

Application deadline: November 30, 2022

Introduction

The Capital District Transportation Committee (CDTC) is offering a **Bicycle Safety Training Grant Program** to offer funding assistance for local bicycle safety education. CDTC is making **\$5,000** in federal planning funds available to assist local governments, k-12 schools, and not-for-profit organizations in implementing small-scale bicycle safety education and training programs for children and adults taught by [instructors certified by the League of American Bicyclists](#), referred to as League Cycling Instructors (LCIs). The League of American Bicyclists offers the only nationwide cycle instructor certification program. The CDTC has identified League Cycling Instructors in the Capital Region to conduct requested skills workshops for both children and adults. This program is currently supported in the CDTC [2022-2023 Unified Planning Work Program](#) (UPWP) and applicants are being sought for calendar year 2023 as part of CDTC's call for transportation planning projects.

Eligible Applicants

Municipalities, K-12 schools, and 501(C)3 non-profit organizations within the [designated planning area of CDTC](#), which includes the counties of Albany, Rensselaer, Schenectady, and Saratoga (except the Village of South Glens Falls and the Town of Moreau) are eligible to apply. Applicants must be able to provide a W-9 and have the authority to execute a Memorandum of Understanding (MOU).

Eligible Trainings

CDTC has identified 2 types of trainings, one for children and one for adults. Funding has been reserved for each type. Applicants may submit more than one proposal (for example, an applicant may submit for a children's training and also for an adult training, or for more than one adult training). **All initiatives must be completed by December 31, 2023.**

1. Youth Bike Skills Trainings

Youth trainings, for ages 5 – 11 years, will be based on the League of American Bicyclists *Bicycling Skills 123 Youth Instructor Manual* and facilitated by an LCI. These trainings typically include helmet fittings and bike tune ups as well as fun and challenging skills development such as slow racing, dodging obstacles, sudden stops, practicing rules of the road, and much more. Course pacing is flexible to accommodate a crowd of kids. Each child that completes the course will receive a certificate of completion and celebration materials. Attendees must bring their own bikes or sponsors can provide bikes for attendees to use.

Estimated run time for the training is 2 hours (additional time is required to set up and break down).

Eligible Reimbursements

- Up to \$400 for safety giveaways such as bicycle helmets or safety vests. The price of bicycle helmets is capped at \$9 per unit (contact CDTC staff for vendor information)
- Up to \$50 for refreshments for participants and volunteers

Sponsors are responsible for the following:

- Advertising the event and encouraging children of the appropriate age group to attend the event
- Recruiting approximately 10 volunteers to staff the event, including to provide intake, helmet fittings, and supervising kids on the training course.
- Providing a suitable location such as an empty parking lot or basketball courts
- Providing tables and chairs, clip boards and pens, traffic cones, other pavement markers, and additional materials that may be required to set up the training course

CDTC will provide the following:

- Certificates of completion and celebration materials for participants
- Outreach to a local bike rescue or bike shop to request free on-site bike tune ups for trainees

2. Adult Bike Skills Trainings

This training, based on the League of American Bicyclists *Traffic Skills 101* course and taught by an LCI, will teach attendees to ride legally and safely in traffic and on a trail. Participants aged 14 years or older will learn how to conduct bicycle safety checks, fix a flat, and learn on-bike skills and crash avoidance techniques. Attendees must bring their own helmets and bicycles. Attendees will be expected to pay a modest fee (such as \$5) to register to attend the training, in part to help minimize no-shows. Maximum class size for each training is 10 attendees. Registration will be provided through the League of American Bicyclists website. Through the League's website, attendees can pay their registration fee as well as fill out the required waivers and parental permissions (if applicable).

Approximate run time for the training is 9 hours; 4 hours of classroom instruction and 5 hours of road riding instruction. This instruction may be completed in two days such as a Friday and Saturday or Saturday and Sunday.

Eligible Reimbursements

- The cost of lunch for each attendee, up to \$15/attendee and instructor
- Course materials, up to \$20/attendee

Sponsors are responsible for the following:

- Advertising the event and encouraging adults and young people of the appropriate age group to register for and attend the event
- Providing a virtual or in-person classroom space for the classroom portion of the course, as determined by COVID protocols

Funding Information

This reimbursement program will cover up to 75% of the total proposed project cost, including payments to the LCI trainer of \$120/hr. for the youth trainings and \$60/attendee for the adult trainings. The project sponsor is responsible for covering 25% of the total project cost with a match of in-kind labor.

For example, if the total proposed project cost (including LCI trainer fees that CDTC will pay to the trainer directly) is \$1,000, the applicant must provide at least \$250 in labor to match the \$750 grant. The applicant will be required to submit invoices with related receipts for reimbursement at the conclusion of the training(s).

An in-kind match is a non-cash contribution of value provided by the municipality, organizations, or individuals participating in the project. In-kind match is typically the calculated value of personnel or volunteer hours contributed to the project. Project applicants have the option to use salary rates or a [standard volunteer rate for New York State](#) to support their in-kind contribution.

