



**T E N N E S S E E
SAFE ROUTES TO SCHOOL PROGRAM**



PROGRAM GUIDELINES AND APPLICATION

Deadline for 2009 Submittals:

March 27, 2009 at 3:00 p.m. (CST)

Please submit the original application, seven (7) copies, and one (1) CD copy to:

Diana Benedict, Program Coordinator
Tennessee Department of Transportation
James K. Polk Building
505 Deaderick Street, Suite 900
Nashville, TN 37243-0334
Phone: (615) 253-2421 Fax: (615) 532-8451
Email: tdot.saferoutestoschool@state.tn.us



SAFE ROUTES TO SCHOOL PROGRAM

Fiscal Year 2009

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METROPOLITAN PLANNING ORGANIZATION (MPO) CHART	Attachment ‘A’

INTRODUCTION

A. BACKGROUND

The Safe Routes to School (SRTS) Program was established in August 2005 as part of the federal transportation reauthorization legislation – SAFETEA-LU (**S**afe, **A**ccountable, **F**lexible, **E**fficient, **T**ransportation **E**quity **A**ct: A **L**egacy for **U**sers). This law provides multi-year funding for the surface transportation programs that guide spending of federal gas tax revenue. Section 1404 of the legislation provides funding for State Departments of Transportation to create and administer SRTS programs. Subsection (a) of Section 1404 establishes a SRTS Program for the benefit of children in primary and middle schools (grades K-8).

B. PURPOSE

The multiple purpose of the program shall be (1) to enable and encourage children, including those with disabilities, to walk and bicycle to school; (2) to make walking and bicycling to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and (3) to facilitate the planning, development and implementation of projects and activities that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

C. OUTCOMES

Safe Routes to School is a cross-cutting program. There are many possible outcomes as a result of successfully implementing projects and activities at the State and local level. These desired outcomes help clarify the broad purposes stated in the legislation and can assist implementation, including overall development and administration of State programs. In addition, the outcomes can be used to help evaluate potential projects, as well as understand the factors that affect the success of different activities, projects, and programs. Desired outcomes of the SRTS Program include:

- Increased bicycle, pedestrian, and traffic safety
- More children walking and bicycling to and from schools
- Decreased traffic congestion
- Reduced fuel consumption
- Improved childhood health
- Reduced childhood obesity
- Encouragement of healthy and active lifestyles
- Improved air quality
- Improved community safety
- Increased community security
- Enhanced community accessibility
- Increased community involvement

- Improvements to the physical environment that increase the ability to walk and bicycle to and from schools
- Improved partnerships among schools, local municipalities, parents, and other community groups including non-profit organizations
- Increased interest in bicycle and pedestrian accommodations throughout a community

D. SRTS ACTIVITIES - The "5 E's"

The Federal Highway Administration (FHWA) recommends that SRTS efforts incorporate – directly or indirectly – five components, often referred to as the “5 E’s”. This may be accomplished by including funding for programs that address the five components or demonstrate how the components that are not included in the application are already being addressed in the school or within the school’s immediate community.

1. 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
2. Education – teaching children about the broad range of transportation choices, instructing them about important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools
3. Enforcement – partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs
4. Encouragement – using events and activities to promote walking and bicycling
5. Evaluation – monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s)

E. FUNDING

The Federal SRTS Program nationwide is funded at \$611 million and provides Federal-aid highway funds to State Departments of Transportation over five Federal Fiscal Years (FY2005-2009) in accordance with a formula specified in the legislation. These funds are available for infrastructure projects and non-infrastructure activities, and to administer State SRTS programs that benefit primary and middle school children in grades K-8. The Federal-aid SRTS Program is administered by the Federal Highway Administration Office of Safety.

Each year after deducting \$3 million for the administrative expenses of the program, the Secretary shall apportion funds to States based on their relative shares of total enrollment in primary and middle schools, but no State will receive less than \$1 million. The apportionment for FY2009 was projected using FY2008 factors. The FY2009 apportionment is provided for planning purposes only. The official apportionment for FY2009 will be based on the latest available data; consequently the actual apportionment for FY2009 may differ from the estimate presented here.

