

# CALIFORNIA'S SAFE ROUTES TO SCHOOL PROGRAM

## CONTENTS

Section	Subject	Page Number
1	INTRODUCTION .....	1
2	ELIGIBLE APPLICANTS .....	1
3	FUNDING FACTS .....	1
4	RATING FACTORS .....	2
5	ELIGIBLE PROJECT COMPONENTS .....	3
	USE OF EXPERIMENTAL TRAFFIC CONTROL DEVICES .....	4
6	ELIGIBLE PROJECT IMPLEMENTATION ACTIVITIES .....	4
7	APPLICATION FORM INSTRUCTIONS .....	4
8	PROJECT SELECTION PROCESS .....	6
9	DESIGN STANDARDS .....	7
	AMERICANS WITH DISABILITIES ACT REQUIREMENTS .....	7
10	PROGRESS REPORTS .....	7
11	DEADLINES .....	8
12	EVALUATIONS .....	8
13	REFERENCES .....	8

## EXHIBITS

**(THE EXHIBIT IS POSTED ON THE SAFE ROUTES TO SCHOOL WEB SITE)**

Exhibit	Description
A	APPLICATION FORM .....

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# CALIFORNIA'S SAFE ROUTES TO SCHOOL PROGRAM

## 1 INTRODUCTION

Established in 1999, the Safe Routes to School (SR2S) program came into effect from the passage and signing of Assembly Bill 1475 (AB 1475). In 2001, Senate Bill 10 (SB 10) was enacted which extended the program for three additional years. In 2004, SB 1087 was enacted to extend the program three more years. A new bill, AB 57, was introduced in December 2006 to extend the program until January 1, 2013. These program guidelines were released before AB57 was sent to the Governor for signature. Information on all four bills can be found at [www.leginfo.ca.gov](http://www.leginfo.ca.gov).

Section 2333.5 of the Streets and Highways Code calls for the Department of Transportation, in consultation with the California Highway Patrol (CHP), to make grants available to local governmental agencies under the program based upon the results of a statewide competition.

The goals of the program are to reduce injuries and fatalities to school children and to encourage increased walking and bicycling among students.

The program achieves these goals by constructing facilities that enhance the safety for pedestrians and bicyclists. By enhancing the safety of the pathways, trails, sidewalks, and crossings, the likelihood of attracting and encouraging other students to walk and bike increases.

This California SR2S program should not be confused with the Federal Highway Administration's Safe Routes to School (SRTS) program authorized under SAFETEA-LU. Although both programs have similar goals and objectives, their funding source, local funding match requirements and other program requirements are different. Please visit the Safe Routes to School web site at [www.dot.ca.gov/hq/LocalPrograms/](http://www.dot.ca.gov/hq/LocalPrograms/) for additional information on the SR2S and SRTS programs.

## 2 ELIGIBLE APPLICANTS

The applicant, or project sponsor, is the agency that assumes responsibility and accountability for the use and expenditure of SR2S funds. The applicant must be an incorporated city or a county within the State of California. Exceptions to this requirement will be reviewed on a case-by-case basis. Applicants that do not represent a city or county must provide written justification for the exception and attach it to the application.

## 3 FUNDING FACTS

The SR2S program is primarily a construction program. Projects funded by the program will improve the safety of students who walk or bike to school and will encourage more students to do so.

The amount of funds available for the program is determined by statutory formula. The amounts available for the 2006/2007 and 2007/2008 fiscal years are approximately \$26.8 million and \$25.5 million, respectively. The amounts available in future years will be determined by the final language contained in Assembly Bill 57.

The maximum reimbursement percentage for any SR2S project is 90 percent. The maximum amount of SR2S funds that will be allocated to any single project is \$900,000.

If the total cost for a project exceeds \$1,000,000 (\$900,000 reimbursable), the applicant must fund the balance of the project cost with other funds.

Section III of the Application Form provides a table where the applicant can show funding arrangements for the project.

Costs for programs or activities related to education, enforcement or encouragement activities are eligible for reimbursement but must be incidental to the overall cost of the project. These activities may include, but are not limited to, preparing and distributing safety and health awareness materials, coordinating 'walking bus' efforts, developing education programs for school personnel, students, parents, and other partners and stakeholders, directing outreach efforts that promote walking and bicycling to and from school, etc.

Construction improvements must be made on public property. Improvements can be made on public school grounds providing the cost is incidental to the overall cost of the project.

Incidental costs shall not exceed 10 percent of the construction costs.

