

Green Energy Fee Grant Programu[^] grant -final

APPLICATION

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For applicants requesting over \$2,000. Applications are due by 12pm, February 26, 2014. Submit applications via email to the GEF Grant Program Coordinator [ReEan.Clover \(5\) wwu.edu](mailto:ReEan.Clover@wwu.edu) . You will be sent a confirmation email verifying that the Final Application was received.

1. PROJECT TITLE: Viking Cycle Fixit Stations

2. PROJECT TAGLINE: This project would install DERO Fixit Repair Stations around campus to provide cyclists with the tools needed to service their bikes and promote sustainable transportation to and around Western Washington University.

4. PROJECT DETAILS

a. **Describe your proposed project.** The aim of this project is to install DERO Fixit Stations at several, high bicycle-traffic sites throughout campus. A DERO Fixit Kit facilitates on-the-spot bike repairs, providing all of the tools necessary to perform basic maintenance, from fixing a flat tire to adjusting brakes and dérailleurs. Education on how to conduct repairs is made available to cyclists via a Quick Read (QR) code that is affixed to the front of the Fixit station, which provides detailed "how-to" instructions on your smart phone. In addition to the information available via the QR codes, this project will fund a student position, a Campus Bicycle Repair and Maintenance Educator, for one year who works with community and campus groups to educate cyclists on how to maintain their bikes independently. The student position would serve as both an educator and advocate for the FIXIT stations (see Appendix for job description).

b. **Describe the purpose of your project proposal.** With the hardware provided for cyclists to have a safe and sustainable trip, our project aims to encourage cyclists to ride their bikes to campus more, therefore decreasing motor traffic and promoting a healthier and more sustainable lifestyle among the Western student body. Cyclists have a current need for these services, since the only maintenance that is available is at the Student Outdoor Center, for a cost.

c. **What are the goals and desired outcomes of your project?**

- Provide the cycling community with the resources they need to maintain their sustainable form of transportation
- Encourage new cyclists to develop knowledge about bike maintenance via readily accessible tools and education programs
- Decrease reliance on single-occupancy vehicles as a means of transportation to and from campus

d. **Does your project tie into any broader campus sustainability goals or initiatives? If yes, please describe how.**

The DERO Fixit stations align with the university's commitment to sustainability and its goal of providing the campus community with a safe and healthy environment. The visibility of Western's commitment to cyclists would be readily apparent with the installation of the Fixit stations and thus reinforce a culture that supports alternative transportation. These projects would directly promote programs on campus that are related to cycling, climate change, sustainability and health. These offices/programs include (but are not limited to) the following: the WWU Transportation Office, AS Environmental and Sustainability programs, the AS Outdoor Center, Office of Sustainability and WWU Cycling teams and clubs.

e. **Provide a chronological timeline listing the steps and tasks it will take to implement this project. Insert additional rows as necessary.**

Step/Task	Completed by Who	Estimated Completion Date
Installation	Facilities Management	Summer 2014
FIXIT Station Publicity	WWU Student Transportation Office, Morgan Flaskins (project team member), New	Ongoing

student position: Campus
Bicycle Repair and
Maintenance Educator

FIXIT Station Education	Campus Bicycle Repair and Maintenance Educator	2014-2015 school year (Fall-Spring quarters)
FIXIT Station Monitoring: this entails checking to make sure none of the fixit stations are broken or vandalized	Transportation Office	Ongoing
FIXIT Station Use Data Collection: this entails surveying the usage of the three fixit stations	Campus Bicycle Repair and Maintenance Educator in conjunction with the AS Alternative Transportation Coordinator, and Morgan Haskins (project team member)	Spring 2015

5. METRICS AND MEASURABILITY

a. How will the success of the project be measured? Will there be energy or cost savings for the campus? Describe the quantitative and/or qualitative sustainability metrics you will use to measure the success of your project. Insert additional rows as necessary.

Metric (qualitative or quantitative)	Description	Impact
<i>Example: Energy Saved in kWh/year</i>	<i>We plan to replace the incandescent lamp in our office with an LED lamp. Will measure the energy savings/year</i>	<i>Total =2,500 kWh of savings per year. (Incandescent lamp uses 3,000kWh per 50,000 hours and LED lamp uses 500kWh per 50,000 hours of usage. Source = www. EPA. LEDI amps, org)</i>
Bike Education Class Attendance	Careful monitoring of the attendance numbers to classes conducted by the Campus Bicycle Repair and Maintenance Educator	This will allow for more targeted, effective classes and generate a metric to gauge interest in the FIXIT station program.
Individual surveys	We plan to conduct periodic surveys in Red Square to evaluate FIXIT station use and awareness. See paragraph below.	By learning which stations are used and not used, the education efforts could be concentrated towards promoting FIXIT station use.

