



Guidelines for Florida's Safe Routes to School Program

**2011-2012 Call for Applications
For anticipated funds through FFY 2017**



(Note: all SRTS documents are updated periodically, especially before each Call for Infrastructure Applications is opened in late November each year. SRTS documents can be found on our website or at links from our website: www.srtsfl.org. Always check the website and edition date on the bottom of each document to make sure you have the most recent versions for the current Call for Applications.)

Program Overview and Purpose

Walking or biking to school gives children a sense of freedom and responsibility, allows them to enjoy the fresh air, and provides them opportunities to get to know their neighborhood while arriving at school alert, refreshed, and ready to start their day. Unfortunately, only about 13 percent of American children walk or bike to school. Communities and community-based organizations are devoting increased attention to pedestrian and bicycle safety issues in an effort to improve the conditions for walking or biking to school.

Safe Routes to School (SRTS) initiatives can help communities address their school transportation needs and encourage more students to walk or cycle to school. The federal SRTS program is a reimbursement program administered by the Federal Highway Administration (FHWA). SRTS strives to enable and encourage children in grades K-8, including those with disabilities, to walk and cycle to school; to make walking and biking to school safer and more appealing; and to facilitate the planning, development, and implementation of projects that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. In addition to encouraging more children to walk or cycle to school, the program also seeks to address the safety needs of children already walking or biking in less than ideal conditions.

A successful SRTS Program integrates health, physical activity and fitness, traffic relief, environmental awareness, and safety under one program. The Safe Routes to School program encompasses routes and techniques used to encourage children to walk or cycle to or from school. While federal SRTS funds will not cover all identified needs, we encourage schools, local transportation officials, Community Traffic Safety Teams (CTSTs) and other qualified groups to cooperate and apply for these funds to meet some of the identified needs, while they address other identified needs locally or through other methods.

The FHWA has developed general SRTS Guidance which all states must follow. However, states have the flexibility to tailor their state SRTS programs in a way that works best for them so long as they comply with the principles and goals laid out in the federal Guidance. Florida applicants for SRTS infrastructure or non-infrastructure funding must read and understand these Guidelines before applying.

The Florida SRTS program is not designed to take the place of good school site planning or cooperative planning between school boards and local planning agencies. When new schools are considered, the school board should work closely with the appropriate city, county, Metropolitan Planning Organization/Transportation Planning Organization and/or Regional Planning Council, so all aspects of the school's planning can be accomplished as a cooperative effort. Schools sited far from the populations they serve will require more students to be bused or transported in motor vehicles, thus minimizing or negating the opportunity for children to walk or bike to school. Planners should consider financial costs incurred by busing as well as societal and health costs related to inactivity and social exclusion, before selecting a school site. We expect planning for new schools to include comprehensive bicycle and pedestrian planning for connectivity to surrounding neighborhoods. This will increase the ability of children to walk or cycle to these new schools. Florida's limited SRTS funds are targeted toward correcting long-standing problems surrounding older schools, instead of compensating for poor planning coordination for new schools.

School Boards should provide all needed facilities on school property, so Florida's SRTS program will not fund infrastructure such as sidewalks or multi-use paths on school property. Supplying bike racks for school properties is discussed in the Infrastructure section.

(Note: In the remainder of the Guidelines, General Information is given first, then specific information on the Infrastructure and Non-Infrastructure application processes. See those sections for more details.)

Eligible Applicants

Under current federal legislation, SRTS funding is for the benefit of public, private and tribal schools serving Kindergarten through 8th grade. This includes schools serving fewer grades or more grades, but at least some students must be in grades Kindergarten through 8. In Florida, tribal schools should apply through their local Community Traffic Safety Teams. Table 1 below provides an overview of eligible applicants; the Non-Infrastructure and Infrastructure sections provide further explanation and details regarding eligible Applicants.

Eligible Applicants	
Infrastructure Projects	Non-infrastructure Programs
<p>There are three types of applicants for Infrastructure Projects:</p> <ul style="list-style-type: none"> • Public Schools (County School Boards) • Private schools (Headmasters) • Community Traffic Safety Teams (CTSTs) (Chairperson) <p>Each Applicant must partner with a Maintaining Agency. See the Infrastructure section for more details on the application process.</p>	<p>There are more eligible types of applicants for Non-Infrastructure Programs. Some examples are:</p> <ul style="list-style-type: none"> • School Boards or schools, (public or private) • Parent Teacher Associations/Organizations • Governmental organizations (cities, counties, Metropolitan Planning Organizations, Health Departments, etc) • Colleges and Universities • Non-profits registered in the state of Florida (Safe Kids, non-profit hospitals, etc) <p>See the Non-Infrastructure section for more details on the application process.</p>

Table 1: Overview of eligible applicants

Funding

Florida's SRTS Program is 100 percent federally funded, and is managed through the Florida Department of Transportation (FDOT) on a cost-reimbursement basis. Most of Florida's SRTS funds are distributed to the seven FDOT Districts based on the number of children in grades K-8 in the District compared to the state. Therefore, applications are submitted to the seven FDOT Districts, and each District has SRTS Contacts who can help you with questions.

