



INFRASTRUCTURE

Final Application Form Instructions

Please note: This form may be completed only after you meet with the Project Coordinator assigned to your project.

The following pages provide instructions for completing the final Safe Routes Nebraska Infrastructure Project Application Form. The final application form is attached to these instructions and is intended to be completed after you have met with the Project Coordinator assigned to your project. It includes additional sections 10-13 not found on the draft application.

Please answer all questions directly on the form within the space provided. Attach any additional information you believe will further explain and support the proposed project. However, attachments are limited to a total of 10 pages including the following required attachments: budget, map, aerial image, and resolution) listed on Page 7. Letters of support (see Page 4, Item 11) and Photographs (see Page 4, Item 13) will **not** be included in the 10-page limit.

1. Applicant:

Provide information regarding the applicant that will own and maintain the project. Attach a resolution from the applicant showing support of the proposed project. If the project applicant is a non-profit organization or school, and the infrastructure project is located off school property, a resolution is required from the jurisdiction responsible for the project location (see enclosed sample).

2. Applicant Contact Person:

Provide the name, address, daytime telephone number, fax number and e-mail address of the person who is submitting and directing this project.

3. Signature:

Contact Person - This is the person identified in Item 2 who will be responsible for the management and implementation of the proposed project.

4. Signature:

Applicant - This is the mayor, chairperson, principal, or superintendent listed in Item 1.

5. Project Name:

Provide a name for the project.

6. Project Description / Location:

Provide a description of the proposed scope of work for this project. Include information on the specific items of work to be performed with the funds requested and the location of the project.

a) Describe the current conditions for walking and bicycling to school.

- What are the obstacles (physical or perceived) to walking and bicycling to/from the school?
- What are the current risks facing children who walk and bicycle to/from school?
- Provide relevant information such as crash data, traffic counts, speed data, pedestrian/bike/auto collision counts, gap studies, demographics, community and school surveys or audits, speed limits, environmental factors as appropriate, etc.
- Provide a brief history of the neighborhood traffic issues to demonstrate the need for the proposed project
- Indicate if a traffic study has been completed. Traffic studies should follow the federal requirements listed within the *Manual on Uniform Traffic Control Devices*, which can be found at <http://mutcd.fhwa.dot.gov/pdfs/2003r1/pdf-index.htm>.

b) Provide the following information about the affected school and student population:

- School name
- School grade level (i.e., K-8, K-6)
- School enrollment data
- Distance eligibility for riding a bus (radius) in miles
- Number of students who currently walk to school
- Number of students who currently bicycle to school
- Number of students who are driven to school
- Number of students who are eligible for busing
- Number of students living within two miles of school
- Number of students receiving free and/or reduced lunch

c) Describe how the project will help enable **and** encourage students to walk and bicycle to/from school. Please include how you will address the 5E's (Engineering, Education, Encouragement, Enforcement, and Evaluation) of a comprehensive safe routes to school program.

NOTE: If you are applying for both infrastructure and noninfrastructure projects, please indicate if the projects can be implemented independently. For example, if you were to only receive funds for the infrastructure project, would it be possible to implement it without the noninfrastructure funds?

NOTE: Please attach an 8 ½" x 11" school route map plan showing the project location, and identify any problem areas and proposed changes. Please label the school location, sidewalk routes, crossings, stop signs, traffic signals, and where photographs were taken, etc.

7. Project Cost:

Identify the cost of this project. Provide the total cost of the project and the amount of federal funding requested. Attach an itemized budget showing construction items, estimated unit costs, and estimated quantities. Preliminary engineering and construction inspection/testing are also eligible expenses (see enclosed sample budget).

8. Additional Funds Leveraged

Check the box indicating if any other funds are being leveraged. If yes, please identify the percentage of the total project cost provided by additional funding, and list the additional funding source(s).

9. Project Type

Check the box indicating your project type as shown below.

Traffic calming or speed reduction improvements: roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits.

Pedestrian and bicycle crossing improvements: crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, and traffic stripes).

Sidewalk improvements: new sidewalks, sidewalk gap closures, significant sidewalk repairs, and curb ramps.

Off-street bicycle and pedestrian facilities: exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway.

Secure bicycle parking facilities: bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters.

Traffic diversion improvements in the vicinity of schools: separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school.

10. Transportation/Community Plans

Please identify if this project is part of a planning document, i.e., Safe Routes to School Plan, School Safety Plan, Traffic Safety Plan, etc. If yes, please attach a copy of the plans, which will **not** be included in the 10-page limit.

11. Project Support and Partnerships

Provide the names of organizations that support this project, as well as, the organization's contribution to making the project a success. Describe any partnerships that were created in developing the project proposal, and how those partnerships will develop through project implementation. Also, please state the current level of support from the general public, other groups and organizations. Attach documentation from them affirming this support.

12. Evaluation

The main goal of the SRTS Program is to enable and encourage students to walk and bicycle to/from school. Applicants are required to collect data, and provide results with the final application. Please refer to Appendices A and B within the *Application Guidelines* for the two data collection instruments. Should this project be awarded funding, you will be required to measure project outcomes by collecting data after the project is complete. Please note that a survey data entry tool is available upon request.

13. Photographs

Please provide a maximum of 10 photographs of the proposed project area. Photographs should identify the current walking/biking situation as described in Item 6 above. The photographs should be labeled and denoted on the map.

Send one completed application to: Kelly Morgan
Safe Routes Nebraska State Coordinator
Sinclair Hille Architects
700 Q Street
Lincoln, NE 68508

The *Application Guidelines*, application form, sample budget, and sample application resolution may be downloaded from www.SafeRoutesNE.com.



Infrastructure Project Request (Final Application Form)

<p>For Office Use Only</p> <p>Date Received: _____</p>

1.	APPLICANT NAME:	TYPE OF APPLICANT <i>(Check One)</i> :	<input type="checkbox"/> Village	<input type="checkbox"/> City	<input type="checkbox"/> County	<input type="checkbox"/> School
			<input type="checkbox"/> NRD	<input type="checkbox"/> State	<input type="checkbox"/> School District	<input type="checkbox"/> Other
2.	APPLICANT CONTACT PERSON:				FAX NUMBER: () -	
	MAILING ADDRESS: <i>(Street)</i>			CITY:	STATE:	ZIP:
	DAYTIME PHONE: () -		E-MAIL:			
3.	CONTACT PERSON: <i>(Print Name & Title)</i>		SIGNATURE		DATE:	
4.	APPLICANT: <i>(Print Name & Title)</i>		SIGNATURE		DATE:	

5.	PROJECT NAME: <i>(Example: Rushville Safe Routes Project; Hawthorne Elementary School Routes)</i>
6.	PROJECT DESCRIPTION/LOCATION: <i>(Include location, work to be performed, attach map, aerial image, & photographs)</i>

10.	IDENTIFY IF THIS PROJECT IS PART OF AN OFFICIAL PLANNING DOCUMENT:
11.	THIS PROJECT IS SUPPORTED BY:
12.	DESCRIBE HOW YOU WILL EVALUATE THE PROJECT OUTCOMES:

Attach the following required items:

- **Budget** (see sample budget)
- **School Route Plan Map** (8 ½ x 11 only--include project location/alignment, street names, north arrow, points of interest--see Appendix C within *Application Guidelines*)
- **Aerial image** (8 ½ x 11 only—aerial images can be obtained at <http://dnrmap2.dnr.state.ne.us/website/doqviewer/viewer.htm>)
- **Resolution** (see sample Resolution)
- **Labeled Photographs** (denote photos on map)