to 75% of the remaining Eligible Project Costs	Minimum of 25%
≥ 50% ¹	Equal to Municipal Contribution	Equal to TransLink Contribution

¹ Subject to funding availability, TransLink may consider cost-sharing up to 75% of the remaining Eligible Project Costs.

3.2.1 COST-SHARING FOR SMALL LOCAL GOVERNMENTS

Local governments with population less than 15,000 are eligible for up to 75% cost share for any projects that meet basic program eligibility criteria or TransLink/Local government collaborative project. This includes the opportunity to accumulate their allocated funds over several years towards a single project which can be cost shared up to 75% (see **Section 7.9**).

3.2.2 COST-SHARING FOR PROJECTS PROVIDING IMPROVED ACCESS FOR FIRST NATION RESERVES AND TREATY LANDS

Local Governments are eligible for up to 75% cost-share for projects that directly improve access to/on First Nations Reserves and Treaty Lands. In order to be eligible for up to 75% cost-share funding, projects must meet basic program eligibility or be agreed upon as a TransLink/local government collaborative project, and provide proof of support from First Nation leadership (e.g. letter of support).

3.2.3 EXTERNAL / THIRD PARTY FUNDING

External / Third Party Funding is defined as secured funding by provincial or federal governments or external agencies (e.g., ICBC, Province's CIPP Grant, or Canada-BC Infrastructure Program). Funding contributions from local sources, such as development cost charges, development levies, agreements with private developers, for example, may be considered part of the municipal share of project costs. **Table 2** and **Table 3** outline funding distribution with respect to External /Third Party Contributions.

3.3 FUNDING DISTRIBUTION MODEL (COMPETITIVE FUNDING)

Funding will be distributed to competitive funding projects based on each project's score. Funding will be distributed to the top ranked projects until all available funds are allocated, the top ranked projects will receive full funding ask (e.g. up to 50% of up to 75% depending on project and up to maximum eligible amount). In an event where the remaining funding can only partially fund a project, TransLink staff will start a discussion with the local government about this partial funding. If the local government declines the partial funding, the project next on the list will be offered this partial funding. The process of offering this partial funding will continue until it is fully used up.

4 PROGRAM ELIGIBILITY

As all transit users are pedestrians at some point during their trip, local governments must invest in pedestrian infrastructure to transit in order to support and encourage transit ridership. Such pedestrian infrastructure may include sidewalks, multi-use pathways, pedestrian crossings, street lighting, and sidewalk-widening projects, among others. The list below provides a non-exhaustive example of pedestrian infrastructure projects that are eligible for funding under the WITT program.

- New or widened sidewalks;
- New or widened multi-use pathways;
- Pedestrian refuge islands;
- New or improved pedestrian crossings;
- Grade-separated pedestrian crossings;
- Wheelchair ramps;
- Re-grading walkways to meet accessibility standards;
- Tactile walking surface indicators;
- Other accessibility improvements;
- Weather protected walkways or paths;
- Installing street furniture and pedestrian amenities; or
- New or enhanced pedestrian lighting.

Funding is not intended for projects that:

1. Do not provide connections or direct access to transit infrastructure;
2. Rehabilitate or replace existing pedestrian infrastructure on a like-for-like basis; or
3. Do not otherwise provide a clear benefit to transit users.

Funding is intended for projects that include new or significantly improved sidewalks, pedestrian crossings, and other pedestrian safety improvements:

- Within 800m of rapid transit, SeaBus terminal, B-Line bus stops, WCE, including future committed projects identified in an approved TransLink Investment Plan
- Within 400m of the existing Frequent Transit Network
- Within 400m of transit stops with highest existing ridership (top 20% of bus stops in each local government)
- Projects developed collaboratively by TransLink and a municipal partner

Each year, supporting documentation (e.g. a package of maps) will be made available to assist local governments in identifying eligible cycling projects which are known as the WITT Eligibility Maps. Each local governments' map can be found on TransLink's MOVEit website. Alternatively, we have put together a dynamic eligibility map for both the BICCS and WITT Programs which can be found as follows:

<https://regionalroads.com/biccswittelibility.php>

4.1 RELATIONSHIP TO TRRIP FUNDING OPTIONS

Each pedestrian improvement project may only obtain funding from **either** the WITT program **or** Coast Mountain Bus Company's Transit Related Road Infrastructure Program (TRRIP), not both.

TRRIP funding is available to support smaller localized pedestrian improvements related to transit, which can be implemented within a short timeframe (e.g. 1 year). Such projects may include passenger loading pads, wheelchair loading pads, lighting (at individual bus stops), pedestrian railings (for channelization), and small-scale projects involving construction of a single pedestrian crossing at, or a short connecting sidewalk to the nearest intersection.

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In contrast, WITT funding is meant to support pedestrian improvements related to transit which may range from small to large and can be implemented over a timeframe of 1 to 4 years. WITT improvements would typically extend beyond the immediate transit stop or station to improve connections to the surrounding community or along a corridor.

