

# 2023 GO HUMAN COMMUNITY HUBS GUIDELINES

## Overview

The Southern California Association of Governments (SCAG) announces the Call for Projects for the *Go Human* Community Hubs Program (Community Hubs Program). With support from the California Office of Traffic Safety (OTS), the Community Hubs Program provides grant funding to eligible applicants to implement traffic safety strategies through community gathering and resource sites. Community Hubs Grant Program Guidelines can be found [here](#).

In alignment with and furtherance of SCAG's [Racial Equity Early Action Plan](#), the Community Hubs Program supports projects that facilitate community resiliency, recovery, and resource delivery, prioritizing outcomes for low-income families and communities of color, especially those most harmed by traffic injuries and fatalities.

## Program Goal

The Community Hubs 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; people with disabilities; and elders, particularly those walking and biking.

The Community Hubs Program provides a minimum of ten eligible applicants with up to \$40,000 in grant funding to support projects that leverage new or existing community gathering and resource sites to implement traffic safety strategies including but not limited to messaging, education, engagement activities, leadership development, community assessment or resource distribution. Hubs may include a physical or digital form, providing accessible spaces to streamline community education and resources. A hub co-locates multiple resources, serving as a convener to respond to multiple community needs.

Rather than focusing on the behavior of people walking and biking, the Community Hubs Program targets structural issues that affect the safety of people walking and biking, such as dangerous driving behavior, high vehicle speeds, street design, and structural racism.

**Applicants are encouraged to propose creative, strategic projects that center justice and respond to the program goal and communities' current needs.**

The Community Hubs Program aims to:

- *Improve traffic safety locally and across the Southern California region*
- *Leverage and build community leadership committed to traffic safety*
- *Leverage community venues, from parks to community centers and virtual networks as sites to address immediate and long-term community care and needs.*
- *Support creative and critical placekeeping and placebuilding*
- *Prioritize projects that center historically excluded or disinvested communities, mobility justice, disability justice, and rural community investment, among others*

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## Potential Project Types

Funded strategies through the Community Hubs Program may include but not limited to the following example projects:

- Co-location of traffic safety resources for distribution, such as helmets or lawn signs with traffic safety messaging for residents
- Community bicycle rides, walk audits, or open streets events
- Design and development of placekeeping/placebuilding features, such as public art or signage
- Community capacity building projects, such as a Virtual Traffic Safety Ambassador Leadership Development Programs
- Virtual information or media hubs, inclusive of traffic safety information, content or resource distribution
- Storytelling, oral history/oral futures projects or film development, including showcases and screening series
- Safety cohort or planning teams

## Eligible Applicants

Community-based organizations, non-profits, and social enterprises are eligible to submit a Community Hubs Program proposal. If awarded, applicants must be able to submit the supporting documentation for eligibility (i.e. a copy of the business license, 501(c)(3) determination letter from the IRS). Entities with 501(c)(4) status are not eligible for this program.

Funding is available to recipients across the SCAG region, which encompasses the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura.

Funding will be distributed to prioritize equity, particularly within communities that have been historically disinvested or in disadvantaged communities.

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## Grant Amount & Term

SCAG will award up to \$40,000 to selected projects. Applicants may propose any amount, up to \$40,000, and the proposed project must be deemed feasible to implement within the project period and budget. Applicants may be required to refine their scope of work as a condition of their award and may not be awarded the full amount requested.

All projects shall be implemented between May/June 2023 and August 31, 2023. The awardees will be responsible for securing any necessary permits or permissions in a timely manner.

## Timeline

- **Call for Projects Opens: April 3, 2023**
- **Application Deadline: April 17, 2023 11:59pm**
- **Notice of Conditional Award: early May 2023**
- **Scope Refinement: May 2023**
- **Project Implementation Start: May/June 2023, pending Memorandum of Understanding (MOU)**
- **Project Implementation End: August 31, 2023**

## Integrating Go Human Resources

Go Human has a variety of resources available to partners, at no cost, including:

- **Go Human Kit of Parts Lending Library:** The Kit of Parts includes a set of materials that can be borrowed to temporarily showcase, and collect community feedback on safety treatments and designs, such as artistic crosswalks, parklets, protected bike lanes, pedestrian refuge islands and bulb-outs.
- **Co-Branded Safety Advertisements:** Safety advertisements include message-tested artwork in multiple languages with driver-focused messaging, that can be revised to resonate with community needs. Advertisements may include digital ads, banners, lawn signs, bus wraps, and more.

- Available resources can be found on the Go Human website.

## Application & Selection Criteria

All applicants must complete a Go Human Community Hubs Program Application, available at [scag.ca.gov/apply-funding](https://scag.ca.gov/apply-funding). Project proposals will be evaluated based on the following Selection Criteria:

- *Impact (30%)*
- *Reach/Engagement (30%)*
- *Feasibility (20%)*
- *Cost-effectiveness (20%)*

SCAG is the sole arbiter of any proposal. Staff will also consider geographic representation when selecting awards.

## Requirements

### SUBMISSION REQUIREMENTS

*Electronic Application:* Submit an electronic application by April 17, 2023 11:59pm at [scag.ca.gov/apply-funding](https://scag.ca.gov/apply-funding).

