



Regional Cycling Investments

Bicycle Infrastructure Capital Cost Share

(BICCS Program)

2023 Program Guidelines

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1. INTRODUCTION

1.1 BICYCLE INFRASTRUCTURE CAPITAL COST SHARING PROGRAM

Regional investments in cycling are made by TransLink through funding programs which includes the Bicycle Infrastructure Capital Cost Sharing (BICCS) funding program and the Major Road Network and Bicycle (MRNB) funding program. The MRNB program provides funding for roadway improvements on the Major Road Network (MRN), as well as cycling facilities on or off of the MRN. These programs provide funding to local governments to implement regionally significant cycling investments, in a way that is consistent with and advances implementation of 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).

Both the 30-Year Strategy and 10-Year Priorities prioritize early and significant investment in regionally significant cycling infrastructure. Accordingly, the BICCS and MRNB funding programs are intended to fund cycling infrastructure that improves regional cycling connections, including establishing a Major Bikeway Network and implementing Urban Centre bikeway networks.

This document is the guide to how TransLink will invest in regional cycling infrastructure through the BICCS and MRNB funding programs.

Note: This document is subject to periodic changes or enhancements as required.

2. PROGRAM OVERVIEW

To implement the 30-Year Strategy and 10-Year Priorities, the key objective of bicycle-related infrastructure funding is to improve the regional cycling network and bicycle related facilities through a cost sharing partnership with local governments.

The funding framework for cycling infrastructure includes the BICCS funding program as well as the Major Road Network and Bike (MRNB) Program, as illustrated in **Table 1**. The detailed funding frameworks for the various sources of cycling infrastructure can be found in the section below.

Note that all reference to the MRNB Funding Program within this BICCS Guidelines is intended for MRNB projects which are applying for cycling infrastructure improvements. For MRNB projects that are only road improvements (with no cycling infrastructure component), refer to the MRNB Guidelines.

Table 1: TransLink Road Funding Framework for Regional Cycling Investments

Program	Fund	Purpose	TransLink Budget
MRNB	MRNB Upgrade (allocated)	Manage and improve the capacity, efficiency and safety of the Major Road Network (MRN). The program also encourages investment in cycling infrastructure. Minor capital road projects on MRN OR bike infrastructure on/off MRN	Capital – See Separate Program Guide
BICCS	BICCS Allocated	Catalyze investment in regional cycling infrastructure.	Capital
	BICCS Competitive		
	BICCS Recovery	Bike projects on/off the MRN	

BICCS eligible projects include new or significantly improved bicycle facilities including, but not limited to, on-street bicycle facilities, multi-use pathways, enhanced crossings, and other cycling safety improvements that meet Program Eligibility requirements outlined in **Section 4.0**.

Table 2 provides an overview of the program that will be outlined in more detail in the sections below:

Table 2: BICCS / MRNB Program Overview

Program Components	Description
Program Objectives	Catalyze investment in regional cycling infrastructure, consistent with Mayor' Vision
Program Eligibility	<p><u>BICCS Allocated</u> New or significantly improved facilities that are categorized as Class 1 or Class 2 (refer to Table 3A):</p> <ul style="list-style-type: none"> • Located within Urban Centres or FTDA's (from Regional Growth Strategy) • Contributes to the Major Bikeway Network (from Transport 2050) • Located in areas of "high cycling potential" (top 20% region-wide, plus top 20% in each local government; see online eligibility map) • Projects developed collaboratively by TransLink and a municipal partner (Local governments are to contact TransLink prior to project application submission) <p><u>BICCS Competitive and Recovery</u></p>

	<p>New or significantly improved bikeways that are categorized as Class 1 (refer to Table 3B and 3C) and located in the following areas:</p> <ul style="list-style-type: none"> • Major Bikeway Network: Rapid deployment of new or upgraded bikeways to strategically fill gaps on the MBN that will result in complete corridors (i.e. segments of the MBN that connect to other MBN segments or connect one Urban Centre to another Urban Centre). • Urban Centres: Rapid deployment of a bikeway network that is “comfortable for most people” and bike parking within an Urban Centre. For example, this could include 3-4 corridors (or about 7-8 km) of bikeways that are connected to one another and provide people with access to many destinations throughout the Urban Centre. <p>Timing for Completion:</p> <ul style="list-style-type: none"> • BICCS Allocated and BICCS Competitive projects are required to be completed within 4 years. For more information, refer to Table 6. • BICCS Recovery projects for the 2023 Funding Program are required to be completed by May 15, 2024.
<p>Allocation & Evaluation</p>	<p><u>BICCS (allocated)</u></p> <p>Allocation by population & employment (2/3 annual program funding) Minimum municipal allocation of \$63,000</p> <p><u>BICCS Competitive Funding Streams (1/3 of annual program funding):</u></p> <p><u>BICCS Competitive (60% of the competitive funding allocation)</u></p> <ul style="list-style-type: none"> • Maximum 1 project application per local government, up to cost-share request of \$600,000 per project. • Funding allocation per application is based on a competitive score. Tier 1: All projects must meet basic program eligibility requirements Tier 2: Competitive projects evaluated to determine which projects receive competitive funding <p><u>BICCS Recovery (40% of the competitive funding allocation)</u></p> <ul style="list-style-type: none"> • Maximum 1 project application per local government, up to \$1 million maximum award per project. • Funding allocation per application is based on a competitive score. Tier 1: All projects must meet basic program eligibility requirements Tier 2: Competitive projects evaluated to determine which projects receive competitive funding
<p>TransLink Cost Share</p>	<p><u>BICCS Allocated</u></p> <p>Up to 50% for projects meeting program eligibility Up to 75% for Class 1 facilities on MBN or within Urban Centres</p> <p><u>BICCS Competitive</u></p> <p>Up to 75% for Class 1 facilities on MBN or within Urban Centres</p> <p><u>BICCS Recovery</u></p> <p>Up to 100% for Class 1 bikeway on MBN or within Urban Centres</p>

3. FUNDING FRAMEWORK

3.1 FUNDING DISTRIBUTION

The BICCS 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 BICCS Program is distributed through three streams: BICCS Allocated, BICCS Competitive and BICCS Recovery.

