



2008 Wisconsin Safe Routes to School Infrastructure and Non-Infrastructure Application Guidelines

Overview

Safe Routes to School (SRTS) is an international movement that promotes walking and bicycling to school. In 2005, the United States Congress signed into law a federally funded Safe Routes to School Program, allocating money to all 50 states and the District of Columbia. The goals of the program are:

- (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.

In 2007, forty-seven Wisconsin communities were awarded approximately \$4 million in SRTS grants. This year approximately \$3.5 million in funds will be awarded to projects that make bicycling and walking to school a safer and more appealing option for Wisconsin K-8 schools. After this year, SRTS grants will be awarded every other year contingent upon the renewal of the SRTS federal legislation in 2010.

5 E's

In order to accomplish the goals of Safe Routes to School, communities should focus on the 5 E's. This comprehensive approach allows communities to maximize the number of students walking and bicycling to school. The 5 E's are:

Engineering – Making improvements to the infrastructure surrounding schools that reduce motor vehicle speeds, decrease potential conflict between bicyclists, pedestrians and motor vehicles, and establish safer and fully accessible crossings, walkways, trails and bikeways.

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 near schools.

Enforcement – Enlisting the help of local police departments to focus enforcement efforts in problem areas and increase community awareness of school safety issues.

Encouragement – Using events and activities to promote walking and bicycling and making it fun and appealing to children.

Evaluation – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

Desired Outcomes

- 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

Eligible Projects

Eligible projects/activities must focus on children in kindergarten through eighth grade and be within a two-mile radius of any elementary or middle school. This program is open to both public and private schools.

Eligible Applicants

Eligible applicants for infrastructure projects include any political subdivision of the state (city, village, town or county), Indian Tribes or state agency. For infrastructure projects the applicant must be the governmental unit that has jurisdiction over the affected property.

Eligible applicants for non-infrastructure activities include any state agency, county, local governmental unit (a municipality, regional planning commission, special purpose district or local governmental association, authority, board, commission, department, independent agency, institution or office) including schools, Indian Tribes or federally recognized non-profit organizations.

Funding

While Safe Routes to School projects are 100% fundable to the limit of the project award, it is important to note that sponsors will be required to complete the project and then request reimbursement from WisDOT upon completion. It is not a "cash-up front" program. Costs incurred prior to FHWA project approval are *not* eligible for reimbursement. Further, cost overruns will be the responsibility of the project applicant so it is important to have an accurate cost estimate.

Federal and State Requirements

The sponsor must follow all applicable federal and state regulations required for each phase of the project. The requirements include but are not limited to the following: Qualifications Based Selection process for design and engineering services (Brooks Act); real estate acquisition requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments; competitive procurement of construction services; Davis-Bacon wage

rates; WisDOT FDM & Bicycle Facilities Handbook design guidance; ADA/ADAAG regarding accessibility for the disabled; Manual of Uniform Traffic Control Device regarding signage and markings. Infrastructure projects such as sidewalks and bike/pedestrian paths will need to be maintained for use in the winter.

For more information on these requirements please refer to The Sponsor's Guide to Non-Traditional Project Implementation. This guide is online at <http://www.dot.wisconsin.gov/localgov/docs/sponsors-guide.pdf>.

Minimum/Maximum Project Amounts

Applicants are encouraged to be as cost-effective as possible. To ensure efficient utilization of local and state administrative resources the minimum award amount for infrastructure projects is \$25,000 and the minimum award amount for non-infrastructure is \$10,000. No maximum award amount has been set. However, with the amount of funds available, the ability to fund projects over \$200,000 is limited.

Grant Cycle Timeline

January – March 2008	Applications available
April 4, 2008	Application deadline
May 2008	Safe Routes to School Selection Committee meets Recommendations made to WisDOT Secretary
Summer 2008	WisDOT Secretary approves projects Applicants are notified

Application Instructions

A Selection Committee representing experts in various fields related to Safe Routes to School will review your SRTS Application. Each section of the application is designed to help us learn as much about your project as possible. In order for the committee to select the best projects, your answers must be complete and concise. Please limit your answers to Questions 1-8 to no more than 8 pages total.

Application Checklist

- Contact Information Sheet* is completed and signed (may be handwritten if legible).
- Questions 1-8 are no more than 8 pages. Please double space responses and use no less than 10-point font. Copies should be one-sided and not stapled or bound.
- Answers are brief but clear.
- Responses are numbered according to the question.
- The *Project/Activity Budget* is completed (Question 9). If the project could be phased or broken into components please show that in the budget. The committee does consider partial funding of projects as appropriate. For Infrastructure projects please ensure that your budget breaks costs into Preliminary Engineering/Design, Real Estate Acquisition, Construction, Equipment Purchase and Other costs.
- A map of the school(s) is included (Question 10). The map should be no larger than 8.5x11 and in black and white.
- Application may include supplemental information as appropriate. If including a SRTS Plan please include only one copy. If other supplemental information is included it may be no more than 5 one-sided pages. Supplemental information is not required but if included may include items such as photos, letters of support or other documentation.

- Proposal is postmarked by April 4, 2008.
- Return two (2) copies of all required information postmarked by April 4, 2008 to:

Renee Callaway
Safe Routes to School Coordinator
4802 Sheboygan Ave, Room 951
P.O. Box 7913
Madison, WI 53707-7913

Questions/Assistance

If you need additional assistance with the application or have questions about Safe Routes to School please contact:

- Renee Callaway, Wisconsin Safe Routes to School Coordinator, at 608-266-3973; or
- Rachel Martin, Wisconsin Safe Routes to School Asst Coordinator, at 608-266-9911.

You can also email srts@dot.state.wi.us or visit www.dot.wisconsin.gov/localgov/aid/saferoutes.htm for more information.