



APPLICANT'S GUIDE

National Trade Corridors Fund
Arctic and Northern call for proposals



Transport
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Transports
Canada

Canada 

Preface

Since 2017, the National Trade Corridors Fund (NTCF) has invested more than \$1.8 billion in transportation infrastructure projects across Canada, including into airports, ports, rail roads, and highways. In Canada's territories, more than \$379 million in NTCF funding has been committed to 15 transportation infrastructure projects that will help make transporting people and goods in the North safer, cheaper, more efficient and reliable, and more resilient to a changing climate.

In Budget 2019, the Government of Canada committed \$400 million in new NTCF transportation infrastructure funding for Canada's Arctic and Northern regions. This funding will build on the investments already being made under the Fund and is a foundational initiative of Canada's Arctic and Northern Policy Framework (ANPF). The Framework will guide the federal government's investments and activities through 2030, in support of a shared vision of a thriving and prosperous Canadian North.

Transport Canada has launched a new call for project proposals for Canada's Arctic and Northern regions (the NTCF 'Arctic and Northern call for proposals'). To be considered for funding under this call for proposals, projects must target, or be located in, one of the following Arctic and Northern regions: Yukon, the Northwest Territories, Nunavut, the northern extent of Labrador containing the Nunatsiavut region, the Nunavik region in Quebec, or the Town and Port of Churchill, in Manitoba (including connected infrastructure assets).

If you apply, you must show how your proposed project will meet the objectives of this call for proposals by:

1. Addressing the transportation needs of Arctic and northern communities, including the safety of transportation, and supporting economic development;
2. Making Arctic and northern transportation more resilient to a changing climate, more sustainable, and more adaptable to new technologies and innovations;
3. Supporting Canadian trade by creating new linkages, increasing transportation capacity, and reducing bottlenecks in the system; and
4. Leveraging investments from multiple partners to make federal investments go farther.

You can submit an optional expression of interest (EOI) by **December 21, 2020**. The EOI provides Transport Canada with a summary of your proposed project, which we will use to provide you with feedback on your project's eligibility, and if it can meet the call for proposals' objectives and essential criteria.

Whether or not you submit an EOI, you must submit a detailed comprehensive project proposal (CPP) to Transport Canada no later than **March 15, 2021** to be considered for funding. The CPP will provide a detailed description of the project, which we will use to evaluate and choose projects to fund.

Transport Canada's officials can advise on whether your project proposal aligns with our goals, and on the technical details and requirements of the call for proposals.

Email the National Trade Corridors Fund at TC.NTCF-FNCC.TC@tc.gc.ca.

The NTCF Arctic and Northern Call for Project Proposals

- **New geographic criteria:** Your project must target, or be located in, one of the following geographic locations: Yukon, the Northwest Territories, Nunavut, the northern extent of Labrador containing the Nunatsiavut region, the Nunavik region in Quebec, or the Town and Port of Churchill in Manitoba. If your project is outside this geographic area, it is not eligible for funding under this call for proposals.
- **New digital application portal:** You can now submit both your expression of interest and comprehensive project proposal through Transport Canada's new online portal: <https://gart.tc.gc.ca/secure/ntc-ccn/home>
- **New evaluation criteria:** Make sure to carefully review the call objectives and evaluation criteria in this guide, even if you have submitted an application to a previous NTCF call for proposals in the past. The evaluation criteria are reviewed and updated for each new call for proposals, to ensure that projects are being assessed in close accordance with the most recent and relevant priorities for Arctic and Northern transportation infrastructure. The latest evaluation criteria are found in **Part 2, Section 2** of this guide.
- **Feedback and guidance on applications:** Transport Canada officials are available throughout the call for proposals process to discuss potential projects and applications. Please contact the NTCF mailbox at TC.NTCF-FNCC.TC@tc.gc.ca if you would like guidance on the potential alignment of your project(s) with the objectives and requirements of the call for proposals, or any specific issues or questions about the application requirements and processes.

The application process: overview and deadlines

For the Arctic and Northern call for proposals, Transport Canada will evaluate the strengths and merits of each CPP it receives to prioritize and allocate federal funding to the projects that demonstrate the strongest support for the call and NTCF program objectives.

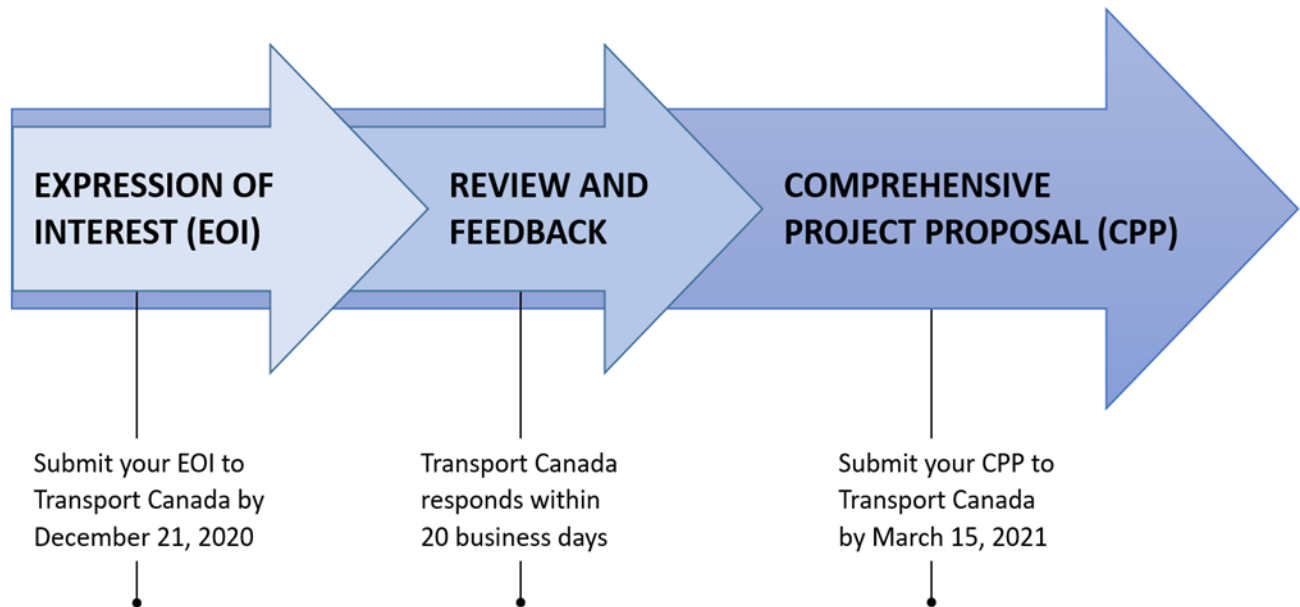


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Part 1 – The National Trade Corridors Fund

1. About the National Trade Corridors Fund (NTCF)

The NTCF is a dedicated source of funding that is investing \$2.3 billion over 11 years to help infrastructure owners and users invest in the critical assets that support economic activity and the physical movement of goods and people in Canada. It represents a long-term commitment by the federal government to work with stakeholders on strategic infrastructure projects that help to address transportation bottlenecks, vulnerabilities, and congestion along Canada’s trade corridors.

The NTCF is one component of the Investing in Canada Plan, the federal government’s strategy for addressing long-term infrastructure needs in Canada and supporting middle-class growth and jobs. At the same time, it is a key component of Transportation 2030, the Minister of Transport’s strategic plan for the future of transportation.

NTCF funding is allocated to projects based on their individual merits. For projects located in Canada’s Arctic and Northern regions, merits are assessed according to how the project would address the transportation needs of northern communities. These projects, which include ports, airports, roads, and railways, are the primary building blocks of supply chains that enable the physical movement of people and exchange of goods around the world.

The Arctic and Northern call for proposals is the fourth call for proposals under the NTCF program to date. The priorities, eligibility requirements, and criteria of this call for proposals are different from previous ones. It is very important that you use this guide and our forms and templates, when preparing your submissions.