Applications for either BICCS Allocated or BICCS 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 WITT funding).

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

Funding for BICCS Recovery is distributed through a **separate** competitive application process.

Project funding for BICCS Recovery provided through the competitive process is limited to one project application per local government, with a maximum funding request of \$1 million based on available funds. Applications cannot be combined with other funding programs (i.e., MRNB, BICCS Allocated, BICCS Competitive, or WITT) and can only be a stand-alone project. Recovery projects are evaluated and shortlisted based on the evaluation criteria (see **Section 5.0**).

3.1.1 MRNB (ALLOCATED)

MRNB Upgrade funding is an annual allocation of TransLink capital funds dedicated to managing and improving the capacity, efficiency, and safety of the MRN network as well as to encouraging the construction of more bicycle routes or related facilities to remove barriers to cyclists across the region. The MRNB Upgrade fund is intended to fund smaller scale projects that are ready for implementation, can be completed within a short time frame, and will forestall the need for larger capital investments in the network.

Local governments may use their allocated MRNB funding for cycling infrastructure projects which are either on or off the MRN. Note that all reference to the MRNB Funding Program within this BICCS Guidelines are intended for MRNB projects which are applying for cycling infrastructure improvements. For MRNB projects that are only road improvements (with no bicycle infrastructure component), refer to the MRNB Guidelines. If applying with MRNB Funding, cycling infrastructure on the MRN is not required to meet the location requirements of the BICCS Program Eligibility (i.e. Cycling infrastructure on the MRN does not need to be within an urban centre, etc.). MRNB Projects with cycling infrastructure off the MRN must meet all the same BICCS Program Eligibility requirements as BICCS projects.

A funding allocation formula is used to allocate MRNB Upgrade funding. The calculation is based on the average regional population and employment growth contribution ratio between 2006 and 2023. Land use data for future land use projections are based on the Metro Vancouver Regional Growth Strategy. Please see the MRNB Capital Program Description and Guidelines for further details on the MRNB funding program.

3.1.2 BICCS ALLOCATED (2/3 OF BICCS ANNUAL FUNDING)

Two thirds of the available annual BICCS program funding is distributed through a 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 2023, local governments will receive a minimum allocation of

\$63,000. 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 of the projects are within the maximum allocated amount and contribution to each project does not exceed 50% of each total project cost (or 75% in some cases). Any allocated funds that are unused by local governments will be added to the BICCS Competitive and Recovery streams for that program year.

3.1.3 BICCS COMPETITIVE PROCESS (1/3 OF BICCS ANNUAL FUNDING)

One third of the available annual BICCS program funding is distributed through a competitive application process. Local governments have two streams through the BICCS Program to receive competitive funding: BICCS Competitive and BICCS Recovery.

3.1.3.1 BICCS COMPETITIVE (60% OF THE COMPETITIVE FUNDING ALLOCATION)

Project funding provided through the competitive process is limited to one project application per local government, with a maximum funding request of \$600,000. Application 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 WITT 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**.

3.1.3.2 BICCS RECOVERY (40% OF THE COMPETITIVE FUNDING ALLOCATION)

Funding for BICCS Recovery is distributed through a competitive application process. Project funding provided through the competitive process is limited to one project application per local government, with a maximum funding request of \$1 million based on available funds. Applications cannot be combined with other funding programs (i.e., MRNB, BICCS Allocated, BICCS Competitive, or WITT) and can only be a stand-alone project. The amount of funding each project would receive is determined through this process which is outlined in **Section 3.3**.

3.2 COST SHARING

3.2.1 COST SHARING FOR PROJECTS FUNDED THROUGH BICCS ALLOCATED

TransLink will fund up to 50% of eligible costs for projects meeting Program Eligibility, and up to 75% for Class 1 facilities on MBN or within Urban Centres. **Table 3A** summarizes the cost sharing distribution. For more details on Program Eligibility see **Section 4.0**.

Table 3A: Cost Sharing Distribution (Eligible BICCS Allocated Projects)

Level of Comfort	Type of Facilities
Class 1: Comfortable for All Cyclists (50-75% Cost Share)	Protected Bike Lane Off-Street Path (Multi-Use or Bike only) Neighborhood Street Bikeway (<500 VPD)
Class 2: Comfortable for Most Cyclists (50% Cost Share)	Buffer Bike Lane (TAC) (≤50 km/hr, ≤4,000-5000 VPD) Painted Bike Lane (TAC) (≤50 km/hr, ≤4,000-5000 VPD) Neighborhood Street Bikeway (<2500 VPD)
Class 3: Comfortable for Experienced Cyclists (Not Eligible for cost share)	Painted Bike Lane (TAC) (>50 km/hr, >4,000-5000 VPD) Wide curb lane

Note: - TransLink will be the final arbitrator for the Level of Comfort (e.g. Class 1 or Class 2)
- The list of facilities is not a comprehensive list and local governments may work with TransLink to determine Level of Comfort with the proposed facility

3.2.2 COST SHARING FOR PROJECTS FUNDED THROUGH BICCS COMPETITIVE

TransLink will fund up to 75% for Class 1 facilities on MBN or within Urban Centres. **Table 3B** summarizes the cost sharing distribution. For more details on Program Eligibility see **Section 4.0**.

Table 4B: Cost Sharing Distribution (Eligible BICCS Competitive Projects)

Level of Comfort	Type of Facilities
Class 1: Comfortable for All Cyclists <i>(75% Cost Share)</i>	Protected Bike Lane Off-Street Path (Multi-Use or Bike only) Neighborhood Street Bikeway (<500 VPD)
Class 2: Comfortable for Most Cyclists <i>(Not Eligible for cost share)</i>	Buffer Bike Lane (TAC) (≤50 km/hr, ≤4,000-5000 VPD) Painted Bike Lane (TAC) (≤50 km/hr, ≤4,000-5000 VPD) Neighborhood Street Bikeway (<2500 VPD)
Class 3: Comfortable for Experienced Cyclists <i>(Not Eligible for cost share)</i>	Painted Bike Lane (TAC) (>50 km/hr, >4,000-5000 VPD) Wide curb lane

Note: - TransLink will be the final arbitrator for the Level of Comfort (e.g. Class 1 or Class 2)
- The list of facilities is not a comprehensive list and local governments may work with TransLink to determine Level of Comfort with the proposed facility

3.2.3 COST SHARING FOR PROJECTS FUNDED THROUGH BICCS RECOVERY

TransLink will fund up to 100% of eligible costs for projects meeting Program Eligibility. **Table 3C** summarizes the cost sharing distribution. For more details on Program Eligibility see **Section 4.0**.

