

NEBRASKA DEPARTMENT OF ROADS
SAFE ROUTES NEBRASKA
APPLICATION GUIDELINES
3RD EDITION, 2008



TABLE OF CONTENTS

I.	SAFE ROUTES NEBRASKA PROGRAM OVERVIEW	Page 2
	A. Federal Safe Routes to School Program.....	Page 2
	B. Nebraska Safe Routes to School Program	Page 2
	C. Program Consultant.....	Page 3
II.	FUNDING ELIGIBILITY	Page 4
	A. Eligible Applicants.....	Page 4
	B. Eligibility Criteria	Page 4
	C. Minimum Requirements	Page 5
	D. Application Process	Page 6
	E. Funding Cap	Page 6
	F. Special Requirements.....	Page 6
III.	FUNDING CATEGORIES	Page 8
	A. Infrastructure Projects.....	Page 8
	B. Noninfrastructure Projects	Page 8
	C. Special Consideration	Page 9
IV.	BUDGET PREPARATIONS	Page 10
	A. Infrastructure Engineering Costs.....	Page 10
	Infrastructure Sample Budget	Page 11
	B. Noninfrastructure Costs	Page 12
	Noninfrastructure Sample Budget	Page 12
	C. Ineligible Uses of Safe Routes Funds	Page 13
	D. Local Match	Page 13
	E. Reimbursements.....	Page 13
V.	PROJECT SELECTION	Page 14
	A. Sample Score Sheet.....	Page 15
	B. Funding Criteria	Page 16
VI.	APPENDIX	
	Data Collection Overview	A
	School Route Map Plan	B
	School Trip Safety Program Guidelines (booklet cover)	C

I. SAFE ROUTES NEBRASKA PROGRAM OVERVIEW

The purpose of this document is to provide prospective applicants with information on the Safe Routes Nebraska (SRN) Program for use in preparing applications for funding. This document outlines the purpose of the SRN Program, eligibility criteria, funding categories, and project selection.

A. FEDERAL SAFE ROUTES TO SCHOOL PROGRAM

The National Safe Routes to School Program (SRTS) was established by Congress in July, 2005. The program was signed into law in August, 2005 and will dedicate \$612 million towards SRTS from 2005-2009. The funds are distributed to states based on student enrollment, with no state receiving less than \$1 million per year. The funds may be used for both infrastructure and noninfrastructure projects.

The federal legislation describes the overall purpose of the SRTS Program as follows:

1. To enable and encourage children, including those with disabilities, to walk and bicycle to school.
2. To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age.
3. To facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

To implement the federal act, the Nebraska Department of Roads (NDOR) established the Safe Routes Nebraska Program.

B. SAFE ROUTES NEBRASKA PROGRAM

The SRN Program is administered by NDOR with oversight by the Federal Highway Administration (FHWA). Selection of projects is made by the SRN Select Committee, a state-wide committee of volunteers with expertise in the funding categories.

The safe routes program developed for Nebraska is not intended for constructing or resurfacing roadways or simply building and replacing sidewalks. Rather, the intent of the program is to assist governmental entities and non-profit organizations in implementing projects that **both enable and** encourage K-8 children to safely walk and bike to school.

Desired outcomes of the SRTS Program include the following:

- Increased bicycle, pedestrian, and traffic safety
- More children walking and biking to and from schools
- Decreased traffic congestion
- Improved childhood health
- Reduced childhood obesity

- Encouragement of healthy and active lifestyles
- Improved air quality
- Improved community safety
- Reduced fuel consumption
- Increased community security
- Enhanced community accessibility
- Increased community involvement
- Improvements to the physical environment that increase the ability to walk and bicycle to and from schools
- Improved partnerships among schools, local municipalities, parents, and other community groups, including non-profit organizations
- Increased interest in bicycle and pedestrian accommodations throughout a community

C. PROGRAM CONSULTANT

The Federal Highway Administration requires the state to have a full-time program coordinator dedicated to the Safe Routes Nebraska Program. To help meet this requirement, the Nebraska Department of Roads has acquired the services of Sinclair Hille Architects as Program Consultant to advise communities on select committee policies and eligibility requirements. Once a project is funded, the Program Consultant will assist applicants in administering projects and monitoring their development for compliance with state and federal requirements.

