

National Trade Corridors Fund Applicant's guide – Call for proposals: Increasing the Fluidity of Canada's Supply Chains

From: [Transport Canada](#)

The \$4.2 billion National Trade Corridors Fund (NTCF) helps fund transportation infrastructure projects in Canada.

The new call for proposals to Increase the Fluidity of Canada's Supply Chains targets projects that will enhance the reliability, efficiency and overall fluidity of the Canada's transportation system while ensuring it is resilient and adapting to the impacts of a changing climate. For this new call, TC will advance funding under two major investment themes: Strengthening Canada's Connections to Global Markets, and Building Internal Trade Corridors.

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Preface

The new NTCF call for proposals to Increase the fluidity of Canada’s supply chains prioritizes projects that will enhance the reliability, efficiency and overall fluidity of the Canada’s transportation system while ensuring it is resilient and adapting to the impacts of a changing climate. Investments will connect Canadian producers and shippers to global and domestic supply chains and enable access to international and internal markets.

The submission deadlines for this new call for proposals are outlined below. The application is a two-step process:

- 1) Applicants **must** submit a mandatory expression of interest (EOI) to Transport Canada by March 31, 2022
- 2) If they are successfully screened-in, applicants **will be invited** to submit a comprehensive project proposal (CPP) by June 30, 2022

The CPP must provide a detailed description of the project and will be the basis for Transport Canada’s evaluation and selection process. Details of proposed projects may be shared with other Federal government departments, agencies, and crown corporations, as well as the Provincial and Territorial government of the province or territory where the project is located.

This Applicant’s guide explains the objectives and criteria of this call for proposals, how to apply, and what information we will need from you in your submissions. This information will allow Transport Canada to conduct a thorough and rigorous evaluation of all submissions, and support the assessment of each project’s merits.

Part 1 – The National Trade Corridors Fund

1.1 About the National Trade Corridors Fund (NTCF)

The NTCF is a dedicated source of funding 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 continue to work with stakeholders on strategic infrastructure projects that help address transportation bottlenecks, vulnerabilities and congestion.

The NTCF is one component of the [Investing in Canada Plan](#). This is the federal government’s strategy for addressing long-term infrastructure needs in Canada and supporting middle-class growth and jobs.

NTCF funding will be allocated to projects based on their individual merits. Projects are selected by the Minister of Transport following a comprehensive evaluation by Transport Canada officials. Projects are assessed according to how they help to strengthen the efficiency and resilience of transportation assets that are critical for Canada’s continued success in international and internal commerce. These assets, which include ports, airports, roads and railways, international bridges and border crossings, are the primary building blocks of supply chains that enable the physical exchange of goods within Canada and between Canada and the rest of the world.

The ultimate outcome of the NTCF is to fund projects that contribute to making the entire Canadian transportation network (rail, road, air, or marine) more efficient, safe, and secure for the movement of goods and people within and beyond Canada's borders.

The NTCF is guided by the following overall program objectives and intended outcomes:

- support the fluidity of Canadian trade to improve supply chain performance
- increase the resilience of the Canadian transportation system in a changing climate and ensure it adapts to new technologies and future innovation
- address unique and urgent needs in Canada's Arctic and Northern regions related to transportation safety and economic and social development
- leverage investments from multiple partners as we work with provinces, territories, municipalities and the private sector

While your project should focus on demonstrating that your project meets the specific objectives and assessment criteria of this call for proposals, it should also consider how the project will help to achieve the overall program objectives and outcomes, described above.

1.2 Objectives of the call for proposal

Under the NTCF Increasing the Fluidity of Canada's Supply Chains call for proposals, TC will advance funding under two major investment themes: Strengthening Canada's connections to global markets and Building internal trade corridors.

Within the call, the two investment themes will function as themes and proponents will submit their application under a **single theme**, according to which theme their project best supports:

1. **Strengthening Canada's connection to global markets:** projects that support fluid and reliable trade flows between Canada and global markets, including the U.S., and Mexico; enable increases or generate new exports, and, improve the national transportation system's efficiency and reliability for Canadian supply chains
2. **Building internal trade corridors:** projects that support the fluidity of Canadian trade and supply chains by alleviating capacity constraints and bottlenecks along regional and inter-provincial trade corridors; strengthen modal interconnectivity and operability; and improve producers' access to markets, industrial centres and/or multimodal hubs and gateways

Your submission **must clearly demonstrate** how the project will support one of the abovementioned investment themes by providing specific data and quantitative evidence on the:

- economic sectors and commodities that would benefit
- traffic volumes and volumes/values of trade that would be served
- Canadian or international markets that would be accessed

1.3 Eligibility requirements

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

1.3.1 Eligible recipients

The following organizations are eligible recipients under the NTCF:

- provinces and territories, municipalities and local, regional, provincial and territorial entities
- Indigenous governments¹, tribal councils and other forms of regional government, national or regional Indigenous organizations or development corporations
- public sector organizations²
- federal organizations including Crown corporations (FAA Schedule III only)³
- not-for-profit and for-profit private sector organizations
- Canada Port Authorities (subject to *Canada Marine Act*)
- National Airport Systems airport authorities
- universities and colleges

NOTE: Contributions to for-profit private sector organizations may be considered, but only when the contribution will provide broad public benefits, rather than to the recipient alone. For example, strong proposals have demonstrated these benefits in terms of improvements to the capacity, efficiency, resilience and safety of the transportation system for multiple users. In addition, applicants must disclose whether a project includes or anticipates investments from foreign state-owned enterprises in the EOI submission. Additional information may be required in the CPP as outlined in section D.2.

1.3.2 Eligible activities for contributions

Contributions will be provided in support of the following eligible activities, when undertaken to complete a project objective:

- site preparation (planning, demolition, design), construction, rehabilitation, and improvements to infrastructure assets related to transportation, such as:
 - infrastructure that facilitate the movement of goods along transportation corridors such as highways, bridges, interchanges, airports, ports, rail yards, facilities, access roads, including those that provide access to border crossing facilities, and that make the best use of the overall transportation system to support international trade
 - grade separations that provide more efficient and safer road and rail interaction
- studies (feasibility, environmental, planning and integration), including computer and simulation modelling, to guide the development of infrastructure projects and technology applications
- acquisition and implementation of technologies and equipment that advance and support the efficient movement of goods to international markets and help integrate transportation modes in Canada's trade corridors (for example, Intelligent Transportation Systems (ITS) and radio frequency or optical identification readers)

1.3.3 Geographic location

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The project must be located in Canada.

