



**Connecticut Department of Transportation
Active Transportation Microgrant**

A photograph of a grassy area with a playground in the background. In the foreground, a row of bicycles is parked on a metal rack. The bicycles are of various colors, including red, blue, and black. The playground equipment, including a red slide, is visible in the background. The text "Program Guidelines" is overlaid in large, bold, black letters across the center of the image.

Program Guidelines

Updated May 2024

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Introduction

PROGRAM OVERVIEW

The Active Transportation Microgrant Program provides grant opportunities to municipalities, schools, school districts and nonprofits for small active transportation projects. The goal of the Active Transportation Microgrant Program is to provide equitable, safe, accessible, and sustainable access to transportation by making conditions safer for people of all ages to walk, bike and roll, thereby encouraging more people to use these healthy and environmentally sustainable modes of travel.

The Active Transportation Microgrant Program is a grant program developed by the Connecticut Department of Transportation (Department) in coordination with [the Councils of Government \(COG\)](#) that provides funding to Schools, School Districts, Municipalities and Non-Profits (Organizations) for eligible items that contribute to equitable, safe, accessible and sustainable active transportation for vulnerable road users. Starting with the 2024 solicitation, the Department will solicit applications through the COGs for grants on a rolling basis contingent upon available funding. Applications will be collected, reviewed, and awarded based on available program funds. Organizations will be permitted to apply for Active Transportation Microgrants twice during a calendar year provided that all requested funds are expended prior to applying for a second grant.

The funding limit for grants awarded in the 2024 solicitation is \$5,000 and can only be used for eligible active transportation non-infrastructure items. Costs associated with other activities such as engineering; rights-of-way negotiations and acquisitions; utility relocation; and public involvement, are the responsibility of the Organization. The intent of this program is to fund stand-alone items up to the approved grant cap. Should expenses exceed the established grant cap, such costs shall be the sole responsibility of the applicant.

These Guidelines were prepared to outline the process from application preparation and submission. The Department will evaluate the efficiency and effectiveness of the process over time and may make modifications to these guidelines as needed.

For questions related to these guidelines, please send an e-mail to: Anna.Bergeron@ct.gov

SECTION 1 – APPLICATION THROUGH AWARD

1.0 Eligibility

1.01 GENERAL

Organizations that have completed and submitted an application with their COG are eligible to apply for grants under this program. Applications must be complete and submitted to the COG during this solicitation, the COG will forward eligible applications to the Department for review on a quarterly basis in the order in which the completed applications have been received.

1.02 ELIGIBLE ACTIVITIES

The funding limits for Active Transportation Microgrants awarded for this solicitation range up to \$5,000 for each grant.

**At this point in time, bicycle racks are not eligible for the Active Transportation Microgrants.

These funds can only be used for the eligible items listed below. No match is required under this funding source.

Activities eligible for funding under this program shall improve access and conditions for active transportation users. All eligible items are considered non-infrastructure and will not require design or construction including Items include one or more of the following:

- Bicycle helmets
- Bicycle locks
- Bicycle lights
- Bicycle maintenance training and materials (non-infrastructure)
- Rental of Bicycle fleets and/or purchase of bicycles including adaptive bicycles
- League Cycling Instructor (LCI) training
- Programs, events and materials for pedestrian and bicycle safety education
- Safety vests for pedestrians

The intent of this program is to fund stand-alone items with independent utility up to the awarded amount(cap). **Should expenses exceed the awarded amount, such cost increases shall be the sole responsibility of the Organization.** Grant funding shall not be used in conjunction with other state funds. Grant funds cannot be combined with federal funds.

