

Spare the Air Youth High School SRTS Grant Program



February 27, 2019

Overview

The deadline for grants for the 2019-20 school year is May 1, 2019.

[Spare the Air Youth](#) is seeking applications for high school student-led activities that have the potential to reduce greenhouse gas (GHG) emissions from sources related to transportation. Spare the Air Youth (STAY) is a program of the [Metropolitan Transportation Commission](#) (MTC) and the [Bay Area Air Quality Management District](#) (Air District). The grant program is being managed by [Alta Planning + Design](#) and the [Center for Climate Protection](#).

The grant will provide technical assistance funding to program providers (also referred to in this application as “vendors”) to support high school groups. Spare the Air Youth has set aside funding to support high school SRTS activities from FY 2018-19 through FY 2021-22. The 2019-20 pilot will provide \$90,000 of funding, and subsequent years will provide approximately \$90,000 a year. The grants can vary from \$6,000 to \$10,000 per applicant.

Grant application materials can be downloaded on the Spare the Air Youth website:

<http://www.sparetheairyouth.org/sr2s-high-school-grant-apply-now>.

An application support webinar will be hosted on March 20th at 11 am for applicants with questions about the application or SRTS High School grant.

Program Goals

The goals of the High School SRTS Grant Program are to:

- Increase peer-to-peer encouragement for active and shared transportation options for a diverse group of students:
 - Enable students of color, students who identify as women, trans, and/or non-binary, and students from lower income backgrounds to participate in the program.
 - Provide geographically-distributed participation around the San Francisco Bay Area.
- Increase opportunities for students to learn leadership skills through a service learning approach.
 - Support local student groups in implementing education/outreach programs to reduce driving-alone trips and to educate their peers about the benefits of active transportation.
 - Teach students how to collect and calculate data around CO₂ reductions and impacts.
- Increase youth leadership development throughout the region.
 - Increase high school student involvement in environmental/sustainability-related clubs.
 - Provide opportunities for student-led initiatives and campaigns.
 - Use the YES Conference and YES Summits as forums for interested student to share stories from their participation in the High School Grant Program

Who can apply?

Eligible applicants include School Teams made up of student groups and teachers, along with program providers, who wish to receive support for events and activities that reduce the use of single occupancy vehicles and/or educate classmates about the benefits of walking, biking, carpooling, and transit use. CCP will provide additional technical assistance and support including (but not limited to):

- Data collection materials, training and analysis
- Guest speaker presentations
- Youth Leadership Development Training workshops
- Campaign and curricula kits
- Replicable outreach and engagement materials
- Professional development opportunities for staff
- On-site support

A successful application will include input from all members of the leadership team (typically comprised of a program provider, students and a teacher champion) as well as a statement of support from school administration.

Program providers that have received Spare the Air Youth High School Grant funding in the past are encouraged to apply to this round of the High School Grant. Competitive re-submittals will build on lessons learned from the previous grant implementation.

The funding source for these competitive grants is federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. All projects funded by CMAQ funds must meet certain federal fund eligibility and

project delivery requirements. CMAQ restrictions on the purchase of incentive items will apply. Grant recipients are required to provide regular and timely reporting of activities and results to the Spare the Air Youth project team (see [Error! Reference source not found.](#)).

What Activities can be Funded?

Applicants will be expected to confirm compliance with required activities and outline specific elective activities they are proposing.

Required Activities

Applicants should include a plan and budget for grant administration and for conducting data through student hand-raising tallies.

Grant Administration

The School Team should meet with program providers at least twice during the grant, with additional meetings as needed based on selected activities. Program providers must participate in a High School SRTS Grant kick-off call. In addition, the program provider will be responsible for providing monthly reporting on grant activities and submitting invoices to Alta.

School Teams should assist program provider in completing a brief final report summarizing the activities and outcomes.

Pre- and Post-Grant Student Travel Tallies

All grant recipients will be expected to collect student travel tallies in alignment with best practice for SRTS's data collection methods for high schools. A representative sample of 20 percent should be collected for each school, both in the fall (September or October) AND in the spring (April or May). CCP will provide survey training, survey and data entry templates and support. Program providers will print forms, collect data, and conduct data entry.

