

**THE KENTUCKY BICYCLE AND BIKEWAY COMMISSION'S**  
**Paula Nye Memorial Bicyclist and Pedestrian Education Grant**  
**Grant Program Application Information**

**PURPOSE:**

The objectives and purposes for which the Kentucky Bicycle and Bikeway Commission Grant Program is organized and for which it will utilize its resources, are as follows:

- A. To inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to matters pertaining to bicycle and pedestrian safety through the development of curriculum, training aids, and/or educational programs or projects directly related to bicycle safety.
- B. To inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to the health, recreational, economic, social, cultural and other benefits arising from bicycling and walking.
- C. To promote other bicycling and pedestrian related non-profit, educational and purposes as deemed appropriate by the Commission.

**EXAMPLES OF FUNDABLE PROJECTS AND ACTIVITIES:**

Education materials including but not necessarily limited to:

- Safety informational brochures
- Videotapes and DVD's
- Limited staff salaries (see II & VIII below)
- Instructional space rental
- Public awareness campaigns
- Traffic education and enforcement in a specific target area

Costs incurred to provide safety training and commuting classes and facilitator fees for adult and/or child bicycle, pedestrian and motor vehicle safety training classes. (See VI, VII and VIII below)

**Funding Available Through the Paula Nye Memorial Bicyclist and Pedestrian Education Grant:**

The Paula Nye Memorial Bicyclist and Pedestrian Education Grant is funded solely by citizen contributions made by purchasing Kentucky's "Share the Road" specialty license plate. The amount of funds available each funding cycle for grants is variable and based on the number of "Share the Road" license plates sold each fiscal year. Applicants should be aware that full funding of their project through the Paula Nye Memorial Bicyclist and Pedestrian Education Grant may not be possible and should be ready with additional funding sources to ensure their project has sufficient funding to be completed. Applicants can contact the office of the Kentucky Bicycle-Pedestrian Coordinator<sup>1</sup> to determine the amount of funding available for each grant funding cycle before applying for a Paula Nye Memorial Bicyclist and pedestrian Grant.

## **GUIDELINES:**

- I. Kentucky Bicycle and Bikeway Commission Grant Program makes grants available that will improve the safety of non motorized transportation using the purposes listed above as a guideline, for funding to Kentucky based 501-C3 non-profit organizations, Kentucky state and local government agencies and individuals who form a public/private partnership with Kentucky 501-C3 non-profit organizations, Kentucky state and local government agencies. The Commission will consider applications from out of state 501-C3 organizations whose programs provide curriculum; training aids educational programs or projects within Kentucky for the use and benefit of Kentucky residents or governmental agencies.
- II. Individuals may receive funding for programs or projects which fit the purposes of Kentucky Bicycle and Bikeway Commission Grant Program vision statement by entering into a written partnership contract agreement with state, county, local governments and/or schools. The partnership state, county, local government and/or school agency must guarantee the individual and the KBBC, by signed agreement, that the funds granted will be used only by the individual for the purpose of implementing and operating the program or project described in the grant application and in accordance with all other applicable terms of the Paula Nye Memorial Bicyclist and Pedestrian Education Grant.
- III. Elementary and Middle Schools: The Safe Routes to School (“SRTS”) Program, administered by the Kentucky Transportation Cabinet, Office of Special Programs<sup>2</sup> is a national program with significant funding available to elementary and middle schools for bicycle educational programs as well as infrastructure projects. Although not an absolute condition to receiving a Paula Nye Memorial Bicyclist and Pedestrian Education Grant, the KBBC highly encourages schools to pursue SRTS funding so that the KBBC may make a wider distribution of available and limited Paula Nye grant funds and will consider those facts and circumstances in making any awards to Elementary and Middle schools.
- IV. High Schools are not eligible for Safe Routes to School Funding and are exempt from the considerations of article III of this section.
- V. For the purpose of this grant program, Kentucky’s Area Developments Districts and MPO’s will be considered government agencies subject to the same governmental funding requirements listed below.
- VI. Not more than 5% of Grant funding can be used for administrative, clerical or other support staff wages for 501-C3 organizations.
- VII. No portion of the Grant funds can be used for administrative, clerical or other support staff wages of Kentucky state or local government agencies.
- VIII. Funds may be used by 501-C3 organizations or Kentucky state or local government agencies for wages of bicycling instructors certified by the League of American Bicyclists or other certified

educational professionals sub-contracted by the organization or agency to teach or provide technical assistance in the development of curriculum, training aids, research and/or educational programs or projects.