Prospective applicants may contact the Program Consultant for assistance at any time during the preparation of the application. The consultant team includes architects, engineers, landscape designers, and public outreach experts. Application meetings will be arranged prior to the Select Committee meeting. For assistance, please contact:

Sinclair Hille Architects

Kelly Morgan, Safe Routes Nebraska Program Coordinator
700 Q Street
Lincoln, NE 68508
Phone (402) 476-7331 Fax (402) 476-8341
kmorgan@sinclairhille.com

II. FUNDING ELIGIBILITY

A. ELIGIBLE APPLICANTS

Most state and local governmental agencies or political subdivisions within the State of Nebraska are eligible to receive funding. This includes most local units of government (villages, cities and counties), Natural Resource Districts, Nebraska State Agencies, and the University of Nebraska. Certain other governmental entities may also be eligible to receive funding. Non-profit organizations that demonstrate an ability to meet program requirements may also be eligible to receive funding.

Schools and school districts are eligible to apply for funding. However, if a school applies for an infrastructure project within the City or Village's jurisdiction, the City/Village should either be the primary applicant or provide a resolution of endorsement for the project.

NDOR recognizes that private nonprofit and civic organizations will have strong interest and support for use of these funds. Therefore, we encourage interested non-government entities to work with appropriate local, regional, and state governmental units (including the NDOR's eight district offices) to develop project applications.

B. ELIGIBILITY CRITERIA

In order for projects to receive funding through the SRTS Program, they must meet all the criteria outlined below:

1. Research has shown the most successful way to increase walking and bicycling is through a comprehensive approach that includes the "5 E's" (Engineering, Education, Encouragement, Enforcement, and Evaluation). **Applicants are required to address how they are implementing each of the "E's"**. These can be existing programs, enhanced programs or new programs.
 - a) *Engineering* – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails, and bikeways.
 - b) *Education* – Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.
 - c) *Encouragement* – Using events and activities to promote walking and bicycling.

- d) *Enforcement* – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding ...to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
 - e) *Evaluation* – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention (s).
- 2. Projects must comply with all federal and state guidelines and regulations. Federal and state requirements for the program are outlined in *Safe Routes Nebraska Guidelines for Project Development*, which is available upon request from the Program Coordinator.
 - 3. Projects must conform to the desired outcomes discussed under section I.B.

NOTE: The following resources can be found on-line at www.SafeRoutesNE.com: K-8 Curriculum, Rewards Program Guide, Community Partnership Guide, frequent walker/biker cards, stickers, posters, back pack fliers, school web banner ads, etc.

C. *MINIMUM REQUIREMENTS*

All project proposals must meet these four tests to be eligible for funding consideration:

- 1. Project proposals must fit within the eligible project categories discussed under item III A. Infrastructure and III B. Noninfrastructure.
- 2. Project proposals must be within approximately **two miles** of a primary or middle school (**grades K-8**). Traffic education and enforcement activities must meet the two-mile criteria. Other eligible activities under the noninfrastructure portion of the SRTS Program do not have a location restriction.
- 3. For **infrastructure** projects, applicants must provide a written description of how operation and maintenance of infrastructure project will be provided now and into the future. This should be presented in the form of a resolution by the governing board of the applicant organization and submitted with the application.
- 4. For **noninfrastructure** projects, applicants must provide a written description of how the program will be sustained going forward without the use of safe routes funding. This should be presented in the form of a resolution by the governing board of the applicant organization and submitted with the application.

D. APPLICATION PROCESS

The application process is outlined below:

Step 1: Complete the Intent-to-Apply Form.

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

Step 2: The Intent-to-Apply will be reviewed by NDOR for preliminary eligibility based on the minimum requirements listed on page 5. If your project meets requirements for eligibility, the applicant will be asked to continue by completing application forms. An application packet containing this instruction booklet, a draft application, and final application will be mailed to the contact person listed on the Intent-to-Apply. Meetings with each applicant will be scheduled by the Program Consultant after the completed draft application has been returned.

Step 3: Select Committee meets to review project applications and make funding recommendations to the Director of the Department of Roads.

Step 4: Notification by the Department of Roads on the funding status of your project.

E. FUNDING CAP

The program policy is to award no more than **\$250,000** to any individual applicant. This amount represents the maximum federal funding limit, and the purpose of the funding cap is to ensure statewide opportunity.

F. SPECIAL REQUIREMENTS

There are several state and federal funding requirements that apply to the Safe Routes Nebraska Program. Some of these requirements include the following:

1. **Title 23:** Projects funded by SRTS monies must comply with applicable provisions in Title 23 requirements of the U.S. Code, such as project agreements, authorization to proceed prior to incurring costs, etc. In addition, infrastructure projects must comply with Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements, etc, even for projects not located within the federal-aid highway right of way.

