Implementation Plan for Safe Routes to School Program

By

Dr. Jay K. Lindly (Principal Investigator) and Dr. Daniel Turner
Department of Civil, Construction, and Environmental Engineering
The University of Alabama
Tuscaloosa, Alabama

Prepared by

UTCA

University Transportation Center for Alabama

The University of Alabama, The University of Alabama at Birmingham,
and The University of Alabama in Huntsville

UTCA Theme: Management and Safety of Transportation Systems

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16. Abstract

Section 1404 of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-59) establishes a national Safe Routes to School (SRTS) Program. The purpose of the program is to encourage K-8 students who live within 2 miles of school to walk or bicycle to school. Alabama is apportioned approximately $9M for the program during FY2005-FY2009.

The Alabama Department of Transportation (ALDOT) administers the program in Alabama. ALDOT elected to spend 85% of the apportionment on Infrastructure projects to provide such items as sidewalks, crosswalks, and bicycle racks. Fifteen percent of the funds will be spent on Non-Infrastructure projects that promote education in areas such as health and walking/bicycle safety. Local units of government and school boards are eligible applicants for the funds. Private school applications are also welcomed but must be submitted through the Alabama Private School Association. ALDOT will work directly with successful applicants to implement the Infrastructure funds. The Alabama State Department of Education and the Alabama Department of Public Health will provide the education component through local and statewide initiatives and in particular will work with school boards and local governments that are awarded Infrastructure projects.

This report describes the collaboration between ALDOT and personnel at The University of Alabama (UA) to set up an administrative framework for the Alabama SRTS program. The work included constituting an Advisory Board, setting a project schedule, forming SRTS policies for the state, erecting a comprehensive website, and establishing proposal review criteria.

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Executive Summary

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This report describes the collaboration between ALDOT and personnel at The University of Alabama (UA) to set up an administrative framework for the Alabama SRTS program. The work included constituting an Advisory Board, setting a project schedule, forming SRTS policies for the state, erecting a comprehensive website, and establishing proposal review criteria.

1.0 Introduction

The Safe Routes to School (SRTS) Program is described in Section 1404 of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-59). The purpose of SRTS is to enable and encourage children in grades K-8, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safer and more appealing; and to facilitate the planning, development, and implementation of projects that will improve highway safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Each state receives SRTS funds, and the Alabama Department of Transportation (ALDOT) administers the program in Alabama. The ALDOT Safe Routes to School Coordinator is Mr. Bill Luckerson of the Bureau of Modal Programs. Alabama is apportioned approximately $9M in SRTS funds for FY 2005-2009. The initial round of funding is required to be obligated by ALDOT by the end of FY 2008.

The SRTS program encourages local communities and school boards to submit funding proposals to ALDOT to address roadway and safety issues such as school zone congestion and inadequate pedestrian facilities. Successful proposals enable communities to design on-street improvements to make alternative modes of travel to school safer, to provide walking and bicycling education, and to reduce the fears associated with children walking or bicycling to school.

This report will describe the collaboration between ALDOT and researchers at The University of Alabama (UA) to set up an administrative framework for the Alabama SRTS program. The work included constituting an Advisory Board, setting a project schedule, forming SRTS policies for the state, erecting a comprehensive website, and establishing proposal review criteria.

2.0 Literature Review

Much of the information for the SRTS program is found on the internet. The Federal Highway Administration (FHWA) website http://safety.fhwa.dot.gov/saferoutes/ provides excellent information on topics such as the supporting federal legislation, funding levels for each state, and frequently asked questions. The same site provides listings for the websites of federally-supported and non-governmental resource agencies and provides a SRTS program contact at the FHWA Office of Safety.

FHWA funding also supports The National Center for Safe Routes to School at The University of North Carolina Highway Safety Research Center. The National Center "offers a centralized resource of information on how to start and sustain a Safe Routes to School program, case studies of successful programs, as well as many other resources for training and technical assistance." Their website is found at http://www.saferoutesinfo.org/index.cfm

In its own literature review, the ALDOT/UA team found several state SRTS websites helpful, particularly when it came to writing the application form that eligible agencies would use to apply for Alabama SRTS funds. A few of the many sites the team identified are listed below:

- http://www.dot.state.co.us/BikePed/SafeRoutesToSchool.htm
- http://www.in.gov/dot/div/programs/saferoutes/
- http://www.dot.state.ia.us/saferoutes/#Infrastructure%20grant%20uses%20and%20application%20form
- http://www.azdot.gov/TPD/Safe_Routes/index.asp

3.0 Methodology

The proposal that UTCA personnel developed and submitted to ALDOT was written by members of two academic departments: The Department of Civil, Construction, and Environmental Engineering and the Department of Computer Science. These two departments combined their knowledge of transportation topics and web technology to offer ALDOT a team that could help produce an administrative framework for the plan and launch a website containing program information and an application form that could be filled out online.

The UA proposal outlined nine project tasks:

1. Kickoff meeting
2. Perform background research
3. Form small advisory group
4. Develop program procedures
5. Program materials
6. Program evaluation procedures
7. Build and Alabama SRTS website
8. Advertising campaign
9. Produce administration manual

The remaining portions of Section 3.0 of this report will describe how these tasks were achieved.

Kickoff Meeting

The Kickoff Meeting was held December 19, 2006 and included representatives from ALDOT, UA, and the FHWA. The ALDOT representatives laid out the project guidelines:

- Federal funds are made available for two types of SRTS projects: Infrastructure and Non-Infrastructure. Infrastructure projects include items such as erecting bicycle racks, establishing crosswalks, or building sidewalks. Non-Infrastructure projects include educational projects such as health classes, bicycle "rodeos" where students learn safe bicycling skills, or "Walk-on-Wednesday" programs where students, parents, and teachers are invited to walk to school together.
- The federal legislation requires that not less than 10% and not more than 30% of each state's funding is to be spent on Non-Infrastructure projects. Alabama selected 15% of the funds to go to Non-Infrastructure projects. The Alabama State Department of Education (ASDE) and the Alabama Department of Public Health (ADPH) will be contracted with to provide non-infrastructure services. ASDE and ADPH will utilize the

funds in two ways: to offer education programs to each local community that wins an Infrastructure award and to offer statewide programs supporting the SRTS effort.

- In general, an Infrastructure project is limited to $150,000 of funding. A project may involve more than one school; for instance, the project may involve cross walk striping for several schools, or it may involve a biking safety program for all K-8 schools in a school district.
- The successful ALDOT Transportation Enhancement (TE) program will provide the administrative model for the SRTS program.
- A flexible goal for the project was to have a system in place to receive applications by the late summer of 2007. Before applications could be requested, the program must have been approved by senior ALDOT administrators and agreements must have been in place with ASDE and ADPH. UA personnel were asked to draft the SRTS administrative procedures and application documents; ALDOT personnel were charged with contracting with ASDE and ADPH for non-infrastructure project services.
- The Alabama SRTS program must be supported by a website that provides information about the project and supplies an SRTS application form that can be filled out online.

Background Research

ALDOT personnel provided UA personnel with background notes and copies of material excerpted from the SAFETEA-LU legislation and from federal SRTS websites. The information is cited in Section 2.0 of this report and explained the core of the SRTS program requirements.