4.2 PEDESTRIAN INFRASTRUCTURE PROJECTS TO NEW TRANSIT

TransLink funding is also eligible for pedestrian facilities that provide improved access to new transit service or infrastructure, subject to the following conditions:

1. New transit service must be confirmed in writing by TransLink and/or Coast Mountain Bus Company; and/or
2. New transit service is identified in the Investment Plan.

Projects are eligible for funding under the same criteria as described above.

4.3 PHASED PROJECTS

Project submissions are to be made for “complete” projects that demonstrate facility design. Phased projects can be considered so that it is possible to apply for funding for the same project for multiple consecutive years, so long as the project completes within a 4-year period of the initial funding award. Project phasing is only eligible when considering different segments of roadway, not when phasing individual project activities, as illustrated in **Table 4**. Alternatively, funding can be accumulated across multiple program years to implement larger projects.

Table 4: Eligible and Ineligible Approaches to Project Phasing

Sample Project: Walking Improvements from 140 Street to 156 Street			
Program Year	Eligible Phasing (Example 1: Project Segments)	Eligible Phasing (Example 2: Multi-Year Funding)	Ineligible Phasing
Year 1 2024	Apply for funding for Phase 1: 140 St to 144 St (4 years to construct – 2024 to 2027)	Apply for funding for whole corridor from 140 St to 156 St Project application (4 years to construct - 2024 to 2027)	Apply for funding for Property Acquisition as Phase 1 of the project.
Year 2 2025	Apply for funding for Phase 2: 144 St to 148 St (4 years to construct – 2025 to 2028)	Same application as Year 1 to obtain additional funding needed (3 years to construct - 2025 to 2027)	Apply for funding for Functional Design as Phase 2 of the project.
Year 3 2026	Apply for funding for Phase 3: 148 St to 152 St (4 years to construct – 2026 to 2029)	Same application as year 1 to obtain additional funding needed (2 years to construct – 2026 to 2027)	Apply for funding for Detailed Design as Phase 3 of the project.
Year 4 2027	Apply for funding for Phase 4: 152 St to 156 St (4 years to construct – 2027 to 2030)	Same application as year 1 to obtain last of additional funding (1 year to construct – 2027 to 2027)	Apply for funding for Construction as Phase 4 of the project.

4.4 MAINTENANCE AND REHABILITATION COSTS

Through the Operations Maintenance and Rehabilitation (OMR) Program (referenced in the Operation, Maintenance, and Rehabilitation Program Description and Guidelines), TransLink provides local governments with an annual allowance for the operation, maintenance and rehabilitation of MRN roads within their jurisdiction, which is independent of the MRNB Upgrade, MRN Structures, BICCS, and WITT funds. However, to minimize both costs and traffic disruptions, local governments may choose to undertake maintenance or rehabilitation works on existing road infrastructure concurrently with construction of new infrastructure funded under the MRNB, BICCS, or WITT.

Components of a MRNB Upgrade, BICCS, or WITT project that comprise maintenance / rehabilitation of existing infrastructure must be identified as such in the application process. The costs for maintenance / rehabilitation components are covered by OMR and MRN Structure funds are not eligible for cost sharing under the MRNB Upgrade, BICCS, or WITT funds.

4.5 REGIONAL ROAD NETWORK PERFORMANCE MONITORING

On October 1, 2020, TransLink publicly launched the Regional Road Performance Monitoring report which is a multi-faceted review of the performance of regional roads throughout Metro Vancouver. It responds to the Region's vision, goals and objectives for regional roads and will allow for a consistent and objective conversation on identifying and responding to issues on the Regional Road Network.

We have added questions with respect to two categories being measures on the Regional Road Network. The first is around Safety and the second is on Asset Condition. Answers to the questions on the Applications form can be easily determined via the Regional Road Network Dashboard via the link shown below.

<https://public.tableau.com/profile/translink#!/vizhome/RoadMonitoringDashboard/ProjectOverview>

While not all WITT projects will be on a Regional Road, we are encouraging applicants who have projects within the limits of a Regional Road to use the dashboard link and answer the related questions. It should be noted that answers to these questions do not impact project eligibility or provide additional points for competitive applications.

4.6 PUBLIC ART ELIGIBILITY

Public art is included as an eligible expense up to 1% for projects over \$1m, as per TransLink's Public Art Policy [link]. Municipalities are responsible for selecting and implementing artwork on their projects. The following steps should be taken when including public art on your project:

- 1) Calculate your public art budget following TransLink's Public Art Policy. For WITT projects including public art, the public art allocation should be up to 1% of construction costs, excluding land acquisition,
- 2) Work with your local government's public art lead to identify and determine:
 - a. The right public art opportunity for your budget and site conditions

The artist/artwork selection process. For WITT projects including public art, the artist/artwork should be selected through a competitive process, which can include open calls or juried invitational calls.

