SF Environment
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A Department of the City and County of San Francisco

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CITY AND COUNTY OF SAN FRANCISCO
Department of the Environment Bike Fleet Program Grant
<u>Grant Solicitation</u>

Grant Solicitation Issue Date: September 30, 2010
Deadline to submit applications: October 14th, 2010, 3:00 PM

The mission of the San Francisco Department of the Environment (SFE) is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term wellbeing by developing innovative, practical and wide-ranging environmental programs in recycling, toxics reduction, environmental justice, energy efficiency, commute alternatives and urban forest. SFE fosters groundbreaking legislation, and educates the public by providing comprehensive and accessible information on a variety of practices, which serve as models for other cities and countries.

ABOUT THIS GRANT

<u>SF Environment will disburse up to $13,000 over one year to non-profit organizations working on issues related to the Bike Fleet Program for City and County of San Francisco employees.</u> The project will end December 1, 2012.   Non-profits selected for grant funding will work with the San Francisco Department of the Environment (SFE) to provide bike related outreach and data collection. This project is funded by the San Francisco County Transportation Authority's (SFCTA) Program Manager Transportation Fund for Clean Air and Proposition K funds.

Background

The City and County of San Francisco encourages its employees to eliminate work-related vehicle trips by providing departments with bicycles and related accessories through the Bicycle Fleet Program. Employees can use bicycles to attend meetings, perform inspections/audits, conduct neighborhood surveys, travel between different plants/clinics, go on patrol, conduct outreach, manage park maintenance and other duties. As shown through the 2010 Bike Fleet Survey and a consistent waiting list of requests, the program is useful to city employees and effectively reduces their city/personal vehicle use during work hours.

The program is particularly effective with reducing the use of vehicles for work-related trips. The 2010 Bike Fleet survey showed that the 19 departments with a requested bike since project inception changed their travel mode, mainly from city or personal vehicle to bike. On average, weekly miles traveled for each mode, other than bicycle, decreased.

Table 1: Weekly Mileage Differences (2010 Bike Fleet Survey)

Mode	Weekly Mileage Change
City-owned vehicle	90.5 mile decrease
City-owned vehicle (alternative fuel)	37 mile decrease
Taxi	7 mile decrease
Transit	80 mile decrease
Walk	65 mile decrease
Bike	223.5 mile increase
Cushman	47 mile decrease
Personal vehicle	53.5 mile decrease
Other	13.5 mile decrease

Other: rideshare, personal bike, walking, Go 4, wheel barrow, and trailer for tools
Source: 2010 Bike Fleet Survey

The respondents of the survey suggested a few improvements to the program that would increase ridership and strengthen the program's goal of reducing work-related vehicle trips. These improvements include a toolkit and training for employees on program administration and proper riding, safety and maintenance. The qualitative analysis of the survey results showed a few areas of opportunity:

- <u>Promotion/Marketing</u>. The City Bike Fleet program is not well known by city employees at large; it is even forgotten within departments that already have bikes
- <u>Storage</u>. Many departments have makeshift storage options, often times leaving bikes in the general office setting
- <u>Maintenance</u>. Bikes that receive regular use need regular maintenance
- <u>Training</u>. Even participants already using the bikes have echoed the need for additional training on safety, maintenance, locking and routing

The objective of the project is to provide the tools, outreach and training as identified in the 2010 Bike Fleet Survey, including:

1. Developing a toolkit and other outreach materials
2. Conducting site visits
3. Providing training workshops
4. Surveying

Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to fulfill SFE's needs.

SFE will partner with a non-profit organization to promote and grow the City and County of San Francisco Bicycle Fleet Program. SFE will provide program oversight and administration and the non-profit will provide input into the toolkit, give training and administer the survey. SFE will provide oversight and coordination for the length of the project. The Scope of Work for the non-profit partner includes the following tasks and deliverables:

1. Assist in the development of a toolkit to determine:
    a. Placement of bicycles
    b. Administrative procedures
    c. Infrastructure requirements
    d. Promotion and outreach
    e. Emergency Ride Home program

2. Contribute in the development of outreach materials including posters and fliers to distribute to the departments to help promote the Bike Fleet and the Emergency Ride Home Program.