SAFE ROUTES TO SCHOOL (SRTS) FUNDING

Fiscal Year (FY)	SRTS Annual Funding Level	TENNESSEE Apportionment
2005	\$ 54,000,000	\$ 1,000,000
2006	\$ 99,000,000	\$ 1,596,222
2007	\$125,000,000	\$ 2,158,074
2008	\$150,000,000	\$ 2,700,824
2009	<u>\$183,000,000</u>	<u>\$ 3,378,056</u> (projected)
TOTAL	\$611,000,000	\$10,833,176

PROGRAM ADMINISTRATION

A. ELIGIBLE RECIPIENTS

Applications for SRTS projects will be accepted only from local governments (regional agencies, school districts, parent-teacher organizations and/or non-profit organizations may partner with local government to submit applications). It is important to note that municipalities or counties must be the “applicant” for any capital funding project that relates to changing public infrastructure. Eligible funding recipients may include nontraditional partners of TDOT. Many projects may be grassroots driven and project sponsors may be school or community based groups.

Only one application per school will be considered each year. Projects/activities may be combined into one application as long as the total request does not exceed the maximum award amount of \$250,000. Projects may have multiple scopes (i.e., there may be several improvements required around one school area. This would be considered one project with multiple scopes). Projects/activities may cover multiple schools only if similar improvements are being made or activities are more effective when implemented on a region-wide or school district basis, such as incorporating pedestrian and bicycle safety into school curriculum and media outreach efforts. Each application should include the following:

- a) program description and demonstrated need,
- b) detailed cost estimates based on the competitive bid process,
- c) definitive completion schedule, and
- d) supplemental supporting documentation such as accident data, traffic history, traffic engineering recommendations, conceptual plans or construction plans and specifications, school boundary maps, school demographics, photos, and evidence of community or statewide support.

B. SUBMISSION REQUIREMENTS

Tennessee’s SRTS Program is administered by one single agency through one single application

process. Each application must consist of both infrastructure-related projects and non-infrastructure-related activities (or evidence that both types of activities will be undertaken even if one is not part of the SRTS funding request) in order to ensure a comprehensive and integrated program. Application instructions and scoring criteria are included on the application form itself.

1. CALL FOR APPLICATIONS

The “Call for Applications” will be made on an annual basis. There will be a two-year time limit for funding (projects must be completed no later than two years following the date of the signed contract).

C. PROJECT SELECTION CRITERIA

The Tennessee SRTS Grant Review Committee will evaluate applications and recommend projects/activities for funding using a rating system. Grant recommendations will be based on the cumulative total. Applications must address both infrastructure projects and non-infrastructure activities, regardless of whether the grant is requesting one type of funding, or both. Applicants will be permitted to show evidence that they are either planning these projects/activities or already have adequate programs to address the other “E’s” that are not included in the current application. This can be an existing program, an enhanced program, or a new program that highlights the specific project/activity.

The Grant Review Committee will consider multiple eligibility criteria including, but not limited to:

- Demonstrated needs
- Potential of proposal to minimize child injuries and fatalities
- Geographic distribution of funds across the state
- Identification of safety hazards
- Number of student pedestrians or bicyclists currently using routes
- Number of student pedestrians or bicyclists anticipated to use routes
- Potential of proposal to create a safer walking and bicycling built environment within approximately two miles of a school
- Potential of proposal to encourage walking and bicycling to school among students
- Identification of current and potential safe walking and bicycling routes to school
- Community support for the application

D. U.S. CODE REQUIREMENTS

Projects and activities for the SRTS Program must comply with applicable provisions in Title 23, such as project agreements, authorization to proceed prior to incurring costs, etc. In addition, infrastructure projects must comply with Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements, even for projects not located within the right-of-way of a federal-aid highway.

