

ADMINISTRATIVE GUIDELINES FOR



APPLICATIONS & PROCEDURES



**Missouri Department of Transportation
Highway Safety Division
800-800-2358**

Issued 11/01/06

Table of Contents

Introduction

Background	1
SRTS Program Purpose.....	1
SRTS Program Outcomes.....	1
Comprehensive Nature of SRTS Activities – The “5E’s”	2
Funding Levels	2
Program Funding Framework.....	3
Reimbursement Program	3
Eligible Recipients.....	3

Eligible Activities

Funding Categories.....	3
Eligible Infrastructure Projects.....	4
Project Location	5
Real Property Acquisition	5
Eligible Noninfrastructure Projects	5
Activity Locations	7
Inappropriate Uses of SRTS Funds	7

Specific Funding Guidelines

Utilizing Related Funding Sources.....	7
--	---

Project Streamlining

Categorical Exclusions	7
TIP / STIP Grouping	8
Working Capital Advance	8

Title 23 requirements

.....	8
-------	---

Grant Management

Allowable Costs	9
Audit requirements	10
Obligation Limitation	10
Brief Background about Obligation Limitation.....	10

Application Process

Submission	11
Online Submittal for Safe Routes to School Application Instructions	11

Application Components for Noninfrastructure and Infrastructure applications

Applicant Information Page14
School Partners.....14
Assurances.....14
Problem Identification.....14
Project/Activity Description.....14
Evaluation.....15
Project/Activity Estimate.....15
Report of Additional Funding.....15
Tie Breaker.....15
Supporting Documents16
Safety Assessment.....16

Applications and Supporting Documents

Applications..... Appendix A
Safety Assessment..... Appendix A
Application Checklist Appendix A
Sample Applications..... Appendix A
Supporting Documents Appendix A
Sample Supporting Documents Appendix A

Survey and Teacher Tally (post award documents)

Survey About Walking and Biking to School for Parents Appendix B
Safe Routes to School Student Arrival and Departure Tally Sheet Appendix B

Introduction

Background

The Federal-aid Safe Routes to School Program (hereinafter referred to as SRTS Program) was created by Section 1404 of the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users Act* (SAFETEA-LU), signed into Public Law (P.L. 109-59) on August 10, 2005. The Federal SRTS Program is funded at \$612 million and provides Federal-aid highway funds to State Departments of Transportation (DOTs) over five Federal fiscal years (FY2005-2009), in accordance with a formula specified in the legislation. These funds are available for infrastructure and noninfrastructure projects, and to administer state SRTS programs that benefit elementary and middle school children in grades K-8. Missouri's SRTS Program is administered by the Highway Safety Division of MoDOT.

SRTS Program Purpose

Section 1404(b) of the legislation describes the purposes for which the SRTS Program was created:

(b) PURPOSES.--The purposes of the program shall be-

- (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; and*
- (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.*

These stated purposes describe the overall intent of the SRTS Program. Different locations are likely to develop different initiatives and projects that address one or more of the purposes, but the overall SRTS Program within the State must meet all of these stated purposes.

SRTS Program Outcomes

Safe Routes to School is a cross cutting program. There are many possible outcomes as a result of successfully implementing projects and activities at the State and local level. These desired outcomes help clarify the broad purposes stated in the legislation and can assist implementation, including overall development and administration of State programs. They can be used to help evaluate potential projects, as well as understand the factors that affect the success of different activities, projects, and programs.

Desired outcomes of the Safe Routes to School Program include:

- Increased bicycle, pedestrian, and traffic safety
- More children walking and bicycling 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

Comprehensive Nature of SRTS Activities – The “5 E’s”

FHWA recommends that SRTS efforts in the United States incorporate – directly or indirectly – five components, often referred to as the “5 E’s”. The 5 E’s are:

- 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) 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.
- d) Encouragement – Using events and activities to promote walking and bicycling.
- e) Evaluation – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

Funding Levels

The SRTS Program is funded at \$612 million and provides Federal-aid highway funds to State DOTs over five Federal fiscal years (FY2005-2009), in accordance with a formula specified in the legislation. Missouri will receive the following apportionments.

<u>SRTS Annual Funding Levels</u>	
<u>Fiscal Year</u>	<u>Funding</u>
2005	\$1 million
2006	\$1.6 million
2007	\$2.1* million
2008	\$2.7* million
2009	\$3.3* million

*projected

Program Funding Framework

The legislation established a number of parameters related to program funding which address the following items:

- **Apportionment Formula**--Funds are provided to each State and the District of Columbia by formula based on the State's percentage of the national total of school-aged children in grades K – 8.
- **Minimum Allocation**--Missouri shall not receive less than \$1 million in any fiscal year.
- **Infrastructure and Noninfrastructure Funds**—Funds are made available for two different types of projects (infrastructure and noninfrastructure).
- **Duration of Availability**—Funds shall be available for obligation in the same manner as if such funds were apportioned under chapter 1 of title 23, USC; except that such funds shall not be transferable and shall remain available until expended.
- **No Local Match Permitted**—the Federal share of the cost of a project or activity shall be 100 percent.

Reimbursement Program

The SRTS Program is a reimbursement program for cost incurred. It is not a “cash-up front” program. Costs incurred prior to FHWA project approval are not eligible for reimbursement.

Eligible Recipients

The SRTS legislation identifies eligible funding recipients, which may include nontraditional partners of State DOTs. Many projects may be grassroots driven and project sponsors may be school or community based groups.

- *(e) ELIGIBLE RECIPIENTS.--Amounts apportioned to a State under this section shall be used by the State to provide financial assistance to State, local, and regional agencies, including nonprofit organizations, that demonstrate an ability to meet the requirements of this section.*

Non-public schools involved with an application for a project/activity must be registered with the Department of Secondary Education as willing to accept federal grants. Nonprofit organizations involved with an application for a project/activity must be registered with the Secretary of State's Office.

Eligible Activities

Funding Categories

Funds are available for infrastructure-related projects and noninfrastructure-related activities:

Projects and activities in each category should directly support increased safety and convenience for elementary and middle school children in grades K-8 to bicycle and/or walk to school. Projects may indirectly benefit high school age youth or the general public, however these constituencies cannot be the sole or primary beneficiaries.

Infrastructure projects constructed with these funds must be accessible to persons with disabilities, per the Americans with Disabilities Act Accessibility Guidelines (ADAAG)

at 28 CFR Part 36, Appendix A, as enforced by the U.S. Department of Justice and FHWA, and as required under Section 504 of the Rehabilitation Act.

Eligible Infrastructure Projects

SAFETEA-LU specifies that eligible infrastructure-related 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, including*

- *sidewalk improvements,*
- *traffic calming and speed reduction improvements,*
- *pedestrian and bicycle crossing improvements,*
- *on-street bicycle facilities,*
- *off-street bicycle and pedestrian facilities,*
- *secure bicycle parking facilities, and*
- *traffic diversion improvements in the vicinity of schools. (Section 1404(f)(1)(A))*

Given the general guidelines established in the legislation, each State DOT will be responsible for determining the specific types of infrastructure projects that are eligible for this program. Below is a list of potential infrastructure projects that some States have used for existing SRTS or related programs. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they meet the objectives of reducing speeds and improving pedestrian and bicycle safety and access.

- **Sidewalk improvements:** new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps.
- **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, traffic stripes, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, and pedestrian activated signal upgrades), and sight distance improvements.
- **On-street bicycle facilities:** new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings.
- **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:** 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.

Planning, design, and engineering expenses, including consultant services, associated with developing eligible infrastructure projects are also eligible to receive infrastructure funds.

Project Location

For infrastructure projects, public funds must be spent on projects within the public right of way. This may include projects on private land that have public access easements. Public property includes lands that are owned by a public entity, including those lands owned by public school districts. Construction and capital improvement projects also must be located within approximately two miles of a primary or middle school (grades K – 8). Schools with grades that extend higher than grade 8, but which include grades that fall within the eligible range, are eligible to receive infrastructure improvements.

For projects on private land, there must be a written legal easement or other written legally binding agreement that ensures public access to the project. There must be an easement filed of record, which specifies the minimum length of time for the agreement to maximize the public investment in the project. The project agreement should clearly state in writing:

- The purpose of the project.
- The minimum timeframe for the easement or lease.
- The duties and responsibilities of the parties involved.
- How the property will be used and maintained in the future.

The project must remain open for general public access for the use for which the funds were intended for the timeframe specified in the easement or lease. The public access should be comparable to the nature and magnitude of the investment of public funds.

Reversionary clauses may be appropriate in some instances. These clauses would assure that if the property is no longer needed for the purpose for which it was acquired, it would revert to the original owner.

Public funds must be spent on projects within the public right of way. If the improvement is on private land, the land must have a public access easement that is codified in writing to ensure public access.

Real Property Acquisition

For real property acquisition, all project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Regulations implementing this Act are found in 49 CFR Part 24. These regulations will be applied to evaluating the acquisition of real property and any potential displacement activities. See <http://www.fhwa.dot.gov/realestate/ua/index.htm>.

Eligible Noninfrastructure Activities

SAFETEA-LU specifies that eligible noninfrastructure activities are *activities to encourage walking and bicycling to school, including*

- *public awareness campaigns and outreach to press and community leaders,*

- *traffic education and enforcement in the vicinity of schools,*
- *student sessions on bicycle and pedestrian safety, health, and environment, and*
- *funding for training, volunteers, and managers of safe routes to school programs. (Section 1404(f)(2)(A))*

The above categories are broad in nature. There are several sources of information available nationally that provide further guidance on noninfrastructure activities, such as the National Highway Traffic Safety Administration’s (NHTSA) [Safe Routes to Schools: Practice and Promise](#), and NHTSA’s [Safe Routes to School Toolkit](#).

Existing SRTS programs have used noninfrastructure funds for the following purposes:

- Creation and reproduction of promotional and educational materials.
- Bicycle and pedestrian safety curricula, materials and trainers.
- Training, including SRTS training workshops that target school- and community-level audiences.
- Modest incentives for SRTS contests, and incentives that encourage more walking and bicycling over time.
- Safety and educational tokens that also advertise the program.
- Photocopying, duplicating, and printing costs, including CDs, DVDs, etc.
- Mailing costs.
- Costs for data gathering, analysis, and evaluation reporting at the local project level.
- Pay for substitute teacher if needed to cover for faculty attending SRTS functions during school hours.
- Costs for additional law enforcement or equipment needed for enforcement activities.
- Equipment and training needed for establishing crossing guard programs.
- Stipends for parent or staff coordinators. (The intent is to be able to reimburse volunteers for materials and expenses needed for coordination and efforts. The intent is not to pay volunteers for their time. In some cases, however, a State may permit paying a stipend to a “super volunteer” to coordinate its local program(s). This is an important possibility to keep open for low-income communities. It may be beneficial to set a limit on the maximum value of a stipend, such as \$2000/school year.)
- Costs to employ a SRTS Program Manager, which is a person that runs a SRTS program for an entire city, county, or some other area-wide division that includes numerous schools. (Program Managers may coordinate the efforts of numerous stakeholders and volunteers, manage the process for implementation at the local or regional level, and may be responsible for reporting to the State SRTS Coordinator.)
- Costs to engage the services of a consultant (either non-profit or for-profit) to manage a SRTS program as described in the prior bullet.

This listing is not inclusive, although States considering funding items not listed must ensure that the activity meets the purposes of the SRTS Program as specified by SAFETEA-LU, and that the item is generally comparable to those listed above or in the legislation.

