

# Safe Routes to School Infrastructure Program Guidelines 2019-2020

## Table of Contents

Chapter 1: Overview .....	2
<b>PROGRAM DESCRIPTION</b> .....	2
<b>ROLES AND RESPONSIBILITIES</b> .....	3
Chapter 2: Safe Routes to School Competitive Grants .....	5
Sub-Chapter 2A: Eligible Entities and Projects.....	5
ELIGIBLE ENTITIES .....	5
ELIGIBLE PROJECTS.....	5
<b>CASH MATCH</b> .....	6
Sub-Chapter 2B: Competitive Program Application Process .....	7
<b>APPLICATION REQUIREMENTS &amp; PROCESS</b> .....	7
<b>ADDITIONAL INFORMATION AND TIPS</b> .....	8
Sub-Chapter 2C: Competitive Grant Program Project Selection .....	10
<b>PROJECT SELECTION</b> .....	10
<b>DECISION MAKING STRUCTURE AND ROLES:</b> .....	11
Sub-Chapter 2D: Competitive Grant Program Project Delivery and Agreements .....	12
<b>PROCESSES FOR PROJECT DELIVERY</b> .....	12
<b>ADDITIONAL EXPECTATIONS FOR GRANT RECIPIENTS</b> .....	13
Sub-Chapter 2E: Competitive Grant Performance Measures and Evaluation .....	14
Chapter 3: Rapid Response Grant Program .....	15
Sub-Chapter 3A: Unique Eligibility Requirements .....	15
Sub-Chapter 3B: Rapid Response Grant Program Project Application Process.....	16
<b>APPLICATION REQUIREMENTS &amp; PROCESS</b> .....	16
<b>ADDITIONAL INFORMATION AND TIPS</b> .....	17
Sub-Chapter 3C: Rapid Response Grant Program Project Selection.....	17

<b>PROJECT SELECTION</b> .....	17
<b>DECISION MAKING STRUCTURE AND ROLES:</b> .....	17
Chapter 4: Project Identification Program .....	19
Sub-Chapter 4A: Project Identification Program Eligible Entities .....	19
Sub-Chapter 4B: Project Identification Program Application Process .....	19
<b>APPLICATION REQUIREMENTS &amp; PROCESS</b> .....	19
<b>ADDITIONAL INFORMATION AND TIPS</b> .....	21
Sub-Chapter 4C: Project Identification Program Selection .....	21
<b>SCHOOL COMMUNITY SELECTION</b> .....	21
<b>DECISION MAKING STRUCTURE AND ROLES:</b> .....	22
Sub-Chapter 4D: Project Identification Program Service Delivery and Agreements .....	23
<b>PROCESSES FOR SERVICE DELIVERY</b> .....	23
Sub-Chapter 4E: Project Identification Performance Measures and Evaluation .....	24
APPENDIX A- Project Examples .....	25
APPENDIX B- Competitive Program Scoring Matrix .....	27
APPENDIX C- Project Identification Scoring Matrix .....	30

## Chapter 1: Overview

A successful Safe Routes to School (SRTS) Program requires six components: education, encouragement, engineering, enforcement, evaluation, and equity. The Oregon Department of Transportation addresses these components with an infrastructure program and a non-infrastructure program. This document address the Oregon Safe Routes to School Infrastructure Program (engineering) only. Go to <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx> to learn more about Oregon’s Non-infrastructure Program. The Safe Routes to School Program is guided by Oregon Revised Statute (ORS) 184.740 to 184.742 and Oregon Administrative Rule (OAR) 737-025-0010 through 737-025-0093.

This document is intended to provide information for prospective applicants of Safe Routes to School Infrastructure Grants funded through the Safe Routes to School Fund.

### PROGRAM DESCRIPTION

The Safe Routes to School Infrastructure Program is divided into three types of grants:

July 25, 2019

1. **Competitive Grants:** 87.5 percent or more of Safe Routes to School funds will be set aside to build street safety projects to reduce barriers and hazards for children walking or bicycling to or from schools. Funds will be distributed through an application-based, competitive, process every two years.
2. **Rapid Response Grants:** Up to 10 percent of funds will be available for urgent needs or systemic safety issues. Funds will be distributed through an application process that is open as long as there are funds available. Eligibility requirements are currently under development.
3. **Project Identification Grants:** Up to 2.5 percent of funds will be used by the Oregon Department of Transportation to help communities identify projects that reduce barriers and hazards for children walking or bicycling to and from school and that will lead to eventual construction.

Grant cycles will be every two years starting in 2019. The table below shows the rough amount available for the first three funding cycles, shown by grant type.

Funding Cycle	Competitive Grants	Rapid Response Grants	Project Identification Grants	TOTAL
2019-2020	\$ 16,041,666.67	\$ 1,833,333.33	\$ 458,333.33	\$ 18,333,333.33
2021-2022	\$ 26,250,000	\$ 3,000,000	\$ 750,000	\$ 30,000,000
2023-2024	\$ 26,250,000	\$ 3,000,000	\$ 750,000	\$ 30,000,000

All subsequent funding cycles will be determined by the Safe Routes to School Advisory Committee in consultation with the Safe Routes to School Infrastructure Program Manager.

### ROLES AND RESPONSIBILITIES

Position	Role
Safe Routes to School Infrastructure Program Manager	Responsible for the overall management, oversight, and direction of Safe Routes to School Program. Primary point of contact for Safe Routes to School infrastructure funding, policy, performance reporting, and legislative issues. Approves Safe Routes to School project eligibility including project amendments.
Public Agencies	Local public agencies like city, county, tribes, transit districts, ODOT regions (including ODOT area Managers), other road authorities, and school districts (only for the Project Identification Program) are responsible for preparing and submitting applications for their projects and delivering each project according to the awarded grant.

Revised Safe Routes to School Infrastructure Program Guidelines 2019-2020

July 25, 2019

Safe Routes to School Advisory Committee	Responsible for setting program criteria, guiding selection cycles, ranking projects and recommending projects for funding to the Oregon Transportation Commission. A sub-committee of the Committee may recommend Rapid Response Grants.
Oregon Transportation Commission	Decision-making body responsible for reviewing recommended projects, making the ultimate decision on which projects to fund and determining recipients of lower cash match requirement.

## Chapter 2: Safe Routes to School Competitive Grants

The ODOT Safe Routes to School Competitive Infrastructure Grant Program runs in two year cycles with the first round of funds awarded in 2019. Road authorizes are encouraged to apply for projects that address barriers for students walking and biking to school.

### Sub-Chapter 2A: Eligible Entities and Projects

#### ELIGIBLE ENTITIES

The following entities are eligible to apply for the Safe Routes to School Infrastructure Competitive Grant Program:

- Cities
- Counties
- Tribes
- Transit Districts
- Oregon Department of Transportation
- Other Road Authorities

#### ELIGIBLE PROJECTS

The following are eligibility criteria for projects funded through the Safe Routes to School Infrastructure Competitive Grant Program. A list of eligible counter measures proven to improve safety are listed in Appendix A.