ALDOT personnel also made available Transportation Enhancement (TE) project application and instructional information that was provided to local government for the FY2000 TE program. UA personnel referred to this information when drafting SRTS administrative procedures.

Advisory Group

Many groups in Alabama are concerned with children's health and safety, and they are too numerous to mention here. The SRTS group asked representatives from a sample of these groups to serve as the SRTS Advisory Board, whose members as of March 1, 2008 are listed in Appendix A. The Advisory Board served two main functions: to help form policy and to help review applications when they are received.

Develop Program Procedures

The research team was charged with putting together a coherent, written set of program procedures, guidelines, and forms to guide the SRTS program in both the infrastructure and education sides of the program. The procedures contained information to inform applicants concerning typical projects, eligibility requirements and funding limits, and application forms.

For the Advisory Board, application evaluation criteria were written. For the ALDOT administrators, an "Administration Manual" was written to inform them of the SRTS program's proposed procedures and to gain their approval of those procedures. Those materials are included as appendices to this report:

- Appendix B is the Application Form.
- Appendix C is the Application Instructions.
- Appendix D is Evaluation Criteria.
- Appendix E is the Administration Manual.

The body of this report does not contain all the details of the Alabama SRTS Program. The appendices provide much additional detail concerning the program's operation.

Program Materials

The research group solicited materials from the Advisory Board and from national sources to share with groups interested in SRTS. Several such materials were included in the Alabama SRTS website, such as the Parent Survey and In-Class Tally Sheet. Governmental units that applied for SRTS funds were encouraged to use those materials early in their application process to obtain baseline data concerning attitudes toward the project and information about the numbers of children who currently walk/bike to school and the number who might change their means of commuting to school.

An "SRTS Tools/Games" area was provided on the website featuring additional materials. For instance, parents could learn how to start a "Walking School Bus" program, and children could learn health facts from a Centers for Disease Control and Prevention web link.

Program Evaluation Procedures

Two types of evaluation procedures were considered during the project. First, as shown in Appendix D, evaluation criteria were laid out to enable Advisory Board members to provide consistent reviews during the application review procedure.

The second evaluation procedure must take place at the end of each funded project so that the effectiveness of the projects can be measured. As stated previously, applying agencies were strongly encouraged to obtain baseline data about attitudes toward walking/bicycling to school and the numbers of children currently doing so. To gauge the effectiveness of the programs, it is important that attitudes and the numbers of walking/bicycling children also be obtained at the end of each project. The ADPH is responsible for that task as part of their community involvement for all communities receiving SRTS Infrastructure assistance.

The Alabama SRTS Website

The electronic age provides opportunities to advertise the SRTS program and to make proposal application data and program materials available to governmental units and school boards that wish to apply for an SRTS grant. Accordingly, the research team produced a website containing basic program information, lists of typical project types, sample training materials, program guidelines and requirements, application forms and instructions, useful links, and contact information. The website was initially located on a UA server, but ALDOT has plans to move the site to its webpage. As of March 1, 2008, the site was located at http://saferoutestoschool.crdl.ua.edu/index.html

The first round of applications was due November 30, 2007. The website provided an easy-to-use platform to learn about program requirements and to fill out applications online.

Advertising Campaign

Word of a $9M program spreads quickly, and superintendents of education around the state were quickly aware of the project and anticipated its announcement. The formal announcement was made September 14, 2007 by State Superintendent of Education Joseph Morton in a letter to the following groups:

- City and County Superintendents of Education
- Elementary School Principals
- Middle School Principals
- Junior High School Principals

However, ALDOT, ASDE, and ADPH personnel were also spreading word of the SRTS Program both before and after the September letter. For example, ASDE distributed copies of such books as *D. W. Rides Again* to Alabama school libraries throughout the fall. On October 31, 2007, team members participated with Brewbaker Primary School in Montgomery, AL in their Walk-on-Wednesday program. Additionally, both ASDE and ADPH participated in the Alabama Physical Education Teacher Conference in Birmingham, AL in November, 2007.

Produce an Administration Manual

The formal title for the Administration Manual is *Alabama Safe Routes to School Program Summary & Guidelines for Application*. It consolidates the policies, procedures, and first year schedule of the program for easy review and approval by FHWA and ALDOT administrators. It is broken into the following sections:

- Background
- Funding
- Eligibility

- Outreach
- Project Selection/Approval
- Program Schedule
- Additional Program Guidance/Requirements
- Typical Projects
- Contacts
- SRTS Application Forms

The Administration manual received approval from ALDOT in September 2007. It is reproduced in Appendix E.

4.0 Implementation

The policies and procedures for the Alabama SRTS Program were formed as described in Section 3.0 of this report. However, implementing them required coordination with several other groups, as described below.

First Year Schedule

Initial plans had called for funding applications to be received in the late summer of 2007. As designing the program progressed, the schedule was pushed back several months, and the final schedule is shown below:

- Website active September 2007
- Requests for Proposals September 2007
- Proposals due November 30, 2007

Alabama Division of FHWA

The SRTS program is federally-funded. As such, the ALDOT and UA team worked directly with Safety & Technology Engineer Linda Guin of the Alabama Division of FHWA to ensure that the Alabama program met federal guidelines. Ms. Guin was also instrumental in securing the program's environmental categorical exclusion. (See **Environmental Categorical Exclusion** later in this Section.)

Institute of Transportation Engineers

The Application Form in Appendix B contains a section titled Documented Needs, where the applying agency lists such items as substandard sidewalks, the need for crosswalks, pedestrian crashes that have occurred near schools, etc. The research group realized that the applicants may not have the skills necessary to evaluate the physical needs of the area or to obtain and evaluate crash reports. As a public service, The Alabama Section of the Institute of Transportation Engineers (ALSITE) volunteered to help applicants perform surveys near schools and to help them obtain and interpret data such as traffic volumes and crash history for use in their applications. The Alabama SRTS website directs applicants in need of such help to the ITE and provides full contact information.

ALDOT Division Safety Coordinators

Each awarded project will be overseen by ALDOT. To initiate the projects, the ALDOT Bureau of Modal Programs will contract with each successful proposing group. To provide oversight and assistance to the communities at the local level, the nine Division Safety Coordinators will work with groups inside their Division. These Safety Coordinators will help the groups understand and follow ALDOT requirements for such items as developing plans and specifications, hiring qualified contractors, and submitting invoices to ALDOT.

Environmental Categorical Exclusion

ALDOT works to minimize adverse environmental effects to the environment by subjecting its projects to environmental review. In general, SRTS projects are not expected to require the in-depth environmental review that might be appropriate for constructing a new bridge or adding lanes to an Interstate highway. Routine SRTS projects on existing public right of way such as constructing sidewalks, placing striping, or adding signage will be exempt from environmental review under an SRTS Categorical Exclusion obtained in cooperation with the FHWA, Alabama Division. SRTS projects involving environmentally sensitive circumstances must submit a project description to ALDOT's Environmental Section after initial project approval and then work with that Section to fulfill environmental requirements.