Activity Locations

Traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (grades K – 8). Other eligible activities under the noninfrastructure portion of the SRTS Program do not have a location restriction. Education and encouragement activities are allowed at private schools as long as other noninfrastructure program criteria are fulfilled.

Inappropriate Uses of SRTS Funds

States are not permitted to use Section 1404 funds for projects that do not specifically serve the stated purposes of the SRTS Program, nor should they be used for reoccurring costs except as specifically provided in the legislation. For example, in general, Program funds should not be used to pay crossing guard salaries, as these are reoccurring costs (although funds *may* be used for crossing guard training programs). Funding requests for costs that are expected to be reoccurring costs in future years should include plans for how the costs will be funded in the future and a rationale for how federal funding of 1-2 years will enable leveraging of future financial security for the activity.

The use of Section 1404 funds for projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access is not permitted, nor should Program funds be spent on education programs that are primarily focused on bus safety. Improvements to bus stops are not eligible for this funding.

Specific Funding Guidelines

Utilizing Related Funding Sources

There are many additional federal, state and local funding sources available to complement the Federal Safe Routes to School resources. Funding resources that could be used to supplement the Federal Safe Routes to School activities include but are not limited to health, recreation, transportation, physical education, law enforcement, and safety funds. Flexible transportation resources including the Transportation Enhancements Program, the Surface Transportation Program, the Congestion Mitigation and Air Quality Program, Equity Bonus Funds, the new state Highway Safety Improvement Program, and National Highway Traffic Safety Administration 402 Traffic Safety funds are available and eligible to be used for certain Safe Routes to School projects. States, either as part of their program or through SRTS project applicants, may use Section 1404 funds to attract, combine and apply many resources for the furtherance of the SRTS program purposes and objectives. Finally, many States and local communities have already established funding programs for SRTS that should remain available for projects and applications.

Project Streamlining

A number of streamlining measures are available to deliver SRTS projects:

Categorical Exclusions

Except in unusual circumstances, FHWA expects that SRTS infrastructure projects will fall under the categorical exclusions provisions of [23 CFR Sec 771.117](#) that recognize

construction of bicycle and pedestrian lanes, paths, and facilities as not involving significant environmental impacts. This will greatly streamline compliance with the National Environmental Policy Act (NEPA) requirements.

TIP / STIP Grouping

Transportation projects proposed for funding under 23 U.S.C., including recipients of Safe Routes to Schools funds, must be programmed in a metropolitan planning organization's Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP). Except in unusual circumstances, SRTS projects will not be considered regionally significant as defined by [23 CFR 450.104](#) and may be grouped each program year by function, geographic area and/or work type in a metropolitan planning organization's TIP and the STIP, rather than listed individually. See 23 USC 134 (j) (3) for TIP. See 23 USC 135 (g) (4) (C) for STIP.

Working Capital Advance

A working capital advance may be available, on a limited basis, to local governments and non-profit organizations through the working capital advance option [49 CFR Part 18](#) and [19](#). Funds provided for this program are on a cost reimbursement basis. However, Section 49 CFR, Part 18 (for local governments) and 49 CFR, Part 19 (for nonprofit organizations) provides for a working capital advance payment option when necessary to make prompt payments for project costs. Since payments to States are governed by the Cash Management Improvement Act, this advance payment option is only available to local governments and non-profit organizations through the State DOT. The following procedures apply:

- The advance will be considered a working capital advance ([see 49 CFR Part 18.21\(e\)](#) for local governments and [49 CFR Part 19.22 \(2\)\(e\)](#) for nonprofit organizations) limited to the estimated amount needed for one billing cycle. The local government will then bill the State for costs incurred. The advance will be netted out at the time of the final billing.
- To reduce administrative burden, projects with a Federal share under \$25,000 that will be completed in less than one year may receive an advance for the full amount of the Federal share.
- Agreements to provide for the use of this option should be developed through the cooperative efforts of the State and the FHWA division office.

Costs incurred prior to FHWA project approval are not eligible for reimbursement.

Title 23 requirements

For infrastructure projects, Congress included legislative language in the Safe Routes to School program that states, ***“Notwithstanding any other provision of law, projects assisted under this subsection shall be treated as projects on a Federal-aid system under chapter 1 of title 23, United States Code (See SAFETEA-LU, Section 1404 (j).”***

The above language means that Title 23 requirements apply to the infrastructure portion of the Safe Routes to School program including, but not limited to, Davis Bacon prevailing wage rate, competitive bidding and other contracting requirements, even for projects not located within the highway right-of-way and regardless of functional classification criteria.

Since eligible subgrantees include non-traditional partners at the community level who may not be familiar with Title 23 requirements, it's important that the State fully inform potential subgrantees of these Federal requirements ahead of time. Some subgrantees may wish to seek a lead sponsor such as a county public works department that has experience with Federal construction contracts in general, and Title 23 in particular.

Grant Management

Apportionments to Missouri will be awarded and administered in accordance with the provisions in [49 CFR Part 18](#), the USDOT's regulations that implements the government-wide Common Rule for grants and cooperative agreements to State and local governments.

Missouri will follow State law and procedures when awarding and administering sub grants to local and Indian tribal governments in accordance with [49 CFR 18.37](#). In addition, FHWA policies and regulations also apply for infrastructure projects due to the legal requirement that brings in Title 23 provisions under the Safe Routes to School Program.

Sub awards by Missouri to institutions of higher education, hospitals and nonprofit organizations are to be awarded in accordance with [49 CFR Part 19](#), the USDOT regulation that implements the government-wide common rule for grants and cooperative agreements to institutions of higher education, hospitals, and non profit organizations.

The USDOT regulations are available at: www.fhwa.dot.gov/legsregs/legislat.html

SRTS funds are available until expended (they are not subject to the usual Federal-aid highway four-year rule of availability).

Allowable Costs

The U.S. Office of Management and Budget (OMB) circulars on allowable costs that may be charged to Federal funds are applicable to SRTS grants and are incorporated by reference in regulation, [49 CFR 18.22](#). Section 18.22(b) lists the appropriate cost principles for various kinds of organizations:

For the costs of a	Use the principles in
State, local, or Indian tribal government.	OMB Circular A-87 .
Private, nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in OMB Circular A-122 as not subject to that circular.	OMB Circular A-122 .
Educational institutions.	OMB Circular A-21 .
For-profit organization other than a hospital and an organization named in OMB Circular	48 CFR Part 31 . Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with

A-122 as not subject to that circular.	cost principles acceptable to the Federal agency.
--	---

Audit requirements for grants and subgrants are found in [49 CFR 18.26](#) and [49 CFR 19.26](#), which refer to [OMB Circular A-133: Audits of States, Local Governments, and Non-Profit Organizations](#).

In general, costs are allowable, as specified in the appropriate OMB Circular listed in the table above, if the costs are necessary, reasonable, and benefit this program.

Unallowable costs are those for purposes not related to this program.

[OMB Circular A-87](#) lists Cost Principles for State, Local, and Indian Tribal Governments:

- [Attachment A](#) covers *General Principles for Determining Allowable Costs*.
- [Attachment B](#) covers *Selected Items of Cost*. Among the selected items is compensation for personnel services. Generally, reasonable personnel services related to a project are allowable.
- [Attachment C](#) covers *State/Local-Wide Central Service Cost Allocation Plans*.
- [Attachment D](#) covers *Public Assistance Cost Allocation Plans*.
- [Attachment E](#) covers *State and Local Indirect Cost Rate Proposals*. Although some indirect costs are allowed under the Federal regulations, some States may disallow indirect costs. If the State allows some indirect costs, the State must determine whether or not the indirect cost rates are reasonable in terms of the on-the-ground benefit for the project. See [FHWA's Policy on Indirect Costs](#).

If the entity expending the Federal funds is not a State, local, or Indian tribal government, use the appropriate OMB Circular applicable to that entity. For example, [OMB Circular A-122](#), Attachment A, Section C, covers indirect costs for nonprofit organizations.

Obligation Limitation

The SRTS Program is subject to the Federal-aid highway program's obligation limitation. By law, obligation limitation for formula programs, including the SRTS Program, is distributed in a lump sum to each State DOT. Within the overall limitation, each State has flexibility to choose how to use funds among the various highway programs as long as the total obligations do not exceed the set limit.

Brief background about Obligation Limitation -- Each year appropriations legislation sets a limitation on the obligation of Federal-aid highway program funds. This limitation does not reduce the amount of funding distributed, but rather limits the amount of the distributed funds that may be obligated in that year. Such limitations serve to align the funds authorized in multi-year legislation like SAFETEA-LU with more current economic and fiscal conditions as part of the required annual Federal budget process.

Application Process

Submission

All proposals should be submitted on a standard Safe Routes to School Non-Infrastructure or Infrastructure Application that may be downloaded via the Highway Safety Division website, <http://www.modot.mo.gov/safety/SRTSGrants.htm> and are due no later than January 31. After the application has been submitted, mail the original signed application with all original supporting signed documents to the Highway Safety Division office at the address listed on the application to the attention of "SRTS Program". If you have never accessed our application system you will need to contact our office at 573-751-4161 or 800-800-2358 to be entered into the system.

Online Submittal for Safe Routes to School Application Instructions

Below are instructions on how to submit a grant application online. Once you have completed the required application forms, this section is used to submit your form to MoDOT's Highway Safety Division (HSD).

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

Put in your email address and use "highway" as the password (you can change the password to something you want it to be). Click on Submit. Once you are logged in, click on Apply for Safe Routes to School Grant. From here you can download any of the forms and submit the online application. To submit the applications, click on Submit Safe Routes to School Application.

Then:

1. Grant Title: Click on the drop down box to select a grant title. If you do not see the appropriate title, you may choose "Other", which will bring up a text box for you to type in your own grant title.

Safe Routes to School Services
Select Forms to Submit

This is a resubmission. [What is a resubmission?](#)

Grant Title:

Amount Requested:

Grant Application:

School 1:

School 2:

School 3:

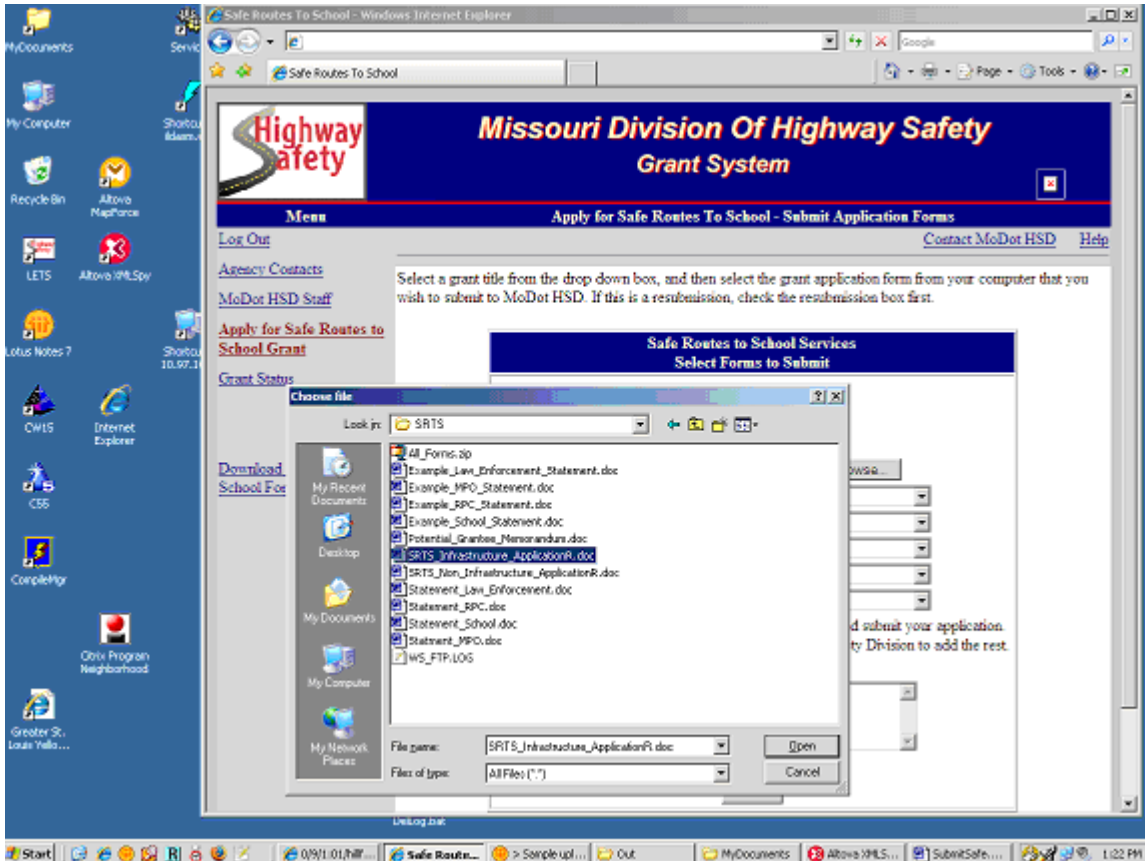
School 4:

School 5:

If you have more than 5 schools, select 5 schools above and submit your application. After submitting, call Todd Messenger at the Highway Safety Division to add the rest.