The federal SRTS Guidance directs that seventy to ninety percent of each state's SRTS funds go toward Infrastructure (Engineering or construction) projects, and the remaining ten to thirty percent toward Non-Infrastructure programs (Education, Encouragement, Enforcement, and Evaluation). In Florida, generally ninety percent of each District's SRTS funds will be dedicated to Infrastructure projects and the remaining ten percent will go toward Non-Infrastructure programs. However, each District can adjust the percentages within the federal limits, with the approval of their District Secretary. Some Districts have recognized that Non-Infrastructure programs can have a great and more immediate impact, and have increased their Non-Infrastructure percentage to 20%.

SRTS funds may not be used to supplant or replace existing funds. Furthermore, the following measures are critical, since SRTS funds are limited:

- Projects and programs will be awarded through a District-wide competitive process.
- Districts aim to select highly ranked Infrastructure projects and promising Non-Infrastructure program proposals from all geographical areas within their District so their SRTS funds are implemented as equitably as possible.
- Applicants are encouraged to be as cost effective as possible so that more SRTS projects and programs can be funded.
- Applicants must prioritize their requests for Infrastructure projects and Non-Infrastructure programs, and apply for no more than 5 project during each Call for Applications, unless they get prior approval from the District Safety Engineer.
- These Guidelines list examples of eligible and ineligible SRTS projects and programs. Always check for the most recent version of the Guidelines, since they do evolve over time.

Comprehensive Program/Planning Process

The SRTS Program is unique in its overriding emphasis on community participation in the development and implementation of projects and programs. Community participation involves the public, schools, parents, teachers, children, local agencies, the businesses community, key professionals, and others in the development of proposals. The resulting safety solutions are comprehensive, integrated and sustainable.

Three key elements of the Comprehensive Planning Process are outlined below.

The Five E's

FHWA recommends that SRTS efforts incorporate - directly or indirectly - five components, often referred to as the "5 E's". They are:

- 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.
- 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.
- Encouragement - Using events and activities to promote walking and bicycling.
- Enforcement - Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of the duty of drivers to travel at or under the speed limit and to yield to pedestrians in crossings, as well as enforcement of proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
- Evaluation - Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

For more information on the definitions and ideas for each E, see the appropriate sections of the Safe Routes to School Guide produced by the National Center for Safe Routes to School and located at: <http://guide.saferoutesinfo.org/>.

As explained later, not all of the activities listed above or in the SRTS Guide can be funded through Florida SRTS funds. In their Infrastructure applications and Non-Infrastructure Forms for individual schools, applicants must summarize what they have already done and what they propose to do to address each of the E's.

School-based SRTS Committee

Successful SRTS programs begin by developing a comprehensive SRTS plan for an individual school or group of nearby schools. This is done by bringing together the right people to form a school-based SRTS Committee made up of representatives from each of the 5E's. The committee must include representatives from the affected school(s), not just from the school board or the school transportation section. The purpose of the Committee is to:

- identify problems in and around the school, which are preventing children from walking or biking to school,
- propose solutions to these problems, using the 5E approach, and
- decide which solutions can be handled by the Committee and community resources, and which will require SRTS funding.

Infrastructure Applicants are required to form a school-based SRTS Committee which has met at least three times before their application is submitted. They are also required to report in the application the names, titles and E represented by each member of the Committee, and what has been discussed at each meeting. This process is also recommended for Non-Infrastructure applications which affect one or a small group of schools.

A School-based SRTS Committee can be based on an existing committee like a Community Traffic Safety Team, a PTA/PTO committee or a School Safety Committee, but other members must be added so the final committee includes school and community representatives from all 5E's. If one of these groups is used as the basis of a SRTS Committee, separate meetings (which can be before or after the regular group meeting) must be held to concentrate on SRTS planning. It is not acceptable to spend a few minutes of a regular committee meeting discussing SRTS and call it a SRTS Committee.

The Committee should include representatives from the school or schools, elected officials, Metropolitan Planning Organizations/Transportation Planning Organizations, appropriate county and city agencies, local neighborhood associations and non-profit organizations. It is important to involve the public and affected neighborhood associations in planning efforts so everyone will be on board if a project is selected for funding. If representatives of the PTA/PTO and affected neighborhoods are not included on the SRTS Committee, special meetings with these groups will need to be held to gain their support for proposed SRTS Infrastructure projects, as explained in more detail in the Infrastructure section.

Planning Tools

We recommend that applicants use the Florida Safe Ways to School Tool Kit as their planning process. The Tool Kit contains a process for forming a planning committee and creating and implementing a comprehensive Safe Routes to School plan. The Toolkit can be downloaded from: <http://www.hhp.ufl.edu/safety/safe-ways.shtml>.

However, please use the national data collection forms located under Evaluation on the website of the National Center for SRTS: <http://www.saferoutesinfo.org/data-central/data-collection-forms>. Except in the case of Non-Infrastructure projects which affect a large number of schools, Evaluation or data collection is required in both (a) the application phase, and (b) the implementation phase of SRTS projects and programs:

a). A student in-class travel tally is required to be conducted before an application or information form is submitted. The results must be submitted to the National Center for SRTS (NCSRTS) data base at least six (6) weeks before submitting your application, so you can include the required data summary charts from the NCSRTS as attachments to your application as well as summarizing the results in the body of your Infrastructure application or Non-Infrastructure information form. The Parent survey is not required before an application is submitted, but it is a helpful tool to gather information and identify problems, so it is also encouraged at the application phase.

b). Since SRTS Infrastructure projects usually take a number of years to design implement, both the Student In-Class Travel Tally and the Parent Survey must be administered shortly before a SRTS project begins, and a few months after it is completed. The results from these survey forms must be reported to the District DOT office which is overseeing your project, as part of the final report on your project. The only exception for the before surveys is for a Non-Infrastructure program which is implemented in the same school year as the proposal, when there have been no major changes in travel patterns or major events which would influence either survey. Only the after surveys are required in this case.