All projects must be in compliance with the National Environmental Policy Act (NEPA). Except in unusual circumstances, FHWA expects that SRTS Program infrastructure projects will fall under the categorical exclusions of 23 CFR Sec 771.117. that recognizes construction of bicycle and pedestrian lanes, paths, and facilities as not involving significant environmental impacts. This will greatly streamline compliance with NEPA requirements.

FUNDING CATEGORIES

Funds are available for infrastructure-related projects and non-infrastructure-related activities with not less than 10 percent and not more than 30 percent of the apportionment required to be spent on non-infrastructure activities. Projects and activities in each category should directly support increased safety and conveniences for primary and middle school children (grades K-8) to walk and/or bicycle to school. Projects may indirectly benefit high school age youth or the general public; however, these constituencies cannot be the sole or primary beneficiaries.

Legislation specifies that the Federal share of eligible costs of a project/activity shall be 100%. Therefore, no funding match is permitted. The SRTS program is a reimbursement program for costs incurred. It is not a “cash-up front” program. Costs incurred prior to program approval are not eligible for reimbursement. Applicants are responsible for all cost overruns above programmed funds. Applicants that receive funding must follow all state and federal policies, directives, and laws.

Projects funded under the Tennessee SRTS Program must either be let to contract (projects administered by TDOT) or have a local agreement (projects administered by a political subdivision) in place by the program lapse date. Applicants are responsible for any and all local permits relevant to their project.

A. INFRASTRUCTURE PROJECTS

Amounts apportioned for infrastructure related projects must be used for the planning, design, and construction of infrastructure related projects that will substantially improve the ability of students to walk and/or bicycle to school. Infrastructure projects constructed must be accessible to persons with disabilities per the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Given the guidelines established in the legislation, below is a list of infrastructure projects eligible for this program:

- **Sidewalk improvements** – new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps

- **Traffic calming and speed reduction improvements** – roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full or half street closures, and variable speed limits
- **Pedestrian and bicycle crossing improvements** – crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, traffic stripes, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, and pedestrian activated signal upgrades), and sight distance improvements
- **On-street bicycle facilities** – new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway alignment, traffic signs, and pavement markings
- **Off-street bicycle and pedestrian facilities** – exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway
- **Secure bicycle parking facilities** – bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters
- **Traffic diversion improvements** – separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school

1. PROJECT LOCATION

For infrastructure projects, public funds must be spent on projects within the public right-of-way. This may include projects on private land that have public access easements. Public property includes lands that are owned by a public entity, including those lands owned by public school districts. Construction and capital improvement projects must be located within approximately two miles of a primary or middle school. A school that has grades that extend higher than grade 8 but includes grades that fall within the K-8 range, is eligible to receive infrastructure improvements.

For projects on private land, there must be a written legal easement or other written legally binding agreement that ensures public access to the project. There must be an easement file of record, which specifies the minimum length of time for the agreement to maximize the public investment in the project. The project must remain open for general public access for the use for which the funds were intended for the time frame specified in the easement or lease. Reversionary clauses may be appropriate in some instances. These clauses would assure that if the property is no longer needed for the purpose for which it was acquired, it would revert to the original owner.

B. NON-INFRASTRUCTURE ACTIVITIES

Amounts apportioned for non-infrastructure activities must be used for education, enforcement, evaluation and techniques to encourage walking and bicycling to school.

The following categories have been designated for non-infrastructure funds:

- Public awareness campaigns and outreach to press and community leaders

- Traffic education and enforcement in the vicinity of schools
- Student sessions on bicycle and pedestrian safety, health, and environment, and
- Funding for training, volunteers, and managers of SRTS programs [legislation – section 1404(f)(2)(a)]

1. ACTIVITY LOCATIONS

Traffic education and enforcement activities must take place within approximately two miles of a primary or middle school. Other eligible activities under the non-infrastructure portion of the SRTS program do not have a location restriction. Education and encouragement activities are allowed at private schools as long as other non-infrastructure program criteria are fulfilled.