Elective Activities

Applicants should include at least two elective activities, described below. School teams will fill out activity tracking forms and will receive technical assistance from Alta and CCP to collect participation data.

Eligible projects will be school-based, non-infrastructure projects that promote youth leadership, while working toward the larger goals of Spare the Air Youth. The below example projects provide a range of eligible activities. Contact info@sparetheairyouth.org with questions about whether an activity not listed is eligible.

We encourage grantees to invite the Spare the Air Youth grantors to these events so that we can see the program in action. The grantors are aiming to not only be funders of this work, but also see the impact of these grants on the ground.

Youth Advisory Board

Represent your school at a local and regional level by joining forces with student from all across your area to strategize solutions that can further engage students in building sustainable practices on school campuses. Youth Boards are a great way to further develop leadership and public speaking skills.

Single-Day Encouragement Event

Event days encourage students and families to try an alternative mode of transportation. Outreach prior to the event usually involves forming a planning team, developing outreach materials, identifying activities, and encouraging participation. Events may focus on the trip to and from school, while activities throughout the day can reinforce the messaging. One-day events are good events for leadership teams, as they provide an opportunity for students to practice community engagement and hands-on learning. Examples of single-day encouragement events include:

- [International Walk to School Day](#) (or Walk and Roll to School Day) is the first Wednesday in October, when schools around the country promote walking and other alternatives to driving alone in the family vehicle.
- [Bike to School Day](#) in May celebrates bicycling to school, while [Bike to Work Day](#) brings Energizer Stations around the Bay Area with fun bags and swag for people who bike.
- No Cars on Campus Day promotes transit use and other active modes. Students can host lunch time activities or special presentations and activities in the empty parking lot.
- Carpool to School Day/Cocoa for Carpools are great winter activities to encourage eligible students to drive their friends to school and other students to organize carpools. In Cocoa for Carpools, student groups hand out free hot cocoa to students who carpool.
- Transit Day encourages students to try transit in their communities. Students can help plan routes for their peers and provide destination recommendations to students.

More resources are available at: www.sparetheairyouth.org/walk-roll-school-day.

Competitions and Multi-Week Challenges

Competitions and other multi-day events encourage friendly competition between classes, with rewards for the student or classroom with the greatest percentage of alternative transportation trips in a given time period. Trips are tracked each day during the competition and the winning classroom receives a prize. Examples of competitions include:

- The Golden Sneaker Award honors the class with the most students who walk and bicycle to school with a Golden Sneaker trophy.
- Green Spirit Week or similar events can be school-wide friendly competitions, all with the goal of reducing student reliance on motor vehicles, while increasing awareness of other transportation options.

More resources are available at: www.sparetheairyouth.org/challenges-contests and ECO2school.org

Rally Activities

Rally activities typically happen during lunchtime and build excitement, enthusiasm and awareness of active transportation and can be planned in tandem with other events, such as during Walk and Roll to School Day. Activities can include a bike blender, slow races, small bike slalom, chalk tagging, bike gear fashion show, helmet decorating, or other activities. It is a good idea to plan at least two rally events a week during an ongoing completion or challenge.

Walking School Buses/ Bike Train

A walking school bus is a group of students walking to school together. Typically geared toward younger students, a walking school bus walks along a set route and picks up students along the way to school.

Similar to a walking school bus, a bike train is a group of students riding to school together. Bike trains can be organized through classes or using an online tool and students can pick up their peers along the way. Holding a bicycle safety class is a great first step to launching a bike train as it provides safety skills that students can practice on their rides to and from school.

Bike Field Trips

Bike field trips can offer an alternative to renting a bus or recruiting parent drivers, when the destination is within biking distance and the route doesn't pose undue hazards. Students who do not own a bike can often borrow one to join their peers. Law enforcement can be involved to monitor the route and/or help direct traffic.

