

# Safe Routes To School (SRTS)

- Funding and Program Overview
- Application Logistics
- What to Expect if Your Project is Funded
- Application Tips for Success

# Funding and Program Overview

## SRTS Call for Project Logistics

- This is the last round for SRTS projects!
- \$4.2 million statewide funds available- (\$3,780,000 million infrastructure, \$420,000 non-infrastructure)
- Projects submitted on SRTS application form electronically to MoDOT Central Office and will be scored.

<http://www.modot.mo.gov/safety/SafeRoutestoSchool.htm>

- Projects then sent from Central Office to districts for prioritization through District TE committees (representatives from Johnson, Pettis, Saline, Lafayette counties and RPC's).
- Project final selection will be by statewide SRTS committee. SRTS Statewide committee has representatives from Dept. of Health, Dept. of Energy, Law enforcement, MPO's, RPC's.

# Funding and Program Overview

## Funding Rules

- Previous SRTS rules apply.
  - Projects 100% federally funded (no local match)
  - \$250,000 max. infrastructure (Funds can be used for preliminary engineering, right of way purchase, construction, and construction engineering.)
  - \$25,000 max. non-infrastructure
- Reimbursement Program
- Eligible Recipients
  - State, local, and regional agencies. Schools, school districts, and non-profit agencies must have City, County as co-sponsor. On MoDOT R/W must have District office support for the project.

**NOTE: CONSULTANTS THAT FILL OUT APPLICATIONS FOR SPONSOR AT NO COST WOULD BE CONSIDERED INELIGIBLE TO WORK IN FUTURE PROJECT PHASES.**

# Funding and Program Overview

SRTS school funds created by section 1404 of SAFETEA-LU. SRTS not funded in MAP 21 Transportation legislation.

- Purposes:
  - 1) to get kids to walk and bike to school
  - 2) make walking and biking to school safer & encourage active and healthy lifestyle
  - 3) Facilitate planning and implementation of projects that will improve safety, reduce traffic and fuel consumption.
- FHWA wants SRTS projects incorporate The 5 “E’s”:
  - 1) engineering-creating physical improvements
  - 2) education-Outreach efforts
  - 3) enforcement-Partnering with law enforcement
  - 4) encouragement-Using events to promote biking and walking
  - 5) evaluation-Monitoring and documenting outcomes

# Funding and Program Overview

## Eligible Project Types

- Infrastructure (within 2 miles of K-8 school)
  - Sidewalks
  - Traffic calming and speed reduction
  - Pedestrian & bicycle crossing improvements
  - On-street bike facilities
  - Off-street bike facilities
  - Secure bicycle parking facilities
  - Traffic diversion improvements
- Non-Infrastructure
  - Creation of Promotional and educational materials
  - Bike/Ped safety curricula, materials & trainers
  - Costs for additional law enforcement. (Must be submitted by law enforcement agency)
  - Equipment and training for crossing guards
  - Many other examples .....See page 5 & 6 of Application Guide for examples.

# Application Logistics

- Obtain a User Name and Password by filling out the form at the following Link.

<http://www.modot.mo.gov/safety/documents/SRTSUsernameandPasswordRequestForm.pdf>

- Send completed form to Donna.Roewe@modot.mo.gov or Fax to ATTN: Donna Roewe 573-526-3261
- **NOTE: ALLOW TWO WEEKS FOR THIS! IF YOU HAVE ONE FROM 2010 IT SHOULD STILL WORK BUT TRY IT FIRST.**

## SAFE ROUTES TO SCHOOL REQUEST FOR USERNAME & PASSWORD

**BOLD** fields are required

<b>AGENCY NAME</b>	<input type="text"/>		
<b>ADDRESS 1</b>	<input type="text"/>		
<b>ADDRESS 2</b>	<input type="text"/>		
<b>CITY</b>	<input type="text"/>		
<b>STATE</b>	<b>ZIP</b>	<input type="text"/>	
<b>COUNTY</b>	<input type="text"/>		
<b>PHONE</b>	<b>FAX</b>	<input type="text"/>	

**FEDERAL TAX ID #**

**STATE TAX ID #**

Please check 1

**TYPE OF ORGANIZATION**

CITY GOV'T   
SCHOOL DIST   
OTHER

Please check 1

**TYPE OF AREA**

STATE   
URBAN   
RURAL

# Application Logistics



The screenshot shows a web browser window titled "Login". Inside the window, there is a form titled "Client/Agency Login" with a sub-header "(Your IP address is)". The form contains two input fields: "\*User ID:" and "\*Password:". Below these fields are two buttons: "Login" and "Cancel". At the bottom of the form, there is a checkbox labeled "Change Password" which is currently unchecked.

