CHAPTER 24 SAFE ROUTES TO SCHOOL

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CHAPTER 24 SAFE ROUTES TO SCHOOL

24.1 INTRODUCTION

Building on the success of California's Safe Routes to School Program (SR2S) and other similar programs in other states, Congress authorized a new five-year federal funding program to achieve the same purpose nationwide: 1) to enable and encourage children in kindergarten through eighth grade (K-8), including children with disabilities, to safely walk and bicycle to school, 2) to make walking and bicycling to school a more appealing mode choice, and 3) to facilitate the planning, design, and implementation of projects that will improve safety, environment, and overall quality of life. Information about application submittal dates is available at: http://www.dot.ca.gov/hq/LocalPrograms/.

Authorized under Section 1404 of SAFETEA-LU (the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users), the Safe Routes to School (SRTS) Program came into effect in August, 2005. Consistent with other federal-aid programs, each State Department of Transportation (DOT) is held responsible for the development and implementation of grant funds made available to the states through this new program throughout the life of SAFETEA-LU. Some expected outcomes of the program include:

- Increased bicycle, pedestrian, and traffic safety around schools
- More children walking and bicycling to and from schools
- Decreased traffic congestion around schools
- Reduced childhood obesity
- Improved air quality, community safety and security, and community involvement
- Improved partnerships among schools, local agencies, parents, community groups, and nonprofit organizations

The SRTS program is unique in its overriding emphasis on community participation in the development and implementation of a project. By involving the public, schools, parents, teachers, children, local agencies, business community, key professionals, and others in the development of a project proposal, a comprehensive and integrated solution to improving safety is likely to develop and be sustained beyond the life of the project. Applications that have the best chance of being selected for funding under the SRTS program are those that incorporate key elements referred to as the five E's – **Evaluation**, **Education**, **Encouragement**, **Engineering**, and **Enforcement**. Since the SRTS program allows for both infrastructure and non-infrastructure projects, these guidelines are divided into two sections: 24.9(A) which addresses infrastructure projects, and 24.9(B) which addresses non-infrastructure projects.

24.2 ROLE OF CALTRANS, THE SRTS COMMITTEES, AND APPLICANTS

As the State DOT, California Department of Transportation (Caltrans) will administer the SRTS Program through the Division of Local Assistance (DLA). The SRTS Coordinator at Headquarters is the central point of contact for the State; however, the grantee's first point of contact should be the Caltrans District Local Assistance Engineer (DLAE) who is charged with shepherding the project at the local level. Refer to the SRTS website for contact information at: http://www.dot.ca.gov/hq/LocalPrograms/.

After a call for projects is made, applicants seeking funds for infrastructure projects will submit their applications to the DLAE for initial review and ranking by the District Review Committee. Working with a District Review Committee comprised of local and regional officials, the DLAE will submit their district's recommended project list, along with a copy of each project application and evaluation form to the SRTS Coordinator. District recommendations will be taken into account when the SRTS Advisory Committee members at Caltrans Headquarters produce a final list of projects for funding.

Applicants seeking funds for non-infrastructure projects will submit their applications directly to the SRTS Coordinator at Caltrans Headquarters.

Applications will be reviewed and evaluated by an SRTS Advisory Committee comprised of individuals with expertise and experience in both infrastructure and non-infrastructure projects.

The applicant or project sponsor will assume responsibility and accountability for the use and expenditure of funds.

24.3 ELIGIBLE APPLICANTS FOR SRTS FUNDS

Any state, local or regional agency, school/school district, and any nonprofit organization that can demonstrate an ability to meet the requirements of the SRTS program are eligible to apply for funds. Failure to comply with federal requirements will result in mandatory repayment to the state of all SRTS funds received. See Section 24.5 Federal Requirements, of this chapter for federal requirements.

Schools/school districts and nonprofit organizations are strongly encouraged to partner with a local agency experienced in complying with federal requirements. If the school or nonprofit organization opts to contract with a knowledgeable consultant familiar with federal transportation requirements, a partnership is not warranted. Local agencies are allowed to follow their own local procurement procedures in subcontracting with a nonprofit organization, as long as they are consistent with the federal procurement procedures described in the *Local Assistance Procedures Manual* (LAPM). The LAPM can be found under Publications in the DLA website: http://http://www.dot.ca.gov/hq/LocalPrograms.

