

Overview

The Southern California Association of Governments (SCAG) announces the Call for Projects for the Local Community Engagement and Safety Mini-Grants (Mini-Grants). With support from the California Office of Traffic Safety, the Mini-Grants expand the concept of traffic safety amid the efforts to reduce the transmission of the novel coronavirus (COVID-19) and recognize its unprecedented impact on our communities. Within this environment, SCAG recognizes the shifting needs and priorities of communities in the region.

Program Goal

As a program of SCAG's [Go Human campaign](#), the Mini-Grants aim to build street level community resiliency and increase the safety of vulnerable street users, defined as those who depend on biking and walking. Under the umbrella of traffic safety and mobility justice, the Mini-Grants will fund strategies that:

1. Identify emerging mobility and safety issues in local communities.
2. Educate and engage communities on safe practices.
3. Increase access to safe routes for vulnerable street users.
4. Envision safety improvements to transportation infrastructure that prioritizes local vulnerable street users.

Strategies outside of these categories will be considered. Applicants are encouraged to propose creative, strategic concepts that respond to the program goals and communities' current needs.

Eligible Applicants

Community-based organizations, non-profits, artists, students, and creators may apply for a Mini-Grant, and applicants may propose projects tailored to their expertise and capacity. Funding is available to recipients across the SCAG region, which encompasses the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura.

Grant Amount and Term

SCAG will award up to \$10,000 to selected projects (previous awards were as small as \$1000, based on applicant requests). All projects shall be implemented between **May 2020 and July 31, 2020. 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:** April 21, 2020
- **Application Deadline:** May 14, 2020
- **Awardees Announced:** May 21, 2020
- **Project Implementation:** May 21, 2020 to July 31, 2020

Objectives and Example Projects

Grant recipients must meet at least one of the program objectives, listed below with example projects provided for illustrative purposes. Applicants may propose a project not identified here.

Objective #1: Identify or document emerging mobility and safety issues in local communities.

- Create a needs assessment and document community adaptation, using quantitative or qualitative methods.
- Host virtual walking assessments and/or community audits with a focus on traffic safety.

Objective #2: Educate communities on safe practices.

- Develop graphics or media to provide education on traffic safety that aligns with public health guidance regarding COVID-19.
- Develop and host virtual tutorials, workshops, webinars, or classroom series and facilitate discussions.

Objective #3: Increase access to safe mobility options for vulnerable street users.

- Map safe routes and options for biking and walking to essential services, such as grocery stores, pharmacies, food distribution centers, etc. (with consideration for the role of open streets)
- Provide safety training to volunteers performing errands for vulnerable communities.

Objective #4: Envision safety improvements to transportation infrastructure that prioritizes local vulnerable street users.

- Develop a street level community resiliency plan that centers safety and mobility justice.
- Facilitate interactive online workshops, charettes, or design gatherings.

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. Proposers are encouraged to incorporate *Go Human* resources into their project proposals (if desired and applicable), including co-branded advertising and education materials, such as digital advertisements and lawn signs with safety messaging. Messaging may be updated to fit the community's needs.

A list of available resources can be found at:

<http://gohumansocal.org/Pages/Advertising-Campaign.aspx>

Please note, resources are available regardless of award.

Application and Selection Criteria

All applicants must fill out a Local Community Engagement and Traffic Safety Mini-Grant Application (Application), provided by SCAG. Project proposals will be evaluated based on the following Selection Criteria: reach (25%), impact (45%), feasibility (25%), and cost-effectiveness (5%). SCAG is the sole arbiter of any proposal.

Requirements

Submission Requirements

- E-mail a PDF version of your application by Thursday, May 14 at 5:00 PM PDT (as determined by SCAG's time stamp) to Andrés Carrasquillo at carrasquillo@scag.ca.gov. Any proposal received after the deadline will not be considered.
- Applicant must be at least 18 years of age (as of May 14, 2020) and complete a W-9 form to receive payment if selected. Applicants who are under 18 years of age must have a co-applicant who is at least 18 years of age.
- Projects that involve private or personal property may be required to provide insurance per SCAG insurance requirements (see attached). Applicants may include the cost of insurance in their project budget, provided the total budget falls under \$10,000.

Reporting Requirements

- Mini-Grant awardees must provide a mid-project update in June, which may take the form of an e-mail or phone call, and a final report detailing project outcomes with photos or documentation (if applicable).

Social Media And 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) 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) for prior approval from OTS and SCAG. Please allow 1 – 2 weeks for approval.

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
- Items that are not indicated in the original project budget

Insurance Requirements

(also see RFP Template)

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 ENDORSEMENTS 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

Insurance Requirements

(also see RFP Template)

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.
- 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) Workers' Compensation and Employer's Liability policies shall contain the inclusion of SCAG, its members, subsidiaries, officials and employees and shall provide a waiver of subrogation.
- 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

Insurance Requirements

(also see RFP Template)

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.