Access the website at <http://www.modot.mo.gov/safety/grant/>

Select the "Click Here" link to access the Agency Login page. Put in your user\_id and password (you are required to change the password after you log into the system the first time).

Click "Login"

# Application Logistics



The screenshot shows the MoDOT Highway Safety Division Grant System interface. The left sidebar contains navigation links: Home, Instructions, AgencyInfo, Contacts, Applications/Contracts (highlighted), Workshops, HSD Staff, and Logout. The main content area is titled 'HIGHWAY SAFETY DIVISION Applications/Contracts' and features a red circle around the 'NEW GRANT REQUEST' link. Below this link is a table with columns for 'EscalYear' and 'Contract'.

	EscalYear	Contract
<a href="#">Select</a>	2010	
<a href="#">Select</a>	2010	

Once you are logged in, click on **Applications/Contracts**. Select the **“New Grant Request”** link.

# Application Logistics

You will be directed to the Grant Application Wizard. Infrastructure projects Select “SRTS-INF – Safe Routes to School” for Available Grant Programs. The fiscal year will default to 2012. The activity for the grant cycle is “SRTS – Infrastructure”. This procedure is similar for non-infrastructure. Complete the project title as the applicant’s agency name. The brief description will be “SRTS Infrastructure Application”.

**New Grant Application Wizard**

There are many grant programs available to apply for. The below combo boxes only show the programs approved to participate in. If you would like to apply for a grant program not listed, contact the Highways Division continuing here.

Grant applications are considered "Draft" until you have passed all validations and you click the "Submit" button (not on this screen).

**Available Grant Programs**  
SRTS-INF - SAFE ROUTES TO SCHOOL

If there are multiple programs in this list, please make sure you choose the correct one. This choice cannot be changed. A wrong choice will mean that you will have to start a new grant application in the future when this error is discovered.

**Fiscal Year** (HSD internal use only)  
2011

**Activity for this Grant**  
SRTS - Infrastructure

If there are multiple activities in this list, please make sure you choose the correct one. This choice cannot be changed. A wrong choice will mean that you will have to start a new grant application in the future when this error is discovered.

**Project Title**  
My School Name - 2011 Infrastructure

**Brief Description**  
SRTS Infrastructure Application  
(e.g. Click it or ticket, ENCARE, Think 1st, STARS)

**PLEASE CHECK AND RECHECK ALL INFORMATION ON THIS SCREEN BEFORE CLICKING THE NEXT BUTTON**

Next Cancel

**NOTE: THIS INFORMATION CANNOT BE EDITED ONCE THE "Next" BUTTON IS SELECTED**

When the information is complete, click on the "Next" button to direct you to the Grant Application Home page.

# Application Logistics

HIGHWAY SAFETY DIVISION  
Grant Application/Contract Home

Program	Status	Fiscal Year	Date Started	Date Submitted	Requested	Awarded	Disbursed
<a href="#">SAFE ROUTES TO SCHOOL - NON-INFRASTR</a> <a href="#">SRTS - Non-Infrastructure</a>	Draft	2010	02/12/2010		\$0.00	\$0.00	\$0.00

This is the home page of your grant application. You will enter various information by using the links below. At the top of each page are arrow buttons to take you to the next page, or back to the previous page. **When you use the arrow buttons, the data you have entered into the page is automatically saved. The data is also saved when you click on the Grant Application Home button, next to the arrows.** You should NOT use your browser's back button.

While you are working on the Grant Application, it is considered in "Draft" mode. You can enter as much or as little information as you like. Before the Grant Application can be submitted to the HSD for review and processing, it will have to pass all edits and requirements. To see if you have entered all of the required information, click on the "Edit Check" button.

After a successful Edit Check, you can click on the "Submit" button to send the application to the HSD. Note - once you click on Submit, you will be prevented from making any changes to the Grant Application.

Application	Contract
(Start here)	
<a href="#">Basic Information</a>	<a href="#">View Contract</a>
<a href="#">Project Description</a>	<a href="#">Worksheet</a>
<a href="#">Supplemental Information</a>	<a href="#">Disbursement Report</a> <a href="#">Disbursement Detail</a>
<a href="#">Budget Items</a>	
<a href="#">Affiliates</a>	
<a href="#">Attachments</a>	
<a href="#">View and Print Grant Application</a>	

Begin the application by entering the "Basic Information" page.

