

ADMINISTRATIVE GUIDELINES FOR



APPLICATIONS & PROCEDURES



**Missouri Department of Transportation
Design Division
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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 Design 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	\$2.6 million
2009	\$3.3 million
2010	\$3.3 million

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 Projects/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 are 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 were 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))*

Noninfrastructure applications involving law enforcement activities must be submitted only by law enforcement agencies.

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 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 A-122 as not subject to that circular.	48 CFR Part 31 . Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the Federal agency.
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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 Components

- Applicant Information

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 #, Law Enforcement Agencies only

NFP Charter# - Not For Profit Charter #, Non-Profit Organizations only

School District – Use the public school district name for public or non-public. The school partner page is where the information from all schools 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

School partners will be identified in the downloadable document under the Attachments page of the application. The document is labeled “Project and School Informatin.xls”. This file will need to be completed and returned with the signed, hard copy of the grant application.
- Assurances

Fill out requested information.
- Evaluation Component – Survey & Tally Sheets

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 *Safe Routes to School Student Arrival and Departure Tally Sheet (Appendix A)* 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 Survey 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 Design Division. The Survey and Tally sheets will be compiled and sent to the National Center for Safe Routes to School 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. If any additional evaluations are performed, please submit them to MoDOT as well. The surveys and tallies are a requirement of grantees.

The Parent Survey and Teacher Tally forms are shown (Appendix A) for illustration only. To be properly utilized by the National Center for SRTS, the PDF versions of these documents should be downloaded from the MoDOT SRTS website. If you need a hardcopy, please contact our office.

All eligible grant recipients and school partners may submit an application for a SRTS 2011 grant, however if the applicant or school partner is a participant in a 2007, 2008, or 2010 SRTS grant, the first round of surveys and tallies for the 2007 or 2008 grant must be submitted prior to the applicant being awarded a 2011 SRTS grant.

- 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 consideration of your project. (Ex. Safety issues, background information, enforcement issues, signing issues, striping issues, ADA issues, etc.) You may include any crash data over the past three years which involve 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. The Walkability Checklist in the Attachments section is required for your application and will help identify the issues. You may include photographs, map, drawings and videos with your application if needed to demonstrate the need for the project/activity. Online attachments are added at the end of the application. Online submittal is required for photographs (jpg), maps (pdf), and drawings (pdf); (max size 300KB per document). Videos or other files greater than 300KB may be sent in on a disc. 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.***
- Goal/Objectives (no score)

This section will be used as added information to help explain the expected outcome of the project. Include measurable goals. When the project is complete, what do you want as a result. Please use the Problem Identification section to explain the issues you want to address and use the Project Description section to explain the activities that will be performed to reach the goals and objectives of the project.
- Project/Activity Description (40 points of total score)

Explain the project/activity in as much detail as possible.
What do you intend to accomplish with the project/activity?
Explain how this project/activity coincides with any other projects or activities?
How will it increase the safety for children in K-8 to walk and bike to school?
(All activities will undergo auditing by MoDOT)
You are required to attach a map showing the proposed project location no larger than 8 ½ X 11" with the signed application. (online submittal is at the end of the application as an attachment)
You may include aerial photos and/or drawings no larger than 8 ½ "X 11" with the signed application to portray your project. (online submittal is at the end of the application as an attachment)
- 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. It is intended for a grantee to keep the commitment presented in their

application. 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. In the Budget Item Description box, list the school which the item is for. The applicant will need to show any costs associated with this project/activity. This estimate shall not be increased in the future. There is a \$250,000 maximum limit for Infrastructure projects.

- **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 project/activity or other projects and activities that tie into this project/activity.
- **Project Evaluation (Tie Breaker, scored at a maximum of 25 points)**
Every applicant must fill out this page. State to what extent you have directly or indirectly incorporated the 5 E's, (Engineering, Education, Enforcement, Encouragement, and Evaluation) into the project/activity. If any of the 5 E's is currently present (i.e. sidewalks, curriculum, etc.), include them in this section.
- **Supporting Documents**
Every applicant must submit original signed supporting documents as required by the Administrative Guidelines and applications. Copies are not acceptable. **If the applicant is submitting more than one application, a separate set of documents is required for each 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. **Required for all applications.**

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. **Required for all applications.**

RPC Statement – If the 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
or see Appendix A.

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.

City Council Authorization – This form is to be used by city police only if the police department is the applicant.

County Authorization – This form is to be used by county sheriff's offices only if the sheriff's office is the applicant.

Project and School Information – This form will list the contact information for the participating schools. The information will be used for reporting purposes and submitting survey and tally sheets to the National Center for Safe Routes to School.

Walkability Checklist – This form will help you assess the infrastructure needs for the project. It will be used by the application scoring committee as additional information for your location.

All applications will be scored by a scoring committee with a possible total maximum score of 100. The Evaluation/Tie-Breaker will be scored at a maximum of 25 points and be used in the event more than one competing projects has the same score.

The 2011 grant cycle is funded through continuing resolutions of the SAFETEA-LU transportation bill. The transportation bill requires not less than 10% of the funds be used for Non-Infrastructure grants and not less than 70% of the funds be used for Infrastructure grants. The remaining 20% can be used for either Non-Infrastructure or Infrastructure grants. There is a \$250,000 maximum limit for Infrastructure projects. **Infrastructure applications will be received online from February 1 – April 15, 2011. The hardcopy original signed documents must be mailed to our office and postmarked by April 22, 2011.**

The Budget page in the application will be used by MoDOT's Design Division to track the funding provided to each school.

Infrastructure Grant Awards will be posted on the SRTS website no later than June 30, 2011. 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 2011 Infrastructure Awards link. All applicants will be notified by letter, regardless of receiving a grant. Awarded projects/activities must be performed in accordance with these guidelines and the Local Public Agency Policy (LPA Manual) respectively. The LPA Manual may be accessed at <http://epg.modot.org/index.php?title=Category:136 Local Public Agency %28LPA%29 Policy>

No work is to be initiated on any part of the project/activity until federal funding has been approved (obligated) by FHWA and the project/activity sponsor has been notified by MoDOT to proceed. Please contact your MoDOT district office representative prior to beginning any activity on your project.