- 3) Please contact ipme@translink.ca and include the following details:
 - a. Estimated public art budget for your project
 - b. What type of art will it be, if applicable at this stage (in some cases the artist will determine)
 - c. Where it will be located
 - d. How will you select artist(s)
 - e. What is the artist(s) scope of work
 - f. Any other information or considerations
 - g. List the name of the public art lead on your project

5 EVALUATION FRAMEWORK

5.1 PROJECT EVALUATION CRITERIA

Projects applying for WITT program will be evaluated by TransLink Staff using a 2-tier evaluation approach. The following sections outline TransLink's evaluation criteria.

All projects, including projects applying for allocated funds and competitive funds, must meet basic eligibility criteria in Tier 1 demonstrating their Program Eligibility based the following categories:

- Project Eligibility
- Project Readiness
- Project Design
- Project Priority

Competitive projects will be scored based on additional criteria in Tier 2.

5.1.1 TIER 1 – PROGRAM ELIGIBILITY (ALLOCATED AND COMPETITIVE)

Tier 1 Evaluation is applied to all allocated fund and competitive process projects. Tier 1 Evaluation is based on the following criteria shown in **Table 5**.

Table 5: Tier 1 Evaluation Criteria

Category	Criteria*	Scoring
Project Eligibility	<p>The project is eligible for funding based on the criteria outlined in Section 4.0:</p> <ul style="list-style-type: none"> • Located within 800 metres of a rapid transit station, SeaBus terminal, B-Line bus stop, or WCE station, including future committed projected identified in an approved TransLink Investment Plan; • Located within 400 metres of the existing Frequent Transit Network; • Located within 400 metres of transit stops with the highest existing ridership (defined as the top 20% of bus stops in each local government); or • Project developed collaboratively by TransLink and a municipal partner. (Local governments are to contact TransLink prior to project application submission) 	<ul style="list-style-type: none"> • Pass / Fail
Project Readiness	<p>The project is ready to move forward and can be completed within the 4-year timeframe. The project demonstrates that feasibility issues have been considered and there are no major obstacles to complete the project by the completion deadline.</p>	<ul style="list-style-type: none"> • Pass / Fail
Project Design	<p>The project provides incremental benefit to the pedestrian environment. The project meets or exceeds applicable design standards and guidelines.</p>	<ul style="list-style-type: none"> • Pass / Fail
Project Priority	<p>The local government has demonstrated commitment and/or high priority to the project via, for example, identification in Official Community Plans or Transportation Master Plans, Council support, and/or committed funding.</p>	<ul style="list-style-type: none"> • Pass / Fail

*The distances outlined in the above criteria are recognized internally within TransLink and externally within the professional transportation planning community as typical distances people are willing to walk to access respective levels of transit service. Distances from transit facilities are based on network distance, as opposed to crow-fly distance. A map and list of transit facilities that meet these eligibility criteria will be updated and provided to local governments each program year along with the application forms.

Tier 1 is a pass-fail evaluation with the understanding should a project fail in any of the above four criteria, the project will not receive funding. All project applications will need to outline explicitly how the project meets the four criteria listed above.

Only competitive process projects will proceed to Tier 2 evaluation. Of those competitive projects, only those that pass Tier 1 evaluation will proceed to Tier 2 evaluation, where funding distribution is determined (see below).

In addition to the eligible projects noted above, TransLink will also consider projects developed collaboratively by TransLink and local governments. If projects are initiated by a local government, and don't meet the above criteria, then it would be advanced through allocated funding if agreed to by TransLink. Collaborative projects initiated by the local government are not eligible for competitive funding. Local governments are to contact TransLink prior to project application submission (ipme@translink.ca). If the project is initiated by TransLink then it would be advanced through complete funding.

5.1.2 TIER 2 – REGIONAL PRIORITIES (COMPETITIVE ONLY)

The competitive process projects that make it through the Tier 1 evaluation will be scored in Tier 2 and will receive points for projects that are located within proximity to rapid or frequent transit, and projects that are located within an Urban Centre or Frequent Transit Development Areas. The projects are evaluated on how well each project provides incremental benefits to pedestrians in the project categories of **safety and comfort**, **connectivity**, and **pedestrian experience**. Determination of an incremental benefit is defined as measuring the benefits of the project over and above those that occur without this course of action.

The Tier 2 evaluation criteria are shown in **Table 6**. Based on this Tier 2 evaluation process, each project is eligible to receive up to a maximum of 150 points.

Further details about the evaluation criteria are provided in **Appendix B**.