To ensure that the nonprofit organization has sound financial accounting practices in place, they may benefit by reviewing the Pre-Award Audit Questionnaire posted on the DLA website under Program Information, "Streamling Tools." Note: This Questionnaire is not to be filled out and submitted. It is merely a "checklist" for the applicant to ensure that sound accounting practices are in place.

School district applications as opposed to single-school applications are encouraged; however, they will compete equally.

24.4 PROGRAM FUNDING

A minimum of 70 percent of each year's apportionment will be made available for infrastructure projects with up to 30 percent for non-infrastructure projects. Ten percent of the total annual apportionment, or roughly $4 million, will be awarded in the first cycle on a one-time-basis to a single non-infrastructure project that proposes a statewide

effort to produce standardized promotional materials, training, or other resources of value for schools statewide. In the event that a statewide non-infrastructure project cannot be awarded, the funds will be redistributed to another infrastructure or non-infrastructure project. California's apportionment total over the life of the SAFETEA-LU is approximately $68M. Annual apportionments are expected to be as follows:

2005 - $1 million
2006 - $11.2 million
2007 - $14.8 million
2008 - $18.4 million
2009 - $23 million

Invoices for payment must be submitted at a minimum every six months in order for a project to be considered active. Projects may be placed on the inactive list and risk the possibility of having authorized funds for that project deobligated. Refer to the LAPM for the Invoice Form located in Chapter 16, **Exhibit 16-L,** "Federal-aid Invoice." Safe Routes to Schools projects, where a determination has been made that all work is eligible, are 100 percent reimbursable. No local match is required. Congress limits the amount of annual apportionment through the obligational authority (OA) limitation. In the SRTS Program, the anticipated amount of OA is approximately 86 percent of the state's annual apportionment.

INAPPROPRIATE USES OF SRTS FUNDS

States are not permitted to use funds for projects that do not specifically serve the stated purpose of the SRTS Program, nor should they be used for recurring 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 recurring costs (funds may, however, be used for crossing guard training programs). Funding requests for costs that are expected to be recurring in future years should include plans on how the project will be funded over the next two to three years.

It is inappropriate for SRTS funds to be used on projects that are primarily intended to make pick-up and drop-off more convenient for drivers rather than to improve child safety and/or walking and bicycling access. Additionally, funds spent on education programs that are primarily focused on bus safety and/or improvements to bus stops are inappropriate uses of program funds.

24.5 FEDERAL REQUIREMENTS

Refer to the LAPM for guidance in delivering a federal-aid/SRTS project.

Both infrastructure and non-infrastructure projects must be in compliance with applicable provisions in Title 23 and 49 CFR part 18 and part 19 respectively. 49 CFR is the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, otherwise known as "The Common Rule."

Sub-awards by the state-to-state, local and regional agencies, and school/school districts, are to be administered in accordance with CFR part 18 (school districts are viewed as a local governmental entity). Awards to nonprofit organizations are to be administered in accordance with 49 CFR part 19.

24.6 PROJECT APPLICATIONS, SELECTION, AND PROGRAMMING

Caltrans will solicit applications throughout the State by publicizing the program through newsletters, e-mails, presentations at large events, and through networks from organizations and agencies. For application form see **Exhibit 24-A**, "Application Form for School Routes to School Funds,"(in this chapter), and information pertaining to the solicitation of applications is also found on the SRTS website at: http://www.dot.ca.gov/hq/LocalPrograms/saferoute2.htm. Applicants may submit more than one project application, but each project requires a separate application.

Applicants will be provided approximately twelve (12) weeks to prepare and submit an application. All the applications will be evaluated and assigned a numeric score and rated against all the applications received. The SRTS Advisory Committee members along with subcommittees comprised of individuals with experience and expertise in engineering, changing behaviors and attitudes, and bicycle and pedestrian safety, will be formed to evaluate all applications.

Once the SRTS program of projects is approved, the final list will be posted on the SRTS website at: http://www.dot.ca.gov/hq/LocalPrograms/saferoute2.htm. All agencies that submitted applications will be notified of the results in writing by the DLAEs.