C. INAPPROPRIATE USES OF SRTS FUNDS

Funds may not be used for recurring costs except as specifically provided in the legislation. For example, in general, funds may not be used to pay crossing guard salaries, as these are recurring costs (although funds may be used for crossing guard training programs).

The use of funds for projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access is not permitted, nor should funds be spent on education programs that are primarily focused on bus safety. Improvements to bus stops are not eligible for SRTS funding.

DEFINITIONS

Advisory Committee – up to 15 members appointed by TDOT to oversee the Tennessee Safe Routes to School (SRTS) Program. Members are appointed for a two-year term to assist in program planning and policy guidance but have no legislative or administrative authority.

Categorical Exclusion – “a category of actions which do not individually or cumulatively have a significant effect on the human environment . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required”.

Grant Review Committee (GRC) – up to 10 members appointed by TDOT to manage the solicitation, application and selection procedures for the disbursement of grants in compliance with the statutes governing the SRTS program. The GRC will make the initial determination of the application’s eligibility, make on-site visits as appropriate, and recommend approval or disapproval of applications.

Infrastructure Funds (also called “capital” funds) - used to assess and make improvements to the walking and bicycling physical environment in the vicinity of the school. These include projects such as installing sidewalks or crosswalks, installation of pavement markings, or slowing traffic near schools. Based on legislation, not less than 70% and not more than 90% of Tennessee’s apportionment must be spent on infrastructure funds.

Non-infrastructure Funds (sometimes called “program” funds) - used to educate or encourage children to walk or bike to school. These activities might consist of in-school safety education, public outreach activities, traffic enforcement, and other related activities. Non-infrastructure funds are sometimes used for program overhead. Based on legislation, not less than 10% and not more than 30% of Tennessee’s apportionment must be spent on non-infrastructure funds.

On-system road – a road or highway that is a portion of the designated state highway system.

Off-system road – a road or highway open to the public that is not part of the designated state highway system, such as a county road or city street.

Public property – property owned by a state, city, or county.

Political subdivision – a municipality or county within the State of Tennessee.

Program – the Safe Routes to School (SRTS) Program.

Primary and Middle Schools – the term “primary and middle schools” means schools providing education from kindergarten through eighth grade (K-8).

Roadway improvement – construction or reconstruction made to the roadway cross-section.

TDOT – Tennessee Department of Transportation.

Traffic Calming Devices – system and physical design techniques that slow traffic such as speed humps or tables, reducing curb-to-curb lane widths, curb extensions, center islands, etc.

Vicinity of Schools – the term “in the vicinity of schools” means, with respect to a school, the area within bicycling and walking distance of the school (approximately two miles).

RESOURCES

American Association of State Highway and Transportation Officials (AASHTO)

“Guide for the Planning, Design, and Operation of Pedestrian Facilities” (2004)

“Guide for the Development of Bicycle Facilities” (1999)

<http://bookstore.transportation.org/category>

America Bikes

<http://www.americabikes.org/saferoutestoschool.asp>

Bikes Belong Coalition

<http://bikesbelong.org>

Federal Highway Administration Bicycle & Pedestrian Program

<http://www.fhwa.dot.gov/environment/bikeped/index.htm>

Federal Highway Administration Safe Routes to School

<http://safety.fhwa.dot.gov/saferoutes/index.htm>

National Center for Biking and Walking

http://www.bikewalk.org/safe_routes_to_school/SR2S_introduction.htm

National Center for Safe Routes to School

www.saferoutesinfo.org

National Highway Traffic Safety Administration (NHTSA)

<http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/Safe-Routes>

Pedestrian and Bicycle Information Center

<http://www.pedbikeinfo.org/>

Tennessee Department of Transportation Bicycle and Pedestrian Program

www.tdot.state.tn.us/bikeped

Tennessee Safe Routes to School

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Tennessee Department of Transportation

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Nashville, TN 37243

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APPLICATION: GENERAL INFORMATION

Applications will be accepted through March 27, 2009 at 3:00 p.m. (CST). Applications *received* later than March 27, 2009 will not be considered for funding. Please limit your answers to no more than three pages per section, 12-point font size, and single or double spaced (not including supporting documentation – i.e., attachments). Applicants submitting more than one application must submit a letter with the applications ranking them in order of priority. Applications must be submitted by Local Governments (cities or counties).