Advisory Board

A rigorous, even-handed project selection system is important to protect the integrity of the program. On two separate occasions in January 2008, Advisory Board members traveled to the ALDOT Central Offices in Montgomery to participate in project selection activities. On the first day, they reviewed general SRTS policies and held a mock-review of one proposal. On the second day, they reviewed, scored, and ranked the 40 proposals that had been submitted for the 2008 program. Because all Advisory Board members may not be available to help with review each year, one-half of the members participated in the 2008 review. If available, the other one-half of the members will participate in the 2009 review.

ALDOT personnel who manage the ALDOT TE program attended the proposal mock-review. They remarked upon the SRTS plan to implement one-year contracts with school systems to complete the Infrastructure projects. The TE personnel recommended that the contract time be increased because most local groups cannot complete such projects within one year and also comply with ALDOT requirements for bidding procedures, hiring contractors, etc.

Results of 2008 Program

As described earlier in Section 4.0 of this report, the initial round of proposals was due November 30, 2007. Forty proposals were received, of which 38 were Infrastructure proposals

and only two were Non-Infrastructure proposals. The proposals were reviewed, scored, and ranked by the Advisory Board as previously described. The scores were forwarded to the ALDOT Director's office for final award.

5.0 Conclusions and Recommendations

A team from ALDOT and UA worked together to set up an administrative framework for the Alabama SRTS program. They wrote application forms and instructions for filling out the applications. They wrote proposal evaluation guidelines and forms and summarized program requirements and procedures in a document that was approved by the ALDOT Director. Then, the materials were placed on a website so that potential applicants could learn about the program and fill out application forms online. Those forms and guidelines are included in the Appendices to this report.

In the course of the work, ALDOT and UA personnel interacted with a variety of individuals and agencies:

- The SRTS Advisory Board
- The Alabama Division of FHWA
- The Alabama Department of Public Health
- The Alabama State Department of Education
- The Alabama Section of the Institute of Transportation Engineers
- The State Superintendent of Education
- The ALDOT Transportation Enhancement (TE) group
- The ALDOT Division Safety Coordinators
- The ALDOT Environmental Section

The Alabama SRTS management documents (Program Summary & Guidelines for Application and The SRTS Project Evaluation Guide) received final review and approval from the ALDOT administration in September 2007. The program was officially launched on September 24, 2007, with a letter to all public school principals and superintendents statewide. At the application deadline of November 30, 2007, 38 SRTS proposals had been submitted for funding. Two of the proposals were for non-infrastructure activities; the remaining 36 proposals primarily requested funds to construct sidewalks.

The initial review of proposals was completed by the SRTS Advisory Board in January 2008. A list of "recommended for approval" projects was sent to the ALDOT Director's office and are awaiting authority to proceed.

Recommendations

During the project, two principle recommendations for modifications to the Alabama SRTS program arose:

- The ALDOT TE group recommended that the SRTS contracts between ALDOT and Infrastructure project award winners last more than one year. In their experience, most local groups cannot complete such projects within one year and also comply with ALDOT requirements for bidding procedures, hiring contractors, etc.
- Proposals for SRTS funds must include survey information estimating the current number of schoolchildren who walk and bicycle to school. It is recommended that ALDOT work closely with ADPH to ensure that follow-up information is collected after the SRTS projects have been completed to measure the effectiveness of the SRTS program.

Appendix A: UTCA Advisory Group Members

Mr. Jamey Durham
Alabama Department of Public Health

Mr. Michael Bassett
Pupil Transportation Section
Alabama Department of Education

Ms. Denise L. Berkhalter
Alabama Association of School Boards

Mr. Tom Maxwell
Regional Commission of Greater Birmingham

Ms. Jamie Miernik
AlaBike, Incorporated

Mr. Cal Markert
Baldwin County Engineer

Mr. Robert Hoggle
Enhancement Coordinator

Ms. Theresa Straughn
Brewbaker Primary School

Mr. Don Oswald
Alabama Independent School Association

Mr. Locke (Bubba) Bowden
City of Montgomery

Mr. James Orr
Alexander City Police Department

Ms. Nakia Thomas
Alabama PTA

Ms. Linda Guin
Highway Safety Engineer
Federal Highway Administration

Appendix B: SRTS Application

Alabama Department of Transportation

FY 20_____

Safe Routes to School (SRTS) Assistance Application
(Submit 6 Copies)

COVER PAGE

Legal Name of Applicant: _____

Address of Applicant: _____

_____

_____

_____

County: _____   **School District:** _____

Alabama Legislative Jurisdiction: _____

Applicant Contact Information:

Name: _____

Title: _____

Telephone Number: (_____) _____

Fax Number: (_____) _____

E-mail Address: _____

Application Status (please check one): ☐ Urban   ☐ Non-Urban

Type of Application: ☐ Infrastructure ☐ Non-Infrastructure ☐ Combined
(Please check one):

SRTS Application Checklist

The following items **MUST BE** included in the application and labeled in the following order:

- [ ] [A]   Application Cover Page
- [ ] [B]   Application Checklist
- [ ] [C]   Minutes of Community SRTS Work Team Organizational Meeting(s)
- [ ] [D]   SRTS Assessment Form
- [ ] [E]   Project Identification Form
- [ ] [F]   Line Item Budget
- [ ] [G]   Project Timeline
- [ ] [H]   Scope of Work
- [ ] [I]   Map or Drawing of the Project Area (limits of Infrastructure project)
- [ ] [J]   Letters of Notification

Neighborhood SRTS Assessment Form

BASELINE DATA

School Name: _____ Enrollment: _____

# of Current Walkers: _____ # of Current Bikers: _____

# of Current Parent Carpools: _____ # of Active Highway Safety Programs: _____

% of Parent Surveys Returned: _____ # of Classroom Tally Sheets Completed: _____

DOCUMENTED PROBLEMS/NEEDS

Neighborhood Canvassing Results:	Crash Data Results:
	Police Records:
	Other:

PRIORITY ISSUES

1. _____
2. _____
3. _____

CORRECTIVE ACTIONS

Infrastructure Proposed Treatments	Non-Infrastructure Proposed Programs
❖	⟹
❖	⟹
❖	⟹
❖	⟹

PROJECTED OUTCOMES/GOALS

of New Walkers: _____ # Reached by Project: _____

# of New Carpools: _____ # of Cars off the Road: _____

# of New Bikers: _____

SRTS Project Identification Form

Project I	City:	School:		Project Location:

Project Description: Infrastructure ☐   Non-Infrastructure ☐

Cost: $

Project II	City:	School:		Project Location:

Project Description: Infrastructure ☐   Non-Infrastructure ☐

Cost: $

Project III	City:	School:		Project Location:

Project Description: Infrastructure ☐   Non-Infrastructure ☐

Cost: $

Total Number of Projects: _____

Total Cost: $

SRTS Line Item Budget

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
Totals					

SRTS Line Item Budget Example

Project I (Infrastructure Project; Bid Process; 1,400 Total Feet of Sidewalk)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
Sidewalk	1,400	Square Feet	$6.00	$8,400.00	$8,400.00
Crosswalk Stripe	900	Linear Feet	$0.39	$351.00	$351.00
Curb Cuts for Handicapped Access	16	Each	$400.00	$6,400.00	$6,400.00
TOTAL					**$15,151.00**

Project II (Non-Infrastructure Project)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
SRTS Bike Safety Rodeo	1		$500.00	$500.00	$500.00
Walk-on-Wednesday Event (Pedometers)	50		$3.75	$188.00	$188.00
Bicycle Safety Instruction Booklet for 200	200		$1.35	$270.00	$270.00
Fact Sheet for Mayor/Community	200		$0.35	$70.00	$70.00
TOTAL					**$1,028.00**

TOTAL for Two Projects   **$16,179.00**
All Non-Infrastructure expenditures will be handled by ASDE and ADPH.

