



**FY2020-2021-2022**  
**Safe Routes to School Non- Infrastructure**  
**GRANTS**

**CALL FOR APPLICATIONS:**  
**SAFE ROUTES TO SCHOOL**  
**NON-INFRASTRUCTURE GRANT PROGRAM**

**APPLICATION GUIDELINES**

**ABOUT THE FUNDING**

The ODOT Transportation Safety Division (TSD) has a minimum of \$700,000 available per year for the next three year funding cycle for Non-Infrastructure Safe Routes to School Programs:

FFY 2020 (October 1, 2019 – September 30, 2020)

FFY 2021 (October 1, 2020 – September 30, 2021)

FFY 2022 (October 1, 2021 – September 30, 2022)

The three year grant cycle is a reimbursement grant program based on the federal fiscal year (FFY). Three years of grant funding is bundled to give grantees adequate time to plan, develop, and deliver successful programs with the potential for long term locally-sustainable programming.

**Applicants may apply for up to \$100,000 per year for up to 3 years**

- SRTS program funding levels can range based on the level of programming. Below are examples of types of projects per funding level:
  - \$10,000-25,000 per year can help fund staff time to coordinate one to multiple schools within a school district for *walk+roll* safety instruction and *walk+roll* event days, creation of Action Plans, and/or further implementation of goals in previously developed actions plans.
  - \$25,000-50,000 per year can help fund a coordinator position as part of a larger SRTS program to work with school districts in the creation of Action Plans, route maps, and provision of *walk+roll* safety instruction and encouragement events.
  - \$50,000-\$100,000 per year can help fund a coordinator position that is part of a large scale collaborative city or regional SRTS program involving multiple school districts, *walk +roll* safety education programming, and encouragement events.

**There is a 12% match requirement (88% federal funds, 12% local match)**

- Matching funds can be soft or in-kind, e.g., personnel time dedicated to the program; use of existing equipment or facilities specific to the project's needs; donations, promotional items, etc.

**WHO IS ELIGIBLE TO APPLY (OAR 737-025-0030)**

- ❖ School districts or schools (public, private, parochial, charter or alternative education program offering instruction at levels K-8) in cooperation with the governing body with jurisdiction over the affected roadways or properties
  - **Applicant must submit letters of commitment from their governing bodies stating support of their participation and endorsement as applicable to the program. An**



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**example would be a letter of commitment from law enforcement if the application includes overtime enforcement of school speed zones.**

- ❖ A city, county, regional government agency, transit district or other unit of local government in cooperation with a school district or a qualifying school
  - **Applicant must submit a letter of commitment from the qualifying school or school district**
  
- ❖ A non-profit organization in partnership with a school district or schools (public, private, parochial, charter or alternative education program at levels K-8) or a local governmental body
  - **If the organization is not a school, the application must include a letter of commitment from the benefitting school district stating its participation or endorsement**

#### **ACTION PLANS (OAR 737-025-0050)**

Action plans are an important document for problem identification assessment, goal setting, project planning and overall project assessment. HOWEVER, applicants are NOT required to submit an Action Plan with the application for Non-Infrastructure funds. **Applicants who are selected for funding MAY be required to submit a Safe Routes to School Action Plan(s) which meets TSD requirements, as part of their grant project deliverables.** These possible required Action Plan(s) will focus on the schools benefitted from the grant and either must have been completed within the last three years or will be completed during the first year of the three year funded grant (2020). If the proposed project involves creating Action Plans, they must be completed within the first year of the grant with the remainder of the grant project aligning activities for implementation of the action plan. Action plans for multi-school jurisdictions or school districts will be accepted and encouraged.

#### **APPLICATION TIMELINE**

April 15, 2019	Grant application available
May 31, 2019	Applications must be received by 5:00 PM via email to <a href="#">program manager</a>
August 21, 2019	Notification of grant awards
October 1, 2019	Grant start date with contracts signed

#### **Most successful applications will fully address the following:**

- A focus on safety as well as encouragement of active transportation through a Safe Routes to School project.
- Short term (within a 3 year project) and long term (beyond the 3 years of funding) goal setting
- Plans or efforts toward a self-sustainable SRTS program (Non-IN)
  - ODOT federal funding is not intended to sustain the program beyond the 3 grant years, therefore a focus on goals for stable funding, community networking, and building partnerships will be expected.
- Express interest in well-rounded holistic SRTS programming. A discussion in the application that includes how education, encouragement, enforcement and the built environment (infrastructure) can impact a Safe Routes to School program locally.