Caltrans will provide copies of the proposed list of SRTS projects to the Metropolitan Planning Organizations (MPO) for programming into their respective Federal Transportation Improvement Programs (FTIP) and coordinate the programming of SRTS projects in the rural portion of the Federal Statewide Transportation Improvement Program (FSTIP). Refer to **Exhibit 24-B,** "SRTS Projects Flowchart," in this chapter for the application, selection, and programming process.

24.7 PROGRESS REPORTS

The same Progress Report will be used to document completed activities for infrastructure and non-infrastructure projects. See **Exhibit 24-C,** "SRTS Project Progress Report for Infrastructure and Non-Infrastructure Projects," in this chapter. They should be completed no less than every six months and mailed to the DLAE. Refer to the SRTS website for the report at: http://www.dot.ca.gov/hq/LocalPrograms/saferoute2.htm

24.8 DEADLINES

Funds must be obligated within six months of programming in the FTIP. As with Progress Reports, invoices must be submitted to the DLAE no less than every six months, or risk being placed on an inactive list and subject to deobligation of authorized funds for the project.

24.9 BEFORE/AFTER REPORTS

Grantees must submit a Before/After Report to the SRTS Coordinator at Caltrans Headquarters upon completion of a project (see **Exhibit 24-D**, "Safe Routes to School Before/After Study Report for Infrastructure & Non-Infrastructure Projects" in this chapter). This requires that data be collected prior to implementation of the project and after completion, to measure effectiveness. Refer to the the SRTS website for the form: http://www.dot.ca.gov/hq/LocalPrograms/saferoute2.htm.

24.10 (A) INFRASTRUCTURE PROJECTS

DEFINITION

Broadly, infrastructure projects are capital improvements that involve the planning, design, and construction of facilities that will substantially improve the ability of students to walk and bicycle to school. Projects must serve children in grades K-8, and located within a radius of two miles from a school.

ELIGIBLE PROJECTS

Eligible projects may include 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. By funding projects that remove the barriers that currently prevent children from safely and conveniently walking and bicycling to school, certain benefits are expected, such as: healthier children, a cleaner environment, and less congestion.

The funding cap for an infrastructure project is set at $1,000,000.

Infrastructure projects should directly support increased safety and convenience for children in K-8 (including children with disabilities) to walk and bicycle to school. The following categories of work identify components that are eligible for reimbursement. When in doubt, contact your DLAE. Refer to the DLA website for a list of names and contact information. Components include:

- New bicycle trails and paths, installation of bicycle lockers and racks in or on school/school district property, bicycle lane striping and widening, improved signage for bicyclists, etc.
- New sidewalks, widening of sidewalks, sidewalk gap closures, curbs, gutters, and curb ramps. Also includes new pedestrian trails, paths, and pedestrian over and under-crossings.
- Roundabouts, bulb-outs, speed bumps, 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 since the goal of this program is to encourage students to walk and bicycle to school. Exceptions may be granted if the project increases walking and bicycling by students and reduces the exposure of students to vehicles using a pick-up/drop-off area.
- Included in the category of traffic control devices are: 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 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 which are not in compliance with the Federal *Manual on Uniform Traffic Control Devices* (MUTCD) and the *California Supplement* will not be approved for installation unless the applicant receives

approval to experiment with a traffic control device under the processes described below. Compensation for crossing guards is ineligible.

- A local agency which proposes to install an experimental traffic control device on a public roadway shall follow the process prescribed in Section 1A.10, of the California MUTCD. The California MUTCD is available at the following website: www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/.

- The local agency shall also comply with the experimental process of the California MUTCD Committee. For more information on that process go to: www.dot.ca.gov/hq/traffops/signtech/newtech/others/guidelines-exp.pdf.

