



2024 Go Human Community Streets Grant Application Form

Overview

The Southern California Association of Governments (SCAG) and *Go Human* announce the Call for Applications for the *Go Human* Community Streets Grant Program (Community Streets Program). With support from the California Office of Traffic Safety (OTS), the Community Streets Program provides grant funding to successful eligible applicants to implement traffic safety strategies through community engagement projects.

In alignment with and furtherance of SCAG's Racial Equity Early Action Plan, the Community Streets 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; disabled people; and frontline workers.

The Community Streets Program provides a minimum of 12 eligible applicants with up to \$30,000 in grant funding to support projects that implement traffic safety strategies including but not limited to messaging, education, engagement activities, leadership development, community assessment or resource distribution.

Applications are due Feb. 2, 2024.

Application Checklist

Follow this checklist to ensure that you are ready to apply to the Community Streets Program. Please refer to the 2024 *Go Human* Community Streets Program Guidelines for more details. We suggest you record your responses in a separate document (i.e. MS Word) for ease of copying and pasting responses and to prevent loss of data.

Reminder: Public agencies and entities with 501(c)4 status are not eligible for this program.

Can you complete your project within the 3-4 month grant implementation period? If not, consider reducing your scope of work.

- Yes
- No

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

- Yes
- No

Are the costs in your proposed budget allowed per the Program Guidelines?

- Yes
- No

Can you provide the required insurance?

- Yes
- No

Can your organization obtain the necessary permits to implement the proposed project within the project implementation period (ending in Aug. 2024)?

- Yes
- No

Can your organization carry out a cost reimbursement-based grant project? Grant funds will not be provided until the project is complete.

- Yes
- No

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

Submission of the Mid-Project Update, Final Report, and deliverables required by the Community

Streets Program. Learn more about the reporting requirements you will need to comply with if awarded funding.

Yes

No

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

Yes

No

Any necessary permits to implement the proposed project?

Yes

No

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

Yes

No

A W-9?

Yes

No

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

Yes

No

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 Streets Program Awardees (“Awardees”) to revise their Scope of Work prior to the implementation period. The implementation period for all projects begins upon execution of the Memorandum of Understanding (anticipated in April or May 2024) and ends on Aug. 31, 2024. The Scope of Work includes two tasks:

Task 1: Project Implementation (approx. May 2024 - Aug. 31, 2024)

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 (e.g. photos, videos, surveys, etc.)*
- *Mid-Project Update (via phone or e-mail)*
- *Promotional Outreach Materials (e.g. fliers, banners, postcards, etc.)*
- *Other deliverables specific to the proposed project*

Task 2: Final Report (due Sep. 6, 2024)

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

Deliverables: Final Report

Program Guidelines

Applicants are invited to review the 2024 *Go Human* Community Streets Program Guidelines. If applicants have additional questions, they may submit questions or request additional information by email with "Community Streets Program" in the subject line to gohuman@scag.ca.gov.

Application Submittal Instructions

Complete the following application pages and include all necessary attachments in your submittal. All applications are due by **Feb. 2, 2024, at 11:59 p.m.** Any applications received after that time will not be considered.

Applicant Information

Organization Name *

Contact Name *

First Name Last Name

Phone Number *

Email *

example@example.com

Secondary Contact Name

First Name Last Name

Phone Number

Email

example@example.com

Website

Social Media Handles

Facebook, Instagram, Twitter, TikTok, LinkedIn

Brief Description of Organization (100 words) *

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

0/100

Organization Type *

Community Based Organization

Non-Profit Organization

Social Enterprise

Other

If "Other" was selected above, please describe

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

Yes

No

Does your organization have a fiscal sponsor? If yes, who?

Yes

No

Can your organization provide proof of the following required insurance? Check all that apply. 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 (please see below)

If your organization is unable to meet specific requirements, please identify specifically which requirements you are unable to comply with. Applicants without insurance may be considered on a case-by-case basis.

