

This document is intended as a worksheet for applicants for the Safe Routes to School Infrastructure Program Application. Applicants must fill out an online form to apply, <https://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx#HowToApply>

WORKSHEET: 2018 Safe Routes to School Infrastructure Competitive Grant Program Application

Part 1: General Information

- Applicant Contact Information
 - Name:
 - Title:
 - Agency:
 - Phone:
 - Email:
- Roadway Authority Information (if different than applicant)
 - Contact's Name Title:
 - Agency Phone:
 - Email:
- Will applicant oversee design and construction of the project? Y/N
- If no, list agency who will oversee design and construction of the project and explain why: Maximum 750 characters.
- Is the applicant submitting more than one application? Y/N
- If yes, rank this application: Example: 1 of 4 (1 being highest priority)

Part 2: Eligibility Requirements

- Did the applicant submit a Letter of Intent? Y/N
- Is the project within a one-mile radius of a public school? Y/N
 - Optional tool: Use map generated from the Safe Routes to School Web Application, <https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>.
- Is the project in or aligned with a plan that meets the requirements of ORS 195-115? Y/N
 - Tool: ORS 195.115 (<https://www.oregonlaws.org/ors/195.115>), OAR 737-025-0060 (<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=3453>)
- List the plan, the date adopted or completed, and how the project is aligned with the plan:
 - Maximum 250 characters. Example: Name of Plan, Date Adopted/Completed
- Is the project supported by the school or school district? Y/N
 - You are required to include a letter of support from the school or school district as an attachment in Part 7.

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- Is the project in the public road right of way or will the project widen the road right of way to include your project? Y/N
- Does your project reduce barriers and hazards to children walking or bicycling to and from school? Y/N

If you answered yes to the above questions, please continue.

Part 3: Background

Information can be provided for one project or a bundle of projects if applicable.

- Provide a high-level PROBLEM statement that describes the barriers of children walking or bicycling to school. Provide a summary of the problem in a concise manner that can be used on a website or publication.
 - Note: Maximum 250 characters.
- Provide a high-level description of your PROJECT. Project should be a viable solution to the above problem. Provide a summary of the project in a concise manner that can be used on a website or publication.
 - Note: Maximum 250 characters.
- Additional Problem/Project Description: Describe any further details about the problem, the project, and how this project will help remove barriers for children walking and bicycling to the primarily affected school:
 - Note: Maximum 750 characters.
- Is the project located in a city with 5,000 people or fewer? Y/N
- Is the project primarily serving students at a Title I school (40% or more students receiving free and reduced lunch)? Y/N
 - Tool: Find percentage of Students Eligible for Free or Reduced Lunch, <https://www.ode.state.or.us/sfda/reports/r0061Select.asp>
 - If yes, what percentage of children that attend the primarily affected school is eligible to receive free and reduced price meals?
- Describe the status/progress to date of school engagement for this project.
 - Note: Maximum 750 characters.
- Does the applicant own the right of way (ROW)? Y/N/I don't know
 - Note: An easement can count as owning sufficient ROW in this instance.
 - If, no
 - Does the ROW need to be acquired? Y/N
 - Who owns the right of way? Maximum 250 characters.
 - Does the ROW owner concur with your project request? Y/N
 - If the applicant answered No or I don't know, describe why: Maximum 250 characters.
- Who will maintain the improvements once the project is completed, including landscaping?
- Will any utilities need to be relocated? Y/N/I don't know
 - Example of utilities include water, gas, electric, etc
 - If yes, please list and explain how you plan to mitigate: Maximum 750 characters.

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- Describe how your project impacts storm water drainage.
 - Note: Maximum 750 characters. Include information like if you will be adding or relocating curb and gutter.
- For the next two questions, see the following links for further assistance with environmental resources or hazards: Local Agency Guidelines Manual – Environmental Chapter 05 (<https://www.oregon.gov/ODOT/LocalGov/Pages/LAG-Manual.aspx>), ODOT GeoEnvironmental (<https://www.oregon.gov/ODOT/GeoEnvironmental/pages/index.aspx>)
 - Are there any environmental resources within or adjacent to the project area? Y/N/I don't know
 - Examples: Wetlands and waterways, endangered species (fish, plants and wild life), water quality and quantity (storm water), flood plains, historic structures, and archaeological sites.
 - If yes, please list and explain how you plan to mitigate: Maximum 750 characters.
 - Are there any environmental hazards within or adjacent to the project area? Y/N/I don't know
 - Examples include but are not limited to: Hazardous waste sites/materials, and geologically unstable slopes.
 - If yes, please list and explain how you plan to mitigate: Maximum 750 characters.
- Briefly describe public outreach process around this project to date.
 - Note: Maximum 750 characters.
- Identify any concerns that have been raised in the public outreach process or that you anticipate being raised and how you anticipate addressing these issues.
 - Note: Maximum 750 characters.
- Is additional public outreach process necessary?
 - If yes, describe: Maximum 750 characters.
- Is the proposed project included in a larger project?
 - Note: Safe Routes to School dollars may not be used to supplement funding on a project that already triggers [ADA facility requirements](#) or [ORS 366.514](#) requirements. ADA, walkway and bikeway enhancements that go beyond minimum requirements are eligible.
 - If yes, describe larger project and funding sources:
- Describe any design work started or completed on the project? Maximum 750 characters.
 - Note: Maximum 750 characters. Example: Not started yet, started but not complete, or completed. Attach draft or completed designs in Part 7.
- Does the project include a railroad crossing or is it within 500 feet of one? Y/N
 - If yes, do the railroad company and the ODOT Rail Crossing Safety Unit concur with the project request?
- Are any bridges, tunnels, retaining walls or other structures required? Y/N
 - If yes, describe: Maximum 750 characters.