The SR2S statutes allow Caltrans to substitute state funds for Federal funds. Caltrans recommends that local agencies request state funds when they are available. However, at any time during the project initiation stage, a local agency may request a project to be funded with federal funds.

Projects funded with Federal funds must be included in the Federal Transportation Improvement Program (FTIP) of the local agency's Metropolitan Planning Organization.

Requests to increase project reimbursement costs will not be granted except in unusual circumstances and subject to the availability of funds.

## 4 RATING FACTORS

In accordance with Streets and Highways Code Section 2333.5(b), applications will be rated on the following factors:

- (1) Demonstrated needs of the applicant.
- (2) Potential of the proposal for reducing child injuries and fatalities.
- (3) Potential of the proposal for encouraging increased walking and bicycling among students.
- (4) Identification of safety hazards.
- (5) Identification of current and potential walking and bicycling routes to school.
- (6) Consultation and support for projects by school-based associations, local traffic engineers, local elected officials, law enforcement agencies, school officials, and other relevant community stakeholders.

A seventh factor that the application will be rated on is the evidence of commitment by teachers, parents, students, school officials, law enforcement officials, public works officials, public health officials, etc. to continue to develop and promote a comprehensive SR2S program inclusive of Education, Engineering, Enforcement and Encouragement.

Other general factors that the application will be rated on include: practicality, completeness, accuracy, neatness, funding history, funding partnerships, and past project implementation performance.

## 5 ELIGIBLE PROJECT COMPONENTS

A Safe Routes to School project can have several components. The following categories of work identify components that are eligible for reimbursement. Notations are made on components where eligibility could be questionable. When in doubt, contact your District Local Assistance Engineer.

**Pedestrian facilities:** Includes new sidewalks, sidewalk widening, sidewalk gap closures, curbs, gutters, and curb ramps. Also includes new pedestrian trails, paths and pedestrian over- and under-crossings.

Note: Sidewalk repairs are ineligible. Applicants that propose sidewalk repairs will need to explain why the procedures contained in Streets and Highways Code Section 5611 cannot be exercised to repair the sidewalk. This section allows municipalities to instruct property owners to repair sidewalks on, or fronting, their property.

**Traffic calming:** Includes roundabouts, bulb-outs, speed humps, raised crosswalks, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, and other speed reduction techniques.

Note: Improvements to pick-up and drop-off areas are ineligible. The goal of this program is to encourage students to walk and bike to school. Exceptions may be granted if the project increases walking and biking by students and reduces the exposure of students to vehicles using a pick-up/drop-off area.

**Traffic control devices:** Includes new or upgraded traffic signals, crosswalks, pavement markings, traffic signs, traffic stripes, in-roadway crosswalk lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, pedestrian activated signal upgrades, and all other pedestrian- and bicycle-related traffic control devices.

Note: Applications that include traffic control devices that require minimum 'warrants' to be satisfied prior to their installation must attach the warrant sheets to the application. Traffic control devices that are not included in the most current California Manual on Uniform Traffic Control Devices (California MUTCD) will not be approved for installation unless the applicant follows the processes described below under "Use of Experimental Traffic Control Devices".

**Bicycle facilities:** Includes new or upgraded bikeways, trails, paths, geometric improvements, shoulder widening, and bicycle parking facilities, racks and lockers.

Note: Pavement repairs and rehabilitation of traffic lanes are ineligible.

**Public Outreach and Education:** Includes preparing and distributing safety awareness materials to school personnel, students, drivers, and neighboring home and/or business owners. Includes outreach efforts that promote walking and bicycling, to and from school, along the designated school routes. Includes coordinating bicycle rodeos with law enforcement agencies or forming walking buses within neighborhoods.

Note: Compensation for crossing guards is ineligible. All public outreach and education work is considered 'incidental' and limited to 10% of the construction costs.

**General note regarding all categories:** Ineligible project components may be included in the project scope but project review committee members will flag them as 'non-reimbursable items'. Ineligible components will be removed from the project cost estimate when calculating reimbursement values. Applicants will be notified of ineligible components if the project is successful and recommended for funding. If you have questions about the eligibility of components in your project, contact your District Local Assistance Engineer.

## USE OF EXPERIMENTAL TRAFFIC CONTROL DEVICES

Applicants that propose to install an experimental traffic control device on a public roadway must follow the process prescribed in Section 1A.10 of the California MUTCD. Go to [www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/index.htm](http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/index.htm) for more information.