All projects that are awarded will follow the reasonable progress policy outlined in the LPA Manual. Any project that does not follow the reasonable progress policy is subject to termination without reimbursement of expended funds.

Sample documents and the scoring sheets to be used for applications may be found in Appendix A.

Application Process

Submission

All proposals should be submitted on a standard Safe Routes to School Infrastructure Application that may be accessed at the Highway Safety Division website, <http://www.modot.mo.gov/safety/grant/> and may be submitted beginning February 1, 2011, and are due no later than April 15, 2011. At this website, you must enter your username and password to enter the system. After the application has been electronically submitted, print and mail the original signed application with all original supporting signed documents to the Design Division office:

Missouri Department of Transportation
Design Division, attn: John Schaefer
P.O. Box 270
105 W. Capital
Jefferson City, MO 65102

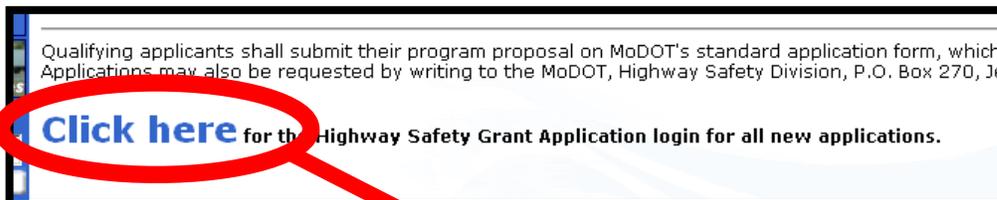
If you have never accessed our application system you will need to create a user_id and password. To create a user_id and password, contact our office at 573-751-4161 or 800-800-2358 and indicate you need a user_id and password for Safe Routes to School.

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/grant/>

Select the "Click Here" link to access the Agency Login page. Put in your user_id and password provided by the Highway Safety Division (you are required to change the password after you log into the system). Click "Login"



Login

Client/Agency Login (Your IP address is

*User ID:

*Password:

Change Password

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



Next, you will be directed to the Grant Application Wizard. Select “SRTS-INF – Safe Routes to School” for Available Grant Programs. The fiscal year will default to 2011. The activity for the grant cycle is “SRTS – Infrastructure”. Complete the project title as the applicant’s agency name. The brief description will be “SRTS Infrastructure Application”.

A screenshot of the 'New Grant Application Wizard' form. The form contains several sections: a red informational banner at the top, a dropdown menu for 'Available Grant Programs' with 'SRTS-INF - SAFE ROUTES TO SCHOOL' selected, a 'Fiscal Year' dropdown set to '2011', another dropdown for 'Activity for this Grant' with 'SRTS - Infrastructure' selected, a text input field for 'Project Title' containing 'My School Name - 2011 Infrastructure', and another text input field for 'Brief Description' containing 'SRTS Infrastructure Application'. A red warning message at the bottom reads 'PLEASE CHECK AND RECHECK ALL INFORMATION ON THIS SCREEN BEFORE CLICKING THE NEXT BUTTON'. At the very bottom are 'Next' and 'Cancel' buttons. The 'Available Grant Programs', 'Fiscal Year', 'Activity for this Grant', 'Project Title', and 'Brief Description' fields are all circled in red.

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

Grant Application Home page

From the grant application home page, any part of the application can be accessed individually. For the application, complete pages for Basic Information, Project Description, Supplemental Information, Budget Items, and Attachments. The school Affiliates page will not be used for this grant application. Once all these pages are complete, you will return to the grant application home page to view and print the grant application and perform edit checks to ensure all the required questions were answered. Below is a screen capture of an example grant application home page.

HIGHWAY SAFETY DIVISION
Grant Application/Contract Home

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

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

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

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

Application	Contract
(Start here) Basic Information Project Description Supplemental Information Budget Items Affiliates Attachments View and Print Grant Application	View Contract Vouchering Disbursement Report Disbursement Detail

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

Basic Information

Notice in the basic information page, the top portion is completed from information provided when setting up a user_id and password (contact, Federal Tax ID, etc.) and the information provided with the Grant Application Wizard (Activity, project title, brief description, etc.). The requested amount will be completed automatically upon complete of the Budget page.

Grant Application/Contract - Basic Information

[Grant Application Home](#) [Next \(Project Description\)](#)

Program	Status	Fiscal Year	Date Started	Date Submitted	Requested	Awarded	Disbursed
SAFE ROUTES TO SCHOOL - INFRASTRUCTURE SRTS - Infrastructure	Draft	2011	01/06/2011		\$0.00	\$0.00	\$0.00

Activity SRTS - Infrastructure	Contract Number (HSD will provide this)	Fed Tax ID <input type="text"/>
Project Title My School Name - 2011 Infrastructure	Requested Amount \$0.00 (automatically calculated from budget items)	State Tax ID NA
Brief Description SRTS Infrastructure Application		Contact <input type="text"/>

Problem Identification (Section 1) ?

Below the basic information is the project's **Problem Identification** section. Notice that the Problem Identification section is scored 35 points on a 100-point scale. There is a brief explanation of what is expected for the problem identification. It is important to remember that the individuals scoring the projects do not know anything about the location you are applying for. Please be as descriptive as possible when identifying the problem.

Problem Identification (Section 1) ?

Project scoring will be based on Problem Identification (35 pts), Project Description (40), and Project Estimate/Budget (25 pts).

This section will be awarded max of 35 points.

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.) You may include any crash data over the past three years which involve 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 include photographs, maps, drawings and videos with your application if needed to demonstrate the need for the project/activity. Online attachments are added at the end of the application. Online submittal is required for photographs (jpg), maps (pdf), and drawings (pdf); (max size 300KB per document). Videos or other files greater than 300KB may be sent in on a disc. 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.

