

# Guidelines

## Overview

The Southern California Association of Governments (SCAG) announces the Call for Projects for the **Community Streets Mini-Grants Program (Mini-Grants Program)**. With support from the California Office of Traffic Safety, the Mini-Grants Program funds community-driven traffic safety projects that meet the needs of people most harmed by traffic injuries and fatalities.

On July 2, 2020, SCAG's Regional Council adopted Resolution 20-623-2, declaring systemic racism a human rights and public health crisis. The resolution affirms SCAG's commitment to work in partnership with others to close the gap of racial injustice and meaningfully advance inclusion, diversity, equity, and awareness. The Mini-Grant program supports work in alignment with Resolution 20-623-2.

The Mini-Grants Program supports organizations invested in safety and justice but who may not have transportation as their core focus, such as public health, disability justice, social service, parent groups, organizations that serve tribal nations, elders, rural communities.

The Mini-Grants Program centers resilient streets, a framework for using street space for community resiliency, recovery, and resource delivery that prioritizes disadvantaged communities and communities most harmed by traffic injuries and fatalities. This framework emphasizes community-driven co-creation, where community engagement is a key element in the project.

## Program Goal

Under the umbrella of *Go Human*, the Mini-Grants Program aims to build street-level community resiliency and increase the safety of people most harmed by traffic injuries and fatalities, including without limitation Black, Indigenous and People of Color; people with disabilities; and frontline workers, particularly those walking and biking.

**Applicants are encouraged to propose creative, strategic projects that center justice and respond to the program goal and communities' current needs.**

Funding priorities for the 2021 Mini-Grants Program include:

- *Investment in organizations focused on or led by members of disadvantaged or underinvested communities in the region; public health organizations, disability justice organizations, social service organizations; parent groups; organizations that serve elders; organizations that serve rural communities.*
- *Projects that leverage Go Human safety resources, including co-branded safety materials or the Kit of Parts.*
- *Leadership and capacity building strategies.*

## Eligible Applicants

Community-based organizations, non-profits, and social enterprises are eligible for a Mini-Grant.

Funding is available to recipients across the SCAG region, which encompasses the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura.

Funding will be distributed to prioritize equity, particularly within communities that have been historically disinvested or in disadvantaged communities.

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## Grant Amount & Term

SCAG will award up to **\$10,000** to selected projects (previous awards were as small as \$1,000, based on applicant requests). All projects shall be implemented between June 14, 2021 and August 20, 2021. Payments will be made to Mini-Grant awardees upon successful completion of deliverables. The applicant will be responsible for securing any necessary permits or permissions.

## Timeline

- **Call for Projects Opens:** Friday, April 23, 2021
- **Application Deadline:** Wednesday, May 19, 2021 (11:59 P.M.)
- **Awardees Announced:** Monday, June 7, 2021
- **Scope Refinement:** Tuesday, June 8, 2021 – Friday, June 11, 2021
- **Project Implementation:** Monday, June 14, 2021 – Friday, August 20, 2021 (10 weeks)

## Integrating Go Human Resources

Go Human has a variety of resources available to partners, at no cost. Materials shall be used in accordance with current health and safety directives. Applicants are encouraged to incorporate Go Human resources into their project proposals (if desired and applicable), such as the Go Human Kit of Parts and Co-Branded Safety Advertisements. Examples of co-branded advertising includes digital advertisements and lawn signs. Safety messaging may be updated to fit the community's needs. A list of available resources can be found the Go Human website.

*Please note, Go Human resources are available regardless of Mini-Grant award.*

## Application & Selection Criteria

All applicants must fill out a Community Streets Mini-Grants Program Application, available at [GoHumanSoCal.org](http://GoHumanSoCal.org). Project proposals will be evaluated based on the following Selection Criteria:

- Impact (25%)
- Reach/Engagement (25%)
- Feasibility (20%)
- Cost-effectiveness (30%)

SCAG is the sole arbiter of any proposal. Staff will prioritize geographic equity when selecting awards.

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## Requirements

### SUBMISSION REQUIREMENTS

Submit the electronic application by **Wednesday, May 19 at 11:59 P.M. PDT** at [GoHumanSoCal.org](http://GoHumanSoCal.org).

Applicant must be at least 18 years of age (as of May 19, 2021) and complete a W-9 form to receive payment if selected. Applicants under 18 years of must have a co-applicant who is at least 18 years of age.

Projects must meet SCAG insurance requirements (see pages 4-5). Applicants that do not meet these requirements may be considered on a case-by-case basis. The applicant should indicate or affirm its ability to comply with SCAG insurance requirements or identify, specifically which requirements it is unable to comply with.

### REPORTING REQUIREMENTS

Mini-Grant awardees shall provide two reports:

- Mid-Project Update: To be provided in July 2021, in the form of an email or phone call.
- Final Report: To include activities performed, project outcomes, and documentation of final deliverables, due Friday, September 3, 2021.

### SOCIAL MEDIA & GRAPHICS REQUIREMENTS

Selected applicants should plan to work with SCAG staff to highlight projects on social media (either through the selected organization's channels or Go Human channels) during or immediately following project implementation.