3. Assist participating city departments in citing a safe and secure location for storing the bike, recommending bike specifications and determining if a bike rack is required. Determine the number of trips made for work purposes that can be shifted to bike.

4. Offer up to 15 training workshops for interested participants. These can include one-hour training programs that cover safety, maintenance, locking and routing. The trainings will offer a hands-on learning experience, encouraging safe, well-informed riding. These courses could take place during the lunch hour or after work and include information about proper bicycle and helmet fitting, rules of the road, route selection, locking your bike, carrying cargo strategies and more.

5. Survey City Bike Fleet recipients to determine their use of the bikes and the VMT reduced for work trips. Bike recipients from previous years will also be contacted to participate. Findings will be provided in a report along with recommendations for future programs.

6. Submit quarterly and annual progress reports in a form approved by SFE.

GRANT PROCEDURES & GUIDELINES

Who can Apply – Only non-profit 501(c)(3) organizations may apply. Applicants are required to submit proof of non-profit status.

Grant Types and Sizes – The maximum grant size is $13,000, no minimum grant size is defined. Grants will begin as soon as a grant agreement has been certified by SF Environment. The grant will end on December 1, 2012. If no suitable applications are submitted or if grant funds remain upon completion of the grant process, SFE retains the right to reallocate the grant funds.

Audience Focus – This project must serve City and County of San Francisco employees.

Application Format – Proposals should be no more than five (5) pages in length (including front and back), not including attachments. Proposals must be computer generated in 12-point font. Only electronic copies of the proposal will be accepted. Applicants should submit an electronic copy of the proposal to lillian.c.chan@sfgov.org. The applicant is solely responsible for delivering the application in an acceptable form by the deadline.

Application Deadline   Applications will only be accepted by email at: **lillian.c.chan@sfgov.org**.

ALL APPLICATION MATERIALS MUST BE RECEIVED BY THE DEPARTMENT BY 3:00 PM ON MONDAY, October 14th, 2011, WITHOUT EXCEPTIONS.

***Funding Limitations, Grant Agreement/Contract Requirement, and Payment Process* –** Before the City can award any grant funds, the grantee must become an approved city vendor and meet Human Rights Commission (HRC) requirements. This process can be arduous and should be started as early as possible in the application process. Required forms may be downloaded from http://www.sfgov.org/oca/purchasing/forms.htm. For more information on the HRC requirements and forms, please contact the HRC at 415-252-2500. For insurance requirements and copies of sample insurance certification forms, contact Rachel Buerkle at 415-355-3704.

SF Environment's payment process for grants and contracts is cost-reimbursement. Payments will be withheld pending timely submission of quarterly and final reports.

For more information – Contact Lillian C. Chan at 415-355-3705 or lillian.c.chan@sfgov.org.

Required Elements of Proposal

- **Application Cover and Checklist**   Applicants who do not submit all required documents will lose 10 points.

- **Proposal Narrative (Included in the 5-page limit)** The narrative must include the following sections, and should provide specific details on how the applicant will meet the project scope and goals outlined in the grant solicitation. **(60 points distributed as follows)**

  - **Project Summary (5 points-should be no longer than half a page)**
    Briefly summarize the project, the amount being requested, the goals and objectives.

  - **Project Description (35 points)**
    Provide a description of the project, including the goals, objectives and activities to be undertaken and how these are sustainable, realistic and measurable. Describe how the project addresses the needs of the City Bike Fleet Program, and how the organization will work collaboratively with SFE to complete the proposed project.

  - **Qualifications (10 points)**
    Describe your organization's qualifications and past experience with similar projects. Describe your organization's past accomplishments and services, and how your organization has effectively and successfully managed other grants or projects with the City and County of San Francisco. List qualifications of the key members of the project team for this particular project.

  - **Evaluation (10 points)**
    Describe how the success of your project will be measured and tangible outcomes you expect to achieve. Identify both quantitative and qualitative results. Include a description of the evaluation methods that will be employed throughout the project.

