

# North Dakota Department of Transportation

## Safe Routes to School Program

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Application Instructions For FY 2013



Prepared By:  
North Dakota Department of Transportation  
Local Government Division  
Bismarck, North Dakota  
September 2011  
[www.dot.nd.gov](http://www.dot.nd.gov)



# Welcome to the North Dakota Safe Routes to School Program!

Safe Routes to School (SRTS) is a program that enables and encourages children, including those with disabilities, to walk and bicycle to school. It will make walking and bicycling to school a safe and more appealing transportation option. The program facilitates 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.

SRTS is an international movement designed to reach communities. The goal, simply stated, is to increase the number of children safely walking and biking to school. The movement began in Europe and has spread to the U.S. as a means to encourage and enable children to walk and bike to school safely.

Many of us remember a time when walking and bicycling to school was a part of everyday life. In 1969, about half of all students walked or bicycled to school. Today, however, the story is very different. Fewer than 15 percent of all school trips are made by walking or bicycling, one-quarter are made on a school bus, and over half of all children arrive at school in private automobiles.

This decline in walking and bicycling has had an adverse effect on traffic congestion and air quality around schools, as well as pedestrian and bicycle safety. In addition, a growing body of evidence has shown that children who lead sedentary lifestyles are at risk for a variety of health problems such as obesity, diabetes, and cardiovascular disease. Safety issues are a big concern for parents, who consistently cite traffic danger as a reason why their children are unable to bicycle or walk to school.

The purpose of the SRTS Program is to address these issues head on. At its heart, the SRTS Program empowers communities to make walking and bicycling to school a safe and routine activity once again. The Program makes funding available for a wide variety of programs and projects, from building safer street crossings to establishing programs that encourage children and their parents to walk and bicycle safely to school.

Community participation is vital to the success of the SRTS program. By using a multidisciplinary approach, the SRTS program works with the public, schools, parents, and others to identify and improve the ability of students to walk and bicycle to school safely.

The Safe Routes to School guidance on the program is available from the ND Department of Transportation website at [www.dot.nd.gov](http://www.dot.nd.gov) or for federal program information from the FHWA website at <http://safety.fhwa.dot.gov/saferoutes/>.

Thank you for your interest in the Safe Routes to School Program.

## **Background**

The Safe Routes to Schools Program (SRTS) was established in 2005 as part of the Federal Highway Transportation Bill and is intended to benefit children in elementary and middle schools (K-8). The SRTS program at its heart is about kids walking and biking to school, and making it a safe and routine activity once again.

## **Program Purpose**

- To enable and encourage children, including those with disabilities, to walk and bicycle to school
- To make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age
- 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 (approximately 2 miles) of elementary and middle schools (Grades K-8)

These stated purposes describe the overall intent of the SRTS Program. There are many possible outcomes of this far reaching program that addresses both infrastructure and noninfrastructure needs to achieve program goals.

## **Desired Outcomes**

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

## **Program Components**

Research has shown the most successful way to increase bicycling and walking is through a comprehensive approach that includes the “5 E’s” directly or indirectly. The “5 E’s” 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
- **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
- **Encouragement** – Using events and activities to promote walking and bicycling
- **Evaluation** – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s). Selected applicants will be required to submit data before, and two years after the completion of selected projects

### **Program Eligible Recipients**

State, local, and regional agencies that demonstrate an ability to meet the requirements are eligible SRTS program recipients. To ensure the program is available to a broad spectrum of groups both public and nonprofit entities are eligible SRTS grant recipients.

In order to be eligible to receive SRTS funding, projects must be submitted through a Board of County Commissioners, a City over 5000 population, or Bureau of Indian Affairs. Projects by a City under 5000, School Districts, or nonprofit organizations need to partner with the Board of County Commissioners in their respective county.

### **Program Funding**

The SRTS Program provides funds to substantially improve the ability of elementary and middle school students to walk and bicycle to school safely. The North Dakota Department of Transportation (NDDOT) is administering the program, and for fiscal year (FY) 2013 we will not know how much federal aid will be available until the pending Highway bill is passed by Congress. The amount of federal aid funding available in FY 2013 will be difficult to predict. However, for planning purposes it is estimated that we will receive in federal funding approximately \$1 million for infrastructure and noninfrastructure projects.

Federal guidelines state that not less than 10 percent and not more than 30 percent of the total money will be allocated for noninfrastructure activities with the remaining funds going towards infrastructure projects.

SRTS program funds will be awarded through a statewide competitive process that is reviewed by the SRTS advisory committee.

All SRTS projects are 100% federally funded for eligible items, to the limit of the project award with no matching funds required. Minimum funding is set at \$80,000 with maximum project funding set at \$200,000.

It is important to note that SRTS program recipients will be required to complete the project and then request reimbursement from NDDOT upon completion. This program is not a “cash-up front” program, it is a reimbursement program for cost incurred. Costs incurred prior to FHWA project approval are not eligible for reimbursement.