Part 4: Project Details and Schedule

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List the proposed improvements/countermeasures/methods and location to provide a detailed project description. Use the format below. Applicants may add multiple locations.

Location Information: Applicants can choose to list more than one location through a drop down menu. Applicants will provide the below information for each location.

Location 1

- Latitude:
 - Example: 45.456. Optional: Use map generated from the Safe Routes to School Web Application to determine latitude and longitude, <https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>.
- Longitude:
 - Example: -123.123. Optional: Use map generated from the Safe Routes to School Web Application to determine latitude and longitude, <https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>.
- Name of street, road or highway on which the project is located:
- Cross street or other reference point (include state highway milepost begin/end if applicable):
- Project length in feet:
- Which side of the street is the project located?
 - Example: Both, North, South, East, West
- Is there a history of school-related crashes at this location that this project would address?
 - Example: Crashes on or very near a route that students generally take to school.
 - If yes, describe and include number of crashes and if crashes were non-serious, serious injury, or fatal:
 - Note: Maximum 750 characters.
 - At the proposed project location what is the:
 - Note: Below questions use a drop menu that includes: less than 25 mph, 25 mph, 30 mph, 35 mph, 40 or greater
 - Posted travel speed (mph)?
 - Optional: Posted travel speed (mph)?
 - Optional: Operating speed (85th percentile) (mph)?
 - Optional: Operating speed (85th percentile) (mph)?
 - Optional: Desired speed (the target speed) (mph)?
 - Optional: Desired speed (the target speed) (mph)?
- What are the number of travel lanes and the crossing width of the road? Example: 2 lanes, 35 feet
- At the project location(s) what is the average annual daily traffic (AADT)?
 - Note: This question uses a drop menu that includes: 3,000-5,999, 6000 - 8,999, 9,000 - 10,999, 11,000 - 11,999, ≥ 12,000

Improvement Descriptions: Applicants can choose to list more than one improvement. Applicants will provide the below information for each improvement.

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- Description of Improvement: Example: Rapid Flashing Beacon or Sidewalk
- What are the current crossing accommodations at the proposed project location(s) and how many are there?
 - Note: This question uses a drop menu that includes: None; Marked crosswalks; Marked crosswalks, plus traffic calming, Crossing guard or student safety patrol; Stop sign, traffic signal, flashing beacons

Priority Safety Corridor: In order to qualify as a Priority Safety Corridor at least one of the projects must be located on a road where the posted speed or 85th percentile speed of traffic is 40 miles per hour or greater OR if any two of the following apply:

- ✓ Posted speed limit 30 miles per hour or greater;
- ✓ More than 2 lanes or a crossing distance greater than 30 feet;
- ✓ 12,000 or greater annual average daily traffic;
- ✓ Has a demonstrated history of crashes related to school traffic.

More information can be found in the [Program Guidelines](#).

- Does your project qualify as a Priority Safety Corridor? If you have multiple projects, does at least one of your projects qualify as a Priority Safety Corridor?

Project Schedule

Provide a project schedule using the applicable phases below. Program anticipates awarding grants in spring of 2019. Make sure to include Scoping and Planning and other mandatory phases. Note: Projects must start construction within 2 years of signed agreement and be completed within 5 years of signed agreement.

| | |
|---|--|
| Scoping and Planning (mandatory): | Phase Completed in X weeks after Intergovernmental Agreement (IGA) is executed, or date if already completed |
| Permits (if applicable) | Phase Completed in X weeks after IGA is executed, or date if already completed |
| Right-of-way and Land Acquisition (if applicable) | Phase Completed in X weeks after IGA is executed, or date if already completed |
| Community Outreach/Engagement (mandatory) | Phase Completed in X weeks after IGA is executed, or date if already completed |
| Final Plans/Bidding Engineering Documents (mandatory) | Phase Completed in X weeks after IGA is executed, or date if already completed |
| Construction Contract Award (if applicable) | Phase Completed in X weeks after IGA is executed, or date if already completed |

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| | |
|--------------------------------------|--|
| Utilities Relocation (if applicable) | Phase Completed in X weeks after IGA is executed, or date if already completed |
| Project Completion (mandatory) | Phase Completed in X weeks after IGA is executed, or date if already completed |

Part 5: Project Cost and Cash Match

Project Cost and Funding Request

Provide a cost estimate. Note that any cost overages are the responsibility of the applicant. Note: Applicants are encouraged to include accurate cost estimates. Make sure to include all of the appropriate drop-down fields in your cost estimate. Attach back up for project cost estimates in Section 7.

| Item | Item Cost Estimate |
|--------------------------------------|--------------------|
| Right of Way Costs | Provide estimate |
| Preliminary Engineering/Design Costs | Provide estimate |
| Utility Costs | Provide estimate |
| Construction Costs | Provide estimate |
| Other Costs | Provide estimate |
| Total Project Cost | Provide estimate |

- Grant Award Request:
 - Note: Minimum grant request is \$60,000 and maximum grant request is \$2 million.
- Recipient Match:
 - Note: Minimum 20% cash match

Note: The sum of the Grant Award Request and Recipient Match should equal the total cost of the project.