## 6 ELIGIBLE PROJECT IMPLEMENTATION ACTIVITIES

Project implementation activities that are eligible for reimbursement include:

- Preliminary engineering:
  - Environmental clearance
  - Preparation of Plans, Specifications and Estimate (PS&E)
- Right-of-way:
  - Engineering
  - Appraisals and acquisition
  - Utilities
- Construction:
  - Construction costs
  - Construction engineering
- Public education and outreach

## 7 APPLICATION FORM INSTRUCTIONS

The Application Form (Exhibit A – available on the SR2S web site) must be completed in its entirety. It must not exceed 30 one-sided pages in length. It must be bound only by a staple in the upper left hand corner and must not have a separate cover.

Applications (the original plus one copy) must be received in the appropriate Caltrans District Office by close of business on the established due date.

Any maps, schematics, drawings or letters of support that are attached to the application should be made on 8-1/2" x 11" paper. If this is not reasonable, the attachment must be folded to meet those dimensions.

Do not embed graphics within the application form. Photos, graphics and other visuals should be included only as attachments.

Sections I, II and III of the Application Form requests basic information on the applicant, the project location, the proposed improvements and their costs. The editable fields are formatted to allow a limited number of characters on each line.

Section II requests the applicant to identify the school name(s) and the school district(s). If the limited space is insufficient to identify all of the schools involved, attach a list to the application.

The applicant must describe the project and its location. These descriptions are limited to three lines of text.

The applicant must indicate the number of applications being submitted for review. If more than one application is being submitted, the priority of each application must be noted, e.g., if three applications are submitted, then a different priority must be assigned to each of the three applications. The project review committees will take the priorities into account when rating applications, but the priority assigned by the applicant does not guarantee a higher-ranked application being funded before a lower-ranked application.

The applicant must indicate if the same project will also be submitted for funding under the Federal Safe Routes to School (SRTS) program.

Section III requires the applicant to include cost estimates for all phases of the project. The table contains formulas and business rules to maintain accuracy. Double-check all values.

The applicant must decide if the project review committee can reduce the scope and the cost of a project if it contains ineligible or ineffective components.

Section IV requires the applicant to estimate completion dates for seven major milestones. The estimated dates should be based upon the assumption that the application will be approved for funding on January 31, 2008.

Section V contains seven questions the applicant must answer in essay form. There are no limits to the response lengths of any single question, but no more than 12 pages should be used to answer all seven questions.

The applicant should enlist the assistance of other participants in the development and submittal of an SR2S project. Other participants could include school boards, school districts, elected officials, health and safety officials, community groups, students, and various city, county, and state agencies. The success of a project proposal being approved for funding will depend upon the ability of the applicant and participants to develop a comprehensive and unified solution to improving the safety and encouraging the use of pedestrian and/or bicycle routes to and from schools within their jurisdiction.

It is advised that applicants focus on preparing one or two, but not more than three project applications. Applicants should prioritize candidate projects and focus on preparing excellent applications for the most deserving schools. It is rare when any single local agency receives funding for more than one project in a single funding cycle. Exceptions to this rule might apply to the few local agencies in the state that have hundreds of schools under their jurisdiction.

Applicants are encouraged to attach supporting documentation. Applications that do not contain the suggested attachments are not likely to receive high rankings by project review committees. Applicants should attach a general map, a site plan, some photographs, a detailed estimate, and letters of support. When available, attach an incident or crash summary table and collision diagram.

When preparing the detailed estimate, download the document provided on the SR2S web site, or create your own spreadsheet with identical information. The construction costs tabulated in the detailed engineer's estimate should equal the construction costs shown in Section III.

Section VI requires the applicant and a school official to sign the application. Applications submitted without appropriate signatures will be disqualified from review.

If the SR2S project encompasses a freeway, state highway or county road where the CHP has enforcement authority, the application must be approved, and signed, by the CHP. All other projects should be endorsed by the local law enforcement agency.

## 8 PROJECT SELECTION PROCESS

As in the previous 6 cycles, applicants must submit their application on or before the due date. Shortly thereafter, the District Local Assistance Engineer (DLAE) will assemble a District Review Committee comprised of local and regional stakeholders to assist in the ranking and prioritization of projects. Caltrans staff should constitute no more than 50% of the committee representation. Applications will be rated as excellent, good, fair, poor or ineligible. The District Review Committee will submit their list, along with a copy of each project application and evaluation form, to the Safe Routes to School Coordinator at Caltrans Headquarters.