There is a problem with vehicles speeding through our school zone. The speed limit is currently posted at 25 MPH. The city conducted a speed study that indicates that the majority of motorists are traveling at 37 MPH through the school zone. (city's study is attached) There were two accidents last year where students were struck by a vehicle traveling too fast. (see attached crash reports) I am also attaching a map of our school and I have labeled the nearby businesses and streets.

Below the Problem Identification section is the Targeted Population, Authorizing Official Name, Authorizing Official Title, and the Goal/Objectives section.

Targeted Population Children K-8 (SRTS)	Authorizing Official Name John Doe
	Authorizing Official Title Superintendent

Goals/Objectives (Section 2) ?

This section will not be scored.

This section will be used as added information to help explain the expected outcome of the project. Include measurable goals and the objectives you will take to reach these goals. When the project is complete, what do you want as a result. Please use the Problem Identification section to explain the issues you want to address and use the Project Description section to explain the activities that will be performed to reach the goals and objectives of the project.

The goal of the project is to lower the speed of the traveling public. By lowering the speeds in which the vehicles are traveling, motorist will have more time to react to roadway conditions, including children that cross the street.

Save Cancel

The **Targeted Population** for the SRTS program is “Children K-8 (SRTS)”. The **Authorizing Official Name** and **Authorizing Official Title** are for the individual that will be signing the grant application and future contract. The authorizing official does not have to be the same person listed as ‘contact’ for the grant. In most instances, they will be different.

The **Goals/Objectives** section isn’t scored but is necessary to score the project activity. By now, you have clearly identified the problem associated with the ability of children walking, biking, or wheeling to school. The goals and objectives will be written as the desired outcome of the project.

Once the Basic Information page is complete, select the “Save” button. Be selecting the Save button, you will be redirected to the top of the page so that you can click “Next (Project Description)”.

Project Description

The project description is where the proposed infrastructure improvements is written. This section is scored 40 points on a 100-point scale. It is important to be as detailed as possible. By now, the problem and the goals/objectives have been identified. The detailed project description is reviewed to determine how well the proposed infrastructure improvements will meet the needs of the identified problem and meet the goals for the project.

Grant Application/Contract - Project Description

[Grant Application Home](#) [Back \(Basic Information\)](#) [Next \(Supplemental Information\)](#)

Program	Status	Fiscal Year	Date Started	Date Submitted	Requested	Awarded	Disbursed
SAFE ROUTES TO SCHOOL - INFRASTRUCTURE SRTS - Infrastructure	Draft	2011	01/06/2011		\$0.00	\$0.00	\$0.00

Project Description (Section 3)

We will build 1500 ft of sidewalk from 1st Street to Main Street. There are two school zone speed limit signs that need to be upgraded to school zone speed limit flashers. We will stripe three crosswalks along this route to mark where students are supposed to cross the street]

Project Evaluation – Tie Breaker

The project evaluation section is not directly scored for the application. The evaluation is scored 25 points and only used in the event of a tie; thus, called the Tie Breaker. To complete the evaluation section, indicate how well the 5 E's are incorporated into the project. The 5 E's are engineering, education, enforcement, encouragement, and evaluation. While all five are not eligible with the noninfrastructure grant request, the presence of all of them is important to make a project successful. If infrastructure is currently available or planned for the school, list it. If the local law enforcement agency is currently present or plan to step up enforcement, indicate the level of activity. Do the same for education and encouragement campaigns. Evaluation is a necessity for the project in the form of Survey and Tally sheets but if there is additional evaluation planned, list it.

State how your agency will evaluate the success of this project

Project Evaluation (Section 4)

This section will be used as a tie breaker. Should projects receive the same score, the tie breaker will be evaluated and scored up to a maximum of 25 points.

As part of this section, please state to what extent you have directly or indirectly incorporated the 5 E's (Engineering, Education, Enforcement, Encouragement, and Evaluation) into the project/activity. Include any activity not already included in this application that may improve the overall project value.

The city has passed a 1/2 cent sales tax to improve sidewalk infrastructure for our city. The priority routes have been to upgrade sidewalks around the schools to ADA compliance. The PE classes in our school have incorporated curriculum for pedestrian, vehicle interaction when walking to school or crossing streets. Our local PTA has offered healthy snacks for students that choose to walk or bike to school. Our school will be utilizing the Survey and Tally sheets required by the SRTS program to determine how many additional students are walking or biking to school.

Below are example survey and tally sheets. Links to the acceptable survey and tally sheets are located on MoDOT's SRTS web page: <http://www.modot.mo.gov/safety/SafeRoutestoSchool.htm>

Additional Funding Sources

'Additional Funding Sources' is intended to identify other funds that may improve or impact this project. Funding may include Transportation Enhancement funds, American Recovery and Reinvestment Act (ARRA), etc. By having other funding identified for the applicant schools, the project will have additional value when leveraging multiple funding sources.

Once the Project Description page is complete, select the "Save" button. By selecting the Save button, you will be redirected to the top of the page so that you can click "Next (Supplemental Information)".

Supplemental Information

The supplemental information page lists questions of assurance. The assurance questions prompt the applicant of any potential issues that may occur before the application is submitted, during grant activities, and after the project is complete. Below are a list of assurances that must be met and understood prior to submitting the grant proposal and signing the contracts.

- Is the proposed activity located within a two-mile radius of a school housing students in elementary of middle school (Grade level span K-8)? The school(s) must be affiliated with this project.

