

## **CommuteSmart Birmingham Bike Rack Application Policies and Guidelines**

### ***Eligibility and Other Requirements***

All CommuteSmart Birmingham Partners are eligible to apply. If you are not an existing partner, we can get you signed on as a partner in order to be eligible for a free bike rack(s).

- ❖ Applicants must either own the property on which the bike racks will be installed or provide proof of permission from the property owner to install a bicycle rack on the property.
- ❖ All racks must be installed outside of the public right-of-way unless permission is otherwise granted.
- ❖ If a recipient decides to remove CommuteSmart Birmingham installed bike racks, they must give us 30-days written/verbal notice
- ❖ Recipients are solely responsible for the removal/disposal of bike racks
- ❖ Bike Rack awards may be subject to approval via CommuteSmart Birmingham. The approval process takes 30 days. The installation takes 45 days to complete the process.

### ***Application Requests Deadline and Submission Process***

Application requests can be made online via our form. They are accepted on a rolling basis throughout the fiscal year from October to July. Please submit one application per physical location or worksite. Applicants can complete the application online or by contacting the CommuteSmart Program Manager - Lisa Smith at [lsmith@rpcgb.org](mailto:lsmith@rpcgb.org) or 205-264-8436.

### ***Selection Process***

CommuteSmart Birmingham will review all received applications. A site walk through will be scheduled within a month of applying for a bike rack. CommuteSmart Birmingham will evaluate the suitability of the location and ease of installation. More than one rack may be requested by the applicant, but the actual number of racks will be awarded based upon the rack request we have in for the fiscal year. If we have more racks available towards the end of the year your request for additional racks can be fulfilled later in the year.

### ***Awards***

Recipients will receive one locally made bike rack that fits into the space allotted for the rack. The rack can be coated in a color to fit your branding, but it will include the CommuteSmart Birmingham and Local Bike Rack logo. Please indicate if you are requesting more than one rack so CommuteSmart Birmingham can prioritize your request.

### ***Additional Information***

Additional questions regarding the Bike Rack program can be directed to the CommuteSmart Program Manager - Lisa Smith at [lsmith@rpcgb.org](mailto:lsmith@rpcgb.org) or 205-264-8436.