SRTS Project Timeline

Project Duration:

Start Date:_____

Completion Date: _____

Total Time (months): _____

Date	Milestone (Task #)

(Add additional sheets if necessary.)

A detailed statement (maximum two paragraphs) must be written for each scope of work element listed below. A Scope of Work must be completed for each project in an application if the application has more than one project. The Scope of Work elements follow:

- Needs Statement

- Eligibility Statement

- Project Source Documentation

- Use of 5-Es of SRTS

- Construction Summary

- Planned Outcome(s)

- American with Disabilities Act

- Local Support Agencies

- Maintenance Responsibilities

Attachments Reminder

When finalizing the Application, please do not forget three important sections that are frequently overlooked:

- Section C: Minutes of Organizational Meeting

- Section I: Map or Drawing of the Work Area (if applicable)

- Section J: Letters of Notification

Appendix C: Instructions for Completing Application

INSTRUCTIONS FOR COMPLETING APPLICATION

These instructions provide helpful information for use in completing the SRTS Application form. Both Infrastructure and Non-Infrastructure project applications should complete all sections of the form.

Parts of the Application consist of fill-in-the-blank sections that can be filled out on computer and printed, or the forms can be printed and filled out on a typewriter. The Cover Page is an example of this type of form. Other sections require the applicant to provide self-generated text. An example of this type of information is Minutes of Community SRTS Work Team Meeting. Completing all required sections listed in the SRTS Application Checklist is the key to successfully completing the Application.

The remainder of this document describes how to fill out the sections of the Application.

A. APPLICATION COVER PAGE: List the complete legal name and mailing address of the applicant in the space provided. Indicate the county, school district, and Alabama legislative jurisdiction in which the project will be implemented. Provide the name of the primary contact person to answer pertinent questions regarding the project. Include current telephone number, fax number and an e-mail address. The project is an Urban project if the project falls within the jurisdiction of a Metropolitan Planning Organization (MPO). Indicate if the application is for an Infrastructure project, a Non-Infrastructure project, or a combination of the two project types.

B. APPLICATION CHECKLIST: The application checklist is a summary of items necessary to complete the application. Please place a check beside each item listed to assure that a complete Application is submitted for consideration.

C. MINUTES OF ORGANIZATIONAL MEETING: Applicants are required to conduct a Community SRTS Work Team meeting early in the project planning process. (See 'Getting Started.') Attach a copy of the meeting minutes as Section C of the Application.

D. SAFE ROUTES TO SCHOOL ASSESSMENT FORM (SRTSAF): The SRTSAF illustrates how the project was developed. Baseline data comes from the work performed during the 'Getting Started' portion of the project, where groups such as teachers, parents, and students were surveyed to provide baseline data concerning existing levels of walking and biking to school. Applicants are strongly advised to complete the 'Parent Survey' and 'In-Class Tally Sheet' found on this website, because data from those forms is requested in the SRTSAF. 'Documented Problems/Needs' information comes from such activities as walking/windshield surveys or working with local police or city traffic/planning officials to document crashes or near misses that substantiate the need for Infrastructure improvements. Once the appropriate data has been gathered, the SRTS Work Team can select the 'Priority Issues' it will concentrate on to promote safe walking and bicycling to school. The proposed 'Corrective Actions' can include both Infrastructure and Non-Infrastructure activities. Finally, the SRTS Work Team estimates

the 'Projected Outcomes' of the proposals. IMPORTANT NOTE: Please fill out a separate SRTSAF for each project in the Application.

E. PROJECT IDENTIFICATION FORM: Please fill in the form provided, which requests summary data for the project(s) included in the Application. Each project requires the name of the project city, the target school, and the school location (name of nearest intersecting streets). The project must also be identified as Infrastructure or Non-Infrastructure. Each project is described on the form, and the associated costs taken from the "Line Item Budget' are listed. The total number of projects and a total proposal cost must also be indicated. More than one page of this form may be required if multiple projects are proposed.

F. LINE ITEM BUDGET: This form requires a list of all work items to develop the cost estimate. The line item budget includes items such as materials and construction expenses. All preliminary costs associated with project development (such as engineering or plans preparation) are not eligible SRTS activities. Project oversight (construction engineering and inspection) is also not an eligible SRTS activity.

The budget should also indicate the purchase process method (bid or force account) that will be used, the total square feet of sidewalk to be constructed during the project, and the group that will provide project oversight. A simple example of a budget follows the blank Line Item Budget form. Please note that the values in the example are for illustration purposes only. Please do not use those values in your budget.

G. PROJECT TIMELINE: All applications must include a timeline to document projected start and completion dates. Please complete and attach the timeline. If the project is predicted to exceed one year, written permission must be obtained from ALDOT.

H. SCOPE OF WORK: The applicant must generate text for Section H of the Application. The text will consist of information placed under each of the headings specified below. Each heading should contain a maximum of two paragraphs, but the applicant is asked to include as much pertinent information as possible. Descriptions of the source of information justifying the project (i.e., a data base such as CARE, community surveys, etc.) must be included.

- NEEDS STATEMENT – Preparing a needs assessment is a critical component of an SRTS Application. An analysis of highway safety issues immediately adjacent to a school must be conducted, and suggested procedures are described under the 'Getting Started' link at the left of the page. In this section, please include an expanded version of the 'Documented Problems Needs' section of the 'SRTS Assessment Form' (SRTSAF) section of the Application.

- ELIGIBILITY STATEMENT – All applicants must meet the eligibility criteria for the program. In this section, please verify that the applicant is eligible to submit an Application, that all proposed Infrastructure work is within a two-mile radius of a school, that all necessary letters have been obtained, and that the applicant will enforce all requirements contained in the 'Important Program Requirements' section of the website.

- PROJECT SOURCE DOCUMENTATION – It is critical that the 'Documented Problems/Needs' listed in the SRTSAF are supported by reliable facts and figures. Crash data, police, reports, or parent surveys are examples of recommended sources for securing documentation for project support. Please elaborate on the data and how it was collected. If some of the information has been included in the Needs Statements, please indicate. Application reviewers will read this section of the Application closely.

- USE OF 5 Es OF SRTS – Information regarding the 5 Es is found in the Overview section of this website. The purpose of this section is to demonstrate the applicant has considered the 5 Es while developing the project(s) and preparing the proposal. During the Application review, the reviewers will focus on project outcomes (e.g., percentage of additional walkers, community awareness and participation). The SRTS program requires substantial emphasis on being able to evaluate project results. The parent survey, classroom tally sheet, etc. are vital documents in this preparation. Please devote appropriate attention to assure that these documents are completed and retained for future use.

- CONSTRUCTION SUMMARY – Provide a detailed description of all project activities that will involve construction. Indicate the purchase process method (bid or force account) and specify who will provide project oversight. Explain how the proposed facility will enhance community SRTS activities and the community as a whole.