- Is the applicant prepared to fulfill all federal, state, and local codes, regulations, and requirements?
- Should you receive a grant, do you understand that “No work is to be initiated on any part of the project until Federal funding has been approved (obligated) by the Federal Highway Administration (FHWA) and the project sponsor (grantee) has been notified by MoDOT to proceed?” The sponsor will be provided MoDOT District contact information prior to beginning any work on the project.
- Does the applicant understand any costs incurred prior to the obligations of Federal funds from the Federal Highway Administration (FHWA) by the Missouri Department of Transportation are not reimbursable and shall not be included in the estimate?
- Does the applicant understand that any costs incurred above the approved funding amount will not be reimbursed with SRTS funds? Any expenses above the final, approved SRTS funds will not be paid with SRTS funds. Your agency is responsible for expenses above the approved amount.
- Does the applicant have access to any other funding in the event that the project goes over budget or it is determined that not all the requested costs are eligible for Missouri SRTS funds?
- Does the applicant understand that the Missouri SRTS program is a reimbursement program and not a cash-up-front program?
- SRTS projects will implement a reasonable progress policy for all its projects. The reasonable progress policy for Local Public Agencies, which includes SRTS, currently states that projects should be ready for construction within 23 months. Can you meet this guideline?
- Does the applicant understand that should you not meet the Reasonable Progress Policy time lines, the project is subject to termination and any Missouri SRTS funds already expended will be forfeited and returned to MoDOT?
- Student enrollment by school and by grade?
- How many students currently walk, bike, or wheel to school (estimate)?
- How many students live within one mile of school?
- How many students typically ride the school bus?
- What is the school(s) policy on walking or biking to school?
- Are there any additional partners participating in this grant with you? If yes, please include them in your Activity Description.
- Do you have assurances from the school administer that the survey and tally sheets will be completed both prior to starting the project and within 6 months after the project ends?

Once the Supplemental Information page is complete, select the “Save” button. Be selecting the Save button, you will be redirected to the top of the page so that you can click “Next (Budget Items)”.

Budget Items

The budget items will indicate the costs associated with the project description/activity. Budget items will be scored 25 points on a 100-point scale. It is important to provide a detailed list of budget items. The more details provided, the more your project appears to be planned. For this section, the items listed will be reviewed to determine how well the budget matches the project description/activity.

HIGHWAY SAFETY DIVISION
Grant Application/Contract - Budget Items

[Grant Application Home](#) [Back \(Supplemental Information\)](#) [Next \(Affiliates\)](#)

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

[ADD NEW BUDGET ITEM](#)

Totals

	Total	Match	Requested	Awarded	Disbursed
Total					

To begin, click “Add New Budget item”.

For each budget item, select a “Category” and “Item” from their respective drop down lists. Provide a detailed item description for each item. For each budget item, it is required to determine a quantity and unit cost. Since all SRTS projects are 100% funded, type “100” in the “* % Funded by HSD” box. The default for this box is 0%. When all the information is completed for the budget item, select the “Calc” button and review the calculated costs to make sure they match the expected totals. If everything is correct, select the “Save” button. This will return you to the budget page. If there is more than one budget item for the project description/activity, enter additional budget items as necessary.

Grant Application/Contract - Budget Item

Program	Status	Fiscal Year	Date Started	Date Submitted	Requested	Awarded	Disbu
SAFE ROUTES TO SCHOOL - INFRASTRUCTURE SRTS - Infrastructure	Draft	2011	01/06/2011		\$0.00	\$0.00	\$0.00

Agency Section [Help](#)

Category SRTS 3 Utility Relocation **Item** Relocation

Item detail
Move two power poles.

***Quantity**
2

***Unit Cost**
2000

Total Cost
\$4,000.00
(Calculated)

Matching Funds
\$0.00

HSD Funding \$4,000.00 ***% Funded by HSD** 100

Calc Save Cancel

HSD Section

Item detail

Quantity
0

Unit Cost
0

Total Cost
\$0.00
(Calculated)

Matching Funds
\$0.00

HSD Funding \$0.00 **Percent** 0

Once the all the budget items are added, you can click “Next (Affiliates)”.

Affiliates

For the purpose of the program, each grant application must be affiliated with the school(s) where the work will be conducted. If the project will include multiple schools, each school must be identified as an affiliate for the project. The Affiliates section will not be completed for this round of Infrastructure projects. It is currently replaced with an attachment download in the next section. Since the Affiliates section is not being used for this round of Infrastructure grants, select the “Next (Attachments)” button.

Attachments

To complete the application, there are attachments that must be downloaded and completed for the final application that will be signed and mailed to the Design Division. The downloaded documents are Microsoft Word files that are called Statements, the Project and School Information Excel spreadsheet, and the Walkability Checklist. The intention of the statements is to have agencies talking and working together on the application and project. Schools must work with local law enforcement agencies to develop or review the project. The applicant must obtain statements from their Metropolitan Planning Organization (MPO) or Regional Planning Commission/Council (RPC). The lines of communication with MPO and RPC are important to ensure an awarded project will not conflict with other regional programs and help with the processes after a project has been awarded. The law enforcement statements are important in the event that local ordinances are required. Also included in the download files is a brief checklist of documents that are required for the project. There are also placeholder files for supporting documentation such as pictures (jpg), crash reports (jpg or pdf), Excel spreadsheets (xls), Word documents (doc), or Adobe (pdf) files.

To download a Statement file, click the “Download” link next to the required statement.

HIGHWAY SAFETY DIVISION
Grant Application/Contract - Attachments

[← Grant Application Home](#) [← Back \(Affiliates\)](#)

Program	Status	Fiscal Year	Date Started	Date Submitted	Requested	Awarded	Disbursed
SAFE ROUTES TO SCHOOL - NON-INFRASTR SRTS - Non-Infrastructure	Draft	2010	02/12/2010		\$2,056.32	\$0.00	\$0.00

Attachments
The table below lists the supplemental forms that can be downloaded, completed and/or attached.