These surveys will help us collect empirical data about FIXIT Station use and awareness on campus. They'll be designed to measure the demographics of the individuals using the stations (i.e., daily cyclists, sporadic cyclists, class standing, etc...), whether the FIXIT stations have promoted an increase in cycling to campus (since people will have access to a bike pump to pump their tires, and tools to fix the height of their seat) and which FIXIT services are most frequently used. These surveys will be conducted in Red Square, a hub of campus activity, either on paper or via tablets that have been used by the AS to conduct similar surveys. As stated above, they will be scheduled periodically, but ideally during Spring quarter after the program has been fully implemented.

b. Describe your project's education, publicity and outreach plan here. Then complete the table below outlining the proposed results of your education, publicity and outreach efforts. Insert additional rows as necessary.

Education Outreach, Publicity Effort	Who will Make this Happen?	How Will this Effort be Implemented?	Who is the Intended Audience?	Frequency of implementation. One-time/daily /weekly?
Student Transportation Events	AS Alternative Transportation Coordinator	The AS Alternative Transportation Coordinator will advertise at the following events (and others as they arise): the Red Square Info Fair, Summerstart Orientation, AS Transportation Week, Earth Week	Students who do not cycle to campus regularly as well as existing cyclists in the community	Ongoing
Site education classes	Student Educator	The Campus Bicycle Repair and Maintenance Educator will be an individual who has technical knowledge about bikes and experience in sharing their knowledge with beginning cyclists. This individual will organize and host a number of education events that teach the campus community how to use the FIXIT stations independently.	These classes will target a diverse range of students, faculty and staff, from those who have little to no bike knowledge, students living in the dorms, as well as those who cycle but do not know how to perform more intermediate tasks (i.e. brakes and dérailleurs)	Minimum 5 education events each quarter (at least 15 total)

c. How will your project involve students? How many students, or what percentage of the student body, will be affected by the project?

We hope to involve a wide range of students, faculty and staff, from daily commuters to inexperienced cyclists. The FIXIT stations themselves will be fully accessible to the entire campus community 24 hours a day 7 days a week.

6. PROPOSED LOCATIONS

This grant proposes 3 locations across campus. General areas of location are summarized below, however final determinations will be made by Facilities Management closer to the installation date, when overall campus impacts can be further understood.

The three locations will be in several of the following zones:

- North campus (possibly near Viking Commons)

The exact location will need to be determined, possibly north, west or south of the proposed location; approval cannot be given on this site until closer to the installation date when overall campus design impacts can be further understood.

- Central campus (Red Square, along the outskirts)

The installation may be suited closer to the new bike racks installed at Miller Hall and Bond Hall, as well as near Carver. The exact location will need to be determined closer to the installation date when overall campus and other design impacts can be further understood.

- Central Campus (Haskell Plaza, along the outskirts)

The proposed location near Biology could be acceptable depending on the installation date; other locations to consider are near ES or AH, and depending on whether or not Carver is completed, another location may prove better. Again, approval cannot be given on this site until closer to the installation date when overall campus impacts can be further understood.

- South Campus (Ree Center- Approved)

This location has been approved however, when the time comes to install, the exact location may move slightly from the proposed.

7. BUDGET

a. Provide an itemized list of the budget items required for this project. Include Equipment and Construction Costs, Education Publicity and Outreach Costs, Personnel and Labor Costs, and any other costs. Insert additional rows as necessary.

Item	Cost Per Item	Quantity	TotalRequest
FIXIT Station Cost	\$1,542	3	\$4,626
Fixit Station Shipping Cost	\$73	3	\$219
FIXIT Station Installation	\$600	3	\$1,800
Signage Cost	\$100	3	\$300
Signage Installation (Locations #1 and #2)	\$100	2	\$200
Signage Installation (Location #3)	\$200	1	\$200
Bike Rack Relocation Cost	\$900	1	\$900
Rails and paint	\$600	1	\$600
Student Employee Salary (1 year, Fa 11-Spring; \$10.00/hr, 40 hours a month)	\$4,200	1	\$4,200
Campus Bicycle Repair and Maintenance Educator Toolkit (Floor pump, tire levers, multitool)	\$200.00	1	\$200.00
10% Emergency Contingency	\$1,094.50	1	\$1,324.50
TOTAL REQUEST			\$14,569.50

b. **If the project is implemented, will there be any ongoing replacement, operational, maintenance or renewal costs? If yes, what source have you identified to cover those costs?**

After contacting DERO, who manufactures the FIXIT stations, and other campuses who have implemented similar programs, the sole maintenance cost is replacing tools and air pumps. This is done infrequently, only in the event that vandalism occurs. After our research, we estimate that an allocation of funds up to \$200/yr. would be more than sufficient to cover these costs. These funds would be allocated as part of the Sustainable Transportation Budget.

c. **Outside or Matching Funds. List pending, approved, and denied applications for funding from other sources.**

List amounts requested from those sources.

- i. Source of outside or matching funds: N/A
- ii. Date request was submitted: N/A
- iii. Status or amount received: -
- iv. If funding was denied, please state the reason: -

d. Project Scalability. Can this project be scaled to be smaller or larger? Yes: No_x_ If yes, complete the section below.

- i. If this project was smaller, what would be the minimum budget for this project: _____
- ii. If this project was larger, what would be the maximum budget for this project: _____
- iii. How would the project outcome be affected if the project was scaled to be smaller or larger?