<b>PROJECT MUST</b>	<b>DESCRIPTION</b>
Be within in the public road right of way	Project must be with in the public road right of way which is publically owned land or property the entire width between the exterior right-of-way lines including paved surface, shoulders, ditches, and other drainage facilities in the border area between the ditches or curbs and the right-of-way lines.
Be within one-mile of a School	Project must be within a one-mile radius of a public school measured in a straight line extending for a mile from the affected school.
Be at or within funding request minimum and maximum	Funding request minimum: \$60,000 Funding request maximum: \$2 million
Have adequate local cash match	All projects must have at least 40% local cash match for the 2019-2020 Competitive Grant Program. Projects may quality for a reduced 20% local cash match if certain criteria are met. See below CASH MATCH section for further information.

Have school or school district support	Project must show support from the affected school or school district through a letter of support and a description of school/school district involvement.
Provide a safety benefit	Project must provide a safety benefit that address barriers and hazards to children walking and bicycling to and from school.
Be included in or aligned with a plan	Project must fit within a plan developed pursuant to ORS 195.115 <sup>1</sup> . Plans may include but are not limited to: a Safe Route to School Action Plan <sup>2</sup> or Safe Route to School Infrastructure Plan <sup>3</sup> , Transportation System Plan, or other locally adopted plan.

FOCUS AREA	DESCRIPTION
Project must primarily affect students at a Title I school as defined as a school where 40% or more students are eligible for free or reduced price lunch.	The Safe Routes to School Advisory Committee <u>may</u> designate a focus area for the funding cycle. This focus area will effectively prioritize the projects in the selection process. In 2018, the Safe Routes to School Rulemaking Advisory Committee designated Title I schools (schools where 40% or more of students are eligible for free or reduced price lunch) to be the focus area for the application cycle. Applicants may use Title I data from the last two full school years prior to the application process. Find your school's percentage of students eligible for free and reduced lunch at <a href="https://www.ode.state.or.us/sfda/reports/r0061select.asp">https://www.ode.state.or.us/sfda/reports/r0061select.asp</a> .

### 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. Actual funds may be considered up to two years prior to the project application deadline. Education and outreach efforts at the school do not constitute cash match. Examples of cash match include engineering, design, utility relocation, right of way acquisition, and construction costs.

The Safe Routes to School guiding statute states a project must have local cash match of 40%, and projects are eligible for a reduced local cash match of 20% if the project meets one of the following criteria:

<sup>1</sup> ORS 195.115 states that "City and county governing bodies shall work with school district personnel to identify barriers and hazards to children walking or bicycling to and from school. The cities, counties and districts may develop a plan for the funding of improvements designed to reduce the barriers and hazards identified."

<sup>2</sup> Find a Safe Routes to School Action Plan template at <http://www.oregon.gov/ODOT/Safety/Documents/SRTSActPlanTemplate.pdf> or contact [Heidi.Manlove@odot.state.or.us](mailto:Heidi.Manlove@odot.state.or.us) to determine if your project is within a one-mile radius of a school with an Action Plan.

<sup>3</sup> More information is available starting in 2019 at <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>.

July 25, 2019

- The affected school is located in a city with a population of 5,000 or fewer;
- The affected school (school within one-mile of the project) has 40% or more students eligible for free or reduced lunch, Data from the past two completed school years may be considered.<sup>4</sup>
- The project reduces hazards within a Priority Safety Corridor. In order to qualify as a Priority Safety Corridor the project must be located on or address a barrier to students walking and biking to school on a road where the posted speed or 85<sup>th</sup> percentile speed of traffic is 40 miles per hour or greater, OR if any two of the following apply:
  - Posted speed limit is 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

The required cash match percentage for the project is determined by the above criteria at the time of the application even if criteria elements like Title I status or speed limit have changed during the construction of the project.

Local, state, and federal funds may be used as cash match. Applicants should note that if federal funds for an open federal project are used as match or if the project is combined with a federal project, the funds will become federalized and as a result the project must meet all federal requirements. Once SRTS funds are allocated, grantees cannot combine a SRTS project with a federal project and federalize the funds.

See “Additional Information and Tips” in Sub-Chapter 2B for ideas on how to meet the local cash match requirement.

## Sub-Chapter 2B: Competitive Program Application Process

### APPLICATION REQUIREMENTS & PROCESS

Step	Description
1	Program Manager opens application window.
2	Applicant submits Letter of Intent.
3	Program Manager responds to Letter of Intent.
4	Applicant submits final application.
5	Program Manager closes application window.

In January of odd-numbered years, ODOT will announce the schedules to submit grant applications for grants from the Safe Routes to School Infrastructure Competitive, Rapid Response, and Project Identification Grants. Applications will not be accepted at times outside

---

<sup>4</sup> Information about a school’s student eligibility for free and reduced lunch can be found at <https://www.ode.state.or.us/sfda/reports/r0061Select.asp>.

of announced application periods. ODOT will also announce the opening and closing of application cycles in the weeks prior to the application cycle.

Current application materials can be viewed on the Safe Routes to School Program website. A letter of intent and application must be submitted online through the website, <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>. The Oregon Department of Transportation will provide online templates for submissions and additional supporting documentation may be requested.

#### LETTER OF INTENT

The purpose of the Letter of Intent (LOI) is to provide basic information and confirm eligibility of the proposed project as well as allow the Safe Routes to School Infrastructure Program Manager to gauge how many applicants will apply for the current round of funding to allocate adequate staffing resources for effective application review and scoring.

When submitting an LOI, applicants must supply contact information, affected school information, confirm eligibility, project location, brief problem statement, brief project description, request estimate, and anticipated source of cash match.

#### APPLICATION

In order for an application to be considered, it must be completed in full. When submitting an application, applicants must have:

- Submitted a letter of intent,
- Met basic eligibility requirement,
- Provided a problem statement and project description,
- Supplied a letter of support from the affected public school or school district,
- Provided a total project cost including match,
- Provided an itemized budget,
- Provided a project schedule,
- Provided information about the affected school,
- Uploaded project area photos, maps, and required signatures.

#### ADDITIONAL INFORMATION AND TIPS

Submitting an application:

- Applicants for projects that are not funded during an application period may reapply during a subsequent application period.
- Local agencies and ODOT are encouraged to deliver the projects for which they apply.
- Applicants are encouraged to solicit letters of support from local transportation committees like Area Commissions on Transportation and local community-based organizations.

