

SR2S MICRO GRANT PROGRAM

Cycle 2



In November 2019, the Safe Routes to School (SR2S) Program launched a SR2S Micro-Grant Pilot Program to support small-scale projects or capital purchases that makes biking and walking near Solano County schools safer and easier.

Fourteen projects totalling \$78,000 were awarded for schools in the cities of Benicia, Dixon, Rio Vista, Vacaville, and Vallejo.

Funding for the Pilot Program was provided by Transportation Development Act (TDA) article 3 Funds, Clean Air Funds, and HOV Fines.

Apply:

 solanosr2s.ca.gov

Questions:

Karin Bloesch
SR2S Sr. Program Coordinator

 (707) 399-3217

 kbloesch@sta.ca.gov

SR2S Micro Grant Cycle 2 Timeline

Application Period Opens: June 1, 2021

Application Deadline: July 15, 2021 at 5:00pm

Awardees Announced: September 15, 2021

Project Completion: Within one year of grant award

The following agencies and organizations are eligible to apply for funding for small-scale infrastructure projects or capitol purchases to support safe, active transportation to and from school, address safety around schools, or encourage an increase in walking and biking to school.

- Solano County schools and school districts
- School organizations (clubs, PTA/PTOs)
- City departments
- Community-based organizations (CBOs)

Schools eligible for funding: K-12, public, private and charter schools located within Solano County.

School and Community Based Organizations must be registered 501c3, and able to provide W-9 for payment.

Schools or school organizations should participate in the SR2S program currently or be willing to engage in SR2S programming to increase walking and biking.

Funding

\$100,000 in available (TDA Article 3 funds)

Maximum funding request \$30,000 per applicant
(Infrastructure and Non-Infrastructure application combined):

- \$30,000 maximum Infrastructure projects application
- \$5,000 maximum Non-Infrastructure projects application
- Grant award may be less than amount requested

Grant Criteria (Projects over \$600)

Demonstrate need for the project and how this grant will help meet the funding need.

The application should demonstrate stakeholder outreach and partnerships for project completion (social media outreach for use of project after completion, notification to school impacted by project, notification to City for impact or right-of-way needs). Letters of Support by partners (school district facilities department, school administration, or city public works department) to demonstrate outreach and support of proposed project, should accompany application.

The project should be **implemented/completed within one year** of grant award. The application description should demonstrate plans to meet the timeline.

Awardees will be required to provide an executed funding agreement within 30 days of award announcement.

Grant Criteria (Incentives or Equipment Projects under \$600)

Schools are required to

- Currently be participating in the SR2S Program.
- Show outreach to appropriate school district department for project completion/installation (letter of acknowledgment or support for project).
- Show proof of purchase and use within one year of the grant award.
- Provide one-page final report upon project completion with photographs of equipment purchased or completed project.

Schools are not required to

- Demonstrate funding need for projects less than \$600.
- Provide letters of support from additional stakeholders/partners not impacted by project.

Application Scoring

Applications will be scored by a sub-committee of the Safe Routes to School Advisory Committee.

Applications from Title I schools, schools with over 90% Free and Reduced Lunch eligibility, or projects that benefit underserved communities will receive additional scoring points.

Applications with additional letters of support from stakeholders or partners will score additional points.

Additional Information

No matching funds are required; in-kind services for installation of capital improvements or infrastructure projects welcomed.

Applicants will provide a summary report after project completion/delivery to include project reach or impact on walking, biking and student safety.

Stakeholder outreach may include: letters of support from partner agencies; school departments or school administration demonstrating knowledge of the project and support; plans for outreach to parents or school organizations regarding implementation or use of project or equipment, or a plan for marketing outreach to increase public awareness of the project or initiative.

Applicants are eligible for one grant award per grant cycle.

Eligible list of items provided.

Ineligible Items: bicycles for individual use, food/refreshments, salaries, cameras, gift cards, stipends.

Infrastructure Project Applications (maximum \$30,000):

Infrastructure project applications should include specific number of elements, locations, partners for project delivery, and timeline for construction.

Project applications to be constructed in the public right of way ie: crosswalks, rectangular rapid flashing beacons, stop signs, intersection improvements, signalization, radar feedback signs **must be accompanied by a letter of support** from the city/county public works department that will deliver the project. The city/county may also help identify project timeline and cost.