Projects that are within a Metropolitan Planning Organization (MPO)/Transportation Planning Organization (TPO) will need to be incorporated into the Transportation Improvement Program (TIP). The processes and procedures vary among MPOs/TPOs. Contact the MPO Coordinator for your area to obtain guidance and assistance. MPO/TPO endorsement is not necessary for the application; however, TDOT recommends that you furnish a copy of the completed application to the appropriate MPO/TPO for their information and files (see Attachment 'A').

REIMBURSEMENT: Safe Routes to School is a reimbursement program for costs incurred. It is not a “cash-up front” program. Local Government’s are required to pay 100% of all project and activity invoices and seek reimbursement for 100% of eligible program expenses. Costs incurred prior to program approval are not eligible for reimbursement. **No work is to be initiated on any part of the program until federal funding has been approved (obligated) by FHWA and the local government has been notified in writing by TDOT to proceed.** Reimbursement will be provided based on the submission of itemized invoices and copies of front and back of cancelled checks paying the same. Billings will not be accepted more frequently than monthly.

BUDGET: All projects and activities should be submitted with estimates based on bids (i.e., based on the competitive bid process). Any work that can be performed more advantageously by Local Government (using force account) must be *pre-approved* by TDOT in writing (**i.e. prior to application approval**). Local Government must be adequately staffed and suitably equipped to undertake and satisfactorily complete such work including the performance of proper maintenance to be constructed.

RESPONSIBILITY: Local Government may work with non-profit organizations or a project sponsor in carrying out their program, however, the Local Government remains responsible for the program. In the event that the FHWA determines that some or all of the project costs are ineligible for federal funds because of failure by the Local Government to adhere to federal and state laws and regulations, the Local Government shall be obligated to repay any federal funds received for costs determined to be ineligible. When all construction is complete, Local Government shall make a final inspection of the project to determine the quality, completeness, and acceptability of the work and to assure that the authorized project was constructed in accordance with the contract requirements before the final reimbursement payment is made. If Local Government decides not to complete a project and/or activity, the Local Government must reimburse all federal expenditures to TDOT.

PROCUREMENT REQUIREMENTS: All contracts for goods, services, and/or materials (including all consultants and contractors) must be procured in accordance with Federal and State guidelines as established by TDOT. Projects and activities funded must be either let to contract or have a local agreement in place by the program lapse date. Local Government is responsible for *any* cost in excess of the initial award.

DOCUMENT APPROVALS: The grantee is responsible for securing any and all permits and environmental document approvals that may be required for the project and activity and to comply with the National Environmental Policy Act of 1969 as well as other State and Federal legislation laws. Local Government is encouraged to hold pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes, and time schedules that may affect the project and activity.

CHANGES IN PROJECT SCOPE: It is intended for the grantee to keep the commitment presented in the application, thus, no scope changes will be allowed after a grant is awarded.

TERM: The maximum term from the contract date to completion and acceptance of all work and services is two years. Failure to complete all work and services within this two-year period shall result in termination of the contract with no further obligation by TDOT. Any funds expended to Local Government by TDOT shall be refunded with sixty days (60) of written notification of termination.

Section 1

Fully describe the need for the project/activity and the impact it would have on the community. What is the current situation? What is the project/activity? How will the project/activity make a difference? Are there obstacles preventing the children from walking and biking to/from school?

Section 2

SRTS Programs should be accessible to schools and communities in rural, suburban and urban settings, especially those with fewer local resources and limited ability to afford new initiatives. This is particularly important as school zones in low income areas often have higher than average pedestrian crash rates, have the greatest need for a SRTS Program, yet may have limited resources to access these funds.