**PRIORITIES FOR THIS APPLICATION CYCLE**

The following are the priorities for this funding cycle:

➤ **Safety**

- Application for projects that entail sustainable *walk+roll* safety education programs
- Application for projects that focus on sustainable safety programming such as education for all road users (kids, parents, and drivers), crossing guard programs and law enforcement collaboration
- School sites where there have been walking and biking infrastructure improvements within 1.5 miles of the site, *and* within the last 5 years
  - Includes all infrastructure improvements funded with federal, local or private resources

➤ **Equity**

- Title I Schools
  - The Oregon SRTS program recognizes that different barriers and opportunities affect different groups in having convenient, safe and fun opportunities to walk and roll to school. One strategy to ensure that all students have access to what is needed to participate is to include Title 1 schools, where at least 40% of students are eligible or enrolled in the free and reduced lunch program.
- Applicants who have never been a recipient of Non-Infrastructure SRTS program funding **OR** who were not funded in the 2017-2018-2019 SRTS Non-Infrastructure funding cycle

➤ **Coordination, Communication, Collaboration**

- Applications with a plan to collaborate with local partners to build a local SRTS coalition
  - It is encouraged that SRTS programs incorporate partnerships with schools, governing agencies, local law enforcement, crossing guard programs, local businesses, transportation safety committees and active transportation advocates, and public health agencies in the community
- Application to fund a SRTS Coordinator position rather than only funding incentives or one time encouragement activities
  - Sustainable SRTS programs have established a SRTS Coordinator position at school, district, city, or county level.
  - Successful SRTS programs demonstrate an efficient use of funding including utilization of volunteers.

**WHAT IS A SAFE ROUTES TO SCHOOL (SRTS) PROGRAM?**

The goals of a Safe Routes to School Non-Infrastructure Program are to:

- Increase the ability and opportunity for children K-8 to walk, roll and bike safely to and from school;
- Promote a culture of walking and rolling to/from school and encourage a healthy and active lifestyle;



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- And facilitate the planning, development and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption and air pollution within two miles of the school.

A Safe Routes to School program is built around the strategies of the 6 E's:

Education - giving children the traffic safety skills to walk, roll and bike to and from school;

Encouragement - using activities and events to foster the desire and enthusiasm to walk, roll and bike to and from school;

Enforcement - deterring unsafe behaviors of drivers, pedestrians and bicyclists and encouraging all road users to obey the law and share the road safely;

Equity - working to support safe travel opportunities that allow children to be active and healthy in underserved communities;

Evaluation - identifying the barriers to children for walking, rolling and biking safely to and from school, setting programmatic goals and monitoring efforts to improve chances for success;

Engineering - improving the ability of children to walk, roll and bike safely through roadway design, implementation and maintenance; and through operation and maintenance of traffic control devices.

To learn more about the 6 E's, go to [www.OregonSafeRoutes.org](http://www.OregonSafeRoutes.org)

\*\*\*Please note that this application is **not** for dedicated SRTS Infrastructure/engineering projects; for more information on the SRTS Infrastructure Program, please go to:

<https://www.oregon.gov/ODOT/Programs/Pages/SRTS-Competitive-Infrastructure-Grant.aspx>

#### **Examples of eligible non-infrastructure program funding:**

- Costs to employ a SRTS Program Coordinator
- Training, including *walk+roll* safety education classes; SRTS training workshops that educate and conduct outreach to school and community-level audiences
- Crossing Guard equipment and training beyond what is available from Oregon Department of Education Pupil Transportation program
- Costs for additional overtime law enforcement, or equipment needed for enforcement activities
- Bicycle and pedestrian safety curricula, materials and trainers
- Pay for substitute teacher if needed to cover for faculty attending SRTS functions during school hours
- Costs for data gathering, analysis, and evaluation reporting at the local project level
- Creation and reproduction of promotional and educational materials
- Photocopying, duplicating, and printing costs, including CDs, DVDs, etc.

This listing is not inclusive. Eligible activities must meet the purposes of the SRTS Program as described above in "What is a SRTS Program?"

TSD-SRTS Grant funds may not be used for the following items:

- Child care
- Paid media such as commercial advertising space or time



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- Cash prizes or vouchers redeemable for cash
- Furniture
- Lobbying
- Infrastructure
- Supplanting - funding must **add** capacity rather than reduce state, local or other non-federal funds that have already been allocated for an activity, just because federal funds are now available to fund that same activity (i.e., no replacing of already existing budget items)

Please be aware that **this is a reimbursement-based grant**. Funds initially come from the grantee agency's resources and are then reimbursed based on the claims and source documents submitted to ODOT-TSD for eligible activities.

#### APPLICATION MATERIALS

- Completed APPLICATION form
- Completed proposed budget for each grant year of the project proposal
- Support letters (See the section above: Who is Able to Apply)

***Application deadline is at 11:59 pm on May 31, 2019. Application materials must be sent as attachments via email to [heidi.manlove@odot.state.or.us](mailto:heidi.manlove@odot.state.or.us)***

#### SRTS Non-Infrastructure CONTACT:

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