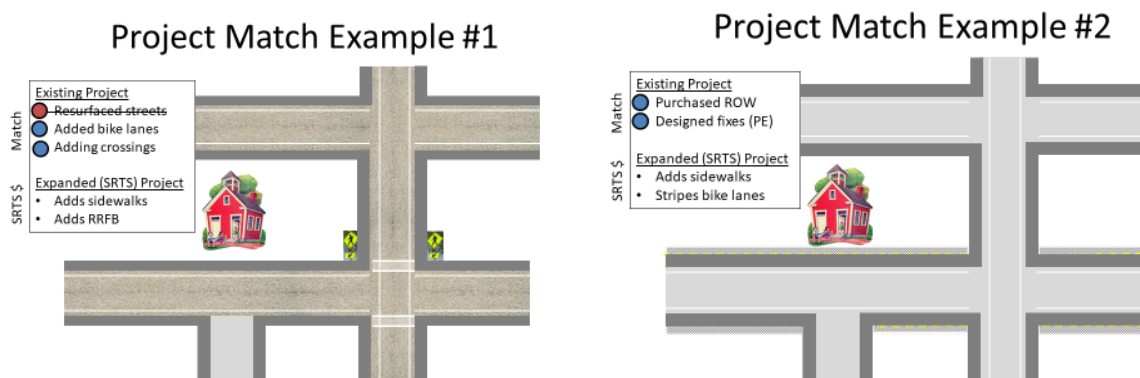


July 25, 2019

- Applicants are encouraged to use the Safe Routes to School mapping site to help find needed school information and create the map. This map may also be useful to help communities choose a project that meeting program eligibility.  
<https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>
- Applicants can also use the Oregon Department of Education site, <https://www.ode.state.or.us/sfda/reports/r0061select.asp> to find out what percentage of students are eligible for free and reduced lunch at a school. Data from the past two complete school years is acceptable.

Meeting the local cash match requirement:

- Applicants can consider using the Oregon Transportation Infrastructure Bank to borrow funds at a low interest rate. More information at <http://www.oregon.gov/ODOT/About/Pages/Financial-Information.aspx>.
- Applicants can consider defining a large project where funding for only a portion of the project is requested from the Safe Routes to School fund.
- Applicants may consider local, state, and federal funds as local cash match.
- Additional options for some communities include Community Development Block Grants by Housing and Urban Development and Community Facility Grants by USDA Rural Development.
- See diagrams below for examples:



Connecting with the affected school to determine priority projects:

- ODOT Regional Traffic Safety Coordinators or ODOT Regional Active Transportation Liaisons may have connections at the affected school and know who your best SRTS contact may be.
- Your community may have a local Safe Routes to School Coordinator who would know who the best SRTS contact at the school may be. Find more information at <https://www.oregonsaferoutes.org/oregon-safe-routes-to-school-local-coordinators/>.
- If you are not sure who to contact at the school to determine if your project is a priority, contact the principal as a first step.

Additional online resources:

- **ODOT’s Safe Routes to School Programs site:**  
<http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>
- Oregon’s Safe Routes to School site: <https://www.oregonsaferoutes.org/>
- The history of Safe Routes to School Funding in the United States:  
<https://www.saferoutespartnership.org/healthy-communities/101/history>
- Statewide Safe Routes to School Programs:  
<https://www.saferoutespartnership.org/state/bestpractices/stateprograms>

## Sub-Chapter 2C: Competitive Grant Program Project Selection

### PROJECT SELECTION

**Prioritization Criteria:** In each cycle of funding, the Safe Routes to School Advisory Committee selects a focus area and determines prioritization criteria to be used in the staff scoring of the project.

Structure for selecting criteria to prioritize projects starting in 2020:

Step	Role	Description	Opportunity for Public Input
1	Oregon Safe Routes to School Advisory Committee (SRAC)	<u>Criteria selection for project prioritization:</u> The SRAC meets to determine the focus area and priorities for the current round of funding.	SRAC meetings have an opportunity for public comment.
2	Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) and Oregon Transportation Safety Committee (OTSC)	<u>Criteria review:</u> OBPAC and OTSC will be consulted on focus areas and priority criteria prior to each selection cycle.	OBPAC and OTSC meetings have an opportunity for public comment
3	Oregon Transportation Commission (OTC)	<u>Scoring matrix:</u> The OTC reviews and approves the scoring matrix.	OTC meetings have an opportunity for public comment

For the 2019-2020 cycle, the Safe Routes to School Rulemaking Advisory Committee determined the below criteria for project selection. Project ranking will be determined by points and scoring criteria listed in Appendix B.

Priority Level	Criteria	Description
High	FOCUS AREA: Title I Schools (schools where 40% or more	If the primarily affected school has 98% students eligible for free and reduced lunch, it will be more competitive than a school with

	students are eligible for free/reduced lunch).	40%. Schools that have less than 40% students eligible for free and reduced lunch will not compete well in this cycle.
	Safety Risk Factors	Higher speed, number of crossing lanes and crossing distance, average annual daily traffic, and history of school related crashes will be more competitive.
	Elementary/Middle schools	Schools that serve any grades kindergarten through eighth grade will be more competitive than schools that do not serve any of those grades.
	Readiness	A project that has completed or does not need right of way acquisition, utilities relocation, storm water mitigation, public process, environmental consideration mitigation, and design will be more competitive.
Medium	Proximity to School	A project that is located .25 miles from the primarily affected school will be more competitive that a project location .5 miles away.
	Mutual Benefit	A project that affects multiple schools will be more competitive.
Low	Connection to Education and Encouragement Programs	A project that affects a school with past, present, or planned Safe Routes to School education or encouragement programs will be more competitive.

**Program Targets:** The Safe Routes to School Advisory Committee will review the staff scoring of each project and then determine which projects to recommend for funding. The Safe Routes to School Advisory Committee will take into consideration “targets” that allow for the equitable distribution of funds. The Safe Routes to School Advisory Committee will ensure that a balance of selected projects are located within and outside of Metropolitan Planning Organizations/Areas and ensure that a balance of selected projects serve students at Title I schools, defined as schools where 40% or more students are eligible for free and reduced lunch program. More information about the role of the Safe Routes to School Advisory Committee is included in the below chart outlining the steps in decision making and the required roles of entities.

**DECISION MAKING STRUCTURE AND ROLES:**

Step	Role	Description	Opportunity for Public Input
1	Cities, Counties, Tribes, Transit Districts, other Road Authorities, and Oregon Department of Transportation (ODOT) Area Managers	<u>Letter of intent and application process:</u> Eligible entities submit ODOT prescribed application materials before the prescribed deadlines.	N/A
2	ODOT staff	<u>Initial technical and priority criteria score:</u> ODOT staff provides eligibility review and if program is oversubscribed scores the projects using technical and priority criteria. Staff scoring of projects will include application	N/A

		review and possible virtual or in-person site visits.	
3	Safe Routes to School Advisory Committee (SRAC)	<u>Committee workshop to rank projects:</u> SRAC reviews all applicants and staff scoring to determine which projects to recommend for funding, taking into account the program Targets.	SRAC meetings have an opportunity for public comment.
4	Oregon Transportation Commission (OTC)	<u>Final approval:</u> OTC reviews and vote on SRAC recommendations.	OTC meetings have an opportunity for public comment.
5	Safe Routes to School Infrastructure Program Manager	<u>Notification and contract signed:</u> Program Manager notifies project applicants of award and works with Grant Recipients to sign the Intergovernmental Agreement or ODOT Region contract, described below.	N/A

## Sub-Chapter 2D: Competitive Grant Program Project Delivery and Agreements

### PROCESSES FOR PROJECT DELIVERY

The Safe Routes to School Infrastructure Program Manager monitors overall Safe Routes to School Infrastructure funding and helps resolve issues. Grant Recipients are responsible for tracking Safe Routes to School Infrastructure projects and submitting monthly progress reports and invoices. The project delivery steps for Grant Recipient are outlined below. ODOT Grant Recipients will refer to [ODOT's Project Delivery Guide](#) and follow steps 2-9 below.

Step	Delivery and Oversight Process for State-funded Projects
1	Intergovernmental Agreement is signed as soon as possible and no later than one year of funds being awarded.
2	Grant Recipient begins to expend funds as soon as possible and no later than two years from the date the IGA is signed; seeks reimbursement by invoice from Safe Routes to School Infrastructure Program Manager, Grant Recipient includes local cash match information.
3	Safe Routes to School Infrastructure Program Manager reviews invoice; coordinates payment.
4	Grant Recipient sends quarterly progress report to <a href="mailto:SRTSProgramMailbox@odot.state.or.us">SRTSProgramMailbox@odot.state.or.us</a> .
5	Safe Routes to School Infrastructure Program Manager reviews quarterly progress reports and monitors issues with the timely meeting the project goals listed in the IGA.
5	Grant Recipient monitors funds against financial plan and cash match requirement.
6	Grant Recipient sends final invoice for payment, closeout documentation, and final report.
7	Safe Routes to School Infrastructure Program Manager or similar conducts final walk through of project.
8	Safe Routes to School Manager may administer a project audit to determine if application materials provided were correct in regards to the amount of cash match the Grant Recipient contributed.

9	Safe Routes to School Infrastructure Program Manager notifies Program and Funding Services of project closeout.
---	---

In the event that the project is federalized due to matching state funds with federal funds or any other means, the project must be delivered through ODOT’s approved delivery methods: Local Public Agency (LPA) Certification Program and ODOT delivery. Applicants should review approved delivery options in the [AOC-LOC-ODOT Working Agreement](#) for eligibility and requirements.

In the event that project scope, schedule, or budget changes require an amendment to the project Intergovernmental Agreement or ODOT Region Agreement, Grant Recipients will follow the process below.

Step	Intergovernmental Agreements/ ODOT Region Contract Amendments
1	Grant Recipient notifies <a href="mailto:SRTSProgramMailbox@odot.state.or.us">SRTSProgramMailbox@odot.state.or.us</a> about the need for an amendment.
2	Safe Routes to School Infrastructure Program Manager determines eligibility; approves amendment.
3	Safe Routes to School Infrastructure Program Manger notifies Grant Recipient and coordinates Agreement and scope update.

#### ADDITIONAL EXPECTATIONS FOR GRANT RECIPIENTS

Grant Recipients will incur any cost overruns for the project and be expected to complete the project within five years from signed agreement. Program Manager will monitor progress by reviewing quarterly progress reports submitted by Grant Recipients. Agreements where zero funds are expended for the project within two years of signed Agreement triggers an evaluation of Grant Recipient’s ability to deliver the completed project within the required five year period. In addition, Agreements that are unsigned within one year of funds awarded triggers an evaluation of the Grant Recipient’s ability to deliver the completed project within the required five year period. If Grant Recipient is unable to deliver the project within a five year period, funds will be reclaimed by ODOT and distributed during the next Competitive Grant cycle.

Grant Recipients are expected to follow local design and construction guidelines as well as required guidelines and rules such as Americans with Disabilities Act. More information is available at <https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>.

Although Safe Routes to School Infrastructure Grants cannot fund education and encouragement programs, Grant Recipients are encouraged when possible to provide education to the school community around safe walking and bicycling habits and engage in encouragement programs like walking school buses, assemblies, and other activities when the project is selected, during construction, and post construction to ensure families and students will safely use the new infrastructure in order to walk and bicycle to school. For more information about Safe Routes to education and encouragement programs and funding opportunities, visit <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>.

## Sub-Chapter 2E: Competitive Grant Performance Measures and Evaluation

The goal of the Safe Routes to School Infrastructure Program is to build transportation safety projects that address barriers and hazards for students walking and bicycling to and from school. Oregon Department of Transportation staff is committed to coordinating the Safe Routes to School Non-Infrastructure Program that supports education and encouragement programs with the Safe Routes to School Infrastructure Program to ensure that the return on investment for funded and built projects is high and that the number of students and families walking and bicycling to school in Oregon grows.

**Transparency:** Oregon Department of Transportation is committed to transparency in decision-making and evaluation for the Safe Routes to School Program. Oregon Department of Transportation will provide web-based information on funded projects and maintain this information for the public. Oregon Department of Transportation will provide final recommendation documentation to detail what types of projects were the most and least competitive.

**Before and After Studies:** Oregon Department of Transportation is committed to implementing before and after studies to evaluate the success of the Safe Routes to School Infrastructure and Non-Infrastructure programs. More information about program evaluation will be available in 2019 on the program website, <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>.

**Performance Measures:** The Safe Routes to School Competitive Infrastructure program goals include allocating the Safe Routes to School funds, increasing the number of safety counter measures built within a one mile radius of schools, and addressing barriers at low income schools. Starting in 2019, the Safe Routes to School Advisory Committee will identify performance measures and a system for data collection and distribution.

## Chapter 3: Rapid Response Grant Program

The ODOT Safe Routes to School Rapid Response Infrastructure Grant Program funds projects that are eligible for the Competitive Infrastructure Grant program but cannot wait for the next cycle, which runs every two years. Road authorizes are encouraged to apply for urgent projects that address barriers for students walking and biking to school. For information on ELIGIBLE ENTITIES, LOCAL CASH MATCH REQUIREMENTS, PROJECT DELIVERY AND AGREEMENTS, and GRANT PERFORMANCE MEASURES AND EVALUATION, see Sub-Chapters 2A, 2D, and 2E.

### Sub-Chapter 3A: Unique Eligibility Requirements

Most eligibility requirements for the Rapid Response Grants are the same as the Competitive Infrastructure Grants. However some added eligibility requirements are unique to the Rapid Response Grant Program.

**Eligible entities** are the same as the Competitive Grant Program and can be found in Sub-Chapter 2A.

**Eligible projects** are the same as the Competitive Grant Program and can be found in Sub-Chapter 2A except for the following *noted differences*.

PROJECT MUST	DESCRIPTION
<i>Be at or within funding request minimum and maximum</i>	<i>Funding request minimum: \$0 Funding request maximum: \$500,000</i>
<i>Be an urgent safety need or opportunity.</i>	<i>Project must include proof of circumstances that trigger an urgent safety need or urgent opportunity that cannot wait until the next Safe Routes to School Infrastructure Competitive Grant Program which runs every two years.</i>
<i>Letter Intent is not eligibility requirement.</i>	<i>Submitting the Letter of Intent is not an eligibility requirement for the Rapid Response Program. However, applicants are highly encouraged to complete a Letter of Intent or communicate with program staff prior to submitting an application to discuss project eligibility.</i>

See Appendix A for a non-comprehensive list of effective counter measures. Some examples of projects that would be eligible for the Rapid Response Grant Program are listed below.