(Note: See also the Non-Infrastructure section for more specifics on Evaluation.)

If the Tool Kit is not used, please follow a similar comprehensive planning process, which you explain on your Infrastructure Application or Non-Infrastructure Information Form if it affects only one or several schools. More planning suggestions are included at <http://www.saferoutesinfo.org/guide/steps/index.cfm>, under "Steps for Creating a Safe Routes to School Program".

Application Details

School Board and Community Traffic Safety Team applicants shall not submit more than five Infrastructure applications per Call for Applications without the rare approval of the District Safety Engineer. If submitting more than one Infrastructure application, your cover letter **must** include your priority list for proposed Infrastructure projects. If this is not included, the District Safety Engineer has the option of rejecting the applications or requesting the required information in a short time period.

If an applicant is submitting for the same school, both an Infrastructure Application and a Non-Infrastructure Information Form, it is best to submit both documents to the District at the same time, with one cover letter referencing both projects. If this is not possible, the cover letter for the second project or program submitted should refer to the earlier proposal, so the Districts can see how the proposals relate to form a comprehensive SRTS program. The details of the proposed projects or programs should also be outlined in the "Future 5E's" portion of the Application or Information Form.

Notification and Administration

Applicants are required to list contact information on each SRTS application. This gives the Districts a point of contact if questions need to be answered or if modifications are needed to the application. After SRTS projects or programs are reviewed and after funding decisions are made, the District will notify each contact person of their proposal's selection or non-selection. The form of notification is up to each District. A representative from the District will also contact the designated local contact person to help him or her through the process of formalizing the agreement and completing the project or program.

Special Requirements

(Note: the following overview may not be all-inclusive.)

There are a number of Federal and State requirements that apply to both Infrastructure projects and Non-Infrastructure programs under the SRTS program. Applicants must ensure that they are knowledgeable and able to follow these requirements.

- Title 23:

All Infrastructure projects and Non-Infrastructure programs funded by SRTS funds must comply with Title 23 requirements of the U.S. Code which include, but are not limited to, the Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements. Whoever carries out the construction (state, county, city, or consultant hired by any of these entities) or conducts the Non-Infrastructure program must comply with all applicable Title 23 requirements. USDOT regulations are available at: www.fhwa.dot.gov/legregs/legislat.html.

(Note: Infrastructure applicants must work with a Maintaining Agency such as a local government that has experience with Federal Construction Contracts in general, and Title 23 requirements in particular. This is also recommended for Non-Infrastructure applicants unfamiliar with Title 23 requirements.)

As part of the Title 23 requirements, all SRTS projects and programs must also comply with National Environmental Policy Act (NEPA) regulations. Most SRTS projects and programs will likely be eligible for categorical exclusion under the provisions of 23 CFR Sec 771.117 which recognize there is no significant environmental impact in the construction of bicycle and pedestrian facilities.

(Note: The categorical exclusion must be requested and granted; it is not automatic.)

- Inclusion in TIP/STIP:

All projects and programs funded by SRTS monies must be programmed in the local Metropolitan Planning Organization's (MPO's) or Transportation Planning Organization's (TPO's) Transportation Improvement Program (TIP) if applicable, and the Statewide Transportation Improvement Program (STIP). If a SRTS project or program is located within an MPO urban area boundary, the MPO representative must sign the Application. It is recommended that applicants for projects located in an MPO or TPO area work with their MPO or TPO to ensure local support and consistency with regulations.

(Note: the TIP is sometimes called the Comprehensive Improvement Program or CIP.)

- Local Permits:

Project Directors for SRTS projects or programs are responsible for any and all local permits relevant to their project. Applicant and Maintaining Agency personnel should work together to determine and acquire the required permits.

- Americans with Disabilities Act (ADA):

SRTS projects and programs must be designed to reasonably meet the needs of persons with disabilities. In doing so, the project director for the SRTS project or program must comply with all applicable provisions of the ADA. National standards are available at: <http://www.ada.gov/>, and information on Florida DOT's ADA design standards is available at <http://www.dot.state.fl.us/projectmanagementoffice/ADA/ADADesignStandards.shtm>.

Infrastructure Projects

Basic Information:

Proposed Infrastructure or Engineering projects may be located on or off the state highway system. Infrastructure projects usually take longer to plan and implement, and cost more than most Non-Infrastructure programs. But when they are designed to correct an identified problem, they have a great potential to help more children walk and bike safely to and from school.