- PLANNED OUTCOMES – Each SRTS project is derived from a neighborhood SRTSAF. The SRTSAF is drawn from the SRTS Work Team input that included expected outcomes. In this section, please expand on the 'Projected Outcomes' section of the SRTSAF by relating information about how they were developed and how they will be achieved.

- AMERICANS WITH DISABILITIES ACT (ADA) – The ADA was passed to help ensure that disabled Americans receive equal access to employment, programs, and services. Its text can be found at www.ada.gov/pubs/ada.htm. In this section, please verify that facilities for disabled Americans have been included in all Infrastructure projects.

- LOCAL SUPPORT AGENCIES – Support from other civic groups is important to SRTS success. In this section, please describe the groups that have provided input or support to the SRTS effort.

- MAINTENANCE RESPONSIBILITIES – After notification of a successful application, applicants will be asked to indicate that a sponsoring public body has agreed to be responsible for an Infrastructure project's maintenance and disposition. In this section, please indicate willingness to obtain those assurances.

I. MAP OF THE WORK AREA: A map or drawing (81/2" x 11") outlining the perceived layout of the work area must be provided for each project involving construction.

J. LETTERS OF NOTIFICATION: A letter verifying knowledge of project activities or cooperation/coordination with the Application from the following local officials must be included:

- County/city engineer
- School board
- MPO (for Urban Applications)

Appendix D: SRTS Project Evaluation Guide

THE SRTS PROJECT EVALUATION GUIDE

The Safe Routes to School (SRTS) Program is described in Section 1404 of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-59). The purpose of SRTS is to enable and encourage children in grades K-8, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safer and more appealing; and to facilitate the planning, development, and implementation of projects that will improve highway safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. Each state receives SRTS funds, and the Alabama Department of Transportation (ALDOT) administers the program in Alabama.

The SRTS program encourages local communities to submit funding proposals to ALDOT to address roadway and safety issues that impede walking and biking for school accessibility. All SRTS applications are required to be reflective of the general criteria outlined in this guide. Assuring that all criteria are addressed during project development is a critical component of ALDOT's administration of the program.

TWO PROJECT TYPES

Two types of projects are eligible for SRTS funding: Infrastructure projects and Non-Infrastructure projects. Infrastructure projects involve constructing items such as crosswalk striping and sidewalk improvements, while Non-Infrastructure projects involve public awareness, education, and training.

ALDOT has entered into Interagency Agreements with the Alabama Department of Public Health (ADPH) and the Alabama State Department of Education (ASDE) to perform most Non-Infrastructure projects in locations identified by those agencies. However, local communities can also apply for a Non-Infrastructure project, but the project would be coordinated through ADPH and ASDE when the application is successful.

THE EVALUATION PROCESS

The SRTS application review is a two-step process: an eligibility screening and a scoring review.

- The eligibility screening: All SRTS applications will be screened by ALDOT Safety Management staff and the FHWA Division Office Safety Engineer. All applications that meet the eligibility requirements will move to the scoring process, while all applicants not meeting eligibility will be notified of their status.
- The scoring process: All eligible SRTS applications will be reviewed and scored by a review panel representing half of the SRTS Advisory Committee and ALDOT Safety Management staff. The members of the SRTS Advisory committee not selected will serve on the scoring panel the following year. The process will be repeated.

All approved applications will be funded until funds are depleted. All non-funded applicants will be notified of their status and encouraged to re-submit a proposal the next application cycle.

GENERAL EVALUATION CRITERIA

The Alabama SRTS Program has several goals:

- Establish an equitable method of awarding funds statewide,
- Promote broad based community support,
- Promote SRTS goals,
- Recognize quality proposal preparation,
- Increase the number of "new" walkers and bikers,
- Assure prudent use of program funds, and
- Contribute to improving the quality of life of Alabama citizens.

A key element of the application review process is identifying community projects that exemplify quality preparation by clearly defining local problems and expecting positive outcomes. The Application Form and Application Instructions found on the Alabama SRTS website inform program applicants how to define these problems and outcomes. The application scoring system included in this guide is based on the outlined program requirements.

Basic Application Requirements

Local units of government and school boards are eligible applicants. Private school applications are also welcomed but must be submitted through the Alabama Private School Association. Private school applicants must ensure that all SRTS improvements are on public property and are accessible to the general public.

All SRTS Infrastructure projects must be located within a two-mile radius of an elementary or middle school. The SRTS program is designed to focus on projects that can be completed

quickly and economically (due to limited funding), and projects must be completed within one year of the award or as stated in the SRTS Agreement.

The basic unit of the SRTS program is the "project." A project is limited to $150,000 for Infrastructure funding. A project may involve more than one school; for instance, the project may involve school cross walk striping for several schools, or it may involve a biking safety program for all K-8 schools in a school district. Grant applications greater than $150,000 will be considered as an exception based on special needs and merits. If multiple projects are proposed within a successful application, SRTS may choose to fund some but not all projects within the application. To help ensure that SRTS funding is not disproportionately awarded to Urban or Non-Urban areas, applicants must declare their status on the application

- Urban Applicant: these applicants fall within the jurisdiction of a Metropolitan Planning Organization (MPO). Projects will be from the MPO-designated area.
- Non-Urban Applicant: these applicants fall outside the jurisdiction of an MPO and may include urban areas that are not located inside an MPO-designated area. This category includes all rural schools

SPECIFIC EVALUATION CRITERIA

Each proposal will be evaluated based on criteria from the sub-headings listed below, which may refer to specific sections of the Application Form. The SRTS Application Scoring Sheet at the end of this document should be used for rating the applications.

SRTS Application Checklist

The purpose of the Checklist is to ensure that the applicant has supplied all information required for a complete application package. Application instructions require that the applicant place a check in each box to indicate that the required material has been included. If materials are missing, the evaluation team may reject the Application.

Minutes of Community SRTS Work Team Meeting(s)

The Alabama SRTS Program requires that each community form a Community SRTS Work Team, first to identify whether a SRTS project is appropriate and then to conceive the project and complete an application. This Work Team may include students, parents, school staff, and local law enforcement plus the local bicycle club, the PTA, the city traffic engineer, civic leaders, and other community stakeholders with an interest in pedestrian and bicycle safety. The evaluation team shall use documentation from the Work Team meetings to verify broad community involvement.

SRTS Assessment Form

A separate SRTS Assessment Form (SRTSAF) must be completed for each project in the application. The purpose of this form is to show that the Work Team has thoroughly researched the current walking/biking situation, planned appropriate actions to increase the numbers and safety of walkers and bikers, and made reasonable projections of increased numbers of walkers/bikers and decreased congestion that will result from the actions. Other laudable project results could include an increase in community awareness, removal of hazards, or increased enforcement presence.

In the Baseline Data section of the SRTSAF, Parent Surveys and Classroom Tally Sheets are referenced. Those Surveys and Sheets are part of the survey work required to be included in an application for the Alabama SRTS program, and the forms are available to applicants on the website.

It is important that the SRTSAF contain support data from reliable sources that indicate a need for the requested project. Reliable sources include items such as local crash data, local law enforcement assessment, and/or court records. Additionally, the evaluation team shall also use three areas of the Scope of Work section of the Application for information to support the need for submitted projects.