1.3.4 Project start and end dates

The 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. Preference may be given to projects that can get underway within one year.

1.3.5 Maximum contribution

To ensure that NTCF funding is used to unlock and leverage other investments, Transport Canada's maximum contribution will be up to a maximum of 50% of the total eligible expenditures for a project, with the following exceptions:

- public-private partnerships (P3)⁴ projects where the maximum contribution will be up to 33% of the total eligible expenditures
- transportation projects located in the Territories, where the maximum contribution will be up to 75% of the total eligible expenditures
- projects with federal Crown corporations and agencies where the maximum contribution will be up to 100% of the total eligible expenditures

The maximum contribution amount requested per project must not exceed \$500 million. However, it should be noted that projects with multiple funding partners and seeking less than **\$50 million** will be considered favorably.

The amount of funding provided under the NTCF will take into consideration other sources of funding (including funding from other Canadian government entities) available to the recipient and will be subject to the eligibility requirements, and maximum amounts payable for the program.

The maximum level of total Canadian government funding (municipal, provincial, territorial and federal) must not exceed 100% of total eligible expenditures for any project.

NOTE: The NTCF is a contribution program that will reimburse the percentage of the eligible expenses outlined in the contribution agreement that is negotiated between Transport Canada and the recipient, based on the maximum allowable contribution, as described above.

Recipients incur eligible expenses and submit claims to Transport Canada. Once the claims have been reviewed, Transport Canada will issue payment. The schedule and frequency of expenses submissions and payments are determined on a case-by-case basis and laid out in the contribution agreement. NTCF contributions are non-repayable.

1.3.6 Eligible and ineligible expenditures

Contributions will be made towards eligible expenditures that, in the opinion of the Minister or his/her delegated representative, are reasonable, and required to achieve the objectives and results of the NTCF program.

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

Part 2 – Evaluating your application

Your CPP will be assessed by Transport Canada’s evaluation committee based on their overall strengths and individual merits. Note that merit will be assessed based on the quality and overall strength of the CPP as well as the project’s demonstrated ability to advance the NTCF program objectives, supported by quantitative and qualitative evidence.

2.1 Overall assessment criteria

Table 1: Overall assessment criteria

Selection criteria	Assessment and evaluation
1. The applicant’s relevant experience and capacity to complete the project and/or undertake the activities carried out in the Proposal	<ul style="list-style-type: none"> • Assessment based on: evidence provided by applicant demonstrating project management experience, clear mandate to undertake the project, expertise, human and capital resources, and partners/service providers); departmental experience or knowledge of, applicant and/or similar organizations • Strong proposals will demonstrate a track record of successful project delivery, a clear link between the proponent’s mandate and the proposed project, and that resource planning is consistent with past projects of similar scope, cost and level of risk
2. The relevance of the project outcome(s) to the objectives of the NTCF program	<ul style="list-style-type: none"> • Assessment based on: project business case provided, demonstrated benefits of the project once completed and anticipated useable life of the asset • Strong proposals will show a clear alignment between one or more of the NTCF core objectives and the expected outcome(s) of the project
3. The quality and completeness of the Proposal	<ul style="list-style-type: none"> • Assessment based on: the inclusion of all key proposal components listed in section 3.4 (comprehensive proposal template), including the project’s budget and timelines, financial plan (including evidence of secured balance of funding balance), risk management plan and performance measurement and project monitoring strategies • Strong proposals will include all sections outlined in the template, adhere to professional standards for the preparation of business cases, as well as demonstrate sufficient planning to deliver on time and on budget and support assertions with data
4. The cost effectiveness of the Proposal and the commitment to transparency.	<ul style="list-style-type: none"> • Assessment of: cost-benefit analysis and resulting ratio; total cost of project relative to expected trade and transportation performance improvements; comparative costs of the different scenarios considered to address the problem (including the status quo scenario); commitment to share project data publicly to demonstrate the benefits of the investment to multiple users • Strong proposals will have a benefit-cost ratio greater than one, and demonstrate that a number of alternatives have been considered to address the problem and that the anticipated benefits of the project to the trade and transportation system will be shared among multiple users and outweigh the investment to be made by the federal government

2.2 Criteria to evaluate the impacts of your project on trade and supply chains

Under the NTCF Increasing the Fluidity of Canada's Supply Chains call for proposals, there are two themes: 1) Strengthening Canada's connections to global markets and 2) Building internal trade corridors.

Proponents must submit their application **under a single theme**. In the table below, you will find the specific criteria for each of the two themes. **Please ensure you refer to the theme your project best supports.**

Table 2: Trade-related assessment criteria

THEME 1. STRENGTHENING CANADA'S CONNECTIONS TO GLOBAL MARKETS	
Selection criteria	Assessment and evaluation
Support fluid and reliable trade flows between Canada and global markets, including the U.S and Mexico; enable increases or generate new exports, and, improve the national transportation system's efficiency and reliability for Canadian supply chains	
<p>Will the project improve the fluidity and/or the performance of the transportation system and supply chains to contribute to:</p> <ul style="list-style-type: none"> I. an increase in the value and/or volume of goods exported from Canada to global markets; or, II. increase existing or generate new global trade flows as a result of the investment; or, III. an increase in the value and/or volume of cross-border trade in services into the U.S from Canada 	<ul style="list-style-type: none"> a. Assessment of the project's contribution to supply chain fluidity for global trade, including with the U.S and Mexico, and to what extent the project will result in additional volumes or values (e.g., imports, exports, or both). This can include increasing existing or generating new trade flows, trade in goods, and cross-border trade in services (i.e., business-related travel) into the U.S from Canada. b. Strong proposals will: <ul style="list-style-type: none"> a. clearly define a problem that constrains the fluidity and the growth of existing trade between Canada and global markets and/or limits new trade opportunities that would be overcome by the project; b. identify the specific market with which trade flows will increase; c. describe in detail and provide evidence that the project would improve the efficiency and reliability of the transportation network (e.g., by reducing delays or transit time) and contribute to an increase in the value and/or volume of trade in goods or, in the case of Canada – U.S. trade, cross-border trade in services