Table 6: Tier 2 Evaluation Criteria

Category	Criteria	Maximum Score
Rapid Transit, SeaBus, B-Line, WCE, FTN (30-50 points)	<ul style="list-style-type: none"> Located within 800 metres of a rapid transit station, SeaBus terminal, B-Line bus stop, or West Coast Express station, including future committed projected identified in an approved TransLink Investment Plan Located within 400 metres of the existing Frequent Transit Network 	+ 50 + 30
Urban Centre or FTDA (30 points)	<ul style="list-style-type: none"> Located within an Urban Centre or Frequent Transit Development Area 	+ 30
Safety and Comfort (30 points)	<ul style="list-style-type: none"> Intersection Treatments Degree of Separation Level of Comfort 	+ 10 + 10 + 10
Connectivity (20 points)	<ul style="list-style-type: none"> Walking Network Transit Integration 	+ 20 + 10
Pedestrian Experience (20 points)	<ul style="list-style-type: none"> Accessibility Amenities and Wayfinding Wayfinding 	+ 10 + 10 + 5

6 COST ELIGIBILITY

Project components that are considered essential to the successful delivery of the project (e.g. planning, design, consultation, and construction) are generally eligible for cost share. This includes costs incurred by local governments when funding is offered to First Nations to support their ability to provide feedback on projects that will have direct benefits to improving access for First Nation reserve or treaty lands.

In general, the costs of project components and property acquisitions, incurred prior to the program year from which funding was first awarded, are not eligible for “retroactive” cost sharing under this program. In other words, only those costs incurred after the project is approved by TransLink’s Capital Management Committee (CMC), or on such date the local governments are notified in writing by TransLink, will be eligible for cost sharing. For example, if the funding for a project is first awarded in 2024 as part of the 2024 WITT Program, only those costs incurred on or after January 1st, 2024 will be eligible for cost sharing (for more details on projects with multiple program year funding, please see **Section 4.3**).

Project related property acquisitions are eligible for cost share at the original purchase price (e.g., not the current market value at the time of Payment Request). Such costs are eligible only for property actually required to complete an approved WITT project (e.g., property required for a proposed “ultimate” alignment is not eligible if the current project involves construction to an “interim” standard) and are only reimbursed when the approved project is completed.

Project components that are not eligible for cost sharing under the WITT Program include:

- project components acquired or completed prior to approval of the WITT project;
- municipal overhead (e.g., senior management time, general office support, or other non-direct staff costs);
- utility costs (including regular, long-distance or cellular phone charges);
- financing (e.g., internal or external costs of borrowing TransLink’s contribution, from the date of actual expenditure to the date of receipt of TransLink’s contribution following completion of the project);
- assets such as small tools that are normally charged against income;
- equipment, furnishings and fittings used for normal administrative purposes (e.g., office furniture, personal computers);
- vehicles;
- gifts in kind;
- auditing or accounting fees, incurred in the normal course of municipal operations;
- legal services;
- operations;
- maintenance; and
- repair, rehabilitation, or replacement of existing pedestrian infrastructure on a like-for-like basis.

7 ADMINISTRATIVE PROCEDURES AND REQUIREMENTS

7.1 PROJECT APPLICATION

Local governments are required to submit project applications to TransLink – by the deadline indicated on the application form – for proposed projects to be considered under the following calendar year's WITT Program.

Local governments may apply for multiple projects to use all their WITT allocated funding. Projects applying for WITT allocated funding may also be combined with other funding programs such as MRNB and BICCS programs if the scope of their project is eligible for funding under the respective program guidelines. If this is the intention, then local governments should indicate this on the application form. Local governments are to apply for one project per application form. Projects requesting funding from multiple funding programs should be identified on the application form for that project.

For projects that directly improve access to First Nations Reserves and/or Tsawwassen Treaty Lands, local governments are required to attach a Letter of Support with the application form. Local Governments may designate WITT funds for use by First Nations to support their ability to effectively engage with local governments as part of the project's development and construction.

Local governments may also submit applications for multiple program year funding. In this case, the project must apply for the funding program each year and separate contribution agreements would be issued for each funding program year. Note that the subsequent applications will all have the same deadline for completion as the first approved application.

Applications shall include a summary of anticipated funding sources for the project. Any previously approved and anticipated amount of funds from each source shall be noted, with the total amount equaling the project cost estimate. Possible sources of funding may include (but are not limited to):

- municipal sources (e.g., municipal general revenues, development cost charges, development levies, work agreements with private developer);
- requested amount of TransLink funding (e.g. MRNB Upgrade and/or BICCS funding);
- OMR funding (only for rehabilitation components of the project);
- federal government grants;
- ICBC grants; and
- other provincial government grants (e.g., CIPP Grant).

The application form will consist of all TransLink funding programs (e.g. MRNB Upgrade funding, BICCS funding, WITT funding, MRN Structures funding). When filling out the form, please check all the funding programs that the local government is applying for so the associated questions related to the program will appear in the form. Local governments are requested to fill one application form per project.

7.2 PROJECT PHOTOS

For all WITT project applications, 'Before' and 'After' photos of the project need to be submitted to TransLink to demonstrate project improvements prior to funding disbursement. The 'Before' photos will be requested at the project application stage, and the 'After' photos will be requested at the Payment Request stage after the project has been completed.

7.3 PROJECT PRESENTATIONS

For WITT applications, local governments can meet with TransLink staff to present additional project details. These project presentations are optional. Please indicate on your application form if you would like to present your project to TransLink.

7.4 PROJECT EVALUATION AND APPROVAL

TransLink staff will review all WITT project applications. Incomplete applications will be returned to the local government for completion. Additional information or clarification may be requested during the review process.