- Example of a project that meets an **urgent safety need**.
  - A recent crash occurred in the last twenty-four months involving a pedestrian or a bicyclist and the pedestrian/bicyclist was injured, seriously injured, or killed and the proposed project specifically addresses this incident effectively and cost effectively.

- A **timely and urgent opportunity** means that something substantial and unexpected has changed and must be addressed before the next Competitive Grant cycle. Examples of projects that are timely and urgent opportunities.
  - A natural disaster occurs and triggers an urgent project. Rapid Response funds could add features to a funded project that is slated for construction like a pedestrian refuge island.
  - An economic opportunity that significantly reduces the price of a needed item. Rapid Response Grants could fund a project that takes advantage of this opportunity.
  - The applicant will lose funds unless the community gets additional funds. Rapid Response Grants could be used as the funds to help keep allocated funds and address a Safe Routes to School project.
  - Local cash match is available and will not be available for the next Competitive Grant cycle. Note that actual funds may be considered as match up to two years prior to the project application deadline.
  - Safe Routes to School Infrastructure Grant recipients and other entities building a Safe Routes to School specific project are eligible to apply if an unexpected project condition arises and significant change occurs that the entity was unable to plan for and adds additional cost to the existing Safe Routes to School project. A Safe Routes to School project is defined as primarily a bicycle and pedestrian focused project that meets all of the criteria for the Safe Routes to School Competitive Infrastructure Program.
  - Eminent domain becomes available and needs to be acquired immediately. Rapid Response funds could be used to purchase and build on the new public right of way that is only available for purchase for a short period of time.

## Sub-Chapter 3B: Rapid Response Grant Program Project Application Process

### APPLICATION REQUIREMENTS & PROCESS

Step	Description
1	Program Manager announces available funding for Rapid Response and opens solicitation.
2	Solicitation opens continuously and applicants submit an application on rolling basis. Applicants are strongly encouraged to submit a Letter of Intent or communicate with Program Manager to discuss eligibility prior to submitting an application.
3	Program Manager stops accepting applications when all funds are allocated and until funds are available again.

Current application materials can be viewed on the Safe Routes to School Program website. An application must be submitted online through the website, <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>. The Oregon Department of Transportation will provide online templates for submissions and additional supporting documentation may be requested. The application is based on the Safe Routes to School



Competitive Infrastructure Grant application. The Rapid Response Grant Program is an open process where applications can be submitted at any time and evaluated on a rolling bases. Projects will be awarded first-come first-serve based on urgency.

LETTER OF INTENT AND APPLICATION

Applicants may first submit a Letter of Intent. The Letter of Intent will include eligibility information that will be reviewed by the Program Manager and the Safe Routes to School Rapid Response Subcommittee. The applicant will receive feedback from the Program Manager that will help them decide to complete the full application if all eligibility requirement are met. The applicant will then complete the application in full. When submitting an application, applicants must:

- Meet the same eligibility as the Competitive Grant Program laid out in Sub-Chapter 2B
- Provide proof of urgency.

ADDITIONAL INFORMATION AND TIPS

See Sub-Chapter 2B.

Sub-Chapter 3C: Rapid Response Grant Program Project Selection

PROJECT SELECTION

In each Safe Routes to School Competitive Infrastructure Grant cycle of funding, the Safe Routes to School Advisory Committee selects a focus area and determines prioritization criteria to be used in the staff scoring of the project that will also be used to prioritize Rapid Response Grants for that cycle. For the structure for selecting prioritization criteria as well as current priorities and focus area, see Sub-Chapter 2C.

DECISION MAKING STRUCTURE AND ROLES:

Step	Role	Description	Opportunity for Public Input
1	Cities, Counties, Tribes, Transit Districts, other Road Authorities, and Oregon Department of Transportation (ODOT) Area Managers	<u>Recommended Letter of Intent submittal or communicate with Program Manager:</u> Eligible Entities are strongly encouraged to submit ODOT prescribed Letter of Intent or communicate with the Program Manger to discuss eligibility.	N/A
2	ODOT staff	<u>When applicable, initial eligibility review of Letter of Intent:</u> ODOT staff reviews Letter of Intent for applications for objective eligibility requirements.	N/A

3	Safe Routes to School Advisory Committee Rapid Response Subcommittee (Subcommittee)	<u>When applicable, subcommittee reviews Letter of Intent:</u> Subcommittee reviews Letters of Intent for urgent and safety eligibility requirements and notifies applicant with an invitation to proceed if eligible.	N/A
4	Cities, Counties, Tribes, Transit Districts, other Road Authorities, and Oregon Department of Transportation (ODOT) Area Managers	<u>Application submittal:</u> Eligible entities submit ODOT prescribed Application materials.	N/A
5	ODOT staff	<u>Initial eligibility review Application:</u> ODOT staff reviews Application for objective eligibility requirements.	N/A
6	Safe Routes to School Advisory Committee Rapid Response Subcommittee (Subcommittee)	<u>Subcommittee reviews Applications:</u> Subcommittee reviews and scores all applications (See Appendix B) and considers score and urgency to determine which projects to recommend for funding.	N/A
7	Oregon Transportation Commission (OTC)	<u>Final approval:</u> OTC reviews and has authority to approve Subcommittee recommendations.	OTC meetings have an opportunity for public comment.
8	Safe Routes to School Infrastructure Program Manager	<u>Notification and contract signed:</u> Program Manager notifies project applicants of award and works with Grant Recipients to sign the Intergovernmental Agreement or ODOT Region contract, described below.	N/A

**Rapid Response Subcommittee Role Continued:** Three to five members of the Safe Routes to School Advisory Committee in addition to the Safe Routes to School Program Manager make up the Rapid Response Subcommittee. This Subcommittee reviews Letters of Intent for subjective eligibility requirements and scores each full application using the scoring matrix created for the Competitive Grant Program (Appendix B). The Subcommittee considers the project score relative to the scores in the Competitive Grant Program as well as the applicant’s description of the project’s urgency and determines which projects to recommend for funding. The Subcommittee recommends projects monthly or as needed.

Rapid Response program funds that are not allocated before the next Safe Routes to School Competitive Infrastructure Grant cycle will be added to the Safe Routes to School Competitive Infrastructure Grant allocation total.

## Chapter 4: Project Identification Program

The ODOT Safe Routes to School Project Identification Program runs in two year cycles with the first round of services awarded in summer 2019. The program provides a service to school communities<sup>5</sup> to identify infrastructure projects that address barriers to students walking and biking to school in a newly-created local plan. Consultant services will be provided for up to 20 school communities each cycle.