2. Program objectives

The NTCF Arctic and Northern call for proposals specifically targets projects that address the transportation infrastructure priorities and needs of Arctic and northern communities. In that context, we will be funding projects that clearly meet at least one of the following three program objectives:

1. Address the transportation needs of Arctic and northern communities, including safety and economic development;
2. Increase the resilience of the Canadian transportation system to current and future impacts associated with the changing climate; promote the sustainability of transportation in Canada; and increase its adaptability to new technologies and future innovation; and
3. Support the fluidity of Canadian trade by alleviating capacity constraints and bottlenecks, and strengthening modal interconnectivity and operability.

Proposals should also demonstrate how the project will address the fourth NTCF program objective, if possible:

4. Leverage investments from multiple partners.

Projects that show that they meet more than one program objective may receive a higher assessment score than those that only meet one of objectives 1, 2, or 3.

When scoring proposals, the review teams will also consider:

- The experience and capacity of the applicant to complete the project;
- The quality and completeness of the proposal/business case; and
- The cost effectiveness of the proposal, and the commitment to transparency.

3. Eligibility requirements

To be eligible for funding under the NTCF, the following requirements must be satisfied.

3.1 Eligible recipients

The following eligible recipients are invited to make submissions under this call for proposals:

- Provinces and territories, including provincially and territorially-owned entities;
- Municipalities, including local and regional governments, and municipally-owned entities;
- Indigenous governments,¹ tribal councils and other forms of regional government, nationally or regionally representative Indigenous organizations, and/or Indigenous development corporations;
- Public sector organizations;²
- Federal organizations including Crown Corporations (FAA Schedule III only);
- For-profit* and not-for-profit private sector organizations, including those organizations headquartered outside of Canada;
- Canada Port Authorities (subject to Canada Marine Act);
- National Airports System Airport Authorities; and
- Colleges and universities.

* Contributions to for-profit private sector organizations will be considered only when the contribution will clearly provide wider benefits, rather than to the recipient alone.

¹ An Indigenous government means 1) a band council within the meaning of section 2 of the *Indian Act*; or 2) a government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Aboriginal people of Canada, that has been approved, given effect and declared valid by federal legislation; or 3) a government or authority that has been declared valid by provincial or territorial legislation.

² A body that is established by or under provincial/territorial statute or by regulation or is wholly owned by a province, territory or municipality (like transit agencies, commissions, boards, certain port authorities, provincial crown corporations).

3.2 Eligible activities for contributions

To be considered for funding under the NTCF, projects must support at least one of the objectives of the program. Contributions will be provided in support of the following eligible activities, when undertaken to complete a project objective:

- Prepare (for example, plan, demolish, prepare site), construct, rehabilitate and/or improve infrastructure assets related to transportation, such as:
 - Highway, bridge, interchange and road projects, railway and rail yard projects, airports, and ports, marinas and associated facilities;
 - Feasibility studies, administration, planning and design work, engagement with Inuit and Indigenous communities or groups potentially affected by the funded activities, and any climate change/environmental reviews or assessments;
- Studies, research and development related to the efficiency and resiliency of the transportation system, transportation-related technologies, and transportation-related trade or efficiency barriers; and
- Acquire and install technologies and equipment that advance and support the efficient movement of goods and people and help integrate transportation modes in Canada's transportation corridors (for example, intelligent transportation systems and radio frequency or optical identification readers).

3.3 Geographic location

The project must specifically target, or be located, in one of the following northern geographic locations within Canada:

- Yukon;
- Northwest Territories;
- Nunavut;
- Northern extent of Labrador that includes the Nunatsiavut region, in Newfoundland and Labrador;
- Nunavik region, in Quebec; or
- Town of Churchill, Port of Churchill, and related transportation assets, in northern Manitoba.

Studies focused on transportation in Canada's Arctic and Northern regions will be considered for NTCF funding in this call for proposals. The area where the study is focused (that is, the location of the subject matter) will be taken as the study location, not the address of the applicant.

The geographic scope of this call for proposals aligns this funding with the scope and objectives of Canada's Arctic and Northern Policy Framework.

3.4 Project start and end dates

The proposed project must be useable for its intended purpose no later than December 31, 2027. All final reports and project financial transactions on the part of the Government of Canada must be concluded by March 31, 2028.

3.5 Maximum contribution

The maximum contribution that may be awarded to a project from the NTCF is \$500 million. The maximum level of total Canadian government funding (municipal, provincial, territorial and federal) authorized by this program's terms and conditions must not exceed 100% of total eligible expenditures for any project.

Preference may be given to projects that have secured funding and/or are requesting less than \$50 million from the NTCF.

To ensure that NTCF funding commitments are the minimum necessary to complete eligible project activities, the maximum contribution of the program will be:

- Up to 75% of the total eligible expenditures for a project in Yukon, the Northwest Territories, and Nunavut;*
- Up to 50% of the total eligible expenditures for a project in the applicable regions of Newfoundland & Labrador, Quebec, and Manitoba;
- Up to 33% of total eligible expenditures for public-private partnerships (P3) projects; and
- Up to 100% of total eligible expenditures for projects with federal organizations, including Crown Corporations (FAA Schedule III only).

Projects that request less than the maximum contribution will address the leveraging objective of the program more strongly, and will be evaluated more favourably (that is, as providing better value-for-money for Canadians).

* The higher maximum percentage of total eligible expenditures for projects in Canada's three territories recognizes the unique financial resource constraints faced by the territorial governments as compared with provinces.

3.6 Eligible and ineligible expenditures

A full list of eligible and ineligible expenses is provided in [Annex A – Eligible and ineligible expenditures](#), of this guide.

Part 2 – Evaluating your application

1. The application process

Applicants are encouraged to submit a completed EOI application form to Transport Canada by no later than **December 21, 2020**, in advance of a CPP. The EOI submission is optional, but will provide an opportunity for applicants to verify that they are eligible for funding and that their project meets essential eligibility criteria.

To be considered for funding from the NTCF Arctic and Northern call for proposals, applicants must submit a CPP to Transport Canada by no later than **March 15, 2021**.

Applicants should submit both their EOI application form and their CPP using the NTCF online application portal.

2. The evaluation criteria

Your CPP will be evaluated by a committee who will decide its overall strengths and individual merits. This evaluation will be based on the overall assessment criteria presented in Part 2, Section 2.1 below, as well as how well the proposed project aligns with the criteria of the NTCF program objectives presented in Part 2, Section 2.2 below.

Make sure to keep the program objectives and the evaluation criteria in mind while you complete both the EOI (if you submit one), and the CPP. In particular, it is essential that your proposed project addresses the transportation infrastructure priorities and needs of Arctic and northern communities to be considered for funding.

2.1 Overall assessment criteria

Table 1: Overall assessment criteria

Selection criteria	Assessment and evaluation
<p>1. The applicant’s relevant experience and capacity to complete the project and/or undertake the activities outlined in the proposal</p>	<ul style="list-style-type: none"> • Assessment based on: evidence provided by applicant (mandate, expertise, labour and capital resources, and partners/service providers); departmental experience with, and knowledge of, applicant and/or similar organizations. • Strong proposals will demonstrate an applicant’s track record of successful project delivery, a clear link between their mandate and the proposed project, and that resource planning is consistent with past projects of similar scope, cost and level of risk.

<p>2. The relevance of the project outcome(s) to the objectives of the program and the criteria targeted in the selection process</p>	<ul style="list-style-type: none"> • Assessment based on: project business case; core objectives of the NTCF; stated benefits of the completed project; anticipated useable life of the asset, improvement or product; and alignment with territorial or provincial priorities. • Strong proposals will clearly show how the project and its expected outcome(s) align with a combination of the core NTCF objectives, and will also demonstrate how they will enhance social and/or economic opportunities.
<p>3. The quality and completeness of the business case/proposal</p>	<ul style="list-style-type: none"> • Assessment based on: the applicant’s budget and proposed work plan/schedule; financial plan (including evidence of secured balance of public and private funding); risk management plan; performance measurement and project monitoring strategies; as well as how these have taken into consideration northern realities (for example, limited construction season, timelines for bringing in construction materials, availability of skilled workers, on-going maintenance costs associated with the northern environment). • Strong proposals will provide a detailed business case that includes a complete and justified financial plan, budget, timeline, risk management plan, and performance measurement and project monitoring strategies. The business case will demonstrate a high level of due diligence, forethought, and planning to deliver on time and on budget in a northern environment.
<p>4. The cost effectiveness of the proposal and commitment to transparency</p>	<ul style="list-style-type: none"> • Assessment based on: the proposal’s analysis of the project’s costs vs. its anticipated benefits (including the reliability of these estimates); the applicant’s demonstrated project management experience; as well as the transparency plan for the project (engagement with the public, availability of project information from start to end). • Strong proposals will provide a thorough description of the full range of economic, social, and environmental costs and benefits associated with the project, with quantitative information provided where possible. The cost-benefit analysis methodology is clearly explained and justified. Effort is demonstrated to optimize the use of financial, labour, and other inputs to increase the value proposition of the project in terms of costs vs. benefits.