Any part of the application can be accessed individually from the **Grant Application/Contract Home page**. Complete [Basic Information](#), [Project Description](#), [Supplemental Information](#), [Budget Items](#), and [Attachments](#).  
**NOTE: THE SCHOOL AFFILIATES PAGE WILL NOT BE USED FOR THIS GRANT APPLICATION.**

# Application Logistics

## Basic Information Page

- **Section 1) Problem Identification** section- **Up to 35 points**. Be as descriptive as possible when identifying the problem.
- Additional information below the Problem Identification section is the Targeted Population(children K-8); Authorizing Official Name (person that will sign the future funding agreement), Authorizing Official Title, and the Goal/Objectives section.
- The authorizing official does not have to be the same person listed as 'contact' for the grant. In most instances, they will be different. For example the city clerk can be the 'contact' and the mayor is the Authorizing official.
- **Section 2) The Goals/Objectives** section isn't scored but is required to score the project activity. The goals and objectives is the desired outcome of the project.
- Once the Basic Information page is complete, select the "Save" button. Then at the top of the page click "Next (Project Description)".

# Application Logistics

## Project Description Page

- **Section 3) Project Description –Up to 40 points.** This is where the proposed improvements is explained. The detailed project description is reviewed to determine how well the proposed infrastructure improvements will meet the needs of the identified problem and meet the goals for the project.
- **Section 4) Project Evaluation –Up to 25 points as a tie breaker.** This section is not directly scored for the application but is used in the event of a tie. To complete the evaluation section, indicate how well the 5 E's are incorporated into the project. The 5 E's are engineering, education, enforcement, encouragement, and evaluation.
- **Additional Funding Sources** is intended to identify other funds that may improve or impact this project. Other funding could include Transportation Enhancement funds or local funds. By having other funding identified by the applicant, the project will have additional value when leveraging multiple funding sources.

## Application Logistics

### Supplemental Information Page

The supplemental information page lists questions of assurance. The assurance questions prompt the applicant of any potential issues that may occur before the application is submitted, during project activities, and after the project is complete. There is a list of assurances that must be met in this section and understood prior to submitting the application.

**NOTE: THIS IS NOT CURRENTLY WORKING AS LINK IN THE APPLICATION. YOU WILL HAVE TO ADD AN ATTACHMENT PAGE USING THE SUPPLEMENTAL INFORMATION QUESTIONS FROM THE SRTS GUIDE PAGE 20-21.**

### Budgeting Page

**Up to 25 Points.** The budget items will indicate the costs associated with the project description/activity. It is important to provide a detailed list of budget items. The more details provided, the more your project appears to be planned. For this section, the items listed will be reviewed to determine how well the budget matches the project description/activity.

## Application Logistics

- **Affiliates Page** Since the Affiliates section is not being used for this round of Infrastructure grants, select the “Next (Attachments)” button.
- **Attachments Page** Attachments must be completed and uploaded with the application. The required documents are shown on Page 27 of the SRTS Administrative Guidelines. The School, Law Enforcement (for non-Infrastructure), and MPO or RPC statement documents (letters of support) are required. You can also upload supporting documentation such as pictures (jpg), crash reports (jpg or pdf), Excel spreadsheets (xls), Word documents (doc), or Adobe (pdf) files.
- To upload a document click “Upload New Attachment” link.

**NOTE: THE ATTACHMENT PAGE IN THE APPLICATION DOES NOT LOOK LIKE WHAT IS SHOWN IN THE SRTS ADMINISTRATIVE GUIDELINES. YOU WILL NEED TO USE STATEMENTS (LETTERS OF SUPPORT) FROM PAGES 50-53 OF SRTS ADMINISTRATIVE GUIDELINES AS A TEMPLATE FOR YOUR USE AND UPLOAD THEM INTO THE APPLICATION.**

# Application Logistics

- Once the attachments are added you are ready to “View and Print Grant Application”. An Adobe (pdf) document will be created. This is your opportunity to review the document for content and return to the application to make changes.
- After printing and reviewing the application, select the “Edit Check” button. You will be directed to the following screen.

**Grant Application/Contract - Basic Information**

[Grant Application Home](#)   [Next \(Project Description\)](#)   [Return to edit check.](#)

Program	Status	Fiscal Year	Date Started	Date Submitted	Requested	Awarded	Disbursed
<a href="#">SAFE ROUTES TO SCHOOL - INFRASTRUCTURE SRTS - Infrastructure</a>	Draft	2011	01/06/2011		\$223,088.00	\$0.00	\$0.00

questions were completed. If a required question were not answered, there would be a link back to the unanswered question. Once the application is complete, click the “Submit” button to send the electronic application to the Design Division.

