

Metro Adopt-A-Bike Program

Cycle 3 Application

Program Background

Metro collects between 400 and 500 bicycles left behind on Metro's systems and properties each month. These bicycles are transported to Metro's lost-and-found facilities and held for 90 days, as required by State law. Approximately 75% of the bicycles at the lost-and-found facility go unclaimed and are held for the mandatory 90-day period. Previously, the remaining unclaimed bicycles were all sold at auction. In August 2020, however, the Metro Board of Directors approved the Adopt-A-Bike Program, which now allows Metro to redistribute select unclaimed bikes to disadvantaged residents, with the goal of increasing active transportation options and access to opportunities across the County.

Program Goals

The Board approved the adoption of the Adopt-A-Bike grant program as permanent in 2023 and authorized the Metro CEO to administratively approve grant awards on a biannual basis for five selected organizations. It is Metro's intent that the Adopt-A-Bike Program provides county residents with a bicycle, helping provide mobility options for transportation and first- and last-mile connections to transit. Overall, the program facilitates easier travel to work, school, errands, or leisure activities in communities throughout the region.

Centered on racial, regional, and socio-economic equity, the two-year initiative recirculates unclaimed bicycles left on Metro property to Los Angeles County residents with support from non-profits and community-based organizations (CBOs) across the County. Organizations are required to bring bicycles to a safe, secure standard before distributing them to the communities they serve.

The Adopt-A-Bike Program is a joint venture between Metro and selected community-based organizations (CBOs), funded through a grant process. The selected CBOs receive a stipend to cover their expenses for repair parts, storage, transportation of bicycles, and labor. Metro may provide additional support to the selected organizations, including storage and use of Metro facilities.

Funding

To assist non-profits and CBOs with administrative and operational costs associated with bicycle distribution, Metro is providing a mini grant program with up to \$35,000 available per grantee per year (two-year term limit). Expenses incurred may include bike parts needed for repair, transportation,

storage, labor, helmets, and other miscellaneous items. Grantees are encouraged to invoice Metro monthly.

Eligibility Requirements

The Adopt-A-Bike program is open to applicants and bike recipients who reside in Los Angeles County. Interested applicants will be selected based on, but not limited to, factors such as:

- Non-profit or community-based organization must be a registered charity and/or 501c3 status
- Demographics of the geographical area served, to ensure bicycles are equitably distributed throughout the County.
- Ensuring equity as a main focus of the distribution of bicycles, in the benefit of residents with the most need.
- Experience working with communities facing disparities in mobility options, health outcomes, and access to opportunities that support a thriving life.
 - Populations served may include those facing housing insecurity (i.e., homelessness), people of color, of low income, and/or similar disadvantages.
- Capacity for bicycle distribution, storage, repair, and transportation.
- Ability to provide comprehensive bicycle safety training for bicycle recipients.
 - Willingness to enhance recipient experience by providing helmets, locks, lights, trip planning, or similar.
- Collaboration with other entities (e.g., non-profits, small CBOs, municipalities, etc.) to maximize impact in local communities.
- Outreach and Marketing plan to promote program awareness in the community.

Rules and Responsibilities

Under the Adopt-A-Bike program, Metro will maintain its current duties and responsibilities to collect lost bicycles found on Metro property and to store them for 90-days in accordance with California Civil Code 2080.6. After the 90-day period, unclaimed bicycles will be made available to the selected CBOs for safety inspections, repair, and distribution. CBOs will be responsible for coordinating the transport of the bicycles from a Metro facility to their organization's site, performing comprehensive safety checks and certifications of the bicycles, and providing safety training to recipients prior to bicycle donations. CBOs and non-profits selected to administer the Metro Adopt-A-Bike Program will conduct distribution at events and locations of their choosing through their established community networks. Metro will offer support by making internal facilities and events available to organizations. While also supporting activities related to and benefiting active transportation programming. Prior to taking possession of donated bicycles, recipients will be required to sign a waiver that releases Metro and

participating CBOs from all liabilities related to the donated bicycles. Grantees are required to include signed waivers for each donated bike as part of their invoice package. Metro will retain a copy of the waiver for recordkeeping.

Data Collection and Survey

Grantees will procure data collection by encouraging bike recipients to submit a brief, anonymous survey indicating basic demographic information (e.g., zip code, ethnicity, age, etc.). Collected data will inform Metro of the program's impact in the County. Survey responses must be provided by the Grantee to Metro as part of the invoice package for the term (e.g., month) of the invoice.

