



Instructions for Florida's Safe Routes to School Non-Infrastructure Information Form



Notes

- Florida's Safe Routes to School (SRTS) Program, administered by the Florida Department of Transportation (FDOT), is a competitive program designed to offer assistance in making it easier and safer for Florida's children in grades K-8 to walk or cycle from home to and from public and private schools.
- Florida is no longer using a formal application or holding specific Calls for Applications for Non-Infrastructure programs. Some FDOT Districts are planning District-wide Non-Infrastructure programs; some are soliciting new proposals or enhancements of ongoing programs; and some are combining these approaches.
- Before filling out the Non-Infrastructure Information Form, please visit our website: www.srtsfl.org to read the current SRTS Guidelines, determine if your organization is a qualified applicant, and find your District Non-Infrastructure contact. It is important for you to talk to this person to find out how your District is handling Non-Infrastructure programs.
- If your District is soliciting proposals, fill out this Information Form and send it to the contact person. Districts accepting proposals will hold discussions with interested parties and work toward the creation of good programs until their 2005-2009 Non-Infrastructure funds are committed. Districts may also conditionally fund projects using expected 2010 funds.
- All local Non-Infrastructure proposals must be reviewed by the state SRTS Coordinator to make sure they comply with federal Guidance and state Guidelines. Allow sufficient time to develop a scope of work that is agreeable to all parties involved, and obtain formal agency approvals.
- The applicant must be an agency or organization which is able to provide initial funding. Non-profit organizations must be incorporated under 501(c)(3), and registered in the state of Florida. Prompt reimbursements will be made by FDOT for approved work.
- In accordance with federal Guidance, traffic education programs must take place within approximately two miles of a public or private school serving grades K – 8. Other eligible programs under the Non-Infrastructure portion of the SRTS Program do not have a location restriction.

Information Form Guidance

1. The Non-Infrastructure Information Form is in Microsoft Word and is designed to be filled in electronically. Answer blocks will expand as needed. An alternate Adobe Acrobat version is available for those who do not have access to Microsoft Word. If using this version, please print the Adobe Acrobat version and type your answers in the spaces provided.
2. Information Forms are limited to 15 pages, including all attachments.
3. Programs which involve groups of schools or an entire school district are encouraged, but special emphasis should be given to programs that target schools where Infrastructure projects will be built.
4. Any maps or aerial photographs should be in color and show the location of the project schools. Appropriate maps include school walking maps and student residence maps.
5. When you complete the Information Form, send it and a cover letter to the appropriate District SRTS contact to begin the review process.



Florida's Safe Routes to School Non-Infrastructure Information Form



Section 1 – School & Applicant Information		
School Information		
County or Counties:		
City or Cities:		
Type of school(s) (check all that apply): <input type="checkbox"/> Public <input type="checkbox"/> Private		
<input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> Other school serving K-8* <input type="checkbox"/> Other types of schools*		
* Explain Other schools below		
Number of schools involved		
<input type="checkbox"/> 1-3 schools involved. Name(s) of school(s)		
#1:		
#2:		
#3:		
<input type="checkbox"/> Multiple schools. Explain below how many schools will be involved, and their involvement.		
Type of school(s): <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> Multiple schools <input type="checkbox"/> Other		
<input type="checkbox"/> Public <input type="checkbox"/> Private		
Name of Proposed Activity or Program:		
Applicant Information		
<input type="checkbox"/> Community Traffic Safety Team <input type="checkbox"/> School Board <input type="checkbox"/> Private School		
<input type="checkbox"/> Governmental Agency, including MPO <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Other		
Agency/Organization Name:		
Contact Person:		Title:
Daytime Phone:		E-mail:
Mailing Address:		
City:		State: Florida Zip:
Signature:		Typed Name: Date:
Signature of School Board or school representative required when different from applicant:		
Signature:		Typed Name: Date:

Section 2 – General Program Information

1. Problem identification:

- Describe below the current walking and cycling conditions in your project area.
- What problems or obstacles do children encounter when they walk or cycle to school?

2. Proposed solution:

- Describe your proposed program and how it will help solve the problems you have identified.
- Does your project address problems within two miles of the school?
- Who are your partners, and how will they help you with this program?