Comments (Required for Resubmissions):

2. **Amount Requested:** Enter the amount you are requesting.
3. **Grant Application:** Click the “Browse” button to open up the directories and files on your computer. Click on the “Look in” drop down box to locate the directory where your completed documents are located. Double click on your Safe Routes Grant Application file. Its file path will appear in the text box.



4. **Schools:** Select up to five schools for this grant. If the grant is for more than 5 schools, select 5 on this screen. After submitting your application, contact the SRTS Coordinator at HSD and he will add any remaining schools.
5. **Comments:** If there are any comments you wish to send along with your application, you may do so by typing them into the comments box. Comments are only required for resubmissions. When you are finished, click the “Submit” button. You will receive both an online confirmation and an email.

Once your application is received by HSD, it will need to be reviewed by the SRTS Coordinator. This will be done as quickly as possible Monday through Friday.

Note: You will also need to mail in a signed copy with all supporting documents of your grant application form.

6. **Resubmission:** If you need to resubmit your application, you will need to click the check box at the top of the form indicating that it is a resubmission. This will provide you a

drop down box of previously submitted grant titles to choose from. Select an existing grant title from the drop down box. (Grants waiting to be reviewed will not appear, however.) Also, you will need to fill in the comments box with a brief explanation as to why the application is being resubmitted.

Safe Routes To School - Windows Internet Explorer

http://10.96.8.227/MDHS/scripts/grant/SubmitForm.cfm?resubmit=1

Google

Safe Routes To School

Highway safety

Missouri Division Of Highway Safety Grant System

Menu Apply for Safe Routes To School - Submit Application Forms

[Log Out](#) [Contact MoDot HSD](#) [Help](#)

[Agency Contacts](#)

[MoDot HSD Staff](#)

[Apply for Safe Routes to School Grant](#)

[Grant Status](#)

[Download Safe Routes to School Forms](#)

Select a grant title from the drop down box, and then select the grant application form from your computer that you wish to submit to MoDot HSD. If this is a resubmission, check the resubmission box first.

Safe Routes to School Services
Select Forms to Submit

This is a resubmission. [What is a resubmission?](#)

Grant Title:

Amount Requested:

Grant Application:

School 1:

School 2:

School 3:

School 4:

School 5:

If you have more than 5 schools, select 5 schools above and submit your application. After submitting, call Todd Messenger at the Highway Safety Division to add the rest.

Comments (Required for Resubmissions):

Application Components

- Applicant Information page:

Fill in all applicable information, please type N/A for items that do not apply to the applicant

Agency/Org name – Name of agency or if a school or school district is applying, the school’s name or district’s name will be typed here

Agency ORI# - Origination #

NFP Charter# - This is the Not For Profit charter #

School District – Use the public school district name for public or non-public. The school partner page is where the information from all school’s involved in the project/activity will be listed.

If the applicant is a school or school district, the authorized official shall be the superintendent of the public school district for public schools and the head of the school/s for non-public schools.

There may only be one applicant per project. There may be additional partners, but only one agency/org may be listed as the lead. The applicant is responsible for the project/activity.
- School Partners

List the information requested for each school. If more than five, contact our office.
- Assurances

Fill out requested information.
- Problem Identification(35 points of total score)

Your problem ID should clearly indicate the need for a Missouri SRTS grant. This is a state wide competitive process, therefore you will want to provide any information you deem necessary for program consideration.(Ex. Safety issues, background information, enforcement issues, crossing guard training needed, bike safety workshop needed, etc.) Include any crash data over the past three years which involves pedestrians within two miles of the school(electronic preferred). Use this area to discuss the current walking and biking conditions within the vicinity of the schools in which this application is for. You may also include photos and videos(electronic preferred) with your mailed in application if needed to demonstrate the need for the project/activity. If you are sending electronic copies, please clearly label your disc. Anything mailed with the application will not be returned. *Do not use this section to explain the activity.*
- Project/Activity Description(35 points of total score)

Explain the project/activity in as much detail as possible.

What do you intend to accomplish with the project/activity?

Does this project/activity coincide with any other projects or activities? Explain.

How will it increase the safety for children in K-8 to walk and bike to school?

Include measurable goals and the objectives you will take to reach these goals.

(All activities will undergo auditing by MoDOT)

Attach a map showing activity location no larger than 8 ½ X 11” with the signed application.

For Infrastructure projects you may include aerial photos and/or drawings no larger than 8 ½ "X 11" (electronic preferred) with the signed application to portray your project.

- Evaluation(5 points)

Evaluations are required that will show the change in behavior from before the project/activity to after the project/activity. Once an award has been made, the schools that are involved with the successful applications must use the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* (Appendix B) before the project/activity occurs and after the project/activity is complete. These forms shall be shown to the school/s prior to submitting an application. The Surveys and Tally sheets shall be performed prior to the project/activity and within 6 months after the project/activity is complete. If the evaluations are not completed and submitted to MoDOT, the applicant and school partners will be ineligible for any future SRTS grants. Submission of the Surveys and Tally sheets should be made to the MoDOT district offices as soon as they are complete. The MoDOT district offices will submit them to MoDOT's Highway Safety Division. The Surveys and Tally sheets will be compiled and sent to the National Center for Safe Schools and will be used to provide a report to the U.S. Congress. The results of the Surveys and Tallies will be considered by Congress in their decision to continue the SRTS program past 2009. If any additional evaluations are performed, please submit them to MoDOT as well.
- Project/Activity Estimate(25 points of total score)

The estimate must be well researched and prepared. If the applicant is awarded a grant, the funds obligated will be determined from the application. The amount obligated for this project/activity shall not be increased after the application deadline. For tracking purposes, if there are multiple schools benefiting from this grant, the estimate needs to be broken out and detailed as to how the money will be distributed to each school. List all items for the first school, leave a blank line between the first and second school, etc. Otherwise, an even distribution will be assumed. The applicant will need to show any costs associated with this project/activity. This estimate shall not be increased in the future. Infrastructure projects are limited to \$250,000 (see example in Appendix A for items to include in estimate of infrastructure projects). Unless pre-approved by MoDOT's Highway Safety Division, there is a \$25,000 maximum limit for Non-Infrastructure activities.
- Report of Additional Funding

Please identify any State, Federal, Local, or private funding assistance for which your Agency/org is currently or will be receiving related to this activity or other projects and activities that tie into this activity
- Tie Breaker(Scored at a maximum of 25 points)

Every applicant must fill out this page. If there are tie scores, this information will be used to break the tie. State to what extent you have directly or indirectly incorporated the 5 E's, (Engineering, Education, Enforcement, Encouragement, and Evaluation) into the activity?

- Supporting Documents**

Every applicant must submit original signed supporting documents as required by the Administrative Guidelines and applications.

MPO Statement - If the school is within a Metropolitan Planning Organization's(MPO) area, the MPO statement must be filled out by the MPO and the statement shall be submitted with the signed hardcopy application for each project/activity.

RPC Statement - Every school is within a Regional Planning Commission's(RPC) area. The RPC statement must be filled out by the RPC and the statement shall be submitted with the signed hardcopy application for each project/activity.

A listing of MPO's and RPC's may be accessed at:
www.modot.mo.gov/plansandprojects/long-range_plan/lrtpworkingtogether.htm

Local Law Enforcement Statement - The Local Law Enforcement statement shall be filled out by either the city police or county sheriff and shall be submitted with the signed hardcopy application.

School Statement - If the applicant is not a school or school district, the School Statement shall be submitted with the signed hardcopy application. If there are school partners from different school districts involved in one application, there must be a separate School Statement for each school district. Each non-public school must also complete a School Statement.

City Council Authorization – This form is to be used by city police as needed to participate in the SRTS program.

County Authorization – This form is to be used by county sheriff's as needed to participate in the SRTS program.
- Safety Assessment**

The safety assessment benefits are two-fold. It allows the schools the benefit of learning a little more about their school grounds and traffic environment (pedestrian and vehicular). It will also provide information to the scoring committee about some of the traffic safety issues in the vicinity of the school. The safety assessment is a requirement for every application and shall be submitted electronically with the online application. The original shall be mailed.

All applications will be scored by a scoring committee with a possible total maximum score of 100. The Tie-Breaker will be scored at a maximum of 25 points.

Non-Infrastructure applicants will compete with other Non-Infrastructure applicants.
 Infrastructure applicants will compete with other Infrastructure applicants.
 If a large number of multiple school partner applications are received, it may be necessary to score the multiple school partner applications in a separate competition.

For the 2006 round of applications, there is approximately 2.6 million dollars available. 20% of the funds will be used for Non-Infrastructure grants and 80% of the funds will be used for Infrastructure grants. Unless pre-approved by MoDOT Highway Safety Division's Safe Routes to School Coordinator, there is a \$25,000 maximum limit for Noninfrastructure activities. There is a \$250,000 maximum limit for Infrastructure projects.

The 2005-2009 program limitations shall be limited to a maximum of \$25,000 for Noninfrastructure grants to any school and a maximum of \$250,000 for Infrastructure grants to any school. The Estimate page in the application will be used by MoDOT's Highway Safety Division to track the funding provided to each school.

Grant Awards will be posted on the SRTS website June 29, 2007. Go to: www.modot.mo.gov. From the website, go to the Safety tab, Highway Safety, click on Safe Routes to School, then click on the 2007 awards link. Successful applicants will be notified by letter. Awarded Infrastructure projects in excess of \$5,000 will require signed and sealed plans by a Missouri licensed Registered Professional Engineer. Awarded projects/activities must be performed in accordance with these guidelines and the Local Public Agency Manual (LPA Manual). The LPA Manual may be accessed at <http://www.modot.mo.gov/business/manuals/localpublicagency.htm>

ADMINISTRATIVE
GUIDELINES
FOR
SAFE ROUTES TO
SCHOOL

APPENDIX A

MoDOT Highway Safety Division
1-800-800-2358



Highway Safety
SRTS Non-Infrastructure Grant Application
2005 and 2006 funding
 (Applications due by January 31, 2007)

Highway Safety Division
 P.O. Box 270
 Jefferson City, MO 65102
 1-800-800-2358 or 573-751-4161

Agency/Org: _____ **Agency ORI#:** _____

Address: _____ **Federal Tax ID#:** _____

_____ **NFP Charter#:** _____

City: _____ **State:** _____ **Zip:** _____ **County:** _____

Phone: _____ **Fax:** _____

Contact Person: _____ **Email:** _____

School District: _____ **County Dist Code:** _____

Authorizing Official

Authorizing Official Signature

Title of Authorizing Official

School Partners

Fill out the following information for each school including the school on the front page. Only schools that house grade level spans K-8 are eligible to apply.

