

SAN MATEO COUNTY BICYCLE PARKING REIMBURSEMENT - PROGRAM GUIDELINES

PROGRAM GUIDELINES

- 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 five (5) 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:
 - o Copy of the vendor invoice(s)
 - o Proof of payment of vendor invoice(s)
 - o 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.