Education Campaign

Education campaigns teach students, parents, and school staff about alternative transportation options, including the health, environmental, and social benefits of walking, biking, carpooling, and taking public transit. There can also be educational campaigns developed for drivers, such as anti-idling and share the road campaigns. Campaigns may also include student-led presentations, to inform other students of the campaigns. Students can present at school assemblies, classroom presentations, or outside of school at community-based meetings and presentations.

Education Curriculum

Organize a guest speaker to come to your school or classroom. Education curriculum can include instruction on safe street skills, environmental and climate-related education, sustainable transportation and urban design, and more. Classroom education should help students understand the role transportation choices play in environmental, community and personal health and are linked to Next Generation Science Standards, Physical Education or Common Core standards.

Bicycle Repair Class/Bike Shop

Bicycle repair education includes in-class or after-school lessons that teach students how to repair their own bicycles. Interested schools can check out repair equipment and materials for the length of the class.

School Safety Assessment/Walk Audit

A school safety assessment is a school/community event used to identify and evaluate the safety issues around a school. Students can lead these efforts by organizing assessments, documenting safety issues around schools, and presenting findings to PTA meetings or the school district. Assessment activities may include a walk audit (which includes observing arrival/dismissal and mapping safety concerns) or an assessment of the school/district wellness policy.

Tactical Urbanism

Tactical urbanism at schools are low-cost, temporary interventions within or around the school property that are intended to improve the built environment and encourage community building between students and the community. Example include:

- PARK(ing) Day is an annual event where on street parking is converted into park-like spaces.
- Open Streets are events where a street is temporarily closed to cars to provide safe spaces for walking, bicycling, scooting, and other social activities.

- Pop-up parks are generally underused spaces that are temporarily transformed into community gathering areas through beautification.
- Food trucks can be invited into spaces to attract people to underutilized spaces.

Bike Parking

Some school communities have students who may be interested in biking to school, but the school does not have enough secure bicycle parking to provide safe and convenient places for students to store their bikes on campus.

Other Activities

Students are encouraged to apply for projects that fall outside of these suggested activity categories. The project must include a minimum of two education or encouragement activities fall within the eligible criteria allowed by CMAQ funding.

Ineligible Activities

CMAQ funds may support a broad range of activities and projects permitted under the state and federal SRTS programs. However, there are some limitations using CMAQ funds to support SRTS activities, including:

- **Incentives are not CMAQ eligible.** While incentives are allowed expenses under the federal SRTS program, they are not eligible under the CMAQ program. Therefore this funding may not be used to buy incentive items or provide food, trophies, or other items used to reward positive behavior/positive outcomes under the program.
- **Outreach and Marketing materials are CMAQ eligible.** It is important to distinguish “incentives” from outreach and marketing materials that provide an educational/encouragement message. The latter, if used for outreach and marketing purposes and not as a reward or compensatory item, are eligible provided they have a message and are of minimal value. This includes items such as stickers, pencils, pedometers, wristbands, caps, sun visors, reflectors, water bottles and similar items.
- **Safety improvements such as crossing guards and mobile radar trailers are not eligible,** as they specifically address safety but do not directly lead to changes in travel behavior that result in greenhouse gas emission reduction. Safety improvements such as signage, warning lights, etc. oriented to motorists are also ineligible.

Cost Guidelines

The approved budget for the required and elective activities is shown in The evaluation committee will evaluate proposals against the evaluation criteria shown in the Error! Not a valid bookmark self-reference... Incentives may be purchased per eligibility requirements above. Additional technical assistance and program materials such as bike repair equipment or outreach banners may also be available to grant recipients.