Projects requesting WITT funding will be reviewed and scored by TransLink staff according to evaluation criteria previously described in **Section 5.0**. The approved projects and funding distribution will be reported to the RTAC Transportation Planning Subcommittee and RTAC. Subsequently, the endorsed projects are submitted to TransLink's CMC for funding approval. Once approved, TransLink will draft project specific contribution agreements and administer the funding.

7.5 PROJECTS ALONG THE MAJOR ROAD NETWORK (MRN) AND/OR TRUCK ROUTE NETWORK (TRN)

Local Governments must provide additional supporting documents for any project that impacts the people-moving capacity along the Major Road Network (MRN). All projects that impact the people-moving capacity along the MRN must include a Letter of Approval signed by the Director of Infrastructure Programs, per SCBC Transportation Authority Act.

7.6 PROJECTS ON OR CROSSING JURISDICTIONAL BOUNDARIES

Local governments are required to submit letters of support from adjacent jurisdictions for any project on or crossing jurisdictional boundaries. The letter of support is required at the time of submitting a funding application.

7.7 PROJECT IMPLEMENTATION AND FUNDING DEADLINE

Local governments are solely responsible for the implementation of approved WITT projects in accordance with a project-specific contribution agreement. Municipal responsibilities include, for example, project management, permitting, design, construction and inspection. TransLink responsibility is limited to the provision of funding per the contribution agreement.

Projects must be completed within four years to be eligible for WITT funding (the Program year from which the funding was first awarded is considered Year 1). For example, all 2024 WITT Program projects are to be completed by December 31, 2027.

For all completed WITT projects, local governments must submit a Request for Payment within 60 days after the project completion with proof of all costs expended by the deadline. Requests which are submitted late may not be processed and funding may be forfeited.

7.8 COMMUNICATIONS MATERIALS AND PROJECT SIGNAGE

Local Governments will notify TransLink when preparing any communication materials on TransLink funded projects (e.g. project signage, press releases, newsletters and brochures, public events), so that TransLink staff has an opportunity to provide input prior to the release of information. Specific requirements regarding project recognition signage are included under Section 3.5.6 of the project funding agreement. Refer to project funding agreements for additional details.

7.9 PROJECT STATUS UPDATE

For the purposes of cash flow forecasting and budgeting, TransLink requires project updates four times a year for all active projects until the Project is completed. This will provide TransLink with an overview of the progress of the work in relation to the project milestones. Project updates must be submitted by the following deadlines in each year:

- End of February;
- End of May;
- End of August; and,
- End of November.

7.10 REQUEST FOR CHANGE TO APPROVED PROJECTS

7.10.1 SCOPE OF WORK CHANGES

If a local government plans to change the scope of work of an approved project, the local government can request the scope change in writing, along with supporting documentation, to TransLink for consideration. The request will be subject to approval by the Director of the Infrastructure Programs. Approval of all changes must be confirmed in writing by TransLink.

7.10.2 EXTENSION OF COMPLETION DEADLINES

The project completion deadlines for approved WITT Program projects may be extended for projects that have received documented commitments demonstrating any third-party funding which has allowed for additional time to complete the project. Projects may also be granted extension if they can demonstrate delays caused by third parties which are outside of the control of the project. Contractor retainment, staffing challenges, project priority, cost escalations or supply chain issues are not considered issues caused by third parties as it is expected that these risks have been considered prior to application submission.

The maximum extension that can be provided is one year.

7.10.3 FUNDING TRANSFERS (TRANSLINK CONTRIBUTION AMOUNT)

If a local government submits a Request for Payment showing the agreed-upon scope of work was completed under budget, the local government can request in writing at that time to transfer the remaining TransLink funding to one still-open¹ project within the same program year that is estimated to be over budget. Once funds are transferred into a project, no further funds can be transferred into or out of that project. Transferring of funds from one program year to another year is not permitted. It should be noted that funding transfer is only available for projects which have received allocated funding. Projects which have received competitive funding will not be allowed to transfer funds to any other projects regardless of whether the project was cancelled, under budget or reduced in scope.

Requests for funding transfer equal or less than \$100,000, the Director of Infrastructure Programs will be approving the transfer request. For all other amounts, CMC will be approving the transfer request.

Under no circumstances shall the transferring of funds between projects result in the TransLink contribution to a project exceeding 50% of the eligible costs.

7.11 MULTIPLE PROGRAM YEAR FUNDING

A local government may apply for funding in multiple program years for the same project. In this instance, funding approved to supplement a previously approved project will automatically obtain the same timeline as the original approved funding (e.g. A project approved in 2024 can receive funding in years 2025, 2026 and 2027 but all funding must be used by December 31, 2027). This allows local governments to apply for up to

¹ This is a project that is either still under construction or is complete but a request for payment of TransLink's contribution has not yet been submitted. Funding cannot be transferred to projects for which TransLink has already paid its contribution.

four years' worth of funding to a single project; however, funds from a future year are provisional and subject to TransLink's annual budget review and approval process, and therefore cannot be guaranteed.