Eligible Applicants:

For Infrastructure projects, eligible Applicants are:

- Public schools (applications to be signed by the School Board Chair, Vice-Chair or designee);
- Private schools (applications to be signed by the Headmaster, Assistant Headmaster or designee); and
- Community Traffic Safety Teams (applications to be signed by the Chair or Vice-Chair)

Generally, Applicants will also need to partner with a Maintaining Agency.* A Maintaining Agency is a government agency which is able to:

- enter into a legal agreement with the Florida Department of Transportation
- design and/or construct the project in accordance with all federal requirements,
- provide the initial funding for the project before being reimbursed, and
- maintain the completed Infrastructure project

Generally, Maintaining Agencies will need to be Local Area Program (LAP) certified, since most SRTS projects are done through LAP Agreements. The District has the option of developing alternate ways to get the projects completed, including designing and/or building the project in-house, contracting for these services, or buying equipment such as bike racks or traffic engineering equipment for the locals to install and maintain. Contact your District Safety Engineer for more information on how your District is handling these matters. See: www.srtsfl.org for contact information.

*(*Note: A rare exception would be if a School Board applicant is themselves LAP certified.)*

Public support for Infrastructure projects is essential. The public should be informed of the proposal through presentations at such groups as Neighborhood Associations, PTA/PTO's and religious and community groups, as well as through writing articles and letters to the editor of local newspapers. The public should also be invited to attend the school-based SRTS Committee meetings during which the school-based SRTS committee discusses the project proposals. Although meetings of the Bicycle/Pedestrian Advisory Committee and MPO are considered public meetings and should be part of the public involvement process, these meetings must be supplemented by meetings with the affected Neighborhood Associations or other neighborhood meetings, and meetings with the PTA/PTO's for the affected schools, in order to ensure that those directly affected by the projects are informed and support the projects. In the past, there have been a few instances where a proper public involvement process was not followed for SRTS projects and affected neighbors raised objections to proposed projects after much time and effort had been invested in them. To date, these objections have been able to be overcome and the projects have gone forward as planned, but we want to avoid any repeat of these problems in the future, by ensuring that a thorough public involvement process is followed.

Some proposed projects will allow children who live within two miles of their school to walk or bike to school, instead of being bused under a “hazardous” or “courtesy” busing program. In these cases it is especially important to make sure that parents understand that the busing program will likely be eliminated once the project is built, and that their support for the project is critical. If a District has spent funds and resources to develop or design a project and the Maintaining Agency later decides they do not want the project, the Maintaining Agency must reimburse the District for funds expended on the project.

Application Cycle:

The State SRTS Coordinator makes any necessary updates to the SRTS Guidelines and forms and issues a Call for Applications for Infrastructure Projects once a year. Normally the Call for Applications will be open from late fall through the following spring (about November 30-March 31), to allow interested applicants enough time to plan with their school-based SRTS Committees, conduct their Student In-Class Travel Tally and gather other information necessary for completing the application.

(Note: because of the new requirement to include the Student Travel Tally summary reports from the National Center for SRTS as an attachment to Infrastructure applications, SRTS Committees should ensure that the travel tallies are done 6-8 weeks before the application deadline if they are relying on the National Center for SRTS to input their data.)

Districts have the option of not participating in a given Call for Applications if they have received enough viable Infrastructure applications in previous cycles. However, Applicants may be required to provide updated applications or additional information in order to be considered. Be sure to check with your District Safety Engineer to make sure they are accepting applications, before applying.

(Note: Although the federal SRTS program was originally funded only through September 30, 2009, the program has continued through a series of extensions to SAFETEA-LU (the federal Transportation Law) and accompanying funding authorizations at the 2009 funding levels. FDOT will continue to issue Calls for Applications for expected funds as long as extensions to SAFETEA-LU continue. After a new Transportation Act is passed, any necessary modifications to the program will be made. There is no guarantee that the program will continue under the new Transportation Law. However, at this time it appears likely that general transportation funds could continue to be spent for SRTS projects and programs, even if there is no longer specified funding for this purpose.)

Eligibility for Florida SRTS Infrastructure Funding:

You will be asked to supply information on many of these items in your application. Important eligibility points to remember:

- Proposed projects must be designed to meet an identified need that is preventing children from walking or biking safely to and from school.
- Proposed projects must be within a two-mile radius of the participating school, and within the school attendance area. Generally, the closer the project is to the school, the more likely it will be to increase the numbers of children walking or biking to and from school, or to increase the safety of children already walking or biking to school. For instance, projects beginning within a half mile to a mile from the school are more likely to encourage children to walk or bike, than projects beginning farther away.
- Proposed projects must be located on public property or on permanent public easements. Right of way issues must be resolved before applying for SRTS funds, and no SRTS funds can be spent on purchasing right of way. Make sure you have a clear right of way, and be ready to show the proof to your District Safety Engineer upon request.
- Construction materials used must be on FDOT’s Approved Product List (for traffic signals and other electronic devices): http://www.dot.state.fl.us/trafficoperations/Traf_Sys/terl/apl2.shtml or Qualified Product List (for all other materials): <http://www.dot.state.fl.us/specificationoffice/ProductEvaluation/QPL/Default.shtml>..
- Use of traffic control devices must be consistent with the current Manual on Uniform Traffic Control Devices (MUTCD), unless the applicant receives experimental approval from FHWA.

1. Eligible Projects:

(Note: this is not a comprehensive list of eligible Infrastructure projects.)