## NOTES:

- **ONCE YOU HIT ‘SUBMIT’ YOU CAN NO LONGER EDIT THE APPLICATION!**
- **PARENT SURVEY ABOUT WALKING AND BIKING TO SCHOOL AND STUDENT ARRIVAL AND DEPARTURE TALLEY SHEETS ARE NO LONGER REQUIRED.**
- **MAILING A SIGNED HARD COPY APPLICATION IS NOT REQUIRED.**

# Tips for Application Success

## ■ Partnerships

- Talk with potential partners who may have an interest in the project to develop support for the project. Ex.. Schools, City, Chambers of Commerce, County Commission.. Etc.

## ■ Public Involvement

- Share the project idea (public meeting or informal discussion with individuals) with members of the community, especially anyone who may be affected by the project, to ensure it's a project need that the community supports. Be sure to manage expectations of when the project will be completed.

## ■ Identification of obstacles

- Even the best of project idea's can present challenges. Get an honest assessment of what these challenges may be: project costs, right of way (including easements), engineering challenges (ADA, % of grades, drainage of water etc..) Walk your project & make sure you ID potential problems.

# Tips for Application Success

## Planning Your Project

- Create an Implementation Plan
  - Even the biggest of hurdles can be overcome with a good plan! Go through each potential project obstacle and create a plan for how you plan to handle it.
- Develop a budget
  - You don't need a detailed engineering analysis for a project budget. You can use recently completed project costs from similar projects to get an idea of what the project will cost. Keep in mind, compliance with federal regulation could increase your project costs (prevailing wage, DBE participation etc.). Don't forget about: drainage, ADA, traffic control, engineering, construction inspection & management, etc.
- Have a Plan & Implementation Schedule
  - Develop a schedule to show you can get the project to construction within the MoDOT reasonable progress timeline (23 months to beginning of construction)

# Tips for Application Success

- Tell us your plan
  - Once you've developed a plan, writing the application becomes much more easy. Describe your project, discuss your partnerships and support, show you can overcome challenges, and show you can get it done!!
- Describe projects objectives.
  - Describe what you're intentions are & present your argument for why it's so very important to your community.

# Tips for Application Success

- Get to the point quickly.
  - If application sections are too long, or if it's unclear as to what your project is & what you want to accomplish, the person evaluating the application will quickly lose interest. Don't leave out vital information but don't draft a novel on the history of your town either.
- Keep sentences to about 20 words max
  - Just like the application sections, if sentences are too long they can become very confusing and hard to follow. When trying to be persuasive, confusion can be a killer!
- **ONLY PROMISE WHAT YOU CAN DELIVER.**
  - It's great to think big. However, keep in mind that you will be required to deliver the entire scope of your application. Be clear as to what you intend to do with "this project". Then you can describe how it fits into a bigger plan. Just be sure to clearly differentiate between the "big plan" and the "project".

# Tips for Application Success

## Questions to Answer

- **Who are you & why will you be successful?**
  - Keep this short & direct, but build your credibility by describing your organization, projects you've successfully delivered, funding you've identified for the project already, partnerships you've developed, and community support for the project.
- **What problem/need are you focused on?**
  - Describe in detail the situation that caused you to apply for this project. Include pictures; also include data such as: traffic counts, crash's, congestion level, # of tickets, speed study, etc..
- **What impact on the problem/need will you have?**
  - Describe how this project will help the situation. Remember to be direct and to the point. Don't overpromise the affects of your project, if the claims are hard to believe your application may lose credibility.

# Tips for Application Success

- **How will you accomplish the impacts?**

Use your implementation plan to show you can deliver the project, and what steps you have/will take(en) to get it done.

- **How will you spend the money?**

Present your budget. Be sure the budget includes everything needed to deliver the scope you've described earlier in the application. If your project is let and is within the engineers estimate by 10% it will have to be awarded even if the LPA has to pay the balance. Acknowledge this and describe what source of funding you will use if bids are higher than planned.

# LPA SRTS Contacts

## Central Office:

MoDOT Safe Routes to School Coordinator

Jeff Cremer-573-526-2440

[Jeffrey.cremer@modot.mo.gov](mailto:Jeffrey.cremer@modot.mo.gov)

To get an application Password

Donna Roewe-573-526-2906

[Donna.Roewe@modot.mo.gov](mailto:Donna.Roewe@modot.mo.gov)

## KC District:

Jackie White-816-607-2255

[Jaclyn.white@modot.mo.gov](mailto:Jaclyn.white@modot.mo.gov)

Rich Shipley 816-607-2228

[Rich.shipley@modot.mo.gov](mailto:Rich.shipley@modot.mo.gov)

Mike Landvik 816-607-2256

[Michael.landvik@modot.mo.gov](mailto:Michael.landvik@modot.mo.gov)

Finished!

**GOOD LUCK With Your  
Application!!**