

Oregon Department of Transportation Safe Routes to School Program

Applicant Information for Infrastructure Projects

CALL FOR APPLICATIONS **for Federal Program Year 2008** **Due July 31, 2007**

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APPLICATION FORM

Application:

Due JULY 31, 2007

Note: As a courtesy, hard copies of reference documents are available upon request:
email: julie.a.yip@odot.state.or.us; (503) 986-4196.

PROGRAM DESCRIPTION

The Oregon Safe Routes to School (SRTS) Program has \$3.5 million over 2005-2009 for projects at schools serving grades K-8. \$2.1 million in funds is available for award in 2007. The program administers funds received from the 2005 SAFETEA-LU transportation bill for Safe Routes to School programs.

The goals of the program are to increase the ability and opportunity for children to walk and bicycle to school; promote walking and bicycling to school and encourage a healthy and active lifestyle at an early age; 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.

Two groups of funding are available through the SRTS program:

- 1) Infrastructure projects within two miles of the school;
- 2) Non-infrastructure activities: education and encouragement, and traffic enforcement activities within two miles of the school.

The funds will be distributed by the ODOT Transportation Safety Division (TSD) as a reimbursement program through an open and competitive process, with the guidance of a Safe Routes to School citizen's advisory group. Costs incurred prior to TSD project approval are not eligible for reimbursement.

A completed *Oregon Action Plan Template* with required supplemental documents must be received at time of application for every school that is affected by the proposed project. The Action Plan is an essential component that initiates evaluation and community involvement activities that prepare the school or community to seek SRTS project funds through the state program, or to implement SRTS projects and activities with other funding sources. The Action Plan Template may be downloaded from the Oregon Safe Routes website: www.oregon.gov/saferoutes.

WHO MAY APPLY

- 1) School districts, schools (public, private, parochial, charter or alternative education program offering instruction at levels K-8) in cooperation with the governing body (or bodies) with jurisdiction over the affected roadways or properties.
- 2) Units of state and local government in cooperation with a school district or a qualifying school.
- 3) Non-profit organizations in partnership with any of the above to perform engineering projects that directly benefit a qualifying elementary or middle school.

ELIGIBLE INFRASTRUCTURE PROJECTS

Infrastructure - \$1.5 million for FY2008

Infrastructure solutions improve the physical conditions for walking and bicycling within two miles of the school. Projects may include the design and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including:

- Sidewalk improvements
- Traffic-calming and speed reduction improvements
- Pedestrian and bicycle crossing improvements
- On-street bicycle facilities
- Off-street bicycle and pedestrian facilities
- Secure bicycle parking facilities
- Traffic diversion improvements

Expanded information on potential SRTS infrastructure projects can be found in the FHWA SRTS Program Guidance, available at:

<http://safety.fhwa.dot.gov/saferoutes/srtsguidance.htm>.

For information on Engineering in Safe Routes to School Programs, access the *Safe Routes to School Online Guide*,

<http://www.saferoutesinfo.org/guide/steps/index.cfm> , at the National Center for Safe Routes to School website, <http://www.saferoutesinfo.org/>.

PROJECT REQUIREMENTS

The SRTS program is one of many federal-aid programs ODOT administers for the Federal Highway Administration. Requirements common to all federal-aid projects are shown in the *Local Agency Guidelines* posted at www.oregon.gov/ODOT/HWY/LGS/lagmanual.shtml .

The SRTS Program highly encourages infrastructure project applicants to also consider non-infrastructure (education, encouragement, enforcement, evaluation) components. There is a separate Application for Non-Infrastructure Activities. Please refer to the Oregon SRTS website for this application: www.oregon.gov/saferoutes . Applications submitted for non-infrastructure activities *do not* have to consider an infrastructure component.

Projects that are eligible for reimbursement must specifically serve the stated goals of the SRTS Program: increasing the ability and opportunity for children to walk and bicycle to school; promote walking and bicycling to school and encourage a healthy and active lifestyle at an early age; 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.

Project Size

The SRTS Program will favor lower cost projects that increase safety and access. The maximum award will be \$250,000 per school or \$500,000 total for joint (bundled) proposals. A very limited number of schools will receive awards over \$75,000. Special preference will be given to schools, districts or local government agencies that bundle their projects and activities into one combined application for efficiency and effectiveness.

Matching Funds – None Required

The SRTS is 100% Federal funding. No match funding is required.

Design and Construction Standards

SRTS projects on state highways must meet ODOT standards for design and construction. Construction on local or federal roads must follow, at minimum, AASHTO guidelines and those of the road authority. All funded bicycle and pedestrian projects must conform to the *Oregon Bicycle and Pedestrian Plan*. Other construction must meet accepted standards for the type of work being done (architectural, building codes, etc.).

All SRTS projects must conform to federal and state requirements on environmental protection, property acquisition, consultant selection, labor and civil rights, and procurement of materials. See Appendix B for a summary list. If you are not familiar with these rules, please contact ODOT Local Programs staff for assistance (see Contact List, Appendix A).

APPLICATION PROCESS

A completed *Oregon Action Plan Template* with required supplemental documents must be received at time of application for every school K-8 that is affected by the proposed project. The template may be downloaded from the Oregon Safe Routes website: www.oregon.gov/saferoutes.

Define the Project before starting the Application

Identify a project that meets all the eligibility criteria and fits this current call for projects. Use the information derived from the Action Plan to guide your choice of activities. Consider the SRTS components of Education and encouragement, Engineering, and Enforcement.

Use the Project Selection Criteria (page 8) to decide if the project will be

competitive. Be sure to update your proposals developed for other purposes and adjust them to meet application requirements for the SRTS program.

Scoping

- Identify limits, dimensions and quantities, what permits and approvals are involved, and what factors might prevent or delay the project.
- Make sure the public and local officials know about the project and support it.
- Determine what matching funds, if any, you can commit. Match funds are not required, but community efforts and additional resources can be seen as a demonstration of community-wide support for SRTS.
- Get the owner's written consent for work on any property you do not control (that you will not purchase for the project). This includes ODOT consent for projects on state highways.

Cost Estimate

- Federal funding requirements affect the cost of SRTS projects. Use Appendix C to determine what costs to include. Seek help from ODOT staff or experienced consultants if you are not familiar with these requirements. ODOT staff contacts are shown in Appendix A.
- Prepare a cost estimate that is thorough and realistic. If it is vague or unrealistically low the project will not advance beyond technical review and will not receive funding.
- Do not overlook or underestimate costs for labor pay rates, consultant design, environmental requirements, right-of-way and easements, construction mobilization and traffic control, contingencies, and construction engineering. It is best to have a registered engineer or landscape architect prepare or review the estimate.

Complete the Application

There are two parts to the SRTS Infrastructure Application:

Part 1—Application form required for all projects.

The form has **four sections**—project summary, funding information, a narrative, and maps or graphics. Follow the **instructions (pages 8-11)** and the formatting requirements below. Keep all responses within the space and page limits allowed.

Part 2—Supporting documents required for some applicants.

Depending on the project, you may need signatures, commitment letters, a resolution, and other items to verify that you have authority to proceed with the project. Use the **Part 2 Checklist** to determine what to include. Supporting Documents do not count in the page limit for Part 1. They are used by ODOT staff for

project review and screening, not by the committee that scores and selects projects.

Format: **Required for all sections of Part 1.** Optional but preferred for Part 2.

- Letter-size paper (A4 or 8½ x 11). Single-sided only. No covers or bindings.
- Font size 12 or larger for all text. Margins 1-inch or more on all sides.
- Black-and-white preferred (ODOT will make photocopies in black-and-white).

Page Limit: 10 pages max. for Part 1. Variable for Part 2 (depends on needs of the project).

Copies:

- One copy of the *Oregon Action Plan Template* + all required attachments and CD with electronic copies of Student Hand Tally tabulated spreadsheet and Parent Survey tabulated spreadsheet.
- Four copies of Part 1 (Application Form) + one set of Supporting Documents.
- Submit all materials together at the same time.

Send to: Julie Yip
ODOT Safe Routes to School
Program
235 Union St. NE
Salem OR 97301

**Applications must be delivered or postmarked by
July 31, 2007.**

Mail or hand-delivery only – no fax or email

An application that is late, incomplete, or does not follow the prescribed format will be disqualified. Contact ODOT staff in advance if you have questions about preparing or submitting your application. Do not expect time to make corrections after the due date.

PROJECT SELECTION

The project selection process is summarized below. The Safe Routes Advisory Committee will serve as selection committee. The nine SRAC members are stakeholders from across the state, representing bicycle and pedestrian advocacies, traffic engineering, planning, community outreach, marketing, school districts, neighborhood associations, traffic safety committees, law enforcement, concerned citizens. Members individually score the applications based on established criteria (next page). They then meet to discuss projects and jointly develop a prioritized list with funding recommendations.

PROJECT SELECTION SCHEDULE

JULY 31, 2007	Action Plan and applications due – One (1) Action Plan Template and required attachments for <u>each</u> school affected by project; Four (4) copies of Infrastructure Application; One (1) set of Supporting Documents
August – Sept. 2007	ODOT: Compliance review for content, format, eligibility. Technical review to assess feasibility, readiness to proceed.
Sept. – Oct. 2007	ODOT: Identify finalists for scoring and selection process. Selection Committee: Project scoring and selection. FHWA: Review eligibility of projects proposed for funding.
November 2007	Transportation Safety Division Administrator: Review/submit funding recommendations to Oregon Transportation Safety Committee (OTSC). ODOT Director: Review/submit funding recommendations to Oregon Transportation Commission (OTC).
Dec. 2007	OTC: Approve projects for FY 2008 program. ODOT: Notify all applicants
Jan. - July 2008	Applicants: Complete a Prospectus. Sign an agreement (IGA).

PROJECT SELECTION CRITERIA

Points

50	<p>BENEFIT</p> <ul style="list-style-type: none"> ▪ Potential to improve the ability of students to walk and bicycle to school. ▪ Potential to reduce or avoid child injuries and fatalities. ▪ Potential to create a more livable community by reducing the barriers and hazards to children walking or bicycling to school. ▪ Potential to create a safer walking and bicycling built environment within approximately two miles of a school. Highest priority will be given for projects within one-half mile of a qualifying school.
25	<p>TECHNICAL MERIT</p> <ul style="list-style-type: none"> ▪ Conformance to the local Transportation System Plan (TSP). ▪ Adherence to appropriate design standards (AASHTO for local streets; ODOT standards for state highways). ▪ Emphasis on best practices learned from successful SRTS programs. ▪ Efficient and cost-effective use of SRTS funds.
25	<p>SUPPORT and READINESS</p> <ul style="list-style-type: none"> ▪ Support of the school district, if applicable, and governing body for the project as demonstrated by a letter of commitment and endorsement. ▪ Readiness to proceed with the project as demonstrated by a proposed start date, identification of other available funding, or other indicators as provided by the applicant. ▪ Financial support for project from applicant or partners including cash, right-of-way, services-in-kind.
0-10	<p>BONUS POINTS</p> <ul style="list-style-type: none"> ▪ Project takes into account the 3 E's (engineering, education, enforcement). ▪ Will it complete the connection of the school to an existing bikeway or walkway system (adopted in a plan)?

100 points possible (not including Bonus Points)

APPLICATION FORM INSTRUCTIONS

Read the Applicant Information (pages 2 – 8) before starting. Complete Part 1 (four sections) and Part 2 (as needed) according to the instructions below. Compile and submit materials as directed on page 5 above and the Applicant's Checklist (page 12).

Part 1: Complete the Project Summary, Funding Information and Narrative sections. Attach maps, diagrams or other graphics required for Section 4. **Do not exceed 10 pages** in Part 1.

Exception: one extra page for cross-sections is allowed for projects requiring this information.

Part 2: Use the Part 2 Checklist to determine what signatures and documents to provide.

No page limit for Part 2. Content and format depend on the details of the specific project.

Support Letters: A letter that just confirms a statement made in Part 1 belongs in Part 2, but will not be seen by all reviewers. Any letters you want all reviewers to see must go in Part 1, and will count in the 10 page limit for Part 1.

PART 1 -- Section 1: Project Summary and Cost Estimate

Applicant and Co-applicant: Applicant must be a public agency or school that will take legal and financial responsibility for the project. Co-applicant may be a public agency, non-profit, or private entity.

Project Location: Use city/county names, street names, highway numbers, and physical features to indicate location and project limits. Enter "statewide" or "non-construction" if applicable.

Project Description: Condense to a one- or two-line statement of the proposed activity.

Length: For linear projects enter the length in blocks, feet/meters or miles. For other projects enter an appropriate measure of quantity (square feet, acres, dimensions, number of signs, etc.).

Cost Summary: Enter requested funds and the cost of any non-SRTS work to be done concurrently with other funding.

Right-of-way Needs: Mark appropriate boxes. If applicant does not have full control of all property needed for the project, explain under “Project Description” in Section 3 (Narrative).

Note: Since this is a competitive process, *preference will be given to those projects that demonstrate a readiness to proceed.*

Certification: Must be signed by an officer or manager with direct authority over budget and staff priorities – city manager, county commission chair, district ranger/manager, school district superintendent.

PART 1 -- Section 2: Project Funding Information

Cost Estimate: Use the form provided, or a similar format that shows work items, quantities and per-item costs. See Appendix C for potential cost factors. Include amounts for administration, contingency and construction engineering as shown on the form.

PART 1 -- Section 3: Narrative

Address the seven items below, using the subject headings given. **LIMIT:**
3 pages.

Use the chart on page 7 to help relate your answers to factors used in scoring the applications.

Project Description: Describe the proposed project and how it relates to enabling and encouraging children K-8 walking and bicycling to school. Clearly identify what aspects of the total project will be completed with the SRTS funds requested. Describe any easements or property that will be purchased or donated for the project.

Purpose and Need: Explain why the project is needed. What is the problem or opportunity you are pursuing? How does the information gathered through the Action Plan process relate to the proposed project? What will happen if the project does not receive SRTS funding?

Benefit: Explain how the project has the potential to improve the ability of students to walk and bicycle to school. How does the project have the potential to reduce the risk of injuries and fatalities to children? What information gathered through the Action Plan process supports the potential benefits of the project? Is the project within one-half mile of the school? How does the project have the potential to create a more livable community by reducing the barriers and hazards to children walking and bicycling to school?

Technical Merit: Explain how the project conforms to accepted standards or procedures.

What is the basis for dimensions, project limits, solutions or treatments being proposed?

What planning and coordination have already been completed?

Support: Explain how the project has the support of the school or school district, and the governing body. How has the Action Plan process encouraged community support? Describe the source, type, and value of any matching funds, if any, committed to the project. What investment has already occurred? Does the project address a stated need in an adopted plan? How are you prepared to complete the project in a timely manner with available resources? How will you provide for long-term management and maintenance?

Bonus information: Describe how the project takes into account the 3 E's of Engineering, Education and Enforcement. Will the project complete a connection of the school to an existing walkway or bikeway system?

PART 1 -- Section 4: Maps and Graphics

Follow instructions on the title page for Section 4.

Part 2 Checklist: Supporting Documents

Use the list below to determine which supporting documents are required for your project.

Submit one complete set of supporting documents with your application form.

City and County Applicants

City council or county commission resolution supporting the request for SRTS funds

Cities over 50,000: may provide a commitment statement instead of a resolution.

A division or department manager with authority to commit staff and local funding must sign the "Endorsements" form provided for Part 2 or submit a separate letter.

Project located within MPO area (Metropolitan Planning Organization)

Confirmation (on the "Endorsement" sheet in the application form) that applicant has notified the MPO contact (by phone or by email) of the proposed SRTS project.

Use of public property not owned by the applicant.

ODOT Region manager approval for use of state highway right-of-way. Agency approval for use of other public property. Use the "Endorsements" form provided for Part 2 or submit separate endorsement letters.

If applicant has long-term lease: provide a copy of the lease or a signed statement that summarizes the terms of the lease.

Lease, purchase, or entry onto property owned or controlled by a railroad

Summarize coordination with the railroad in relation to the current SRTS proposal

For a trail in an active rail corridor: submit summaries of completed feasibility study and environmental analysis and a signed statement showing the railroad's knowledge of the project and willingness to allow use of the railroad corridor.

Record of contact with ODOT Rail Division for work at or near a railroad crossing.

Project maintenance or management by someone other than the applicant

Provide a copy of maintenance agreement (if available) or a signed commitment to provide long-term maintenance or management.

SRTS Applicant's Checklist

(for applicant's use only – do not submit with application)

NOTICE:

All applications will be checked for adherence to the following requirements.

Deficient applications and ineligible proposals will be removed from consideration.

Do not expect time to correct deficiencies after the application deadline.

Oregon Action Plan Template

An *Oregon SRTS Action Plan Template* completed, along with all required supplements, for each school affected by the project.
CD with electronic copies of tabulated Student Tally and Parent Survey spreadsheets

Eligibility Criteria

Qualified public agency or school applicant

Qualified SRTS project type

Promotes walking and bicycling within 2 miles of the school, K-8

Format of Application

10 pages maximum in Part 1.

Font size 12 or larger in text and forms.

Letter-size pages (8 ½ x 11" or A4), single side only.

Margins at least 1" or 2.5 cm.

Content of Application

Application form, Sections 1 and 2

Narrative — 3 page limit

Vicinity Map and Site Map (projects involving construction)

Cross-sections or critical dimensions (projects involving construction)

Endorsement by ODOT Region Manager (if project in state right-of-way)

Local government resolution or equivalent (if applicable)

Other endorsements or supporting documents required for Part 2

Other Requirements

Received on or before deadline of July 31, 2007

Number of copies submitted

(4 copies of application form + one set of Supporting Documents)

Appendix A - Contact List

LOCAL PROGRAMS CONTACTS at ODOT

ODOT-TSD Mgr	SRTS Pgm	Julie Yip Marty Andersen	(503) 986-4196 (503) 986-3640
Local Govt. Section Programs	Local		
ODOT Region Offices—Local Agency Liaisons			
Region 1 – Portland		Mark Foster Mahasti Hastings	(503) 731-8288 (503) 731-8595
		Michele Thom Tom Weatherford	(503) 731-8279 (503) 731-8238
Region 2 – Salem (north)	Area 1 & 3	Lyn Cornell Michael Starnes	(503) 986-2650
(central)	Area 4	Ted Keasey	(503) 986-6920 (503) 986-6903
County	Lane	Elizabeth Stacey	(541) 957-3635
Region 3 – Roseburg		Randi Kobernik	(541) 388-6183
Region 4 – Bend		Doug Wright	(541) 963-1362
Region 5 – La Grande			

Metropolitan Planning Organizations

<p>METRO Portland area Ted Leybold (503) 797-1759 <i>Email: leyboldt@metro.dst.or.us</i></p>	<p>Lane Council of Governments Eugene/Springfield area Susan Payne (541) 682-4044 <i>Email: spayne@lcog.org</i></p>
<p>Mid-Willamette Valley Council of Govts Salem area Richard Schmid (503) 588- 6177 <i>Email: rschmid@mwvcog.org</i></p>	<p>Bend MPO Bend area Tyler Deke (541) 693-2113 <i>Email: tdeke@ci.bend.or.us</i></p>
<p>Cascades West Council of Governments Corvallis/Albany area Ali Bonakdar (541) 758-1911 <i>Email: abonakda@ocwcog.org</i></p>	<p>Rogue Valley Council of Governments Medford/Jackson County area Dan Moore (541) 423-1365 <i>Email: dmoore@rvcog.org</i></p>

Appendix B – Major Federal Project Requirements

SUBJECT and SOURCE	SUMMARY
<p>Environmental Protection and Cultural Resources</p> <p>National Environmental Policy Act</p> <p>Endangered Species Act</p> <p>Section 4(f) of the U.S. Department of Transportation Act</p> <p>Section 106 of the National Historic Preservation Act</p>	<p>Requires federal agencies to consider social, economic and environmental impacts before committing to a project. Defines procedures for evaluating impacts, documenting conclusions and incorporating public /agency involvement. Requires wetland permits.</p> <p>Requires measures to avoid harm to endangered species.</p> <p>Requires that transportation projects avoid the use of publicly owned parks, recreation areas, wildlife and waterfowl refuges, and historic sites of national, state, or local significance unless there is “ no prudent and feasible alternative.”</p> <p>Does not apply to historic transportation facilities if the proposed work will not adversely affect the historic qualities associated with the facility.</p> <p>Provides procedures for protection, rehabilitation, restoration and reconstruction of historic sites and objects significant in American architecture, archaeology and culture. Requires archaeological clearances.</p>
<p>Property Acquisition</p> <p>Uniform Relocation Assistance and Real Properties Acquisition Act.</p>	<p>Provides protection and benefits for people whose property is acquired or who are forced to move because of a federal or federally-assisted program or project.</p>
<p>Labor</p> <p>Brooks Act, Public Law 92-582</p> <p>Davis Bacon Act</p> <p>Civil Rights Act</p> <p>Disadvantaged Business Enterprise (DBE) Program</p>	<p>Requires agencies to use a qualification-based process for selecting engineering and design consultants.</p> <p>Sets wage requirements on federally-funded projects greater than \$2,000. Applies to projects within an existing highway right-of-way, or linked to a federal aid facility by proximity or impact. Does not apply to work by public agency forces or volunteers under their direct control. Contractors may not use volunteer labor on “Davis Bacon” projects.</p> <p>Prohibits discrimination in awarding of contracts</p> <p>Federal Aid contracts include goals for contractors to use DBE firms for part of the project work. A DBE is a woman-owned or minority-owned business that has been certified for work on federal contracts.</p>
<p>Procurement and Contracts</p>	

Common Rule, 49 CFR 18
Brooks Act

Competitive bidding requirements and Buy America
Requires qualifications-based selection
(See Brooks Act under "Labor" above.)

Appendix C – Cost Factors for SRTS Projects

SRTS projects must conform to federal and state requirements on environmental protection, property acquisition, consultant selection, labor and civil rights, and materials procurement (see the list in Appendix B). If you are not familiar with how these rules affect project costs, contact ODOT Local Programs staff for assistance (Appendix A).

The following list shows potential factors to include in cost estimates for SRTS projects.

NOTE: These are examples, not all-inclusive lists.

PRELIMINARY ENGINEERING

- **Administrative Costs** – Sponsor’s administrative costs
- **Design and Development** – includes mapping, surveying, refining project scope, preparing and reviewing plans. See “Consultant Costs” below.
- **Consultant Costs** – Consultants are hired through qualifications-based selection, not low bid. They then negotiate a price for their services. Include realistic costs for consultant work and review of their work. Figure 15 to 25 percent of the construction cost for design services (PE) and 15 to 20 percent for construction engineering.
- **Environmental Analysis and Documentation** – include costs for reconnaissance, mitigation plans, environmental documents, reviews. Allow time and expenses for evaluating wetlands and storm water, endangered species, hazardous materials, and historic or archeological sites. Allow appropriate costs for the timing of in-water work.
- **Coordination** – include public hearings, partnership agreements, and permits.
- **Information/Interpretive** – include research, data analysis, designing materials, and preparing and reviewing products, displays or publications.

RIGHT-OF-WAY

Include costs for appraisals, coordination and negotiations, surveys and documents, and purchase or transfer of property. Include actual costs for securing easements, leases, use of public right-of-way, and use or transfer of donated property.

CONSTRUCTION

- **Labor/Pay Rates** – Most SRTS projects are subject to Davis-Bacon wage rates for construction labor. On exempt jobs such as shared-use paths, state “BOLI” rates apply.
- **Site Preparation, Staging** – include staging areas, site clearing, traffic control. Allow

10% for mobilization and at least 10% for temporary protection and direction of traffic.