**Infrastructure costs eligible** for reimbursement include construction and construction engineering. **Ineligible costs** include: All planning, preliminary engineering, environmental impact mitigation, right of way acquisition, and other costs incurred before the project has been approved by FHWA for funding. All infrastructure SRTS projects must be located within approximately two miles of a school with students in grades K-8.

Please ensure that you develop an accurate cost estimate. If your project receives funding, the amount awarded will be based on your cost estimate.

SRTS funding is to supplement, not replace existing funding sources. Due to limited funding you are encouraged to be as cost effective as possible in order to stretch funds as far as possible.

### **Eligible Projects**

The following are a few general examples of infrastructure projects. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they meet the objectives of reducing speeds and improving pedestrian and bicycle safety and access.

#### **Infrastructure –**

- Sidewalk improvements
- Traffic calming and speed reduction improvements
- Pedestrian and bicycle crossing improvements
- On-street bicycle facilities
- Off-street bicycle facilities
- Secure bicycle parking facilities
- Traffic diversion improvements in the vicinity of schools

### **Project Selection Criteria**

The selection process will be focused on a project’s ability to meet SRTS program goals and the potential to develop long term walking and bicycling behaviors.

- Demonstrated need for project
- Identification of safety hazards
- Potential of proposal to reduce child injuries and fatalities – addresses safety concerns

- Potential of proposal to create a safer walking and bicycling environment within approximately two miles of a school
- Potential of proposal to encourage walking and bicycling among students – promotes healthy lifestyles
- Reduces traffic, fuel consumption, and air pollution in the vicinity of schools
- Identification of current and potential safe walking and bicycling routes to schools
- Number of child pedestrian or bicyclists currently using routes and anticipated to use routes
- Community support for application

## Special Provisions

**ADA:** Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the participant must comply with all applicable provisions of the Americans with Disabilities Act. Additional Information is available at [www.usdoj.gov/crt/ada](http://www.usdoj.gov/crt/ada).

**Title 23:** All SRTS infrastructure projects and noninfrastructure activities need to comply with applicable provisions in Title 23, such as project agreements, authorization to proceed prior to incurring costs, etc. In addition, infrastructure projects under the SRTS program 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.

As part of the Title 23 requirements, all projects funded by SRTS monies must also comply with National Environmental Policy Act (NEPA) regulations. Most SRTS infrastructure projects will likely fall under the categorical exclusions provisions of [Title 23 Code of Federal Regulations Section 771.117](#) that recognize construction of bicycle and pedestrian lanes, paths, and facilities as not involving significant environmental impacts.

**TIP / STIP:** All projects within a metropolitan planning organization (MPO) funded by the SRTS program must be programmed in a metropolitan planning organization's Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP).

Applicants are responsible for any and all local permits relevant to their project. Please work with your appropriate partners to determine necessary permits.

# NDDOT Safe Routes to School Program Infrastructure Project Application Instructions



The following pages provide instructions for applying for the NDDOT Safe Routes to School (SRTS) Program.

Please answer all questions. Additional information you believe that will more fully explain and support your proposed project or activity is welcomed.

The use of colored maps and photographs is encouraged to help describe your project. All information and supporting documentation must be on reproducible paper either 8 ½ x 11" or 11 x 17".

The use of the application form is not mandatory; however, applications in other formats must follow the same order and provide the requested information as required in these instructions. The SRTS application instructions and application are available on NDDOT website at [www.dot.nd.gov](http://www.dot.nd.gov), under Safe Routes to School Information.

Submit two reproducible copies of your completed application to:

**Pam Wenger, SRTS Program Coordinator**  
**Local Government Division**  
**North Dakota Department of Transportation**  
**608 East Boulevard Avenue**  
**Bismarck, ND 58505-0700**

## Application Deadline Is December 16, 2011

NDDOT welcomes all inquires, if you have any questions or comments about the SRTS program or the application process, please contact Pam Wenger at [dot@nd.gov](mailto:dot@nd.gov) Attn: SRTS Program Manager or (701) 328-4787.

The SRTS Advisory Committee will meet to review and rank projects. Your answers are very important in helping the committee select the best projects. If you are not selected in this funding cycle you are encouraged to apply the following year.

## Year of Construction

This application is for projects for federal fiscal year 2013 (FY '13) (October 1, 2012 through September 30, 2013). It is anticipated that construction of funded projects will occur in 2013.

## **SRTS Program Infrastructure Project Application Instructions**

### **Project Name**

Provide the name of your project. This name will be used to identify the project; it should reflect the project scope or purpose.

### **Project Location**

Fully describe the location of your project along with an 8 ½"x 11" or 11"x 17" map.

### **Project Contact**

Name of group or agency requesting the SRTS project funding.

### **Project Contact Name**

Provide the name, address, telephone number, and e-mail of the person who is directing this project.

### **Project Sponsor**

Provide the name of the governmental agency sponsoring the project. Your project must be sponsored by a County Commission, City Government, or Bureau of Indian Affairs. Projects by Cities under 5000 and/or school districts need to partner with the Board of County Commissioners in their respective county.

### **Project Sponsor Name**

Provide the name, address, telephone number, and e-mail of the contact person at the governmental agency sponsoring the project.