School	<input type="text"/>
District	<input type="text"/>
County	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
County district code	<input type="text"/>
Grade Span	<input type="text"/>
Enrollment	<input type="text"/>
School District Federal Census Poverty Figure	<input type="text"/>
School F & R Lunch	<input type="text"/>
Contact Person	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

School	<input type="text"/>
District	<input type="text"/>
County	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
County district code	<input type="text"/>
Grade Span	<input type="text"/>
Enrollment	<input type="text"/>
School District Federal Census Poverty Figure	<input type="text"/>
School F & R Lunch	<input type="text"/>
Contact Person	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

School	<input type="text"/>
District	<input type="text"/>
County	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
County district code	<input type="text"/>
Grade Span	<input type="text"/>
Enrollment	<input type="text"/>
School District Federal Census Poverty Figure	<input type="text"/>
School F & R Lunch	<input type="text"/>
Contact Person	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

School	<input type="text"/>
--------	----------------------

District	<input type="text"/>
County	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
County district code	<input type="text"/>
Grade Span	<input type="text"/>
Enrollment	<input type="text"/>
School District Federal	<input type="text"/>
Census Poverty Figure	<input type="text"/>
School F & R Lunch	<input type="text"/>
Contact Person	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

School	<input type="text"/>
District	<input type="text"/>
County	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
County district code	<input type="text"/>
Grade Span	<input type="text"/>
Enrollment	<input type="text"/>
School District Federal	<input type="text"/>
Census Poverty Figure	<input type="text"/>
School F & R Lunch	<input type="text"/>
Contact Person	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

Assurances

Is this activity for traffic education or enforcement? Yes No . If yes, answer the next question. If no, skip the next question.

Is the proposed activity located within a two mile radius of a school housing students in elementary or middle school(Grade level span K-8)? Yes No

Is the applicant prepared to fulfill all federal, state, and local codes, regulations, and requirements? Yes No

Does the applicant understand any costs incurred prior to the obligations of Federal funds from the Federal Highway Administration by the Missouri Department of Transportation are not reimbursable and shall not be included in the estimate? Yes No

Does the applicant understand that any costs incurred above the requested Missouri SRTS funds included in the estimate submitted with this application will not be funded through the Missouri SRTS funding? Yes No

Does the applicant understand any Missouri SRTS grant funds already used will have to be returned to MoDOT should the activity not be completed within 18 months from the date of the Notice to Proceed letter from MoDOT? Yes No

Does the applicant understand that the Missouri SRTS program is a reimbursement program and not a cash-up-front program? Yes No

What is the enrollment of kindergarten through eighth grade children housed in the building/s in which this activity is for?

<u>Grade</u>	<u>Enrollment</u>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
Total	<input type="text"/>

How many of these students typically walk, bike, or wheel to school?

The activity must be complete within 18 months from the date of the Notice to Proceed letter from MoDOT. Can the applicant meet this requirement?

Yes No

Does the applicant have access to any other funding should MoDOT determine that not all the requested costs are eligible for Missouri SRTS grant funding? Yes No Explain:

List additional partners other than applicant and school sponsors.

What is the school's policy on walking and biking to school?

Problem Identification(max 35 points)

Your problem ID should clearly indicate the need for a Missouri SRTS grant.

This is a competitive process, therefore you will want to provide any information you deem necessary for program consideration. (Ex. Safety issues, background information, enforcement issues, crossing guard training needed, bike safety workshop needed, etc.) Include any crash data over the past three years involving pedestrians within two miles of the school (electronic preferred). Use this area to discuss the current walking and biking conditions within the vicinity of the schools in which this application is for. You may also include photos and videos (electronic preferred) with your mailed in application if needed to demonstrate the need for this activity. If you are sending electronic copies, please clearly label your disc. Anything mailed with the application will not be returned. ***Do not use this section to explain the activity.***

Activity Description(max 35 points)

Explain the activity in as much detail as possible.

What do you intend to accomplish with the activity?

Does this activity coincide with any other projects or activities? Explain.

How will it increase the safety for children in K-8 to walk and bike to school?

Include measurable goals and the objectives you will take to reach these goals. (All activities will undergo auditing by MoDOT)

Attach a map no larger than 8 ½ X 11" showing activity location with the signed application.

EVALUATION(5 points)

Evaluations are required that will show the behavioral change before and after the activity. Once an award has been made, the schools that are involved with the successful applications must use the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* before the activity occurs and after the activity is complete. These forms shall be shown to the school/s prior to submitting an application. **If the evaluations are not completed and submitted to MoDOT, the applicant and school partners will be ineligible for any future SRTS grants.** MoDOT will submit the Surveys and Tally sheets to the National Center for Safe Schools and will be used to provide a report to the U.S. Congress and will play a part in determining if the SRTS program will continue past 2009. If any additional evaluations are performed, please submit them to MoDOT.

Is the applicant committed to assuring the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* are conducted prior to and within 6 months after activity completion?

Yes No

Is the school/s superintendent committed to conducting the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* prior to and within 6 months after activity completion?

Yes No

Tie Breaker(max 25 points)

To what extent have you directly or indirectly incorporated the 5 E's, (Engineering, Education, Enforcement, Encouragement, and Evaluation) into the activity?



**Highway Safety
SRTS Infrastructure Grant Application
2005 and 2006 funding**
(Applications due by January 31, 2007)

Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

Agency/Org: _____ **Agency ORI#:** _____

Address: _____ **Federal Tax ID#:** _____

_____ **NFP Charter#:** _____

City: _____ **State:** _____ **Zip:** _____ **County:** _____

Phone: _____ **Fax:** _____

Contact Person: _____ **Email:** _____

School District: _____ **County Dist Code:** _____

Authorizing Official

Authorizing Official Signature

Title of Authorizing Official

School Partners

Fill out the following information for each school including the school on the front page. Only schools that house grade level spans K-8 are eligible to apply.

School	<input type="text"/>
District	<input type="text"/>
County	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
County district code	<input type="text"/>
Grade Span	<input type="text"/>
Enrollment	<input type="text"/>
School District Federal	<input type="text"/>
Census Poverty Figure	<input type="text"/>
School F & R Lunch	<input type="text"/>
Contact Person	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

School	<input type="text"/>
District	<input type="text"/>
County	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
County district code	<input type="text"/>
Grade Span	<input type="text"/>
Enrollment	<input type="text"/>
School District Federal	<input type="text"/>
Census Poverty Figure	<input type="text"/>
School F & R Lunch	<input type="text"/>
Contact Person	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

School	<input type="text"/>
District	<input type="text"/>
County	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
County district code	<input type="text"/>
Grade Span	<input type="text"/>
Enrollment	<input type="text"/>
School District Federal	<input type="text"/>
Census Poverty Figure	<input type="text"/>
School F & R Lunch	<input type="text"/>
Contact Person	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>

School
District
County
Address
City, State, Zip
County district code
Grade Span
Enrollment
School District Federal
Census Poverty Figure
School F & R Lunch
Contact Person
Email
Phone
Fax

School
District
County
Address
City, State, Zip
County district code
Grade Span
Enrollment
School District Federal
Census Poverty Figure
School F & R Lunch
Contact Person
Email
Phone
Fax

Assurances

Is the proposed project located within a two mile radius of a school housing students in elementary or middle school(Grade level span K-8)? Yes No

Is the applicant prepared to fulfill all federal, state, and local codes, regulations, and requirements? Yes No

Does the applicant understand any costs incurred prior to the obligations of Federal funds from the Federal Highway Administration by the Missouri Department of Transportation are not reimbursable and shall not be included in the estimate? Yes No

Does the applicant understand that any costs incurred above the requested Missouri SRTS funds included in the estimate submitted with this application will not be funded through the Missouri SRTS funding? Yes No

Does the applicant understand any Missouri SRTS grant funds already used will have to be returned to MoDOT should the project not be completed within 4 years from the date of the Notice to Proceed letter from MoDOT? Yes No

Does the applicant understand that the Missouri SRTS program is a reimbursement program and not a cash-up-front program? Yes No

What is the enrollment of kindergarten through eighth grade children housed in the building/s in which this project is for?

<u>Grade</u>	<u>Enrollment</u>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
Total	<input type="text"/>

How many of these students typically walk, bike, or wheel to school?

Who will maintain this project after its completion?(**An original agreement or letter from the maintaining agency to maintain the project for at least 25 years must be submitted with the original signed application**) all maintenance participation and the source of funds supporting long-term maintenance shall be listed in the agreement or letter. Attach supporting documentation to the signed application.

Does all right-of-way necessary for the project fall within public ownership or lease? Yes No

If no, does the applicant have an option on the property executable within one year of the grant award date? Yes No

Have utilities been cleared for the project? Yes No

If right of way acquisition is necessary, does the applicant have the ability to exercise condemnation authority? Yes No

The project must be complete within 4 years of from the date of the Notice to Proceed letter from MoDOT. Can the applicant meet this requirement? Yes No

Does the applicant have access to any other funding should MoDOT determine that not all the requested costs are eligible for Missouri SRTS grant funding? Yes No Explain:

List additional partners other than the applicant and school partners.

What is the school's policy on walking and biking to school?

If the project involves any of the following natural or cultural items, the applicant may, after project approval, be required to obtain specific permits and clearance forms to ensure compliance with local, state and federal requirements. This list may not be all- inclusive.

Will the project involve:

- | | | |
|--|------------------------------|-----------------------------|
| Historic buildings or archaeological sites? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Existing parks and recreation areas? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Designated or undesignated wetlands and/or swamps? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Creeks or rivers? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Stream crossing? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Lakes or ponds? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Known hazardous materials and/or waste? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Floodplains | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

For all "yes" answers, explain any preventative measures the applicant will take to avoid negative impacts during or after the implementation of the project.

Problem Identification(max 35 points)

Your problem ID should clearly indicate the need for a Missouri SRTS grant.

This is a competitive process, therefore you will want to provide any information you deem necessary for program consideration. (Ex. Safety issues, background information, enforcement issues, crossing guard training needed, bike safety workshop needed, etc.) Include any crash data over the past three years which involves pedestrians within two miles of the school (electronic preferred). You may also include photos and videos (electronic preferred) with your mailed in application if needed to demonstrate the need for this project. If you are sending electronic copies, please clearly label your disc. Anything mailed with the application will not be returned. ***Do not use this section to explain the project.***

Project Description(max 35 points)

Explain the project in as much detail as possible.

What do you intend to accomplish with the project?

Does this project coincide with any other projects or activities? Explain.

How does this project connect to the existing infrastructure?

How will it increase the safety for children in K-8 to walk and bike to school?

Include measurable goals and the objectives you will take to reach these goals. (All projects will undergo auditing by MoDOT)

Include aerial photos and/or drawings no larger than 8 ½ "X 11" (electronic preferred) with the signed application to portray your project.

Attach a map no larger than 8 ½ X 11" showing project location with the signed application.

