

ALBERTA TRANSPORTATION

RESOURCE ROAD PROGRAM (2010/11 – 2012/13)

APPLICATION REQUIREMENTS

Format

Applications must be prepared using the following format:

- **Covering Letter**
- **Basic Information**
- **Project Benefits**
- **Project Information**

These headings are described in detail below. Any application which is not in this format or which provides incomplete information will be returned to the applicant by the Regional Office for resubmission.

Covering Letter

The covering letter for an application must be signed by the Chief Elected Official of the applicant municipality and must include the following statements:

On behalf of (the municipality[ies]), funding is requested under the Resource Road Program (RRP).

I hereby certify that the information contained in the enclosed application is correct and complete at the date of submission. I also certify that no amounts for Goods and Services Tax are included in the cost estimates for the project. I also certify that no municipal general user fee will be charged to users of this road.

I understand that this project must comply with all applicable legislation and with all of the guidelines for the Program. I understand that any change to the scope or the intended expenditures indicated in the enclosed application will require an amendment approved by the Review Committee.

Basic Information

Each application must begin by providing the following basic information:

Application Date - the date the application is made

Name of Project - the name usually used to describe the project

Project Location - the legal description which indicates the location of the project

Applicant - the name of the municipality making the application. If more than one municipality is involved, use the name of the municipality that will be the primary contact for the project indicating that it is “on behalf of (names of municipalities)”.

Address - the mailing address for the applicant

Information Contact - the name, position, telephone and fax numbers of the person who would provide information or make a presentation on the proposal, if requested

Engineer - the name of the individual and/or firm which is providing professional engineering services for the project

Total Project Cost - the total estimated cost of the project, excluding the Goods and Services Tax. Municipalities are eligible for refund of a portion of the GST. The non-refundable portion of the GST for projects under this program is the responsibility of the municipality.

RRP Funding Requested - the amount of RRP funding which the applicant is requesting

Source(s) of Balance of Funding - how the applicant expects to raise its share of the funding

Estimated Completion Date - the date by which the project is expected to be completed

Map - a map showing the location of the project

Project Benefits

This section describes the reason the project is being undertaken and provides a description of the anticipated benefits it will provide. Any business plan for the organization, and any economic development plan for the community which indicates the significance of the project for the achievement of the plan, should be included.

Why Is The Project Necessary?

A description of how the project will address a constraint for existing development or serve development to be undertaken in the short-term and a description of the significance of the development.

Traffic Volume Information – the actual or estimated average daily traffic counts providing a breakdown between truck traffic (during any three month period) and other traffic. Traffic volume information must be certified by a professional engineer.

If the municipality is applying on the basis of through trucks, then origin/destination information must be included. An O-D study must be conducted for a minimum of 12 hours to be statistically significant. Through-trucks are defined as those where the origin and destination are not in the applicant municipality. There must be a minimum of 50% through-trucks to be considered.

Economic Benefits - a description of the existing development(s), what is planned, the number of new permanent jobs to be created, and the value of new investment. In the case of intensive livestock operations include the number of animals to be handled annually. In the case of high throughput elevators include the capacity in tonnes of the facility.

Safety Benefits – a description of how safety will be improved for all traffic using the road as a result of the project. Some examples of safety improvements are improving sight lines at intersections, horizontal or vertical alignment, and widening roads to handle larger trucks.

Project Information

Each application must include a thorough description of the proposed project including the following information:

Project Description - a description of the standard of the existing road and of the work to be undertaken, including any engineering surveys or other studies available. Paving will only be supported where the current annual average daily traffic volumes exceed 400 vehicles per day (AADT).

Partnership

A description of how the proposed project links into the transportation system in the area, any cooperation with another municipality and confirmation of any participation by the industry involved in funding the project.

Financial Information - a proposed budget for the project using the following format:

Costs

Engineering and Consulting
Construction Contract
Materials and Equipment
Other (please specify)

Total Costs

Sources of Funds

RRP Grant Requested
All other sources (please specify)

Total

Cash Flow - a summary cash flow statement showing when funding is needed in the following format:

	2010/11	2011/12	2012/13
RRP Funds			
Applicant			
Other Funds			
(please specify)			
Total			