

# SRTS Cycles 1-3 Eligible NI Activities

Dated: November 15, 2012

## Operating Expenses

*\*RFQ/RFP/PIF must be utilized for all consultants*

*\*Consultants includes but is not limited to experts for walk audits, evaluation-related expenses, League-Certified Instructors*

Category	Items
Staff and benefits	Salaries and benefits for program staff Overtime for law enforcement
Communications	Phone Postage/shipping Webinar service Website design and maintenance/updates
Office supplies	Including but not limited to: paper, pens, printer ink, etc...
Travel	Mileage/airfare/hotel/per diem/transit pass/taxi fare <i>(for staff travel only, not to be used as an incentive)</i> Bicycle locker/parking/rental Auto insurance (e.g. to move bicycle fleets)
Meeting costs	Meeting/training rental fees, food for working lunch  <i>*Small procurement procedures must be utilized as appropriate</i>  <i>*Food must be "healthy" and of reasonable cost, an example of reasonable cost is conforming with state reimbursement guidelines including: \$6 breakfast, \$10 lunch, \$18 dinner</i>
Material Production	Graphic design and printing costs associated with education and encouragement materials  <i>*Small procurement procedures or RFQ/RFP/PIF must be utilized as appropriate</i>
Indirect	Must have approved agreement with Caltrans in order to be reimbursed

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## Direct Program-Related Expenses

### Funding Key

\$ \$0-5 per item  
 \$\$ \$6-10 per item  
 \$\$\$ \$11-25 per item  
 \$\$\$\$ \$26-50 per item

### \*Note:

- All purchases must follow local small procurement procedures, which can include receiving multiple (often three) bids to ensure reasonable cost.
- Purchases of items not listed below may be eligible, but must be reviewed and approved by Caltrans in advance of purchase on a project by project basis.
- Unit cost for one item cannot exceed \$50 with the exception of: event insurance, bicycles, and scanning equipment, which must be a “reasonable” cost justified by small procurement procedures.
- Buy America provisions are required on bicycle purchase.
- It is encouraged to use educational materials already developed for SRTS through the National Center for SRTS and the SRTS Technical Assistance Resource Center.

Category	Items	Estimated Cost
Equipment	<ul style="list-style-type: none"> <li>• Bicycles</li> <li>• Bike helmets</li> <li>• Bike locks and cables</li> <li>• Bicycle Repair Stand</li> <li>• Bicycle Patch kits</li> <li>• Bicycle lights</li> <li>• Bicycle lubricants</li> <li>• Bicycle saddle bags</li> <li>• Bicycle tubes</li> <li>• Bicycle tires</li> <li>• Bicycle wrenches</li> <li>• Hydration Equipment and bottle cages</li> <li>• Scanner and related equipment (e.g. Barcodes tags for computer-based active transportation data collection efforts)</li> </ul>	\$/\$\$\$\$+
Incentives items*	<u>Including but not limited to:</u> <ul style="list-style-type: none"> <li>• pencils, stickers</li> <li>• t-shirts</li> <li>• bike reflectors</li> </ul>	\$/\$\$
*Note: all material		

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Category	Items	Estimated Cost
must include a safety message	<ul style="list-style-type: none"> <li>• sun visor</li> <li>• water bottles</li> <li>• pedometer</li> <li>• flashlight</li> <li>• reflective zipper pulls</li> <li>• reflective sneaker tags</li> <li>• reflective back pack belt wraps</li> <li>• punch card holders</li> <li>• pins or badges</li> <li>• bumper stickers</li> <li>• scanning tags</li> <li>• and other similar items</li> <li>• healthy food: refer to:  <a href="http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx">http://www.cdph.ca.gov/programs/cpns/Pages/default.aspx</a> </li> </ul>	
Bike Rodeo-related expenses	<ul style="list-style-type: none"> <li>• Event insurance</li> <li>• Stipends for student/PTA support to help staff bicycle rodeo learning stations</li> </ul> <p><u>Supplies including but not limited to:</u></p> <ul style="list-style-type: none"> <li>• Chalk</li> <li>• Chalk marking sticks</li> <li>• Cones</li> <li>• Barriers/Fences for safe bicycle traffic flow</li> <li>• Tables/Chairs for sign-in areas</li> <li>• Shade tents for sun protection</li> <li>• Easels</li> </ul>	\$/\$\$\$
Safety gear	<ul style="list-style-type: none"> <li>• Helmets Rain gear (including umbrellas)</li> <li>• Safety vests</li> <li>• Stop paddles</li> <li>• Safety cones</li> <li>• Identification badges/pins/sashes</li> </ul>	\$/\$\$
Educational materials	<ul style="list-style-type: none"> <li>• Curricula (e.g. traffic safety, personal safety, violence prevention)</li> <li>• Brochures</li> <li>• DVDs/movies</li> <li>• Walking School Bus guides</li> </ul>	\$/\$\$