PROJECT IMPLEMENTATION PROCEDURES

All projects must follow the standard project development process in the LAPM. For simple infrastructure projects, i.e., those that 1) do not have right of way involvement, and 2) have a Programmatic Categorical Exclusion or Categorical Exclusion environmental determination, refer to the Simple Project Guidebook located under DLA website. It provides a summary of significant milestones. For detailed information on both simple and complex projects, refer to the appropriate chapter in the LAPM posted under Publications in the DLA website: http://www.dot.ca.gov/hq/LocalPrograms/

Applicants are discouraged from submitting projects that require acquisition of new right of way. For real property acquisitions, all project sponsors must comply with the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and the provisions in the **Exhibit 13-D, "Uniform Relocation Act Benefits Summary,"** in the LAPM. Regulations implementing this Act are found in 49 CFR part 24. These regulations will be applied in evaluating the acquisition of real property and any potential displacement activities. Refer to FHWA website at: http://www.fhwa.dot.gov/realestate/ua/index.htm . Questions regarding right of way should be directed to your DLAE who will refer the question to the District Right of Way agent.

All bikeway and sidewalk projects shall be designed in accordance with MUTCD and Chapter 11, "Design Standards," in the LAPM. This chapter also includes design provisions to meet the Americans with Disabilities Act (ADA) requirements.

All successful applicants will be required to enter into an agreement with Caltrans. Invoices will be paid by the Local Program Accounting Division at Caltrans. Refer to Chapter 5, "Accounting/Invoices," in the LAPM for the invoice form. All work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement.

All grantees must have a registered Civil Engineer hired or on staff for the construction phase of the projects. An Authorization to Proceed with Construction must be obtained before advertisement. Projects advertised before authorization from Caltrans are not eligible for federal reimbursement. All grantees must meet the policy on inactive projects including invoicing at least once every six months. Refer to the DLA website for details to the directive entitled: "Procedural Changes in Managing Obligation Letter" at: http://www.dot.ca.gov/hq/LocalPrograms/.

REFERENCES

- Title 23, United States Code, Sections 120 and 152
- California Streets and Highways Code, Sections 890-894 and 2330-2334
- Caltrans *Local Assistance Program Guidelines* (LAPG)
- Caltrans *Local Assistance Procedures Manual* (LAPM)
- Caltrans *Highway Design Manual*
- *Manual on Uniform Traffic Control Devices* and *MUTCD California Supplement*
- *AASHTO: A Policy on Geometric Design of Highways and Streets*

(B) NON-INFRASTRUCTURE PROJECTS

DEFINITION

Broadly, non-infrastructure projects are activities intended to change community behavior, attitudes, and social norms to make it safer for children in grades K-8 to walk and bicycle to school.

ELIGIBLE PROJECTS

Applicants are strongly encouraged to seek SRTS training resources through the various resources listed at: http://www.saferoutesinfo.org/ when developing a project. Non-infrastructure projects must fall into one or more of the following categories. Note: While typical non-infrastructure projects would fall under one or more of the top four E's listed below, it is conceivable that certain non-infrastructure activities may involve engineers in some capacity. For that reason, it is included as one of the **five E's** below.

- **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.
- **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 or pedestrian right of way sting programs.
- **Encouragement** – Using events and activities to promote walking and bicycling.
- **Evaluation** – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).
- **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.

Eligible projects may target a single local/region/district, or the state as a whole. From all the non-infrastructure projects submitted, a single project proposing a statewide effort will be selected for funding.

The most effective non-infrastructure activities are conducted within the framework of a community coalition. Thus, it is strongly suggested that a SRTS community coalition be established. A Walkable/Bikeable Community Workshop convenes community stakeholders to identify, and then pursue concrete steps to make the community more walkable and bikeable. The workshop serves as the impetus to bring together key partners, including schools, elected officials, local government, parks and recreation, law enforcement, emergency services, public health, business owners, residents, advocacy groups and other organizations that can serve as core members of a community coalition to design and implement a plan for the five E's. Examples of non-infrastructure projects might include but are not limited to:

AT STATEWIDE LEVEL

- Developing a bicycle and pedestrian safety curricula and materials
- Providing SRTS training workshops that target audiences from the school and community
- Creating, reproducing, and disseminating promotional and educational materials
- Developing and conducting public awareness campaigns
- Paying for costs associated with data gathering, analysis, and evaluation reporting statewide