The following items will not be counted towards your 5-page limit:

- **Work Plan (25 points) -** *sample work plan format provided below*
  Show that the project is well thought-out and includes milestones and deliverables in a feasible timeline. Describe how the deliverables and outputs support the projects goals and outcomes. Major tasks should include tasks necessary to evaluate the effectiveness of your project. Please specify who will be responsible for each task.

  Please specify the dollar amount from your budget that will be allocated to the tasks by task and provide a task total. Include reporting and evaluation in the work plan. Funding may be withheld if work plan outputs and outcomes are not completed according to the approved schedule.

- **Budget Spreadsheet and Budget Narrative (15 points) -** *sample budget format provided below*

Provide a narrative description of each line item in the budget. Provide a total project budget that includes the amount requested from SFE. Food, construction, and equipment costs are ineligible expenses.

- **<u>Organizational Chart</u>** - Please include as an organizational chart for your organization, including the project team, and a list of board of directors.

- **<u>References</u>** – Please submit a list of at least three (3) references with complete contact information.

- **<u>Proof of non-profit status verifying tax-exempt status</u>**

- **<u>Financial Statements and List of Grants Received in Past 3 Years</u>** – see attached cover sheet for details

<u>Selection Process and Scoring</u>

Written Proposals (100 points)
    A. Written proposals will be evaluated by a selection committee on the basis of 100 possible points as identified above.

Sample Work Plan Format

	Work Performed	Deliverables	Timeline	Budget
Toolkit and Outreach Materials Development	•	•		
Site Visits	•	•		
Training Workshops	•	•		
Survey and Report	▪	•		

Sample Budget

Budget should include the total project costs, the amount requested from SF Environment. Provide a narrative description of each line item in the budget. Provide a total project budget that includes the amount requested from SFE. Food, construction, and equipment costs are ineligible expenses.

Toolkit and Outreach Materials Development					
	Salary	Fringe	Overhead	Hours	Total Cost
Non-Profit Applicant Staff Rate					
Total staff cost					
Total					
Site Visits					
	Salary	Fringe	Overhead	Hours	Total Cost
Non-Profit Applicant Staff Rate					
Total staff cost					
Total					
Training Workshops					
	Salary	Fringe	Overhead	Hours	Total Cost
Non-Profit Applicant Staff Rate					
Total staff cost					
Workshop materials					
Total Equipment/Supplies					
Total					
Survey and Report					
	Salary	Fringe	Overhead	Hours	Total Cost
Non-Profit Applicant Staff Rate					
Total staff cost					
Total					
Total					
Total Staff Cost					
Total Equipment/Supplies Cost					

City and County of San Francisco Bike Fleet Grant Application Cover and Checklist

The application cover must include the following information:
- ☐ Name of Applicant/Organization
- ☐ Address
- ☐ Contact Person and Title
- ☐ Contact Telephone, Fax and Email
- ☐ If you have a fiscal sponsor, please provide the following information:
  - Fiscal Sponsor
  - Fiscal Sponsor's Budget
  - Contact
  - Title
  - Phone
- ☐ Type of Project (City & County of San Francisco (CCSF) Bicycle Fleet Program)
- ☐ Amount Requested from the City and County of San Francisco:
- ☐ Length of grant in months
- ☐ Summary of Project (50 words or less)
- ☐ Dated signatures of Executive Director

<u>**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. APPLICATIONS MUST INCLUDE THE FOLLOWING ITEMS:**</u>

☐	A. Signed Application Cover
☐	B. Proposal Narrative, Work plan, and Project Budget
☐	C. Organization structure and organization chart for project team and list of board of directors *Please include as an attachment an organizational chart for your organization.*
☐	D. List of 3 references with contact information
☐	E. Proof of non-profit status verifying tax-exempt status
☐	F. Current year agency budget, previous year agency budget and previous year agency financial statement *For annual budget less than $500,000, applicants must submit a copy of 990 tax form; budgets between $500,000 and $1,000,000 must submit an independent auditor's review; and budgets over $1,000,000 must submit an independent auditor's report*
☐	G. A list of all grants received within the last 3 years, including the source of funds, the grant amount; grant timeline and a brief description of the projects for which they were used. Include all current and pending funding sources.