<p>Will the project improve trade flows and provide wide-ranging benefits for users and/or Canadian supply chains along trade corridors, or improve connectivity to major corridors</p>	<ul style="list-style-type: none"> • Assessment of whether the project will improve the fluidity and/or performance of the transportation system near or along major trade corridors and in a way that benefits multiple users and/or Canadian supply chains (that is, benefits are wide-ranging and are not limited to one user/owner) • Strong proposals will: <ol style="list-style-type: none"> a. address constraints near or along major corridors or assets, such as First Mile issues for export producers (for example, improving access to major rail and highway networks), Last Mile issues at export gateways (for example, addressing bottlenecks at ports, airports, and border crossings), or congested interfaces between modes (for example, improving road/rail grade separations or addressing passenger/freight conflicts in urban centres); and b. demonstrate that the project will benefit multiple stakeholders, shippers, carriers supply chains and/or economic sectors that use the transportation network along these corridors and that connectivity to major corridors or gateways will be improved
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THEME 2. BUILDING INTERNAL TRADE CORRIDORS	
Selection criteria	Assessment and evaluation
<p>Support the fluidity of Canadian goods trade and supply chains by alleviating capacity constraints and bottlenecks along regional and inter-provincial trade corridors; strengthen modal interconnectivity and operability; and improve producers' access to markets, industrial centres and/or multimodal hubs and gateways</p>	
<p>Will the project improve the fluidity and/or the performance of the transportation system and supply chains to:</p> <ol style="list-style-type: none"> I. contribute to an increase in the volume and/or values of regional or inter-provincial trade in goods; or, II. strengthen intermodal connectivity and operability for regional or inter-provincial trade flows for goods; or, III. improve producers' access to markets, industrial centres and/or multimodal hubs and gateways in their regions 	<ul style="list-style-type: none"> • Assessment of the project's contribution to supply chain fluidity for regional or inter-provincial trade; the extent which the project will result in additional volumes or values of internal trade in goods and/or increase intermodal interconnectivity and operability to provide benefits to multiple users and/or sectors of the economy • Strong proposals will:

	<ul style="list-style-type: none"> a. clearly define a problem that constrains the fluidity and the growth of existing regional or inter-provincial trade, limits new trade opportunities, weakens connectivity to the intermodal transportation system, and/or constrains producers' access to markets, industrial centres and/or multimodal hubs and gateways that would be overcome by this project b. describe in detail and provide evidence that the project would contribute to an increase in the value and/or volume of regional or inter-provincial trade in goods; strengthen intermodal connectivity and operability; and/or improve access for producers to markets, industrial centres or multimodal hubs and gateways
<p>Will the project improve regional or inter-provincial trade flows and provide wide-ranging benefits for users and/or Canadian supply chains along trade corridors, or improve connectivity to major corridors</p>	<ul style="list-style-type: none"> • Assessment of whether and how the project will improve the fluidity and/or performance of the transportation system near or along major trade corridors and in a way that benefits multiple users and/or Canadian supply chains (that is, benefits are wide-ranging and are not limited to one user/owner) • Strong proposals will: <ul style="list-style-type: none"> a. address constraints to regional and inter-provincial trade near or along major corridors or assets, such as First Mile issues for export producers (for example, improving access to major rail and highway networks), Last Mile issues at export gateways (for example, addressing bottlenecks at ports, airports, and border crossings), or congested interfaces between modes (for example, improving road/rail grade separations or addressing passenger/freight conflicts in urban centres) b. demonstrate that the project will benefit multiple stakeholders, shippers, carriers, supply chains and/or economic sectors that use the transportation network along these corridors and that connectivity to major corridors or gateways will be improved

2.3 Criteria to evaluate contributions to other key objectives of the program

Table 3: Other criteria for both themes (resilience, innovation and leveraging investments)

Increase the resilience of the Canadian transportation system to a changing climate and its adaptability to new technologies and future innovation

Increase the resilience of the Canadian Transportation system to a changing climate

<p>1. Consider and address potential climate change impacts related to projects, at all stages of the project life-cycle (for example, design, construction, operation and maintenance)</p>	<ul style="list-style-type: none"> • Assessment of: whether the project duly considers (or plans to consider) potential climate change impacts, from design through life cycle operation; whether the schedule, budget and project risks include appropriate contingencies to account for the results of the assessment of climate change risks • Strong proposals duly consider or plan to consider potential climate change risks related to the project and its life cycle, and include, as appropriate, contingencies in the work schedule, budget and project risks to account for the results of the assessment of climate change risks
<p>2. Promote sustainable transportation by reducing environmental impacts including GHG and air contaminant emissions</p>	<ul style="list-style-type: none"> • Assessment of: degree to which project enables reduced GHG emissions from transportation, consistent with supporting the achievement of Canada's GHG emission reduction target of 40-45% below 2005 levels by 2030, as well as the project's approach to mitigating direct emissions associated with the project • Strong proposals will demonstrate a clear understanding of the cumulative net impact of the project on GHG emissions relative to project not proceeding, will quantify these impacts, and will demonstrate how the project will help contribute to Canada's GHG emissions reduction goals
<p>3. When applicable, improve resilience in areas where the transportation systems' vulnerabilities to climate change are high</p>	<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 (for example, due to extreme weather, extreme heat, floods, permafrost thaw, or wildfires); whether it will improve resilience by offering new route options (redundancies) in areas where there are vulnerabilities • Strong proposals will identify the transportation system's vulnerabilities to climate change and explain how the project could reduce the risk or impact of disruptions. (for example, system elements in corridors prone to flooding or erosion, or of materials/design not able to withstand projected heat or precipitation trends; studies to assess climate risks and system-level impacts and develop solutions; etc.)