AT LOCAL/REGIONAL/DISTRICT LEVEL

- Conducting a Walkable Community Workshop which includes a walk and bike audit
- Providing a community with walkability checklists
- Providing modest incentives for SRTS contests, and incentives that encourage more walking and bicycling over time
- Paying for a substitute teacher if needed to cover for faculty attending SRTS functions during school hours
- Procuring equipment and training needed for establishing crossing guard programs
- Conducting outreach to local press and community leaders
- Paying for costs for additional traffic enforcement or equipment needed for enforcement activities
- Paying for Traffic Education and Enforcement in the vicinity of schools
- Forming student sessions on bicycle and pedestrian safety, health, and environmental impacts
- Developing "Suggested SRTS Maps"

The funding cap for non-infrastructure projects for the first grant cycle is set at $500,000. This cap, however, does not apply to the statewide non-infrastructure project. Roughly $4 million will be available for the statewide non-infrastructure project.

PROJECT DEVELOPMENT AND IMPLEMENTATION

All projects must follow the standard project development process in the LAPM. Non-infrastructure projects will be implemented in accordance with applicable provisions in the LAPG and the LAPM. Both are posted under Publications in the DLA website.

REFERENCES

- Safe Routes to School Guide: http://www.saferoutesinfo.org/guide/
- Walking School Bus: http://www.walkingschoolbus.org/
- Caltrans Bicycle and Pedestrian Program Contacts: http://www.dot.ca.gov/hq/tpp/offices/bike/contacts.htm
- Caltrans Division of Local Assistance Homepage: http://www.dot.ca.gov/hq/LocalPrograms
- Pedestrian and Bicycle Information Center Federal Highway Administration Safe Routes to School: http://safety.fhwa.dot.gov/saferoutes/index.htm
- National Highway Traffic Safety Administration: http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/Safe-Routes-2004/pages/section-2.htm

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Exhibit 24-A APPLICATION FORM FOR SAFE ROUTES TO SCHOOL FUNDS

This application is to be completed when seeking funds for infrastructure (capital) and/or non-infrastructure funds from the Safe Routes to School (SRTS) program. It consists of six (6) parts, which asks for the following information:

PART 1: General Information About the Applicant
PART 2: General Information About the Project
PART 3: Organization Background and Capacity
PART 4: Detailed Information About the Project(s)
PART 5: Project Cost Estimates
PART 6: Project Delivery Schedule

IMPORTANT: All six (6) parts of the application must be completed **in the format presented** and submitted as a package in hard copy to your Caltrans District Local Assistance Engineer (DLAE), if you are applying for an infrastructure project; and directly to the SRTS Coordinator, if applying for a non-infrastructure project.

The SRTS Coordinator can be reached at:

Department of Transportation
Division of Local Assistance, MS 1
Attention: SRTS Coordinator
P.O. Box 942874
Sacramento, CA 94274-0001

An incomplete or altered application will be disqualified from review. The entire application package, including attachments, must not exceed 30 pages. Applications must be stapled in the upper left-hand corner. Those bound by any other means will not be accepted, i.e., binders, protective covers, spiral threading, etc. If you wish to submit a transmittal letter, please attach it to the application with a removable binder clip.

A cover letter signed by the individual responsible for the project application must be attached to the front of each application.

PART 1: General Information About the Applicant

Name of responsible agency (or lead agency), school/school district or nonprofit organization:_____
Name of contact person responsible for this project:_____
Title of contact person:_____
Mailing address: _____
City:_____ County:_____ Zip: _____

Telephone number of contact person:_____

E-mail address of contact person:_____
Fax number of contact person:_____

PART 2: General Information About the Project

Check appropriate project: Infrastructure (I) project_____ Non-infrastructure (NI) project_____ Statewide NI project for $4M_____

If submitting an NI project, check all that apply: Education_____ Encouragement_____ Enforcement____ Evaluation____ Engineering ____

State Legislative District(s)*: Senate_____ Assembly_____ Caltrans District_____
Metropolitan Planning Organization (MPO)_____

Project title:_____

*As applicable

Identify other NI efforts already underway in your locale that may complement your project:
_____

Brief description of project:
_____
_____
_____
_____
_____

Brief description of targeted location i.e. urban/rural/suburban setting, geographic characteristics, etc.:
_____
_____
_____
_____
_____

If submitting more than one application, the priority number of this application:_____

Total number of project applications being submitted:_____

PART 3: Organization Background and Capacity

1. Provide a brief overview of your organization (e.g., a mission statement, geographical area served, experience with projects similar to the one proposed, etc).
2. Describe your organization's ability to implement the proposed project successfully and meet Federal Highway Administration (FHWA) requirements.
3. If you are collaborating with other agencies, describe their capabilities to carry out the proposed project.