Table 5C: Cost Sharing Distribution (Eligible BICCS Recovery Projects)

Level of Comfort	Type of Facilities
Class 1: Comfortable for All Cyclists <i>(Up to 100% Cost Share)</i>	Protected Bike Lane Off-Street Path (Multi-Use or Bike only) Neighborhood Street Bikeway (<500 VPD)
Class 2: Comfortable for Most Cyclists <i>(Not Eligible for cost share)</i>	Buffer Bike Lane (TAC) (≤50 km/hr, ≤4,000-5000 VPD) Painted Bike Lane (TAC) (≤50 km/hr, ≤4,000-5000 VPD) Neighborhood Street Bikeway (<2500 VPD)
Class 3: Comfortable for Experienced Cyclists <i>(Not Eligible for cost share)</i>	Painted Bike Lane (TAC) (>50 km/hr, >4,000-5000 VPD) Wide curb lane

Note: - TransLink will be the final arbitrator for the Level of Comfort (e.g. Class 1 or Class 2)
- The list of facilities is not a comprehensive list and local governments may work with TransLink to determine Level of Comfort with the proposed facility

3.2.4 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 7.10**).

3.2.5 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).

3.2.6 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. Tables 4 and 5 outline funding distribution with respect to External /Third Party Contributions.

Table 4: 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 5: 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.

3.3 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 distributed, the top ranked projects will receive full funding ask. 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

4.1 PROGRAM ELIGIBILITY FOR BICCS ALLOCATED AND BICCS COMPETITIVE

This section provides guidance on the types of bicycle projects that are eligible for MRNB, BICCS Allocated and BICCS Competitive funding.

TransLink funding is focused on facilities that are comfortable for all or most people and support utilitarian trips by bicycle such as commuting to work or school, shopping, and personal errands.

Further and more specifically, consistent with guidance provided by the 30-Year Strategy and 10-Year Priorities the focus of regional cycling investments is on new or significantly improved facilities that are categorized as Class 1 or Class 2 (as seen in **Section 3.2.1: Table 3A**) and:

- Located within Urban Centres or FTDA's (from Regional Growth Strategy); or
- Contributes to the Major Bikeway Network (from Transport 2050); or
- Located in areas of "high cycling potential" (top 20% region-wide, plus top 20% in each local government; see online eligibility map).

Projects that do not meet the eligibility criteria listed above may also be considered in collaborative partnership between TransLink and a local government partner. These are known as TransLink/Municipal Collaborative Projects and must be identified as such in the application.

Each year, supporting documentation is made available to assist local governments in identifying eligible cycling projects. Dynamic eligibility maps are available for the BICCS and WITT Programs. The maps can be accessed with the link below:

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

TransLink understands that local governments are working to develop a network of bicycle routes, designated streets, connecting paths within their jurisdiction. Thus, the BICCS program focuses funding eligibility to a target market of utilitarian cycling more generally rather than to a specific engineering solution such as bike lanes. The list below provides a non-exhaustive example of cycling / cycling supportive infrastructure projects that are eligible for funding under the MRNB and BICCS programs.

- New or enhanced on-street bicycle facilities;
- New or enhanced multi-use pathways;
- New or improved bicycle crossings;
- Grade-separated active transportation crossings;
- Wayfinding;
- Bicycle parking;
- Marketing and cycling promotion materials; or
- New or enhanced lighting.

4.1.1 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 four-year period of initial funding award. Project phasing is only eligible when considering different segments of roadway, not when phasing individual project activities, as illustrated in **Table 6**.

Table 6: Eligible and Ineligible Approaches to Project Phasing

Sample Project: Cycling 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 2023	Apply for funding for Phase 1: 140 St to 144 St (4 years to construct – Jan 1, 2023 to Dec 31, 2026)	Apply for funding for whole corridor from 140 St to 156 St Project application (4 years to construct – Jan 1, 2023 to Dec 31, 2026)	Apply for funding for Property Acquisition as Phase 1 of the project.
Year 2 2024	Apply for funding for Phase 2: 144 St to 148 St (4 years to construct – Jan 1, 2024 to Dec 31, 2027)	Same application as Year 1 to obtain additional funding needed (3 years to construct – Jan 1, 2024 to Dec 31, 2026)	Apply for funding for Functional Design as Phase 2 of the project.
Year 3 2025	Apply for funding for Phase 3: 148 St to 152 St (4 years to construct – Jan 1, 2025 to Dec 31, 2028)	Same application as year 1 to obtain additional funding needed (2 years to construct – Jan 1, 2025 to Dec 31, 2026)	Apply for funding for Detailed Design as Phase 3 of the project.
Year 4 2026	Apply for funding for Phase 4: 152 St to 156 St (4 years to construct – Jan 1, 2026 to Dec 31, 2029)	Same application as year 1 to obtain last of additional funding (1 year to construct – Jan 1, 2026 to Dec 31, 2026)	Apply for funding for Construction as Phase 4 of the project.

4.1.2 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.

