innovating streets for people pilot fund application form

Covid-19 response activity

**WAKA KOTAHI NZ TRANSPORT AGENCY**

**[INSERT APPLICANT ORGANISATION]**

# introduction

**Improving the safety of people walking and cycling while maintaining social distance during Covid-19 alert levels**

The Innovating Streets for People pilot fund was announced 3 April 2020. The pilot fund is available for temporary street changes that support safe social distancing during Covid-19 alert levels. These Covid-19 response activities can be considered immediately, outside of the pilot fund round dates, on a case-by-case basis.

These activities must be able to be delivered in a short time frame and form part of a council’s emergency response to Covid-19.

These response activities will be based in city, town, and suburban areas where increased walking and cycling on the transport network has resulted from people undertaking physical activity during the Covid-19 alert levels. Response sites may also include transport corridors where those able to travel during the alert levels need to travel on foot or by bike to get to their places of work.

Response activities designed to manage Covid-19 physical distancing requirements on our streets will focus on outcomes in three broad areas:

* Safer waiting places. Where pedestrians are struggling to maintain physical distance at intersections or in the street outside essential service locations during alert level 4 or other safe service locations during levels 2 and 3)
* Safer movement corridors. Where there is pedestrian and/or cycle crowding on routes adjacent to live traffic lanes that is resulting in people being unable to maintain physical distance and/or people spilling into the carriageway
* Safer route connections. Where key cycling corridors are disconnected and unsafe for essential workers to access work during alert level 4 plus other workers that cannot work from home during alert levels 2 and 3.

The response activities should target site-specific situations and community need but might include a range of temporary tools including footpath extensions, street closures, bike lanes, signage, and reduction of vehicle speeds.

The pilot fund will provide a 90% funding assistance rate (FAR) for these activities. If you have an Innovating Streets project that is not related to an emergency Covid-19 response, then please refer to the application form and timeframes for the pilot fund [www.nzta.govt.nz/innovating-streets-funding](http://www.nzta.govt.nz/innovating-streets-funding).

# What you need to know before you apply

## Who can apply and what are the minimum requirements?

The Innovating Streets for People pilot fund is available for Road Controlling Authorities or Territorial Authorities (councils) to implement street changes as part of an emergency Covid-19 response.

Review this checklist, if you can tick yes to every box, then please fill out this application form. If you are not sure about any of the answers, please talk to us – [innovatingstreets@nzta.govt.nz](mailto:innovatingstreets@nzta.govt.nz).

If this funding application is approved, Waka Kotahi would like to share the development and outcomes of the activity so will require images and a short summary of implementation, including lessons learned, following delivery.

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| Eligible entity and response activity – quick check list | |
| Organisation lodging this application is a local council | ☐ Yes ☐ No |
| Applicant has committed 10% of the total activity cost | ☐ Yes ☐ No |
| The activity will be implemented within 1 month of receiving funding, and forms part of an emergency Covid-19 response | ☐ Yes ☐ No |
| The activity increases the safety of people walking and cycling locally, supports social distancing and does not increase risk for other road users | ☐ Yes ☐ No |
| Applicant agrees to supply Waka Kotahi with images/videos of the activity that can be shared through media channels | ☐ Yes ☐ No |
| Applicant agrees to supply Waka Kotahi with a summary of the implementation process and activity impact, including lessons learnt | ☐ Yes ☐ No |
| Applicant has a process to develop and approve any required Traffic Management Plans relating to this activity within delivery timeframes | ☐ Yes ☐ No |
| Applicant representative will join knowledge sharing workshops | ☐ Yes ☐ No |

## Who will assess the applications and what is the criteria for assessment?

The criteria below will be used to review applications. A small expert advisory group of Waka Kotahi staff will review applications and agree which response sites will receive funding, based on their own merit.

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| --- | --- |
| **Criteria 1: Strategic fit with Innovating Streets and council plans** | **Y/N** |
| The response site:   * provides a response to the Covid-19 situation by improving safety for walking and cycling during alert levels. If required, demonstrates flexibility to change in response to changing alert levels. * is effective at:   + reducing vehicle speeds and/or   + creating more space for people to maintain social distance   + making walking and cycling safer during Covid-19 alert levels |  |
| **Criteria 2: Ability to Deliver** | **Y/N** |
| * The activity can be delivered in time to help people with requirements for social distancing associated with Covid-19 alert levels * Applicant indicates it will take into account feedback from the community and can demonstrate an ability to adapt response if required * The proposal contains a realistic and appropriately resourced team, milestones, and costs. The team includes Traffic Management Controllers (TMCs) where required and access to essential workers to deliver * Applicant is willing to participate in simple monitoring and evaluation to demonstrate success of delivery, during and after the activity is implemented, within the limits of alert level restrictions |  |
| **Criteria 3: Value for Money** | **Y/N** |
| * The amount requested is reasonable for the activities involved |  |

## How will funding be made available?

If the activity is approved, applicants will be supplied with an invoicing code. After costs are incurred by councils, they can send invoices to Waka Kotahi’s Accounts Payable to claim funding. Councils will not claim funds through Transport Information Online (TIO), similar to the approach used for low cost, low risk walking and cycling improvements.