- Needs Statement
- Project Source Documentation
- Planned Outcomes

The evaluation team shall use the SRTSAF and the Scope of Work to determine if the applicant has performed adequate research and planning to justify the project.

SRTS Project Identification Form

This form is used to provide summary data for the project(s) such as the general location (city, county, etc.), along with the target school location (name of nearest intersecting streets). Each project must be described on the form, and the associated costs from the "Line Item Budget' must be listed. The total number of projects and a total cost must also be included. More than one page of this form may be required if multiple projects are proposed. In addition to ensuring that all required information is provided, the evaluation team shall read the Construction Summary portion of the Scope of Work and review the maps in Section I of the application, which are required if the project requires construction. The evaluation team shall use the Project Identification Form, the Construction Summary, and associated maps to determine if the Application adequately describes the intent and scope of the project.

SRTS Line Item Budget

A Line Item Budget is required for all SRTS projects, and it should provide a list of all work items required to develop the cost estimate, including materials and construction expenses. It

should also indicate the method (bid or force account) that will be used to complete Infrastructure project. (All Non-Infrastructure projects will be funded through the ASDE and ADPH Interagency Agreement.) An estimate of total quantities of materials needed and the unit prices must be shown. The evaluation team shall examine the Line Item Budget to determine whether it contains reasonable inputs. A high proportion of the funds must be directly related to achieving SRTS goals. A simple example of an SRTS budget is attached to this document for information.

Please note: All preliminary costs associated with project development (such as engineering or plans preparation) are not eligible for reimbursement. Additionally, project oversight is not eligible for reimbursement.

Project Timeline

SRTS projects must be completed within one year of award of SRTS funding. The evaluation team shall check the timeline to ensure that the applicant has adhered to this requirement (or has requested an exception) as well as to check that proper thought has been devoted to scheduling and to avoiding construction conflicts where Infrastructure projects are involved.

Letters of Notification

 Each Infrastructure application must contain Letters of Notification informing the following entities of project activities and soliciting cooperation/coordination:

- County/City Engineer
- School Board
- MPO (for Urban applications)

The evaluation team will confirm that the required letters are present. If the letters are missing, the evaluation team may reject the Application.

SAFE ROUTES TO SCHOOL SCORING SYSTEM

MAXIMUM POINTS	EVALUATION TOPICS
15 points………………………	Application Completeness and Quality
20 Points………………………	Research and Analysis to Develop Needs (Includes Letters of Notification)
20 Points………………………	Scope of Work/ Work Statement
10 Points………………………	Reasonable and Complete Cost Estimate
15 Points………………………	Community Input
20 Points………………………	Unique or Innovative

SRTS APPLICATION SCORING SHEET

DATE: _____   COUNTY: _____

I.D. #: _____ APPLICANT NAME: _____

CATEGORIES TO BE SCORED

1. Application Completeness and Quality

Excellent	15 points
Good	12 points
Average	10 points
Poor	6 points

2. Research and Analysis to Develop Needs (Includes Letters of Notification)

Excellent	20 points
Good	16 points
Average	14 points
Poor	7 points

3. Scope of Work/Work Statement

Excellent	20 points
Good	16 points
Average	14 points
Poor	7 points

4. Cost Estimate Reasonable and Complete

Excellent	10 points
Good	8 points
Average	6 points
Poor	4 points

5. Community Input

Excellent	15 points
Good	12 points
Average	10 points
Poor	6 points

6. Unique or Innovative

Excellent	20 points
Good	16 points
Average	14 points
Poor	7 points

INFRASTRUCTURE PROJECTS TOTAL SCORE:

Item 1____ + Item 2____ + Item 3____ + Item 4____ + Item 5____ + Item 6_____ =

_____
**Application
Score**

NON-INFRASTRUCTURE PROJECTS TOTAL SCORE:

Item 1___ + Item 2____ + Item 3_____ + Item 4_____ + Item 5____ + Item 6____ =

_____
**Application
Score**

KEY:

90+   = Excellent preparation; provided precise information beyond requirements

80-89   = Exceeded requirements

70-79   = Met requirements

Below 70 = Did not meet requirements; application rejected

Project I (Infrastructure Project; Bid Process; 1,400 Total Feet of Sidewalk)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
Sidewalk	1,400	Square Feet	$6.00	$8,400.00	$8,400.00
Crosswalk Stripe	900	Linear Feet	$0.39	$351.00	$351.00
Curb Cuts for Handicapped Access	16	Each	$400.00	$6,400.00	$6,400.00
TOTAL					**$15,151.00**

Project II (Non-Infrastructure Project)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
SRTS Bike Safety Rodeo	1		$500.00	*$500.00	$500.00
Walk-on-Wednesday Event (Pedometers)	50		$3.75	$188.00	$188.00
Bicycle Safety Instruction Booklet	200		$1.35	$270.00	$270.00
Fact Sheet for Mayor/Community	200		$0.35	$70.00	$70.00
TOTAL					**$1,028.00**

TOTAL for Two Projects **$16,179.00**
All Non-Infrastructure expenditures will be handled by ASDE and ADPH.

Appendix E: Program Summary

ALABAMA

SAFE ROUTES TO SCHOOL:

PROGRAM SUMMARY &

GUIDELINES FOR APPLICATION

September 2007

Table of Contents

Alabama Safe Routes to School (SRTS) Program

BACKGROUND

The Safe Routes to School (SRTS) Program is described in Section 1404 of the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-59). The purpose of SRTS is to enable and encourage children in grades K-8, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safer and more appealing; and to facilitate the planning, development, and implementation of projects that will improve highway safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. Each state receives SRTS funds, and the Alabama Department of Transportation (ALDOT) administers the program in Alabama. The ALDOT Safe Routes to School Coordinator is Mr. Bill Luckerson of the Bureau of Modal Programs.

The SRTS program encourages local communities to submit funding proposals to ALDOT to address roadway and safety issues such as school zone congestion and inadequate pedestrian facilities. Successful proposals enable communities to design on-street improvements to make alternative modes of travel to school safer, to provide walking and bicycling education, and to reduce the fears associated with children walking or bicycling to school.

FUNDING

Alabama is apportioned approximately $9M in SRTS funds for FY 2005-2009. The initial round of funding is required to be obligated by ALDOT by the end of FY 2008.

SAFETEA-LU requires that at least 70% of the SRTS funds must be expended on Infrastructure projects such as crosswalk striping and sidewalk improvements and that at least 10% be expended on Non-Infrastructure projects such as public awareness, education, and training. The remaining 20% can be spent for either category. The Bureau of Modal Programs will administer the SRTS program; applicants apply for funds, the applications are reviewed and ranked, and ALDOT enters into Agreements with the successful applicants, authorizes projects, and then monitors progress of the projects.

ALDOT has entered into Interagency Agreements with the Alabama Department of Public Health (ADPH) and the Alabama State Department of Education (ASDE) to develop and assist in the selection and implementation of the Non-Infrastructure component of this program using 15% of the funds available. ALDOT will be responsible for coordination and oversight of all activities. These funds may be used in three ways:

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- ADPH and ASDE may implement Statewide SRTS programs related to safety education, the health benefits of walking/biking, etc. In all cases, ASDE will be the lead agency in dealing with a school.
- ADPH and/or ASDE will contact each community that is awarded an Infrastructure grant and offer education, training, etc. to promote safe use of the new facilities.
- Communities may request Non-Infrastructure projects through the application procedures. As with Infrastructure project proposals, these Non-Infrastructure proposals will be reviewed, ranked, and awarded through standard procedures.