PART 4: Detailed Information About the Project(s)

When seeking funds for infrastructure projects, the following four documents must be attached to this application:

1. A clear, color rendering of a general map showing the location of all proposed improvements and their proximity to the school and school routes within a two-mile radius.
2. A clear site plan for each improvement location showing existing and proposed conditions, preferably in color.
3. Detailed Engineer's Estimate (use form posted on the Division of Local Assistance website under SRTS located at: www.dot.ca.gov/hq/LocalPrograms).
4. Completed "warrants" sheet for projects with traffic control devices.

For both infrastructure and non-infrastructure projects, applicants are encouraged to provide letters of support from project partners and advocacy groups.Those letters should be attached to the back of this application.

Please respond to the following ten (10) statements when seeking infrastructure or non-infrastructure funds.They must be answered in sufficient detail and clarity to enable the review committee to fully understand your proposed project. They will be evaluated against all the other project proposals received.

1. Describe how your project addresses the five E's, including activities that will be funded through other sources or other grant applications that have been submitted.
2. Cite the stakeholders, partners, interested individuals, organizations, etc., who contributed to this project.
3. Identify the approximate number of children who currently walk and bicycle to school in your target area.
4. Identify the expected increase in the percentage of children walking and bicycling to school upon completion of this project (based on the total number of children enrolled).
5. Describe the safety risks children currently encounter when walking or bicycling to school. Include supporting data such as accident reports, survey results, etc.
6. Describe how this project will correct the risks identified above.
7. If safety is not the reason children do not walk or bicycle to school, describe other reasons; i.e., lack of infrastructure, conditions that make it unpleasant, a prevailing attitude.
8. Describe how this project will increase walking and bicycling to school.
9. Cite your readiness to begin this project.
10. Will you commit to using the project evaluation forms (parent and student surveys) that will be provided by Caltrans?

In addition , please cite your ability to comply with Federal Transportation requirements in undertaking this project:

PART 5: Project Cost Estimate

Please provide cost estimate figures in the formats displayed below. These tables may be obtained through the Division of Local Assistance website under SRTS.

FOR INFRASTRUCTURE PROJECTS:

PROJECT COST ESTIMATE**

Cost Item	SRTS $	Other $	Total $
Preliminary Engineering			
Environmental	$_____	$_____	$_____
PS&E	$_____	$_____	$_____
Right of Way			
Engineering	$_____	$_____	$_____
Appraisals & Acquisitions	$_____	$_____	$_____
Utilities	$_____	$_____	$_____
Construction			
Construction	$_____	$_____	$_____
Construction Engineering	$_____	$_____	$_____
Before/After Evaluation	$_____	$_____	$_____
Subtotal			
Contingency*			
Total Project Cost**			

*Contingency "Total Cost" may not exceed 10% of the "Subtotal"; however, exceptions will be considered on a case-by-case basis.

**SRTS funds may not exceed $1,000,000

Has a non-infrastructure grant been submitted or approved to complement this infrastructure improvement? Yes:____ No:____

FOR NON-INFRASTRUCTURE PROJECTS:

PROJECT COST ESTIMATE (as applicable)**

Cost Item	SRTS	Other	Total
Personnel Costs			
Positions and salaries	$_____	$_____	$_____
Employees benefits	$_____	$_____	$_____
Travel Expenses	$_____	$_____	$_____
Contractual Services*	$_____	$_____	$_____
Equipment	$_____	$_____	$_____
Other Direct Costs	$_____	$_____	$_____
Before/After Evaluation	$_____	$_____	$_____
Subtotal			
Total**			

*No copyright permitted on materials

**SRTS funds may not exceed $500,000.

PART 6: Project Delivery Schedule

Please provide completion dates for the major milestones on your project. **Note**: All projects must be completed within 4 years. **Note**: Time extensions will be considered on a case-by-case basis by the SRTS Coordinator with sufficient written justification from the applicant. Requests for time extensions must be submitted at least 3 months prior to the 4-year deadline.