EVALUATION(5 points)

Evaluations are required that will show the behavioral change before and after the activity. Once an award has been made, the schools that are involved with the successful applications must use the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* before the project occurs and after the project is complete. These forms shall be shown to the school/s prior to submitting an application. **If the evaluations are not completed and submitted to MoDOT, the applicant and school partners will be ineligible for any future SRTS grants.** MoDOT will submit the Surveys and Tally sheets to the National Center for Safe Schools and will be used to provide a report to the U.S. Congress and will play a part in determining if the SRTS program will continue past 2009. If any additional evaluations are performed, please submit them to MoDOT.

Is the applicant committed to assuring the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* are conducted prior to and within 6 months after project completion?

Yes No

Is the school/s superintendent committed to conducting the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* prior to and within 6 months after project completion?

Yes No

Project Estimate(max 25 points)

For tracking purposes, if there are multiple schools benefiting from this grant, the estimate needs to be broken out and detailed as to how the money will be distributed to each school. List all items for the first school, leave a blank line between the first and second school, etc (see example). Otherwise, an even distribution will be assumed. The applicant will need to show any costs associated with this project including but not limited to any preliminary engineering, engineering, right of way, utility relocations, construction costs, materials costs, materials inspection, and construction inspection. This estimate shall not be increased in the future. There is a \$250,000 limit per project.

Line Item Detail	Quantity	Item Cost	Total Per Line Item	SRTS Funds Requested
1. Right of Way Acquisition			\$0.00	
2. Design/Preliminary Engineering (No more than 10% of items 3-5 below)			\$0.00	
3. Utility Relocation			\$0.00	
4. Materials			\$0.00	
5. Labor/Construction			\$0.00	
6. Construction Engineering (No More than 15% of items 3-5 above)			\$0.00	
7. Construction Contingency (No More than 10% of items 3-5 above)			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	

Tie Breaker(max 25 points)

To what extent have you directly or indirectly incorporated the 5 E's, (Engineering, Education, Enforcement, Encouragement, and Evaluation) into the project?



SAFETY ASSESSMENT

This document is required for each school partner involved in the application, however the safety assessment is for information gathering and will not be scored.

The applicant is strongly encouraged to have the local law enforcement and the school district safety coordinator help with the assessment.

What are the peak hours that the K-8 students at _____ school walk and bike to school? (i.e. 7:30-8:30 & 3:00-4:00)

Instructions for table

In the following table, list up to 10 highways, streets, or roads that the students walk adjacent to or cross ranking the roadway with the highest safety risks (your opinion) as number one, etc. If you cannot obtain some of the information requested, type N/O in the cell.

Roadway – list the route (State Route A, Bellefontaine Ave., C.R. 8890)

Speed Limit – normal speed limit of the Roadway

of Lanes – (a two lane road with a left turn lane in the middle is considered 3, if it is a one lane or more than 5, type in “other”)

School Zones – If the Roadway has school zones, check the box.

School Zone Speed Limit – What is the school zone speed limit for the Roadway?

School Zone Adequate – Yes or No

Effective times a.m. - What are the times in the morning that motorists must slow down for the school zone?

Effective times a.m. - What are the times in the afternoon that motorists must slow down for the school zone?

Paths Adj to road – If there are paths or walkways adjacent to the Roadway for children to walk and bike to school, check the box.

Dist from path to traffic – what is the distance, measured in feet, from the walking/biking path to the traffic?

Curbs – Is the Roadway equipped with curbs preventing vehicles from leaving the Roadway and entering the walking/biking path?

Peak Hour Traffic – What is the highest traffic volume of the roadway during the peak hours that the K-8 students are walking and biking to school? (If the afternoon count is higher, list it)

Crosswalks – If there are crosswalks on the Route for children to use, check the box.

Crossing Guards – If crossing guards are used to channel the children to cross at a specific location or crosswalk, check the box.

Fences - If fences are used to channel the children to cross at a specific location or crosswalk, check the box.

Lighting – If there is sufficient lighting along the Route for children arriving at school in low-light conditions, check the box.

Obstructions – If there are obstructions that could aid in harm to the children along the Route, check the box. (This could be fire hydrants, trees, shrubs, electric pedestals; areas where someone could hide that would harm a child, etc.)

Orientation – If the school provides walking/biking safety education in the form of a walking route map, safety tips, etc. through an open house, in the classroom, or as a “backpack” document, check the box.

Conflict area – If there is a conflict area between pickup/drop-off areas or school parking areas, check the box.

Path Condition – What is the walking/biking path condition? G – Good, F – Fair, P – Poor

ADA – If the walking/biking path provides access to handicapped children, check the box.

Bollards – Bollards prevent vehicles from entering the walking/biking paths. If there are some present on the walking/biking path, check the box.

Signs – If there are regulatory and warning signs regarding vehicular and pedestrian traffic, check the box.

	Roadway	Speed Limit	# of Lanes	School Zones	School Zone Speed Limit	School Zone Adequate	Effective Times a.m.	Effective Times p.m.	Paths Adj to road
1			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
2			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
3			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
4			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
5			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
6			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
7			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
8			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
9			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
10			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>

	Roadway	Path Condition	ADA	Bollards	Signs
1		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are the bicycle parking areas at the school located where they can be easily observed from windows in occupied buildings? Yes No

Are the bicycle parking areas at the school equipped with a method to permit bicyclists to secure their bike using a padlock and chain? Yes No

Is the area immediately adjacent to the bike parking area free of trees and shrubs that could be used as a hiding place? Yes No

Are bikes prohibited from being secured on railings and other locations where they impede pedestrian walkways or use of handrails? Yes No

Is there a school walk route map for this school? Yes No

Is there a walk to school program at this school? Yes No

Is ped/bike safety incorporated into the school curriculum? Yes No

Does the local law enforcement conduct a program of targeted traffic enforcement around the school? (related to speeding, motorists violating crosswalk laws, etc.) Yes No

Is there a school safety patrol program at this school? Yes No

Safety Assessment Performed by John Q. Safety, District Safety Officer

Superintendent Signature Victoria Ruler

SRTS Application Checklist

- Submit application and safety assessment online
- Mail original signed application, safety assessment, supporting documents, and a cd with any electronic files to the Highway Safety Division office to the attention of “SRTS Program”
- Include the following supporting information or documents that apply to your application as required by the Administrative Guidelines and applications:
 - Safety Assessment
 - Letter or Agreement from the maintaining agency
 - Crash data
 - Photos - jpeg
 - Video – mpeg
 - Aerial photos
 - Drawings
 - Maps
 - School Statements
 - Local Law Enforcement Statement
 - MPO Statement
 - RPC Statement

The application and safety assessment are required to be submitted online.

It would be helpful if supporting documents could be included on a cd. This will not replace the requirement of mailing the original documents. For pictures please use jpeg format. For video files, please use mpeg format. For other documents please use Word or Acrobat Reader.



Highway Safety
SRTS Non-Infrastructure Grant Application
2005 and 2006 funding
 (Applications due by January 31, 2007)

Highway Safety Division
 P.O. Box 270
 Jefferson City, MO 65102
 1-800-800-2358 or 573-751-4161

Agency/Org: Somewhere City **Agency ORI#:** _____
Address: 800 W. North St. **Federal Tax ID#:** 1212121212
 _____ **NFP Charter#:** _____

City: Somewhere City **State:** MO **Zip:** 99999-8888 **County:** Overthere

Phone: 555-111-2222 **Fax:** 555-111-3333

Contact Person: Reg Ister **Email:** ister@somewherecity.org

School District: Somewhere Reorganized Dist#5 **County Dist Code:** 120001

Sample

Manny Strator
Authorizing Official

Manny Strator
Authorizing Official Signature

City Administrator
Title of Authorizing Official

School Partners

Fill out the following information for each school including the school on the front page. Only schools that house grade level spans K-8 are eligible to apply.

School	Somewhere Elementary
District	Somewhere Reorganized Dist #5
County	Overthere
Address	916 W. South St.
City, State, Zip	Somewhere City, MO 99999-8888
County district code	120001
Grade Span	4-6
Enrollment	120
School District Federal	
Census Poverty Figure	0.123456
School F & R Lunch	72
Contact Person	Sheila Paddle
Email	spaddle@somewhere4-6.org
Phone	555-111-5555
Fax	555-111-5556

School	Somewhere Primary
District	Somewhere Reorganized Dist #5
County	Overthere
Address	926 W. South St.
City, State, Zip	Somewhere City, MO 99999-8888
County district code	120001
Grade Span	K-3
Enrollment	160
School District Federal	
Census Poverty Figure	0.123456
School F & R Lunch	31
Contact Person	Thomas Train
Email	ttrain@somewherek-3.org
Phone	555-111-7777
Fax	555-111-7778

School	Somewhere Private School
District	Somewhere Reorganized Dist #5
County	Overthere
Address	936 W. South St
City, State, Zip	Somewhere City, MO 99999-8888
County district code	120001
Grade Span	K-12
Enrollment	200
School District Federal	
Census Poverty Figure	0.123456
School F & R Lunch	12
Contact Person	Bob Sliderule
Email	bsliderule@somewherepschool.org
Phone	555-111-8888
Fax	555-111-8889

School
District
County
Address
City, State, Zip
County district code
Grade Span
Enrollment
School District Federal
Census Poverty Figure
School F & R Lunch
Contact Person
Email
Phone
Fax

School
District
County
Address
City, State, Zip
County district code
Grade Span
Enrollment
School District Federal
Census Poverty Figure
School F & R Lunch
Contact Person
Email
Phone
Fax

Assurances

Is this activity for traffic education or enforcement? Yes No . If yes, answer the next question. If no, skip the next question.

Is the proposed activity located within a two mile radius of a school housing students in elementary or middle school(Grade level span K-8)? Yes No

Is the applicant prepared to fulfill all federal, state, and local codes, regulations, and requirements? Yes No

Does the applicant understand any costs incurred prior to the obligations of Federal funds from the Federal Highway Administration by the Missouri Department of Transportation are not reimbursable and shall not be included in the estimate? Yes No

Does the applicant understand that any costs incurred above the requested Missouri SRTS funds included in the estimate submitted with this application will not be funded through the Missouri SRTS funding? Yes No

Does the applicant understand any Missouri SRTS grant funds already used will have to be returned to MoDOT should the activity not be completed within 18 months from the date of the Notice to Proceed letter from MoDOT? Yes No

Does the applicant understand that the Missouri SRTS program is a reimbursement program and not a cash-up-front program? Yes No

What is the enrollment of kindergarten through eighth grade children housed in the building/s in which this activity is for?

<u>Grade</u>	<u>Enrollment</u>
K	55
1	55
2	55
3	55
4	55
5	55
6	55
7	18
8	22
Total	425

How many of these students typically walk, bike, or wheel to school? 26

The activity must be complete within 18 months from the date of the Notice to Proceed letter from MoDOT. Can the applicant meet this requirement?

Yes No

Does the applicant have access to any other funding should MoDOT determine that not all the requested costs are eligible for Missouri SRTS grant funding? Yes No Explain: Somewhere department store has pledged funding for providing bike helmets.

List additional partners other than applicant and school sponsors. MU Extension

What is the school's policy on walking and biking to school? The public schools allow all children to walk or bike to school, however children in K-3 are required walk or bike with an older sibling or a parent/caregiver. The private school has adopted this same policy.

Sample

Problem Identification(max 35 points)

Your problem ID should clearly indicate the need for a Missouri SRTS grant.