Project sponsors will be required to document the 25% match of in-kind labor performed on project-related tasks using a match worksheet to be provided by CDTC.

Ineligible Expenses

The primary source of funding for this program are FHWA's Section 104(f) Metropolitan Planning (PL) funds. Ineligible project expenses include costs for permanent infrastructure, including but not limited to Fix-It stands, bike racks, guiderails, speed feedback displays, and traffic control devices such as signs and signals.

Submitting an Application

Applications will be required to document a match contribution of not less than 25% of the actual total project cost. The anticipated source(s) of your in-kind match contribution must be indicated on the Match Documentation Worksheet. Application forms must be submitted with a W-9.

Email the completed application form and related materials to cdtc@cdtcmpo.org. **Applications will be accepted through November 30, 2022.**

Evaluation Criteria

- The applicant can demonstrate the capacity and commitment to completing the project and submitting required paperwork (i.e. invoices, receipts, match worksheet, etc.) by December 31, 2023.
- The applicant can demonstrate that they can recruit volunteers (if applicable) and successfully conduct outreach to generate enough participation for a successful training event.
- The applicant provides a W-9.

Evaluation Process

Applications will be evaluated by CDTC staff upon submission. Applicants should expect a response on the status of their application no more than 30 days after it was submitted. Recommendations will be made to CDTC's Planning Committee for funding.

CDTC reserves the right to modify the program without prior notice.

Applicant Information

Organization's Name: _____

 Organization Type (check one): Municipality 501(c)3 Not-For-Profit K-12 School

Address: _____

Contact Person's Name: _____

Phone Number: _____ Email Address: _____

Co-Applicant(s), if applicable: _____

Type	Number of Trainings Requested
Youth Bike Skills Trainings (approx. 5 years- 11 years)	
Adult Bike Skills and Maintenance Trainings (14 years and older)	
Total	

Training(s) information

- Describe where the training (or each of the trainings, if you are applying to host more than one) will take place including details such as site address, site description and classroom facilities and amenities. If you are requesting to hold an adult training, indicate what registration fee you intend to charge attendees (a small fee is recommended to help ensure against no-shows and to help offset the cost of the trainer).

5. Calculating the Grant Request
Youth Bike Skills Trainings

- a. League Cycling Instructor fee: \$120/hr x _____ hours = _____ **LCI Trainer fee subtotal**
- b. Estimated Safety Giveaways (\$400 max, \$9/bike helmet max) and refreshments (\$50 max)

Item Description	Number of Units	Unit cost	Subtotal

Safety giveaways and refreshments subtotal =

Total Grant Request for Youth Trainings (LCI trainer fee + safety giveaways and refreshments) = _____

Adult Bike Skills and Maintenance Trainings

- a. League Certified Instructor fee: \$60/attendee x _____ attendees¹ = _____ **LCI Trainer fee subtotal**
- b. Estimated Expenses such as lunch (\$15/per attendee and instructor max) and course materials (\$20/attendee max)

Item Description	Number of Units	Unit cost	Subtotal

Lunch and course materials subtotal =

Total Grant Request for Adult Skills Trainings (LCI trainer fee + lunch and course materials) = _____

Grand Total requested for all trainings (total cost of youth trainings + total cost of adult trainings):

¹ A maximum of 10 attendees per training. To provide for more than 10 attendees, apply for multiple trainings.

6. Calculating the Sponsor's 25% Match Commitment:

Total grant request (from the box in 5, above) / 3 = _____ sponsor's 25% match commitment (minimum match amount)

Total Estimated In-Kind Match (staff and volunteer labor only):

Submission Checklist:

- ___ Application Form
- ___ Match Documentation Worksheet
- ___ W-9

Optional:

- ___ Support letter

MATCH DOCUMENTATION WORKSHEET

A 25% match is required for this program. Provide an estimate of your anticipated match on this worksheet. The applicant will be required to document a cash or in-kind match contribution of not less than 25% of the total project cost.

In-Kind Match is a non-cash contribution of value provided by project sponsor, individuals, or partner organizations participating in the project. In-kind match is typically the calculated value of personnel hours contributed to the project. Project applicants have the option to use salary rates or a standard volunteer rate for New York State https://www.independentsector.org/volunteer_time to support their in-kind contribution.

Cash Match, i.e., a cash contribution can come from municipal funds (general revenue), cash donations, third parties (i.e. partner organizations) or from non-federal grants.

In-Kind Match – Staff (Paid) Hours

Staff Member Name	Activity Description	Estimated Hours	Salary Rate (\$/hour)	Staff Time Value (= Hours * Rate)

subtotal =

In-Kind Match – Volunteer Hours

Volunteer Name	Activity Description	Volunteer Hours	Volunteer Rate (\$/hour)	Volunteer Value (= Hours * Rate)

subtotal =

Cash Match

Description	Source (Non-Federal Grant, Donation, Municipal Budget, etc.)	Total Cash Amount

subtotal = _____

Total Estimated Match = _____

Attach additional sheets if necessary