

KBBC 2023: Special Meeting Minutes

- The meeting was held virtually via Microsoft Teams on May 17, 2023
- In attendance:

KBBC Commissioners
Bill Gorton
Olivia Birkenhauer
Ian Ramsey
Jeffrey Walther
Phil Holoubek

KYTC Staff
Keith Lovan
Jay Balaji, Modal Branch Manager

- The meeting was called to order by Chairperson, Olivia Birkenhauer at 10:07 AM.
- The purpose of the meeting was to discuss the Paula Nye Memorial Educational Grant program and the issue of more grant requests than available funding. During the last 2 years several projects received less funds than requested and several projects were not funded at all. In 2021, grant requests were \$145,926 and \$99,315 was awarded. In 2022, grant requests were \$218,556 and \$84,802 were awarded. Various concerns were raised about why this has happened. In the past almost all grants were funded if they were eligible. The increase in grant applications could be attributed to more awareness about the Paula Nye Program and more interest in bike education. There has also been a phenomenal increase in the number of mountain bike teams across the state. This resulted in an increase for funding the local composite mountain bike teams. Ian stated that additional funds are needed based on the need and interest. Further discussions will be had to discuss this situation. He also stated that we need to make sure that we are fair and suggestions that we identify 3 different buckets. 1) Non-profits that are supporting needed services such as furnishing bikes to low income and underserved populations 2) Organizations that promote advocacy for biking, bike education, and bike safety and 3) Organizations that embrace bicycling of all types ie mountain bike, cyclocross, commuting and recreational biking. These buckets should also address geographical distribution. Also discussed is that these funds should not be considered a perpetual source of funds. Look at past history and record of success.
- Question was asked if KBBC could request grant funds. Research indicates that for some federal funds, third parties, non-profits and other entities can request funds but depends upon grants. Some require government sponsors. Will need more research.
- Do we need to revise current criteria? The criteria used in past years is attached. Regarding the previous 2 years, the annual meeting was held very quickly after the submittal date therefore did not give commissioners a lot of time to review the grants. Need to consider scheduling the annual meeting later.

Current Guidelines in the Grant Application.

1. 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-(c) 3 non-profit organizations, Kentucky state and local government agencies and individuals who form a public/private partnership with Kentucky 501-(c) 3 non-profit organizations, Kentucky state and local government agencies. The Commission will consider applications from out of state 501-(c) 3 organizations whose programs provide curriculum, training aids educational programs or projects within Kentucky for the use and benefit of Kentucky residents or governmental agencies.
2. 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.
3. For the purpose of this grant program, Kentucky's Area Developments Districts (ADD's) and Metropolitan Planning Organizations (MPO's) will be considered government agencies subject to the same governmental funding requirements listed below.
4. Not more than 5% of Grant funding can be used for administrative, clerical or other support staff wages for 501-(c) 3 organizations.
5. No portion of the Grant funds can be used for administrative, clerical or other support staff wages of Kentucky state or local government agencies.
6. Funds may be used by 501-(c) 3 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.
7. 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.
8. 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:
 - a. Current status of the project
 - b. Funds expended to that point
 - c. Detailed timeline for completion of the project

d. Justification for the delay if the project is behind schedule.

9. 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.
10. 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.
11. 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.
12. 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 keith.lován@ky.gov

Current Grant Criteria

- Number of people reached
- Geographical distribution
- Cost effectiveness
- Project practicality
- Applicant track record (ability to administer funds and reporting compliance, if applicable)
- Expressed need/goals
- Self contained concept
- Strength of educational component
- Community benefit
- Reliability of cost estimate/engineering

- Meeting was adjourned at 11:04 AM.



KBBC Special Meeting
200 Mero Street
Frankfort, KY 40601
Wednesday May 17, 2023 @ 10:00 AM EST

The meeting will be held virtually via Microsoft Teams (see link at bottom of page)

- Call the meeting to order
- Discussion of Paula Nye Educational Grants criteria
- Adjourn meeting

Microsoft Teams meeting

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