Consultant services will assist the community (school representatives, school community, and local road authority representative) to identify infrastructure needs near one school, a cluster of schools feeding into the same middle or high school, or all schools in a community of 10,000 or less, focusing on all streets within a quarter-mile of the school, as well as critical issues within a mile of the school. Consultant will coordinate and implement the Project Identification Program process in each community for each school. The outcome of each Project Identification Program process will be a Safe Routes to School Plan for each school, cluster of schools, or small community that outlines infrastructure and non-infrastructure needs to address barriers to students walking and biking to school and provides some information needed to apply for the ODOT Safe Routes to School Grants.

### Sub-Chapter 4A: Project Identification Program Eligible Entities

The following entities are eligible to apply for the Project Identification Program:

- School Districts
- Publically-funded Agencies
- Cities
- Counties
- Tribes
- Transit Districts
- Other Road Authorities

### Sub-Chapter 4B: Project Identification Program Application Process

#### APPLICATION REQUIREMENTS & PROCESS

Like in other programs, in January of odd-numbered years, ODOT will announce the schedules to submit grant applications for the Project Identification Program. Applications will not be accepted at times outside of announced application periods. ODOT will also announce the opening and closing of application cycles in the weeks prior to the application cycle. The intent of the Project Identification

---

<sup>5</sup> "School community" means the community of school district staff, parents, students, organizations partnering with the school, transit districts, and road authorities that own roads within a one-mile radius of the school.

July 25, 2019

Program is to assist communities in planning for Safe Routes to School who are unable to due to lack of funding, capacity, or expertise.

Current application materials can be viewed on the Safe Routes to School Program website. The application must be submitted online through the website, <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>. The Oregon Department of Transportation will provide online templates for submissions and additional supporting documentation may be requested.

#### APPLICATION

In order for an application to be considered, it must be completed in full. When submitting an application, applicants must:

- Be located in a city or a community with a population of 50,000 or under,
- Provide a problem statement,
- Supply a letter of commitment from the affected public school(s) and road authority (if not the applicant) , and ensure participation from all schools listed in the application and affected road authorities
- Provide information about the affected school(s), and
- Provide local information to help prioritize and score application. Examples include but are not limited to:
  - high percentage of students receiving free and reduced lunch at the school,
  - details for why the community cannot complete this planning process using local funds,
  - high community collaboration around this issue,
  - small community population size, and
  - high percentage of low income households in the community.
- Entities in cities of 50,000 population or higher are not encouraged to apply.

Awarded communities must be prepared to:

- ensure participation from all schools to receive the service and applicable road authorities in Project Management Team meetings,
- ensure participation from all schools to receive the service and applicable road authorities in field visit outreach and field visit,
- ensure assistance with data collection, and
- ensure participation from all schools to receive the service and applicable road authorities in review and approval of the final Safe Routes to School Infrastructure Plan.

Once an application is selected, the applicant will have a limited amount of time to provide letters of commitment from each school and road authority detailing their commitment to the above list and participate in scheduling the first Project Management Team Meeting. If selected applicant does not complete this task, selected applicant will lose the service for the non-participating schools. This timeframe will be determined by the Program Manager and detailed in the application.

## ADDITIONAL INFORMATION AND TIPS

### Submitting an application:

- Applicants for communities that are not chosen during an application period may reapply during a subsequent application period.
- Applicants can also use the Oregon Department of Education site, <https://www.ode.state.or.us/sfda/reports/r0061select.asp> to find out what percentage of students are eligible for free and reduced lunch at a school. Data from the past two complete school years is acceptable.
- Applicants are required to communicate with the school district staff and the affected road authority while applying for the program to ensure participation once the community is selected.

## Sub-Chapter 4C: Project Identification Program Selection

### SCHOOL COMMUNITY<sup>6</sup> SELECTION

**Prioritization Criteria:** In each cycle of funding, the Safe Routes to School Advisory Committee determines prioritization criteria and may select a focus area to be used in the staff scoring of the application. Selected applicants will receive the Project Identification Program services.

Structure for selecting criteria to prioritize projects starting in 2020:

Step	Role	Description	Opportunity for Public Input
1	Oregon Safe Routes to School Advisory Committee (SRAC)	<u>Criteria selection for project prioritization:</u> The SRAC meets to determine the focus area and priorities for the current round of funding.	SRAC meetings have an opportunity for public comment.
2	Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) and Oregon Transportation Safety Committee (OTSC)	<u>Criteria review:</u> OBPAC and OTSC may be consulted on focus areas and priority criteria prior to each selection cycle.	OBPAC and OTSC meetings have an opportunity for public comment

For the 2019-2020 cycle, the Safe Routes to School Advisory Committee determined the below criteria for project selection. Project ranking will be determined by points and scoring criteria listed in Appendix D.

Criteria	Description
----------	-------------

<sup>6</sup> “School community” means the community of school district staff, parents, students, organizations partnering with the school, transit districts, and road authorities that own roads within a one-mile radius of the school.

SAFETY: Safety Risk Factors <i>Weighted heavily</i>	A school community with roads with higher speed, number of crossing lanes and crossing distance, average annual daily traffic, and history of school related crashes will be more competitive.
EQUITY: Title I Schools (schools where 40% or more students are eligible for free/reduced lunch). <i>Weighted moderately</i>	If the affected school community has 98% students eligible for free and reduced lunch, the applicant will be more competitive than a school with 40%. Schools that have less than 40% students eligible for free and reduced lunch will not compete well in this cycle.
CONNECTION/COLLABORATION/ COORDINATION: <i>Eligibility criteria</i>	Applicants ensure that all schools listed in the applications and the applicable road authorities will take part in this process.
SCHOOL TYPE <sup>7</sup> : Elementary/Middle schools <i>Weighted moderately</i>	Schools that serve any grades kindergarten through eighth grade will be more competitive than schools that do not serve any of those grades.

**Program Targets:** The Safe Routes to School Advisory Committee will review the staff scoring of each applicant and then determine which applicants to recommend for the service. The Safe Routes to School Advisory Committee will take into consideration “targets” that allow for the equitable distribution of services. The Safe Routes to School Advisory Committee will ensure that a balance of selected applicants are located within and outside of Metropolitan Planning Organizations/Areas and ensure that a balance of selected projects serve students at Title I schools, defined as schools where 40% or more students are eligible for free and reduced lunch program. More information about the role of the Safe Routes to School Advisory Committee is included in the below chart outlining the steps in decision making and the required roles of entities.

**DECISION MAKING STRUCTURE AND ROLES:**

Step	Role	Description	Opportunity for Public Input
1	School Districts, Publicly Funded Agencies, Cities, Counties, Tribes, Transit Districts, and other Road Authorities.	<u>Application process:</u> Eligible entities submit ODOT prescribed application materials before the prescribed deadlines.	N/A
2	ODOT staff	<u>Initial priority criteria score:</u> ODOT staff provides eligibility review and if program is oversubscribed scores the applications using technical and priority criteria. Staff scoring of projects will include application review.	N/A
3	Safe Routes to School Advisory Committee (SRAC)	<u>Committee workshop to rank applicants:</u> SRAC reviews all applicants and staff scoring to determine which applicants to recommend for services, taking into account the program Targets.	SRAC meetings have an opportunity for public comment.