Target Dates for Infrastructure Projects:

1. Obtain authorization to proceed with Preliminary Engineering (PE):_____
2. Complete the environmental document:_____
3. Complete final design and Plans, Specifications, & Estimate (PS&E):_____
4. Obtain authorization to proceed with right of way*:_____

5. Proceed with right of way acquisition*:_____
6. Obtain right of way clearance (certification):_____
7. Obtain project authorization to proceed with construction:_____
8, Advertise project for construction:_____
9. Submit first invoice:_____
10. Award the project:_____
11. Complete construction:_____
12. Develop measurement tool and completed Before/After Study:_____
13. Submit Before/After Evaluation to SRTS Coordinator:_____
14. Submit final invoice with a report of expenditures:_____

* These steps are required only for projects with a right of way phase that is federally funded.

Target Dates for Non-Infrastructure Projects (as applicable):

1. Obtain federal authorization to proceed:_____
2. Initiate project implementation:_____
3. Submit first invoice:_____
4. Complete project:_____
5. Develop measurement tool and completed Before/After Study:_____
6. Submit Before/After Evaluation to SRTS Coordinator:_____
7. Submit final invoice:_____

Distribution: For Infrastructure Project
(1) Caltrans District Local Assistance Engineer (original)
(2) Caltrans District SRTS Coordinator (copy)
(3) Caltrans HQ-SRTS Coordinator (copy)