4.2 PROGRAM ELIGIBILITY FOR BICCS RECOVERY FUNDING

This section provides guidance on the types of bicycle projects that are eligible for BICCS Recovery. TransLink funding is focused on facilities that are comfortable for all or most people and support utilitarian trips by bicycle such as commuting to work or school, shopping, and personal errands. Consistent with guidance provided by the report endorsed by the Mayors’ Council on October 1, 2020, the focus of regional cycling investments for BICCS Recovery is on new or significantly improved facilities that are categorized as Class 1 (as seen in Section 3.2.3) and located in the following areas:

- **Major Bikeway Network:** Rapid deployment of new or significantly upgraded bikeways to strategically fill gaps on the MBN that will result in complete corridors (i.e. segments of the MBN that connect to other MBN segments or connect one Urban Centre to another Urban Centre); or
- **Urban Centres:** Rapid deployment of a bikeway network that is “comfortable for most people” and bike parking within an Urban Centre For example, this could include 3-4 corridors (or about 7-8 km) of bikeways that are connected to one another and provide people with access to many destinations throughout the Urban Centre

A dynamic eligibility map is available for BICCS Recovery. The map can be accessed with the link below:

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

4.2.1 BICCS RECOVERY PROJECT CHARACTERISTICS

TransLink understands that local governments are working to develop a network of bikeways and connecting paths within their jurisdiction. Thus, the BICCS program focuses funding eligibility to a target market of utilitarian cycling more generally rather than to a specific engineering solution such as bike lanes.

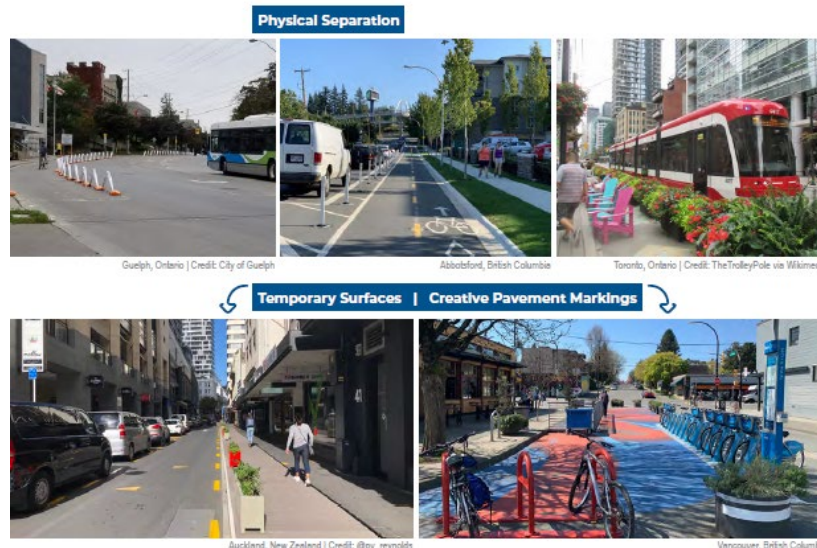
BICCS Recovery project characteristics include:

- **Quick implementation:** projects that are easily implementable over a short period time
- **Use of inexpensive, low impact materials** allows for quick implementation and easy modification if changes are needed.
- More permanent construction materials are also eligible for funding if they are still characterized by **quick implementation**.

Materials include semi-permanent materials that may be physically attached to the ground and require additional design, construction, and costs, but do not require full street reconstruction and remain lower cost than permanent materials. Materials that provide physical separation include curbs, installed delineator posts, landscaped planters, or concrete barriers. Surfaces and creative pavement markings can also be used to add to aesthetics with an eye to placemaking.

The bullets below are non-exhaustive examples of cycling / cycling supportive infrastructure projects and materials that are eligible for funding under BICCS Recovery. The images illustrate some of these cycling/ cycling supportive infrastructure in use.

- Pavement markings (for parking protecting bikeways)
- Bicycle parking, wayfinding, bike counters
- Marketing and cycling promotion materials
- Flexible delineator posts/bollards
- Concrete barriers
- Landscape planters
- Parking block stops



5 EVALUATION FRAMEWORK

5.1 PROJECT EVALUATION CRITERIA

Projects applying for the BICCS and/or MRNB funding programs will be evaluated by TransLink Staff using a two-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

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

5.1.1 TIER 1 – PROGRAM ELIGIBILITY

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 7**.

Table 7: Tier 1 Evaluation

Category	Criteria	Scoring
Project Eligibility	<p><u>BICCS Allocated</u></p> <p>New or significantly improved facilities that are categorized as Class 1 or Class 2:</p> <ul style="list-style-type: none"> Located within Urban Centres or FTDA’s (from Regional Growth Strategy) Contributes to the Major Bikeway Network (from Transport 2050) Located in areas of “high cycling potential” (top 20% region-wide, plus top 20% 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) 	Pass / Fail
	<p><u>BICCS Competitive and BICCS Recovery</u></p> <p>New or significantly improved bikeways that are categorized as Class 1 and located in either of the following areas:</p> <p>Major Bikeway Network: Rapid deployment of new or upgraded bikeways to strategically fill gaps on the MBN that will result in complete corridors (i.e. segments of the MBN that connect to other MBN segments or connect one Urban Centre to another Urban Centre).</p> <p>Urban Centres: Rapid deployment of a bikeway network that is “comfortable for most people” and bike parking within an Urban Centre. For example, this could include 3-4 corridors (or about 7-8 km) of bikeways that are connected to one another and provide people with access to many destinations throughout the Urban Centre.</p>	
Project Readiness	<p><u>BICCS Allocated & BICCS Competitive</u></p> <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>	Pass / Fail
	<p><u>BICCS Recovery</u></p> <p>The project is ready to move forward and will be completed by May 15, 2024. The project demonstrates that feasibility issues have been considered and there are no major obstacles to complete the project by the completion deadline.</p>	
Project Design	The project improves cycling safety and the design conforms to the latest TAC Guidelines or other recognized bicycle facility design guidelines (if not covered in TAC Guidelines).	Pass / Fail

Project Priority	The project demonstrates a high priority among the bicycle projects in the local government.	Pass / Fail
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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.

In addition to the eligible projects noted above, TransLink may 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 they would be advanced through for consideration to receive allocated funding if agreed to by TransLink. Collaborative projects are not eligible for competitive funding and local governments are to contact TransLink prior to project application submission (jpme@translink.ca).

5.1.2 TIER 2 – REGIONAL PRIORITIES FOR COMPETITIVE PROJECTS

Projects applying for BICCS Competitive and BICCS Recovery funding will be evaluated by TransLink Staff using a two-tier evaluation approach. All projects must meet basic eligibility criteria in Tier 1 demonstrating their Program Eligibility. If deemed eligible, projects will be scored based on additional criteria in Tier 2.

The following sections outline TransLink's evaluation criteria.