Any applicants (particularly nonprofits) who may not be familiar with Title 23 requirements may choose a lead sponsor, such as a local government that has experience with Federal contracts in general, and Title 23 requirements in particular. U.S. DOT regulations are available at www.fhwa.dot.gov/legsregs/legislat.html

2. **Inclusion on STIP/TIP:** All projects funded by SRTS monies must be programmed in their metropolitan planning organization's or regional planning affiliation's Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP). Applicants should work in close cooperation with their metropolitan planning organization or regional planning affiliation prior to submitting an application, to ensure local support and consistency with regulations.
3. **ADA:** Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the applicant must comply with all applicable provisions of the Americans with Disabilities Act. Additional information is available at www.usdoj.gov/crt/ada
4. **School Route Map Plan:** Applicants are required to provide a school route plan (See Appendix B). The plan does not need to be elaborate, but should demonstrate thoughtful consideration between schools, community, and parents regarding the desired school routes for students to travel from their neighborhood to and from school. A copy of the *School Trip Safety Program Guidelines* (See Appendix C) is available upon request of the Program Coordinator. This guide is great resource to bring key participants together, and formulate a school route plan.
5. **Sidewalk Width:** The minimum sidewalk or pedestrian zone width (area specifically reserved for pedestrian travel) shall be five feet.
6. **Traffic Control:** Applicants requesting funds for traffic control devices, such as traffic signals, or speed control measures are required to provide evidence of need. This would include, but not be limited to, traffic counts, speed data, pedestrian/auto collision counts, gap studies, etc.
7. **Noninfrastructure Project Schedule:** Applicants requesting funds for noninfrastructure projects are required to provide a project schedule with the draft and final applications. Project Schedules should include dates for project start, kick-off meeting, material procurement, events, school year dates, evaluations, and project end date.
8. **Data Collection:** Applicants are required to collect data, and provide results with the final application. Please refer to Appendix A for the Data Collection Overview.

The Overview will describe the two data collection forms, data entry tools, and how much time to allow for data entry. Should your project receive funding, you will also be required to collect data after your safe routes project is implemented.

III. FUNDING CATEGORIES

The two eligible funding categories are infrastructure and noninfrastructure projects.

A. INFRASTRUCTURE PROJECTS

Eligible infrastructure projects include the planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school.

Examples of infrastructure projects include, but are not limited to the following:

- **Traffic calming and 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).
- **School walking/biking route improvements:** complete school walking/biking routes by closing gaps in walkway system, allowing for home to school connection.
- **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.

B. NONINFRASTRUCTURE PROJECTS

Eligible noninfrastructure activities are activities that encourage walking and bicycling to school include the following:

- **Public awareness campaigns and outreach to press and community leaders**:** Any promotional activity that draws attention to bicycling and walking for transportation. This can include any number of tools such as flyers, print and media advertising, letter campaigns, contests, special events, etc.
- **Traffic education and enforcement in the vicinity of schools:** Provide training and coordination for crossing guard programs, costs for additional law enforcement or equipment needed for specific SRTS enforcement activities, etc.

- **Student sessions on bicycle and pedestrian safety, health, and environment:** Classes or discussions that teach students and parents safety practices relating to bicycling, pedestrian, and driver behavior, such as the proper way to cross streets, use sidewalks, load and unload buses, avoid darting out from between parked cars, helmet use, and bicycle skills, etc.
- **Funding for training, volunteers, and managers of safe routes to school programs:** The intent is to be able to reimburse volunteers for materials and expenses needed for coordination efforts. The intent is not to pay volunteers for their time.

****NOTE:** Sample program materials are available for viewing on-line at <http://www.saferoutesne.com/others.html>. Please contact the Program Coordinator if you would like to modify these files for your use.

C. *SPECIAL CONSIDERATIONS*

1. **Sustainability:** The SRTS Program will fund initial startup costs, but not recurring costs. Funding requests for activities that are expected to have recurring costs should include plans for how these costs will be funded in the future and a rationale for how federal funding of one year will leverage future financial security for the activity. For example, in general, Program funds should not be used to pay crossing guard salaries, as these are recurring costs (although funds *may* be used for crossing guard training programs).
2. **Multiple Applications:** Applicants may apply for more than one project; however, each project requires a separate application (i.e., if an applicant wants to develop a crosswalk at one school, and a sidewalk improvement at another school, the applicant would need to submit two separate applications). In addition, there are two separate application forms to complete, depending if the project falls under the infrastructure or noninfrastructure category. If you are unsure of what application to complete, contact the Program Coordinator.