Cash Match

"Cash Match" is actual funds provided by the applicant that are reasonable, necessary and directly related to the project and funded by the applicant. Cash match shall include project expenditures made within 24 months prior to the application deadline. Education and outreach efforts at the school do not constitute cash match. Examples of "cash match" include engineering, design, utility, right of way, and construction costs. Program match requirement is 40%. See Program Guidelines (<https://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx#CompetitiveGrantDescrip>) to determine if your project may be eligible for a reduced match of 20%.

- Percent Cash Match:
 - Note: Certain projects may be eligible for a reduced match from 40% to 20%.
- Source of Match:

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- Note: If Federal funds are used a Cash Match, make sure to include potential side-effects in your timeline and cost.
- Does the applicant intend to use any prior work as cash match?
 - Describe any prior work:
 - Maximum 250 characters. Be sure to indicate how the work is part of the same project and within the public road right of way.
 - Was the prior work completed within 2 years of the application deadline?
 - If you answered no, the match is not eligible.
 - If yes, how much of the prior work do you intend to count as match? Maximum 50 characters.
 - If yes, describe how the prior work is part of the project: Maximum 250 characters.

Licensed Engineer Review Confirmation: Confirm that a licensed engineer has reviewed your cost estimates and scope by providing contact information.

- Licensed Engineer Name:
- Agency/Employer
- Email
- Phone

Part 6: Additional Information

The following information may be used by the Safe Routes to School Advisory Committee to help prioritize your project.

Primarily Affected School Information: Applicants can choose to list more than one school. Applicants will provide the below information for each school.

School 1

- School Name
- Contact's Name
- Title
- Phone
- Email
- How far from the school is the project? Example: 0.25 mile
- What grades are taught at the school? Example: K-8
- Describe past, present, or upcoming Safe Routes to School non-infrastructure programs at the school or school district. Safe Routes to School programs includes education, encouragement, and evaluation activities that reduce barriers to children walking and bicycling to school.
 - Note: Maximum 750 characters. Example: Describe the goals laid out in the affected school or school district Safe Routes to School Action Plan and what has been accomplished to date.
- Select an option that best describes the barrier for walking and bicycling to this school: Example: There are a list of option to determine how passable the barrier is.

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- Note: This question uses a drop menu that includes: Barrier or gap is passable for school-age users with mobility limitations; Barrier or gap is passable for school-age users with considerable mobility and safety limitations; Barrier or gap is impassable for most school-age users; Other.
- Describe why you selected this barrier description: Maximum 750 characters
- Is the project located within the boundary of a Metropolitan Planning Organization or Transportation Management Association? Y/N
 - Optional resource: Metropolitan Planning Organization Database, <https://www.planning.dot.gov/mpo.asp>

Program Evaluation The following information is helpful data for overall program evaluation.

- Does this project address a need in the supplemental busing plan (also known as a hazard busing plan) for the school district? Y/N/ I don't know
 - If yes, describe: Maximum 750 characters.
- Does the community count and collect the number of children that get to the affected school by the following modes: Walking, Biking; Family Vehicle; Other? Y/N/ I don't know
 - If yes, provide the latest counts, the date and the method of data collection or indicate that you will upload the latest counts in Part 7: Maximum 750 characters.
- Does your community collect and document parent, student, and/or school staff's safety concerns about the project area or larger school one-mile radius? Y/N/ I don't know
 - If yes, provide the latest quantitative or qualitative data or other information, and the date and the method of gathering input, or indicate that you will upload the latest counts in Part 7: Maximum 750 characters.

Part 7: Attachments

- Cost estimate: Attach the notes or back up information for how you determined your cost estimate.
- Photos: Attach photos of the project area
- Letter of School Support: Applicants are required to submit a letter of support from the affected school or school district on school or district letterhead and signed by the district superintendent or school principal.
- Project location map, scale bar, north arrow, street labels, aerial photograph of map.
 - Optional: Use map generated from the Safe Routes to School Web Application, <https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>.
- Completed Signature Sheet(s)
 - <https://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx#HowToApply>
- Optional: Attach draft or completed design (see Part 3)
- Optional: Any additional letters of support
- Optional: Attach a map of the school's identified walking and bicycling routes to school
- Optional: Data Counts (see Part 6)
- Optional: Any additional information

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Disclaimer: Since this is the first application cycle for the Safe Routes to School Competitive Infrastructure Program, contact LeeAnne Ferguson, 503-986-5805, if you have any comments or concerns about the application or have an inability to provide required information.