Increase the adaptability of the Canadian transportation system to new technologies and future innovation

<p>1. Promote innovation and productivity improvements within the transportation system as a whole or within specific transportation modes</p>	<ul style="list-style-type: none"> • Assessment of: the applicant's knowledge of or experience with the proposed type of innovation or productivity improvement; supporting data on the potential improvements • Strong proposals demonstrate how a project would help to optimize the use of existing assets, improve the flow of goods and/or people and/or supports the application of proven technologies or innovations for trade and transportation
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2. Promote and enhance stakeholder understanding of how transportation-related technologies can build system capacity and inform evidence-based decision-making	<ul style="list-style-type: none"> • Assessment of: whether a project relates to a proven technology; plans for distribution of knowledge or information; target audiences; number of channels by which knowledge of information would be shared; applicant’s expertise in the application or use of related technologies • Strong proposals will outline plans to share information or knowledge with multiple stakeholders to ensure a broad benefit of the investment
Leverage investments from multiple partners	
1. Support critical trade-enhancing projects that align with NTCF priorities and receive the financial backing of other public or private entities	<ul style="list-style-type: none"> • Assessment of: the number of organizations sharing in project costs and risks, and the apportionment of project costs by stakeholder; alignment with other capital works by public or private sectors • Strong proposals will demonstrate commitments from multiple public and/or private sector organizations to either share in project costs, or align with other projects that help to achieve high leveraging of federal and other stakeholder investments, and greater capacity for trade
2. Multiply investments in down-stream economic benefits	<ul style="list-style-type: none"> • Assessment of: the anticipated impact of the project on specific industries, or communities of users, or beneficiaries (for example, for common use infrastructure or direct linkages of project with areas of trade growth) • Strong proposals will demonstrate broad benefits to Canadians and will include letters of support from industry or other jurisdictions
3. Foster local support for important transportation corridors / infrastructure projects	<ul style="list-style-type: none"> • Assessment of: evidence of local support or consensus to undertake the project; demonstration that project has taken into consideration social acceptability and stakeholder interests. For studies specifically, degree to which project helps build knowledge of trade corridors or supply chains • Strong proposals will align with local, provincial, territorial and/or federal economic, safety priorities and objectives

Part 3 – The application process

The application process under this call for proposals is two-fold. All applicants must first submit an expression of interest (EOI). All EOI submissions will undergo an initial screening for completeness. Incomplete EOI submissions will not be accepted, however, Transport Canada will provide eligible applicants the opportunity to resubmit an incomplete proposal incorporating any feedback received from Transport Canada concerning application requirements and expectations. This mandatory EOI phase will provide an opportunity for applicants to verify that they are eligible for funding and that their project meets essential eligibility criteria under the Increasing the Fluidity of Canada’s Supply Chains call.

Applicants must have received confirmation that their EOI was accepted and be invited by Transport Canada to submit a detailed comprehensive project proposal (CPP). NTCF funding will be awarded to projects based on their individual merits and on the overall strength of the CPP. Transport Canada will assess CPPs and will make formal recommendations to the Minister of Transport, who ultimately makes the final determination on NTCF funding. Transport Canada reserves the right to accept or reject any submissions. The two-step submission and review process is summarized below.

During the course of the evaluation, applicants may be called upon to provide additional information that Transport Canada deems necessary to assess the eligibility and merit of the proposal and to undertake necessary due diligence.

3.1 Submitting an Expression of Interest (EOI)

The EOI is a short submission that summarizes the proposed project, and includes details on how the project relates to the objectives of the Increasing the Fluidity of Canada's Supply Chains call for proposals, and NTCF program. Submission of an EOI is a mandatory step and it was designed to provide an opportunity for Transport Canada to validate the eligibility of a project and for applicants to receive initial feedback on their proposal.

Interested applicants must submit the EOI through Transport Canada's NTCF online application portal. Applicants must complete the EOI questionnaire form by answering questions about the proposed project under the EOI submission section. Applicants cannot submit extra documentation with the EOI submission.

Transport Canada will review and assess EOI applications to determine whether projects can move forward for further funding consideration in the CPP phase.

There are three possible outcomes of the EOI review:

- ineligible projects will be screened out and applicants will receive a written response explaining the reasons the project was deemed ineligible
- eligible projects with satisfactory data supporting the enhanced reliability, efficiency and overall fluidity of the Canada's transportation system while ensuring it is resilient and adapting to the impacts of a changing climate will be invited to submit a comprehensive project proposal
- eligible projects with incomplete data will be given the opportunity to provide more details and resubmit

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

The submission deadline for an EOI is March 31, 2022.

3.1.1 How to submit an EOI

To submit an EOI application, 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
5. create three security questions

For more information and FAQs about GCKey, please visit the [GCKey information page](#).

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

1. open your web browser and go to the [application portal](#)
2. select “Increasing the fluidity of Canadian supply chains” on the main page
3. on the next page, complete the EOI questionnaire form, and then submit it

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 e-mail at: TC.NTCF-FNCC.TC@tc.gc.ca.

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.

3.2 Submitting a Comprehensive Project Proposal (CPP)

Before submitting a CPP, applicants must have received an invitation from Transport Canada's following the successful assessment of an EOI. To be considered for funding under the NTCF Increasing the fluidity of Canada's supply chains call for proposals, your CPP must be submitted by e-mail (recognizing the 10 MB limit) to TC.NTCF-FNCC.TC@tc.gc.ca. For files larger than 10 MB, applicants may “ZIP” files and submit them as attachments (ZIP files size limit is 20MB). The email subject line must contain the following text “Subject: TC2004 – Comprehensive project proposal for the <name of the project>”.

Your CPP will be assessed by Transport Canada's cross-disciplinary review committee that will make formal recommendations to the Minister of Transport, who will make final funding decisions. NTCF project funding will be awarded to projects based on their individual merits and on the overall strength of the CPP. Once results of your application are available, you will be notified by the NTCF team.