Projects to be completed entirely within district/school property ie: bike/scooter racks, fencing, on site permanent signage, striping/painting for drop-off and pick-up plans, **must include a letter of support** from the district facilities department, and school site administrator and include any in-kind support for the project and timeline for installation.

Non-Infrastructure Project Applications (maximum \$5,000):

Applications for removeable signage (drop-off and pick-up improvements), safety equipment, walking and biking program incentives for participants, etc. must include a letter of support from school site administration (if applicant is not site administrator).

Applications should include requested number of each incentive or equipment item. A fillable incentive and equipment request form is available on the SR2S website.

Applications should include a description of how the items will be used to address safety for students arriving/departing school, support existing walk and bike programs, or increase walking and biking.

Eligible Grant Expenses

Additional items may be allowed upon request.

INCENTIVES:

- Award Certificates
- Brochure printing for traffic plans or Walk/Bike Programs
- Curricula (Traffic Safety/Bike Safety)
- LED Bike Lights
- Pedestrian Safety Reflector Lights
- Pedometers
- Pencils/Stickers
- Punch Cards/holders
- Reflective Zipper Pulls
- T-Shirts
- Water Bottles

EQUIPMENT:

- A-Frame Signs (customizable)
- Bicycle Repair Kits
- Bike Locks
- Bike Helmets
- Hand-Held Stop Paddles/Signs
- Rain Gear
- Removeable Crosswalk Ped Crossing Signs (**requires City Public Works approval for use**)
- Safety Cones
- Safety Vests

INFRASTRUCTURE PROJECT

EQUIPMENT:

- Bike Lane Paint
- Bike/Scooter Racks
- Bike Parking Fencing
- Improved Lane Striping
- Rectangular Rapid Flashing Beacons
- Radar Feedback Signs
- School Zone Signage
- Stop Signs (Installed)

SR2S MICRO GRANT PROGRAM

Frequently Asked Questions



Who may apply?

- Solano County schools and school districts (this includes K-12 public, private and charter schools)
- School organizations (clubs, PTA/PTOs)
- City departments
- Community-based organizations (CBOs)

How much funding is available?

\$100,000 from Transportation Development Article 3 funds

\$30,000 is the maximum request for Infrastructure Projects (installation or construction)

\$5,000 is the maximum request for Non-Infrastructure Projects
(incentive and safety equipment purchases)

How are the project awards determined?

A sub-committee of the Safe Routes to School Advisory Committee (SR2S-AC), scores the grant applications and presents a list of preliminary award determinations to the SR2S-AC for recommendation. The list is then sent to the Solano Transportation Authority's Technical Advisory Committee (TAC), comprised of public works directors for each city and the county. The TAC reviews the recommendation list for approval and then forwards a funding recommendation to the STA Board for final award.

When will I know if my project has been selected?

Project awards will be determined at the September 8, 2021 STA Board meeting.

Applicants will be contacted by September 13, 2021 with final award determination.

Is there a time limit to complete the project?

Yes. The goal of the SR2S Micro Grant Program is to fund small-scale easily-implemented projects that will be **completed within one year** of the grant award.

Questions:

Karin Bloesch, SR2S Sr. Program Coordinator

☎ (707) 399-3217 ✉ kbloesch@sta.ca.gov

For more information
and to apply online:
SolanoSR2S.ca.gov

Are letters of support a requirement for the application?

While letters of support and stakeholder outreach are taken into account while scoring, a letter is not required for some applications - see Grant Information online.

A Letter of Support **must accompany** an application in the following circumstances to ensure project completion should funding be awarded:

1. Applicant is requesting funding for a project and is not the project delivery agency (public works, district facilities dept., etc.)
2. Project is in the public right of way (street, crosswalk, sidewalk) and applicant is not the city public works dept.
3. Project is for installation/construction on school grounds (bike or scooter racks, permanent signage, etc.) and the applicant is not the facilities or construction dept.

I need a letter of support for my application, who do I contact?

If you are unsure who to contact for a letter of support, Karin Bloesch, Sr. Program Coordinator (707-399-3217 or kbloesch@sta.ca.gov) can provide the best contact depending on the proposed project. The SR2S Program regularly partners with city and school district staff on projects.