Project Information

Project Name *

Project City/Jurisdiction *

Project County *

Project County or Unincorporated Area

Project Area *

Enter city, unincorporated area, neighborhood or community

Total Requested Funding *

Please enter a dollar amount

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

Kit of Parts Technical Assistance

Go Human Co-Branded Ads

Special Permits

City Council Approvals

Use of Facilities or Venues Not Owned by Your Organization

None of the Above

Context

The following questions will ask for narrative responses describing your proposed project and a project budget. Please use the 2024 *Go Human* Community Streets Evaluation Rubric to structure your responses.

Describe the communities your project will serve and how the project will prioritize results for those most harmed by traffic injuries and fatalities. Equity & Justice (10 pts.) *

0/200

As noted in the guidelines, the Community Streets Program targets the structural issues that affect the safety of people walking and biking, rather than the behavior of people walking and biking. Considering this framework, what are the primary traffic safety needs or issues this project will address? Equity & Justice (10 pts.) *

0/200

Proposed Project

Summarize the proposed traffic safety strategy. What actions will you take during the implementation period and what impact will they have to address the stated traffic safety issues of the community described in the problem statement? Applicants are encouraged to propose creative, strategic projects that center justice and respond to program goals and communities' current needs. Impact (15 pts.) *

0/350

What are the anticipated objectives and outcomes? How will your project track and evaluate outcomes and impact? Impact (10 pts.) *

0/300

How many people do you anticipate reaching (i.e. social media reach, number of people or virtual attendees, number of impressions from media messaging, etc?) Engagement (5 pts.) *

Explain the steps you will take to reach this audience. Engagement (10 pts.) *

0/200

Qualifications and Feasibility

What are your qualifications to carry out this project? Qualifications (10 pts.) *

Please include your qualifications in relation to your experience in carrying out similar projects and to the communities described in the Context section. 0 / 200

How do you plan to execute your project to remain within the implementation period and stay within budget? Feasibility (10 pts.) *

Please list key dates for project steps and actions based on the project implementation period, May through August 2024. Include major milestones, including but not limited to, major events, securing permits, City Council approvals, Kit of Parts Safety Demonstration project dates (if applicable), messaging materials distribution dates, helmet distribution, etc. 0/300

Project Budget

Using the budget template, please identify the labor costs and eligible direct costs to complete your project successfully. Upload the budget and supporting documentation as an attachment to this application. The maximum award amount for this grant program is \$30,000. Please use the 2024 *Go Human* Community Streets Project Budget Template to craft your proposed budget.

Instructions:

Organization and Project Information.

- Fill out your organization information and project title.

Job Titles and Hourly Rates.

- List the job titles of all employees who will work on your Community Streets Grant project under "Direct Labor Classification(s)."
- List job titles and not names (e.g., Executive Director, Program Coordinator, Assistant, etc.).
- List each employee's actual hourly pay rate under "Maximum Hourly Rate."
- You must support the hourly rate with documentation that includes that hourly rate (e.g. payroll register, a copy of paycheck with the hourly rate, hourly rate in another grant budget approved by the grantor, etc.).
- Do not include overhead and fringe benefits costs to the hourly rate.
- Applicant may include their valid federally negotiated indirect cost rate in the project budget. Otherwise, project budgets may include a 10 percent de minimis indirect cost.

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 and 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 (i.e., and not Direct Labor), and must be limited to no more than \$10,000.
 - The other direct costs as well as third-party contractor costs are subject to SCAG's procurement standards (documentation supporting the procurement process may be requested) and must be reasonably justified in relation to the proposed work.
 - Only the actual and paid costs with sufficient documentation to substantiate the costs (e.g. a copy of payment made to the vendor, receipts etc.) may be reimbursed.
 - For information on allowed and unallowed 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 may provide supporting documentation for the proposed cost.
- **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.

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 *2024 Go Human* Community Streets Project Budget Template)
- Budget supporting documentation to verify staff rates (such as paystubs or payroll registers)
- Letter of Support (see the *2024 Go Human* Community Streets Letter of Support Template) from local jurisdiction or elected official from which the project will be implemented.
 - Preferred signatories include City Manager's or City Council member's office if the project takes place in a city, or the Board of Supervisor's office if the project takes place in an unincorporated area.
 - Letters of Support must be submitted on City/Jurisdiction letterhead.
 - Please copy and paste from the template into a new doc for your personalization.