<sup>7</sup> This criteria was determined by the legislature when creating the “Keep Oregon Moving Act.”

4	Safe Routes to School Infrastructure Program Manager	<u>Notification:</u> Program Manager notifies applicants of award and works with entities to sign the Memorandum of Understanding.	N/A
5	Program Recipient	<u>Commitment:</u> Within a limited time <sup>8</sup> of notification, Program Recipient must provide Letters of Commitment from each school listed in the application and applicable Road Authorities. If this step is not completed, ODOT may withdraw, and the Safe Routes to School advisory committee may award the service to another applicant.	N/A

### Sub-Chapter 4D: Project Identification Program Service Delivery and Agreements

#### PROCESSES FOR SERVICE DELIVERY

The Safe Routes to School Infrastructure Program Manager monitors the Safe Routes to School Infrastructure program and helps resolve issues. Project Identification Program recipients are responsible for participating in the process and ensuring participation of local partners. The delivery steps for program Recipient are outlined below.

Step	Process for Program Recipients
1	Program Manager notifies new Program Recipients
2	Within a limited time <sup>9</sup> of notification, Program Recipient must provide Letters of Commitment from each school listed in the application and applicable Road Authorities. If this step is not completed, ODOT may withdraw, and the Safe Routes to School advisory committee may award the service to another applicant.
3	Memorandum of Understanding is signed with Program Recipient as soon as possible and no later than three months of services being awarded.
4	Program Recipient is contacted by consultant hired by ODOT to deliver the Project Identification Program service and schedule all necessary meetings to ensure the delivery of the service.
5	Program Recipient cooperates with consultant to gather all necessary information and complete community outreach.
6	Safe Routes to School Infrastructure Program Manager monitors program through consultant reports.
7	Consultant completes Safe Routes to School Infrastructure Plan in cooperation with the Program Recipient.

<sup>8</sup> Once an application is selected, the applicant will have a limited amount of time to provide letters of commitment from each school and road authority detailing their commitment to the above list and participate in scheduling the first Project Management Team Meeting. This timeframe will be determined by the Program Manager and detailed in the application.

<sup>9</sup> See above footnote.

July 25, 2019

Project Identification Program funds that are not allocated before the next Safe Routes to School Competitive Infrastructure Grant cycle will be added to the Safe Routes to School Competitive Infrastructure Grant allocation total.

#### Sub-Chapter 4E: Project Identification Performance Measures and Evaluation

The goal of the Project Identification Program is to help communities create Safe Routes to School Infrastructure Plans which allows them to identify, prioritize, and apply for funding to build projects that address barriers to students walking and biking to school. Recipients of this program are strongly encouraged to apply for the Safe Routes to School Competitive Infrastructure and Non-Infrastructure Grant Programs.

Oregon Department of Transportation staff is committed to coordinating the Safe Routes to School Non-Infrastructure Program that supports education and encouragement programs with the Safe Routes to School Infrastructure Program to ensure that the return on investment for funded and built projects is high and that the number of students and families walking and bicycling to school in Oregon grows.

Transparency: Oregon Department of Transportation is committed to transparency in decision-making and evaluation for the Safe Routes to School Program. Oregon Department of Transportation will provide web-based information on funded projects and maintain this information for the public. Oregon Department of Transportation will provide final recommendation documentation to detail what types of applicants were the most and least competitive.

Performance Measures: Starting in 2019, the Safe Routes to School Advisory Committee will identify performance measures and a system for data collection and distribution.



## APPENDIX A- Project Examples

The following are examples of eligible projects. Applicants may submit a project that meets the goals of the Safe Routes to School Infrastructure Program that is not listed below.

<b>Pedestrian</b>	Install Continental Crosswalk Markings and Advance Pedestrian Warning Signs at Uncontrolled Locations	Install Curb Ramps and Extensions with a Marked Crosswalk and Pedestrian Warning Signs	Install Median Refuge Island	Install sidewalk	Install Raised Median with Marked Crosswalk
<b>Pedestrian/Bicycle</b>	Provide Intersection Illumination (Bike & Pedestrian)	Convert 4-Lane Roadway to 3-Lane Roadway with Center Turn Lane		Install Advance Pedestrian or Bicycle Warning Signs	
<b>Bicycle</b>	Install Bike Box at Conflict Points		Install Cycle Tracks	Install Bike Lanes and buffered bike lanes	
<b>Signal</b>	Install Bike Signal	Install Pedestrian Signal	Install Urban Leading Pedestrian or Bicycle Interval at Signalized Intersection	Install Pedestrian Countdown Timer(s)	Install No Pedestrian Phase Feature with Flashing Yellow Arrow
<b>Beacon</b>	Install Rectangular Rapid Flashing Beacon with Median (3-Lane or More Roadway)	Install Pedestrian Hybrid Beacon	Install Rectangular Rapid Flashing Beacon without Median (3-Lane or More Roadway)	Install Rectangular Rapid Flashing Beacon (2-Lane Road)	

The following project examples are NOT eligible. Additional projects that are not listed below may be deemed ineligible.

<b>Not in public right of way</b>	Restriping school parking lot	Off road paths not on the public right-of way
<b>Not eligible infrastructure</b>	Transit furniture	Bike rack installation
<b>Other examples</b>	Adding sidewalks to bikeways as part of new road construction or reconstruction	Education and encouragement programs

## APPENDIX B- Competitive Program Scoring Matrix

The following are the points and scoring criteria used in the 2019-2020 Competitive Grant Program and approved by the Oregon Transportation Commission in August 2018.

Projects will be evaluated based on the project selection criteria listed below and consistent with OAR 737-025-0092. The first set of selection criteria listed will be used to determine if the project is eligible for funding. The next set of criteria will be used to create an empirical staff score of the project for consideration in the Safe Routes Advisory Committee (SRAC) recommendations. The last project selection criteria will be used to flag any issues for consideration by the SRAC.