NOTE: Upon request, applicants must provide additional information that Transport Canada deems necessary to assess the eligibility and contributions to program objectives, as well as undertake due diligence. Transport Canada reserves the right to reject submissions that are incomplete. Transport Canada will send you confirmation that we have received your submission within 10 business days of receiving it.

The submission deadline for a CPP is June 30, 2022.

3.2.1 Comprehensive Proposal Template

Your CPP should not be more than **50 pages in length**, not including appendices. Proposals may be submitted in English or in French. It is strongly recommended to use the titles provided in this section as headings. Each page must be numbered and include the project name.

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

A. Cover page

All Proposals should have a cover page with the following information:

- the title “Proposal for Funding under the National Trade Corridors Fund – Increasing the Fluidity of Canada’s Supply Chains Call”
- the name of the project (should be brief but descriptive)
- the location of the project
- the name of the organization applying for funding
- the date submitted

B. Executive summary

The executive summary must address the major elements of the project, 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 Increasing the Fluidity of Canada’s Supply Chains call for proposals, and NTCF program objectives
- a brief outline of the performance measurement strategy that will be used to assess success in meeting 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 the following information:

- the full name and legal status of the organization applying for the financial contribution
- 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

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This section should demonstrate the ability of the team (in terms of experience, personnel and expertise) to complete the project and resolve issues that may arise during the project life-cycle. The information provided should include:

- the 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
- 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 issues(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 following information:

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
- Clearly indicate in which province or territory, and the specific region/locale, where the project will be located

D.2 Project background

- Demonstrate that the proponent owns the assets/land on which the project is located or has secured the authority in writing from the owner to undertake the project
- Describe the existing conditions, constraints or weaknesses (such as current travel time delays, traffic volumes of goods and people, level of service, frequency of accidents etc.) 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, by both the applicant or by other stakeholders
- Provide any other relevant background information (governance arrangements in place, etc.)
- Indicate whether a project includes or anticipates investments from foreign state-owned enterprises and provide additional information as requested by Transport Canada. The evaluation of the proposal may be paused until the information is received

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

- State 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 (provide data such as travel time savings, annual traffic growth rates of goods and people, economic growth, increase in overseas trade volumes etc.)

D.4 Alignment with NTCF Increasing the Fluidity of Canada's Supply Chains call program objectives

- Clearly explain how the project aligns with the [NTCF program objective\(s\)](#)
- Transport Canada will use the [evaluation criteria](#) 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 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
- If you are planning to make use of sole-source contracts to deliver the project, please provide information on the amount of the contracts and the rationale for not undertaking a tendering process

D.6 Project 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 implementing the project
- Provide the timelines for securing required permits and approvals
- Applicants must provide all applicable key milestones, relevant project activities and include the corresponding timelines (refer to Table 3 for an example of a project work schedule)
- 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

Table 3: Project work schedule example

Project activity / Milestone	Timelines	
	Start date	Completion date
Project design and surveying		
Environmental assessment		
Indigenous consultations		
Construction and other permits (specify)		
Tender call		

Start of construction		
Substantial completion		
Project completion		

Please note this is only an example; applicants should provide all applicable key milestones and relevant project activities, and include the corresponding timelines.

D.7 Project delivery method

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

The performance measurement strategy must be included in your CPP. The performance indicators you identify should make it possible for the recipient and Government of Canada to assess short-term, medium term and long-term outcomes of the investment, after the project has been completed. Please provide the following information:

- describe a performance measurement strategy with expected project outcomes and/or outputs
- using Table 4 below as an example, list these project outcomes/outputs
- also using Table 4, 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 the data will be collected
- describe the methodology the applicant will use to measure the achievements of project goals and objectives
- performance results should be quantitative data

Table 4: Performance indicators measurement template

Outcomes/ Outputs	Performance indicator	Current performance	Performance target	Data source	Collection frequency
Example 1: Increased existing and new trade flows	Expanded volumes	2 600 freighter flights per year	4300 freighter flights per year	Reporting by applicant to Transport Canada	Quarterly
Example 2: Capacity and efficiency improvements	Refrigeration capacity	5000 square feet	Increase capacity by 50% by 2023	On-site reporting by tenants	Annually

E. Funding rationale

Include a rationale for federal funding, the context for why the project is important and how it will support the [objective](#) of this call for proposals, based on data and analysis of key bottlenecks and supply chain challenges. It should include:

- an analysis of the overall benefits of the project/activities
- a demonstration of how the project aligns with local, regional, and/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
- data and sources used to support investment decisions

Contributions to for-profit private sector organizations may be considered, but **only when** the proposal demonstrates that the contribution will provide broad public benefits, rather than benefits to the recipient alone.

E.1 Evidence of support

Letters of support help explain how a project will benefit multiple stakeholders/users and can provide additional input on qualitative benefits to support trade diversification.

Including letters of support as an Annex to your CPP application submission can help make your proposal more competitive. Strong letters of support will have a combination of the following elements clearly explained:

- who penned the letter of support and which organization they're writing on behalf of (usually confirmed by the specific organization's letterhead and signature)
- their relationship to the proponent (for example, are they a client, supplier, Indigenous group or level of government with relevant jurisdiction? Has the organization lobbied for similar investments?)
- why the project is important or valuable (for example, how does the proposed project align with the organization's mandate, mission, priorities, and business development plans?)
- will the proposed investments impact a particular region?
- does the project align with industry/sector interests?)
- what interests they have in the results and benefits of the proposed project (for example, will the project facilitate related investments and/or spur job creation? What would happen if the investment or upgrade falls through?)

F. Project budget

Include an expenditure breakdown by project activity and a cash flow 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 for a list of eligible and ineligible expenditures.