If you are submitting a noninfrastructure and an infrastructure application, please indicate if they are dependent upon each other (i.e. the noninfrastructure project can/cannot be implemented with/without the infrastructure project). Also, be aware that the total funding to each applicant is limited to \$250,000 federal. Please also know that there is a chance only one project will be selected.

NOTE: NDOR reserves the right to request your priority project since program funds are limited.

IV. BUDGET PREPARATION

It is very important that the budgets submitted with the application are carefully developed. Each request for funding must include a budget that lists each individual item of work involved with the project. Applicants are encouraged to contact a professional engineer or architect to assist in the development of infrastructure project budgets. Infrastructure project budgets should generally include construction costs, engineering costs, and funding sources (see sample infrastructure budget format on page 11).

A. INFRASTRUCTURE ENGINEERING COSTS

Preliminary Engineering (PE) is the term used for the preparation of construction plans and specifications. These documents must be prepared and stamped by an engineer or architect registered in the state of Nebraska. Generally, applicants are encouraged to include approximately 10% for preliminary engineering costs in their budgets.

Preliminary engineering costs are only eligible for reimbursement under certain conditions. Consultants who are to be paid with enhancement funds cannot begin work until funding authorization has been given in a letter signed by the program consultant and Department of Roads. Funds spent by the applicant before the notice is given will not be reimbursed. Furthermore, any work done by a consultant prior to application and funding authorization cannot be paid retroactively with federal funds.

Construction Engineering Project budgets should include approximately 14% of the estimated actual construction costs for construction engineering and contingency. Construction engineering consists of contract administration, construction observation, and testing during construction and should be estimated at 9% of construction costs. A 5% contingency should be included for over-runs and change orders.

INFRASTRUCTURE PROJECT ESTIMATE

CONSTRUCTION COSTS				
Item	Unit	No. Req'd	Unit Cost	Cost
Clearing & Grubbing	Acre	1	\$2,300.00	\$2,300.00
Linear Grading (for RR Grades only)	LIN. FT.	2,000	\$1.35	\$2,700.00
Earthwork (Cut & Fill, N/A for rails on railbeds)	CU. YD.	4,210	\$8.00	\$33,680.00
6" Concrete Bikeway (1)	SQ. FT.	20,000	\$2.75	\$55,000.00
Crushed Limestone Trail	SQ. FT.	20,000	\$1.00	\$20,000.00
Mill Curb	LIN. FT.	54	\$7.00	\$378.00
Retaining Wall	SQ. FT.	125	\$30.00	\$3,750.00
Seeding, Type B	Acre	3.63	\$1,700.00	\$6,171.00
Signage (MUTCD)	Ea.	2	\$200.00	\$400.00
CONSTRUCTION COSTS SUBTOTAL				\$124,379.00
Mobilization (2)	Lump Sum	1	8% of Subtotal	\$9,950.00
CONSTRUCTION COSTS TOTAL				\$134,329.00
ENGINEERING COSTS				
Preliminary Engineering (3)		10%		\$13,433.00
Construction Engineering/Contingency (4)		14%		\$18,806.00
NDOR Project Representative Costs (5)		1%		\$1,343.29
ENGINEERING COSTS TOTAL				\$33,582.29
TOTAL PROJECT COSTS				\$167,911.29
CONSTRUCTION COSTS + ENGINEERING COSTS				\$167,911.29
IN-KIND DONATIONS				
Seeding, Type B	Acre	3.63	\$1,700.00	\$6,171.00
TOTAL IN-KIND DONATIONS				\$6,171.00
FUNDING REQUEST (6)				
ABCD Landscaping - Seeding, Type B		4%		\$6,171.00
Federal Funding Requested		96%		\$161,194.84

NOTES:

- (1) Include costs for subgrade prep
- (2) Mobilization Costs (Contractor set-up, typically 8% of construction costs subtotal)
- (3) Preliminary Engineering (design, plan preparation, and specifications) is optional, 10% is recommended.
- (4) Construction Engineering/Contingency costs are required at 14% of total project cost.
 These costs include 9% for construction inspection & testing, and 5% for contingencies.

Please clearly identify in-kind labor and/or materials.