### ELIGIBILITY

- Projects are first screened for eligibility against the following project selection criteria:
- Conformance to plan developed pursuant to ORS 195.115, state land use laws and appropriate federal, state and local planning and programming requirements OAR 737-025-0095(1)(a)(A)
- Location is within a one-mile radius of a school OAR 737-025-0095(1)(c)(B)
- Ability to provide at least the minimum required cash match OAR 737-025-0095(1)(a)(D)
- Potential to improve the ability of students to walk and bicycle to school OAR 737-025-0095(1)(b)(B); and
- Support of the school district and governing body for the project as demonstrated by a letter of support and endorsement OAR 737-025-0095(1)(d)(A)

### SCORING

Priority Area	Categories	Sub-categories	Score for each sub-category	Total score possible in each category	Notes
Equity	Title I school		160	200	Title I schools will automatically get 160 points then get additional points for higher percentages of students who receive free/reduced lunch. OAR 737-025-0095(1)(b)(C)
	Title I school percent of students eligible for free/reduced lunch	41-60%	10		
		61-80%	20		
		81-100%	40		

Readiness	Right of Way <sup>10</sup>	started: 0.5 credit completed/mitigated: 1 credit (total credits = score)	1 = 0	80	Scoring will be assessed based on the total number of risk factors addressed. A project with no risk factors will get 80 points. There are six categories of risk. All six categories must be completed/ mitigated (or N/A) to get 80 points. Partial completion/mitigation will earn a project half a credit for addressing the risk. The total number of credits for addressing risks dictates the score. OAR 737-025-0092(1)(d)(B)
	Utilities <sup>11</sup>		2 = 0		
	Storm water <sup>12</sup>		3 = 20		
	Environmental <sup>13</sup>		4 = 30		
	Public Process <sup>14</sup>		5 = 70		
	Design <sup>15</sup>		6 = 80		
Safety	Crashes <sup>16</sup>	Non-serious injury or fatal	5	90	Projects that are on a Priority Safety Corridor (PSC) will receive 50 points then get additional points for the aspects of PSC that they have. All projects will receive points for including any aspects of a PSC, in accordance with the scores shown.
			Serious injury or fatal		
	Speed <sup>17</sup>	30 mph	5		
		35 mph +	10		

<sup>10</sup> Example: 1 credit if the applicant or the agency delivering the project owns the ROW or have an easement; .5 credit if they are in the process of figuring it out; 0 credit if they don't know if they own the ROW.

<sup>11</sup> Example: 1 credit if they don't need to move utilities or if they have figured out all of the details; .5 credit if they know it's an issue but hasn't figured it out yet; 0 credit if they don't know

<sup>12</sup> Example: 1 credit if they don't need to address storm water or if they have figured out all of the details; .5 credit if they know it's an issue but hasn't figured it out yet; 0 credit if they don't know

<sup>13</sup> Example: 1 credit if they don't need to address environmental or if they have figured out all of the details; .5 credit if they know it's an issue but hasn't figured it out yet; 0 credit if they don't know

<sup>14</sup> Example: 1 credit if they have completed public process or have done due diligence; .5 if they have done outreach but it was a long time ago or not relevant for the scope or if design is not complete; 0 credit for no outreach

<sup>15</sup> Example: 1 credit if they have attached design documents; .5 credits if they are started design or have attached conceptual design; 0 credit if they have not started design.

<sup>16</sup> Example: If they mention crashes, they get points.

<sup>17</sup> Use 85th percentile if listed, if not, use posted speed

	Lanes or crossing distance	3 lanes, or greater than 30 feet	5		OAR 737-025-0092(1)(b)(A)
		4 lanes + or greater than 40ft crossing	10		
	Average Annual Daily Traffic	3000-5,999	5		
		6000+	10		
	Priority Safety Corridor		50		
Multiple School Benefit	two or more schools affected		15	15	OAR 737-025-0095(1)(b)(C)
Proximity to School	1/2 mile or less		15	15	OAR 737-025-0092(1)(c)(B)
School Type	K-8 or any combo		90	90	OAR 737-025-0092(1)(c)(A)
Education / Encouragement	Past programming		5	10	Education and Encouragement programming at the school will gain points for the projects depending if the programs are in the past, present, or planned. OAR 737-025-0092(1)(c)(C)
	Planned programming		8		
	Current programming		10		
TOTAL				500	

#### FLAGS

In addition to the scoring criteria, some projects will be flagged for further discussion with the committee. Projects will be flagged when one or more of the following occurs:

- The project description does not appear to address identified problem / barrier(s) for children biking and walking to school OAR 737-025-0092(1)(a)(B) and OAR 737-025-0092(1)(a)(C)
- The project scope and project description appear to be significantly out of alignment OAR 737-025-0092(1)(a)(C)
- A site visit was conducted and a potential issue was identified OAR 737-025-0092(1)(a)(B)

- An issue was identified at some point during the review of the application that needs to be discussed

## APPENDIX C- Project Identification Scoring Matrix

The following are the points and scoring criteria used in the 2019-2020 Project Identification Program.

Priority	Criteria	Options	Points	Max pts	Notes
Equity	Students receiving FR lunch	under 40%	0	65	<a href="https://www.ode.state.or.us/sfda/reports/r0061select.asp">https://www.ode.state.or.us/sfda/reports/r0061select.asp</a>
		40-60	30		
		61-80	50		
		81-100	65		
	% of people in poverty in the city	10-19%	10	65	<a href="https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml">https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml</a>
		20-29%	30		
		30-39%	50		
		40% and over	65		
<b>SUBTOTAL</b>			<b>130</b>		
Safety	Lanes	Over 2 lanes or 30ft crossing distance	5	25	
		Over 3 lanes or 40 ft crossing distance	10		
		Over 4 lanes or 50 ft crossing distance	25		
		w/in .51-1 mile	0	25	
		w/in .26 -.5 mile	5		
		w/in .25 mile but	10		

Revised Safe Routes to School Infrastructure Program Guidelines 2019-2020

July 25, 2019

		not adjacent			
		adjacent to school property	25		
Speed		21-30 mph	5	25	
		31-40 mph	10		
		41-50 mph	20		
		Over 50 mph	25		
		w/in .51 -1 mile	0	25	
		w/in .26 - .5 mile	5		
		w/in .25 mile but not adjacent	10		
		adjacent to school property	25		
AADT		3,000-5,999	5	25	
		6,000-11,999	10		
		12,000 or over	25		
		w/in .51 -1 mile	0	25	
		w/in .26 - .5 mile	5		
		w/in .25 mile but not adjacent	10		

Revised Safe Routes to School Infrastructure Program Guidelines 2019-2020

July 25, 2019

		adjacent to school property	25		
	Crashes	injury occurred	35	70	
		fatality occurred	70		
	<b>SUBTOTAL</b>			<b>220</b>	
Statute	School type (Elementary, Middle, High school)	any combination of grades including kindergarten through 8th grade	50	50	
Information to prioritize applicants without capacity for SRTS planning	Population or Unincorporated area	10,001-50K	60	100	<a href="https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml">https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml</a>
		5,001-10K	80		
		2,501-5K	90		
		2,500 or under, or unincorporated community	100		
	Applicant's description of need for the program.	Program Manager can provide up to 25 points of extra credit	25 points - extra credit		Program Manager can provide up to 25 points of extra credit total for relevant items are mentioned in the application that make this community process urgent that were not already given points for. Examples: TSP update timeline, no planner on staff. Program Manager must provide documented reasons for adding extra credit



					points and apply those reasons consistently across all applications.
<b>SUBTOTAL</b>				<b>150</b>	
		<b>TOTAL SCORE</b>		500	
<p>Additional Review: Program Manager will review the answer to the question "why is the community unable to create this plan on their own" and red flag any applications that don't describe a meaningful need for the service. Once the application is red flagged staff will reach out to applicant for clarification. If red flag is not mitigated, the issue will be noted for the Safe Routes to School Advisory Committee to review.</p>					