- IX. A definitive period of participation (project duration) and an estimated number of people expected to be directly reached by the program or project shall be clearly outlined in the application.
- X. The recipient of a grant is required to provide the KBBC with a written progress report every 6 months. The progress report shall include at a minimum:
- Current status of the project
  - Funds expended to that point
  - Detailed timeline for completion of the project
  - Justification for the delay if the project is behind schedule.
- XI. No information produced for educational programs, in any form for use in any media, funded by this grant, will carry the name of the Kentucky Transportation Cabinet, the Transportation Secretary, any member of the Transportation Cabinet staff or the members of the Kentucky Bicycle and Bikeway Commission, unless prior approval in writing has been granted by the Secretary of Transportation. Any information produced in any form, for use in any media, will state that the project has been funded in full or in part by donations made to Kentucky's "Share the Road" specialty plate program administered by the Kentucky Bicycle and Bikeway Commission.
- XII. Due to the limited amount of funding available from the KBBC, the full funding of the applicant's request may not be available. The total cost estimate provided in the application will be used to determine the amount of funds awarded. If the costs of the applicant's program exceed the amount available from the grant, the applicant will be responsible for covering the additional costs of the program and must demonstrate the ability to do so. Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor, is required to be included in the full grant application. In-kind contributions (e.g., donated labor, materials and equipment) may be credited toward the project balance. A detailed, written description of in-kind contributions and confirmation from contributors of in-kind contributions must be provided with the grant request.
- XIII. Accounting of the Grant funds used in the project and the measured results of the project will be available upon request of the KBBC for a period of 5 years after the completion of the project.
- XIV. Grant applications must be submitted for review postmarked on or before the closing date of October 1. They will be acted upon at the next regularly scheduled meeting of the Kentucky Bicycle and Bikeway Commission. If you have any questions about this process, please contact the address below or E-mail [Troy.Hearn@ky.gov](mailto:Troy.Hearn@ky.gov)

Mail 3 Copies of Completed Grant Applications to:

**Paula Nye Memorial Bicycle-Pedestrian Educational Grant**

Kentucky Bicycle-Pedestrian Coordinator

Division of Planning

200 Mero St

Frankfort, Kentucky 40662

# Kentucky Bicycle and Bikeway Commission Grant Program Application Checklist

The Kentucky Bicycle and Bikeway Commission Grant Application should include the following:

Grant Application Form

Organization Financial Statements (previous two years, if available)

Proof of Organization status (Kentucky tax-exempt certificate, or non-profit corporation certificate, organization articles of incorporation, organization by-laws, etc.)

A detailed, current budget of project or program for which funds or services are to be requested. This includes itemized documentation as to how the requested funds will be used. Include information on other funding sources, including other foundations applied to for funding. Include information as to how the organization or agency will measure the results of its program or project.

Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor

A detailed, written description and confirmation from contributors of in-kind contributions

Additional information about your organization include history, promotional literature.

A copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable.

# The Kentucky Bicycle and Bikeway Commission Grant Program Application Form

Name of Organization: City of Covington, Kentucky

Address: 20 W. Pike Street

City: Covington State: KY ZIP Code: 41011

Phone: (513)-292-2135 E-mail: ajuengling@covingtonky.gov

Contact Person: Andrew Juengling Title: Zoning Specialist/Project Manager

Brief Description of Your Organization and Its Goals and Objectives:  
The City of Covington is a municipality in the 4<sup>th</sup> congressional district.

Project for which funding is requested: We are requesting funding for the purchase and installation of three (3) bicycle repair stations. These repair stations will be on public property.

Amount Requested: \$4,000 If approved, funds are needed by what date? \_\_\_\_\_

If approved, the check should be disbursed to: City of Covington

Address: 20 W. Pike Street

City Covington State KY ZIP Code 41011

Federal ID # 61-6001804 or Social Security # \_\_\_\_\_

Attach a brief description of project: Include:

(a) How this program or project fits the purposes of Kentucky Bicycle and Bikeway Commission Grant Program vision statement

(b) If this is a new project or program or a continuation of an existing one

(c) Who will be responsible for the project or program?

(d) If the request is for a onetime project or for an ongoing program.

(e) Describe the system(s) to be put in place to measure the results of the program.

(f) Include a copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable.



20 West Pike Street  
Covington, KY 41011  
[www.covingtonky.gov](http://www.covingtonky.gov)

## City of Covington Paula Nye Memorial Bicyclist and Pedestrian Education Grant Request Description

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The City of Covington is requesting the award of \$4,000 from the Paula Nye Memorial Bicyclist and Pedestrian Education Grant for the purchase and installation of three (3) Dero FixIt Stations. These stations will be installed within the public right-of-way near selected Red Bike stations or trail heads to the Licking River Greenway Trail.

This project fits into the purposes of the Kentucky Bicycle and Bikeway Commission Grant Program vision statement of “inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to matters pertaining to bicycle and pedestrian safety through the development of curriculum, training aids, and/or educational programs or projects directly related to bicycle safety.” These stations will provide a resource for bicyclists to have access to the tools for proper bicycle safety maintenance to ensure a safe ride.