This is a competitive process, therefore you will want to provide any information you deem necessary for program consideration. (Ex. Safety issues, background information, enforcement issues, crossing guard training needed, bike safety workshop needed, etc.) Include any crash data over the past three years involving pedestrians within two miles of the school (electronic preferred). Use this area to discuss the current walking and biking conditions within the vicinity of the schools in which this application is for. You may also include photos and videos (electronic preferred) with your mailed in application if needed to demonstrate the need for this activity. If you are sending electronic copies, please clearly label your disc. Anything mailed with the application will not be returned. ***Do not use this section to explain the activity.***

The children who currently walk or bike to school are walking and biking either in the street or on private property where they can (see pictures on enclosed cd). About two years ago, we have had one 5th grader who got bumped by a car as he was crossing North street. The injury was not serious, but certainly has raised the awareness of the community. (see police report on enclosed cd) Traffic has increased due to the pajama factory built on CR 9999. North street is the only access to CR 9999.

Sample

Activity Description(max 35 points)

Explain the activity in as much detail as possible.

What do you intend to accomplish with the activity?

Does this activity coincide with any other projects or activities? Explain.

How will it increase the safety for children in K-8 to walk and bike to school?

Include measurable goals and the objectives you will take to reach these goals. (All activities will undergo auditing by MoDOT)

Attach a map no larger than 8 ½ X 11" showing activity location with the signed application.

Our proposed activity will provide training to the children about walking and biking in and around traffic. We will also have crossing guard training to help make it safer for children to cross North Street. The safety of the children will be increased through this outreach and education activity.

We have also submitted an Infrastructure Application to provide a sidewalk on the east and west side of north street with a crosswalk in front of Somewhere Primary.

Our goal is to increase the safety and health of the children. In addition to performing the required surveys and tally sheets, we have a retired school teacher who lives in the house directly across from the front entrance of the school who has volunteered to make a daily count of children walking, biking and wheeling. This data will also be provided to MoDOT.

Map is attached.

EVALUATION(5 points)

Evaluations are required that will show the behavioral change before and after the activity. Once an award has been made, the schools that are involved with the successful applications must use the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* before the activity occurs and after the activity is complete. These forms shall be shown to the school/s prior to submitting an application. **If the evaluations are not completed and submitted to MoDOT, the applicant and school partners will be ineligible for any future SRTS grants.** MoDOT will submit the Surveys and Tally sheets to the National Center for Safe Schools and will be used to provide a report to the U.S. Congress and will play a part in determining if the SRTS program will continue past 2009. If any additional evaluations are performed, please submit them to MoDOT.

Is the applicant committed to assuring the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* are conducted prior to and within 6 months after activity completion?

Yes No

Is the school/s superintendent committed to conducting the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* prior to and within 6 months after activity completion?

Yes No

Activity Estimate

Line Item Detail and unit	Quantity	Unit Cost	Total Per Line Item	SRTS Funds Requested
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
		TOTAL	2,562.50	1500.00

Sample

Tie Breaker(max 25 points)

To what extent have you directly or indirectly incorporated the 5 E's, (Engineering, Education, Enforcement, Encouragement, and Evaluation) into the activity?

We always discuss walking and biking to school with parents during open house at the beginning of each school year.

Lack of funding has suppressed our efforts for building the proper facilities for the children. Somewhere Police are very cooperative with the school when it appears that the vehicular speeds exceed the posted speed limit.

We are also applying for an Infrastructure grant to build the needed sidewalks and crosswalk.

Sample



**Highway Safety
SRTS Infrastructure Grant Application
2005 and 2006 funding**
(Applications due by January 31, 2007)

Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

Agency/Org: Somewhere City **Agency ORI#:** _____

Address: 800 W. North St. **Federal Tax ID#:** 1212121212

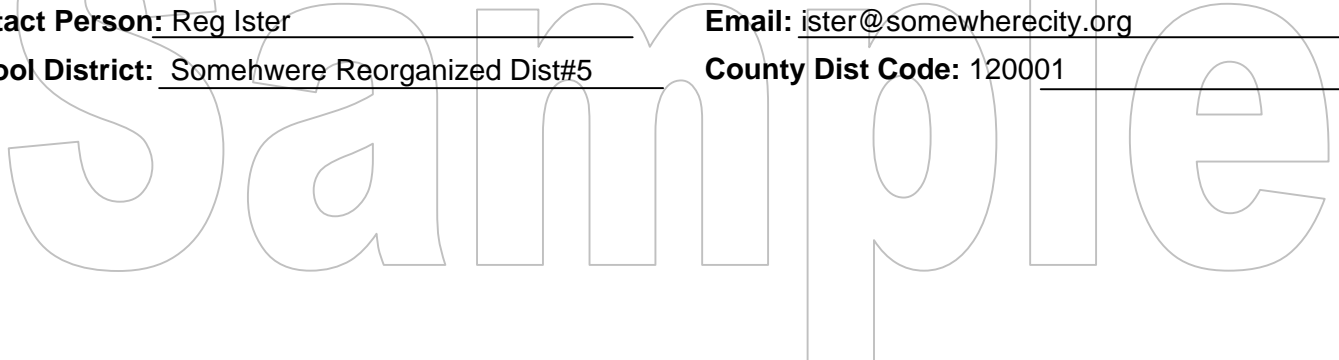
_____ **NFP Charter#:** _____

City: Somewhere City **State:** MO **Zip:** 99999-8888 **County:** Overthere

Phone: 555-111-2222 **Fax:** 555-111-3333

Contact Person: Reg Ister **Email:** ister@somewherecity.org

School District: Somewhere Reorganized Dist#5 **County Dist Code:** 120001



Manny Strator
Authorizing Official

Manny Strator
Authorizing Official Signature

City Administrator
Title of Authorizing Official

School Partners

Fill out the following information for each school including the school on the front page. Only schools that house grade level spans K-8 are eligible to apply.

School	Somewhere Elementary
District	Somewhere Reorganized Dist #5
County	Overthere
Address	916 W. South St.
City, State, Zip	Somewhere City, MO 99999-8888
County district code	120001
Grade Span	4-6
Enrollment	120
School District Federal	
Census Poverty Figure	0.123456
School F & R Lunch	72
Contact Person	Sheila Paddle
Email	spaddle@somewhere4-6.org
Phone	555-111-5555
Fax	555-111-5556

School	Somewhere Primary
District	Somewhere Reorganized Dist #5
County	Overthere
Address	926 W. South St.
City, State, Zip	Somewhere City, MO 99999-8888
County district code	120001
Grade Span	K-3
Enrollment	160
School District Federal	
Census Poverty Figure	0.123456
School F & R Lunch	31
Contact Person	Thomas Train
Email	ttrain@somewherek-3.org
Phone	555-111-7777
Fax	555-111-7778

School	Somewhere Private School
District	Somewhere Reorganized Dist #5
County	Overthere
Address	936 W. South St
City, State, Zip	Somewhere City, MO 99999-8888
County district code	120001
Grade Span	K-12
Enrollment	200
School District Federal	
Census Poverty Figure	0.123456
School F & R Lunch	12
Contact Person	Bob Sliderule
Email	bsliderule@somewherepschool.org
Phone	555-111-8888
Fax	555-111-8889

School
District
County
Address
City, State, Zip
County district code
Grade Span
Enrollment
School District Federal
Census Poverty Figure
School F & R Lunch
Contact Person
Email
Phone
Fax

School
District
County
Address
City, State, Zip
County district code
Grade Span
Enrollment
School District Federal
Census Poverty Figure
School F & R Lunch
Contact Person
Email
Phone
Fax

Assurances

Is the proposed project located within a two mile radius of a school housing students in elementary or middle school(Grade level span K-8)? Yes No

Is the applicant prepared to fulfill all federal, state, and local codes, regulations, and requirements? Yes No

Does the applicant understand any costs incurred prior to the obligations of Federal funds from the Federal Highway Administration by the Missouri Department of Transportation are not reimbursable and shall not be included in the estimate? Yes No

Does the applicant understand that any costs incurred above the requested Missouri SRTS funds included in the estimate submitted with this application will not be funded through the Missouri SRTS funding? Yes No

Does the applicant understand any Missouri SRTS grant funds already used will have to be returned to MoDOT should the project not be completed within 4 years from the date of the Notice to Proceed letter from MoDOT? Yes No

Does the applicant understand that the Missouri SRTS program is a reimbursement program and not a cash-up-front program? Yes No

What is the enrollment of kindergarten through eighth grade children housed in the building/s in which this project is for?

<u>Grade</u>	<u>Enrollment</u>
K	55
1	55
2	55
3	55
4	55
5	55
6	55
7	18
8	22
Total	425

How many of these students typically walk, bike, or wheel to school? 26

Who will maintain this project after its completion?(An original agreement or letter from the maintaining agency to maintain the project for at least 25 years must be submitted with the original signed application) all maintenance participation and the source of funds supporting long-term maintenance shall be listed in the agreement or letter. Attach supporting documentation to the signed application. Somewhere City will provide maintenance. Letter is attached.

Does all right-of-way necessary for the project fall within public ownership or lease? Yes No

If no, does the applicant have an option on the property executable within one year of the grant award date? Yes No

Have utilities been cleared for the project? Yes No

If right of way acquisition is necessary, does the applicant have the ability to exercise condemnation authority? Yes No

The project must be complete within 4 years of from the date of the Notice to Proceed letter from MoDOT. Can the applicant meet this requirement? Yes No

Does the applicant have access to any other funding should MoDOT determine that not all the requested costs are eligible for Missouri SRTS grant funding? Yes No Explain:

List additional partners other than the applicant and school partners. MoDOT District 11

What is the school's policy on walking and biking to school? The public schools allow all children to walk or bike to school, however children in K-3 are required walk or bike with an older sibling or a parent/caregiver. The private school has adopted this same policy.

If the project involves any of the following natural or cultural items, the applicant may, after project approval, be required to obtain specific permits and clearance forms to ensure compliance with local, state and federal requirements. This list may not be all- inclusive.

Will the project involve:

Historic buildings or archaeological sites?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Existing parks and recreation areas?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Designated or undesignated wetlands and/or swamps?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Creeks or rivers?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Stream crossing?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Lakes or ponds?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Known hazardous materials and/or waste?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Floodplains	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

For all "yes" answers, explain any preventative measures the applicant will take to avoid negative impacts during or after the implementation of the project.

There is a pond adjacent to Somewhere Private School. We will submit a request for a Categorical Exclusion for the project.

Problem Identification(max 35 points)

Your problem ID should clearly indicate the need for a Missouri SRTS grant.

This is a competitive process, therefore you will want to provide any information you deem necessary for program consideration. (Ex. Safety issues, background information, enforcement issues, crossing guard training needed, bike safety workshop needed, etc.) Include any crash data over the past three years which involves pedestrians within two miles of the school (electronic preferred). You may also include photos and videos (electronic preferred) with your mailed in application if needed to demonstrate the need for this project. If you are sending electronic copies, please clearly label your disc. Anything mailed with the application will not be returned. ***Do not use this section to explain the project.***

The children who currently walk or bike to school are walking and biking either in the street or on private property where they can (see pictures on enclosed cd). About two years ago, we have had one 5th grader who got bumped by a car as he was crossing North street. The injury was not serious, but certainly has raised the awareness of the community. (see police report on enclosed cd) Traffic has increased due to the pajama factory built on CR 9999. North street is the only access to CR 9999.

Project Description(max 35 points)

Explain the project in as much detail as possible.

What do you intend to accomplish with the project?

Does this project coincide with any other projects or activities? Explain.

How does this project connect to the existing infrastructure?

How will it increase the safety for children in K-8 to walk and bike to school?

Include measurable goals and the objectives you will take to reach these goals. (All projects will undergo auditing by MoDOT)

Include aerial photos and/or drawings no larger than 8 ½ "X 11" (electronic preferred) with the signed application to portray your project.