1.1 Application Process

1.11 APPLICATION SOLICITATION

The Department will solicit applications for the Active Transportation Microgrant Program through the COGs who will reach out to Organizations in one or more of the following methods:

- Press release
- Social media posting
- Notification through the Councils of Government

1.12 BACKGROUND: PARTY RESPONSIBLE FOR APPLICATION PREPARATION:

The Organization is the Applicant and is responsible for preparing the application and providing any required supporting documentation as outlined in these Guidelines. The Background section of the application can be completed as follows:

Question 1: Please determine which type of organization describes you best. Schools and School districts can be any school, public or private, serving students in grades K-12 or located on tribal lands.

Question 2: Register with Safe Routes to School Program at the Connecticut Department of Transportation. Link provided in the application and here. This non-binding registration allows the Department to understand more about what information and/or resources may be needed and is required of every applicant. Any questions on registration, please contact the Safe Routes to School Coordinator, Kristen Levesque, at Kristen.Levesque@ct.gov

Question 3: Describe the proposed ideas that your organization has to utilize the active transportation grant funds. Will this project serve a school, school district or underserved community? What items are you requesting? How will these items be used to ensure safety, accessibility and/or sustainable walking, biking and rolling for your Organization and the larger community?

1.13 FUNDING: COST PARTICIPATION

All costs associated with preparing, reviewing, and submitting the application and any required supporting documentation by the Organization are **not** eligible for funding under Active Transportation Microgrants or reimbursement by the Department.

Question 4: List the amount of funding requested in total dollar amount.

Question 5: Indicate which items you are requesting for your Organization. More than one item can be selected.

Question 6: Provide a breakdown of the items requested, quantities and funding needed for each.

For example:

Eligible Item	Quantity	Funding Needed
Bicycle Helmets	400	\$4000
Bicycle Fleet Rental	2 days rental	\$1000

1.14 REPORTING: SUBMISSION OF APPLICATION TO THE DEPARTMENT

Each Organization is eligible to submit two (2) applications per calendar year for this program. Please submit your completed application and required documents to your COG for submission to the Department.

Question 7: Determine your start date for your Organization's activity, end date and describe any deadlines that need to be met.

Question 8: Please have the authorized signatory read and sign the application prior to submittal.

1.2 Application Evaluation and Project Selection

1.21 GRANT AWARD

COGs will submit a list of applications to the Department on a quarterly basis on the last business day of the quarter using Appendix B or similar. Early submissions will not be accepted. The Department will fund all of the requests received by the COG on a quarterly basis. Applications will not be ranked and the Active Transportation Microgrant Program is non-competitive.

SECTION 2 – GRANT PROJECT ADMINISTRATION

2.0 General Information for Grant Recipients

2.01 CORRESPONDENCE

All correspondence for the administration of Active Transportation Microgrants should be electronic (via e-mail or other means). A Project Manager will be assigned and will serve as the point of contact for the Department. All correspondence for the specified grant should be directed to the Project Manager and the Council of Government (COG) contact. The Organization shall designate a primary point of contact who will oversee the project and to coordinate with the Department's Project Manager and the COG contact.

2.02 PROGRESS REPORTING

The COG is expected to submit a Project Status Report soon after the end of each quarter of the calendar year. The preferred method of providing status reports is to complete a fillable PDF Project Status Report, which can be found in Appendix B and send the DOT Project Manager. Please reference the name of the Organization in the subject of the e-mail. The COG shall indicate reporting requirements for grantees to provide progress of timelines and outcomes. Appendix C is available for use by the COG if needed for standard reporting and consistency among grant recipients.

2.03 PROJECT SCHEDULE/PROJECT COMPLETION DATE

The Organization is expected to purchase all items within one calendar year of receipt of funds. Proof of project completion is documented through an invoice to the COG. No additional funds or grants will be allocated to the Organization without completed documentation.

2.04 PUBLIC OUTREACH AND NOTIFICATION

The Organization is encouraged to conduct a public involvement program to ensure the public is aware of the proposed project. The Organization is required to provide an indication of the funding from the Department (see Appendix D) in all advertisement and public notification of the projects.