	<ul style="list-style-type: none"> • Strong proposals will also demonstrate a commitment to openness and transparency and will include a comprehensive public engagement plan that describes measures to keep the public updated on the project.
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2.2 Objectives evaluation criteria

Objective 1: Address the transportation needs of Arctic and northern communities, including safety and economic development

Table 2: Address the transportation needs of Arctic and northern communities, including safety and economic development

Selection criteria	Assessment and evaluation
1.1 Address the unique and urgent transportation needs in Canada's Arctic and Northern regions to support social development and access to new economic opportunities	<ul style="list-style-type: none"> • Assessment of: whether the project will improve northern Canadians' ability to travel between northern communities as well as domestically within Canada (for example, for social wellness, employment, education), or to access essential goods and services (for example, food, energy, health services); and whether the project supports greater connectivity and economic development of remote regions or communities in Canada's Arctic and Northern regions. • Strong proposals will consider the future social and economic projections for Canada's Arctic and Northern regions over the long term, and propose transportation projects that provide broad-based economic and/or social benefits for residents (for example, that improve access to natural resources, job opportunities, or year-round transportation options). Strong proposals will also show how the proposed project will reduce costs for Northerners, or increase the efficiency and reach of delivering core public services such as health and resupply.
1.2 Enhance the safety of northern transportation infrastructure and/or operations	<ul style="list-style-type: none"> • Assessment of: whether the project will decrease the likelihood and/or severity of a transportation-related incident, including one caused by natural hazards; the corresponding impacts of such an incident on community and/or passenger safety and health; and the attendant financial or economic liabilities. • Strong proposals will demonstrate the extent to which the project addresses known safety vulnerabilities, including those due to natural hazards, in Canada's Arctic and Northern regions, with substantiating evidence. The proposal will address how

	transportation safety will be monitored and maintained after the project is completed.
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Objective 2: Increase the resilience of the Canadian transportation system to a changing climate, and its adaptability to new technologies and future innovation

Table 3: Increase the resilience of the Canadian transportation system to a changing climate

Selection criteria	Assessment and evaluation
2.1 Strengthen the transportation system’s resilience to current and future climate vulnerabilities	<ul style="list-style-type: none"> • Assessment of: whether the project will reduce the risk of a transportation disruption, or the severity of a disruption if one occurs, due to the impacts of a changing climate (for example, forest fires, extreme precipitation, extreme temperatures, permafrost thaw, coastal erosion, etc.). • Strong proposals will identify current and future vulnerabilities to climate change in the transportation system, and propose infrastructure that will reduce the risk or impact of disruptions (for example, by reducing risks to connectivity, providing reliable access to essential goods and services, helping transportation resume quickly after a disruption, etc.). Strong proposals will also demonstrate steps taken to manage climate change impacts, reduce ongoing costs, and extend the life of an asset.
2.2 Demonstrate that climate change projections and impacts have been, or will be, considered and addressed, such that the project will be resilient to these impacts throughout its operating life	<ul style="list-style-type: none"> • Assessment of: whether the project considers, in its design and/or planned asset management or operation and maintenance protocols, potential climate change impacts identified through a climate risk assessment. • Strong proposals will demonstrate consideration of current and future climate change impacts to the project over its operating life by including adaptation solutions and approaches as informed by an existing climate risk assessment; or by including contingencies in the work schedule, budget and risk management plan to address the findings of a planned climate risk assessment.

Table 4: Promote sustainable transportation

Selection criteria	Assessment and evaluation
2.3 Promote sustainable transportation by reducing	<ul style="list-style-type: none"> • Assessment of: degree to which the project will help to reduce greenhouse gas (GHG) emissions from transportation, consistent

<p>environmental impacts including GHG and air contaminant emissions</p>	<p>with supporting the achievement of Canada’s GHG emissions reduction target of 30% below 2005 levels by 2030, as well as the project’s approach to mitigating direct emissions associated with the project.</p> <ul style="list-style-type: none"> • Strong proposals will demonstrate a clear understanding of the cumulative net impact of the project on GHG emissions relative to the project not proceeding, will quantify these impacts, and will demonstrate how the project will help contribute to Canada’s GHG emissions reduction goals.
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Table 5: Increase the adaptability of the Canadian transportation system to new technologies and future innovation

Selection criteria	Assessment and evaluation
<p>2.4 Promote innovation in the transportation system in Canada’s Arctic and Northern regions</p>	<ul style="list-style-type: none"> • Assessment of: the extent to which the proposed project represents a novel or innovative solution to a known transportation concern or problem; the applicant’s knowledge of the proposed type of innovation, or their experience with it; the potential benefits that the innovation could provide; and whether the new approach could be used widely to have a strong positive impact on the northern transportation system. • Strong proposals that present an innovative transportation solution will describe how the innovation (for example, use of technology, improved materials, new practices) will be used to improve the efficiency, reliability or safety of the transportation system; get more out of existing transportation assets; or extend the useful life of infrastructure, taking into consideration the realities of the northern environment.
<p>2.5 Share the results of innovation, so others can make informed evidence-based decisions</p>	<ul style="list-style-type: none"> • Assessment of: whether the benefits and costs of the innovation can be reasonably measured; the plans for distribution of knowledge or information; target audiences; and the number of channels by which knowledge and information would be accessible. • Strong proposals that present an innovative transportation solution will provide readily-accessible information or knowledge to a wide audience of stakeholders, and will demonstrate how improvements can be realized in a cost-effective way.

Objective 3: Support the fluidity of Canadian trade by alleviating capacity constraints and bottlenecks, and strengthen modal interconnectivity and operability

Table 6: Support the fluidity of Canadian trade by alleviating capacity constraints and bottlenecks, and strengthen modal interconnectivity and operability

Selection criteria	Assessment and evaluation
<p>3.1 Improve the performance of the transportation system in Canada’s Arctic and Northern regions for trade</p>	<ul style="list-style-type: none"> • Assessment of: whether a project improves transportation infrastructure (for example, by expanding capacity, improving reliability, extending the operating season, reducing load restrictions) in Canada’s Arctic and Northern regions, for domestic or international trade. • Strong proposals will describe supply chain investments that improve the efficiency and reliability (for example, reduced delays) of the transportation network in Canada’s Arctic and Northern regions for trade, and will quantify the benefit to trade, with incremental trade volume and value data. Strong proposals will propose cost-effective projects (for example, multi-purpose corridors that create cost efficiencies by combining transportation, energy transmission, and telecommunications in the same right-of-way).
<p>3.2 Establish new or strengthen existing transportation links between Canada’s Arctic and Northern regions, and with domestic or international markets</p>	<ul style="list-style-type: none"> • Assessment of: whether a project creates new transportation links, or strengthens existing ones, including by creating redundancies, between communities or isolated economic development sites in Canada’s Arctic and Northern regions, and to domestic or international markets. • Strong proposals will describe projects that connect multiple communities and development sites to markets, or that strengthen existing connections by creating redundancies for the transportation system; the project will be cost-effective (for example, multi-purpose corridors that create cost efficiencies by combining transportation, energy transmission, and telecommunications in the same right-of-way), and will create new economic opportunities for northern Canadians.
<p>3.3 Increase the volume/value of exports from Canada’s Arctic and Northern regions</p>	<ul style="list-style-type: none"> • Assessment of: whether a project will support increases in the volume and/or value of exports from Canada’s Arctic and Northern regions (for example, through improved access to ports or airports/aerodromes for producers and shippers). • Strong proposals will advance projects that enable new trade and investment opportunities for northern products and commodities;

	the proposal will quantify the increased volumes and values of exports, with supporting data.
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Objective 4: Leverage investments from multiple partners