Attach a map no larger than 8 ½ X 11" showing project location with the signed application.

Somewhere City intends with this project to build sidewalks on the east and west side of North street with a crosswalk in front of the entrance to Somewhere Primary.

Our intention is to increase the number of students walking and biking to school by providing a safer location for walking and biking which will also increase the health of the students.

We have also submitted a Noninfrastructure application for safety and crossing guard training.

This project will provide a safer route for children to walk and bike to school. There are no current facilities.

The goals are to increase the number of student walking and biking to school. We will measure this by utilizing the required survey and tally forms and will be utilizing a retired teacher who has volunteered to perform a daily count of the children who walk, bike or wheel to school.

District 11 of MoDOT has partnered with us to provide crosswalk signs with flashing lights.

A drawing and map is attached.

EVALUATION(5 points)

Evaluations are required that will show the behavioral change before and after the activity. Once an award has been made, the schools that are involved with the successful applications must use the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* before the project occurs and after the project is complete. These forms shall be shown to the school/s prior to submitting an application. **If the evaluations are not completed and submitted to MoDOT, the applicant and school partners will be ineligible for any future SRTS grants.** MoDOT will submit the Surveys and Tally sheets to the National Center for Safe Schools and will be used to provide a report to the U.S. Congress and will play a part in determining if the SRTS program will continue past 2009. If any additional evaluations are performed, please submit them to MoDOT.

Is the applicant committed to assuring the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* are conducted prior to and within 6 months after project completion?

Yes No

Is the school/s superintendent committed to conducting the *Parent Survey About Walking and Biking to School* and the *Student Arrival and Departure Tally Sheet* prior to and within 6 months after project completion?

Yes No

Sample

Project Estimate(max 25 points)

For tracking purposes, if there are multiple schools benefiting from this grant, the estimate needs to be broken out and detailed as to how the money will be distributed to each school. List all items for the first school, leave a blank line between the first and second school, etc (see example). Otherwise, an even distribution will be assumed. The applicant will need to show any costs associated with this project including but not limited to any preliminary engineering, engineering, right of way, utility relocations, construction costs, materials costs, materials inspection, and construction inspection. This estimate shall not be increased in the future. There is a \$250,000 limit per project.

Line Item Detail	Quantity	Item Cost	Total Per Line Item	SRTS Funds Requested
1. Right of Way Acquisition	.6 acres	\$2000	\$2,000	\$2,000
2. Design/Preliminary Engineering (No more than 10% of items 3-5 below)		\$4000	\$4000	\$4,000
3. Utility Relocation		\$1,000	\$1,000	\$1,000
4. Materials		\$52,000	\$52,000	\$47,400
5. Labor/Construction		\$22,000	\$22,000	\$22,000
6. Construction Engineering (No More than 15% of items 3-5 above)		\$8,000	\$8,000	\$8,000
7. Construction Contingency (No More than 10% of items 3-5 above)		\$7,500	\$7,500	\$7,500
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	

Sample

Project Estimate

Line Item Detail and unit	Quantity	Unit Cost	Total Per Line Item	SRTS Funds Requested
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
		TOTAL	\$96,500.00	\$91,900.00

Sample

Tie Breaker(max 25 points)

To what extent have you directly or indirectly incorporated the 5 E's, (Engineering, Education, Enforcement, Encouragement, and Evaluation) into the project?

We always discuss walking and biking to school with parents during open house at the beginning of each school year.

Lack of funding has suppressed our efforts for building the proper facilities for the children. Somewhere Police are very cooperative with the school when it appears that the vehicular speeds exceed the posted speed limit.

We are also applying for a noninfrastructure grant for safety and crossing guard training.

Sample



SAFETY ASSESSMENT

This document is required for each school partner involved in the application, however the safety assessment is for information gathering and will not be scored.

The applicant is strongly encouraged to have the local law enforcement and the school district safety coordinator help with the assessment.

What are the peak hours that the K-8 students at Somewhere Elementary school walk and bike to school? (i.e. 7:30-8:30 & 3:00-4:00) 7:00-8:30 & 3:15-4:30

Instructions for table

In the following table, list up to 10 highways, streets, or roads that the students walk adjacent to or cross ranking the roadway with the highest safety risks (your opinion) as number one, etc. If you cannot obtain some of the information requested, type N/O in the cell.

Roadway – list the route (State Route A, Bellefontaine Ave., C.R. 8890)

Speed Limit – normal speed limit of the Roadway

of Lanes – (a two lane road with a left turn lane in the middle is considered 3, if it is a one lane or more than 5, type in “other”)

School Zones – If the Roadway has school zones, check the box.

School Zone Speed Limit – What is the school zone speed limit for the Roadway?

School Zone Adequate – Yes or No

Effective times a.m. - What are the times in the morning that motorists must slow down for the school zone?

Effective times a.m. - What are the times in the afternoon that motorists must slow down for the school zone?

Paths Adj to road – If there are paths or walkways adjacent to the Roadway for children to walk and bike to school, check the box.

Dist from path to traffic – what is the distance, measured in feet, from the walking/biking path to the traffic?

Curbs – Is the Roadway equipped with curbs preventing vehicles from leaving the Roadway and entering the walking/biking path?

Peak Hour Traffic – What is the highest traffic volume per hour (vph) of the roadway during the peak hours that the K-8 students are walking and biking to school? (If the afternoon count is higher, list it)

Crosswalks – If there are crosswalks on the Route for children to use, check the box.

Crossing Guards – If crossing guards are used to channel the children to cross at a specific location or crosswalk, check the box.

Fences - If fences are used to channel the children to cross at a specific location or crosswalk, check the box.

Lighting – If there is sufficient lighting along the Route for children arriving at school in low-light conditions, check the box.

Obstructions – If there are obstructions that could aid in harm to the children along the Route, check the box. (This could be fire hydrants, trees, shrubs, electric pedestals; areas where someone could hide that would harm a child, etc.)

Orientation – If the school provides walking/biking safety education in the form of a walking route map, safety tips, etc. through an open house, in the classroom, or as a “backpack” document, check the box.

Conflict area – If there is a conflict area between pickup/drop-off areas or school parking areas, check the box.

Path Condition – What is the walking/biking path condition? G – Good, F – Fair, P – Poor

ADA – If the walking/biking path provides access to handicapped children, check the box.

Bollards – Bollards prevent vehicles from entering the walking/biking paths. If there are some present on the walking/biking path, check the box.

Signs – If there are regulatory and warning signs regarding vehicular and pedestrian traffic, check the box.

	Roadway	Speed Limit	# of Lanes 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	School Zones	School Zone Speed Limit	School Zone Adequate Yes <input type="checkbox"/> No <input type="checkbox"/>	Effective Times a.m.	Effective Times p.m.	Paths Adj to road
1	North Street	40	2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input checked="" type="checkbox"/>	20	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	6:30-8:30	2:30-4:30	<input type="checkbox"/>
2			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
3			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
4			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
5			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
6			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
7			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
8			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
9			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>
10			2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> other	<input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>			<input type="checkbox"/>

	Roadway	Path Condition	ADA	Bollards	Signs
1	North Street	G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10		G <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are the bicycle parking areas at the school located where they can be easily observed from windows in occupied buildings? Yes No

Are the bicycle parking areas at the school equipped with a method to permit bicyclists to secure their bike using a padlock and chain? Yes No

Is the area immediately adjacent to the bike parking area free of trees and shrubs that could be used as a hiding place? Yes No

Are bikes prohibited from being secured on railings and other locations where they impede pedestrian walkways or use of handrails? Yes No

Is there a school walk route map for this school? Yes No

Is there a walk to school program at this school? Yes No

Is ped/bike safety incorporated into the school curriculum? Yes No

Does the local law enforcement conduct a program of targeted traffic enforcement around the school? (related to speeding, motorists violating crosswalk laws, etc.) Yes No

Is there a school safety patrol program at this school? Yes No

Safety Assessment Performed by John Q. Safety, District Safety Officer

Superintendent Signature Victoria Ruler



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

SCHOOL STATEMENT

**This form is required for all projects/activities and for each school partner. If the school is the applicant and the project or activity involves no other schools, this statement may be omitted.*

On _____, 20____ _____
SCHOOL/SCHOOL DISTRICT'S NAME

partnered with _____ to apply for a
APPLICANT

Missouri Safe Routes to School grant involving the proposed project for

SCHOOL'S NAME(S)

School District Superintendent printed name

School District Superintendent signature

School Board President signature (if needed by school)



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

LOCAL LAW ENFORCEMENT STATEMENT

**This form is required for all projects/activities.*

On _____, 20____
LAW ENFORCEMENT AGENCY

performed an onsite investigation of the proposed project/activity and has
determined that said project/activity involving _____
SCHOOL'S NAME(S)

will increase the safety around said school/s for and/or encourage children
including those with disabilities in said school/s to walk and bike to school. Any
potential safety conflicts of the proposed project/activity (i.e. obstructions of
vehicular or pedestrian sight distance) have been discussed with the school/s.

_____ will further maintain safety by
LAW ENFORCEMENT AGENCY
ensuring traffic laws are obeyed in the vicinity of the aforementioned schools
including enforcement of speeds, yielding to pedestrians in crossings, and proper
walking and bicycling behaviors.

Applicant

Authorized Local Law Enforcement Representative printed name and title

Authorized Local Law Enforcement Representative signature



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

METROPOLITAN PLANNING ORGANIZATION (MPO) STATEMENT*

**Use this form only if your project or activity falls within a MPO's area.*

Transportation projects proposed for funding under Title 23 of the United States Code of Regulations, including recipients of Safe Routes to Schools fund, must be programmed in a MPO's Transportation Improvement Program (TIP).

On _____, 20 __, _____
MPO'S NAME

discussed participation in Missouri's Safe Routes to School Program specifically
for the project/activity involving _____
SCHOOL'S NAME(S)

_____ will comply with USC Title 23
MPO'S NAME

(shown above) if _____ is awarded a
APPLICANT

Missouri Safe Routes to School grant. Comments are provided on page 2.

Authorized MPO Representative printed name and title

Authorized MPO Representative signature



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

METROPOLITAN PLANNING ORGANIZATION (MPO) **COMMENTS**



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

REGIONAL PLANNING COMMISSION (RPC) STATEMENT*

**This form is required for all projects/activities.*

This statement signifies that on _____, 20 ____.

_____ discussed the Missouri Safe
RPC'S NAME

Routes to School Program application with _____
APPLICANT

for the project/activity involving _____
SCHOOL'S NAME(S)

Comments are provided on page 2.

Authorized RPC Representative printed name and title

Authorized RPC Representative signature



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

REGIONAL PLANNING COMMISSION (RPC) **COMMENTS**



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

CITY COUNCIL AUTHORIZATION

On _____, 20__ the Council of _____
_____ held a meeting and discussed the City's participation
in Missouri's Safe Routes to School Program.

It is agreed by the Council that the City of _____
will participate in Missouri's Safe Routes to School Program.

It is further agreed by the Council that the Chief of Police will investigate the
financial assistance available under the Missouri's Safe Routes to School
Program and report back to the Council his/her recommendations.

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Mayor



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

COUNTY AUTHORIZATION

On _____, 20__ the County Commission of _____
County discussed participation in Missouri's Safe Routes to School Program.

It is agreed the County should participate in Missouri's Safe Routes to School Program. It is further agreed the County Sheriff will investigate the possibilities of attaining financial assistance from the Highway Safety Division.