ELIGIBILITY

Local units of government and school boards are eligible applicants. Private school applications are also welcomed but must be submitted through the Alabama Private School Association. Private school applicants must ensure that all SRTS improvements are on public property and are accessible to the general public. All applicants must garner public support and demonstrate the capacity to manage a project.

Each application must contain Letters of Notification to inform the following entities of project activities and to solicit cooperation/coordination with the application:

- County/city engineer
- School board
- MPO (for Urban Applications)

All SRTS Infrastructure projects must be located within a two-mile radius of an elementary or middle school. Because of the nature of Non-Infrastructure projects, the two-mile radius requirement does not apply. These projects are expected to cover larger geographic areas such as city or county school districts or even extend statewide.

The basic unit of the SRTS program is the "project." A project is limited to $150,000 for Infrastructure funding. A project may involve more than one school; for instance, the project may involve school cross walk striping for several schools, or it may involve a biking safety program for all K-8 schools in a school district. Grant applications with projects greater than $150,000 will be considered as an exception based on special needs and merits. If multiple projects are proposed within a successful application, SRTS may choose to fund some but not all projects within the application. To help ensure that SRTS funding is not disproportionately awarded to high-population or low-population areas, applicants must declare their status on the application as either Urban or Non-Urban:

- Urban Applicant: these applicants fall within the jurisdiction of a Metropolitan Planning Organization (MPO).
- Non-Urban Applicant: these applicants fall outside the jurisdiction of an MPO.   This category includes all rural schools.

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Urban and Non-Urban area applicants that receive funds in the initial round of funding will not be eligible for awards the following year.

OUTREACH

ALDOT, in coordination with the FHWA Division Office Safety Engineer, is working with two designated groups to ensure that the SRTS Program is an inclusive program that encourages safe walking and bicycling to school.

- Advisory Board. The SRTS Advisory Board has 12 members. This Board provides input to SRTS startup, and, perhaps most importantly, will serve as the review panel for SRTS applications. Each year one half (six) members of the SRTS Advisory Board will be selected to review applications. The remaining half of the Advisory Board will serve the following year. Current Board membership includes representatives of ASDE, ADPH, the Alabama Association of School Boards, the Alabama Independent School Association, the Alabama PTA, the Regional Commission of Greater Birmingham, AlaBike, Inc., a county engineer, an ALDOT employee, an elementary school principal, a city engineer, a law enforcement representative, and an FHWA employee.
- The Alabama Section of the Institute of Transportation Engineers (ALSITE). A requirement of the application process is that applicants must document problems and needs relating to walking/biking to school. ALSITE has volunteered to help the applicants perform surveys near schools and to help them obtain and interpret data such as traffic volumes and crash history for use in their applications. ALSITE contacts are listed on the Alabama SRTS website.

PROJECT SELECTION/APPROVAL

The project selection process for the SRTS Program starts with an open application solicitation period. Application forms and instructions and other information describing the SRTS program are provided on the Alabama SRTS website hosted by ALDOT. Applications may be mailed or hand-delivered to the ALDOT Bureau of Modal Programs in Montgomery. Applications will be reviewed, scored, and ranked by members of the SRTS Advisory Board using the methodology developed in consultation with the Advisory Board, ALDOT Safety Management staff, and FHWA. The scoring system will assess the quality and completeness of the application and the effectiveness and benefits of the proposed project. Applications will be ranked numerically to prioritize projects within the funding available each year.

The prioritized list of projects shall be submitted to the ALDOT Chief Engineer/Deputy Director and the Director of Transportation for final selection. Approved projects will be funded as SRTS funds are appropriated. The initial funding cycle will include funds appropriated in FY 2005, FY 2006, and FY 2007. A new funding cycle will start each fiscal year thereafter as long as this program exists.

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Any unresolved issues, disputes, and appeals concerning the SRTS program will be forwarded by the Bureau of Modal Programs to the Director of Transportation for resolution, and his decision will be final.

ALDOT will send a letter to all applicants that did not receive funding advising them to re-apply the following year.

PROGRAM SCHEDULE

The current SRTS schedule calls for the first projects to be awarded in 2008. The expected timetable leading to those awards follows:

- Website active September 2007
- Request for proposals September 2007
- Proposals due November 2007
- Projects awarded March 2008

Projects will be awarded annually pending funding availability. Each cycle will follow a schedule similar to the 2008 schedule.

ADDITIONAL PROGRAM GUIDANCE/REQUIREMENTS

A list of additional program guidance/requirements follows:

- SRTS projects require no local matching funds.
- The SRTS program is a federal reimbursement program, meaning all costs must be incurred by the applicant. Reimbursement is then requested from ALDOT.
- Because SRTS funds are federal funds, all applicable federal regulations apply. Failure to follow federal regulations will jeopardize funding.
- No federal funds will be expended on properties containing toxic or hazardous waste or other contamination.
- Disabled Americans must be accommodated in all Infrastructure projects.
- The planned intent of the project must be for public use.
- Leveraging SRTS funds with other federal, state, or local funds is encouraged.
- Routine projects on existing public right of way such as constructing sidewalks, placing striping, or adding signage will be exempt from environmental review under the SRTS Categorical Exclusion. Projects involving environmentally sensitive circumstances must submit a project description to ALDOT's Environmental Section after initial project approval and then work with that Section to fulfill environmental requirements.

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- All preliminary costs associated with project development (such as engineering or plans preparation,) are not eligible for reimbursement. Additionally, project oversight (construction engineering and inspection) is not eligible for reimbursement.
- All applicants must have the fiscal, managerial, and engineering capabilities to manage a project consistent with federal and state requirements.
  - Applicants are responsible for developing plans and specifications. (Where appropriate, ALDOT specifications can be adopted.)
  - Applicants are responsible for compliance with all federal design regulations applicable for the type project (i.e. AASHTO Guide for Bicycle Facilities, Americans with Disabilities Act, Architectural Guidelines, etc.).
  - Applicants are responsible for professional project oversight.
  - Any cost incurred relating to this project which is determined to be ineligible will be borne and paid by the applicant.
- All Infrastructure projects must be let to competitive bid unless prior approval is obtained to use another method of construction, such as force account.
- Any cost incurred prior to written authorization from ALDOT is not eligible for reimbursement. The applicant must receive approval, in writing, from ALDOT prior to advertising for bids. The applicant must also receive approval, in writing, from ALDOT prior to awarding the contract.
- A project must be completed within one year from the date of execution of the project Agreement. If the applicant does not meet this requirement, then the project funds will be withdrawn, and the funds will then be used for other SRTS projects.
- An SRTS project is subject to all state and federal regulations pertaining to personal gain.
- The ALDOT Division Office located in the geographical project area will be responsible for project coordination and oversight.