5.1.2.1 TIER 2 EVALUATION FOR BICCS COMPETITIVE

The competitive process projects that make it through the Tier 1 evaluation will be scored in Tier 2.

The Tier 2 evaluation criteria are shown in **8A**. Based on this Tier 2 evaluation process, each project is eligible to receive up to a maximum of 100 points.

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

Table 8A: Tier 2 Evaluation Criteria for BICCS Competitive

Category	Criteria	MBN Corridor	Urban Centre Bikeway Network
Urban Centre or MBN (Pass/Fail)	Located within an Urban Centre or on the Major Bike Network		
Type of Cycling Infrastructure (Pass/Fail)	Class 1: Comfortable for All Cyclists -Protected Bicycle Lane -Off Street Pathway -Neighbourhood Bikeway (<500 VPD) Separation from other modes of transport		
Project Design (up to 10 pts)	Scoring recognizes the design of the infrastructure to safety and comfort.	Lighting along cycling pathway <ul style="list-style-type: none"> • Pathway will have lighting: 5 points • Pathway will not have lighting: 0 points Width of the cycling infrastructure <ul style="list-style-type: none"> • Project falls within TAC practical upper limit: 5 points • Project falls within TAC recommended upper limit: 3 points • Project is within TAC recommended lower limit: 0 points 	
Extent of new network (up to 50 pts)	Scoring recognizes the length of new/upgraded bikeways provided directly by the project, as well as contribution to completing MBN corridors or expanding on existing bikeways in Urban Centres.	Length of MBN gap(s) filled/upgraded <ul style="list-style-type: none"> • 0 – 0.5 km: 5 points • 0.51 – 1 km: 10 points • 1.01 – 2 km: 15 points • 2.01 – 3 km: 20 points • 3.01+ km: 25 points Length of MBN corridor completed <ul style="list-style-type: none"> • 0 – 1 km: 5 points 	Length of new/upgraded bikeways in Urban Centre <ul style="list-style-type: none"> • 0 – 0.5 km: 0 points • 0.51 – 1 km: 5 points • 1.01 – 3 km: 10 points • 3.01 – 5 km: 15 points • 5.01 – 7 km: 20 points • 7+ km: 25 points

		<ul style="list-style-type: none"> • 1.01 – 2 km: 10 points • 2.01 – 3 km: 15 points • 3.01 – 4 km: 20 points • 5+ km: 25 points 	Length of other existing Class 1 bikeways that new/upgraded bikeways connect to <ul style="list-style-type: none"> • 0 – 0.5 km: 0 points • 0.51 – 1 km: 5 points • 1.01 – 3 km: 10 points • 3.01 – 5 km: 15 points • 5.01 - 7 km: 20 points • 7+ km: 25 points
Cost effectiveness (up to 15 pts)	Prioritize projects that provide Class 1 bikeways using less expensive methods so that more km of bikeways can be achieved with limited funding	Cost per km of new bikeway <ul style="list-style-type: none"> \$1,000,000+: 0 points \$601,000-\$1,000,000: 5 points \$301,000-\$600,000: 10 points Under \$300,000: 15 points 	
Timing for delivery (up to 10 pts)	A sufficient level of design or sufficient justification will be required to ensure timely delivery of project	Demonstrating readiness to support delivery <ul style="list-style-type: none"> • Preliminary design and tendered for construction within 3 years and completed within 4 years: 0 points • 25% design or sufficient justification that the project will be tendered for construction within 2 years and completed within 3 years: 5 points • 70% design or sufficient justification that the project will be tendered for construction within 1 year and completed within 2 years: 10 points 	
Potential Community benefit (up to 15 pts)	<ul style="list-style-type: none"> • Latent demand is measured for the region by comparing Cycling Potential with Cycling Rates and creating a 1 (low) to 5 (high) index. • Social Equity will be measured through a combined score that considers various categories from the 2016 or 2021 Canadian Census of Population, at the census tract level, such as: Seniors (people aged 65+), Indigenous people, visible minorities, single-parent households, people with limited knowledge of English, rent-burdened households, median household income, recent immigrants, and youth. • The provision of bike parking to accompany new bike networks in Urban Centres is encouraged to support cycling. 	Latent demand <ul style="list-style-type: none"> • 1-2: 1 point • 3 - 4: 2 points • 5: 3 points Social Equity <ul style="list-style-type: none"> • 5: 10 pts • 4: 8 pts • 3: 6 pts • 2: 3 pts • 1: 0 pts <p>Note: For Latent Demand and Social Equity, an average score will be calculated based on KMs of the completed MBN corridor – i.e., new facility and portions of MBN that it connects to which are also Class 1.</p> Bike parking <ul style="list-style-type: none"> • None: 0 pts • 1-5 bike racks: 1 pts • 5+ bike racks: 2 pts 	Latent demand Same as MBN Social Equity Same as MBN Bike parking <ul style="list-style-type: none"> • None: 0 pts • 1-10 bike racks: 1 pts • 11+ bike racks: 2 pts

5.1.2.2 TIER 2 EVALUATION FOR BICCS RECOVERY

The projects that make it through the Tier 1 evaluation will be scored in Tier 2 and will receive points for projects that strategically fill gaps on the MBN that will result in complete corridors or create a bikeway network and bike parking within an Urban Centre.

The Tier 2 evaluation criteria are shown in **Table 8B**. Based on this Tier 2 evaluation process, each project is eligible to receive up to a maximum of 280 points.

