



CAPITAL COEXIST
TRAFFIC SAFETY AMBASSADOR PROGRAM 3.0
GRANT PROGRAM GUIDELINES

Introduction

Capital Coexist is a program developed by the Capital District Transportation Committee (CDTC) to offer funding assistance for local traffic safety education and outreach initiatives. Proposed initiatives must be consistent with CDTC's [New Visions 2050](#) Metropolitan Transportation Plan and [Local Road Safety Action Plan](#) (2019). CDTC is making **\$35,000** in federal planning funds available to assist local governments, law enforcement agencies, and other organizations in implementing small-scale transportation safety education and training programs. This program is supported by Task 4.60 in the CDTC [2022-2023 Unified Planning Work Program](#) (UPWP).

Program Eligibility

The program is intended to create a positive traffic safety culture in the Capital Region to achieve the goal of moving towards a transportation system with no traffic fatalities and serious injuries. Proposed initiatives must encourage proactive, protective safety behaviors and encourage road users to support traffic safety efforts. Initiatives should focus on at least one group of vulnerable road users and/or emphasis areas identified in the Local Road Safety Action Plan, listed below

Vulnerable Road Users	Traffic Safety Emphasis Areas
Bicyclists	Intersections
Pedestrians	Road user behavior (impaired, distracted, drowsy, or aggressive driving)
Motorcyclists	Lane Departures
Older & younger road users	Speed
People with mobility disabilities	

Eligible Applicants

Municipalities, law enforcement agencies, 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). Applicants must be able to provide a W-9 and have the authority to execute a Memorandum of Understanding (MOU).

Eligible Initiatives

CDTC has identified **two eligible initiative types**. Funding has been reserved for each initiative type and CDTC will accept applications until the funding is exhausted. Applicants may only submit a proposal for one initiative type and complete the proposed initiative before applying for additional funding to support another initiative.

1. Traffic Safety Infrastructure Demonstration Projects (\$20,000 available)

These types of projects are sometimes referred to as “quick-builds” or “pop-ups” and are a temporary, low-cost improvement that tests changes to street design, allowing communities and local governments to try new ideas and gather feedback about design concepts before proposed changes are made permanent. Proposed demonstration projects must be related to CDTC planning studies and other adopted community plans. Funding requests in this project category may not be greater than \$5,000. There is no set minimum for funding requests.

2. Traffic Safety Events led by Local Police Departments (\$15,000 available)

Local police departments play an integral role in traffic safety enforcement and education throughout the Capital Region. CDTC encourages law enforcement to create positive connections with road users through outreach and education events in their communities. Examples of events include:

- Bike or motorcycle rodeos
- Bicycle helmet giveaways & fittings
- Distribution of traffic safety education materials & gear
- Educational enforcement activities
 - Distracted driving
 - Speeding
 - Crosswalk compliance
- Safe Routes to Schools or Walking School Bus Programs

If your department has a traffic safety event idea that does not fit into the above listed examples, please contact us to discuss and determine if it is an eligible initiative. Funding requests in this project category may not be greater than \$5,000. There is no set minimum for funding requests.

Funding Information

This program will cover up to 75% of the proposed project cost. For example, if the proposed project cost is \$1,000, the applicant must provide \$250 in labor to match the \$750 mini-grant. Furthermore, the applicant must be able to pay for the cost of the project in full (\$1,000). Project sponsors will be required to submit invoices for reimbursement, submitted monthly or at the conclusion of the project.

Project sponsors will be required to show proof of 25% match, including documentation of hours of labor performed on a task using a match worksheet to be provided by CDTC. Match may be in the form of in-kind or cash match.

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 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.

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.

The primary source of funding for this program is 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, guiderail, speed feedback displays, and traffic control devices such as signs and signals. CDTC will also not reimburse for food costs. These expenses may be considered for use as match.

Submitting an Application

If your organization has chosen an eligible initiative type and has determined it is an eligible applicant, complete the attached application form. Applications will be required to document a match contribution of not less than 25% of the actual project cost. The anticipated source(s) of your match contribution, either in-kind or cash, must be indicated on the Match Documentation Worksheet. Application forms must be submitted with a signed Memorandum of Understanding and a W-9. All initiatives must be completed by December 31, 2022.

Email the completed application form and related materials to iceponis@cdtcmpo.org. Applications will be accepted through December 31, 2022, or until funds are exhausted.

Evaluation Criteria

- Project is consistent with CDTC's New Visions 2050 and/or Local Road Safety Action Plan goals and objectives to reduce fatal and serious injury crashes.
- The applicant can demonstrate the capacity and commitment to completing the project and submitting required paperwork (i.e. invoices, receipts, match worksheet, etc.). no later than December 31, 2022.
- If a project is proposed to take place in the public right-of-way or on municipal-owned property, the applicant demonstrates they have cooperation from the city/town/village and will follow any necessary permit process. A letter from the chief elected official is required.
- Applicant must demonstrate that they have liability insurance and can list the Capital District Transportation Committee as additional insured, if necessary.
- Project or event increases the visibility of CDTC's Capital Coexist Traffic Safety initiatives and supports a positive traffic safety culture.
- Project demonstrates or tests innovative safety design, outreach, and/or enforcement strategies.
- Project incorporates the CDTC, *Capital Coexist* and related New York State safety campaign messages, graphics, & logos.
- The applicant provides a W-9 and an executed Memorandum of Understanding.



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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.

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