F.1 Activity expenditure breakdown

Referring to **Table 5** below as an example, provide the following information:

- the estimated total project cost, including all eligible and ineligible expenditures under the NTCF
- a project/activity budget and cash flow 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

Table 5: Project activity expenditure breakdown example

Project activity	Project costs by fiscal year (April 1 – March 31)			
	2021-2022	2022-2023	...*	Total
A – Ineligible expenditures by project activity and fiscal year				
List all ineligible expenditures				
Ineligible expenditure A1 (for example, cost before contribution agreement is signed)				
Ineligible activity A2 (for example, legal fees)				
Ineligible activity A3 (for example, acquisition of land)				
Total ineligible costs:				\$ Total A
B – Eligible expenditures by project activity and fiscal year				
List all 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 cash flow 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 cash flow per fiscal year of the project, referring to **Table 6** as an example
- the requested NTCF contribution, 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 bank statements and confirmation of funding sources form, duly signed by financial partners)
- for capital costs-assurance of capacity to operate and maintain the service or infrastructure for a minimum of 25 years after it is completed

- a summary describing whether the project has the ability to generate revenue, how the fees will be collected and the anticipated annual revenue

Table 6: 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)	2021-2022	2022-2023	...*	Total
A - Funding source for the ineligible costs by fiscal year					
Applicant					
Any other sources of project funding (specify each)					
Total ineligible costs:					\$ Total A
B - Funding source for the 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 project/activity budget and cash flow for each fiscal year of the project.

F.3 Confirmation of funding sources

The applicant and each third-party financial contributor to the proposed project, whether contributing cash or in-kind contributions⁵ 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.

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

Dated this _____ day of _____, 20_____.

Signature

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. For the purpose of this assessment, please consider potential financial and legal risks as well as risks related to project schedule, stakeholder support, etc.

- **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, lack of participation, etc. Clearly indicate the implications to the schedule if approval dates are delayed
- **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 impact 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.

Risk statement, type and description	Probability and impact	Initial risk level	Response	Residual risk level
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<p>Risk 1: Provide a statement that summarizes the risk event and risk type (see the table below for examples)</p> <p>Provide a detailed but brief description of the risk, outlining why this risk was identified or may occur</p>	<p>Provide the probability of the risk event (that is, Low, Medium or High) and describe in detail the expected impact of the risk and assessed level of each</p>	<p>Low, Medium or High</p>	<p>Outline the detailed, concrete proposed response to the risk (for example, mitigate, transfer, accept)</p>	<p>Low, Medium or High</p>
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H. Cost-benefit analysis

The CPP must demonstrate a sound analysis of the anticipated safety, efficiency, environmental, social, and international trade and commerce 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 benefits of the project (such as travel time savings, reduced safety costs, expanded capacity, sustainable development, how the local and/or regional community (both businesses and residents) benefit from the project etc.)
- net present value, internal rate of return and net cost-benefit ratio
- an evaluation period (use 30 years) and discount rate (use 10%); and
- a sensitivity analysis

I. Legal, regulatory, and other requirements

The CPP must:

- identify any legal or regulatory/environmental requirements that apply to the project
- demonstrate that the project will adhere to all applicable federal legislation
- indicate the status and estimated timelines of any approval/permits/licenses that are required

1.1 Preliminary environmental review

The information to be provided in this section relates to Government of Canada requirements under the *Impact Assessment Act* (IAA) and will be used to establish potential future environmental/impact assessment requirements.

Applicants are required to complete a Preliminary Environmental Review of their project by answering the questions found in **Table 7** below.

[More information on the *Physical Activities Regulations*](#)

Table 7 – Preliminary environmental review table

Identification of environmental assessment /impact assessment requirements
<p>1. Does the project (either in full or in part), include one or more physical activities that are designated by the <i>Physical Activities Regulations</i>? (Yes/No)</p>

If yes, has a project description been submitted to the Impact Assessment Agency of Canada? (Yes/No)
If yes, please indicate <ul style="list-style-type: none"> • Project type • Canadian Impact Assessment Registry (CIAR) #
2. Does the project (either in full or in part) require a provincial environmental/impact assessment? (Yes/No/To be determined)
If yes, please describe <ul style="list-style-type: none"> • Provincial process • Start date • End date • Result
3. Does the project (either in full or in part) require an environmental assessment/impact assessment under a northern regime? (Yes/No/To be determined)
If yes, please describe <ul style="list-style-type: none"> • Northern process • Start date • End date • Result
Projects with federal land requirements under Section 82 of the IAA
4. Will the project (either in full or in part) be carried out on federal lands? (Yes/No)
If yes, please indicate <ul style="list-style-type: none"> • The federal land administrator (The department or agency with contact information) • Description of federal lands (Attach map if available) • Indicate if the entire project footprint is located on federal lands (Yes/No) <ul style="list-style-type: none"> ○ If no, please indicate the portions that will take place on federal lands • Indicate if an environmental evaluation has been completed that includes effects on any identified federal lands (Yes/No) <ul style="list-style-type: none"> ○ If yes, please indicate a date and the Canadian Impact Assessment Registry (CIAR) # • Indicate if other IAA Authorities are involved in the project (Yes/No) <ul style="list-style-type: none"> • If yes, please list

1.2 Climate change adaptation and resilience assessments

Increasing the resilience of the Canadian transportation system to a changing climate is one of the program objectives of the NTCF. Some key climate risks include: temperature and precipitation changes; extreme weather events (for example, extreme heat, floods, drought, and wildfires); changes to surface snow, ice (including sea ice), freezing rain, frost, permafrost; changes to water levels, streamflow, wave action, coastal erosion; fog and wind.

The integration of climate change adaptation and resiliency considerations in project development supports the safe, efficient and reliable operation of assets, optimizes a project's cost over its full lifecycle (for example, by reducing frequency of required maintenance) and mitigates the negative effects a project may have on climate change-related phenomena (for example, disruption of hydrological regimes in vulnerable areas).

Changes to design, construction techniques, or planned operating and maintenance protocols are examples of measures that could be implemented.

Applicants are required to assess climate change risks related to their project and duly consider and integrate results into their project, where appropriate. The timescale of the assessment should match the intended lifespan of the asset.

All successful projects will be monitored through an agreement monitoring committee. Issues covered will include, commitments outlined in this section of the comprehensive project proposal and measures undertaken to respond to climate risks.