The Grant Review Committee will analyze bike and pedestrian crash data statewide, and will consider setting aside some funds to provide assistance to schools in areas with higher than average child crash rates. Targeted outreach and technical assistance efforts may be required to ensure that low income communities in urban or rural settings can fairly compete for SRTS funds.

Legislation requires the FHWA to report to Congress on the progress of SRTS. Thus monitoring and documenting outcomes and trends through the collection of data (including the collection of data before and after the intervention) are crucial.

Integrating the SRTS Program with multiple agencies, such as bicycle and pedestrian programs, highway and traffic safety groups, environment and planning groups, law enforcement, public health officials, and boards of education, etc., will make the program outcomes more comprehensive and more effective in increasing safety and numbers of children walking and bicycling to school. TDOT encourages applicants to involve experts and professionals representing SRTS stakeholders from the fields of public health, education, child safety, bicycling and walking and others as appropriate to assist with development and implementation of their project and activity.

Section 3

Research has shown the most successful way to increase bicycling and walking is through a comprehensive approach that includes the “Five E’s” (**E**ngineering, **E**ducation, **E**nforcement, **E**ncouragement, and **E**valuation). Applicants requesting funding for infrastructure projects only are also required to include education, enforcement, encouragement, and evaluation components in their proposal (i.e., describe the non-infrastructure activities that will support the infrastructure project). This can be an existing program, an enhanced program, or a new program that highlights the specific infrastructure. Applicants requesting funding for non-infrastructure activities only are also required to include engineering in their proposal (i.e., is the environment generally suitable for walking and biking or have infrastructure needs recently been addressed?)

Evaluations are required that will show the behavioral change before and after the project and activity. Once an award has been made, the schools that are involved with successful applications must complete the Parent Survey and Student Tally forms before the project begins and within six months of project and/or activity completion (www.saferoutesinfo.org). TDOT will submit the Surveys and Tally sheets to the National Center for Safe Routes to School.

Section 4

A successful applicant will be required to complete many activities before authorization to proceed is granted. A sample list of these activities may include:

- Signing of the implementation contract;

- Completion of the Parent Survey and Student Tally Forms
- National Environmental Policy Act (NEPA) requirements;
- License Agreement (for projects being developed on state highway right-of-way);
- Documentation of commitment to diversity including existing programs, procedures and current contracts designed to encourage minorities, women, and persons with disabilities and current employees by ethnicity, sex, and disability;
- For infrastructure projects, design, plans review and approval, land acquisition, right-of-way certification, environmental permits, advertisement review, bid book review and approval.

On all SRTS projects/activities, the applicant will be responsible for ensuring all state and federal regulations are met, including requirements, environmental assessments, permits, etc. When the applicant has completed all the state and federal requirements, TDOT will send a Notice to Proceed granting authorization to proceed with the project and activity. Any work done prior to this Notice to Proceed, including the advertisement of bids, will not be eligible for reimbursement and may jeopardize funding for the project and activity. The TDOT staff will be available to provide guidance in these areas.

Progress reports will be required at appropriate intervals of the project and activity. Dates of the report will be determined based on the timeline included in the application. In addition, the applicant is required to collect and report information (at a minimum, a pre- and post-evaluation of the SRTS student in-class travel tally and parent survey are required including the collection and reporting).

For the project budget, list a schedule of itemized activities (infrastructure *and* non-infrastructure), the cost of each, and budget narratives. Include calculations to support the budget (e.g. labor costs, supplies, materials, program incentives and other direct costs). TDOT recommends that you include a line item for a 10% contingency allowance for projects. An accurate and precise budget will help define the scope of work proposed in your project and activity. In planning your budget, talk with architects, designers, engineers, contractors, and other appropriate individuals. You will not receive more money than you are granted at the time of grant approval. Cost overruns are the responsibility of Local Government.

 Applications must be signed by the City or County Mayor (the highest elected official of a local governmental agency must sign the application). The signature of local agency department heads will not be adequate. A sample signature format is included on page I of the application.