The HQ Safe Routes to School Coordinator will assemble a Statewide Project Evaluation Committee comprised of representatives from the CHP, FHWA, Department of Health Services, Department of Education, city and county public works associations, Institute of Transportation Engineers, pedestrian and bicycle advocacy groups, and other stakeholders. This committee will rank all projects on a statewide basis and submit a recommended list of projects to be funded to the Director of Caltrans. The final list will be posted on the Safe Routes to School web site at [www.dot.ca.gov/hq/LocalPrograms/](http://www.dot.ca.gov/hq/LocalPrograms/). All local agencies that submitted applications will be notified of the results by the DLAE.

## 9 DESIGN STANDARDS

All bikeway projects shall be designed in accordance with the Caltrans *Highway Design Manual* and the California MUTCD. Exceptions to these standards will be handled in accordance with the exception approval process described in each manual. All other projects shall be designed in accordance with the appropriate design standards applicable to the type and location of the improvement.

Chapter 11, "Design Standards" of the Local Assistance Procedures Manual (LAPM), describes statewide design standards, specifications, procedures, guides, and references that are acceptable in the geometric, drainage, and structural design of local assistance projects. The chapter also describes design exception approval procedures. These standards and procedures shall be used for all SR2S projects.

### AMERICANS WITH DISABILITIES ACT REQUIREMENTS

All projects will be subject to meeting the requirements of the Americans with Disabilities Act of 1990 (ADA). For more information on ADA compliance, please refer to Chapter 11, "Design Standards," of the LAPM, or go to the Division of Local Assistance web site at: [http://www.dot.ca.gov/hq/LocalPrograms/DBE\\_CRLC/DBE\\_CRLC.html#ADA](http://www.dot.ca.gov/hq/LocalPrograms/DBE_CRLC/DBE_CRLC.html#ADA).

The California Division of State Architect (DSA) promulgates regulations and building standards which generally prescribe a standard of accessibility or usability equal to, or greater than those provided by the Accessibility Guidelines prepared by the Federal Access Board as adopted by the United States Department of Justice to implement the Americans with Disabilities Act of 1990 (Public Law 101-336). DSA's web site, which includes a current publication of "*DSA's California Access Compliance Manual*," is located at: <http://www.dsa.dgs.ca.gov/>.

Local agency plans and specifications with pedestrian facilities to be constructed with State funds must be reviewed and approved by DSA. The local agency will obtain DSA approval of the plans and specifications, and pay fees directly to DSA. In lieu of approval of the plans and specifications by DSA, DSA allows local agencies to use Plan Review Consultants, that have been trained and are under contract to DSA, certify that the plans and specifications are in full compliance with current ADA standards. DSA can be contacted for the names, telephone numbers, etc, of the Plan Review Consultants and their Senior Architects in the appropriate Regional Offices at the above mentioned web site.

## 10 PROGRESS REPORTS

Local agencies are required to provide a Progress Report of project milestones and costs to the DLAE by July 1 of each year for each project that has not been awarded a construction contract. If by July 1, a construction contract has been awarded or if the project is under construction, a Progress Report does not have to be submitted. Failure to provide a Progress Report may result in the project being dropped from the program. The Progress Report form can be downloaded from the Safe Routes to School web site.

## 11 DEADLINES

If the project is funded with Federal funds, the local agency must submit a Request for Authorization to Proceed with Preliminary Engineering to the DLAE within 6 months after the list of approved projects is released by the Caltrans. Invoices are due no less than every 6 months until the project has been completed. Projects must be completed within 4 years after the initial obligation.

If the project is funded with State funds, the local agency should have all project funds encumbered by June 30<sup>th</sup> of the State fiscal year in which the project is programmed. Projects must be fully completed within 4 years after the funds are encumbered.

Agencies unable to meet these deadlines may be provided a time extension for a maximum period of one year, subject to written approval by the DLAE. Agencies unable to meet the second delivery deadline will be dropped from the program unless supporting documentation that justifies the delay is submitted to, and approved by Caltrans Headquarters.

## 12 EVALUATIONS

Successful applicants may be asked to conduct a before/after study or they may be asked to provide data to other researchers who are evaluating the program's effectiveness. Successful applicants should assist researchers when asked to do so. Safety deficiencies that are corrected by this program may justify continued or increased funding in future budgets.

## 13 REFERENCES

Title 23, United States Code, Section 120 and 148  
California Streets and Highways Code, Sections 890-894 and 2330-2334  
*Caltrans Local Assistance Program Guidelines*  
*Caltrans Local Assistance Procedures Manual*  
*Caltrans Highway Design Manual*  
*California MUTCD*  
*AASHTO: A Policy on Geometric Design of Highways and Streets*