Any graphics (flyers, posters, social media or digital graphics) produced need to display Go Human, SCAG, and OTS logos (in that order), and be submitted to Andrés Carrasquillo ([carrasquillo@scag.ca.gov](mailto:carrasquillo@scag.ca.gov)) for approval from OTS and SCAG. Please allow 1 – 2 weeks for approval.

If producing any professional video components (not including "live" social media videos), please submit an outline or story board to Andrés Carrasquillo ([carrasquillo@scag.ca.gov](mailto:carrasquillo@scag.ca.gov)) for prior approval from OTS and SCAG. Please allow 1 – 2 weeks for approval.

All Work Products and Related Work Materials of Mini-Grant awards shall become property of SCAG, and all publication rights are reserved to SCAG. Awardees shall not copyright Work Products and Related Work Materials.

### INELIGIBLE EXPENSES

Funding for Go Human is provided by a grant from the California Office of Traffic Safety (OTS), through the National Highway Traffic Safety Administration. As a result, certain expenses are ineligible for funding. Ineligible expenses include, but are not limited to:

Products or giveaways **not** tied to a safety educational component (only allowed if they are given away in direct correlation with a safety education component);

- Stickers (i.e., bumper stickers, stickers for mass distribution at events);
- Raffle prizes;
- Food or beverages;
- Plants;
- Event entertainment or music;
- Advertising not directly related to proposed project;
- Implementation of a study, plan, or program;
- Habitat conservation plans;
- Lobbying efforts and/or political contributions; and
- Items that are not indicated in the original project budget.

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## INSURANCE REQUIREMENTS

All proposers should be aware of the Insurance Requirements for contract award. The Certificate of Insurance must be provided by the successful proposer prior to contract award. A contract may not be awarded if insurance requirements are not met. The insurance requirements may be viewed on SCAG's website at: <http://scag.ca.gov/business/> under Section 43 of SCAG's Contract Template.

Endorsements for the following are necessary as a part of meeting the insurance requirements:

- *Commercial General Liability*
- *Business Auto Liability*
- *Workers' Compensation/Employer's Liability*

Endorsements shall include:

- *Additional Insured*
- *Primary, Non-Contributory*
- *Waiver of Subrogation*
- *Notice of Cancellation*

**The endorsement to all of the policies must be attached to the certificate of insurance.**

### 1. Insurance

Consultant shall procure and maintain throughout the Term of this Agreement the minimum required insurance, as set for below, against claims for injuries to persons, or damages to property, which may arise from or in connection with the performance of the work hereunder by Consultant, its subcontracts, agents, representatives, or employees.

#### A. Minimum Scope of Insurance – Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability coverage (Occurrence form CG0001), or its equivalent.

- (2) Insurance Services Office form number CA0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto) or its equivalent.
- (3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
- (4) Professional Liability (Errors and Omissions) insurance appropriate to the Consultant's profession.

#### B. Minimum Limits of Insurance – Consultant shall maintain limits no less than:

- (1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- (2) Automobile Liability: Including contractual liability insuring owned, non-owned, hired and all vehicles by Consultant with a combined single limit of not less than \$1,000,000 applicable to bodily injury, or death, and loss of or damage to property in any one occurrence.
- (3) Workers' Compensation Liability: Including Occupational Diseases in accordance with California Law and Employers' Liability Insurance with a limit of not less than \$1,000,000 each accident.
- (4) Professional Liability Insurance: With limits of not less than \$1,000,000 per claim and aggregate. In addition, it shall be required that the professional liability insurance policy remain in effect for six (6) months after the Completion Date of this Agreement.

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**C. Other Insurance Provisions – The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:**

- (1) SCAG, its subsidiaries, officials and employees are to be covered as additional insureds, as respects to liability arising out of the activities performed by or on behalf of Consultant, products and completed operations of Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired or borrowed by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to SCAG, its members, subsidiaries, officials and employees.
- (2) For any claims related to this project, Consultant's insurance coverage shall be primary insurance as respects SCAG, its members, subsidiaries, officials and employees. Any insurance or self-insurance maintained by SCAG shall be excess of Consultant's insurance and shall not contribute with it.
- (3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to SCAG, its members, subsidiaries, officials and employees.
- (4) Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (5) Consultants Employer's Liability policies shall contain the inclusion of SCAG, its members, subsidiaries, officials, and employees. Consultants Workers' Compensation policies shall submit a Waiver of Subrogation endorsement in favor of SCAG, its officers, agents, employees and volunteers.

**D. Deductibles and Self-Insured Retentions – Any deductibles or self-insured retentions in amounts over \$10,000 must be declared to and approved by SCAG.**

**E. Acceptability of Insurers – Insurance is to be placed with California admitted or approved insurers with a current A.M. Best's rating of no less than A, unless otherwise approved by SCAG.**

**F. Verification of Coverage – Consultant shall furnish SCAG with original endorsements and certificates of insurance evidencing coverage required by this clause. All documents are to be signed by a person authorized by that insurer to bind coverage on its behalf. All documents are to be received and approved by SCAG before work commences. Upon request of SCAG at any time, Consultant shall provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.**