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

Table 8B: Tier 2 Evaluation Criteria for BICCS Recovery

Category	Criteria	MBN Corridor	Urban Centre Bikeway Network
Extent of new network (up to 100 pts)	Scoring recognizes the length of new/upgraded bikeways provided directly by the project, as well as contribution to completing MBN corridors or expanding on existing bikeways in Urban Centres.	Length of MBN gap(s) filled/upgraded <ul style="list-style-type: none"> 0-0.5 km: 10 pts 0.5-1 km: 20 pts 1-2 km: 30 pts 2-3 km: 40 pts 3-4 km: 50 pts 4-5 km: 60 pts 5+ km: 70 pts Length of MBN corridor completed <ul style="list-style-type: none"> 0-2.5 km: 15 pts 2.5-5 km: 20 pts 5-7.5 km: 25 pts 7.5+ km: 30 pts 	Length of new/upgraded bikeways in Urban Centre <ul style="list-style-type: none"> 0-2 km: 0 pts 2-4 km: 20 pts 4-6 km: 40 pts 6-8 km: 60 pts More than 8 km: 70 pts Length of other existing Class 1 bikeways that new/upgraded bikeways connect to <ul style="list-style-type: none"> 0-1 km: 0 pts 1-4 km: 15 pts 4-6 km: 20 pts 6-8 km: 25 pts More than 8 km: 30 pts
Cost effectiveness (up to 50 pts)	Prioritize projects that provide Class 1 bikeways using less expensive methods so that more km of bikeways can be achieved with limited funding for BICCS Recovery stream	Cost per km of new bikeway <ul style="list-style-type: none"> Less than \$100k/km: 50 pts \$100-200k/km: 40 pts \$200-300k/km: 30 pts \$300-400k/km: 20 pts \$400-500k/km: 10 pts More than \$500k/km: 0 pts 	Same as MBN
Local cost share (up to 25 pts)	Projects eligible for up to 100% project funding from TransLink, but local funding contributions are recognized.	Local funding share of total project cost <ul style="list-style-type: none"> 0%: 0 pts 1-10%: 5 pts 11-20%: 10 pts 21-30%: 15 pts 31-50%: 20 pts 50% +: 25 pts 	Same as MBN
Timing for delivery (up to 40 pts)	Projects must be implemented by May 15, 2023 and increasing amounts of points are awarded for projects that are completed sooner. Extensions will not be permitted once BICCS Recovery Agreement has been executed	Date when new bikeways are available for public use By Dec 31, 2023: 40 pts Between Jan 1 and May 15, 2024: 0 pts	Same as MBN
Potential Community benefit (up to 65 pts)	<ul style="list-style-type: none"> Latent demand is measured for the region by comparing Cycling Potential with Cycling Rates and creating a 1 (low) to 5 (high) index. Social Equity is measured through a combined score considering low-income, youth, seniors, recent immigrants, and indigenous populations and creating a 1 (low) to 5 (high) index. The provision of bike parking to accompany new bike networks in Urban Centres is encouraged to support cycling. 	Latent demand <ul style="list-style-type: none"> 5: 35 pts 4: 27 pts 3: 17.5 pts 2: 9 pts 1: 0 pts Social Equity <ul style="list-style-type: none"> 5: 30 pts 4: 23 pts 3: 15 pts 2: 7 pts 1: 0 pts Note: For Latent Demand and Social Equity, an average score will be calculated based on KMs of the completed MBN corridor – i.e. new facility and portions of MBN that it connects to which are also Class 1.	Latent demand <ul style="list-style-type: none"> 5: 25 pts 4: 18 pts 3: 12.5 pts 2: 6 pts 1: 0 pts Social Equity <ul style="list-style-type: none"> 5: 25 pts 4: 18 pts 3: 12.5 pts 2: 6 pts 1: 0 pts Bike parking <ul style="list-style-type: none"> None: 0 pts 0-50 bike racks: 5 pts 51-100 bike racks: 10 pts 100+ bike racks: 15 pts

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 acquired or completed prior to January 1st of that program year of the MRNB or BICCS projects are not eligible for “retroactive” cost sharing under this program. In other words, only those costs incurred as of January 1st, 2023 will be eligible for cost sharing.

Any project related property acquisitions are eligible for cost share at its original purchase price (e.g., not current market value). Such costs are eligible only for property required to complete an approved MRNB or BICCS 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 BICCS/MRNB Programs include:

- project components acquired or completed prior to approval of the project (with the exception of preliminary planning & design work and certain property costs);
- project costs associated with additional roadway capacity (if not on the MRN) (e.g. an additional travel lane)
- 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 (excluding property acquisition which is eligible);
- operations;
- maintenance; and
- repair, rehabilitation or replacement of existing infrastructure, except for rehabilitation of major MRN structures (e.g., bridges)

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 BICCS Program.

Local governments may apply for multiple projects to use all their BICCS allocated funding. Projects applying for BICCS allocated funding may also be combined with other funding programs such as MRNB and WITT 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 requested funding from multiple funding programs should be identified on the application form for that project. Note there is only one application form per 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 BICCS 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 funding, MRN Minor Capital funding, BICCS funding, MRN Major Capital funding, WITT 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.

Note that BICCS Recovery funding cannot be combined with other funding programs (i.e., MRNB, BICCS Allocated, BICCS Competitive, or WITT) and can only be a stand-alone project.

7.2 PROJECT PHOTOS

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

7.3 PROJECT PRESENTATIONS

For BICCS 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 BICCS/MRNB 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 competitive funding will be reviewed and scored by TransLink staff according to evaluation criteria previously described in **Section 5**. 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 Capital Management Committee (CMC) for funding approval. Once approved, TransLink will draft project specific contribution agreements and administer the funding.

7.4.1 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.

7.4.2 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.

7.5 PROJECT IMPLEMENTATION AND FUNDING DEADLINE

Local governments are solely responsible for the implementation of approved BICCS/MRNB projects in accordance with a project-specific contribution agreement. Local Government 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 generally must be completed within four years to be eligible for BICCS funding (the Program year from which the funding was first awarded is considered Year 1). For example, a 2023 BICCS Program project is to be completed by December 31, 2026. The BICCS Recovery stream is an exception in the BICCS Program, where projects have one year and five months to complete. A BICCS Recovery project funded through the 2023 Program is required to complete by May 15, 2024.

For all completed BICCS 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.

7.6 MONITORING AND EVALUATION

A Monitoring and Evaluation Plan is required as part of the application process to demonstrate the success of individual projects and the program. TransLink will work with partner agency staff to determine how this will be conducted. This could include pre- and post-counts, surveys, and other methods.