**Budget:** Utilizing a template provided by SCAG, applicants will be required to submit a budget that identifies staff, labor rates, hours, and direct costs associated with the project..

### Letter of Support:

- Applicants will be required to submit a Letter of Support from the local jurisdiction in which the project is being implemented.
- Applicants must provide an additional letter of support if proposing activities that utilize the facilities of another agency or organization.

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**Insurance:** Projects must meet SCAG insurance requirements (see pages 6-7). SCAG's insurance requirements manage the risk of performing work on behalf of SCAG, and they help mitigate any potential financial impact to awardees and to SCAG should an accident occur. Applicants that do not meet these requirements may be considered on a case-by-case basis. The applicant should indicate or affirm its ability to comply with SCAG insurance requirements or identify, specifically which requirements it is unable to comply with.

## REPORTING REQUIREMENTS

Community Hubs awardees shall provide two reports:

- Mid-Project Update: To be provided in June 2023, in the form of an email or phone call.
- Final Report: To include activities performed, project outcomes, and documentation of final deliverables, due on Friday, September 8, 2023. Awardees will be provided with a Final Report template to complete.

Awards are made on a reimbursement basis, based on actual allowable incurred costs. Grant costs will be reimbursed if incurred on or after the grant implementation start date. Payments will be made to Community Hubs Program awardees up to 60 days after successful completion of deliverables and submission of the final invoice. Final invoice shall be submitted by Friday, Sept. 8, 2023.

## SOCIAL MEDIA & GRAPHICS REQUIREMENTS

Selected applicants shall 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.

Use of *Go Human*, SCAG, and OTS logos is not required for any graphics produced for Community Hubs Program projects (such as

flyers, posters, social media or digital graphics). If an awardee wishes to use the *Go Human*, SCAG, and OTS logos, all three logos must be used and in that order. Graphic material that uses these logos must be submitted to Alina Borja ([borja@scag.ca.gov](mailto:borja@scag.ca.gov)) for approval from OTS and SCAG. Please allow two (2) weeks for approval.

If producing any professional video components (not including "live" social media videos), SCAG may request the opportunity to review an outline or story board. Content shall be submitted to Alina Borja ([borja@scag.ca.gov](mailto:borja@scag.ca.gov)) for prior approval from OTS and SCAG. Please allow two (2) weeks for approval.

All Work Products and Related Work Materials of Community Hubs Program awards shall become property of SCAG, and all publication rights are reserved to SCAG. Awardees shall not copyright Work Products and Related Work Materials. Work Products and Related Work Materials refer to any material produced using Community Hubs Program funding, such as deliverables.

## ALLOWED EXPENSES

The Community Hubs Program funds expenses directly related to the proposed project. Eligible expenses include, but are not exclusive to:

- *Labor costs, such as coordination, design, facilitation, set-up, training, etc.;*
- *Printing;*
- *Permits or fees related to the project;*
- *Bicycle helmets, if purchased to support bicycle education;*
- *Supply or equipment rental fees; and virtual platform subscription fees.*

Project budgets may include 10% de minimis indirect cost. The 10% de minimis indirect cost rate may be used by any non-federal entity that has never received a negotiated indirect cost rate. This rate would be charged against modified total direct costs (MTDC). See 2 CFR 200.414(f).

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Applicants may procure services to design projects and increase the impact of the proposed activities. The third-party services may be compensated through the budget, included as an Other Direct Cost (ODC). Each ODC line item shall be limited to no more than \$10,000. In accordance with SCAG's procurement standards, all costs included in the project budget must be fair and reasonable.

Notwithstanding the list above, allowed expenses are subject to the discretion of SCAG and OTS.

## UNALLOWED EXPENSES

Funding for *Go Human* is provided by a grant from 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);*
- *T-shirts;*
- *Stickers (i.e., bumper stickers, stickers for mass distribution at events);*
- *Raffle prizes;*
- *Food or beverages;*
- *Plants;*
- *Office furniture, equipment and capital assets;*
- *Paint;*
- *Chalk;*
- *Event entertainment or music;*
- *Advertising not directly related to proposed project;*
- *Implementation of a study, plan, or program;*
- *Habitat conservation plans;*
- *General liabilities insurance cost;*
- *Lobbying efforts and/or political contributions; and items that are not indicated in the original project budget.*

## INSURANCE REQUIREMENTS

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 grant award. A grant may not be awarded if insurance requirements are not met.

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 endorsement to all of the policies must be attached to the certificate of insurance.**

### 1. Insurance

Awardees shall procure and maintain the minimum required insurance, as set forth 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 Awardee, 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.

#### B. Minimum Limits of Insurance – Awardee shall maintain limits no less than:

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- (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 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 awardee 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.

**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 Awardee, products and completed operations of Awardee; premises owned, occupied or used by Awardee; or automobiles owned leased, hired or borrowed by Awardee. 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, Awardee'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 Awardee'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) Awardee'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) Awardee's Employer's Liability policies shall contain the inclusion of SCAG, its members, subsidiaries, officials, and employees. Awardee's Workers' Compensation policies shall submit a Waiver of Subrogation endorsement in favor of SCAG, its officers, agents, employees and volunteers.

**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 – Awardee shall furnish SCAG with original endorsements and certificates of insurance evidencing coverage required by this clause. All documents are to be 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, Awardee shall provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.**