Table 7: Leverage investments from multiple partners

Selection criteria	Assessment and evaluation
4.1 Demonstrate financial backing from other public or private entities	<ul style="list-style-type: none"> • Assessment of: the number of organizations sharing the project risks and costs; and commitment for on-going operation and maintenance of the infrastructure. • Strong proposals will describe how the risks and costs of a project are shared between a number of different organizations (i.e., private and/or public), and how the proposed project complements work being done by other organizations; the proposal will describe a plan to operate and maintain the infrastructure, with financial backing.
4.2 Demonstrate support for the project	<ul style="list-style-type: none"> • Assessment of: evidence of support for the project within the local community, the region or from economic stakeholders; evidence of support from the territorial or provincial government, and alignment with regional priorities; and whether the proposed project builds on or complements investments made by other organizations. • Strong proposals will advance projects that strengthen assets with broad economic and social benefits for northern Canadians; the proposal will include letters of support (i.e., financial or in-principle) from a broad range of stakeholders, including relevant provincial and territorial governments.

Part 3 – Submitting an expression of interest

1. Expression of interest (EOI) review

The EOI is a short submission that summarizes your proposed project, and includes details on how the project relates to the objectives of the NTCF Arctic and Northern call for proposals, and NTCF program. Submitting an EOI is optional.

We prefer that you submit your EOI through our online application portal. You will complete the EOI form by answering questions about your project on our online application portal under the EOI submission section. You cannot submit extra documentation with your EOI.

We will review your EOI submission and provide you with some preliminary feedback.

You must complete and submit your EOI by **December 21, 2020** to give us enough time to review it and provide you with feedback.

If you plan on submitting multiple projects, each project will need its own EOI.

We will contact you by email within 20 business days of submitting your EOI. This email will explain our findings.

2. How to submit an EOI

2.1 NTCF online application portal (Transport Canada website)

You will need a Government of Canada-issued GCKey to access the NTCF online application portal. A GCKey is a unique electronic credential provided by the Government of Canada that allows you to communicate securely with online programs and services from the Government of Canada.

If you do not already have one, you can get a GCKey by taking the following steps:

- 1) After opening the portal, clicking on “Continue to GCKey” will take you to the registration page;
- 2) Click on “Sign Up”;
- 3) Read and accept the GCKey Terms and Conditions of Use;
- 4) Create your username and password; and
- 5) Create three security questions.

For more information and FAQs about GCKey, please visit the GCKey information page by clicking on the following web page link: <https://clegc-gckey.gc.ca/i/eng/AB-01>

NOTE: The information contained in an application to the NTCF Arctic and Northern call for proposals may be shared with, or referred to, other Government of Canada departments and agencies, including crown corporations.

2.2 Submitting your EOI step-by-step

Once you have a GCKey, you can access the NTCF application portal and begin an EOI:

- 1) Open your web browser and go to the application portal at the following web address:
<https://gart.tc.gc.ca/secure/ntc-ccn/home> ;
- 2) Select “Arctic and Northern call for proposals” on the main Portal page;
- 3) On the next page, select “Expression of Interest (EOI)”;
- 4) Complete the EOI questionnaire form, and then submit it.

NOTE: The NTCF application portal also contains an option to submit an EOI for the NTCF Continuous call for trade diversification projects. This is a separate call for proposals under the NTCF program, with different eligibility requirements, objectives, and evaluation criteria. For more information on the NTCF Continuous call, please visit the following web page: <https://tc.canada.ca/en/infrastructure/apply-national-trade-corridors-fund-continuous-call-trade-diversification-projects>.

NOTE: Many of the text boxes provided for questions on the EOI form have a maximum limit of 2,000 characters (including spaces between words, and hard returns for paragraphs). Please keep this in mind as you complete the form.

To make sure you don't go over this limit, we recommend drafting your responses in a word processing program, and then copying them into the form.

NOTE: The portal is designed to work best with either Google Chrome or Mozilla Firefox internet browsers. If you experience any issues, please try accessing the portal from a different browser first.

If you can't submit your EOI using the NTCF online application portal, please contact us by email at: TC.NTCF-FNCC.TC@tc.gc.ca.

Part 4 – Submitting a comprehensive project proposal

1. Comprehensive project proposal (CPP) review

Applicants for NTCF project funding through the Arctic and Northern call for proposals must submit a CPP for their project.

We prefer that you submit your CPP using our online portal.

You must complete and submit your CPP by **March 15, 2021**.

We will send you confirmation that we have received your submission within 10 business days of receiving it.

A committee will review your proposal, and decide on its strengths and merits. Based on this review, we may recommend that your proposal be funded. We reserve the right to reject any submissions that we find are incomplete.

The Minister has final say on which projects are funded. We will contact you to let you know whether or not your project will receive funding.

NOTE: Applicants must provide any additional information that Transport Canada deems necessary to assess the eligibility and selection of the CPP and to undertake due diligence. Transport Canada reserves the right to accept or reject any submissions.

2. How to submit a CPP

2.1 NTCF online application portal (Transport Canada website)

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- 1) Open your web browser and go to the application portal at the following web address:
<https://gart.tc.gc.ca/secure/ntc-ccn/home>;
- 2) Select “Arctic and Northern call for proposals” on the main portal page;
- 3) On the next page, select “Comprehensive Project Proposal (CPP)”; and
- 4) Complete the CPP questionnaire form, and then submit it together with a digital copy of your full project proposal (in .pdf, or another supported format).

NOTE: Several of the text boxes provided for questions on the CPP form have a maximum limit of 2,000 characters (including spaces between words, and hard returns for paragraphs). Please keep this in mind as you complete the form.

To make sure you don’t go over this limit, we recommend drafting your responses in a word processing program, and then copying them into the form.

NOTE: The portal is designed to work best with either Google Chrome or Mozilla Firefox internet browsers. If you experience any issues, please try accessing the portal from a different browser first. If you can’t submit your CPP using the NTCF online application portal, please contact us by email at: TC.NTCF-FNCC.TC@tc.gc.ca.

3. Writing your CPP

Your CPP should not be more than 50 pages in length, not including appendices. Use the titles provided in [Part 4, section 3.1](#) of this guide as headings. Each page must be numbered and include your project’s name.

To be considered complete, your proposal must include all of the requested information in the format outlined below. It must include the following items:

- A project description including project background, project rationale, alignment with NTCF program objectives, scope of work, work schedule, project delivery method and performance measurement strategy;
- A funding rationale;

- A project budget including activity expenditure breakdown, financial plan and evidence of support;
- Project risks;
- A cost-benefit analysis;
- A climate lens assessment (climate adaptation and resilience assessment, and a greenhouse gas emissions analysis)
- Legal, regulatory and other requirements including a preliminary environmental review, and information with respect to fulfilling any Indigenous consultations;
- Declarations including conflict of interest and applicant declarations; and
- One confirmation of funding sources form for each party that is contributing funding to the project.

3.1 Format of the CPP

A. Cover page

The CPP should have a cover page that includes:

- The title “Proposal for Funding under the National Trade and Corridors Fund – Arctic and Northern call for proposals”;
- The name of the project (should be brief but descriptive);
- The location of the project;
- The legal name of the organization applying for funding; and
- The date submitted.

B. Executive summary

The executive summary must explain the main points of your proposal, including:

- A short description of the project including project location, project scope, major activities, and timelines;
- The total project cost, total eligible and ineligible expenditures, total federal funding amount requested under NTCF, and all sources of funding for the project including the contributions made by other parties;
- A summary of the primary project objectives, briefly explaining how they align with the Arctic and Northern call for proposals, and NTCF program objectives; and
- A brief outline of the performance measurement strategy that would be used to assess success in meeting both the project and NTCF program objectives.