	Type	Description	
Download Help	1 WORD	School Statement	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Template
Download Help	2 WORD	Local Law Enforcement Statement	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Template
Download Help	3 WORD	Regional Planning Commission Statement	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Template
Download Help	4 WORD	Metropolitan Planning Organization Statement	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Template
Download Help	5 WORD	City Council Authorization - Law Enforcement Grantee	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Template
Download Help	6 WORD	County Authorization - Law Enforcement Grantee	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Template
Download Help	7 EXCEL	Excel document place holder.	<input type="checkbox"/> Required <input type="checkbox"/> Template
Download Help	8 PDF	Adobe document place holder	<input type="checkbox"/> Required <input type="checkbox"/> Template
Download Help	9 WORD	Word document place holder	<input type="checkbox"/> Required <input type="checkbox"/> Template
Download Help	10 IMAGE	Graphic Image (jpg, gif, or png) place holder.	<input type="checkbox"/> Required <input type="checkbox"/> Template

1 2

Your Attachments
The below table lists files that you have already uploaded and attached to this grant application. You must have an attachment listed below for all required attachments listed above. To upload an attachment, click on the link below. **(Note - the upload will open in a new window. After you have uploaded, that window will close. You will need to click the refresh button on this screen in order to see the uploaded file listed.)**

[UPLOAD NEW ATTACHMENT](#)

There is the option to upload supporting documentation electronically. The uploaded documents are intended to support the problem identification, project description, evaluation, etc. To upload a document, click the “Upload New Attachment” link. Select the file type to upload and attach the selected file. As files are uploaded, they will appear below the “Upload New Attachment” link. You may have to select the “Refresh” button to see the uploaded file.

Your Attachments
 The below table lists files that you have already uploaded and attached to this grant application. You must have an attachment listed below for all required attachments listed above. To upload an attachment, click on the link below. **(Note - the upload will open in a new window. After you have uploaded, that window will close. You will need to click the refresh button on this screen in order to see the uploaded file listed.)**

[UPLOAD NEW ATTACHMENT](#)

	Number (from above)	Type	Description	Filename	Date
<input type="checkbox"/> Delete View	9	EXCEL	Excel place holder	Project and School Information - Required.xls	1/6/2011

Once the attachments are added, select the “Grant Application Home” link at the top of the Attachments page. By now, the application is complete. Select “View and Print Grant Application”. An Adobe (pdf) document will be created. This is your opportunity to review the document for content and return to the application to make changes.

HIGHWAY SAFETY DIVISION
[Grant Application/Contract Home](#)

Program	Status	Fiscal Year	Date Started	Date Submitted	Requested	Awarded	Disbursed
SAFE ROUTES TO SCHOOL - NON-INFRASTR SRTS - Non-Infrastructure	Draft	2010	02/12/2010		\$2,056.32	\$0.00	\$0.00

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

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

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

Application	Contract
(Start here)	
Basic Information	View Contract
Project Description	Vouchering
Supplemental Information	Disbursement Report Disbursement Detail
Budget Items	
Affiliates	
Attachments	
View and Print Grant Application	

After printing and reviewing the application, select the “Edit Check” button. You will be directed to the following screen.

Grant Application/Contract - Basic Information

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

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

The “Edit Check” button reviews the electronic grant application to ensure that all required questions were completed. It does not review the content of the questions, only that the questions were answered. If a required question were not answered, there would be a link back to the unanswered question. If you were redirected to answer a question, please return to the “Grant Application Home” page and select “View and Print Grant Application” again to have the most current document to submit to the Design Division. Re-run the “Edit Check”. Once the application is complete, click the “Submit” button to send the electronic application to the Design Division.

SRTS Application Checklist

- Submit application for each school partner online and mail in signed hardcopy original - required
- Submit photographs, maps, videos or drawings. Photographs should be submitted online in .jpg format and be less than 300KB per photograph. All other documents should be submitted online in .pdf format and are limited to a size of 300KB. If you wish to submit videos or files with a size greater than 300KB, they must be sent in on a disc. Only one video less than two minutes may be submitted and shall be in .mp3 format. Photographs, videos, maps or drawings are optional, however electronic submittal is a requirement for photographs, videos, maps or drawings to be considered in the scoring process.
- Crash data - optional
- Aerial photos - optional
- Drawings - Required
- Maps - Required
- School Statements – required by all applicants except school districts or schools
- Local Law Enforcement Statement - required
- MPO Statement – required
- RPC Statement – required
- Walkability Checklist – required
- Project and School Information – required
- Electronic copy of the application in the Grant Management System must be submitted by April 15, 2011. Any application electronically submitted after this date will not be eligible. – required
- Mail original signed application and supporting documents to the Design Division office to the attention of “John Schaefer” postmarked by April 22, 2011. – required

The application is required to be submitted online followed by the submission of the hardcopy signed originals.

Supporting photographs, maps, and drawings are required to be submitted online. If you do not have the capabilities for electronic versions or the equipment to submit online, call the SRTS Coordinator. This will not replace the requirement of mailing the original documents. For pictures please use .jpg format. For video files, please use .mp3 format. For other documents other than the application, please use Acrobat Reader.

Should you receive a grant:

No work is to be initiated on any part of the project/activity until federal funding has been approved (obligated) by FHWA and the project/activity sponsor has been notified by MoDOT to proceed. Please contact your MoDOT district office representative prior to beginning any activity on your project/activity.