The original application, seven (7) copies, and one (1) CD copy should be submitted to:

Diana Benedict, Program Coordinator
 Tennessee Department of Transportation (TDOT)
 James K. Polk Building
 505 Deaderick Street, Suite 900
 Nashville, TN 37243-0334
 Phone: (615) 253-2421 Fax: (615) 532-8451
 Email: tdot.saferoutestoschool@state.tn.us

TENNESSEE DEPARTMENT OF TRANSPORTATION
 Safe Routes to School Program
 APPLICATION and SCORING CRITERIA

The applicant is the local government (regional agencies, school districts, parent-teacher organizations and/or non-profit organizations may partner with local government to submit applications). Applicants may apply on behalf of multiple schools and/or multiple school districts, but duplicate information may be required for each school and/or school district participating in the application. There may only be one applicant per project (there may be additional partners but only one agency may be listed as the lead). The applicant is responsible for the project and activity.

APPLICANT INFORMATION

1. Applicant
2. Address
 City, County, Zip
 Phone Number, Fax Number
3. Program Title and Program Location
4. Program Manager, Title
 Address, Phone Number, E-mail
5. Metropolitan Planning Organization (MPO) – see Attachment ‘A’
6. Improvement categories (check all that apply):

<input type="checkbox"/> Sidewalk/Bike Path	<input type="checkbox"/> Traffic Control Devices	<input type="checkbox"/> Community Awareness
<input type="checkbox"/> Bicycle Facilities	<input type="checkbox"/> Safety Education	<input type="checkbox"/> Enforcement Activities
<input type="checkbox"/> Crosswalks	<input type="checkbox"/> Training Equipment/Supplies	<input type="checkbox"/> Evaluation Techniques
<input type="checkbox"/> Traffic Calming	<input type="checkbox"/> Encouragement Activities/Incentives	<input type="checkbox"/> Other _____
7. Funding requested:

_____ Infrastructure	+	_____ Non-Infrastructure	=	_____ TOTAL
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NOTE: For individual school and school district projects, the applicant must obtain a Letter of Endorsement from the school district.

Applications must be signed by the City or County Mayor (the highest elected official of a local governmental agency must sign the application – stamped signatures not acceptable)

SIGNATURE:

I hereby certify that, to the best of my knowledge, the information submitted with this application is accurate.

Signature: _____ **Date:** _____
City or County Mayor

Printed Name and Title of Elected Official: _____

A. (5 Points)

List each school within a two-mile radius that may be affected by the proposed project and activity with the following data given for each school. If the project and activity involves multiple schools, a table to organize the data is recommended. For regional and/or statewide non-infrastructure activities, a list of participating schools (K-8) is acceptable.

1. School Name, Address, County
2. Type of School (e.g., elementary, middle) and grades at the school (e.g., K-8)
3. School Principal
4. School Phone Number, Fax Number, Email Address
5. Student population
6. Number *and* percentage of students who currently walk to school
7. Number *and* percentage of students who currently bike to school
8. Number *and* percentage of students who currently ride the bus
9. Number *and* percentage of students who currently are car-riders
10. Number *and* percentage of students who live within two miles of the school

B. (10 Points)

Indicate the need for this grant. List the current conditions for walking and biking to/from the school area (e.g., state the obstacles, physical barriers, risks, traffic and enforcement issues, safety concerns, background information, prohibition policies, etc.) Include any crash data over the past five years which involves pedestrians within two miles of the school. *Do not use this section to explain the project/activity.*

C. (5 Points)

Attach documents to support the conditions listed above (e.g., accident data, vehicle speed data, traffic counts, school demographics, surveys, audits, environmental factors, and photos of the school *and* school zone vicinity). Provide a map indicating *up to* a two-mile radius of the school and identify the general area with existing and proposed changes (e.g., coded map that clearly outlines the project such as road names, a north arrow, project location, student residences, and local businesses). Please limit map sizes to no larger than 11" x 17". Cite any other concerns as appropriate.