C. Applicant information

The applicant needs to demonstrate that it has the capacity and expertise necessary to ensure the delivery of the project by providing the information outlined below.

C.1 Applicant organization

Provide all of the following information:

- The full legal name and legal status of the applicant organization;
- The name and position of the primary and secondary contact for the organization who are authorized to advise and make decisions and representations on the project;
- The mailing address, telephone number, and e-mail address;
- The organization's mandate, its role in the project and why it is best suited to undertake the project; and
- The eligible recipient category under which the applicant qualifies to receive a financial contribution under the NTCF.

C.2 Project team

This section should show your ability (in terms of financial resources, personnel, and expertise) to complete the project and solve issues that could arise during the project life-cycle. The information provided should include:

- Name of the designated project manager and, as applicable, the project team with all the necessary contact information (name, position title, mailing address, telephone number, e-mail address);
- Evidence that the project manager and key staff have the relevant qualifications and experience to undertake, manage and carry out the project on behalf of the organization;
- A description of the proposed project's governance structure, including any partners, their role and how they would contribute to the project;
- Any partner organization's legal name, address and point of contact; and
- Authorizations that provide the applicant, and/or the contact, the authority to submit this request and/or implement the project, and/or represent the applicant.

D. Project description

This section describes the issue(s) that would be addressed by the project, the project scope and activities, and how they are relevant in achieving NTCF program objectives. Provide the information outlined below.

D.1 Project location

- Provide the location of the project, including the start and end points (specifically, the longitude and latitude) of each major component; and
- Clearly indicate in which province or territory, and the specific region/locale, where the project will be located.

D.2 Project background

- Describe the existing conditions, constraints or weaknesses (such as lack of infrastructure, changing climate and/or environmental conditions and level of service) that will be improved by project implementation.
- Provide a condition assessment of the present infrastructure, facility or equipment, as applicable.
- Describe any work that has already been completed in relation to this project, both by the applicant or by other stakeholders.
- Provide any other relevant background information (including who owns the land/infrastructure, governance arrangements in place, etc.)

D.3 Project rationale

- Describe the implications, as they relate to the relevant NTCF program objective(s), of the project not being implemented (that is, the “do nothing” option).
- Describe how the proposed project would respond to the demonstrated need, including how the project aligns with the relevant NTCF program objective(s).
- Provide a clear statement of how the federal funding request will facilitate project implementation, enhance the project scope or accelerate the timing of the project.
- Explain how the project overlaps, supports or enhances any aspect of previous and/or planned work (such as planned investments by private or public sector partners).
- Include a summary that quantifies forecasted improvements in the short-term (5 years) and longer term (20 years) that would result from the project completion (such as improved reliability, extended operating season, annual traffic growth rates of goods and people and economic growth).

D.4 Alignment with NTCF program objectives

- Clearly explain how the project aligns with the NTCF program objectives as described in Part 1, Section 2 of this guide.
- Transport Canada will use the evaluation criteria found in Part 2, Section 2 of this guide to evaluate how a proposed project aligns with the NTCF program.

D.5 Project scope

- Present the overall work plan to ensure delivery of a quality project within the project's timeframe and budget.
- Describe the major components and phases of the project, and present the corresponding scope of work and project activities, including details of how the activities will be undertaken and by whom.
- Provide information related to any partners that will have roles and/or responsibilities to implement the project.
- Include relevant project maps, plans and/or diagrams.

D.6 Work schedule

- Provide the project start date and completion date, as well as the anticipated timelines for key milestones and major project activities.
- Describe project dependencies, interdependencies or hurdles to implementation.
- Provide the timelines for securing required permits and approvals, if applicable.
- Include any necessary provisions to address the requirements indicated in Table 12 of Section I.1 - Climate change adaptation and resilience assessment of this guide.
- All projects must be useable for its intended purpose (completed) no later than December 31, 2027, and all financial transactions related to the NTCF must be concluded by March 31, 2028.

Refer to Table 8 below for an example of a project schedule. As this is only an example, applicants should provide all applicable key milestones and relevant project activities, and include the corresponding timelines.

Table 8: Project schedule example

Project activity / milestone	Timelines	
	Start date	Completion date
Project design and surveying		
Climate risk assessment		
Environmental/impact assessment		
Indigenous consultations		
Construction and other permits (specify)		
Tender call		
Start of construction		
Substantial completion		
Project completion		

D.7 Project delivery method

The CPP must include the current status of the project planning/design and timelines as well as how the project will be delivered (such as design-bid-build, design-build, alternative financing and procurement method).

D.8 Performance measurement strategy

Applicants must:

- Create a performance measurement strategy with expected project outcomes and/or outputs;
- Using Table 9 below as an example, list these project outcomes/outputs;
- Also using Table 9, for each specific outcome/output, identify performance indicators, the current performance, the target performance after the completion of the project, the sources of the data, and the frequency at which the data will be collected;
- Describe the methodology that would be used to measure the achievements of project goals and objectives; and
- Provide performance results as data and not as a summary of information.

Table 9: Performance indicators measurement template

Outcomes / outputs	Performance indicator	Current performance	Performance target	Source of data	Frequency of data collection

E. Funding rationale

Include a rationale for federal funding and describe why the project is important and how it addresses transportation priorities in Canada’s Arctic and Northern regions. It should include:

- An analysis of the benefits of the project/activities;
- A demonstration of how the project aligns with local, regional, territorial, provincial, or national transportation priorities;
- An explanation of how the financial support of the Government of Canada and, if applicable, of other funding sources is required to enable the implementation, enhance the scope, or accelerate the timing of the proposed project/activities; and
- The date and sources used to support investment decisions.

F. Project budget

Include an expenditure breakdown by project activity and a cashflow forecast for all phases of the project delivery for each fiscal year of the project. For the following sections, please refer to Annex A – Eligible and ineligible expenditures of this guide.

F.1 Activity expenditure breakdown

Referring to Table 10 below as an example only, provide the following information:

- Estimated total project cost, including all eligible and ineligible NTCF expenditures;
- A project/activity budget and cashflow forecast, including estimates for substantive phases of project delivery for each fiscal year of the project;
- A statement as to the accuracy and level of confidence of the cost estimates;
- A statement that the applicant will be responsible for all cost overruns; and
- Include any necessary provisions to address the requirements indicated in Table 12 of Section I.1 - Climate change adaptation and resilience assessment of this guide.

Table 10: Project activity expenditure breakdown example

Project activity	Project costs by fiscal year (April 1-March 31)			
	2021-22	2022-23	...*	Total
A – Ineligible expenditures by project activity and fiscal year				
List all ineligible expenditures				
Ineligible expenditure A1 (for example, costs before CA signature)				
Ineligible expenditure A2 (for example, legal fees)				
Ineligible expenditure A3 (for example, acquisition of land)				
Total ineligible costs:				\$ Total A
B – Eligible expenditures by project activity and fiscal year				
List of eligible expenditures				
Eligible activity B1 (for example, environmental assessment)				
Eligible activity B2 (for example, site preparation)				
Eligible activity B3 (for example, construction)				
Total eligible costs:				\$ Total B
Total project costs (ineligible + eligible):				\$ Total A + Total B

*Provide the project/activity budget and cashflow for each fiscal year of the project.

F.2 Financial plan

Applicants must provide all of the following project information:

- A financial plan, including the disclosure of all sources of funding for the project (secured and anticipated) and the estimated cashflow for each fiscal year of the project, referring to Table 11 below as an example;
- The requested NTCF contribution (refer to Annex A – Eligible and ineligible expenditures of this guide), the applicant’s contribution to the project and any other sources of funding, including any other federal sources of funding;
- Evidence of the applicant’s ability to fund upfront expenditures and operating costs (such as statements and letters of commitment);
- For capital costs – assurance of capacity to operate and maintain the service or infrastructure for a minimum of 25 years after it is completed; and
- A summary describing whether the project has the ability to generate revenue, how the fees would be collected and the anticipated annual revenue.

The NTCF contribution should not exceed the maximum applicable contribution rate as indicated in [Part 1, Section 3.5](#) of this guide, over the course of the project.