Other costs to be aware of when estimating project costs are:

- Railroad crossings & Railroad insurance
- Trails under Bridges
- Pedestrian bridges over streams or rivers
- Existing bridges requiring modification to accommodate 10' wide trail with 2' wide shoulders
- Drainage

To find acres of clearing & grubbing use:

$$(20 \text{ ft.} \times \text{trail length in feet}), \text{ divided by } 43,560 = \text{acres}$$

To find acres of seeding use:

$$(20 \text{ ft. minus trail width in feet}) \times \text{trail length, divided by } 43,560 = \text{acres}$$

(5) NDOR will assign a Project Representative who will monitor the construction progress.

(6) If additional funds are being leveraged, please include the source, percentage of the total project cost, and dollar amount.

NOTE: This is only a sample budget. Unit costs may vary for your location.

NOTE: The maximum federal request per applicant is \$250,000. This includes the total infrastructure and noninfrastructure applications combined.

B. NONINFRASTRUCTURE COSTS

All items of work must be listed separately, including the quantity, unit, unit price, and total. Please see the sample noninfrastructure project budget located below.

NONINFRASTRUCTURE PROJECT ESTIMATE

Item	Unit	No. Req'd	Unit Cost	Cost
EXTERNAL PERSONNEL				
John Smith, Certified Cycling Instructor-Training Hours for grades 4-8	Hour	24	\$15.00	\$360.00
Joe Smith, Graphic Designer-Design Brochures with Bicycle Safety Tips	Hour	30	\$40.00	\$1,200.00
TOTAL EXTERNAL PERSONNEL				\$1,560.00
INTERNAL PERSONNEL				
Jackie Smith, Physical Education Teacher-hours spent after normal work hours	Hour	40	\$30.00	\$1,200.00
Jim Smith, School Nurse-hours spent after normal work hours	Hour	40	\$40.00	\$1,600.00
TOTAL INTERNAL PERSONNEL				\$2,800.00
PROMOTION & ADVERTISING				
Newspaper advertisement promoting driver safety	Each	2	\$300.00	\$600.00
Postage-mail brochures to student parents	Each	500	\$0.39	\$195.00
Brochure color printing - 8 1/2 x 11 tri-fold	Each	500	\$2.00	\$1,000.00
Frequent walker & biker punch card color printing - 8 1/2 x 11 size, 12 cards per page	Each	500	\$1.50	\$750.00
TOTAL PROMOTION & ADVERTISING				\$2,545.00
EQUIPMENT & SUPPLIES				
Black & white parent & student survey printing-donated by ABCD Printing	Each	500	\$0.50	\$250.00
Maps for student walk & bike study	Each	250	\$3.00	\$750.00
Reflector stickers for student clothing-reward for walking & biking	Each	500	\$1.35	\$675.00
TOTAL EQUIPMENT & SUPPLIES				\$1,675.00
OTHER				
Facility Rental	Lump Sum	1	\$200.00	\$200.00
TOTAL OTHER				\$200.00
IN-KIND DONATIONS				
Black & white parent & student survey printing-donated by ABCD Printing	Each	500	\$0.50	\$250.00
Facility Rental	Lump Sum	1	\$200.00	\$200.00
TOTAL IN-KIND DONATIONS				\$450.00
PROJECT COST TOTAL				\$8,780.00
TOTAL LESS IN-KIND DONATIONS				\$8,330.00
FUNDING REQUEST*				
ABCD Printing - Survey		3%		\$250.00
ABCD Conference Center - Facility Rental		2%		\$200.00
Federal Funding Requested		95%		\$8,330.00

*If additional funds or in-kind donations are being leveraged, please include the source, percentage of the total project cost, and dollar amount.

NOTE: This is only a sample budget. Unit costs may vary for your location.

NOTE: The maximum federal request per applicant is \$250,000. This includes the total infrastructure and noninfrastructure applications combined.

C. INELIGIBLE USES OF SAFE ROUTES NEBRASKA FUNDS

Safe Routes to School funding is not permitted for any of the following purposes:

- Recurring costs such as personnel salaries
- Projects that improve pick-up and drop-off areas for the convenience of drivers rather than to improve child safety and/or walking and bicycling access
- Bus safety programs
- Improving routes to bus stops
- Expenses incurred in preparing the application
- Costs incurred by Project Owners to administer infrastructure projects
- Safe routes to bus stops

The Safe Routes Nebraska Program will only pay for items that are deemed “participating”. Other work items may be considered “non-participating” and are not eligible for reimbursement with safe routes funds. These “non-participating” items can still be included in the project, but must be paid for entirely (100%) by the project owner.