3. Target population information:

- Describe the demographics of your target population
- How many children currently walk or cycle to school?
- How many children do you plan to target with your program?
- How many more children would be able to walk or cycle to school if your program is successful?
- If your program (or part of it) is directed toward adults, how many adults do you plan to involve?

4. Please review the data collection forms found at <http://www.saferoutesinfo.org/resources/index.cfm>. Baseline data collection is required at the beginning of your program and follow-up data collection is required at its completion. Please describe how you plan to collect this data.

5. Do you agree to provide this data following the FDOT District's schedule? Yes No

Section 3 A- Background Information: Planning

SRTS projects are most successful in the context of comprehensive planning

Describe below your past school planning efforts:

- Has your school used the Florida Safe Ways to School Tool Kit, or a similar planning process to develop its proposals? (see http://www.dcp.ufl.edu/centers/trafficSafetyEd/html_safe-ways.html)
- Who participated in the school planning efforts?
- Describe the planning process for accessibility to your school
- Does your school have approved walking maps? If so, how were these developed?
- Have you discussed school traffic, safety, or access problems with the Community Traffic Safety Team? If so, what were the results?

Describe below your future school planning efforts:

- What method do you plan to use?
- Who do you plan to involve?
- What is your timeline?

Section 3B– Background Information: The 5 E’s

Safe Routes to School is designed to be a comprehensive program, encompassing the Five E’s listed below. Describe what efforts your school has made to address the identified problem through each E so far, and what is planned in the future. Each box must be filled in. For more explanation of the Five E’s, the Florida’s Safe Routes to School Guidelines or <http://www.saferoutesinfo.org/guide/>

<u>Past</u>	<u>Future</u>
Engineering:	Engineering:
<p>If your school has taught or plans to teach the Florida Traffic and Bicycle Safety Education Program (FTBSEP) or a similar program, provide details in the “Past Education” box below. For more information on this program, see http://www.dcp.ufl.edu/centers/trafficSafetyEd/</p>	
Education:	Education:
Encouragement:	Encouragement:
Enforcement:	Enforcement:
Evaluation:	Evaluation:

Section 4A– Budget Detail	
Budget Item	Requested SRTS Funds
Personnel Services* (include titles, numbers of hours, and hourly rates)	
Expenses:	
Materials and Supplies:	
Educational items:	
Promotional Items:	
Other Expenses:	
Operating Capital Outlay:	
Equipment:	
Total Request:	

Section 4B – Budget Narrative

Explain any voluntary local matches for your program:

Explain in more detail below:

1. What each requested budget item listed is
2. How each will be used in your activity

Personnel Services:

1. Item detail:

2. Activity:

Expenses: Materials and Supplies

1. Item detail:

2. Activity:

Expenses: Educational items

1. Item detail:

2. Activity:

Expenses: Promotional Items

1. Item detail:

2. Activity:

Expenses: Other Expenses

1. Item detail:

2. Activity:

Operating Capital Outlay:

1. Item detail:

2. Activity:

Information Form Check List

(Keep for your records)

Your completed Information Form must include:

- A cover letter or letter of introduction
- Information Form fully completed and signed by the Applicant

These additional attachments are not required but are helpful to give the reviewers additional information they may need to evaluate your proposal:

- Color maps and/or aerial photographs showing the following (some of these can be shown on the same maps or aerial photographs):
 - Location of the school
 - The school's attendance area
 - A two-mile radius around the school
 - Adopted school walking map
 - Where children attending the school live
- Detailed crash data reports
- Up to 5 letters of support, on official letterhead, from community support agencies or organizations, explaining:
 - 1) Why they support the project and
 - 2) How they can provide specific support to the school's SRTS program.
- If a separate Infrastructure Application has been or is being submitted, you may choose to include color maps and/or aerial photographs showing the following as well:
 - Existing conditions (sidewalks and gaps, bike lanes, multi-use paths, marked crosswalks, school zones, traffic engineering, bicycle parking, etc.)
 - Proposed Infrastructure improvements
 - Traffic or engineering reports evaluating the problems and proposing solutions