County Commissioner

County Commissioner

Presiding Commissioner



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

SCHOOL STATEMENT

**This form is required for all projects/activities and for each school partner. If the school is the applicant and the project or activity involves no other schools, this statement may be omitted.*

On December 14, 2006 Somehere Reorganized Dist #5
SCHOOL/SCHOOL DISTRICT'S NAME

partnered with Somehere City to apply for a
APPLICANT

Missouri Safe Routes to School grant involving the project/activity for

Somehere Elementary and Somehere Primary.
SCHOOL'S NAME(S)

Victoria Ruler, PhD
School District Superintendent printed name

Victoria Ruler
School District Superintendent signature

School Board President signature (if needed by school)



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

LOCAL LAW ENFORCEMENT STATEMENT

**This form is required for all projects/activities.*

On December 14, 2006 Somewhere Police Department
LAW ENFORCEMENT AGENCY

performed an onsite investigation of the proposed project/activity and has
determined that said project/activity involving Somewhere Elementary and
Somewhere Primary and Somewhere Private Elementary Schools
SCHOOL'S NAME(S)

will increase the safety around said school/s for and/or encourage children
including those with disabilities in said school/s to walk and bike to school. Any
potential safety conflicts of the proposed project/activity (i.e. obstructions of
vehicular or pedestrian sight distance) have been discussed with the school/s.

Somewhere Police Department will further maintain safety by
LAW ENFORCEMENT AGENCY
ensuring traffic laws are obeyed in the vicinity of the aforementioned schools
including enforcement of speeds, yielding to pedestrians in crossings, and proper
walking and bicycling behaviors.

Somewhere City
Applicant

John Traffic, Chief of Police
Authorized Local Law Enforcement Representative printed name and title

John Traffic
Authorized Local Law Enforcement Representative signature



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

METROPOLITAN PLANNING ORGANIZATION (MPO) STATEMENT*

**Use this form only if your project or activity falls within a MPO's area.*

Transportation projects proposed for funding under Title 23 of the United States Code of Regulations, including recipients of Safe Routes to Schools fund, must be programmed in a MPO's Transportation Improvement Program (TIP).

On December 14, 2006, I.M. NMPO _____
MPO'S NAME

discussed participation in Missouri's Safe Routes to School Program specifically
for the project/activity involving Somewhere Elementary and Somewhere Primary and
Somewhere Private Elementary Schools
SCHOOL'S NAME(S)

I.M. NMPO _____ will comply with USC Title 23
MPO'S NAME

(shown above) if Somewhere City _____ is awarded a
APPLICANT

Missouri Safe Routes to School grant. Comments are provided on page 2.

Susan Transportation, AICP Deputy Director
Authorized MPO Representative printed name and title

Susan Transportation
Authorized MPO Representative signature



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

METROPOLITAN PLANNING ORGANIZATION (MPO) COMMENTS

Example of Infrastructure Project Comments

Somewhere Elementary, Somewhere Primary, and Somewhere Private Elementary Schools are all in need of the proposed sidewalk and crosswalk improvement project. There are currently no sidewalks. There is a resurfacing project planned for North Street in the future TIP, however if this project is approved, Somewhere City has assured us that the project schedule can be reworked to insure that the resurfacing project will be performed in conjunction with the sidewalk and crosswalk project.

Example of Noninfrastructure Activity Comments

Somewhere Elementary, Somewhere Primary, and Somewhere Private Elementary Schools are all in need of the proposed bicycle and crossing guard training. This activity would be a good fit for the proposed sidewalk and crosswalk improvement project applied for through the SRTS program.



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

REGIONAL PLANNING COMMISSION (RPC) STATEMENT*

**This form is required for all projects/activities.*

This statement signifies that on December 14, 2006 .

I.M. ARPC discussed the Missouri Safe

RPC'S NAME

Routes to School Program application with Somewhere City

APPLICANT

for the project/activity involving Somewhere Elementary and Somewhere Primary and
Somewhere Private Elementary Schools

SCHOOL'S NAME(S)

Comments are provided on page 2.

Fred Railroad, P.E. Executive Director

Authorized RPC Representative printed name and title

Fred Railroad

Authorized RPC Representative signature



Highway Safety Division
P.O. Box 270
Jefferson City, MO 65102
1-800-800-2358 or 573-751-4161

REGIONAL PLANNING COMMISSION (RPC) COMMENTS

Example of Infrastructure Project Comments

Somewhere Elementary, Somewhere Primary, and Somewhere Private Elementary Schools are all in need of the proposed sidewalk and crosswalk improvement project. There are currently no sidewalks. There are no other projects planned in this area for two years that will interfere. We have suggested to Somewhere City to use a barricade style curb and gutter that will further increase the safety of the children.

Example of Noninfrastructure Activity Comments

Somewhere Elementary, Somewhere Primary, and Somewhere Private Elementary Schools are all in need of the proposed bicycle and crossing guard training. This activity would be a good fit for the proposed sidewalk and crosswalk improvement project applied for through the SRTS program.

ADMINISTRATIVE
GUIDELINES
FOR
SAFE ROUTES TO
SCHOOL

APPENDIX B

MoDOT Highway Safety Division
1-800-800-2358

SURVEY ABOUT WALKING AND BIKING TO SCHOOL - FOR PARENTS -

Dear Parent or Caregiver,

Your child's school wants to learn your thoughts about children walking and biking to school. This survey will take about 10 - 15 minutes to complete. We ask that each family complete only one survey per school your children attend. If more than one child from a school brings a survey home, please fill out the survey for the child with the next birthday from today's date.

After you have completed this survey, send it back to the school with your child or give it to the teacher. Your responses will be kept confidential and neither your name nor your child's name will be associated with any results. **Thank you for participating in this survey!**

These first few questions gather some general and background information.
Remember, all information will be confidential, and no identifying information will be released.

1. **What is the grade of the child who brought home this survey? (K – 8)** _____ grade
2. **Is the child who brought home this survey male or female?** MALE FEMALE
3. **How many children do you have in Kindergarten through 8th grade?** _____ children
4. **What is your ZIP Code?** *(please provide ZIP +4 if known)* _____ ZIP code
(note: many utility bills will show your ZIP +4)
5. **How far does your child live from school?** *(choose one)*

<input type="checkbox"/> a. less than 1/4 mile	<input type="checkbox"/> d. 1 mile up to 2 miles
<input type="checkbox"/> b. 1/4 mile up to 1/2 mile	<input type="checkbox"/> e. More than 2 miles
<input type="checkbox"/> c. 1/2 mile up to 1 mile	<input type="checkbox"/> f. Don't know

6. On most days, how does your child arrive at school and leave for home after school? *(circle one choice per column)*

	Arrive at school	Leave for home
a.	Walk	Walk
b.	Bike	Bike
c.	School Bus	School Bus
d.	Family vehicle <small>(only with children from your family)</small>	Family vehicle <small>(only with children from your family)</small>
e.	Carpool (riding with children from other families)	Carpool (riding with children from other families)
f.	Transit (city bus, subway, etc.)	Transit (city bus, subway, etc.)
g.	Other (skateboard, scooter, inline skates, etc.)	Other (skateboard, scooter, inline skates, etc.)

7. **How long does it normally take your child to get to/from school?**
(check one choice per column)

Travel time to school	Travel time from school
<input type="checkbox"/> a. Less than 5 minutes	<input type="checkbox"/> a. Less than 5 minutes
<input type="checkbox"/> b. 5 - 10 minutes	<input type="checkbox"/> b. 5 - 10 minutes
<input type="checkbox"/> c. 11 - 20 minutes	<input type="checkbox"/> c. 11 - 20 minutes
<input type="checkbox"/> d. More than 20 minutes	<input type="checkbox"/> d. More than 20 minutes
<input type="checkbox"/> e. Don't know / Not sure	<input type="checkbox"/> e. Don't know / Not sure

8. **Has your child asked you for permission to walk or bike to/from school in the last year?** *(check one box)* YES NO

9. **At what grade would you allow your child to walk or bike without an adult to/from school?**
(select a grade between K-8)
Grade (K-8) _____ *(or I would not feel comfortable at any grade)*

10. **Which of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school?**
(check all that apply)

11. **Would you probably let your child walk or bike to/from school if this problem were changed or improved?**
(circle one per line)
 My child already walks or bikes to/from school

<input type="checkbox"/> Distance	YES	NO	Not Sure
<input type="checkbox"/> Convenience of driving	YES	NO	Not Sure
<input type="checkbox"/> Time	YES	NO	Not Sure
<input type="checkbox"/> Child's participation in before/after-school activities	YES	NO	Not Sure
<input type="checkbox"/> Speed of traffic along route	YES	NO	Not Sure
<input type="checkbox"/> Amount of traffic along route	YES	NO	Not Sure
<input type="checkbox"/> Adults to walk or bike with	YES	NO	Not Sure
<input type="checkbox"/> Sidewalks or pathways	YES	NO	Not Sure
<input type="checkbox"/> Safety of intersections and crossings	YES	NO	Not Sure
<input type="checkbox"/> Crossing guards	YES	NO	Not Sure
<input type="checkbox"/> Violence or crime	YES	NO	Not Sure
<input type="checkbox"/> Weather or climate	YES	NO	Not Sure
<input type="checkbox"/> Other _____	YES	NO	Not Sure
<input type="checkbox"/> Other _____	YES	NO	Not Sure

12. **In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?** *(check one box)*

Strongly Encourage Encourage Neither Discourage Strongly Discourage

(Questions 13 and 14) Please answer these two questions based on your feelings (or what your child has told you) about your child walking or biking to/from school *whether or not your child actually walks or bikes to/from school.*

13. How much FUN is walking or biking to/from school for your child? (check one box)

Very Fun Fun Neutral Boring Very Boring

14. How HEALTHY is walking or biking to/from school for your child? (check one box)

Very Healthy Healthy Neutral Unhealthy Very Unhealthy

15. (a) How many full years of regular school have you completed? _____ years
(grade school through graduate school)

(b) Your spouse/partner's education? (if applicable) _____ years

16. Please provide any additional comments below (use the back of this page, if needed):

Thank you for participating in this survey!

Interested in Learning More?

If you are interested in discussing the conditions related to walking or biking to your child's school, please provide your contact information below (*Your name will not be associated with the results of this survey!*):

Name: _____

Email: _____

Address: _____

Phone: _____

SAFE ROUTES TO SCHOOL

STUDENT ARRIVAL AND DEPARTURE TALLY SHEET

School Name: _____ Grade: _____ # of students enrolled in class _____

Teacher: _____ Monday's Date: _____

School's Zip Code _____ (used to identify weather conditions)

Teachers, here are simple instructions for using this form:

- Please conduct these counts **each of the five days of the assigned week.**
- Before asking your students to raise their hands to indicate the *one answer* that is correct for them, read through all potential answers so they will know what the choices are.
- Ask your students as a group the question **"How did you arrive at school today?"**
- Read each answer and record the number of students that raised their hands for each.
- Follow the same procedure for the question **"How do you plan to leave for home after school?"**
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in class each day			Step 2. Ask students "How did you arrive at school today?" and "How do you plan to leave for home after school?" (record number of hands for each answer)							
	Weather S= sunny R= rainy C= cloudy Sn= snow	Number of Students (in class when count made)	Walk	Bike	School Bus	Family Vehicle (only with children from your family)	Carpool (riding with children from other families)	Transit (city bus, subway, etc.)	Other (skateboard, scooter, inline skates, etc.)	
Mon AM										
Mon PM										
Tues AM										
Tues PM										
Wed AM										
Wed PM										
Thur AM										
Thur PM										
Fri AM										
Fri PM										

Comments (Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally):

Thank you for helping gather this information!