D. (5 Points)

Explain the project/activity in detail. (i.e., how does the project *and* activity address current conditions for walking and biking to/from school? How will the project *and* activity increase the safety for children to walk and bike to/from school? Does this project *and* activity coincide with any other projects or activities?)

SECTION 2**25 POINTS****A. (5 Points)**

Describe any existing programs or activities that currently support walking and biking to/from school? Identify alternatives (e.g., list any programs taught as part of school curriculum or ideas to encourage walking and biking to/from school).

B. (5 Points)

Who is the target audience?

1. Identify the number of students expected to benefit from this project *and* activity. How will the students benefit? (2 points)

Are there any economically disadvantaged communities involved? (e.g., state the percentage of students at the school, as determined by the Department of Education, that are economically disadvantaged) (3 points) www.k-12.state.tn.us/rptcrd07

C. (10 Points)

Provide information on the consultation and support for the project and activity.

1. Participating Organizations. List the participants *and* their roles. Include Letters of Agreement (e.g., school district, principal, government entity, and transportation officials acknowledging participation in this project and activity). (5 points)
2. Supporting Organizations. Identify organizations that are in concurrence with this project and activity. Include Letters of Support (e.g., school officials, traffic engineers, public health agencies, parent-teacher associations, law enforcement agencies, public works, non-profit groups, bike clubs, community groups). (5 points)

D. (5 Points)

Describe how success will be measured. List the desired outcomes *and* methods for determining success. Measurements should minimally include before and after data on the total number of students reached (i.e., the number of students walking and biking).

SECTION 3**25 POINTS****(5 Points Each)**

Federal Highway Administration recommends that SRTS efforts incorporate – directly or indirectly – five components, often referred to as the “Five E’s”. This may be accomplished by including funding for activities that address the five components or demonstrate how the components that are not included in the application are already being addressed in the school or within the school’s immediate community. Integrating the SRTS Program with multiple agencies, such as bicycle and pedestrian programs, highway and traffic safety groups, environment and planning groups, law enforcement, public health officials, and school officials will make the program outcomes more comprehensive.

Identify and discuss each of the “E’s” (i.e., engineering, education, enforcement, encouragement, and evaluation) as they relate to this project *and* activity.

A. (10 Points)

Document the commitment to continue maintenance/visibility of the project *and* activity (i.e., state your plan to sustain the program beyond the life of this funding proposal). Policies can sustain your impact over time (i.e., any written statement that commits to implementation of an action over time sponsored by a specific group). In order to build and maintain support, program efforts must be visible to students, the community, and decision makers.

B. (5 Points)

Develop a timeline for the project *and* activity from start to finish. Estimate dates of completion for major milestones (e.g. complete survey and tally forms, contract award, environmental document, right-of-way certification, Title VI certification, permits, advertisement, progress reports, and complete construction).

1. Work with area community partners to help identify specifics to the project and activity. Hold pre-application meetings with appropriate federal, state, and local government agencies to determine requirements and time schedules that may affect the project and activity.
2. Quarterly progress reports will be required unless otherwise noted in the contract. Dates of the reports will be determined based on the timeline of the project/activity. Specify milestone dates from which progress can be indicated (dates shown may become part of the contract if funded and failure to make substantial progress of the milestone by the date indicated could result in termination of the program funding).

C. (5 Points)

Develop a budget worksheet to summarize the funds requested (i.e., infrastructure *and* non-infrastructure). All expenses must be reasonable and related to the program. Include supporting documentation and budget narratives. Examples of costs to be included are those for: (1) project development (2) engineering (3) training materials (4) educational activities (5) program incentives (6) 10% construction contingency. Ordinary maintenance and operating costs are not eligible. The line-item budget should also show donated goods and volunteer services. Federal law mandates that projects be procured using the low bid method of construction.

D. (5 Points)

Summarize how the project/activity will make a difference.

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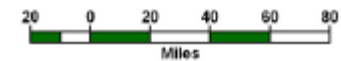
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