### **Metropolitan Planning Organization (MPO) Project Sponsor**

Projects in or near Grand Forks, Fargo/West Fargo, and Bismarck/Mandan/Lincoln metro areas must be submitted to the local MPO, with the MPO making submittal to NDDOT. If you are unsure if your project is within the MPO jurisdiction, contact the MPO office in your area. MPO contact information is as follows:

Grand Forks-East Grand Forks MPO  
P.O. Box 5200  
Grand Forks, ND 58206-5200  
701-746-2657

Fargo-Moorhead Council of Governments  
Case Plaza Center  
Suite 232  
1 2nd Street North  
Fargo, ND 58102  
701-232-3242

Bismarck-Mandan MPO  
221 North 5th Street  
Bismarck, ND 58506  
701-355-1848

Projects in MPO jurisdictions must be submitted to the MPO's and their submittal dates are as follows:

**Fargo Moorhead Council of Governments 4:00 p.m. October 21, 2011**

**Bismarck Mandan MPO 12:00 p.m. November 1, 2011**

**Grand Forks/East Grand Forks 12:00 p.m. November 30, 2011**

### **Project Amount Requested**

Provide the total amount of SRTS funding requested. Minimum funding is set at \$80,000 with maximum project funding set at \$200,000.

### **Total Project Cost**

Provide the total cost of project if additional funding is used. Matching funding is not required for the SRTS program; however, if contributing funding is being used, please provide the amount of the funding and the source(s).

### **Project Cost Estimate**

Provide a detailed copy of the estimate and who prepared it. Please work with your local government agency to determine cost estimates. Applicants are encouraged to contact a professional engineer to assist in the development of infrastructure project cost estimates. If your project is selected, you will be responsible for preparing the projects plans and specifications. When your plans and specifications are complete, NDDOT will request the Federal Highway Administration (FHWA) to authorize spending the SRTS funds. At that point bids may be taken on the project.

**The cost estimate is very important. If your project receives funding, the maximum amount funded will be based on your cost estimate. If costs exceed the estimate, the sponsor will be responsible for covering the additional costs. Eligible costs for reimbursement include construction and construction engineering. Ineligible costs include: All planning, preliminary engineering, environmental impact mitigation, right of way acquisition, and other costs incurred before the project has been approved by FHWA for funding.**

### **Project Description**

Fully describe your project. Please supplement your descriptions of what is planned by including typical sections, layouts, site plans, drawings, sketches, photos, crash data, traffic counts, surveys, audits, etc. These supplements will be very helpful in evaluating the project.

- a. Describe how the project will help enable and encourage students to walk and bicycle to school. It would make bicycling and walking to school a safe and more appealing transportation alternative, and will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (approximately 2 miles) of elementary and middle schools (Grades K-8).
- b. Research has shown the most successful way to increase walking and bicycling is through a comprehensive approach that includes the "5 E's" (Engineering, Education, Enforcement, Encouragement, and Evaluation). Applicants requesting funding for

infrastructure projects are also required to address each of the other “E’s”. This can be an existing program, an enhanced program, or a new program.

- c. Describe the current conditions for walking or biking to school. What are the obstacles or risks facing children who walk or bike to school?
- d. Describe how the proposed project addresses the barrier or hazard facing children who walk or bike to school.
- e. Describe how the project will be sustained – plans to provide ongoing support and funding to ensure the continued success of SRTS program.

### **School(s)**

- a. List all schools involved or affected by this project and grade level for each school.
- b. List the total K-8 students in school(s).
- c. List the total K-8 students who live within two miles of the school(s) that this project is expected to benefit.
- d. Estimate current number of K-8 students who currently bike or walk to school.
- e. Estimate current number of non-student bikers or walkers expected to benefit from project.

### **Who Will Own This Property When Project Is Completed?**

To be eligible for consideration, the property must be within the public right of way or on private land with a written legal easement or other written legally binding agreement that ensures public access to the project. Provide the name of the entity that will be the owner of this project when it is completed.

### **Maintenance Of This Project Will Be Provided By:**

The sponsor is responsible for providing or making arrangements for maintenance of the project. Provide the name of the person, agency or group that will maintain this project after its completion.

### **Right Of Way For This Project Will Be Provided By:**

If right of way is needed to construct your project, indicate who will acquire it and how its acquisition will be funded.

### **Environmental Impacts**

Impacts of projects can be both beneficial and adverse. If your project is selected, you will be responsible for obtaining the necessary environmental clearances. This will involve the preparation of a Project Concept Report (PCR), which will include, but is not limited to, a thorough discussion of the need for the project, what the project entails, design description, environmental impacts, and coordination with local, state, and federal agencies.

**This Project Is Supported By:**

Provide the names of governmental agencies that are in support of this project. Also, please state if there is support from the general public, other groups and organizations.

**Attach documentation from all those affirming this support.**

**Signatures**

**Contact Person** – This is the person who will be responsible for the management and implementation of your proposed project.

**Project Sponsor** – This is the contact person at the governmental agency sponsoring the project.

**MPO Official** – If your project is within a Metropolitan Planning Organization area, the MPO Director is required to sign.