8. PROJECT STAKEHOLDERS

a. If your project involves or requires permission from other organizations, departments, individuals, or stakeholders, list them below and describe their involvement in the project. Insert additional rows as necessary.

Stakeholder/Project Owner Name	Department or School and Position	Involvement in Project
Kay McMurren	Student Transportation Program Support Supervisor	Stakeholder: Kay will contribute guidance, feedback, resources, ideas and support as needed during all phases of the project's development and implementation. Kay has experience supervising students on projects, is a cyclist herself, and works within the Student Transportation Program to address student transportation needs and options.
Carol Berry	Sustainable Transportation Manager	Project Owner. Sustainable Transportation will be funding the ongoing maintenance of the Fixit Stations
Marie Sather	Wade King Recreation Center	Project Owner for Viking Fixit Station located adjacent to Wade King Recreation Center
John Furman	Facilities Management	Project Owner for the Viking Fixit Stations located in the North and Center Campus locations.

b. For every Stakeholder/Project Collaborator listed, have the individual complete a Project Stakeholder Form. Form can be found on GEF website: www.edu/sustain/proErms/Eef/apply/ under the tab "Forms, Documents, and Guidelines."

Number of Project Stakeholder Forms attached to Final Application _1_____

c. If your project team is proposing a temporary or permanent facility or property modification, then a Project Owner Form must be submitted with the application. For every Project Owner listed, have them complete a Project Owner Form. Form can be found on GEF website: www.edu/sustain/prosrams/sef/apply/ under the tab "Forms, Documents, and Guidelines."

Number of Project Owner Forms attached to Final Application 3 _____

Campus Bicycle Repair and Maintenance Educator

Reports To:	AS Alternative Transportation Coordinator	State Reimbursement Rate: 60%
State Job Classification Code:	390 - Other Professional, Paraprofessional, and Technical	
Position Requirements:	Must be eligible for WWU student employment. Additional qualifications listed below.	
Wage:	Student employee wage classification Program Support Staff 4, beginning at \$10.00 per hour. Actual wage depends on qualifications and experience.	
Period of Employment:	Begins fall quarter 2014; ends after spring quarter; 280 hours maximum.	
Work Schedule:	10-20 hours per week; 40 hours a month average; flexible around class schedule	

Description of Duties

Campus Bicycle Repair and Maintenance Educator works to educate and engage the campus community about self-bicycle repairs with a focus on using Dero bicycle fixit stations located throughout campus.

This position will complete the preparation of outreach materials and events by customizing workshops for various campus entities such as dorms, the Ree Center, campus wide workshops, and hosting a bicycle fixit station table at various events.

This position will design and provide workshops for individuals with various bicycle maintenance skill sets.

This entails contacting university personnel and campus entities (Outdoor Center, cycling team, AS clubs and organizations) in person, via email, and phone, scheduling presentations, preparing workshop materials, preparing and editing workshop presentations, creating new interactive activities for tabling purposes, and planning special events.

This position will conduct program evaluation and upkeep by planning workshop and presentation improvements for the following academic year, and tracking whether educational measures used were successful or not throughout the academic year.

This position will provide other program support by collaborating and attending meetings with the AS Alternative Transportation Coordinator and Sustainable Transportation Programs staff, and conducting other duties as assigned.

Education and Other Benefits of Employment

This position will gain public presentation and speaking skills, experience coordinating public education events, an increased knowledge in the sustainability field, and an expanded knowledge of campus resources, policies, procedures, programs and services.

Minimum Qualifications

Minimum qualifications this position must have include outreach and education experience, strong work ethics, ability to convey technical information to people with a variety of skill sets, and be a bike enthusiast.

Preferred Qualifications

Applicants with the following skills or experiences may be given preferential consideration: extensive experience/knowledge in bicycle repair and maintenance, previous bike shop experience, and ability to work under minimal supervision.

Application Process: Please submit a resume and cover letter detailing qualifications to AS.Transportation@wwu.edu

PROPOSAL ONLY VALID DURING 2013-2014 ACADEMIC YEAR



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PROPOSAL REVIEW

9. Please set an appointment with the Green Energy Fee Grant Program Coordinator to review your draft proposal before submitting your application. This appointment should take place at least a week before the proposal due date.

Green Energy Fee Grant Program Coordinator, Regan Clover

Viking Commons, Room 24

Office Hours: Mondays and Thursdays 2-4pm or by appointment

Email: Regan.Clover@wwu.edu

Phone: (360)650-4501

Signature: _____ **Date:** _____

This signature does NOT indicate that you have received funding, but it does confirm that the proposal has been reviewed and is approved for funding review by the Green Energy Fee Committee.

Comments:

10. After meeting with the Green Energy Fee Grant Program Coordinator, please set an appointment with the Campus Sustainability Manager who will review and sign your proposal application.

Campus Sustainability Manager, Seth Vidana

Viking Commons, Room 25

Phone: (360)650-2491

Signature: _____ **Date:** _____

This signature does NOT indicate that you have received funding, but it does confirm that the proposal is approved for funding review by the Green Energy Fee Committee.

Comments: