

## PROGRAM OVERVIEW

The Safe Routes to School Program (SRTS) was authorized on August 10, 2005 under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This program is intended to be comprehensive; combining five components, often referred to as the "5 E's". These components are:

- Engineering – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails, and bikeways.
- Education – Teaching children, parents, neighbors, and City and school officials about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.
- Enforcement – Partnering with local law enforcement to improve compliance with traffic laws in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
- Encouragement – Using events and activities to promote walking and bicycling.
- Evaluation – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

Within this document, Education, Enforcement, Encouragement and Evaluation activities may be referred to as "non-infrastructure", while Engineering may be referred to as "infrastructure"

**PROGRAM APPROACH** – Projects are awarded through a phased program approach.

Phase 1 - Funding to create a SRTS Plan that includes all "5 E's". Reimbursement can be used for technical assistance, assessment and project planning support.

Phase 2 – Funding to implement all or portions of a SRTS Plan.

Applicants that do not currently have a SRTS Plan that includes all necessary components are not eligible to apply for Phase 2 funding. Applicants that can provide a comprehensive document will be eligible to bypass Phase 1.

Programs that are awarded Phase 1 funding will be provided reimbursements to create a SRTS Plan. Once completed, the SRTS Plan can be used to apply for future SRTS application cycles. *Being awarded Phase 1 funding does not guarantee that an applicant will be awarded Phase 2 funding, but those applicants that have completed Phase 1 in good standing will receive priority for Phase 2 funding.*

## PROJECT ELIGIBILITY

### ELIGIBLE JURSDICTION LEVELS

(1) Individual school based: Individual schools (or a cluster of schools in close proximity)

These projects will most likely contain infrastructure activities along with non-infrastructure activities to establish comprehensive programs.

(2) Multi-school: School district, multi-district, city, county or regional based projects

In many cases, these projects will be primarily non-infrastructure activities. Programs that address such activities as school curriculum, training, Walk to School Day promotion, and media-oriented strategies are likely to be more effectively implemented at a collective level beyond an individual school.

(3) State-wide

Examples of State-level activities include training, publication and distribution of materials, providing a pool of engineering expertise and/or safety educators for schools to draw upon, or mounting a media campaign or State curriculum initiative.

Eligible projects will focus on children in Kindergarten – 8<sup>th</sup> grades.

### SPONSORING AGENT

#### Phase 1:

School Districts are an eligible sponsoring agency. Each application must include a letter from the identified school district(s) stating their support and co-sponsorship of the creation of a Safe Routes to School Plan. Nonprofits and civic organizations that are interested in participating are also eligible with a Resolution of Sponsorship and Administration from a school district or other eligible governmental agency.

#### Phase 2:

Many school districts, nonprofits, and civic organizations will have a strong interest in **infrastructure** funds. However, in order to be eligible to receive infrastructure funds, the application *must* be submitted through State agencies, City or County governments, or other government agencies. Non-governmental agencies interested in infrastructure funds must work with the appropriate governmental unit to develop project applications. The sponsoring governmental agency will be KDOT's contact should the project be selected. The sponsoring governmental agency will also be responsible for project administration and will have responsibility for maintenance should the project be selected.

A Resolution of Support and Administration (see Appendix A for an example) from the governmental agency supporting the project must be included in the application. If the

proposed project is within more than one jurisdiction, resolutions from all jurisdictions are required.

For **non-infrastructure** projects that do not include infrastructure, School Districts are an eligible sponsoring agency. Each application must include a letter from the identified school district(s) stating their support and co-sponsorship of the creation of a Safe Routes to School Plan. Nonprofits and civic organizations that are interested in participating are also eligible with a Resolution of Sponsorship and Administration from a school district or other eligible governmental agency.

## **MPO SUPPORT**

All projects which are located within urbanized areas (populations greater than 50,000) must have a letter of support from a Metropolitan Planning Organization (MPO). Those applicants located within a MPO's jurisdiction should send their applications to their respective MPO for supporting documentation by the deadlines listed below.

### **MPO Contacts:**

#### **Lawrence-Douglas County Metropolitan Planning Organization (Douglas County)**

Todd Girdler, Senior Transportation Planner  
PO Box 708, 6 E. 6th Street  
Lawrence, KS 66044  
785-832-3155  
**Deadline: April 22<sup>nd</sup>, 2011**

#### **Metropolitan Topeka Planning Organization (Shawnee County)**

David Thurbon, MPO Director  
City of Topeka – Planning Department  
620 SE Madison, 3<sup>rd</sup> Floor  
Topeka, KS 66607  
785-368-3728  
**Deadline: April 15<sup>th</sup>, 2011**

#### **Mid-America Regional Council (Johnson, Wyandotte, Leavenworth Counties)**

Heidi Schallberg, Transportation Planner  
600 Broadway, Suite 200  
Kansas City, MO 64105-1659  
816-701-8315  
**Deadline: May 5<sup>th</sup>, 2011**

St. Joseph Area Transportation Study Org. (Cities of Wathena and Elwood, Doniphan County)

Kelsy Marr, Transportation Planner  
1100 Frederick Ave., Room 204  
St. Joseph, MO 64501  
816-236-1471  
**Deadline: April 30, 2011**

Wichita Area Metropolitan Planning Organization (Sedgwick County, Cities of Mulvane and Andover)

Kimberly Spielman, Transportation Planning Analyst  
455 N. Main, 10th Floor  
Wichita, KS 67202  
316-352-4860  
**Deadline: April 11, 2011**

## **PROJECT FUNDING**

Phase 1: Project funding is \$15,000 maximum

Phase 2: Project funding is \$250,000 maximum

SRTS is not a typical "grant" program. The program functions as a federal reimbursement program where the sponsoring agencies will be required to enter into a contract with KDOT in which the agency will agree to let the project and pay the contractor as work is performed. The sponsoring agency will then submit proper proof of payment to KDOT for reimbursement. KDOT will reimburse the program sponsor as the bills are submitted.

This is a 100% reimbursement program for all eligible costs.

**Note:** This program is intended for projects *without* traditional funding sources. Projects that routinely receive funding from other local sources will receive lower priority.

## **ELIGIBLE COSTS**

Phase 1 and Phase 2 Non-infrastructure Activities - Phase 1 and Phase 2 non-infrastructure costs eligible for reimbursement will be determined on a case-by-case basis.

Phase 2 Infrastructure Projects - Infrastructure costs eligible for reimbursement include construction, construction engineering, and materials. *The applicant will be 100% responsible for plan preparation (design costs), the acquisition of right-of-way, and the adjustment of utilities.*