



BICYCLE PARKING REIMBURSEMENT PROGRAM

Commute.org manages the San Mateo County Bicycle Parking Reimbursement Program on behalf of the City/County Association of Governments (C/CAG), the San Mateo County Transportation Authority, and the Bay Area Air Quality Management District.

The goal of the program is to encourage increased bicycle use by providing funding for the purchase and installation of bicycle parking units (racks and lockers).

By providing secure parking for bicycles, businesses and agencies can attract more bicycle-riding patrons and/or employees in several ways:

- They will be providing for the growing number of people who choose to bicycle for economic, health, and environmental reasons.
- They will be encouraging people who commute to an office, school, or local business to ride a bicycle which leads to reduced traffic congestion, improved air quality, and healthier employees.
- They will be showing the community that they are committed to supporting an alternative to motor vehicle travel.

PROGRAM OVERVIEW

Commute.org will reimburse the applicant 50% of the total cost of purchasing and installing bicycle parking facilities up to \$500 per unit. There is no limit to the number of units this incentive can be applied to; however, there is a \$5,000 cap per applicant per fiscal year (July-June). After installation, Commute.org will reimburse the applicant according to the program rules.

The Bicycle Parking Reimbursement Program is subject to availability of grant funds. Applications are accepted and reviewed on a first come, first served basis. Applicants are strongly encouraged to submit their application along with quote(s) from the vendor(s) in advance of purchasing the units. This allows Commute.org staff to provide guidance to the applicant on the likely reimbursable amount, if any.

Commute.org reserves the right to change the program at any time to conform to grantee requirements and changes in bicycle parking policies.

PROGRAM RULES

- Any private business, public agency or non-profit organization located in San Mateo County is eligible for this program. The only non-eligible exception is a developer or owner required to provide bicycle parking facilities as a condition of their development approval.
- Installation site must be within San Mateo County.
- In order to qualify for funding, bicycle parking units must be accessible to the public. At a minimum, public accessibility shall be during normal business hours.
- Applicant shall obtain any and all required licenses, permits, and any other required legal authorizations from all applicable property owner(s), federal, state, and local jurisdictions for the installation of the equipment.
- Applicant shall allow Commute.org to inspect installation location(s) and to audit program records for compliance with the program.
- Bicycle parking units must be placed close enough to user destinations (such as public or employee entrances) to encourage their use and be located in visible and secure sites.
- Bicycle parking units must be maintained for at least ten (10) years after the equipment is installed. Failure to maintain the equipment for this period of time would require the reimbursement recipient to reimburse Commute.org a prorated share of the funds provided based on the duration of time that the equipment was maintained.
- Recipients of program funding will be requested to participate in promotional activities for the program; this may include the use of photos of the finished sites, and giving credit to the funders and Commute.org in any materials that they produce promoting use of the bicycle parking units.
- Applicant shall install the funders' logos on all equipment for which reimbursement is received. Commute.org will supply the decals.

REIMBURSEMENT PROCEDURE

- Within three (3) months of purchase of the bicycle parking units, applicant shall provide the following to Commute.org:
 - Copy of the vendor invoice(s)
 - Proof of payment of vendor invoice(s)
 - Photo(s) of installed unit(s)
- Commute.org will determine qualifying reimbursement, if any, and will issue a letter authorizing applicant to invoice Commute.org for the reimbursable amount.
- Applicant must submit an invoice to Commute.org for the authorized reimbursable amount.
- Applicant will receive reimbursement approximately sixty (60) calendar days after submitting invoice.

BICYCLE PARKING REIMBURSEMENT PROGRAM APPLICATION

APPLICANT

ORGANIZATION NAME

ADDRESS

CITY, ZIP CODE

PRIMARY CONTACT

PHONE

EMAIL

INSTALLATION LOCATION (if different from address above)

INSTALLATION ADDRESS

CITY, ZIP CODE

PROJECT DESCRIPTION

MAKE/MODEL OF UNIT(S)

CAPACITY OF EACH UNIT

NUMBER OF UNITS

INSTALLATION DATE

(ACTUAL OR PROPOSED)

SITE PLAN

ATTACH PHOTO(S) OR RENDERING(S) TO SHOW LOCATION AND CONFIGURATION OF THE BICYCLE PARKING UNITS

DESCRIBE ANY EXISTING
BICYCLE PARKING

DESCRIBE PUBLIC
ACCESSIBILITY

ADDITIONAL COMMENTS

CERTIFICATION

By submitting this application, I agree to the below statements and certify that to the best of my knowledge, the information contained in this application and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate and I understand that any misstatements or omissions of material facts may disqualify this application and any monies awarded based on it.

I CERTIFY THAT:

- I have read and understand the Program Rules.
- This application is for evaluation purposes only and does not guarantee reimbursement.
- This application is for bicycle parking units that have not already been funded by and are not currently under consideration for funding by any public agency.
- I have the legal authority to apply for this reimbursement on behalf of the applicant entity and I am authorized to sign this application on behalf of applicant entity.

SIGNATURE

DATE

PRINT NAME

TITLE

- *In order to expedite processing, please include copies of quotes, invoices, product information sheets, and site plans when submitting application.*