Outreach to the appropriate project delivery partners will help ensure the proper funding amount requested and the completion of the project should it be awarded funding.

Is there a funding agreement if my project is awarded?

Yes. If the project is awarded funding or incentives/equipment, a funding agreement will be included in the award announcement, and must be signed and returned within 30 days of award announcement and prior to the start of the project. A sample agreement can be found on the Micro Grant page at solanosr2s.ca.gov.

If my project is awarded, do I purchase the items?

If the project is for construction or installation by a school district or city, often the project delivery agency will complete the project then invoice the SR2S Program for reimbursement. This can be determined at the time of award announcement.

For incentives/safety equipment and smaller project awards, the SR2S Micro Grant may purchase the items directly and deliver to the school or organization. It is important to provide a listing of specific items and quantity requested within the grant application. If a school or organization prefers to purchase the items awarded within the grant, they may work with SR2S staff for reimbursement.



Solano Safe Routes to School (SR2S) Micro Grant Program – Cycle 2

Eligible Grant Incentives and Equipment Requests (Non-Infrastructure Application)

Use the following tables and cost per item estimates when determining project cost and funding requested. Non-Infrastructure applications should include the specific number of equipment or incentive items to be purchased in project budget. *Additional items/equipment/projects may be allowed upon request.

Upload this worksheet with the grant application and any additional letters of support/documents for the project application.

Item	Cost per item	Number of items	Total Cost	Item	Cost per item	Number of items	Total Cost
Walk or Bike Safety Award Certificates (minimum order 150)	\$1.00 ea			Pedestrian Safety Reflector Lights (minimum order 200)	\$2.00 ea		
LED Bike Lights (minimum order 150)	\$3.50 ea			Reflective Zipper Pulls (minimum order 250)	\$2.00 ea		
Pedometers (minimum order 150)	\$2.00 ea			Punch Cards	Printing costs		
Pencils, Stickers	.50 ea			T-Shirts	\$3-\$7 ea		
Punch Card Holders (walking/biking programs)	.50 ea			Water Bottles (minimum order 150)	\$2-\$3 ea		
Brochures/Printing for traffic plans or Walk/Bike Programs	Printing cost estimate			Curricula (Traffic Safety, Pedestrian/Bike Safety)	\$2-\$5 ea		
Other:				Other:			
				Total Cost of items requested			
				\$			

Equipment (approximate cost included with item description):

Safety Equipment/Item	Average Cost per Item	Number requested	Total Cost
A-frame Sign-Customizable (24X36 signs with plastic core insert)	\$100 each		
Bicycle Repair Kits (including pumps, tires, tubes, wrenches, bottle cages)	\$45 each		
Bike Locks U Shape or Chain Locks	\$30 each		

Bike Helmets	\$10 each		
Hand-Held Stop Paddles/Signs	\$25 - \$50 each		
Rain Gear <i>(WSB/WOW Leaders)</i>	\$20 each		
Removeable Crosswalk Pedestrian Crossing signs <i>requires city approval for use</i> (MUTCD Compliant)	\$500 each		
Safety Cone 18 inch Heavy Duty/Reflective	\$20 each		
Safety Cones 28 inch Reflective/Heavy Duty	\$35 each		
Safety Vests Reflective	\$8-\$15 ea		
Other:			
Total Cost of Safety Equipment/Items			\$

Infrastructure Project Equipment - see infrastructure application requirements

Listing of eligible Infrastructure improvements or projects

In the project description on the grant application, identify the location(s) for the improvements, and number of items to be installed or constructed. *Infrastructure project applications will need letters of support from the agency/department responsible for installation/construction of the project, if applicant is not the project delivery agency.*

Bike/Scooter Racks

Bike Lane Painting (Green)
(Length of bike lane improvements)

Improved Lane Striping
(Length/Distance of improvements)

Installed Stop Signs

Radar Feedback Signs

Rectangular Rapid Flashing Beacons

School Zone Signage

Other projects may be eligible -
contact SR2S for approval

The following are ineligible expenses: bicycles for individual students, food/refreshments, salaries, cameras, gift cards, stipends

Grant Application and additional information available at SolanoSR2S.ca.gov

Questions: Karin Bloesch, SR2S Sr. Program Coordinator

kbloesch@sta.ca.gov or 707-399-3217