7.7 PROMOTION AND EDUCATION

Promotion and education related to new bicycle infrastructure is important to supporting maximum benefit and utilization of these investments. Promotion and/or education are typically done once construction of the project is complete and the facility is available for public use. Between 1% and 5% of project funding received from TransLink, with a minimum of \$1,000 per project, is required to be identified for promotion and/or education

that is in some way related to the new or improved bicycle infrastructure. Promotional and educational material should include TransLink's logo. Local governments will also need to provide pictures of the event(s) or a copy of the promotional material(s) as proof when submitting a payment request for the project. Promotional and educational cost will follow the same timeframe as the project for payment reimbursement.

Examples of promotion and education include:

- Signage – Wayfinding to support a better understanding of the utility of the bike infrastructure and larger bike network (e.g. decision and confirmation signage identifying major destinations and distances)
- Events – Ribbon cutting, community celebration, community ride (e.g. bike to work week or bike to shop days event)
- Awareness – Advertisements in local paper, at transit station, or on social media, or distribution of brochures, postcards, or posters (e.g. door drop, community centre, library, schools) describing improvements, including (if relevant) how they are intended to be used to improve safety and comfort
- Education – Urban cycling skills course(s) offered to nearby residents (e.g. children/youth courses, family courses, adult courses)

Options for delivering promotion and/or education materials, activities or events include:

1. Directly by local government
2. Partner with Travel Smart and/or with third-party partners (e.g. HUB, HASTE)

7.8 COMMUNICATION 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 the 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 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 BICCS 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 (TRANS LINK 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.

Funding transfer requests less than or equal to \$100,000, will be considered for the approval by the Director of Infrastructure Programs. Transfer requests greater than \$100,000 will require approval from TransLink's Capital Management Committee (CMC). Note that in either case, transfer requests are never guaranteed and requests to CMC may require a longer timeline for approval (typically one to two months to process the transfer request).

Under no circumstances shall the transferring of funds between projects result in the TransLink contribution to a project exceeding 50% (or 75% in some cases) of the total eligible costs.

7.11 MULTIPLE PROGRAM YEAR FUNDING (NOT APPLICABLE TO BICCS RECOVERY PROJECTS)

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 2023 can receive funding in years 2024, 2025 and 2026 but all funding must be used by December 31, 2026). 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 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 (NOT APPLICABLE TO BICCS RECOVERY PROJECTS)

A local government may apply for funding from multiple funding programs (e.g. MRNB, WITT, 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

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.

the competitive portion of the funding programs, please refer to the respective program guidelines (MRNB, WITT).

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 Upgrade 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 2022 can receive funding in years 2023, 2024 and 2025 but all funding must be used by December 31, 2025). 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% (or 75%) of the eligible costs.

7.13 TRADING OR COMBINING OF MUNICIPAL ALLOCATIONS

Trading of MRNB or BICCS 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 local governments the eligible costs for a MRNB Upgrade or BICCS project up to the amount identified on the Contribution Agreement (or the total of all project Contribution Agreements).

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 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 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 MRNB or BICCS application (e.g. separate cost for components of a project that may consist work on the MRN, Ministry roads, and local 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 MRNB program;
- 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} (for cost items that exceed \$10,000) 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.

All External / Third Party Funding must be identified in the Payment Request. Please refer to **Section 3.2.4.3** for details on the funding distribution.

7.15 UNUSED ALLOCATED FUNDS

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

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

In any year that either MRNB Upgrade or BICCS funding programs 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.

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 that costs are eligible under the program guidelines.

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

APPENDIX A: BICCS COMPETITIVE TIER 2 EVALUATION AND SCORING

TIER 2 EVALUATION
Location of the Project (Pass/Fail)
<p>High Priority Location: Within Urban Centre Major Bike Network (MBN) (Conceptual)</p> <p><i>Scoring:</i> <i>Pass: High Priority Location</i> <i>Fail: Project located outside of an Urban Centre or the MBN</i></p>
Bike Infrastructure Types (Pass/Fail)
<p>Eligible for Competitive Funding- Class 1 Bike Infrastructure: Multi-use path Bike Overpass Bike Path Protected Bike Lane Bicycle Boulevard (with high traffic calming)</p> <p>Not Eligible for Competitive Funding- Class 2 Bike Infrastructure: Painted Bike Lane Bicycle Accessible Shoulder Shared Bike Lane Bicycle Boulevard (with medium traffic calming)</p> <p><i>Scoring:</i> <i>Pass: Class 1 facility</i> <i>Fail: Class 2 facility</i></p>
Project Design (Max 10 points)
<p>1. Will there be lighting along the bicycle pathway to increase safety, security, and visibility? (Max 5 points):</p> <p>Lighting is provided along the pathway No lighting will be provided along the pathway</p> <p><i>Scoring:</i> <i>0 points: No Lighting</i> <i>5 points: Pathway will have lighting</i></p> <p>2. Will the design width of the bike infrastructure exceed the minimum recommended width noted in TAC? (Max 5 points):</p> <p><i>Scoring:</i> <i>0 points: within recommended lower limit</i> <i>3 points: within recommended upper limit</i> <i>5 points: within practical upper limit</i></p>

Extent of new network (Max 50 points)	
<p><u>MBN Corridor</u></p> <p>1. Length of MBN gap(s) filled/upgraded (Max 25 points)</p> <p>Scoring: <i>0 – 0.5 km: 5 points</i> <i>0.51 – 1 km: 10 points</i> <i>1.01 – 2 km: 15 points</i> <i>2.01 – 3 km: 20 points</i> <i>3.01+ km: 25 points</i></p> <p>2. Length of MBN corridor completed (Max 25 points)</p> <p>Scoring: <i>0 – 1 km: 5 points</i> <i>1.01 – 2 km: 10 points</i> <i>2.01 – 3 km: 15 points</i> <i>3.01 – 4 km: 20 points</i> <i>5+ km: 25 points</i></p>	<p><u>Urban Centre Bikeway Network</u></p> <p>1. Length of new/upgraded bikeways in Urban Centre (Max 25 points)</p> <p>Scoring: <i>0 – 0.5 km: 0 points</i> <i>0.51 – 1 km: 5 points</i> <i>1.01 – 3 km: 10 points</i> <i>3.01 – 5 km: 15 points</i> <i>5.01 - 7 km: 20 points</i> <i>7+ km: 25 points</i></p> <p>2. Length of other existing Class 1 bikeways that new/upgraded bikeways connect to (Max 25 points)</p> <p>Scoring: <i>0 – 0.5 km: 0 points</i> <i>0.51 – 1 km: 5 points</i> <i>1.01 – 3 km: 10 points</i> <i>3.01 – 5 km: 15 points</i> <i>5.01 - 7 km: 20 points</i> <i>7+ km: 25 points</i></p>