Under no circumstances shall the total funding from multiple Program years result in the TransLink contribution to a project exceeding 50% (or 75%) of the eligible costs. Should a project be granted an extension, this project is no longer eligible to request additional funding.

7.12 MULTIPLE PROGRAM FUNDING

A local government may apply for funding from multiple funding programs (e.g. MRNB, BICCS, and MRN Structures) for the same project if the project meets each funding programs' eligibility criteria. In this instance, the project may apply for funding from both allocated and competitive portion of the funding programs; however, funds from the competitive portion are not guaranteed and will be dependent on the project evaluation score. Applicants must use all their allocated funding before qualifying for the competitive fund. For more details on the competitive portion of the funding programs, please refer to the respective program guidelines (MRNB, BICCS).

If the project is eligible for multiple funding programs, the project may also apply for funding in multiple program years for the respective funding program (e.g. applying for MRNB funding for consecutive years). In this instance, funding approved to supplement a previously approved project will automatically obtain the same timeline as the original approved funding (e.g. A project approved in 2024 can receive funding in years 2025, 2026 and 2027 but all funding must be used by December 31, 2027). This allows local governments to apply for up to four years' worth of funding to a single project; however, funds from a future year are provisional and subject to TransLink's annual budget review and approval process, and therefore cannot be guaranteed.

Under no circumstances shall the total funding from multiple funding programs and in multiple program years result in the TransLink contribution to a project exceeding 50% of the eligible costs, net of contributions by provincial or federal governments or agencies.

7.13 TRADING OR COMBINING OF MUNICIPAL ALLOCATIONS

Trading of WITT allocations between local governments is not permitted. However, local governments may combine their funding allocations for projects that cross municipal boundaries or that otherwise benefit both local governments. Combining of allocations would only be done with the consent of each affected local government, as confirmed by an appropriate resolution of each Council or letter of agreement from senior municipal staff, and approval of TransLink.

7.14 REQUESTS FOR PAYMENT

TransLink will reimburse a local government for up to 75% (depending on eligibility) of the eligible costs for a WITT project, net of contributions by any provincial or federal governments or agencies, up to a maximum dollar amount as set out in the relevant contribution agreement.

TransLink will pay its share of costs directly to the local government once:

- the contribution agreement for the project has been properly executed by both TransLink and the local government; and
- the project is complete; or
- if the Project is not completed by the project deadline but construction is greater than 50% complete, TransLink will reimburse the Local government for up to 50% of actual Eligible Costs incurred by the project deadline, or the sum of the total approved TransLink contribution(s) for the project, whichever is less.

Otherwise, TransLink will not provide any reimbursement for the project. In addition, TransLink does not provide progress payments. For projects that have multiple TransLink contribution agreements, all funding from TransLink will be paid at the same time.

As defined in the contribution agreement, a project is deemed to be complete when:

- the work is ready for use, or is being used, for its intended purpose; and
- the total value of all incomplete, defective and/or deficient work does not exceed 3% of the maximum project budget set out in the contribution agreement.

Requests for payment of TransLink contributions shall be submitted to TransLink within 60 days after completion of the project. Requests which are submitted late may not be processed and funding may be forfeited.

Requests for payment of TransLink funds must be made in writing and accompanied by the following:

- 1) **Contribution Payment Request Form** containing:
 - description of the actual work completed and any scope change from the original application;
 - certification by the local government's City Engineer (or equivalent) that the project is complete, as defined in the agreement, and that the project met or exceeded specifications and standards set out in the contribution agreement, if any, and those standards or specifications set by the Local government;
 - certification by the local government's Chief Financial Officer (or equivalent) that the Eligible Costs as stated have been incurred by the Local government, are attributable to this Project, are correct, and are net of any provincial or federal tax rebate.
- 2) **Project Cost Statement** which must include the total amount of eligible costs, and the total amount of provincial and federal contributions, if any; and the project cost statement must be sufficiently detailed to confirm that the project costs are:
 - actual expenditures (e.g. not commitments, forecasts or budget amounts) for the components identified as part of the WITT application (e.g. separate cost for components of a project that may consist work on the MRN, Ministry roads, and Local government roads). If multiple funding programs are used for a project, actual expenditure for the components identified in the MRNB, BICCS, WITT, and MRN Structures application can be group together;
 - eligible for reimbursement under the WITT Program (**Section 6.0**);
 - net of any HST or provincial or federal tax rebate; and
 - net of contributions made by provincial or federal governments or agencies.
- 3) All **proof of costs**^{2,3} expended by the project deadline.
- 4) Photos of the completed project ("After" photo) to demonstrate the completed work.
- 5) For projects with added vehicle travel lane-km to the MRN, supporting information that clearly depicts the location of new/revised lanes is required. Such information can be any image or sketch with landmark reference points that show the new lanes. Examples are PDF maps of recent aerial photos or spatial data with as-built lane configurations.
- 6) **Request for Payment Checklist** to ensure that the submission package meets all requirements set out by TransLink.