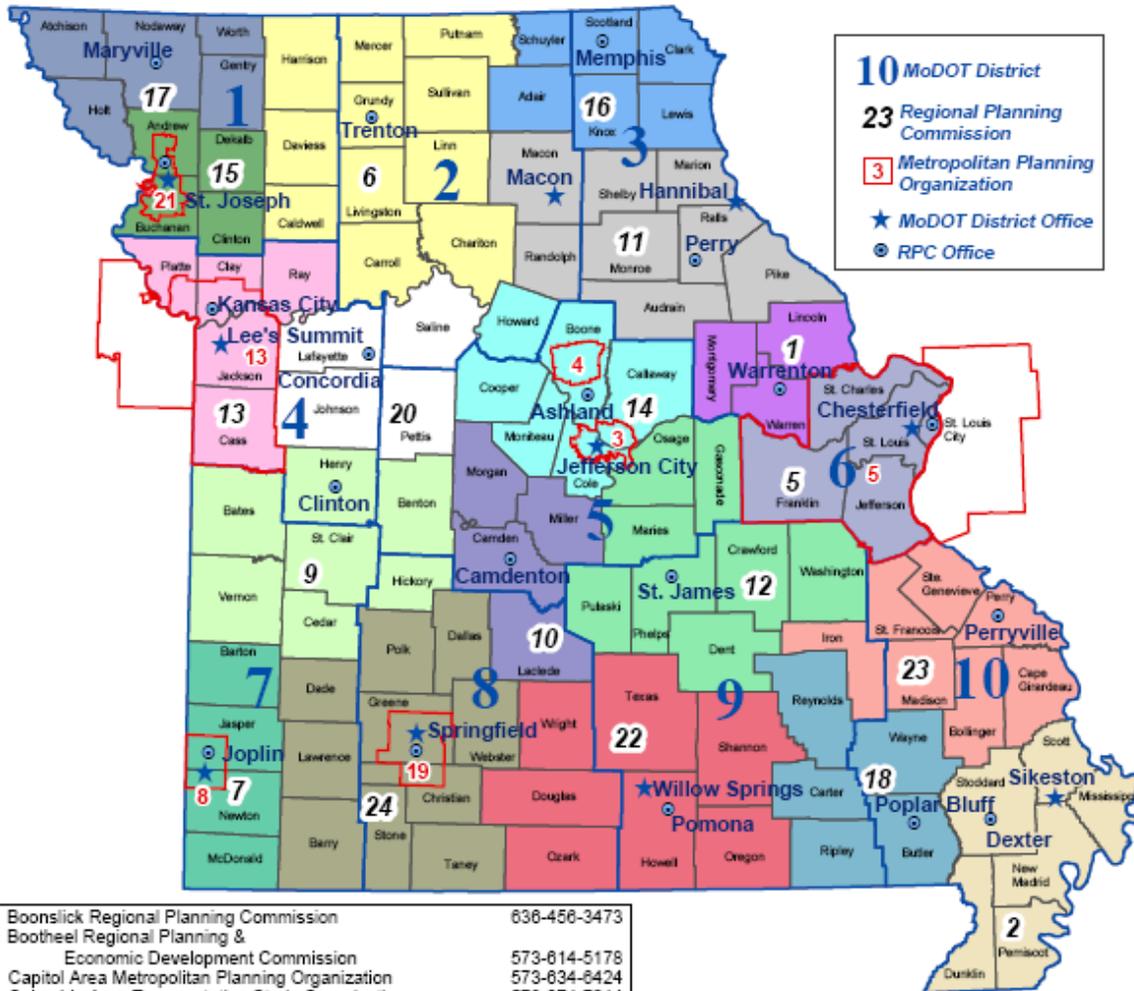
See Appendix A for a MoDOT District Map and a list of MoDOT District SRTS contacts.

ADMINISTRATIVE
GUIDELINES
FOR
SAFE ROUTES TO
SCHOOL

APPENDIX A

MoDOT Design Division
SRTS Coordinator
1-573-751-2845

Missouri Regional Planning Commissions, Metropolitan Planning Organizations and MoDOT Districts



1. Boonslick Regional Planning Commission	636-456-3473
2. Bootheel Regional Planning & Economic Development Commission	573-814-5178
3. Capitol Area Metropolitan Planning Organization	573-874-7214
4. Columbia Area Transportation Study Organization	314-421-4220
5. East-West Gateway Council of Governments*	660-359-5636
6. Green Hills Regional Planning Commission	417-782-3515
7. Harry S Truman Coordinating Council	417-824-0820
8. Joplin Area Transportation Study Organization	660-885-3393
9. Kaysinger Basin Regional Planning Commission	573-346-5616
10. Lake of the Ozarks Council of Local Governments	573-565-2203
11. Mark Twain Regional Council of Governments	573-265-2993
12. Meramec Regional Planning Commission	816-474-4240
13. Mid-America Regional Council*	573-657-9779
14. Mid-Missouri Regional Planning Commission	816-233-3144
15. Mo-Kan Regional Council	660-465-7281
16. Northeast Missouri Regional Planning Commission	660-582-5121
17. Northwest Missouri Regional Council of Governments	573-785-8402
18. Ozark Foothills Regional Planning Commission	417-864-1093
19. Ozarks Transportation Organization	660-463-7934
20. Pioneer Trails Regional Planning Commission	816-271-4653
21. St. Joseph Area Transportation Study Organization	417-256-4226
22. South Central Ozark Council of Governments	
23. Southeast Missouri Regional Planning & Economic Development Commission	573-547-8357
24. Southwest Missouri Council of Governments	417-836-6900

MoDOT Districts 1-888-ASK MODOT (275-6636)

Prepared by
Missouri Department of Transportation
Transportation Planning
2217 St. Marys Blvd
Jefferson City, MO 65109
Phone (573) 526-8058 Fax (573) 526-8052
July 1, 2005



* = Organizations functioning as both RPC and MPO
(Boundaries for the Mid-America Regional Council RPC and MPO vary)