In order to make best use of limited SRTS funding, Florida has selected eligible Infrastructure Projects from the broader list of projects allowed by federal Guidance. The following types of projects are eligible under Florida's Guidelines:

- **Pedestrian facilities:** Includes new sidewalks and other pathways, sidewalk widening and sidewalk gap closures, on the public right of way. All of these facilities must include ADA ramps and meet other ADA requirements. Short pedestrian bridges may be able to be funded with SRTS funding. However, longer pedestrian bridges over roadways will most likely be cost prohibitive, given the limited SRTS funding. Other types of funding should be pursued for these larger projects.
- **Bicycle facilities:** Includes new or upgraded bike lanes, shared-use paths, geometric improvements and shoulder widening, on the public right of way.
- **Bicycle parking facilities:** includes bicycle parking facilities such as bike racks and bike lockers on school grounds. These may be purchased with SRTS funds for placement on public school property, but not on private property. This means these facilities cannot generally be placed on private school grounds, though there may be special cases. Generally the District or school board could purchase bicycle racks, especially if there is a current Agency Term Contract for this purpose like the current U-rack contract. However, in most cases, School Boards prefer to install the racks themselves on school property.

(Note: Bike racks should be installed on a concrete pad in a visible and easily accessible location, and School Boards should be provided with or directed to detailed state of the art information practices for bike rack installations. Good resources on bicycle parking include:

- *Bicycle Parking Guidelines by the Association of Pedestrian Bicycle and Professionals (free 2002 edition or 2010 edition available for purchase at: <http://www.apbp.org/?page=Publications>)*
- *the Bicycle Parking Brochure and Bicycle Parking Presentation available from Metroplan Orlando at: <http://www.metroplanorlando.com/plans/bicycle-and-pedestrian-program/>.*
- **Traffic control devices:** Includes new or upgraded marked crosswalks, pavement markings, traffic signs and signals, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, pedestrian activated signal upgrades, and all other pedestrian- and bicycle-related traffic control devices. Generally these are included as part of a larger bicycle or pedestrian facility project instead of as stand-alone projects. Some Districts have elected to purchase a supply of traffic control devices in response to requests from schools, and enter into agreements for the local traffic engineering departments to install and maintain these.

(Note: For any traffic control devices that require minimum 'warrants' to be satisfied prior to their installation, warrant sheets must be attached to the application. Coordinate with the appropriate traffic engineering office on this. The cost for a required traffic signal warrant study will not be funded by SRTS funds.)

- **Traffic calming:** Includes roundabouts, bulb-outs, speed humps, raised crosswalks, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, and other speed reduction techniques. Generally these are not stand-alone projects, but some traffic calming devices may be included as part of an overall pedestrian or bicycle facility project.

(Note: to be eligible for SRTS funding, the primary benefit of the proposed traffic calming must be to benefit children walking to or from school).

2. Ineligible Projects:

(Note: this is not a comprehensive list of ineligible Infrastructure projects.)

The following are examples of projects which are ineligible for Florida SRTS funding:

- Supplanting or replacing any existing or approved funding
- Purchase of right of way
- Sidewalks or other pathways on school property, which are the responsibility of the school board or private school
- Improvements to routes to bus stops
- Improvements to pick-up and drop-off areas, unless the primary purpose is to benefit children walking and bicycling to school
- Stand-alone curb ramps, which should be done with other funds to meet ADA requirements

(Note: a small amount of funding for this activity may be approved by the District if part of a larger SRTS improvement project.)

- Stand-alone items that should be addressed by regular maintenance, such as pavement repairs, repainting of roadway markings or replacement of signs.

(Note: a small amount of funding for these activities may be approved by the District if part of a larger SRTS improvement project.)

Application Instructions:

Instructions for Florida's Infrastructure Application are included as "Form Assistance" under the FDOT forms website (form number 500-000-30). You can search by number on the website, located at: <http://www2.dot.state.fl.us/proceduraldocuments/forms/forms.asp>. At this website you will find all the necessary information needed for the Infrastructure Application process in these forms:

- Florida's Safe Routes to School Infrastructure Application and Form Assistance

Included in Form Assistance are these details:

- Important Dates for this Cycle
- Notes
- Applications Guidance
- Application Check List

Read all instructions carefully before beginning your application. Complete **all** applicable sections of the Application and attach all required attachments. Failure to provide all required information may disqualify your application.

(Note: A District may allow an applicant to complete missing information on the application before projects are ranked. However, with Florida's long Application period, Applicants should have adequate time to complete all the necessary steps and submit completed Applications by the deadline.)

Deciding how many Applications are needed:

- Generally, each school requires a separate Infrastructure Application.
- If an elementary school and middle school (or any two or more qualifying schools) are located close together and proposed improvements will benefit both schools, they may be combined in one Application. Information on any high schools which also benefit from the proposed project can be included in the text of the application.
- If there are multiple improvements requested for one school, they should be included in one application.
- If an Applicant proposes improvements at two schools not in the immediate vicinity, two applications would be needed.

Proposals for the same treatment at multiple schools must be based on comprehensive school-based planning which has resulted in the proposals. See the section entitled “Comprehensive Program” of these Guidelines for more information. “One size fits all” solutions generally are not effective for SRTS.

Project Evaluation and Selection:

District FDOT offices evaluate Infrastructure SRTS applications based on completeness, as well as on the specific selection criteria listed in the Florida SRTS Infrastructure Scoring Form, # 500-000-31, also located at: <http://www2.dot.state.fl.us/proceduraldocuments/forms/forms.asp>. You can search by number for this form. Below is a description of the evaluation and selection process for Infrastructure projects.

