

2022 Program Guidelines



Overview

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

In alignment with and furtherance of SCAG's **Racial Equity Early Action Plan**, the Mini-Grants Program supports projects that utilize street space for community resiliency, recovery, and resource delivery that prioritize 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

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.

Rather than focusing on the behavior of people walking and biking, the Mini-Grants Program targets structural issues that affect the safety of people walking and biking, such as dangerous driving behavior, high vehicle speeds, street design, and structural racism.

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 2022 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.*
- *Leadership and capacity building strategies.*

Eligible Applicants

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

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

2022 Program Guidelines

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

Grant Amount & Term

SCAG will award up to **\$15,000** to selected projects. Awardees may be required to refine their scope of work as a condition of their award and may not receive their full requested amount. Awards are made on a reimbursement basis, and payments will be made to Mini-Grant awardees up to 60 days after successful completion of deliverables.

All projects shall be implemented between June 13, 2022 and August 31, 2022. The applicant will be responsible for securing any necessary permits or permissions in a timely manner.

Timeline

- **Call for Projects Opens:** Monday, March 28, 2022
- **Application Deadline:** Friday, April 29, 2022
- **Notice of Conditional Award:** Week of May 16, 2022
- **Scope Refinement:** May 16 - June 10, 2022
- **Project Implementation:** Monday, June 13 - Wednesday, August 31, 2022 (12 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 include digital advertisements, banners, and lawn signs. Safety messaging may be adapted to fit the community's needs. Available resources can be found on the Go Human website (GoHumanSoCal.org).

Please note, Go Human resources are available at no cost regardless of Mini-Grant award.

Application & Selection Criteria

All applicants must fill out a Go Human Mini-Grants Program Application, available at 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 also consider geographic representation when selecting awards.

2022 Program Guidelines



Requirements

SUBMISSION REQUIREMENTS

Submit the electronic application by **Tuesday, April 29 at 11:59 P.M. PDT** at GoHumanSoCal.org.

Utilizing a template provided by SCAG, applicants will be required to submit a budget that identifies staff, labor rates, hours, and direct costs associated with the project.

Projects must meet SCAG insurance requirements (see pages 4-5). SCAG's insurance requirements manage the risk of performing work on behalf of SCAG, and they help mitigate any potential financial impact to Awardees and to SCAG should an accident occur. 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 2022, in the form of an email or phone call.
- Final Report: To include activities performed, project outcomes, and documentation of final deliverables, due on Friday, September 9, 2022.

SOCIAL MEDIA & GRAPHICS REQUIREMENTS

Selected applicants shall 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.

Use of Go Human, SCAG, and OTS logos is not required for any graphics produced for Mini-Grant projects (such as flyers, posters, social media or digital graphics). If an Awardee wishes to use the Go Human, SCAG, and OTS logos, all three logos must be used and in that order. Graphic material that uses these logos must be submitted to Andrés Carrasquillo (carrasquillo@scag.ca.gov) for approval from OTS and SCAG. Please allow two (2) weeks for approval.

If producing any professional video components (not including "live" social media videos), an outline or story board must be submitted to Andrés Carrasquillo (carrasquillo@scag.ca.gov) for prior approval from OTS and SCAG. Please allow two (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. Work Products and Related Work Materials refer to any material produced using Mini-Grant funding, such as deliverables.

ALLOWED EXPENSES

The Mini-Grants Program funds expenses directly related to the proposed project. Eligible expenses include, but are not exclusive to:

- Labor costs, such as coordination, design, facilitation, set-up, training, etc.;
- Printing;
- Permits or fees related to the project;
- Bicycle helmets if purchased to support bicycle education;
- Supply or equipment rental fees; and
- Virtual platform subscription fees

Notwithstanding the list above, allowed expenses are subject to the discretion of SCAG and OTS.

2022 Program Guidelines



UNALLOWED EXPENSES

Funding for Go Human is provided by a grant from the 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;*
- *Office furniture purchase;*
- *Paint;*
- *Chalk;*
- *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.*

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.

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

2022 Program Guidelines



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.

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.