D. LOCAL MATCH

Federal legislation states that applicants for safe routes funding are not required to provide a cash match of the total eligible project costs in order to be eligible for funding. However, applicants are strongly encouraged to show commitment with local funds and/or leveraging additional funding resources to implement the project.

E. REIMBURSEMENTS

It is important to note that the Safe Routes Nebraska Program is not a grant program. Instead, funding will take the form of monthly reimbursements of eligible expenditures. Therefore, applicants must have funds available to pay project expenses prior to receiving their reimbursements. Reimbursement will be made monthly up to the maximum amount of funding approved by the Select Committee. If project bids come in lower than the funding maximum, the project scope cannot be increased (i.e. trail or sidewalk lengthened) in order to use the maximum funding allowed. If project bids come in higher than the maximum, the applicant is responsible for covering all costs above the maximum.

V. PROJECT SELECTION

The selection of projects is made by the Safe Routes Nebraska Select Committee, a state-wide committee of volunteers with expertise in the funding categories. The Select Committee will rank funding applications using an established scoring system. Following is a sample score sheet along with the scoring guidelines.

Project Name:	NDOR District #:	
Funding Category:		
	<i>Pts. Possible</i>	<i>Pts. Awarded</i>
Pre-Screening Meeting	1=low, 5=high	
1. Funding Criteria		
Budget Accuracy	5	
2. Project Planning		
A. Infrastructure Projects Only: Demonstrates readiness to be constructed and/or need for immediate action	5	
B. Noninfrastructure Project Only: Demonstrates readiness to be implemented	5	
Pre-Screening Subtotal	10	0
Select Committee Meeting		
3. Project Assessment		
A. Environmental Justice		
Offers program benefits to underserved (minority and/or low income) communities or neighborhoods	5	
B. Comprehensive Program		
Demonstrates inclusion of "5E's" (engineering, education, encouragement, enforcement, and evaluation)	25	
C. Problem Identification & Solution		
Successful identification of problem(s) and most cost-efficient solution(s)	25	
D. Support & Partnerships		
Demonstrates new collaboration and/or partnerships	10	
E. Concept & Quality		
Concept, and meeting desired program outcomes	25	
Select Committee Subtotal	90	0
COMPOSITE SCORE	100	

1. FUNDING CRITERIA

BUDGET ACCURACY

- 5 Points.** Budget is complete AND unit costs and quantities appear accurate.
- 4 Points.** Budget is complete BUT unit costs and/or quantities don't appear accurate. *
- 3 Points.** Budget is not complete BUT unit costs and/or quantities appear accurate. **
- 2 Points.** Budget is not complete AND unit costs and quantities don't appear accurate.
- 1 Point.** Project is significantly over-budgeted.
- 0 Points.** Project financial viability appears doubtful OR detailed budget not provided.

* *If the shortfall with the unit costs and/or quantities is within 5% of the total infrastructure construction cost or noninfrastructure project cost) the project will score 5.*

** *If the shortfall with an incomplete budget is within 5% of the total infrastructure construction cost or noninfrastructure project cost the project will score 4.*

2. PROJECT PLANNING

A. INFRASTRUCTURE RIGHT OF WAY & DESIGN

- 5 Points.** Pre-engineering is underway or complete AND no apparent right of way issues.
- 4 Points.** No apparent right of way issues BUT no engineering underway.
- 3 Points.** Right of way acquisition is required BUT appropriate actions are being taken. *
- 2 Points.** Railroad agreements are required which could delay the project.
- 1 Point.** Both right of way acquisition and railroad agreements are required which could eliminate the project.
- 0 Points.** Project feasibility appears doubtful.

* *In general, if an easement is needed the project will score a maximum of 3 points. However, if the applicant has made contact with the property owner or the property owner attends the site visit and expresses verbal or written support for the project then a score of 4 will be applied. If contact was made with the property owner(s) but support was not expressed, the score remains 3.*

B. NONINFRASTRUCTURE PROJECT SCHEDULE

- 5 Points.** Project schedule is complete AND appears reasonable for planned activity.
- 4 Points.** Project schedule is complete AND appears unreasonable for planned activity, BUT it appears applicant is taking appropriate action.
- 3 Points.** Project schedule is not complete AND appears unreasonable for planned activity, BUT it appears applicant is taking appropriate action.
- 2 Points.** Project schedule is not complete AND appears unreasonable for planned activity, AND the applicant appears unaware of the issues.
- 1 Point.** Project schedule is significantly flawed.
- 0 Points.** Project schedule is significantly flawed with issues/obstacles apparent that will certainly delay project.

