

2023 Community Hubs Application

Overview

The Southern California Association of Governments (SCAG) and *Go Human* announce the Call for Projects for the *Go Human* Community Hubs Program (Community Hubs Program). With support from the California Office of Traffic Safety, the Community Hubs Program provides grant funding to successful eligible applicants to implement traffic safety strategies by leveraging community gathering and resource sites.

In alignment with and furtherance of SCAG's [Racial Equity Early Action Plan](#), the Community Hubs Program prioritizes outcomes for those most harmed by traffic injuries and fatalities, including without limitation Black, Indigenous and People of Color; disabled people; and frontline workers.

Application Deadline: April 17, 2023 11:59PM

Scope of Work

This completed application will serve as the Scope of Work for your project, should it be selected for an award. SCAG may require Community Hubs Program Awardees ("Awardees") to revise their Scope of Work prior to the implementation period.

The implementation period for all projects shall begin no early than **May 2023**, pending completion of the MOU. The project period ends **August 31, 2023**. The Scope of Work includes two tasks:

Task 1: Project Implementation

(May 2023 - August 31, 2023)

Awardee shall perform the activities, as approved by SCAG to implement traffic safety strategies by leveraging community gathering and resource sites.

Deliverables:

- Documentation of project implementation, including photos, videos, surveys, etc.
- Mid-Project status update (via phone or e-mail)
- Promotional Outreach Materials (including fliers, etc.)

Task 2: Final Report and Documentation

(due September 8, 2023)

Awardee shall provide a short final report of the project that summarizes the implemented strategies and activities, outcomes, reach, impact, and photo documentation. SCAG shall provide a short Final Report template to streamline compilation.

Deliverables:

- Final Report

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Program Guidelines & FAQs

Applicants are invited to review the Community Hubs Program Guidelines and Frequently Asked Questions (FAQs). If applicants have additional questions, they may submit questions or request additional information by email with "Community Hubs Program" in the subject line to Stephen Patchan at spatchan@markthomas.com.

Application Submittal Instructions:

Complete the following application pages and include all necessary attachments in your submittal. To submit, email your completed application to Alina Borja at borja@scag.ca.gov and Stephen Patchan at spatchan@markthomas.com. All applications are due by 5:00 p.m. PST on April 17, 2023 11:59pm. Any applications received after that time will not be considered.

Applicant Information

Organization Name:

Contact Name

Email:

Phone Number:

example@example.com

(000) 000-0000

Organization Type:

- Community-Based
- Non-Profit
- Social Enterprise
- Other:

Website / Social Media:

Yes No

Does your organization have a fiscal sponsor?

Yes No If Yes, who?

Has your agency been debarred or suspended (as listed on SAM.gov)?

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Have you worked with SCAG before or received funding from SCAG?

Yes

No

Not Sure

Can you provide proof of the following required insurance and are you able to meet SCAG's insurance requirements? Refer to pages 5-7 of the Program Guidelines for Insurance Requirements. Project Scope of Work may alter insurance requirements.

General Liability

Automobile Liability

Workers' Compensation

Professional Liability

I do not have any or all of these insurances.

If your organization is unable to meet specific requirements, please specify. (Applicants without insurance may be considered on a case-by-case basis).

Brief Description of Applicant: (100 words)

Provide a short description of your organization, including mission, goals, and demographics and communities served.

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1 Project Information

Project Name:

Project City/Jurisdiction:

Project Area:

Project County:

(Enter city, unincorporated area, neighborhood, or community)

Total Requested for Funding:

Will your project require any of the following elements? Check all that apply.

Kit of Parts Technical Assistance

Special Permits

Go Human Co-branded Ads

City Council Approvals

Problem Statement (20 Points)

Describe the communities your project will serve and how it will prioritize outcomes for those most harmed by traffic injuries and fatalities. (200 words)

10 points

What are the primary safety needs or issues this project will address? (200 words)

10 points

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Proposed Project (40 Points)

Summarize the proposed traffic safety strategy. What actions will you take during the implementation period to address the stated traffic safety issues of the community described in the Problem Statement? (300 words)

10 points

What are the anticipated objectives and outcomes? How will your project track and evaluate outcomes and effectiveness? (300 words)

10 points

How many people do you anticipate reaching?