Table 11: Project costs by funding source and fiscal year example

Funding partners		Funding sources by fiscal year (April 1-March 31)			
Funding source	Secured funding (Yes/No)	2021-22	2022-23	...*	Total
A – Funding sources for ineligible costs by fiscal year					
Applicant					
Any other sources of project funding (specify each)					
Total ineligible costs:					\$ Total A
B – Funding sources for eligible costs by fiscal year					
NTCF contribution					
Applicant					
Any other sources of project funding (specify each)					
Total eligible costs:					\$ Total B
Total project cost:					\$ Total A + Total B

*Provide the sources of funding and estimated cashflow for each fiscal year of the project.

F.3 Evidence of support

The CPP must include a letter of intent from each partner organization indicating the type of financial or in-kind support being provided. These should be attached as an annex to the CPP.

As part of the review process, Transport Canada may contact partner organizations to confirm details provided and may request additional information.

These letters must include:

- Contact information;
- A statement of intent or support for the proposed project; and
- A description of the nature, extent and valuations of financial and/or in-kind contributions.

The CPP should demonstrate that the proposed project is consistent with applicable:

- Federal, territorial, regional, or municipal planning documents; and
- Growth management plans and other relevant guidance documents (such as land use plans and transportation master plans).

In addition to the letter of intent, each partner organization and the applicant must also provide signed copies of the Confirmation of funding form (see [Section K2](#)).

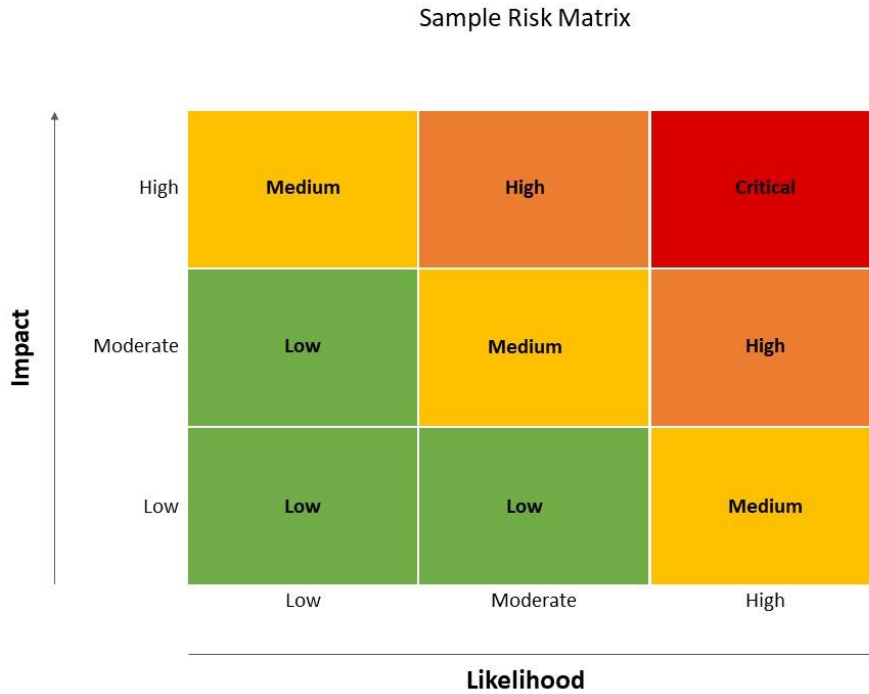
Preference may be given to projects that demonstrate alignment with provincial, territorial, and Inuit and Indigenous government priorities and objectives by providing a letter of support from the respective government(s).

G. Project risks

Include an overview of the project risks, the significance of their impact and likelihood, and the mitigation measures/strategies the organization plans to adopt.

- **Risks** are uncertainties or constraints that may impact project completion within the proposed scope, timelines and budget. They often include short construction season, delayed permits or materials and lack of participation. Clearly indicate the implications to the schedule if approval dates are delayed. Include any necessary provisions to address the requirements indicated in Table 12 of Section I.1 - Climate change adaptation and resilience assessment of this guide (for example, potential needs for changes to design resulting from the completion of the climate risk assessment).
- Risks should be rated using a common framework for risk assessments, such as by likelihood, and potential impact. A sample risk matrix is provided below.

Figure 1 – Sample risk matrix



- **Mitigation measures** are the planning and management activities that the organization will undertake in the course of the project to avoid these risks and reduce their consequences or impacts on the project.

If the proposed project requires real property acquisition and/or land/Right of Way access agreement with a third party, explain the status of the progress of acquisition and/or negotiations including the timelines.

H. Cost-benefit analysis

The CPP must demonstrate a sound analysis of the anticipated safety, efficiency, environmental, social and economic costs and benefits of the project.

If applicable, provide a summary of the cost-benefit analysis for the project, including:

- A description of the methodology used for the cost-benefit analysis;
- A statement of the major costs of the project; and

- A statement of the major benefits of the project, such as:
 - Travel time savings;
 - Reduced safety costs;
 - Expanded capacity;
 - Sustainable development; and/or
 - How the local and/or regional community (both businesses and residents) benefit from the project.

A suggested cost-benefit analysis presentation may include the following:

- The net present value, internal rate of return and net cost-benefit ratio;
- A sensitivity analysis; and
- The evaluation period (use 30 years) and discount rate (use 10%).

I. Climate Lens Requirement

The CPP must demonstrate consideration of potential long-term climate change-related risks in its conceptualization, design, implementation, and/or indication of future operation and maintenance plans. It must also assess the degree to which the project would help to reduce greenhouse gas (GHG) emissions from transportation, and describe the proposed approach to mitigating direct emissions associated with the project.

Proposals must complete the following:

- I.1 Climate Change Adaptation and Resilience Assessment; and
- I.2 GHG Assessment.

I.1. Climate change adaptation and resilience assessment

This applicant's guide touches on climate change adaptation and resilience in two distinct ways:

1. As a program objective: One of the overall program objectives is to increase the resilience of the Canadian transportation system in a changing climate. Some projects may have this as a principle objective and proposals would reflect this in [Section D.4](#).
2. As a required element of project design: Regardless of responses in [Section D.4](#), this [Section I.1](#) applies to all proposals -- even where a study is being proposed or a capital project is in an early stage of design. The aim of this climate change adaptation and resilience assessment is to: ensure that transportation infrastructure funded through the NTCF will be functional for its entire design/service life; reduce the likelihood that a project will exacerbate climate change-related risks (for example, disruption of thermal regimes in vulnerable permafrost regions); optimize cost over its full lifecycle (for example, by reducing frequency of required maintenance); and, to ensure that non-capital projects scope in climate change as appropriate.

Applicants are required to assess long-term climate change-related risks relevant to the intended lifespan of the infrastructure or as relevant to the scope of a proposed project. These risks must be considered and responsive measures are to be integrated into the project, where appropriate. Responsive measures can range from design changes and adaptation techniques/technologies (for example, gentle embankment slopes, wicking geosynthetic layers, thermosyphons, alternate stream crossing designs), to modified operations and maintenance practices (for example, specific snow clearing practices, wind fencing, increased culvert maintenance, vegetation management) and monitoring protocols.

Please note that weather-related interruptions to construction schedules are not considered to be long-term climate change risks and therefore not applicable in this section.

Funding decisions will consider the extent to which applicants substantiate that risks related to climate change relevant to the project have/will be taken into account.

In the Arctic and North, some key climate risks include:

- Temperature and precipitation changes;
- Extreme weather events;
- Changes to surface snow and to surface/ground/sea ice;
- Changes to sea levels and streamflow;
- Coastal erosion;
- Fog; and
- Wind.

These climate risks can create hazards for transportation infrastructure, including permafrost thaw (and related hazards like slumping, subsidence, settlement), flooding, frost heaving, loss of bearing capacity, icing (aufeis), and erosion.

For further information on climate change-related risks in Arctic and northern areas, potential adaptation practices, resources and a glossary of terms, please consult the following websites:

- <https://www.nrcan.gc.ca/climate-change/impacts-adaptations/what-adaptation/climate-risks-adaptation-practices-canadian-transportation-sector-2016/19623>
- <https://www.infrastructure.gc.ca//pub/other-autre/cl-occ-eng.html#annexH>

Should you have any questions related to the Climate change adaptation and resilience assessment, please contact the NTCF mailbox TC.NTCF-FNCC.TC@tc.gc.ca.