These stations will also provide a great public relations opportunity to showcase the trails and bike friendly amenities the City offers, while also informing the general public that Covington promotes ‘share the road’.

This will be a new project that will be integrated with the Ride Bike Program and the Licking River Greenway Trail. The City’s Department of Development – Programs & Strategic Projects Division will be responsible for the implementation of this project and will be providing in-kind support through the installation of the units as well as marketing and communication efforts.

This request will be for a one-time project. While this is a one-time project, the City will have information regarding these stations on our website to inform the public on the use of these stations. In order to measure the results of the program, the City will request information on cycling usage and station usage as part of bi-annual outreach to gather information on recreation usage and needs. In addition, staff will monitor the stations to ensure maintenance upkeep and functionality.



In Regards to the Paula Nye Grant Application,

Here is the link to the City of Covington Financial Statements:

<http://www.covingtonky.gov/government/financials>

Please advise any questions regarding these to Amy Froelicher 859-292-2151.

COMMONWEALTH OF KENTUCKY  
FINANCE AND ADMINISTRATION CABINET  
DEPARTMENT OF REVENUE  
FRANKFORT  
40601-2103

October 15, 2014

THE CITY OF COVINGTON  
ATTN: KRISTY CONNER  
20 WEST PIKE ST  
COVINGTON, KY 41011

LOCATION ADDRESS  
  
20 WEST PIKE ST  
COVINGTON, KY 41011-

PURCHASE EXEMPTION NUMBER: CT059106

EFFECTIVE DATE: 08/01/1991

SUBJECT: CITY GOVERNMENT EXEMPTION FROM KENTUCKY SALES AND USE TAX

Based on the information submitted in your Application for Purchase Exemption -- Sales and Use Tax, you are hereby authorized to purchase tangible personal property or services, including utilities, without paying or reimbursing the vendor for the sales or use tax with respect to such purchases. A copy of this letter should be presented to the vendor to be retained as authorization to make such exempt sales.

Every vendor making such sales must require an official or an employee exercising comparable authority within the city government department listed above to sign and acknowledge in writing on a copy of the invoice that the sale and delivery of the property was actually made to a unit of the city government. The invoice shall be retained by the vendor as documentary evidence in support of the deduction of the sale from gross receipts on the vendor's sales and use tax return. For proper reporting, the vendor must deduct receipts from these exempt sales on Line 6 of the sales and use tax return.

If any of the property or service is not used for an exempt purpose, the purchaser will be required to pay any tax due on purchases made tax-free under this exemption.

Any official or employee of a unit of federal, state, or local government who uses their position to make tax-free purchases for their own personal use, or for that of any other person, will be subject to the penalties provided in KRS 139.990 and other applicable laws.

In the event there is a change in your name, address, or operations from the information submitted in your application, you must notify the Department of Revenue in writing of the change immediately.

If you require additional information or assistance in this matter, please contact the undersigned at: Department of Revenue, Division of Sales and Use Tax, Station 67, PO Box 181, Frankfort, KY 40602-0181, or call 502-564-5170.



Connie Rodgers, Supervisor  
Certification Section  
Division of Sales and Use Tax

Enclosure

**City of Covington, KY - Paula Nye Foundation 2015 Application**

|                             |           |      |          |                    | <b>Paula Nye Grant</b> | <b>In-Kind Donation<br/>City of Covington</b> |
|-----------------------------|-----------|------|----------|--------------------|------------------------|---|
| <b>Bike Repair Stations</b> |           |      |          |                    |                        |   |
| Basic mount                 | \$ 689.00 | each | 3 units  | \$ 2,067.00        |                        |   |
| Pump                        | \$ 392.00 | each | 3 units  | \$ 1,176.00        |                        |   |
| powder coating              | \$ 95.00  | each | 3 units  | \$ 285.00          |                        |   |
| Tamperproof steel tool      | free      |      |          | \$ -               |                        |   |
| shipping                    |           |      |          | \$ 195.00          |                        |   |
| discount                    |           |      |          | (\$100)            |                        |   |
| Sub-Total                   |           |      |          | \$ 3,623.00        | \$ 3,623.00            |   |
| <b>Installation</b>         |           |      |          |                    |                        |   |
| materials                   | \$ 377.00 |      |          | \$ 377.00          | \$ 377.00              |   |
| installation                | \$ 35.00  | hour | 10 hours | \$ 350.00          |                        | \$ 350.00                                     |
| Sub-Total                   |           |      |          | \$ 727.00          |                        |   |
| <b>Marketing</b>            |           |      |          |                    |                        |   |
| eblasts                     | \$ 28.00  | hour | 5 hours  | \$ 140.00          |                        |   |
| press release               | \$ 28.00  | hour | 3 hours  | \$ 84.00           |                        |   |
| website update              | \$ 28.00  | hour | 6 hours  | \$ 168.00          |                        |   |
| liaison with organizations  | \$ 28.00  | hour | 10 hours | \$ 280.00          |                        |   |
| Sub-Total                   |           |      |          | \$ 672.00          |                        | \$ 672.00                                     |
| <b>Total Budget</b>         |           |      |          | <b>\$ 5,022.00</b> | <b>\$ 4,000.00</b>     | <b>\$ 1,022.00</b>                            |