+		+
<p>8. Has your child asked you for permission to walk or bike to/from school in the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>9. At what grade would you allow your child to walk or bike to/from school without an adult? (Select a grade between PK,K,1,2,3...) <input type="text"/> <input type="text"/> grade (or) <input type="checkbox"/> I would not feel comfortable at any grade</p>		
<p>Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box</p>		
<p>10. What of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (Select ALL that apply)</p> <p><input type="checkbox"/> Distance.....</p> <p><input type="checkbox"/> Convenience of driving.....</p> <p><input type="checkbox"/> Time.....</p> <p><input type="checkbox"/> Child's before or after-school activities.....</p> <p><input type="checkbox"/> Speed of traffic along route.....</p> <p><input type="checkbox"/> Amount of traffic along route.....</p> <p><input type="checkbox"/> Adults to walk or bike with.....</p> <p><input type="checkbox"/> Sidewalks or pathways.....</p> <p><input type="checkbox"/> Safety of intersections and crossings.....</p> <p><input type="checkbox"/> Crossing guards.....</p> <p><input type="checkbox"/> Violence or crime.....</p> <p><input type="checkbox"/> Weather or climate.....</p>	<p>11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (Select one choice per line, mark box with X)</p> <p><input type="checkbox"/> My child already walks or bikes to/from school</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>	
<p>Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box</p>		
<p>12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school?</p> <p><input type="checkbox"/> Strongly Encourages <input type="checkbox"/> Encourages <input type="checkbox"/> Neither <input type="checkbox"/> Discourages <input type="checkbox"/> Strongly Discourages</p>		
<p>13. How much fun is walking or biking to/from school for your child?</p> <p><input type="checkbox"/> Very Fun <input type="checkbox"/> Fun <input type="checkbox"/> Neutral <input type="checkbox"/> Boring <input type="checkbox"/> Very Boring</p>		
<p>14. How healthy is walking or biking to/from school for your child?</p> <p><input type="checkbox"/> Very Healthy <input type="checkbox"/> Healthy <input type="checkbox"/> Neutral <input type="checkbox"/> Unhealthy <input type="checkbox"/> Very Unhealthy</p>		
<p>Place a clear 'X' inside box. If you make a mistake, fill the entire box, and then mark the correct box</p>		
<p>15. What is the highest grade or year of school you completed?</p> <p><input type="checkbox"/> Grades 1 through 8 (Elementary) <input type="checkbox"/> College 1 to 3 years (Some college or technical school)</p> <p><input type="checkbox"/> Grades 9 through 11 (Some high school) <input type="checkbox"/> College 4 years or more (College graduate)</p> <p><input type="checkbox"/> Grade 12 or GED (High school graduate) <input type="checkbox"/> Prefer not to answer</p>		
<p>16. Please provide any additional comments below.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		



Highway Safety
SAFE ROUTES TO SCHOOL - INFRASTRUCTURE
 October 01, 2010 through September 30, 2011

Highway Safety Division
 P.O. Box 270
 1320 Creek Trail Drive
 Jefferson City, MO 65102
 1-800-800-2358 or 573-751-4161

(Application due by April 15, 2011)

Agency:	S	Agency ORI#:	
Address:	8	Federal Tax ID#:	
		State Tax ID#:	N/
City:	S	State:	
		Zip:	99999
		County:	Anywhere
Phone:	5	Fax:	
Contact:	Dan Smith	Email:	dan.smith@somewhercity.org
Jurisdiction:	Somewhere City	Jurisdiction Population:	1,851
Targeted Population:	Children K-8 (SRTS)		

Project activity for which your agency is requesting funding:

SRTS - Infrastructure

Project Title:	My School Name - 2011 Infrastructure	Requested Amount:	\$223,088.00
Brief Description:	SRTS - Infrastructure		

Sample

 Dan Smith
 Authorizing Official

Daniel M. Smith
 Authorizing Official Signature

 City Administrator
 Authorizing Official Title

PROBLEM IDENTIFICATION

Project scoring will be based on Problem Identification (35 pts), Project Description (40), and Project Estimate/Budget (25 pts).

This section will be awarded max of 35 points.

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 consideration of your project. (Ex. Safety issues, background information, enforcement issues, signing issues, striping issues, ADA issues, etc.) You may include any crash data over the past three years which involve 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. The Walkability Checklist in the Attachments section is required for your application and will help identify the issues. You may include photographs, map, drawings and videos with your application if needed to demonstrate the need for the project/activity. Online attachments are added at the end of the application. Online submittal is required for photographs (jpg), maps (pdf), and drawings (pdf); (max size 300KB per document). Videos or other files greater than 300KB may be sent in on a disc. 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.

There is no sidewalk in front of the My School Name R-V School District. There are 75 students currently enrolled in school that live within one mile of the school that could be walking to school. The road in front of our school has no crosswalks and the current speed limit is 40 MPH. There have been 10 accidents within the one-mile radius of the school. One of the accidents involved a student riding their bike to school.

Sample

GOALS/OBJECTIVES

This section will not be scored.

This section will be used as added information to help explain the expected outcome of the project. Include measurable goals. When the project is complete, what do you want as a result. Please use the Problem Identification section to explain the issues you want to address and use the Project Description section to explain the activities that will be performed to reach the goals and objectives of the project.

The objective is to improve the walking conditions to school which will allow more of the 75 students an opportunity to walk to school. Our goal is to have over 50% of these students walk to school on a regular basis.

Sample

PROJECT DESCRIPTION

This section will be awarded max of 40 points.

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

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

Explain how this project/activity coincides with any other projects or activities?

How will it increase the safety for children in K-8 to walk and bike to school?
(All activities will undergo auditing by MoDOT)

You are required to attach a map showing the proposed project location no larger than 8 ½ X 11" with the signed application. (online submittal is at the end of the application as an attachment)

You may include aerial photos and/or drawings no larger than 8 ½ "X 11" with the signed application to portray your project. (online submittal is at the end of the application as an attachment)

The project will provide a sidewalk in front of the school from 1st Street to Main Street. We will include three new crosswalks and replace the school zone signing with school zone flashers. The City has agreed to lower the speed limit during school hours to 20 MPH. The local police department will provide periodic patrols of the area to enforce the new school zone speed limits.