Potential Community benefit (Max 15 points)	
<p><u>MBN Corridor</u></p> <p>1. Latent Demand (Max 3 points)</p> <p>Scoring: <i>5: 3 points</i> <i>3-4: 2 points</i> <i>1-2: 1 point</i> <i>1: 0 points</i></p> <p>2. Social Equity (Max 10 points)</p> <p>Scoring: <i>5: 10 points</i> <i>4: 8 points</i> <i>3: 6 points</i> <i>2: 3 points</i> <i>1: 0 points</i></p> <p>3. Bike Parking (Max 2 points)</p> <p>Scoring: <i>None: 0 pts</i> <i>1-5 bike racks: 1 point</i> <i>5+ bike racks: 2 points</i></p>	<p><u>Urban Centre Bikeway Network</u></p> <p>1. Latent Demand (Max 3 points)</p> <p>Scoring: <i>Same as MBN</i></p> <p>2. Social Equity (Max 10 points)</p> <p>Scoring: <i>Same as MBN</i></p> <p>3. Bike Parking (Max 2 points)</p> <p>Scoring: <i>None: 0 pts</i> <i>0-10 bike racks: 1 point</i> <i>11+ bike racks: 2 points</i></p>

Cost effectiveness (Max 15 points)

1. Cost per kilometer of new bikeway (Max 15 points)

Scoring:

\$1,000,000+: 0 points

\$601,000-\$1,000,000: 5 points

\$301,000-\$600,000: 10 points

Under \$300,000: 15 points

Timing for Delivery (Max 10 points)

1. Based on the work completed to date, when is the expected completion of this project? (Max 10 points)

Scoring:

- *Preliminary design and tendered for construction within 3 years and completed within 4 years: 0 points*

- *25% design or sufficient justification that the project will be tendered for construction within 2 years and completed within 3 years: 5 points*

- *70% design or sufficient justification that the project will be tendered for construction within 1 year and completed within 2 years: 10 points*

APPENDIX B: BICCS RECOVERY TIER 2 EVALUATION AND SCORING

TIER 2 EVALUATION	
Extent of new network (Max 100 points)	
<p><u>MBN Corridor</u></p> <p>1. Length of MBN gap(s) filled/upgraded (Max 70 points)</p> <p>Scoring: <i>0-0.5 km: 10 points</i> <i>0.5-1 km: 20 points</i> <i>1-2 km: 30 points</i> <i>km: 40 points</i> <i>3-4 km: 50 points</i> <i>4-5 km: 60 points</i> <i>5+ km: 70 points</i></p> <p>2. Length of MBN corridor completed (Max 30 points)</p> <p>Scoring: <i>0-2.5 km: 15 points</i> <i>2.5-5 km: 20 points</i> <i>5-7.5 km: 25 points</i> <i>7.5+ km: 30 points</i></p>	<p><u>Urban Centre Bikeway Network</u></p> <p>1. Length of new/upgraded bikeways in Urban Centre (Max 70 points)</p> <p>Scoring: <i>0-2 km: 0 points</i> <i>2-4 km: 20 points</i> <i>4-6 km: 40 points</i> <i>6-8 km: 60 points</i> <i>More than 8 km: 70 points</i></p> <p>2. Length of other existing Class 1 bikeways that new/upgraded bikeways connect to (Max 30 points)</p> <p>Scoring: <i>0-1 km: 0 points</i> <i>1-4 km: 15 points</i> <i>4-6 km: 20 points</i> <i>6-8 km: 25 points</i> <i>More than 8 km: 30 points</i></p>
Potential Community benefit (Max 65 points)	
<p><u>MBN Corridor</u></p> <p>1. Latent Demand (Max 35 points)</p> <p>Scoring: <i>5: 35 points</i> <i>4: 27 points</i> <i>3: 17.5 points</i> <i>2: 9 points</i> <i>1: 0 points</i></p> <p>2. Social Equity (Max 30 points)</p> <p>Scoring: <i>5: 30 points</i> <i>4: 23 points</i> <i>3: 15 points</i> <i>2: 7 points</i> <i>1: 0 points</i></p>	<p><u>Urban Centre Bikeway Network</u></p> <p>1. Latent Demand (Max 25 points)</p> <p>Scoring: <i>5: 25 points</i> <i>4: 18 points</i> <i>3: 12.5 points</i> <i>2: 6 points</i> <i>1: 0 points</i></p> <p>2. Social Equity (Max 25 points)</p> <p>Scoring: <i>5: 25 points</i> <i>4: 18 points</i> <i>3: 12.5 points</i> <i>2: 6 points</i> <i>1: 0 points</i></p> <p>3. Bike Parking (Max 15 points)</p> <p>Scoring: <i>None: 0 points</i></p>

Regional Cycling Investments (BICCS Program)
Program Description and Guidelines

	<i>0-50 bike racks: 5 points 51-100 bike racks 10 points 100+ bike racks: 15 points</i>
Cost effectiveness (Max 50 points)	
1. Cost per kilometer of new bikeway (Max 50 points) Scoring: <i>Less than \$100k/km: 50 points \$100-200k/km: 40 points \$200-300k/km: 30 points \$300-400k/km: 20 points \$400-500k/km: 10 points More than \$500k/km: 0 points</i>	
Local cost share (Max 25 points)	
1. Local funding share of total project cost (Max 25 points) Scoring: <i>0%: 0 points 1-10%: 5 points 11-20%: 10 points 21-30%: 15 points 31-50%: 20 points 50% +: 25 points</i>	

Timing for delivery (Max 40 points)

1. Date when new bikeways are available for public use (Max 40 points)

Scoring:

By Dec 31, 2023: 40 points

Between Jan 1 and May 15, 2024: 0 points

Extensions will not be permitted once BICCS Recovery Agreement has been executed.