² This includes invoices for cost items that exceed \$10,000 from consultants, progress payments from contractors and accounting spreadsheets for internal work that show enough detail to identify those costs are eligible under the program guidelines.

³ Projects that directly benefit First Nations Reserves and/or Tsawwassen Treaty Lands and provide funding towards capacity building will require to submit related invoices.

A request for payment will not be processed until it is completed to TransLink's satisfaction. The Contribution Request form and checklist can be obtained from TransLink via email jpme@translink.ca

7.15 UNALLOCATED FUNDS

Allocated WITT funding that is not used by local governments could be potentially forfeited for the program year or potentially combined with the WITT Competitive funding program but is dependent on the approval of the transfer.

In any year that the WITT funding program has forfeited funding, that portion will be retained by TransLink for other uses. At TransLink's discretion, these unused funds may be transferred to a TransLink initiated project with a local government. Forfeited funds may also be pooled or assigned in part or whole to another project on a cost shared basis provided that it is approved by RTAC and TransLink's CMC. It is also possible that forfeited funds may not be used and will be returned to TransLink's CMC.

7.16 MONITORING AND EVALUATION

The monitoring and evaluation of WITT performance objectives is currently under development.

8 APPENDIX A WITT TIER 1 PROJECT EVALUATION FRAMEWORK

Category	Criteria*	Scoring
Project Eligibility	<p>The project is eligible for funding based on the criteria outlined in Section 4.0:</p> <ul style="list-style-type: none"> • Located within 800 metres of a rapid transit station, SeaBus terminal, B-Line bus stop, or West Coast Express station, including future committed projects identified in an approved TransLink Investment Plan; • Located within 400 metres of the existing Frequent Transit Network; • Located within 400 metres of transit stops with the highest existing ridership (defined as the top 20% of bus stops in each local government); or • Project developed collaboratively by TransLink and a municipal partner. 	<ul style="list-style-type: none"> • Pass / Fail
Project Readiness	<p>The project is ready to move forward and can be completed within the 4-year timeframe. The project demonstrates that feasibility issues have been considered and there are no major obstacles to complete the project by the completion deadline.</p>	<ul style="list-style-type: none"> • Pass / Fail
Project Design	<p>The project provides incremental benefit to the pedestrian environment. The project meets or exceeds applicable design standards and guidelines.</p>	<ul style="list-style-type: none"> • Pass / Fail
Project Priority	<p>The local government has demonstrated commitment and/or high priority to the project via, for example, identification in Official Community Plans or Transportation Master Plans, Council support, and/or committed funding.</p>	<ul style="list-style-type: none"> • Pass / Fail

*The distances outlined in the above criteria are recognized internally within TransLink and externally within the professional transportation planning community as typical distances people are willing to walk to access respective levels of transit service. Distances from transit facilities are based on network distance, as opposed to crow-fly distance. A map and list of transit facilities that meet these eligibility criteria will be updated and provided to local governments each program year along with the application forms.

9 APPENDIX B WALKING INFRASTRUCTURE TOTRANSIT
DETAILED EVALUATION AND SCORING

TIER 2 EVALUATION (COMPETITIVE FUNDING ONLY)	
Project proximity to transit facilities (Max 50 points)	
<p>How close in proximity will the project be to transit facilities? (select best answer)</p> <ul style="list-style-type: none"> ▪ Within 800m of Rapid Transit ▪ Within 800m of Sea Bus terminal ▪ Within 800m of B-Line bus stop ▪ Within 800m of West Coast Express (WCE) facility ▪ Within 400m of the Frequent Transit Network (FTN) ▪ Within 400m from the Top 20 Percentile Stops <p>Scoring:</p> <p>0 point: Within 400m from the Top 20 Percentile Stops</p> <p>30 points: Within 400m of the Frequent Transit Network (FTN)</p> <p>50 points: Within 800m of Rapid Transit, within 800m of Sea Bus terminal, within 800m of B-Line bus stop, and within 800m of West Coast Express (WCE) facility</p>	
Location of the Project (Max 30 points)	
<p>High Priority Location:</p> <ul style="list-style-type: none"> ▪ Within Urban Centre ▪ Within Frequent Transit Development Area (FTDA) <p>Low Priority Location:</p> <ul style="list-style-type: none"> ▪ Others <p>Scoring:</p> <p>0 point: Low Priority Location</p> <p>30 points: High Priority Location</p>	

General Information

Walking Infrastructure Types

Indicate all walking infrastructure components included in the project (Check all that apply):

- Safety and/or Connectivity to Transit
 - New sidewalk or multi-use path
 - Crossing improvements (new crosswalk, signals*)
 - New pedestrian lighting
 - Others
- Accessibility Improvements
 - New wheelchair ramps
 - Tactile walking surface indicators
 - Others
- Pedestrian Walking Experience to Transit
 - Sidewalk or multi-use path widening
 - Weather protection
 - New street furniture and/or pedestrian amenities
 - New pedestrian lighting
 - Other