Sample

SUPPLEMENTAL INFORMATION

<u>Question</u>	<u>Answer</u>
Assurances	
1 Is the proposed project located within a two-mile radius of a school housing students in elementary or middle school (grade level K-8)? The school(s) must be affiliated with this project.	Yes
2 Is the applicant prepared to fulfill all federal, state, and local codes, regulations, and requirements?	Yes
3 The funds for this grant cycle will require FFATA (Federal Funding Accountability and Transparency ACT 2008) reporting. Can you meet the requirements for the report? See MoDOT's Local Public Agency web page for Form 1590. http://www.modot.mo.gov/business/manuals/localpublicagency.htm	Yes
4 Should you receive a grant, do you understand that "No work is to be initiated on any part of the project until Federal funding has been approved (obligated) by the Federal Highway Administration (FHWA) and the project sponsor (grantee) has been notified by MoDOT to proceed?" The sponsor will be provided MoDOT District contact information prior to beginning any work on the project.	Yes
5 Does the applicant understand that any costs incurred prior to the obligation of Federal funds from the Federal Highway Administration (FHWA) by the Missouri Department of Transportation are not reimbursable and shall not be included in the cost estimate?	Yes
6 Does the applicant understand that any costs incurred above the approved funding amount will not be reimbursed with SRTS funds? Any expenses above the final, approved SRTS funds will not be paid with SRTS funds. Your agency is responsible for expenses above the approved amount.	Yes
7 Does the applicant have access to any other funding in the event that the project goes over budget or it is determined that not all the requested costs are eligible for Missouri SRTS grant funds?	Yes
8 Please list the other funding sources. (mark NONE if there aren't any) Somewhere City	
9 Does the applicant understand that the Missouri SRTS program is a reimbursement program and not a cash-up-front program?	Yes
10 SRTS projects will implement a reasonable progress policy for all its project. The reasonable progress policy for Local Public Agencies, which includes SRTS, currently states that projects should be ready for construction within 23 months. Can you meet this guideline?	Yes
11 Does the applicant understand that should you not meet the Reasonable Progress Policy time lines, the project is subject to termination and any Missouri SRTS funds already expended will be forfeited and returned to MoDOT?	Yes
Please indicate the enrollment of Kindergarten through 8th grade children housed in the building(s) in which this project is for.	
12 How many schools are affiliated with this project?	3

13 Kindergarten	100
14 1st grade	101
15 2nd grade	102
16 3rd grade	103
17 4th grade	104
18 5th grade	105
19 6th grade	106
20 7th grade	107
21 8th grade	108
22 Total (all students)	936
23 How many of these students typically walk, bike, or wheel to school?	23
24 How many of these students live within one mile of school?	75
25 How many of these students typically ride the school bus?	534
26 What is the school(s) policy on walking or biking to school?	

All are allowed. No policy against.

Evaluation Component

27 Evaluations are required for Missouri SRTS grants. The evaluations 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 within 6 months of project/activity completion. These forms shall be shown to the school(s) prior to submitting 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 Routes to School 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 with future transportation bills. If any additional evaluations are performed, please submit them to MoDOT.	Yes
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 starting work and within 6 months after project completion?	
28 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

PROJECT EVALUATION

This section will be used as a tie breaker. Should projects receive the same score, the tie breaker will be evaluated and scored up to a maximum of 25 points.

As part of this section, please state to what extent you have directly or indirectly incorporated the 5 E's (Engineering, Education, Enforcement, Encouragement, and Evaluation) into the project/activity. Include any activity not already included in this application that may improve the overall project value.

This project will address the Engineering issues. The school will include instruction within our PE classes indicating the proper rules of walking/biking. The City PD has agreed to step up enforcement of hazardous moving vehicles within the school zone.

Sample

ADDITIONAL FUNDING SOURCES

MoDOT Highway Safety Division - law enforcement grant of \$2,500 to enforce HMV.

Sample

BUDGET PROPOSAL

Category	Item	Description	Quantity	Unit Cost	Total	Match	Total Requested
SRTS 2 Design/Preliminary Engineering							
	Engr. Services (10% max. of Items 3-5)		1	\$16,525.00	\$16,525.00	\$0.00	\$16,525.00
					\$16,525.00	\$0.00	\$16,525.00
SRTS 3 Utility Relocation							
	Relocation	Move two power poles.	2	\$2,000.00	\$4,000.00	\$0.00	\$4,000.00
					\$4,000.00	\$0.00	\$4,000.00
SRTS 4 Materials							
	Concrete Sidewalk	4" nonreinforced concrete, 5ft wide	1,500	\$80.00	\$120,000.00	\$0.00	\$120,000.00
	Base Rock	2" of #4 Base Rock	550	\$25.00	\$13,750.00	\$0.00	\$13,750.00
					\$133,750.00	\$0.00	\$133,750.00
SRTS 5 Labor/Construction							
	Labor	Sidewalk construction	500	\$55.00	\$27,500.00	\$0.00	\$27,500.00
					\$27,500.00	\$0.00	\$27,500.00
SRTS 6 Construction Engineering							
	Const. Eng. (15% max of Items 3-5)		1	\$24,788.00	\$24,788.00	\$0.00	\$24,788.00
					\$24,788.00	\$0.00	\$24,788.00
SRTS 7 Construction Contingency							
	Contingency (10% max of SRTS Items 3-5)		1	\$16,525.00	\$16,525.00	\$0.00	\$16,525.00
					\$16,525.00	\$0.00	\$16,525.00
Total Contract					\$223,088.00	\$0.00	\$223,088.00

ATTACHMENTS

<u>Document Type</u>	<u>Description</u>	<u>Original File Name</u>	<u>Date Added</u>
EXCEL	Project and School Information	Project and School Information - Required.xls	01/07/2011
IMAGE	Graphic Image place holder	Location Map - Somewhere City.pdf	01/07/2011

Sample



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, 2007 Somewhere R-V
SCHOOL/SCHOOL DISTRICT'S NAME

partnered with Somewhere City to apply for a
APPLICANT

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

Somewhere Elementary and Somewhere 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)



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LOCAL LAW ENFORCEMENT STATEMENT

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

On December 14, 2007, 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
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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, 2007, 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
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REGIONAL PLANNING COMMISSION (RPC) STATEMENT*

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

This statement signifies that on December 14, 2007.

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.



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1-800-800-2358 or 573-751-4161

CITY COUNCIL AUTHORIZATION

**This form is required only for city law enforcement to participate in the SRTS program if the law enforcement agency is the applicant.*

On December 14, 2007 the Council of Somewhere City 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 Somewhere City 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.

Good Feller
Council Member

Good Guy
Council Member

Nice Lady
Council Member

Council Member

Susie F. Luomycity
Mayor



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

COUNTY AUTHORIZATION

**This form is required only for county law enforcement to participate in the SRTS program if the law enforcement agency is the applicant.*

On December 14, 2007 the County Commission of Overthere

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.

Bob Commish

County Commissioner

Sharon C. Ommish

County Commissioner

Charlie L. Uomycounty

Presiding Commissioner

