

# Spare the Air Youth High School Grant Program



## Request for Letter of Interest for High School Grant Program

Issued By: Spare the Air Youth Program  
Project Website: [www.sparetheairyouth.org/hsgrant](http://www.sparetheairyouth.org/hsgrant)

Issue Date: May 18, 2020

Q & A: May 27, 2020  
Webinar: Registration Link:  
<https://zoom.us/meeting/register/tJcpdeGrpzliHtR1BprIUOG8-5cEtaJYQ4ur>

Questions Due Date: June 1, 2020

Direct Inquiries To: Beth Martin  
[bethmartin@altaplanning.com](mailto:bethmartin@altaplanning.com)

Proposal Due Date: June 15, 2020 by 10:00 p.m. PST

Delivery of LOI: By email:  
[info@sparetheairyouth.org](mailto:info@sparetheairyouth.org)  
Subject: RFLOI — High School Grant Program  
Format: Word document or PDF attachment

## Purpose

The Spare the Air Youth program [seeks qualified program providers](#) to expand high school Safe Routes to School (SRTS) programming in the San Francisco Bay Area. Interested parties are invited to submit a letter of interest (LOI) for grant funding to create or expand high school programming that has the potential to reduce greenhouse gas (GHG) emissions from sources related to transportation. The vision of this program is to deepen SRTS and other shared transportation encouragement and education efforts in high schools across the region. Ideally, the funded programs will serve as a template to scale high school programming to other high schools across the region.

Spare the Air Youth (STAY) is a program of the [Metropolitan Transportation Commission](#) (MTC) and the [Bay Area Air Quality Management District](#) (Air District).

## Project Description

This program will support both existing and new projects within high schools. View [past projects](#) that have been funded by this program and view what activities could qualify under [project eligibility](#). We anticipate that grant funding allocations will range between \$30,000-50,000 per project with a two- to three-year duration. A well-defined program is not required for this round of request for letters of interest (RFLOI). The purpose of this RFLOI is to identify firms/organizations to support our vision.

The high school grant program is managed by [Alta Planning + Design](#), with support from [The Climate Center](#), and is funded with federal CMAQ funds. While most organizations and non-profits are eligible to apply, please review the [insurance and contracting requirements](#) to ensure eligibility. If you are unsure of your organization's eligibility, please contact Beth Martin at [bethmartin@altaplanning.com](mailto:bethmartin@altaplanning.com) to discuss. **Organizations are strongly encouraged to contact program staff with eligibility questions.**

## Schedule and Key Dates

After the submission due date, the project team and Spare the Air Youth Task Force members will review and score LOIs based on the selection criteria (see "Selection Criteria" section below). MTC will select program providers to work with for the next grant cycle (FY2020-22, with the potential to extend through FY2022-23). Recipients will be notified in early July and will subcontract under Alta Planning + Design.

Starting in August, selected organizations will be invited to propose a project plan and collaborate with the project team and Task Force members to finalize a project scope that aligns with county and regional priorities. Selected organizations will be expected to provide high school student projects spanning across the 2020-21 and 2021-22 school years, with an option to extend into the 2022-23 school year.

May 18th – June 15th	Request for Letter of Interest for the High School Grant Program
May 27th (2-3pm)	STAY High School Grant Program Q&A Webinar
July 2020	Grant recipients notified; Alta Planning contracts with organizations.

August/ September  
2020

Grant recipients work with Task Force members and project team to develop project plan.

## Selection Criteria

The LOIs will be reviewed and scored based on the following six criteria, each criterion worth up to ten points. A breakdown of scoring is included in the table below.

	10 points	5 points	0 points
Potential reach	Past work has used a clear, multi-tiered strategy that reaches a variety of students at different engagement levels (for example, engages few students more deeply while reaching larger school audience more broadly.)	Past work has used a partially clear strategy to reach a variety of students at different engagement levels.	Past work focuses on a strategy that only engages students on a single level.
Student leadership engagement	Applicant has engaged student leaders who are deeply involved in project planning and implementation.	Applicant has superficially involved students in the planning, or little leadership is required by students in implementation.	Applicant has not involved students in leadership roles.
Potential mode shift	Past or proposed activities by organization have a direct impact on mode shift.	Past or proposed activities focus on actions that indirectly impact mode shift.	Past or proposed activities have little or no likelihood for mode shift.
Ability to engage underserved youth	Applicant has a defined equity framework and pre-established relationships with underserved students.	Applicant has a semi-defined equity framework and/or has ideas for building relationships with underserved students	Applicant has a poorly defined equity framework and/or no plans for building relationships with underserved students
Ability to deliver on time and within budget	Applicant has provided clear examples of delivering similar projects on time and on budget.	Applicant has provided unclear examples of delivering similar projects on time and on budget	Applicant has not demonstrated ability to deliver similar projects on time and on budget.
Aligns with county or regional priorities	Applicant has strong potential to deliver programming that coincides with county-level or region-wide high school Safe Routes to School priorities	Applicant has moderate potential to deliver programming that coincides with county-level or region-wide high school Safe Routes to School priorities	Applicant's potential programming does not coincide with county-level or region-wide high school Safe Routes to School priorities

## LOI Format and Content

LOI must be in Word or PDF format and submitted via email by the deadline date and time.

Within the Letter of Interest, please provide responses to the following prompts:

1. Organization
2. Applicant name and role
3. Applicant email and phone number
4. Bay Area counties that your organization has worked with
5. Bay Area counties that your organization is interested in working with for this program
6. Your organization's experience working with high school students and/or on Safe Routes to School projects (100 words maximum)
7. Examples of past work and/or your organizational structure that demonstrate an ability to fulfill the following criteria (up to 1000 words total):
  - a. **Potential Reach** — Ability to deliver a multi-tiered strategy that reaches a variety of students at different engagement levels
  - b. **Student Leadership Engagement** — Ability to engage student leaders in project planning and implementation
  - c. **Potential Mode Shift** — Potential to deliver project with a direct impact on mode shift
  - d. **Ability to Engage with Underserved Youth** — Past experience working with historically underserved students (i.e. students from low income households, students from immigrant families, students of color) and demonstrate understanding of an equity framework
  - e. **Ability to Deliver On Time and Within Budget** — Examples of past work/projects/programs/deliverables that demonstrates ability to deliver a 2-year project on time and within budget
  - f. **Aligns with County and Regional Priorities** — Potential to deliver programming that coincides with county-level or region-wide high school Safe Routes to School priorities
8. If applicable, what *existing* high school student programming is your organization interested in supporting through this funding? (150 words maximum)
9. Are there any *new* high school student-led projects you would like to have funded through this program? (150 words maximum)
10. Please provide the contact information (name, affiliation, email and phone) for two people outside of your organization that can be a reference for your organization's work. If your organization currently provides programming for high school students, please select references that can speak to this work.
11. **(Optional)** Please share any resources that would provide the Spare the Air Youth team greater context to your organization's student programming. This can include links to or samples of project websites, videos, online or print project summaries, or youth-created materials. (This should be no more than 5 additional pages at the end of the Letter of Interest.)

# Attachment A: Insurance and Contracting Requirements

Grant recipients will become subcontractors to Alta Planning + Design (Alta) and 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 & Metropolitan Transportation Commission (MTC). 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 & MTC. Products and completed operations insurance shall be maintained for three (3) years following termination of this Agreement.  
Alta, MTC, California Department of Transportation (Caltrans), Federal Highway Administration (FHWA) 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.

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 MTC'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.