**DERO** Bike Rack Co.

# Quote/Order Form

504 Malcolm Ave SE, Suite 100, Minneapolis, MN 55414

Quote # 116710

888.337.6729 612.331.2731 www.dero.com

Date 9/24/2015

|                                 |                  |
|---------------------------------|------------------|
| Sold To                         |                  |
| Covington, City of<br>Tom Logan |                  |
| Contact                         | Andrew Juengling |
| Phone                           |                  |
| Fax                             |                  |

|                     |
|---------------------|
| Ship To             |
| Covington, KY 41011 |

| Rep | Terms  | P.O. # | Site Contact | Site Phone |
|-----|--------|--------|--------------|------------|
| TD  | Net 30 |        |              |            |

| Qty | Item                 | Description  | Unit Price | Total    |
|-----|----------------------|--|------------|----------|
| 3   | FIXIT-EPX-FT-F       | FIXIT-Surface Mount, 2000349-F   | 689.00     | 2,067.00 |
| 3   | FIXIT PUMP BASIC ... | Fixit Pump Basic Weldment EPX 2000503-B                                    | 392.00     | 1,176.00 |
| 3   | PUMP-STOP-FT-EP...   | Pump Stop, Surface Mount, Powder Coated, 2000500-C<br>(HIGHLY RECOMMENDED) | 95.00      | 285.00   |
|     |                      | ALL DEEP RED (RAL 3003) POWDER COAT  |            |          |
|     | DISCOUNT             | Discount - quantity discount   | -100.00    | -100.00  |
| 1   | TAMPERPROOF-ST...    | Tamperproof Stainless Steel Tool, .375                                     | 42.00      | 42.00    |
|     | DISCOUNT             | Discount - FREE TAMPERPROOF TOOL/HARDWARE WITH<br>FIXIT PURCHASE           | -42.00     | -42.00   |
|     | FREIGHT              | Freight and Handling - LTL<br>(1) Pallet, 360 lbs. CLASS 70                | 195.00     | 195.00   |
|     | KY SALES TAX         | KY SALES TAX - EXEMPT  | 0.00       | 0.00     |

THIS ORDER IS ACCEPTED AS A BINDING PURCHASE

To place the order, verify that all the bill-to, ship-to, and order information is correct, sign and date where indicated, and fax back to 612-331-2731. We will fax or e-mail you an order confirmation so that you know that your order has been processed.

Payment can be made by credit card, prepayment, or net 30 credit terms may be issued with credit approval. The Ship Date is an estimate only. We will do everything possible to ship by or before that date but do not guarantee shipment by that date.

Customer agrees that installation area is suitable for drilling. A 20% restocking fee will be assessed to all canceled orders.

Quote is good for 30 days.

|   |
|---|
| Customer Please Specify<br>Desired Ship Date! |
|---|

Subtotal

Sales Tax (0.0%)

**Total:**

Thank you for your interest!

SIGNATURE AND DATE \_\_\_\_\_

|                              |           |             |  |             |            |
|------------------------------|-----------|-------------|--|-------------|------------|
| For office use only          | SO# _____ | Order Conf. | <input type="checkbox"/> EM <input type="checkbox"/> FAX | Init. _____ | Date _____ |
| Please note confirm contacts |           |             |  |             |            |



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| Fax                             |                  |

|                     |
|---------------------|
| Ship To             |
| Covington, KY 41011 |

|     |        |        |              |            |
|-----|--------|--------|--------------|------------|
| Rep | Terms  | P.O. # | Site Contact | Site Phone |
| TD  | Net 30 |        |              |            |

| Qty | Item | Description         | Unit Price | Total |
|-----|------|---------------------|------------|-------|
|     |      | Lead time 4-5 weeks |            |       |

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Customer Please Specify Desired Ship Date!

Subtotal \$3,623.00

Sales Tax (0.0%) \$0.00

**Total: \$3,623.00**

Thank you for your interest!

SIGNATURE AND DATE \_\_\_\_\_

|                              |           |             |  |             |            |
|------------------------------|-----------|-------------|--|-------------|------------|
| For office use only          | SO# _____ | Order Conf. | <input type="checkbox"/> EM <input type="checkbox"/> FAX | Init. _____ | Date _____ |
| Please note confirm contacts |           |             |  |             |            |