- **Eligibility Evaluation**

The District Safety Engineer or designee examines submitted Applications for Infrastructure projects for eligibility, by following the first page of the Florida SRTS Infrastructure Scoring Form, noted above.

A proposed project can be declared ineligible for several reasons, such as:

- The Application was not received by the deadline
- The Application is not fully completed or is missing required attachments
- A comprehensive planning process was not completed before applying
- The required Student In-Class Travel Tally was not completed before applying, or the required Travel Tally summary report is not attached.
- The project does not comply with federal or Florida SRTS guidelines
- The project is already funded another way
- The project would interfere with or disrupt existing infrastructure or planned improvements

- **Evaluation Panel**

Eligible applications are submitted to the District’s evaluation panel, which may be made up of FDOT representatives such as those listed below (In all cases, a designee may be assigned if appropriate):

- FDOT District Safety Engineer
- FDOT District Pedestrian/Bicycle Coordinator
- FDOT District CTST Program Manager
- FDOT District Work Program Coordinator/Manager
- FDOT District Traffic Engineer
- FDOT District Joint Participatory Agreement (JPA) and/or Local Area Participation (LAP) Program Manager
- FDOT District School Board liaison

- **Ranking Criteria**

SRTS applications meeting all eligibility requirements are evaluated by the District evaluation panel based on the questions in the Florida SRTS Infrastructure Scoring Form, # 500-000-31 referred to above. This Scoring Form follows the Infrastructure Application very closely. Some of the selection criteria are:

- Completeness of the School-based SRTS Planning Committee
- Comprehensiveness of the SRTS planning process (including such tasks as addressing all 5 E's of SRTS and consideration of various solutions to the problems identified)
- Comprehensiveness of the public outreach process, including the affected neighborhoods and PTA/PTO organizations at affected schools
- High level of interest on the part of the school in supporting walking and bicycling to school, and willingness to participate fully in a comprehensive SRTS program
- Demonstrated need and community support for the project
- Potential of the proposed project to increase the number of children walking and bicycling to school
- Potential to increase the safety of high numbers of students already walking or bicycling to school in hazardous conditions
- Identification of safety hazards and the potential of the proposed project to reduce child injuries and fatalities
- Potential for the proposed project to eliminate the need for hazardous or courtesy busing routes
- Potential for the project to complete a priority bikeway or pathway, with connections to neighborhoods and public destinations like parks, other schools or libraries
- Demonstrated need for financial assistance to complete these priority bikeway or pathway connections
- Constructability (including clear right of way)
- Consideration and suggestion of alternative locations for projects facing constructability problems
- Ability of the Applicant or Maintaining Agency to complete the project, or a workable plan to complete the project another way.

Consideration is also given to other factors relating to the proposed project, which are deemed necessary to promote the pedestrian and bicycle safety of children in and around school areas.

- **Project Selection**

The District Safety Engineer or designee compiles a list of all eligible projects in the order ranked by the Evaluation Panel and presents this listing to the District Directors and/or District Secretary, along with any other relevant information, such as staff recommendations for which projects should be funded with available funds and the projects' potential benefit to the District. When the final recommended funding has been approved by the District Director and/or District Secretary, the District Safety Engineer or designee provides the following to the State SRTS Coordinator:

- A complete list of eligible projects in rank order
- Electronic or paper copies of the applications recommended for funding (in color if possible).

The State SRTS Coordinator reviews the recommended projects to determine that they are in compliance with federal and Florida guidelines, and provides appropriate comments and recommendations to the Districts on their proposed projects. Because of the complex nature of the applications and the need to review projects from each District, at least one month should be allowed for this step.

After any necessary adjustments, the District Safety Engineer or designee presents to the District Directors and/or District Secretary the final ranking of projects and recommendations for projects to add to the FDOT Work Program. The projects must also be approved by the Florida Division of the FHWA, so it is important that the wording in the FDOT Work Program include the fact that it is a SRTS project, a brief description of the project, the location and which school or schools will benefit from the project.

(Note: Any proposed project not selected may be resubmitted on an updated application form for consideration in the next funding cycle. Or the District has the option of retaining non-funded applications from previous cycles to consider for the next cycle, and requesting necessary updates from the applicant before these projects are funded.)

Project Administration:

Unless the project is to be implemented by the FDOT District, Applicants and/or Maintaining Agencies of selected projects will be required to enter into a contract with the FDOT. This contract generally takes the form of a LAP agreement. Any agreement used must contain language for all federally mandated regulations. Important points to remember:

- For Infrastructure projects on local roads, the Project Administrator's agency must in most cases be LAP-certified in order to enter into a LAP agreement to design and/or build the project.
- If the Applicant is LAP-certified and can provide the initial funding for the project, the Applicant will become the Project Administrator. This is not the usual case, since most school boards and other Applicants are not LAP-certified.
- If the Applicant is not LAP-certified and/or cannot provide the initial funding for the project, the Maintaining Agency will become the Project Administrator.
- Infrastructure projects must follow appropriate design criteria. Projects on the State Highway System must follow the criteria established in the Plans Preparation Manual (PPM) and the FDOT design standards. Projects on local systems should meet the minimum standards and criteria provided in the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook). These documents can be found on FDOT's web site at: <http://www.dot.state.fl.us/rddesign/CS/CS.shtm>.
- The Project Administrator is required to pay initial project costs and submit progress reports and billings for reimbursement of direct costs, as described in the FDOT LAP Manual: http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAP_TOC.shtm.
- Quarterly progress reports will be required from the Project Administrator during the course of the project's design and/or construction. Due dates for reports will be based on the timeline of the project and established by the District Safety Engineer or designee, as part of the formal agreement.
- Any work performed by the Project Administrator prior to receiving written authorization to proceed is not eligible for reimbursement.
- Indirect costs will not be reimbursed.
- In addition to the Student In-Class Travel Tally required at the time of Application, both the Student In-Class Travel Tally and the Parent Survey, located at: <http://www.saferoutesinfo.org/data-central/data-collection-forms> are required to be conducted again shortly before and after the project is built. These must be reported to the National Center for SRTS and a summary provided to the District. Your District SRTS Contact will discuss the timing of these surveys with you.
- Please contact your District Safety Engineer or designee if you have any remaining questions on the submission, selection and administration of SRTS Infrastructure projects.

Non-Infrastructure Programs

Basic Information:

Most Non-Infrastructure programs do not require as much time or money to develop as Infrastructure projects. They are often less expensive but have a big potential to increase the number and safety of children walking and biking to and from school, as well as the comfort level of parents. The National Center for Safe Routes to School website has many examples of successful Non-Infrastructure programs. Check their web pages for more information: <http://www.saferoutesinfo.org/data-central/success-stories> and www.saferoutesinfo.org/.

Non-Infrastructure SRTS funds are limited and considered start-up funds. As a result, local Non-Infrastructure program funding should not exceed three consecutive years for the benefit of one school or group of schools. However, local Applicants can apply to expand or adapt successful programs to different schools, or propose different programs after that time.

Education, Encouragement, Enforcement, and Evaluation are considered Non-Infrastructure activities, and are all vital to the success of a Safe Routes to School program. However, since there are other funding sources and other approaches to accomplish some of these activities, FDOT is reserving the limited SRTS funds for specific Non-Infrastructure programs. We encourage schools and communities to explore other ways to accomplish the programs and activities that will not be funded through SRTS Non-Infrastructure funds. Non-Infrastructure programs which are eligible and ineligible for Florida SRTS funding are described in the sections that follow.

Eligible Applicants:

For Non-Infrastructure programs, the range of prospective Applicants is much broader than for Infrastructure projects. The major considerations are that the Applicants:

- Are qualified and able to conduct the proposed activities
- Are financially and organizationally qualified to follow all of the applicable federal rules and pay all costs associated with the program first, then get reimbursed.
- Are not a for-profit organization

Some examples of prospective Non-Infrastructure Applicants are:

- School Boards or schools, (public or private)
- Parent Teacher Associations/Organizations
- Governmental organizations (cities, counties, Metropolitan Planning Organizations/Transportation Planning Organizations, Regional Planning Councils, Health Departments, etc.)
- Colleges and Universities
- Non-profits registered in the state of Florida (Safe Kids, non-profit hospitals, etc)

Application Cycle:

Florida is no longer using a formal application or application cycle for its Non-Infrastructure programs. Instead, a shorter Non-Infrastructure Information Form has been developed, which should be used for proposals which will benefit an individual school. Proposals which will benefit multiple schools in one county or region may instead be submitted in the form of a proposed Scope of Services. This Scope of Services should contain at a minimum:

- an identified problem which is making it hard for children to walk or bike to school safely
- the planning process by which the problem was identified
- other background information on the identified problem
- the proposed solution, including all proposed activities and partners
- relation to any Infrastructure projects applied for or planned
- proposed timeline
- proposed budget
- explanation of each budget item and its relation to the activities

The Information Form or Scope of Services must provide the District enough information so they can understand the intent of the proposal and decide whether it is worth pursuing. Once this determination is made, the District SRTS Non-Infrastructure Contact will work with the Applicants and the State SRTS Coordinator, toward the creation of a viable Non-Infrastructure program. Once agreement is reached to proceed with a program, a Joint Participatory Agreement (JPA) or other formal agreement will be signed by FDOT and the Applicant.

Most Districts will accept proposals at any time, until their Non-Infrastructure funds are committed. However, some Districts have developed District-wide or county-wide Non-Infrastructure programs, and do not accept proposals.

(Note: Be sure to check with your District SRTS Non-Infrastructure Contact on the status of Non-Infrastructure programs before filling out a Non-Infrastructure Information Form or Scope of Services.)

Non-Infrastructure Programs--Eligibility for Florida SRTS Funding:

Non-Infrastructure programs which are eligible and ineligible for Florida SRTS funding are described in the sections that follow.

