

Cycle 3 SRTS Application Instructions

Applicants must submit their application using the on-line application. The on-line application requires a username and password to create an account to access both the infrastructure and non-infrastructure applications. Only one username and password is provided per applicant (person preparing the application). Multiple applications may be completed within the on-line system per the account established. It is the responsibility of the person preparing the on-line application to work with all project sponsors and the responsible agency in completing all required fields in the application. Sharing of account information is not advised. No matter who prepares the on-line application, the application must be signed through an uploaded verification and signature form by the agency responsible for delivering the project as defined in the Cycle 3 SRTS Guidelines as the “responsible agency”.

Additional tutorial of the on-line application system is available at:

<http://www.foundant.com/applicant-tutorial.php>

A FAQ sheet has been prepared to answer some of the common questions that arise when completing an on-line application and is available on the SRTS website:

http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/srts_guide.htm

Please submit the on-line application and two (2) sets of the hard copy application (color preferred) to the DLAE in your Caltrans District Office by close of business or postmarked on the established due date. Only those questions that have filled-in responses need to be submitted hard copy. Refer to the FAQ sheet for questions regarding print options available. Refer to the DLA web site for the DLAE in your District and their mailing address: <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>.

Hard-copy applications must be stapled in the upper left-hand corner with **the cover sheet** provided in the application. Those bound by any other means (e.g., binders, protective covers, spiral threading, etc.) will not be accepted.

The applicant must indicate the number of applications being submitted for review. It is advised that no more than three project applications be submitted per each responsible agency. If more than one application is being submitted, the priority of each application must be provided. 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.

Agencies must 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 agencies and counties with large unincorporated areas and/or that have hundreds of schools within their jurisdiction.

A Project Sponsor that has initiated and/or prepared the application for the project must sign the application to certify that they agree to the proposed project as submitted in the on-line application and will serve as a project partner to the responsible agency in delivering the project.

The School Principal, District Official, or designee is also required to sign the application to certify that the school supports the project and that there are no schools targeted for closure in the project.

If an infrastructure project proposes improvements on a state highway that affects the safety or operations of the facility, the application must be reviewed and approved by the Caltrans District Traffic Office.

If an infrastructure project encompasses a state highway or county road where the California Highway Patrol (CHP) has enforcement authority, the application must be approved, and signed, by the CHP. It is recommended that all other projects be endorsed by the local law enforcement agency.

Applicants are encouraged to provide letters of commitment from agencies/organizations that have a role in implementing the project as well as letters of support from project partners that demonstrate support for the project in their community. **All Letters of Commitment or Support to Caltrans must be directed to “To Whom it May Concern” and uploaded into the on-line application. Do not send them directly to the Director at Caltrans Headquarters or District Director.**

An incomplete application including applications without required signatures will be disqualified from review and deleted from the on-line application system at the time the submittal process is complete or no later than the day after the established due date.

QUESTIONS

For questions regarding the use of the on-line application system, refer to the on-line tutorial or under the left navigation tools section of the on-line application, choose “Help”.

For questions regarding the technical content within the application, additional resources are available:

- 1) For application data support and overall SRTS planning and program development, refer to the *new* California SRTS website at: www.casaferoutestoschool.org
- 2) For additional resources to support the application, refer to the references listed in the Cycle 3 [SRTS Guidelines](#) and the [Caltrans SRTS website](#)
- 3) For Caltrans Assistance, please contact your District Local Assistance Engineer ([DLAE](#)) or [Safe Routes to School District Coordinator](#)
- 4) For the SRTS Technical Assistance Resource Center, please contact the regional coordinators that can provide assistance to program related questions. [TARC](#)