3. PROJECT ASSESSMENT

A. ENVIRONMENTAL JUSTICE

- 5 Points.** Project makes significant contribution to serving minority and/or low income communities or neighborhoods.
- 4 Points.** Project makes somewhat significant contribution to serving minority and/or low income communities or neighborhoods.
- 3 Points.** Project makes moderate contribution to serving minority and/or low income communities or neighborhoods.
- 2 Points.** Project makes little contribution to serving minority and/or low income communities or neighborhoods.
- 1 Point.** Project makes very little contribution to serving minority and/or low income communities or neighborhoods.
- 0 Points.** No apparent contribution to underserved communities and neighborhoods.

B. COMPREHENSIVE PROGRAM

- 25 Points.** Project addresses all five “E’s” of a comprehensive safe routes to school program
- 20 Points.** Project addresses four of the five “E’s” of a comprehensive safe routes to school program
- 15 Points.** Project addresses three of the five “E’s” of a comprehensive safe routes to school program
- 10 Points.** Project addresses two of the five “E’s” of a comprehensive safe routes to school program.
- 5 Points.** Project addresses one of the five “E’s” of a comprehensive safe routes to school program.
- 0 Points.** Project does not adequately address the five “E’s” of a comprehensive safe routes to school program.

C. PROBLEM IDENTIFICATION & SOLUTION

- 25 Points.** Project makes significant contribution to solving the problem that hinders students' ability to walk and bicycle to/from school
- 20 Points.** Project makes somewhat significant contribution to solving the problem that hinders students' ability to walk and bicycle to/from school
- 15 Points.** Project makes moderate contribution to solving the problem that hinders students' ability to walk and bicycle to/from school
- 10 Points.** Project makes little contribution to solving the problem that hinders students' ability to walk and bicycle to/from school
- 5 Points.** Project makes very little contribution to solving the problem that hinders students' ability to walk and bicycle to/from school
- 0 Points.** No apparent contribution to solving the problem that hinders students' ability to walk and bicycle to/from school

D. SUPPORT & PARTNERSHIPS

- 10 Points.** Project demonstrates significant collaboration with partners where roles are clearly defined AND partners will contribute to project success
- 6 Points.** Project demonstrates somewhat significant collaboration with partners where roles are clearly defined, BUT difficult to assess if partners will be key contributors to project success
- 2 Points.** Project demonstrates little collaboration with partners where roles are unclear AND it's difficult to assess if partners will be key contributors to project success
- 0 Points.** Project is isolated activity with no collaboration with partners

E. CONCEPT & QUALITY

- 25 Points.** High quality concept that is very likely to result in multiple desired outcomes
- 15 Points.** Moderate quality concept that is somewhat likely to result in multiple desired outcomes
- 5 Points.** Low quality concept that will unlikely result in desired outcomes
- 0 Points.** Project is not sound and eligibility is questionable

SAFE ROUTES TO SCHOOL DATA COLLECTION OVERVIEW

The National Center for Safe Routes to School has developed a set of data collection forms and tools intended to help local and state Safe Routes to School programs measure and understand results.

Downloadable Forms and Instructions

How do I get the forms? Data Collection forms and instructions are available for download at www.saferoutesinfo.org/resources under the “Evaluation” tab.

Student Tally Form

What does the tally form do? The form helps measure how students get to school and identify changes in student travel behavior to and from schools with SRTS programs.

Who fills out the form? Teachers in each classroom or SRTS program volunteers.

Who gets tallied? K-8 graders at participating schools.

How many days are students tallied? The tallies should be conducted in each classroom on two days (Tuesday, Wednesday, or Thursday only – not Monday or Friday) of one week.

Parent Survey Form

What does the parent survey do? The survey gathers information about factors that affect whether parents allow their children to walk or bike to school, the presence of safety-related conditions along routes to school, and other background information. Results help determine how to improve opportunities for children to walk or bike to school, and measure parental attitude changes as local SRTS programs occur.

How is the survey administered? Surveys can be administered in three main ways: as a take-home survey, distributed as part of parent-teacher conferences, or as part of homework assignments.

Who gets surveyed? Parents of all K-8 graders at participating schools should be asked to complete the survey. (One per household per school.)

Timing of Tallies and Surveys

When should the tallies and surveys occur? Information should be collected at the beginning of the school year and at the end of the school year. Midyear counts are optional but helpful.