Table 1. Fee per Activity

Activity	Cost/Event	Cost Details
Required Activities for all Grants		
Grant Administration (all grants)	\$800	Meetings with project team, grant kick-off meeting, monthly reporting and invoicing, staff coordination.
Pre- and post-student travel tallies (all grants)	\$2,200	Bi-annual surveys: program provider data collection and coordination.
Elective Activities (Suggested Costs)		
Coordination and Leadership Training	\$1,000	Staff coordination and organization to bring trainers
Single-Day Encouragement Event	\$1,000	Staff mentoring, printing costs, purchasing outreach materials
Competitions and Multi-Week Challenge	\$1,400	Staff coordination time, printing costs, purchasing outreach materials
Rally Activities	\$500-1,000	Training and support for planning and implementing. Rally activities are often in conjunction with single or multi-day events.
Walking School Bus/Bike Train	\$800	Staff time, design and printing for materials
Bike Field Trip	\$100 per student	LCI support, bike rental, staff organization and support
Education campaign	\$800	Staff organization and support, student training, reproducible materials
Education curriculum	\$800	Organization and coordination by staff for quest speakers or staff training of approved curricula.
Bicycle repair class/bike shop	\$4,000	For 10 students, a mechanic instructor, organization and coordination and materials
School Safety Assessment/Walk Audit	\$1,000	Staff organization and support, materials
Bike parking	\$1,000	Technical assistance, materials, and installation costs
Tactical urbanism	\$1,000	Staff mentoring, staff coordination, and materials
Other	TBD	Provide a summary of staff time, and materials for the grant

Selection Process

The evaluation committee will evaluate proposals against the evaluation criteria shown in the Error! Not a valid bookmark self-reference..

	10 points	5 points	0 points
Clarity and comprehensiveness of proposal	A clearly articulated and comprehensive project that addresses a specific problem.	A partially clear and comprehensive project that is not connected to a specific problem.	Proposal is incomplete.
Potential reach	A well rounded multi-tiered strategy that reaches a variety of students at different engagement levels.	A partially clear strategy to reach a variety of students at different engagement levels.	Program focuses on a strategy that only engages students on a single level.
Engages leadership teams	School and student leaders are deeply involved in project planning and implementation.	School and student leaders are superficially involved in the planning, or little leadership is required by students in implementation.	Schools and students are not involved in leadership roles.
Potential for mode shift	Activities have a direct impact on mode shift.	Activities focus on actions that indirectly impact mode shift.	Activities have little or no likelihood for mode shift.
Ability to engage with underserved youth	Applicant school is Title 1 (75% or more of students qualify for Free and Reduced Lunch programs).	Activities engage with communities of color or minority populations (such as through AVID, alternative school, or similar program).	No plan for engaging with underserved populations.
Ability to deliver a final product in a timely and on-budget manner	Program providers have a strong pre-existing relationship with the school site and leadership team. If program provider has received past STAY funds, they have administered funding in a timely and communicative manner.	Program providers have a minimal or new relationship with the school site and leadership team. If program provider has received past STAY funds, they have partially administered funding in a timely and communicative manner.	No relationship with the school site and leadership team. If p has received past STAY funds, they have not administered funding in a timely and communicative manner.

The evaluation committee will review all proposals and contact applicants as needed for additional information, clarification, and/or modification. Based upon its review and the funding available, the evaluation committee will select projects for grant funding. Together, School Teams will refine the work plan, schedule, measures of effectiveness, and budget.

Funding Restrictions

The fund source for these competitive grants is federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds. All projects funded by CMAQ must meet certain federal fund eligibility and project delivery requirements. Incentives are not eligible, but outreach and marketing materials are eligible. Grant

recipients are required to provide regular and timely reporting of activities and results to the Spare the Air Youth project team.

Minimum Insurance Coverages

Vendor shall, at its own expense, obtain and maintain in effect at all times the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under its Agreement with Alta, placed with insurers Best's Rating of A- or better with a Financial Size Category of VIII or better:

- Workers' Compensation Insurance with Statutory limits, and Employer's Liability Insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per accident, and any and all other coverage of vendor's employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation in favor of Alta. Such Workers Compensation & Employer's Liability may be waived, if and only for as long as vendor is a sole proprietor or a corporation with stock 100% owned by officers with no employees.
- Commercial General Liability Insurance for Bodily Injury and Property Damage liability, covering the premises and operations, and products and completed operations of vendor and vendor's officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000, a products/completed operations aggregate liability limit of not less than \$2,000,000 and Personal & Advertising Injury liability with a limit of not less than \$1,000,000. Such policy shall contain a Waiver of Subrogation in favor of Alta.
Products and completed operations insurance shall be maintained for three (3) years following termination of this Agreement.
Alta and their commissioners, directors, officers, representatives, agents and employees are to be named as additional insureds for ongoing and completed operations. Such insurance shall be primary and non-contributory and contain a Separation of Insureds Clause as respects any claims, losses or liability arising directly or indirectly from vendor's operations.
- Business Automobile Insurance for all automobiles owned (if any), used or maintained by vendor and vendor's officers, agents and employees, including but not limited to owned (if any), leased (if any), non-owned and hired automobiles, with limits of liability that shall not be less than \$1,000,000 combined single limit per accident.
- Umbrella Insurance in the amount of \$1,000,000 providing excess limits over Employer's Liability, Automobile Liability, and Commercial General Liability Insurance. Such umbrella coverage shall be following form to underlying coverage including all endorsements and additional insured requirements.
- Errors and Omissions Professional Liability Insurance for errors and omissions and the resulting damages, including, but not limited to, economic loss to vendor and having minimum limits of \$1,000,000 per claim
- Property Insurance. Property Insurance covering vendor's own business personal property and equipment to be used in performance of its Agreement with Alta, materials or property to be purchased and/or installed on behalf of Alta (if any), and builders risk for property in the course of construction (if applicable). Coverage shall be written on a "Special Form" policy that includes theft, but excludes

earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of Alta.

Vendor's obligation to provide the insurance described herein may be satisfied in whole or in part by adequately funded self-insurance, upon evidence of financial capacity satisfactory to Alta.

Vendor shall be responsible for payment of any deductible or retention on vendor's policies without right of contribution from Alta. Deductible and retention provisions shall not contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the Named Insured is unacceptable.

In the event that Alta seeks coverage as an additional insured under any vendor insurance policy that contains a deductible or self-insured retention, vendor shall satisfy such deductible or self-insured retention to the extent of loss covered by such policy, for any lawsuit arising from or connected with any alleged act of vendor, subvendor, subcontractor, or any of their employees, officers or directors, even if vendor or subvendor is not a named defendant in the lawsuit.

If any insurance specified above is written on a "Claims-Made" (rather than an "occurrence") basis, then in addition to the coverage requirements above, vendor shall:

1. Ensure that the Retroactive Date is shown on the policy, and such date must be before the date of its Agreement with Alta or the beginning of any work under such Agreement;
2. Maintain and provide evidence of similar insurance for at least three (3) years following project completion, including the requirement of adding all additional insureds; and
3. If insurance is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Agreement effective date, vendor shall purchase "extended reporting" coverage for a minimum of three (3) years after completion of the work.

All insurance specified above shall remain in force until all work or services to be performed are satisfactorily completed, all of vendor's personnel, subcontractors, and equipment have been removed from Alta's property, and the work or services have been formally accepted. Vendor must notify Alta if any of the above required coverages are non-renewed or cancelled. The failure to procure or maintain required insurance and/or an adequately funded self-insurance program will constitute a material breach of its Agreement with Alta.

Prior to commencement of any work hereunder, vendor shall deliver to Alta Certificates of Insurance verifying the aforementioned coverages. Such certificates shall make reference to all provisions and endorsements referred to above and shall be signed on behalf of the insurer by an authorized representative thereof.

The foregoing requirements as to the types and limits of insurance coverage to be maintained by vendor are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by vendor pursuant hereto, including, but not limited to, liability assumed pursuant to the Indemnification section of its Agreement with Alta.

Reporting Requirements

Funded vendors will provide monthly progress reports by the 5th of the month for each individual grant recipient they are working with. Monthly reports will provide the project number, grant recipient, school(s) involved, and will list activities conducted during the month, including dates, locations, and number of participants or attendees at events. Alta shall pay each invoice properly submitted by and due to vendor within thirty (30) days of the date of payment by MTC to Alta for Services covered by vendor's invoice or as required by law.