2.1 Program Finances

2.11 SOURCE OF FUNDING AND FUNDING LEVEL

The Active Transportation Microgrants are a State of Connecticut funded program up to a maximum of \$500,000.

2.12 DISBURSEMENT OF FUNDS

Payment of funds to an Organization by the COG from Department will be on a **grant basis (not a reimbursement basis)**. A grant payment will be made to the Organization by the COG after application and supporting documentation is received by the Department. The payment amount will equal the amount requested up to \$5000 per applicant until funds are depleted.

Any costs incurred above the grant payment are the responsibility of the Organization.

2.13 FUNDING ACCUMULATION / PROJECT PROGRESS

Funding will not lapse at the end of each State fiscal year; therefore, funds may be carried over a full calendar year if not expended. Lack of progress by an Organization may affect the approval under future solicitations for additional applications from that Organization. Subject to approval by the Department, and with proper justification, Organizations may be eligible to request an extension to the requirement above.

2.14 USE AS A MATCH FOR FEDERAL FUNDING

The Active Transportation Microgrant is intended to be a stand-alone program. Funding received under this program; therefore, is not eligible to be used as local matching funds for receipt of federal funds.

2.15 COMBINING STATE FUNDING SOURCES

Active Transportation Grants shall not be combined with other State Funding Sources. Active Transportation Grants cannot be combined to fund one larger project at a school or within a municipality.

Active Transportation Grant funds cannot be combined with federal funds.

2.16 UNEXPENDED PROJECT FUNDS

Funds awarded to an Organization have been provided for a specific project that has received approval from the Department; therefore, unexpended funds cannot be used for any other purpose or project. Unexpended funds will be returned to the COG with notification to the Department through the quarterly reporting process.

List of Appendices

- Appendix A: Application (Fillable PDF)
- Appendix B: COG Quarterly Reporting Form to DOT (Fillable PDF)
- Appendix C: Organization to COG Project Status Report (Fillable PDF)
- Appendix D: Boilerplate Language for Media and Public Outreach

Active Transportation Microgrant Quarterly Reporting Form

Submittal Form from COG to DOT

This report should be completed by the Council of Government (COG) and submitted by e-mail to the DOT Project Manager or to Anna.Bergeron@ct.gov quarterly, following receipt of funding through the completion of the Active Transportation Microgrant program. Submit by the last business day of each quarter.

Council of Government Name:

Total Funds requested and distributed this quarter:

Total funds expended this quarter:

Primary Contact Name:

Primary Contact Email:

Reporting Period: Jan-Mar Apr-Jun Jul-Sep Oct-Dec Other:

Date of Reporting:

Please complete the table to indicate the Organizations that requested or expended funds this quarter:

Organization Name	Items (general overview)	Requested Funds	Expended Funds	Award Round

Active Transportation Microgrant Project Status Report

Submittal Form from Organization to COG

This report should be completed by the Organization to the Council of Government (COG), following receipt of funding through the completion of the Active Transportation Microgrant program.

Organization Name:

Total Funds Received:

Total Funds Expended:

Primary Contact Name:

Primary Contact Email:

Reporting Period: Jan-Mar Apr-Jun Jul-Sep Oct-Dec Other

Date of Receipt of Funds from COG:

Date of Reporting:

Please complete the table to indicate the breakdown of the expended funds this quarter and the amount remaining:

Organization Name	Item	Requested Funds	Expended Funds

Indicate the project that your organization has been able to complete because of the grant funding. How have the items that you purchased provided safety, accessibility and/or sustainability to the site.

Please note reasons why any funds have not been expended this quarter and keep in mind that funds are required to be spent within one calendar year.



Connecticut Department of Transportation Connecticut Regional Council of Governments Active Transportation Microgrant

Funding for these items have been made possible through the Active Transportation Microgrant Program in the Connecticut Department of Transportation. Coordination is provided by the Connecticut Regional Council of Governments.