Scoring

Adopt-A-Bike Grant applications are evaluated by the following four weighted category point criteria:

- General Information: 10 Points
- Workplan Approach: 25 Points
- Project Feasibility: 30 Points
- Equity Impact: 35 Points

The maximum total score is 100 points. A passing score of 70 points is the minimum requirement for an organization to be considered for this grant. An applicant who does not meet this criterion will not be considered for funding. Metro will award the five highest-scoring applicants, and may reserve the right to select awardees based on geographic representation.

Scoring Criteria Definitions

General Information: CBOs name, contact information, background and vision. Previous work in their respective community.

Workplan Approach: Implementation plan for the Adopt-A-Bike program should include how the grantee intends to carry out the distribution of bikes and the steps involved. The plan shall include the address and location where the bikes will be stored and the process by which the grantee intends to carry out the repairs and maintenance of the bikes. The plan shall identify the participation or collaboration of other agencies/organizations, if applicable. Staff duties and responsibilities for carrying out the program.

Project Feasibility: Summary of what resources the applicant has to carry out the program and what resources/assistance will be needed.

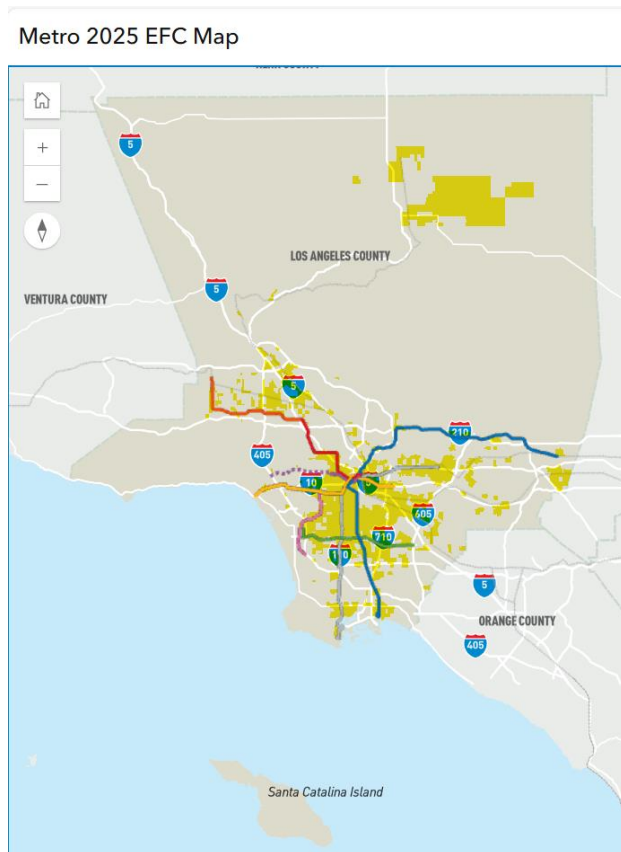
Equity Impact: Approach to defining and plan for prioritizing high need communities to improve health, mobility, safety, or other related outcomes.

Metro's Definition of Equity

Equity is both an outcome and a process to address racial, socioeconomic, and gender disparities, to ensure fair and just access - with respect to where you begin and your capacity to improve from that starting point - to opportunities, including jobs, housing, education, mobility options, and healthier communities.

Equity is achieved when one's outcomes in life are not predetermined, in a statistical or experimental sense, on their racial, economic, or social identities. It requires community-informed and needs-based provision, implementation, and impact of services, programs, and policies that reduce and ultimately prevent disparities. For further information, please visit the [Metro Equity Information Hub](#).

Equitable Bicycle Distribution



Bicycles will be distributed countywide and should focus on high-need areas with populations of disadvantaged residents and low-need areas with sub-areas of disadvantaged residents, as defined by Metro Equity Focused Communities (EFCs). This tool is updated every three years and helps Metro identify where transportation needs are greatest by considering concentrations of resident and household demographics associated with mobility barriers:

- Low-income households earning less than \$60,000 per year,
- Black, Indigenous or People of Color (BIPOC) population, and
- Households that do not have a car.

EFC's are communities that have historically experienced disinvestments, reduced access to opportunity and housing, and policy decisions that have resulted in environmental justice disparities. For further information, visit <https://www.metro.net/about/equity-race/>.

Grant Agreement

Each awarded applicant will work with Metro's Adopt-A-Bike project manager to draft and execute a grant agreement with Metro. The agreement will include a scope of work and a budget for the grant amount, event partners, and matching funds (if any). Funding will be disbursed on a reimbursement basis.