Applicants must select the most appropriate of the following three options, indicate how it applies and provide the required information in their CPP.

1. A formal climate risk assessment³ has been completed and the project reflects decisions made in relation to the findings.

Required information:

- Append the climate risk assessment to the CPP.
- In Section I.1 of the CPP, describe how the findings of the assessment were considered and integrated into the approach for the project (e.g. adaptive measure integrated; operations and maintenance plans modified; risks determined to be tolerable and substantiation provided, etc.)

2. Findings of a formal climate risk assessment have not yet been integrated into the project.

Required information:

- In Section I.1 of the CPP, indicate at what stage of design the project is, at the time of application.
- In Section I.1, if a formal climate risk assessment for the project has not yet been completed, commit to undertaking such an assessment and describe how it will be completed; or append a completed climate risk assessment.
- In Section I.1, describe how the findings of the climate risk assessment will be considered and integrated into the project (e.g. how it will inform the approach to final design, construction and/or future operations and maintenance of the asset, monitoring plans, etc.)

Include contingencies in the project schedule (Section D.6 Table 8), project budget (Section F), and risk management plan (Section G) to account for the completion of the climate risk assessment, as well as for any responsive measures that may be warranted, and also complete Table 12 as shown below.

³ A climate change risk assessment is an analysis of future climate conditions that may negatively impact the proposed project, taking into consideration with the likelihood of these impacts and the severity of the expected consequences. Applicants are encouraged to employ the principles of *ISO 31000 Risk Management Standard* and include future climate conditions and impacts in their process.

3. No formal climate risk assessment has been undertaken, nor is one planned for the project. Applicants who indicate that a climate risk assessment has not been and will not be undertaken must provide a solid rationale for such a decision, and may wish to reach out to Transport Canada to confirm their approach prior to finalizing a proposal.

Required information:

- In Section I.1 of the CPP, describe why a climate risk assessment is not applicable for the project, or what other actions have been/will be undertaken to ensure that climate change risks are duly considered for the project.

Table 12: Provisions to address results from the assessment of climate change risks

<p>1. Have provisions been included in project costing to account for scope changes and other modifications that result from the assessment of climate change risks?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain:</p>
<p>2. Have provisions been included in the work schedule to account for scope changes and other modifications that result from an assessment of climate change risks?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain:</p>
<p>3. Does the risk assessment reflect possible impacts to project scope, schedule and budget related to the assessment of climate change risks?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Explain:</p>

I.2. Greenhouse gas emissions impact assessment

Applicants with projects involving capital expenditures are required to undertake a greenhouse gas (GHG) emissions impact assessment of their project by completing Table 13 below. The purpose of the GHG emissions impact assessment is to determine the degree to which the project would enable reduced emissions from transportation, consistent with supporting the achievement of Canada’s GHG emissions reduction targets, and to describe the applicant’s approach to minimizing direct GHG emissions associated with the project (from site preparation to ongoing maintenance over the expected life-span of the project). Applicants seeking funding for studies are not required to complete Table 13.

Funding decisions will consider the extent to which the project supports emissions reductions. The applicant must provide evidence to substantiate the assessment.

Table 13: Impact of the project on GHG emissions

<p>1. Is the project expected to enable a net reduction in GHG emissions over the life of the project?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please complete question 2 below. If no, please complete question 3 below.</p>
<p>2. If yes, please attach any supporting documentation (for example, completed third-party assessments, if available) and include details on: 1) scope of the assessment; 2) data sources; 3) assumptions and methodology used to estimate the net GHG emissions reductions that would result from the project; and 4) the cumulative emissions reductions expected due to the project compared to a business as usual (no project) scenario in tonnes of carbon dioxide equivalent. This section should describe how the project would enable reduced emissions from transportation sources.</p> <p>Applicants may wish to consult Chapter 2 of Infrastructure Canada’s Climate Lens General Guidance for guidance on undertaking a project-level GHG emissions mitigation assessment: https://www.infrastructure.gc.ca/pub/other-autre/cl-occ-eng.html</p>
<p>3. Please identify and describe any planned emissions mitigation measures that will be part of the project, which will help to minimize emissions from the construction, operation or maintenance of the project.</p> <p>General examples:</p> <ul style="list-style-type: none">○ Adoption of lower emissions intensity technology or energy efficiency in the operations;○ Increase the active transportation network;○ Addition of carbon sinks (greening the right of way);○ Minimize traffic disruption during construction;○ Reduce idling of construction equipment fleet;○ Follow green procurement policies;○ Use of locally sourced material; and○ Use of recycled material.

J. Legal, regulatory and other requirements

The comprehensive project proposal must:

- Identify any legal or regulatory requirements that apply to the project;
- Demonstrate that the project will adhere to all applicable federal legislation; and
- Indicate the status and estimated timelines of any approval/permits/licenses that are required.

J.1 Preliminary environmental review

The information to be provided in this section relates to Government of Canada requirements under environmental/impact assessment regimes in Arctic and Northern regions and will be used to establish potential future environmental/impact assessment requirements.

The environmental/impact assessment process in northern Canada is based on a unique co-management approach, rooted in the legal and cultural frameworks of land claims agreements with Inuit and Indigenous peoples.

In Arctic and Northern regions, projects may be required to undergo an environmental review process, depending on the nature of the work and the region they are located in. Environmental/Impact assessment processes vary between the regions. Table 14 below outlines the regimes that apply to each of the Arctic and Northern regions.

Table 14: Environmental/Impact assessment regimes

Arctic and Northern regions	Environmental/Impact Assessment Regimes
Yukon	Yukon Environmental and Socio-Economic Assessment Act (YESAA)
Northwest Territories	Mackenzie Valley Resource Management Act (MVRMA)
Nunavut	Nunavut Planning and Project Assessment Act (NuPPAA)
Town of Churchill, northern Manitoba	Impact Assessment Act (IAA)
Inuvialuit Settlement Region	Inuvialuit Final Agreement (IFA) and IAA
Nunatsiavut region, Newfoundland and Labrador	Labrador Inuit Land Claims Agreement and IAA
Nunavik region, Quebec	Nunavik Inuit Land Claims Agreement and IAA

Applicants are required to complete a Preliminary Environmental Review of their project by answering the questions found in Table 15 that follows.

Table 15: Preliminary environmental review

Identification of environmental/impact assessment requirements
<p>1. Does the project require any type of environmental review under northern legislation or land claims agreement(s)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD</p>
<p>If yes, please describe:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Northern process(es): <input type="checkbox"/> Registry #: <input type="checkbox"/> Start date: <input type="checkbox"/> End date: <input type="checkbox"/> Results:
<p>2. Does the project cross any territorial (or provincial) boundaries?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please describe:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Which territories (or provinces)? <input type="checkbox"/> Does the project require an assessment under a provincial regime? <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please indicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provincial process(es): <input type="checkbox"/> Registry #: <input type="checkbox"/> Start date: <input type="checkbox"/> End date: <input type="checkbox"/> Results:
<p>3. If the project will be located (either in full or in part) in the Inuvialuit Settlement Area or in a province, does it include one or more physical activities that are designated under the <i>IAA Physical Activities Regulations</i>?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD</p>
<p>If yes, has a project description been submitted to the Impact Assessment Agency of Canada?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please indicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project type: <input type="checkbox"/> Canadian Impact Assessment Registry (CIAR) #:

Identification of environmental/impact assessment requirements
<p>4. If any part of the project is located within the Inuvialuit Settlement Area or within a province, will it be carried out on federal lands?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD</p>
<p>If yes, please indicate:</p> <ul style="list-style-type: none"> <input type="radio"/> The federal land owner <input type="radio"/> A description of federal lands (attach map if available) <input type="radio"/> Is the entire project footprint located on federal lands? <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If no, please indicate the portions that will take place on federal lands:</p>
<ul style="list-style-type: none"> <input type="radio"/> Has a federal lands environmental review been completed? <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If yes, please indicate:</p> <ul style="list-style-type: none"> <input type="radio"/> Date of completion: <input type="radio"/> The Federal Authorities involved:

J.2 Indigenous consultations

The federal government has a legal duty to consult and, where appropriate, accommodate Indigenous groups when its conduct might adversely impact potential or established Aboriginal or Treaty rights.