Criteria 1 – Safety and Comfort (Max 30 points)

Intersection (Max 10 points)

1. Indicate all pedestrian crossing protection measures that will be implemented on the project (check all that apply):

High Protection:

- Signalized intersection
- Pedestrian activated signal
- Special crosswalk (Rectangular Rapid Flashing Beacon)
- Raised crosswalk

Medium Protection:

- Median refuge island
- Curb bulge
- New stop sign
- Painted crosswalk

Low Protection:

- Others

Scoring:

0 - 3 points: None or Low Protection

4 - 7 points: Medium Protection

8 -10 points: High Protection

Criteria 1 – Safety and Comfort (Max 30 points)

Separation (Max 10 points)

2. Indicate all methods of new pedestrian traffic separation that will be implemented on the project. (Check all that apply) (Max 5 points):

- Boulevard
- Street Furniture
- Barricade
- Curb and Gutter
- Parked Vehicles
- Protected bike lane
- Others

Scoring:

0 - 2 points: None or Others

3 -5 points: Boulevard, Street Furniture, Barricade, Curb and Gutter, and Parked Vehicles

3. Indicate all methods of new traffic calming that will be implemented on the project (check all that apply) (Max 5 points):

High Traffic Calming:

- Traffic circles
- Speed humps
- Chicanes
- Full street closure or conversions to one way street
- Diagonal diverters
- Reduction in posted speeds

Medium Traffic Calming:

- Curb extensions
- Median barriers
- Right-in right-out islands
- Alternating stop sign

Low Traffic Calming:

- Others

Scoring:

0 - 1 point: None or Low Traffic Calming

2 - 3 points: Medium Traffic Calming

4 -5 points: High Traffic Calming

Comfort (Max 10 points)

4. Will new additional lighting be added on pedestrian pathways to improve safety, security, and visibility? (Max 2 points)

Scoring:

0 - 1 point: No

1 - 2 points: Yes

Criteria 1 – Continued

Comfort Continued (Max 10 points)

5. Referring to the tables provided in TAC, what ranges will the design width of the clear sidewalk fall under? (Max 3 points)

- Within Lower Practical Limit
- Within Recommended Range
- Within Practical Upper Limit

Scoring:

0 - 1 points: Within Lower Practical Limit

2 points: Within Recommended Range

3 points: Within Practical Upper Limit

6. What will be the largest grade for the new infrastructure? (Max 3 points)

- 0% - 5%
- 5.1% - 8.3%
- > 8.4%

Scoring:

0 - 1 point: >8.4%

2 points: 5.1% - 8.3%

3 points: 0% - 5%

7. What will be the largest cross slope for the new infrastructure? (Max 2 points)

- 0% - 2%
- > 2.1%

Scoring:

0 - 1 point: >2.1%

2 points: 0% - 2%

Criteria 2 – Connectivity (Max 20 points)

Walking Network (Max 20 points)

1. What does this project do for the sidewalk network? (Max 15 points)

- Connecting to 2 or more walking infrastructure
- Connecting to 1 walking infrastructure
- N/A

Scoring:

0 - 4 points: N/A

5 - 9 points: Connecting to 1 walking infrastructure

10 - 15 points: Connecting to 2 or more walking infrastructure

Criteria 2 – Continue

2. Does this project enable a direct connection to a Hospital, Medical facility, Care Facility, Secondary School, or Elementary School that is within 400m of Transit? (Max 5 points)

Scoring:

0 - 2 points: No

3 - 5 points: Yes

Criteria 3 – Pedestrian Experience (Max 20 points)

Accessibility (Max 10 points)

1. Indicate all pedestrian accessibility treatments that will be implemented on the project (check all that apply): (Max 10 points)

- Clear Paths
- Loading/ unloading areas
- Wheelchair loading/ unloading ramps
- Auditory notification
- Tactile pad
- Matching consistency of other bus stops
- Colour painted area
- Contrast
- Visual signage
- Simple language
- Symbols
- Create barrier-free access and movement
- Wheel chair curb ramps
- Regarding existing ramps and/or walkways
- Smooth, non-slip travel surface
- Others

Scoring:

0 - 4 points: None or others

5 - 10 points: Any treatments besides None or others.

Criteria 3 – Continued

Amenities (Max 10 points)

2. Indicate all pedestrian amenities that will be implemented on the project (check all that apply): (Max 5 points)

- Benches and other seating areas
- Shelters
- Waste and recycling receptacles
- Bicycle racks
- Drinking fountains
- Public washrooms
- Clocks, public art, and other aesthetic/architectural features
- Street trees
- Others

3. Will the project add wayfinding for pedestrians and if so, which guidelines will it be using?

- Signage Coordinated with TransLink
- Local government's or other guidelines
- N/A

4. Please describe the pedestrian wayfinding features that will be implemented on the project.

Scoring:

0 - 3 points: One or no amenities selected

4 - 10 points: Two or more amenities selected

(Points will be rewarded for Wayfinding as part of amenities based on TransLink's assessment)