Audits and Invoicing

All grant programs may be audited for conformance to their original application. Grantee shall keep a standardized Bicycle Inventory Log that includes bicycle ID number, date of receipt from Metro, donation date, and donation location. The latter ensures regional and equitable bike distribution.

Grantee shall keep record of all proof or justification of cost associated to administer the program; it is required to provide proof of costs and expenses as part of the invoice package to Metro. Prior to submitting an invoice to Metro's accounts payable for payment, the Grantee must receive pre-approval from Metro's Adopt-A-Bike project manager.

APPLICATION

GENERAL INFORMATION

1. Organization Name
2. Organization Address
3. Telephone Number
4. Website
5. Lead Contact Name and Title
6. Lead Contact Email Address
7. Alternate Contact Name and Title
8. LA County Supervisorial District
Please indicate which district you (or any partners) serve. Check all that apply.
 - ☐ District 1: Supervisor Hilda Solis
 - ☐ District 2: Supervisor Holly Mitchell
 - ☐ District 3: Supervisor Lindsey Horvath
 - ☐ District 4: Supervisor Janice Hahn
 - ☐ District 5: Supervisor Kathryn Barger
9. Describe your organization, when it was established, and its experience with bicycle programs. Highlight any work with charities, faith-based organizations, or non-profits.
10. Describe your organization's vision. What impact is your organization hoping to have on the community?

SUPPLEMENTAL QUESTIONS

11. Who is the target population your organization is seeking to assist with bicycle distribution?
Describe the demographics, their location, their history, and other details that might be relevant to the program.
12. How do you define "high need" and how will you ensure a recipient's need for a bike? What factors do you consider and how?
13. Do you plan to make this a joint venture?
Will you be partnering with another organization?
 - Yes

- No
- Maybe

14. Please describe the organization(s) you will partner with and an overview of responsibilities, for all involved.

15. Does your organization or potential partner(s) have an approach to ensure the safety of bike recipients (e.g., inspections or training programs)? Please elaborate on any standards or protocols in place.

Include information about bicycle safety checks prior to distribution and any safety information that will be provided to bike recipients.

16. Considering your storage and distribution capacity, how many bikes do you foresee your organization will distribute each month?

17. What is your bicycle donation plan?

Please reference events, locations, dates, and any other pertinent information.

BUDGET

18. What is your organization's estimated annual cost associated with this grant? Please share if you think this would be a one-time venture or if your organization can sustain this project annually.

FILE UPLOAD REQUIREMENT

Please email the following documents to AdoptABike@metro.net for your application to be deemed complete. You may submit a PDF or Word document using the format linked below.

1. Attachment A: Expense Outline
2. Attachment B: Action Step Timeline

19. I will email an attachment of the (1) Expense Outline and (2) Action Step Timeline.

[\(DROPBOX LINK\)](#)

Yes, I understand and agree.

20. Please provide a breakdown of the anticipated costs and expenses using the format below. Include a descriptive statement in the top section.

PDF or Word file preferred.

ITEM DESCRIPTION	PRICE	QUANTITY	TOTAL
GRAND TOTAL			

21. Please upload a list of each action step required for the completion of your bike distribution program from start to finish, with respective deadlines.
PDF or Word file preferred.

MILESTONE	PROJECTED DATE

ETHICS DISCLOSURE

- If you answer “Yes” to any of the questions below, please provide a detailed explanation.
- 22. Has your entity, or employees of your entity, made any campaign contributions to Metro Board Members in the last 12 months? (Y/N)
 - 23. If yes, please provide a detailed explanation.
 - 24. Has your entity or employees of your entity provided any gifts or items of value to any Metro employees or Board Members? (Y/N)
 - 25. If yes, please provide a detailed explanation.
 - 26. Does any employee of your entity have any familiar or close personal relationships with any

Metro employees or Board Members? (Y/N)

27. If yes, please provide a detailed explanation.

28. Has your entity hired a former Metro employee in the past 12 months? (Y/N)

29. If yes, please provide a detailed explanation.

30. Identify any representatives that have communicated, or will communicate, with a Metro Board Member or employee regarding the award if this grant or project.

31. Identify any entities or individuals who make decisions on any contributions your entity provides to elected officials.

THANK YOU

32. What does a successful working relationship with Metro look like to you?

33. If there is anything else you would like us to know, please describe below.