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

[Climate Risks & Adaptation Practices for the Canadian Transportation Sector 2016](#)

[Resources for Resilience Assessments](#)

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

<p>Option 1: Climate change risks to the project have been considered through a formal climate risk assessment</p> <p>Required information: Describe how the findings of the assessment were considered and how they have been / will be integrated into the project. Include responses to items A to C below. Include the climate risk assessment as an annex to this application</p>
<p>Option 2: A formal climate change risk assessment has not yet been undertaken, but is planned for the project</p> <p>Required information: Describe how the risk assessment will be completed, and how the findings will be considered and integrated into the project. Include responses to items A to C below</p>
<p>Option 3: No formal climate change risk assessment has yet been undertaken, nor is one planned for the project</p> <p>Required information: Explain why there is no need for a climate risk assessment for the specific project / location, and describe what other actions have been/will be undertaken to ensure that climate change risks are duly considered for the project or why no such action is needed</p>

Applicants selecting Option 1 or Option 2, above are required to describe how the results of the assessment of climate change risks will be accommodated in the project, by answering the questions below:

A. Have provisions been included in project costing to account for scope changes and other modifications that may be needed pursuant to the assessment of climate change risks? (Yes/No, Explain – for example, to what

extend have budget contingencies been increased to accommodate potential changes to design, materials, etc. resulting from the assessment?)

B. Have provisions been included in the work schedule to account for scope changes and other modifications that may be needed pursuant to the assessment of climate change risks? (Yes/No, Explain – for example, to what extend does the work schedule incorporate flexibility to accommodate changes to the project arising from the assessment?)

C. Does the risk assessment reflect impacts of possible changes to project scope, schedule and budget that may be needed pursuant to the assessment of climate change risks? (Yes/No)

1.3 Greenhouse gas emissions analysis

Applicants are required to undertake a greenhouse gas (GHG) emissions impact assessment of their project by completing **Table 9**. The purpose of the GHG emissions impact assessment is to determine if the project is likely to contribute to Canada's national GHG emissions reduction target, and identify plans to include emissions mitigation measures in project design to limit an increase in emissions.

Table 9 – Greenhouse gas emissions (GHG) analysis table

<p>1. Is the project expected to result in GHG emissions in any way? Please explain in clear and simple terms how the project would enable GHG reductions? (Yes/No)</p>
<p>2. If GHG emissions reduction is a key benefit of the project, please provide a quantification of these expected benefits, and relevant supporting documentation. (for example, completed third-party assessments, if available, that describes the scope of analysis, data sources, assumptions and methodology used. The quantification should compare emissions projections with the project to emissions projections in a business-as-usual scenario with no project. Please provide GHG emissions reductions in tonnes of carbon dioxide equivalent (CO₂eq) by year and cumulatively over the assumed life of the project)</p>
<p>3. Please identify and describe your approach to mitigating emissions related to the project itself. You may describe any planned emission mitigation measures that will be part of the project that will help limit emissions during all phases of the project. (Illustrative examples: use of low carbon intensity fuels, energy efficiency measures in the operations of equipment, addition of carbon sinks, reduced idling, use of locally sourced materials, use of recycled material, follow green procurement policies, etc.)</p>

1.4 Indigenous Consultation

Duty to consult

The Government of Canada 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. Through consultations with Indigenous Peoples, the Government of Canada seeks to identify potential adverse impacts of federal activities on potential or established Aboriginal or Treaty rights and related interests and to find ways to avoid or minimize these adverse impacts.

The provision of federal funding to recipients can trigger the Crown's legal duty to consult, if a proposal might adversely impact potential or established Aboriginal or Treaty rights.

If a project is approved to receive federal funding, the Crown may delegate aspects of consultation to the funding recipient. Recipients are expected to consult with Indigenous groups that might be affected by the project, explain the project to them, including Canada's role and consider how to best address any issues raised by Indigenous groups regarding the project. The recipient will also be expected to provide a report to Canada on the outcomes of the consultations.

Information to include in your proposal

Proponents must demonstrate that they have considered the impact of the proposed project on potential or established Aboriginal or Treaty rights. In order to facilitate Transport Canada's review, applicants are required to submit, as part of their proposal submission:

- a description of completed/ongoing/planned consultation with Indigenous groups
- a description of communications, if any, to date with Indigenous groups
- a summary of any issues or concerns that Indigenous groups have raised
- a description of how the applicant has addressed or proposes to address these issues or concerns

Following the approval of your proposal

If your project is approved for funding under the NTCF, the contribution agreement will stipulate Canada's expectations with respect to the consultations that the recipient must carry out.

Recipients of funding will be expected to carry out the consultations and report back to Canada on the outcomes of the consultations. Recipients will be required to provide:

- a list of all Indigenous groups contacted
- a summary of all communications to date with the Indigenous groups
- a summary of any issues or concerns that the Indigenous groups have raised and an indication of how the Recipient has addressed or proposes to address those issues or concerns
- any other information Canada may deem appropriate

The recipient should be aware that no federal funding can be provided to recipients and no physical works related to the project will be allowed to occur until Canada is satisfied that any legal duty to consult with, and where appropriate, to accommodate Indigenous groups have been met and continue to be met.

J. Declarations

J.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
- 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

J.2 Applicant declaration

The CPP 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

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 fares, 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*
- Hospitality, in accordance with federal government policies and directives^{6*}
- Honoraria payments for Indigenous persons
- 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

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
- 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.

Transport Canada will consider making certain expenditures eligible, on a case-by-case basis, from the date of the funding decision rather than from the date of the Contribution Agreement signature. A request would have to be approved by your assigned Project Manager.

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 (unless Transport Canada has agreed in writing to make certain costs eligible prior to the signature of the agreement)

- Costs incurred after the agreement termination date
- The costs of purchasing land, associated real estate and other fees, financing charges and interest payments on loans
- The costs of purchasing rolling stock or mobile equipment⁷
- The costs of leasing land, buildings, and other facilities
- Legal fees
- The costs of developing a proposal
- Provincial sales tax and the goods and services tax or harmonized service tax 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
- 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

Annex B – Online application EOI question list

Please find below a list of the questions that you will need to answer in the EOI application form on the [online application portal](#). **All EOI applications must be submitted using the online application portal.**

Section 1A – Applicant Organization Information

- full legal name, mailing address, city, province or territory, postal code (A1A 1A1)
- applicant type (e.g. government, Indigenous organization, private sector entity, etc.)