## Once you have completed this form

Email a copy of the completed form to Waka Kotahi at [InnovatingStreets@nzta.govt.nz](mailto:InnovatingStreets@nzta.govt.nz). Also attach any other supporting information you wish to provide.

If you do not receive an email confirmation of receipt of your application within two working days, please contact us.

Unfortunately, Waka Kotahi is not able to accept application forms received by post, fax or hand delivery.

## When is the application due?

Completed applications for emergency Covid-19 response activities can be received at any time during alert levels 2, 3 or 4. We will fast track approval of applications for funding and aim to approve as quickly as possible.

# Applicant and site details

## Applicant contact details

Please enter answers in the right-hand column.

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| --- | --- |
| Applicant key details | |
| **Organisation name**  *The* ***Name*** *of the Council.* |  |
| **Key contact for response activity** |  |
| Job title or role |  |
| Contact phone number |  |
| Email address |  |
| Site/corridor key details | |
| **Site/corridor location -** Street(s) and suburb(s) |  |
| Site/corridor speed limit |  |
| Adjoining land use eg residential, commercial, park etc |  |
| Insert an aerial image indicating the site/corridor | |

# Response site/Corridor summary

**Explain what you are trying to do and achieve.**

Please limit each answer to 200 words.

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| 1. Describe the problem you are experiencing at this site during Covid-19 alert levels |
| Include any evidence you have that highlights the problem, eg. photos, count data, vehicle speed data, public complaints. |
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| 1. Describe the response |
| Why have you prioritised this location?  Please include a sketch or description of the street change proposed.  What are you aiming to achieve with your response? For example: safer waiting places, safer movement corridors, safer route connections. |
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| 1. Traffic management and road closures |
| Does your project involve the development and approval of a traffic management plan or road closure?  If so, what is your plan to process these in an expedited manner? Have you discussed this proposal with your traffic management team or your Civil Defence Emergency Management Local or Group controller? |
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| 1. Describe how you will monitor and adapt your response? |
| How will you monitor your activity and adapt it if required?  What information may be available to demonstrate the impact of your response such as CCTV footage, before and after photos, social media comments etc |
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| 1. Communication and engagement |
| Given Covid-19 restrictions, how will you communicate with affected stakeholders?  How will you describe the intent and impacts of the response activity to the wider community? |
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| 1. Strategic context |
| Is this site part of a future plan or strategy for your town or city? If so, describe how this response activity could advance those plans. |
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| 1. Risks |
| Describe any risks you have identified with your proposed response activity and how you plan to mitigate them |
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1. **Costs and timeframe**

In order for Waka Kotahi to assess your response activity, we need to understand how it will be resourced and delivered. Use the ‘insert row’ function if you wish to add more project costs. *If you do not have easy access to a traffic management supplier for your response activity, please contact Waka Kotahi, we may be able to assist*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Activity cost description – typical costs are shown here as examples. Please amend to suit your project. | | Supplier if known | $NZD (excluding GST) |
| 1 | Project management (if organisation needs to outsource) |  |  | |
| 2 | Materials |  |  | |
| 3 | Traffic Management |  |  | |
| 4 | Communications and community engagement |  |  | |
|  | Total costs |  |  | |
| 5 | Contingency 15% |  |  | |
|  | Total costs including contingency |  |  | |

1. **Timeframe**

When the response activity will be in place? If there is more than one stage, add additional lines

|  |  |  |
| --- | --- | --- |
|  | Response activity | Date activity will be operational |
| 1 |  |  |
| 2 |  |  |

# Declaration

**I declare on behalf of the Applicant:**

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| ☐ | that if successful, I consent to the public release, including publishing on the internet, of the name of the applicant, the amount of funding sought, the amount of funding offered, contact details of the applicant and a description of the response site and activity, and undertake to cooperate with Waka Kotahi on communications, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with Waka Kotahi |
| ☐ | that I understand Waka Kotahi’s obligations under the Official Information Act 1982 and that the provisions of this Act apply to all of the information provided about this application |
| ☐ | that all necessary internal approvals (CEO, Board, Traffic Management Coordinator etc.) and relevant budgets for the activity to proceed, subject to successful application, will be in place in time to start the response activity |
| ☐ | that I am authorised to make this application on behalf of the Applicant. |

### Signature

This declaration must be signed by a person with the legal and financial authority to commit your organisation to this activity.

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| --- | --- | --- | --- |
| Title: | |  | |
| Email address: | |  | |
| Print name |  | | Signature | |
|  | | | Date | |