- Start of year: 2nd, 3rd, or 4th week of school year (“Baseline”)
- End of year: during one of the last 4 weeks of school year (“Post Activity”)

Data Entry and Viewing

How do I enter data? Completed forms can be converted to useful data in two ways:

1. Enter the data yourself using the online “DataTools” program at www.saferoutesinfo.org/tracking. Data is available immediately for usage.; or
2. Send completed forms to the National Center’s Centralized Data Entry Program. Forms are scanned and data is entered into the National SRTS Program Tracking Database. Local programs receive an email with instructions on how to access their data online. Data will be available in 4-5 weeks.

Where do I send completed forms? Completed forms, along with a one-page cover sheet (downloadable) can be sent to the address here.

How do I view my data? Once data is entered (either by the user or through the Central Data Entry Program), users can view their data through the online “DataTools” system. Summaries of data, including basic tables and charts, can be viewed and copied for local use. The completed data is also part of the National SRTS Program Tracking Database and can be used to help evaluate the national SRTS program.

National Center for Safe Routes to School
Attn: SRTS Data Entry
730 Martin Luther King, Jr. Blvd, Suite 300
Chapel Hill, NC, 27599

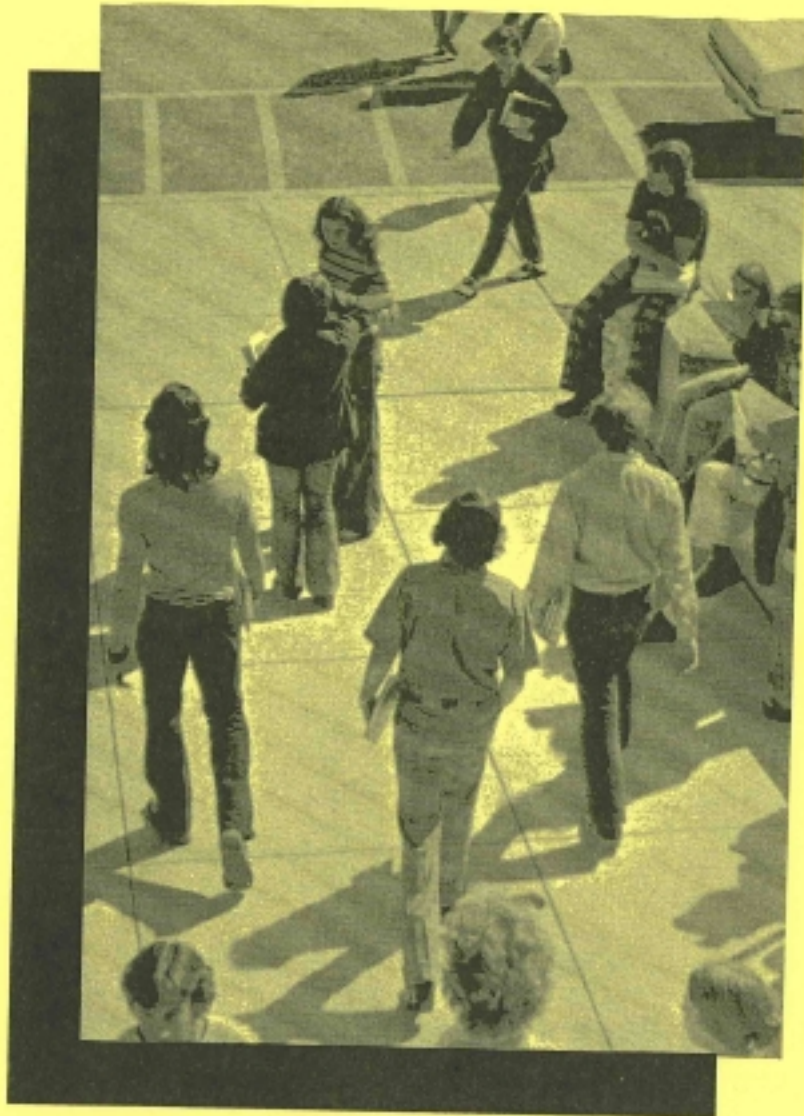
Safe Route Map Plan*



*Source: *Manual on Uniform Traffic Control Devices* <http://mutcd.fhwa.dot.gov/pdfs/2003r1/pdf-index.htm>

School Trip Safety Program Guidelines

Recommended Practice
By ITE Technical Committee 4A-1



ite
Institute of
Transportation
Engineers