TYPICAL PROJECTS

The list below presents typical Infrastructure projects but is not intended to represent all project types that may be proposed:

1. Installing Bicycle Parking Facilities
2. Installing Street Striping (crosswalks, bike lanes)
3. Installing Signs
4. Providing Traffic Calming Facilities to Slow Traffic
5. Installing or Improving Sidewalks
6. Increasing Connectivity Between Locations
7. Developing Off-Street Bicycle & Pedestrian Facilities
8. Improving Handicapped Accessibility
9. Improvement of other facilities that may be related to the goals of this Program.

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Communities applying for Non-Infrastructure projects may have varying needs. Accordingly, when putting together their application packages, they may request one or more of the services listed below that are provided through ADPH and ASDE:

- Convene local meetings with SRTS advocates and partners;
- Assist with expediting data collection and analysis;
- Provide walking and biking safety flyers, fact sheets, and brochures;
- Provide training and technical assistance;
- Produce awareness and promotional materials;
- Conduct walking and biking demonstrations and rodeos ; and
- Sponsor structured walking and biking safety competitions and learning experiences.

CONTACTS

The Bureau of Modal Programs in ALDOT is responsible for the overall management and oversight of the SRTS Program statewide. Additionally, each ALDOT Division Office has a designated employee listed on the SRTS website to assist the SRTS program within each Division area. The Alabama SRTS Coordinator in the Bureau of Modal Programs is Mr. Bill Luckerson:

> Bill Luckerson
> Bureau of Modal Programs
> Alabama Department of Transportation
> 1409 Coliseum Boulevard
> Montgomery, AL 36130
> Phone: (334) 353-6446
> Email: luckersonb@dot.state.al.us

The list of ALDOT Division contacts follows.

> **First Division**
> Lynn Wood, Safety Coordinator
> 23445 US Highway 431 North
> Guntersville, AL 35976
> (256) 582-2254, ext. 231
>
> **Second Division**
> Andy Laster, Safety Coordinator
> 295 Highway 20 East
> Tuscumbia, Alabama 35674
> (256) 389-1400

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Third Division
Reyna Hooks, Enhancement Coordinator
1020 Bankhead Highway
Birmingham, AL 35202
(205) 581-5883

Fourth Division
Dee McDaniel, Division Safety Coordinator
Highway 280
Alexander City, AL 35011
(256) 234-8470

Fifth Division
Robert Hoggle, Division Enhancement Coordinator
2715 Skyland Boulevard
Tuscaloosa, AL 35407
(205) 553-7030

Sixth Division
David Bollie, Enhancement Coordinator
1525 Coliseum Boulevard
Montgomery, AL 36110
(334) 241-8535

Seventh Division
Coleman Hatcher, Assistant Division Engineer and County Transportation and Safety
Coordinator
Highway 87 South
Troy, AL 36081
(334) 670-2492

Eighth Division
William J. Camp, Division County Transportation Engineer and Safety Coordinator
129 Grove Hill Avenue East
Grove Hill, AL 36451
(334) 275-7267

Ninth Division
DeWayne Hood, Division Enhancement Coordinator
1701 North Beltline Highway
Mobile, AL 36618
(251) 470-8200

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Alabama Department of Transportation

FY 20_____

Safe Routes to School (SRTS) Assistance Application
(Submit 6 Copies)

COVER PAGE

Legal Name of Applicant: _____

Address of Applicant: _____

_____

_____

_____

County: _____   **School District:** _____

Alabama Legislative Jurisdiction: _____

Applicant Contact Information:

Name: _____

Title: _____

Telephone Number: (   ) _____

Fax Number: (   ) _____

E-mail Address: _____

Application Status (please check one): [ ] Urban   [ ] Non-Urban

Type of Application: [ ] Infrastructure   [ ] Non-Infrastructure   [ ] Combined
(please check one):

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The following items **MUST BE** included in the application and labeled in the following order:

☐   [A]   Application Cover Page

☐   [B]   Application Checklist

☐   [C]   Minutes of Community SRTS Work Team Meeting(s)

☐   [D]   SRTS Assessment Form

☐   [E]   Project Identification Form

☐   [F]   Line Item Budget

☐   [G]   Project Timeline

☐   [H]   Scope of Work

☐   [I]   Map or Drawing of the Project Area (limits of Infrastructure project)

☐   [J]   Letters of Notification

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Neighborhood SRTS Assessment Form

BASELINE DATA

School Name: _____ Enrollment: _____

# of Current Walkers: _____ # of Current Bikers: _____

# of Current Parent Carpools: _____ # of Active Highway Safety Programs: _____

% of Parent Surveys Returned: _____ # of Classroom Tally Sheets Completed: _____

DOCUMENTED PROBLEMS/NEEDS

Neighborhood Canvassing Results:	Crash Data Results:
	Police Records:
	Other:

PRIORITY ISSUES

1. _____
2. _____
3. _____

CORRECTIVE ACTIONS

Infrastructure Proposed Treatments	Non-Infrastructure Proposed Programs
❖	⟹
❖	⟹
❖	⟹
❖	⟹

PROJECTED OUTCOMES/GOALS

of New Walkers: _____   # Reached by Project: _____
# of New Carpools: _____   # of Cars off the Road: _____
# of New Bikers: _____

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Project I	City:	School:	Project Location:

Project Description: Infrastructure ☐   Non-Infrastructure ☐

Cost: $

Project II	City:	School:	Project Location:

Project Description: Infrastructure ☐   Non-Infrastructure ☐

Cost: $

Project III	City:	School:	Project Location:

Project Description: Infrastructure ☐   Non-Infrastructure ☐

Cost: $

Total Number of Projects: _____

Total Cost: $

(Add additional sheets if necessary.)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
Totals					

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Project I (Infrastructure Project; Bid Process; 1,400 Total Feet of Sidewalk)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
Sidewalk	1,400	Square Feet	$6.00	$8,400.00	$8,400.00
Crosswalk Stripe	900	Linear Feet	$0.39	$351.00	$351.00
Curb Cuts for Handicapped Access	16	Each	$400.00	$6,400.00	$6,400.00
TOTAL					**$15,151.00**

Project II (Non-Infrastructure Project)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Total Cost
SRTS Bike Safety Rodeo	1		$500.00	*$500.00	$500.00
Walk-on-Wednesday Event (Pedometers)	50		$3.75	$188.00	$188.00
Bicycle Safety Instruction Booklet	200		$1.35	$270.00	$270.00
Fact Sheet for Mayor/Community	200		$0.35	$70.00	$70.00
TOTAL					**$1,028.00**

TOTAL for Two Projects   **$16,179.00**
All Non-Infrastructure expenditures will be handled by ASDE and ADPH.

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Project Duration:

Start Date:_____

Completion Date: _____

Total Time (months): _____

Date	Milestone (Task #)

(Add additional sheets if necessary.)

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A detailed statement (maximum two paragraphs) must be written for each scope of work element listed below. A Scope of Work must be completed for each project in an application if the application has more than one project. The Scope of Work elements follow:

- Needs Statement
- Eligibility Statement
- Project Source Documentation
- Use of 5-Es of SRTS
- Construction Summary
- Planned Outcome(s)
- American with Disabilities Act
- Local Support Agencies
- Maintenance Responsibilities

Attachments Reminder

When finalizing the Application, please do not forget three important sections that are frequently overlooked:

- Section C: Minutes of Organizational Meeting(s)
- Section I: Map or Drawing of the Project Area (limits of Infrastructure project)
- Section J: Letters of Notification

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