5 points

Explain the steps you will take to reach this audience. How does this proposed project strategically leverage, or create, a community network or gathering site (whether physical or virtual)? (350 words)

15 points

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Qualifications (20 points)

What are your qualifications to carry out this project? Please include your qualifications in relation to the experience in carrying out similar projects and the communities described in the Problem Statement. (200 words)

10 points

How do you plan to implement your project within the implementation period and within budget? (200 words)

10 points

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2 Project Timeline

Please detail the key dates for project steps and actions. Include major milestones, including but not limited to, project start and end dates, securing permits, City Council approvals, Kit of Parts Safety Demonstration project dates (if applicable), events, messaging materials distribution dates, helmet distribution, etc.

Key Action Example:

Start Date - End Date	Required Elements	Description
June 2023 – August 2023	City Council Approval, Messaging materials	Develop curriculum for webinar series.

Start Date - End Date	Required Elements	Description
<small>Project implementation should begin mid-May 2023 and end by August 31, 2023</small>		
Key Action #1		
Key Action #2		
Key Action #3		
Key Action #4		
Key Action #5		
Key Action #6		

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3 Project Budget

Using the budget template, please identify the labor costs and eligible direct costs to successfully complete your project. Upload the budget and supporting documentation as an attachment to this application.

Instructions

- **Organization and Project Information.** Fill out your organization information and project title.
- **Job Titles and Hourly Rates.** List the job titles of all staff that will work on your Mini-Grant project under "Direct Labor Classification(s)." List job titles and not names (e.g., Executive Director, Program Coordinator, Assistant, etc.). List the hourly rate for each staff under "Maximum Hourly Rate." You must support the hourly rate with documentation that includes that hourly rate. Do not include overhead and fringe benefits costs to the hourly rate.
- **Other Direct Costs.** List the other direct costs under "Other Direct Costs". Other direct costs include eligible hard costs such as printing, permit costs, bicycle helmets, equipment rentals. It may also include services, such as photography and videography. The costs should include cost per unit and quantity information in the Other Direct Cost Description line (e.g., Bike Lights \$25/each for 60 units). Third-party contractors must be listed in Other Direct Costs and not Labor, and shall be limited to no more than \$10,000. The other direct costs as well as third-party contractor costs must accompany sufficient documentations to substantiate the costs (e.g. a screenshot of the unit cost from widely recognized retailer website, a quote for the services and rentals) and are subject to SCAG's procurement standards (documentation supporting the procurement process may be requested). For information on allowed and un-allowed costs, please refer to the Guidelines.
- **Enter Number of Labor Hours.** Fill out how many hours each job title will work, by task. The spreadsheet automatically calculates the cost.
- **Enter Amounts for Other Direct Costs.** Identify the budget for each direct cost. You must support each cost with documentation.
- **Confirm Budget Total.** After entering hourly rates, labor hours, and other direct costs, the budget spreadsheet automatically calculates the budget total. This number will serve as your proposed budget.

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Application Checklist

Review the checklist to ensure eligibility and readiness to apply for the Community Hubs Program

Yes No

Can you complete your project within the grant implementation period (May – Aug 31, 2023)? If not, consider reducing your scope of work.

Can your organization obtain the necessary permits to implement the proposed project within the project implementation period (ending in August 2023)?

Is your organization eligible for a Community Hubs Grant? If not, consider partnering with an eligible organization.

Are your costs allowed?

Can you provide the required insurance?

If awarded a Community Hubs grant, would your organization be able to provide and/or secure the following required components:

Yes No

Submission of the Mid-Project Update, Final Report, and deliverables required by the Community Hubs Program? Learn about the reporting requirements you will need to comply with if awarded funding.

A Letter of Support from the local jurisdiction in which the project is being implemented?

If you are proposing activities that utilize the facilities of another agency or organization, a Letter of Support from that agency or organization?

A Unique Entity Identifier (UEI)? As provided by SAM.gov.

A W-9?

A 501(c)3 incorporation letter (for nonprofits and community-based organizations) or business license (for social enterprises)?

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Attachments

Please attach the required documentation. You may also include additional material that is necessary to complete other portions of your application.

Required attachments include:

- Project budget (see the Budget Template)
- Budget supporting documentation (see Budget Documentation Guide)
- Letter of Support from local jurisdiction or elected official from which the project will be implemented
- (If applicable) Letter of Support from agency or organization providing use of facilities