Section 1B – Applicant Organization Information

Primary contact

- first name, last name, job title
- telephone number (999-999-9999), email address

Secondary contact

- first name, last name, job title
- telephone number (999-999-9999), email address

Section 2 – Project Overview

- project title, province or territory where the project is located
 - if multiple locations, please specify
- identify the city, village or town, nearest to the project

- Project start point or location (GPS coordinates)
 - latitude (positive number – e.g., 45.425148)
 - longitude (negative number – e.g., -75.669769)
- Project end point or location (GPS coordinates)
 - latitude (positive number – e.g., 45.425148)
 - longitude (negative number – e.g., -75.669769)
- 1. What type of project are you submitting?
 - building or improving physical infrastructure
 - research and development (studies)
 - purchasing and installing transportation-related technology (e.g., ITS, radio frequency)
- 2. Provide an overview of your project, including a description of all the major components. Include a statement as to why federal funding is required for this project (maximum 2000 characters)
- 3. Does the organization own the land on which the project will take place?
 - if no, identify the primary land owner(s) and confirm your organization’s authority to undertake the project (maximum 1000 characters)
- 4. Does the project include or anticipate investments from foreign state-owned enterprises?
 - if yes, please provide details and specify the country of origin

A public private partnership (P3) is a legally-binding contract between government and business for the provision of assets and the delivery of services that allocates responsibilities and business risks among the various partners. To be considered a P3, the applicant would have to have entered into an agreement with a public organization prior this Transport Canada funding request. Seeking federal funding for a project that involves a private sector partner does not constitute a P3 in and of itself.

- 5. Is the project a private-public partnership (P3)?
 - yes
 - no
- 6. Project start date (beginning of the project eligible activities)
Project end date (ending of the eligible activities)

Section 3 – Delivering on the Objectives of the NTCF

This section aims to solicit general information and context on the impacts of your project on trade in terms of transportation issues and implicated industries. The National Trade Corridors Fund (NTCF) is a merit-based program that funds projects that will make Canada’s trade corridors more efficient, reliable and resilient, and enable an increase in trade flows. This call for proposals has two funding themes: (1) strengthening Canada’s connections to global markets and (2) building internal trade corridors. Please refer to the [Applicant’s guide](#) to understand the evaluation criteria associated with each theme.

- 7. Please identify the theme under which your proposal should be evaluated
 - strengthening Canada’s Connections to Global Markets
 - building Internal Trade Corridors
- 8. How will your project contribute to improving the fluidity of Canada’s transportation system and supply chains, enabling an increase in trade volumes and/or values to and from Canada?

- increase the capacity of the transportation system
- increase the reliability and/or efficiency of the transportation system
- increase the resilience of the transportation system to a changing climate and/or its adaptability to new technologies and future innovations
- reduce/mitigate bottlenecks
- improve the supply chain
- other (please describe)
- not applicable

Please provide details on the specific problem or capacity constraint in the transportation system you project will address (maximum 2000 characters)

9. Which industries (e.g., agriculture, automotive, energy, manufacturing, forestry, mining, transportation, warehousing, logistics, information technology, etc.) in Canada will your project primarily support and where are these industries primarily located? (maximum 2000 characters)
10. How will the project enable increased trade flows?
 - allows existing trade volumes/values to continue
 - enables increased trade volumes/values
 - creates new trade volumes/values
 - other (please describe)
11. Please provide details on the impact of your project on traffic volumes, and volumes/values of trade such as quantitative forecasting or modelling (maximum 2000 characters)
12. What is the primary mode of transportation that will be serviced or improved by this project?
 - air
 - marine
 - rail
 - road
 - multimodal

Increasing the resilience of the Canadian transportation system to a changing climate is one of the NTCF program objectives. Therefore, proponents invited to submit a comprehensive project proposal will have to demonstrate that they have taken into consideration the potential impacts of climate change for their specific project. Transport Canada provides a [list of resources](#) to guide applicants in the preparation of their environmental assessments.

13. Does the project consider or plan to consider potential climate change impacts at all stage of the project life-cycle (e.g., design, construction, operation and maintenance)?
 - if no, please provide details (maximum 1000 characters)

Section 4 – Project Costs

- total project costs (\$)
- total eligible project costs (\$)
- total ineligible costs (\$)
- total National Trade Corridors Fund contribution requested (\$)

Project contributions, breakdown by each organization other than Transport Canada

Organization #1

- name
- contribution to eligible costs (\$)
- contribution to ineligible costs (\$)
- funding secured?
 - yes
 - no
- if eligible or ineligible funding is not secured, please explain why (maximum 2000 characters)

Organization #2 and more: same as above

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 (for example, commissions, boards, certain port authorities, provincial crown corporations).

³ Funding approved for capital projects led by a Federal Crown corporation or agency would not be administered via a contribution agreement; rather, the funding would be vote transferred to the appropriate department/agency following Treasury Board approval. This funding would not be a substitute for financing ongoing operating costs.

⁴ A public private partnership (P3) is a legally-binding contract between government and business for the provision of assets and the delivery of services that allocates responsibilities and business risks among the various partners. To be considered a P3, the applicant would have to have entered into an agreement with a public organization prior this Transport Canada funding request. Seeking federal funding for a project that involves a private sector partner does not constitute a P3 in and of itself.

⁵ "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.

⁶ Expenditures related to hospitality are eligible but must form part of the recipient's share of the total eligible expenditures for the project.

⁷ NTCF does not fund rolling stock (for example, locomotives, rail cars, trucks, buses, vessels, tractors) as these are considered to be ineligible cost under the Program. Other mobile equipment such as mobile cranes would only be considered on a case-by-case basis. Proponents requesting funding for mobile equipment such as these would need to demonstrate that the equipment is critical for the project, that alternative options were considered, and that the selected option is the most cost-effective.