1. Eligible Activities or Programs:

(Note: this is not a comprehensive list of eligible Non-Infrastructure activities)

- Support for the creation of "Walking School Buses" or "Bike Trains" of school children
- Support for Walk and Roll to School Days
- School encouragement and incentive programs, using modest incentives
- Support for bicycle rodeos
- Pedestrian and bicycle safety education training for children or instructors, including, but not limited to, the Florida Traffic and Bicycle Safety Education Program: <http://www.hhp.ufl.edu/safety/>, the WalkSafe Program: <http://www.walksafe.us/> and the BikeSafe Program: http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2573-1;8527-2;66710-2,00.html
- Support for these types of education programs, including paying for trainers, equipment, substitute teachers (if necessary and training is done during the school day) or training time for teachers (if necessary and training is done outside the school day)
- Other relevant training for children, such as transportation, environmental choices and personal safety, if done as part of a larger SRTS program
- Relevant training for law enforcement personnel, school administrators, youth leaders, parents or the public, including paying trainers

2. Ineligible Activities or Programs:

(Note: this is not a comprehensive list of ineligible Non-Infrastructure activities)

Some of the Non-Infrastructure programs that will not be funded by Florida's SRTS funds are listed below, as well as the rationale for each:

- **Enforcement:**

Local law enforcement activities should be conducted by a local law enforcement agency in a cooperative agreement with the school or school board, as part of a SRTS program. Periodic speed enforcement and crosswalk enforcement at or near the school, for instance, should be done as a regular program of the law enforcement agency. Overtime payment for law enforcement activities cannot be reimbursed with Florida's SRTS funds. Law enforcement equipment may not be purchased with SRTS funds. Overtime and equipment are eligible items for funded through the FDOT Highway Safety grant program, as described on the following website: <http://www.dot.state.fl.us/Safety/HighwaySafetyGrantProgram/hsgp/hsgp.shtm>. However, as noted above, relevant law enforcement training may be funded by statewide or District SRTS funds.

Federal SRTS Guidance prohibits funding recurring costs, such as salaries of crossing guards. In addition, no other expenses of Crossing Guard programs will be funded through SRTS funds, since training is already provided at no cost to Crossing Guard trainers through the Florida School Crossing Guard Training Program, and basic guard equipment is already required by the Florida School Crossing Guard Guidelines and the Manual on Uniform Traffic Control Devices. For the Guidelines and more information on the Florida School Crossing Guard Training Program, see: http://www.dot.state.fl.us/Safety/ped_bike/training/ped_bike_training.shtm.

- **Evaluation:**

Evaluation is an integral part of the SRTS process, and includes the collection of many types of data such as the speed and volume of traffic, bicycle and pedestrian crash data and driver compliance with traffic laws near affected schools.

Evaluation using the survey forms provided by the National Center for SRTS involves:

- the school-based In-Class Student Travel Tally and other data requested in the Florida Infrastructure application, and
- the data required by these procedures before and after a funded SRTS project or program is implemented (the In-Class Student Travel Tally and the Parents Survey).

It is expected that a school can do the Evaluation activities without using limited SRTS funding. The Applicant, school, PTA/PTO or other entity may enter the data online for the school, or the National Center for SRTS will enter the data for a local program if requested. However, if relying on the National Center to do the data input, allow 6-8 weeks before your application is due, so you can include the required Student Travel Tally summary with your application. For more information, see the Evaluation Section of: <http://www.saferoutesinfo.org/data-central/data-collection-forms>.

(Note: With the approval of the FDOT District Secretary, a University or other data consultant could be hired to collect and analyze this data for the entire FDOT District.)

The Infrastructure Application requires both student travel data for the entire school, and for the route proposed to be improved. The student travel data for the entire school must be determined through use of the In-Class Student Travel Tally. However, the student travel data for the proposed route can be determined by a visual survey or through a reasonable estimate based on the school's knowledge of who rides the bus and who travels by private vehicle. See Section 6 of the Infrastructure Application for more details.

If your Non-Infrastructure program or Infrastructure project is selected for funding, you will also be required to collect evaluation data using the two national SRTS surveys (Student In-Class Travel Tally and Parent Survey) a few months before and after the program is implemented. These forms can also be found at: <http://www.saferoutesinfo.org/data-central/data-collection-forms>. The only exception is for a Non-Infrastructure program which is implemented in the same school year as the proposal, where there have been no major changes in travel patterns or major events which would influence either survey.

- Other Non-Infrastructure activities ineligible for Florida SRTS reimbursement include:
 - Planning or evaluation services provided by consultants for individual programs
 - Recurring costs, including salaries for local or District SRTS coordinators
 - Overtime for personnel
 - Food or drinks
 - Bus safety programs
 - Supplanting any existing funding

Non-Infrastructure Information Form and Scope of Services Instructions:

Please read carefully the instructions included on the Information Form, and complete **all** sections. Failure to provide all required information may disqualify the program or delay its progress.

If using a proposed Scope of Services for multiple schools, see the minimum required information listed above under Application Cycle.

Project Evaluation and Selection:

Non-Infrastructure proposals will be evaluated based on:

- their educational soundness
- their potential for increasing the number of children walking or biking to and from school, and/or
- their potential for increasing the safety of children who are already walking or biking to and from school.

Read the Education (<http://www.saferoutesinfo.org/guide/education/index.cfm>) and Encouragement (<http://www.saferoutesinfo.org/guide/encouragement/index.cfm>) sections of the SRTS Online Guide for more suggestions.

Project Administration:

Once a proposal has been worked out with an acceptable Scope of Services, a JPA or other formal agreement must be entered into by the applicant and the FDOT District. This agreement will include the schedule for required quarterly reports and before and after data collection. Your FDOT District Non-Infrastructure contact can help you with every step of the process.

Who to Contact With Questions:

If you have remaining questions about the application process after reviewing the Guidelines, Infrastructure Application, Instructions for Infrastructure Application and Non-Infrastructure Information Form, consult your District SRTS Contact or the State's Safe Routes to School Coordinator. See www.srtsfl.org for contact information.