For Non-Infrastructure Project
(1) Caltrans HQ-SRTS Coordinator

Exhibit 24-B SRTS PROJECTS FLOWCHART

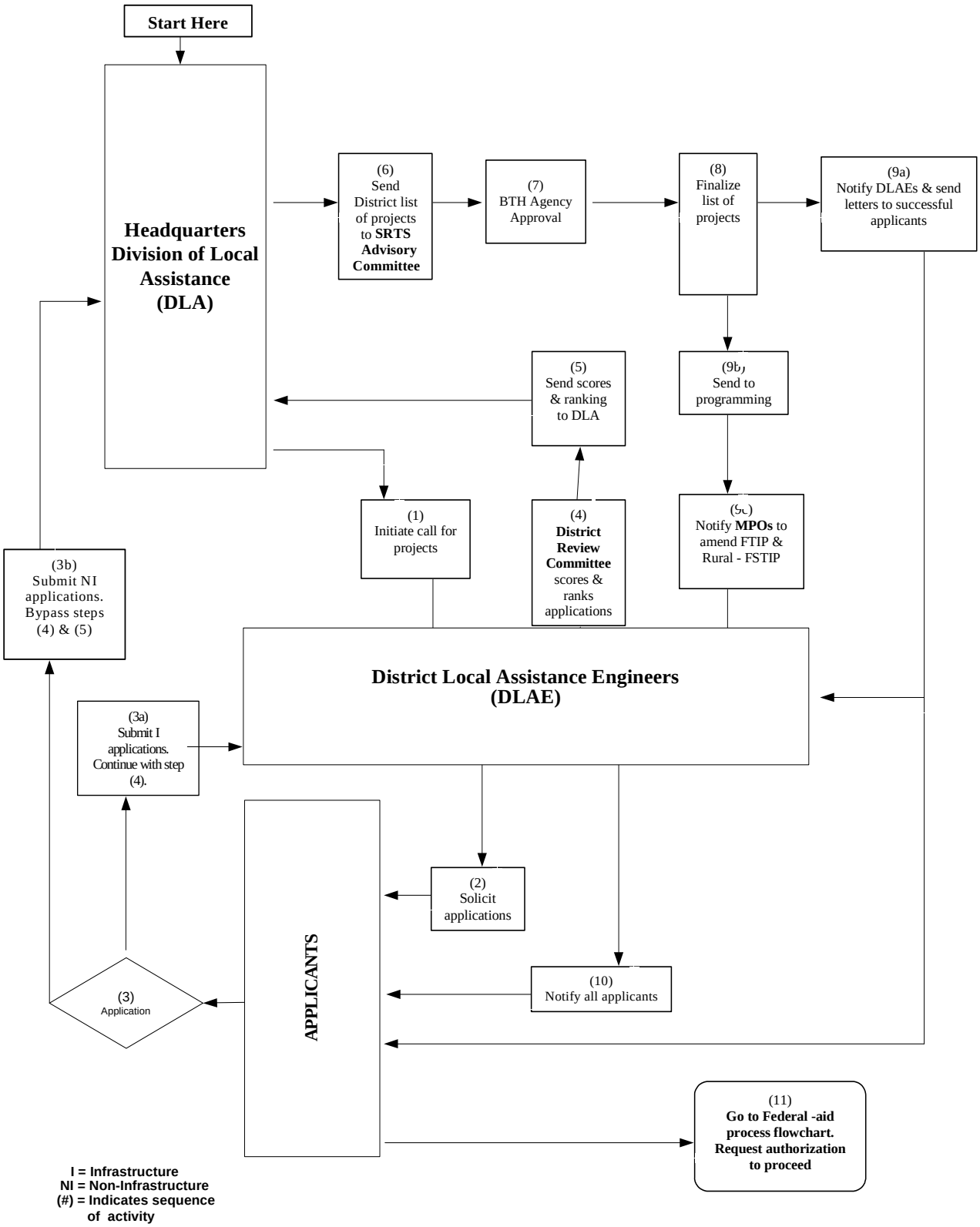

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Exhibit 24-C SRTS PROJECT PROGRESS REPORT FOR INFRASTRUCTURE AND NON-INFRASTRUCTURE PROJECTS

(Due every 6 months after authorization of project)

DATE:_____

AGENCY:_____

FEDERAL PROJECT NUMBER:_____

PROJECT DESCRIPTION:

_____

_____

_____

PROJECT AUTHORIZATION DATE:_____

ORIGINAL PROJECTED AWARD DATE*: _____

CURRENT PROJECTED AWARD DATE*: _____

IF CURRENT AWARD DATE IS NOT THE SAME AS ORIGINAL AWARD DATE, EXPLAIN REASON FOR CHANGE*:

_____

_____

_____

ORIGINAL COST ESTIMATE:_____

COST ESTIMATE AT TIME OF THIS REPORT:_____

REASON FOR DIFFERENCE (INCREASE OR DECREASE):

_____

_____

_____

IF COST ESTIMATE IS HIGHER, HOW WILL DIFFERENCE BE MADE UP?

_____

_____

OTHER COMMENTS:

_____

_____

MILESTONES MET:_____

_____

IF BEHIND, REASON FOR DELAY:_____

_____

Prepared by:_____
Telephone number:_____

* Infrastructure projects only

Distribution: (1) Caltrans District Local Assistance Engineer (original)
(2) Caltrans HQ-SRTS Coordinator (copy)

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Exhibit 24-D SAFE ROUTES TO SCHOOL BEFORE/AFTER STUDY REPORT FOR INFRASTRUCTURE AND NON-INFRASTRUCTURE PROJECTS

Please submit this report to the SRTS Coordinator at the completion of your project. The information will be compiled to determine the effectiveness of the SRTS program on a statewide level. The information will also be reported to the Federal Highway Administration's Clearinghouse.

Describe Measurement Tool:

_____
_____
_____
_____
_____

Describe Observed Behavioral Changes:

_____
_____
_____
_____
_____

Please describe the type of partnerships formed with professionals in the community, through this project (or before this project), specifically with those affiliated with the five E's (name groups):

_____
_____
_____
_____
_____

Before/After Project Implementation over the course of one school year:

Number of children walking and/or bicycling to school prior to implementation:___
Percentage of children walking and/or bicycling to school prior to implementation:___

Number of children walking and/or bicycling to school after implementation:___
Percentage of children walking and/or bicycling to school after implementation:___

Number of walking injuries in the year prior to implementation:___
Number of walking injuries in the year of implementation:___

Number of walking fatalities in the year prior to implementation:___
Number of walking fatalities in the year of implementation:___

Number of bicycle injuries in the year prior to implementation:___
Number of bicycle injuries in the year of implementation:___

Number of bicycle fatalities in the year prior to implementation:___
Number of bicycle fatalities in the year of implementation:___

Distribution: (1) Caltrans HQ-SRTS Coordinator

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