The Crown may delegate to the proponent such aspects of consultation as the gathering of information about the impact of the proposed project on the potential or established Aboriginal or Treaty rights.

In order for the federal government to assess legal duty to consult requirements for the project, the proponent should provide information about the impact of the proposed project on potential or established Aboriginal or Treaty rights. The information collected by a proponent will be used by the federal government in its decision-making process. To facilitate any Crown consultation as well as any decision-making that may arise, applicants are encouraged to submit:

- A description of completed/ongoing/planned consultation with Inuit communities and Indigenous groups;
- A description of communications, if any, to date with Inuit communities and Indigenous groups;

- A summary of any issues or concerns that Inuit communities and Indigenous groups have raised; and
- A description of how the applicant has addressed or proposes to address these issues or concerns.

K. Declarations

K.1 Conflict of interest

Applicants must indicate any employee or major shareholder who is a former public office holder (as defined by the *Parliament of Canada Act*) or public officer (as defined by the *Financial Administration Act*). If that person left the federal government within the last 12 months, indicate whether that person was at an executive level or above.

As part of the comprehensive project proposal, applicants must provide assurance that:

- No former public servant who is not in compliance with the Values and Ethics Code for Public Servants shall derive benefits from the Contribution Agreement;
- No former public office holder who is not in compliance with the Conflict of Interest and Post- Employment Code for Public Office Holders shall derive a direct benefit from the Contribution Agreement; and
- No member of the House of Commons of Canada shall be admitted to any share or part of the Contribution Agreement or to any benefit to arise therefrom.

K.2 Confirmation of funding sources form

The applicant and each third-party financial contributor to the proposed project, whether contributing cash or in-kind contributions⁴ shall complete and sign a Confirmation of Funding Sources Form (Form) below. The applicant will attach its and each third party financial contributor's forms to its application for funding that it submits to Transport Canada. The total of all confirmed sources of funding, including those from the applicant, must equal the estimated total project expenditures, less the amount of funding requested from Transport Canada.

⁴ In-kind contributions" means non-monetary contributions of goods, services or other support that will be provided to the applicant/recipient by a third party for the project, for which fair value is assigned, but for which no payment occurs. In-kind contributions received from a third party are considered donations and may form part of the total eligible expenditures of the project, but are not reimbursable.

In the matter of the application for funding for **(Insert name of project)** by **(Name of applicant)** to Her Majesty the Queen in right of Canada, as represented by the Minister of Transport under the National Trade Corridors Fund Program:

I _____ **(Name)**, of the City/Town of _____,

Province/Territory of _____, declares as follows:

1. That I hold the position of _____ with **(Insert name/company of contributor)**.
2. I am duly authorized by **(Name/company)** to give this declaration under **(Contributor inserts the complete reference to the bylaw or internal policy authority that allows them to provide this declaration)** dated **(insert date of the bylaw or internal policy authority)**.
3. **(Insert name/company of third party contributor or applicant)** will provide the contribution(s) noted below for the expenditures under the **(Insert title of proposed project) (Insert when)**, should the proposed project be approved for funding by Her Majesty the Queen in right of Canada, as represented by the Minister of Transport for funding under the National Trade Corridors Fund program:

Type of Contribution	Value of Contribution
(Insert type of contribution)	(Insert amount of contribution)
<i>Example: In-kind contribution of meeting space (assessed at fair market value)</i>	\$3,000
<i>Example: Cash contribution</i>	\$50,000

Dated this _____ day of _____, 20_____.

Signature

K.3 Applicant declaration

The comprehensive project proposal must include the following declaration, signed by a duly authorized person:

I/we, the undersigned, hereby certify that:

- All information provided to Transport Canada in support of this request for NTCF funding is true and complete.
- If funding requested in this application is approved, the funds will be spent solely for the project and activities described in this application.
- I/we provide consent to Transport Canada to make necessary credit and other enquiries in support of this application.

NAME

TITLE

SIGNATURE

DATE

L. Annexes

Applicants are encouraged to supplement their CPP by including supporting information in annexes.

Annexes may include:

- Letters of support from provincial and/or territorial government(s), Inuit or Indigenous government(s) or others;
- Site investigations;
- Climate risk assessment;
- GHG impact or emissions studies; and
- Indigenous consultation documents.

ANNEX A – Eligible and ineligible expenditures

Eligible expenditures

Contributions will be made towards eligible expenditures directly related to eligible projects that, in the opinion of the Minister of Transport or his delegated representative, are reasonable, required to achieve the objectives and outcomes of the NTCF program, and have been incurred on or after the signing of a Contribution Agreement, including, but not restricted to, the following:

- Expenditures related to preparation (for example, site preparation), construction, rehabilitation and improvement of assets;
- Professional fees for contracted services;*
- Costs of engineering and environmental reviews, including environmental assessments, follow-up programs, and the cost of remedial activities, mitigation measures and follow-up identified in any environmental assessment;*
- Costs of environmental consultations;*
- Expenditures for Aboriginal consultations, specifically project-related consultation activities pursuant to the Crown's legal duty to consult;*
- Expenditures related to public outreach and Indigenous engagement, dissemination of information, communications materials and other associated costs;*
- Staff salaries and benefits such as wages; employer's portion of: Employment Insurance, Canada Pension Plan/Quebec Pension Plan, and disability insurance; private insurance; and benefits paid to staff working on the project/activities where the recipient can demonstrate value for money;
- Expenditures related to telecommunication, data analysis, and data validation services;
- Purchase or lease of technologies, equipment, software, data and systems;
- Licenses and permits;
- Training costs related to new technologies, equipment, software and systems;
- Travel expenditures (including the cost of accommodations, vehicle rental and kilometric rates, bus, train, airplane or taxi fare, allowances for meals and incidentals in accordance with established policies and directives);*
- Administrative expenditures (including expenditures for general administration, rent, insurance and office equipment rental);*
- Rental of meeting rooms and audio/video equipment;*
- Hospitality⁵, in accordance with federal government policies and directives;*
- Honoraria payments for Indigenous persons; and
- For projects administered as a P3, expenditures for the development of a P3 business case and other costs related to the delivery of a project through a P3.

⁵ Expenditures related to hospitality are eligible but must form part of the recipient's share of the total eligible expenditures for the project.

For capital infrastructure projects, no more than 15% of NTCF funding will be provided for expenditures identified with an asterisk (*).

Where Transport Canada's contribution is less than 100% of the total eligible expenditures, the above eligible expenditures may include those associated with in-kind contributions. In-kind contributions may take the form of:

- Goods, services or assets consumed by the recipient for which costs are incurred and no cash is exchanged; or
- Donations of goods, services or assets to the recipient for which no costs are incurred and no cash is exchanged.

Donations are not eligible for reimbursement but may form part of the recipient's share of the total eligible expenditures for the project/activities.

Ineligible expenditures

Certain costs are not eligible for funding; therefore, applicants must not include them in the calculation of the total eligible costs of the proposed project. These ineligible expenditures include, but are not limited to:

- Costs incurred before the signing of the Contribution Agreement and after the project completion date with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;
- Expenditures related to purchasing land, buildings and associated real estate and other fees, financing charges and interest payments on loans;
- Expenditures related to leasing land, buildings, and other facilities except for equipment directly relating to the construction of the project;
- Legal fees;
- Expenditures related to developing a business case or proposal for funding;
- Taxes for which the recipient or a third party is eligible for a tax rebate and all other costs eligible for rebates;
- General repairs and maintenance of a project work and related structures, unless they are part of a larger capital expansion project;
- Services or works normally provided by the applicant (for example, employee wages, benefits, overhead costs or any other direct or indirect operating, maintenance or administrative costs) incurred in the course of implementation of the project except those specified as eligible costs, and
- Expenditures related to any goods and services which are received through donations or in-kind.