- **Roadway, Bikeway, Walkway** – include grading, paving, structures, and detours.
Allow adequate costs for any railroad or utility work.
- **Buildings, Other Facilities** – include renovation; shelters, signs, benches, viewpoints.
- **Other Construction** – drainage, irrigation, erosion control, landscaping, signing, lighting.
- **Contingency** – unanticipated construction costs (allow 20% to 30% at this stage).
- **Construction Engineering** – includes inspection, testing, and construction surveying (typically 15 to 20% of the construction cost after adding contingency).

**Oregon Department of Transportation
Safe Routes to School Program**

**INFRASTRUCTURE
APPLICATION FORM
for Federal Program Year 2008**

- Oregon SRTS Action Plan Template, completed
 Application Form Due: July 31, 2007

**Before completing these forms
read the Applicant Information and Instructions
attached, or at:**

www.oregon.gov/saferoutes

Submit forms to:

**Julie Yip
Safe Routes to School Program
235 Union St. NE
Salem OR 97301**

PART 1

Section 1: Project Summary and Certification

Use this page or a replica. Keep this section on one page.

APPLICANT	
Agency Address	Contact Title Telephone Email
CO-APPLICANT (if any)	
Name Address	Contact Title Telephone
PROJECT NAME AND LOCATION	
PROJECT DESCRIPTION	
COST SUMMARY	RIGHT-OF-WAY NEEDS
SRTS Funds Requested	Project site owned by Sponsor? [] yes [] no [] partly [] N/A
Additional Non-SRTS costs	Property to be purchased? [] yes [] no
Total Project Cost	Easements or donated property? [] yes [] no
CERTIFICATION	
I certify that _____ <i>[applicant agency]</i> supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Safe Routes to School funds. I understand that this is not a grant application, that it is a request for reimbursement through the federal aid system, and that all federal rules for contracting, auditing, and payment will apply to this project.	
Signature	D

Printed Name	ate Titl e
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PART 1, Section 2: Project Funding Information

Matching Funds (OPTIONAL)

Match funds are not required, but community efforts and additional resources can be seen as a demonstration of community-wide support for SRTS.

You may list any local contributions (monetary contributions, donated materials, property, staff time, or volunteer labor or services) including prior or planned local investment, related to the infrastructure project. Otherwise, you may utilize the space accordingly within the 10 page limitation of the application.

Cost Estimate

Use this form or equivalent. **Refer to Appendix C** (Applicant Information) before beginning. You may change line spacing and headings to reflect relevant items of work for your project.

	Quantity (Q)	Unit Price (UP)	Cost (Q x UP)
UP)			
PRELIMINARY ENGINEERING(PE)			
<u>Project Administration</u>			
1. Sponsor's administrative costs			
<u>Design and Development</u>			
1.			
2.			
3.			
<u>Environmental Process</u>			
1.			
2.			
<u>Coordination</u>			
1.			
2.			
<u>Information / Interpretive</u>			
1.			
2.			
<u>Other Project Development or PE</u>			
1.			
2.			
			Total PE
RIGHT-OF-WAY (ROW)			
1.			
2.			

<i>Total ROW</i>	
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Cost Estimate (continued)

	Quantity (Q)	Unit Price (UP)	Cost (Q x UP)
UP)			
CONSTRUCTION			
(CONST)			
<u>Site Preparation</u>			
1. Mobilization (10%)			
2. Traffic control, TP&DT (10% min)			
3.			
<u>Roadway, Bikeway, Walkway</u>			
1.			
2.			
3.			
<u>Buildings and Other Facilities</u>			
1.			
2.			
3.			
<u>Other Construction Activities</u>			
1.			
2.			

	<i>Subtotal</i>	
<u>Contingency</u>	20-30% of total construction costs above	
<u>Construction Engineering</u>	Approx. 15% of construction with contingency	
	<i>Total CONST</i>	
	<i>Total Cost: PE + ROW + CONST</i>	

PART 1, Section 3: Narrative

Use this form or equivalent. Expand each box as needed but **do not exceed 3 pages total for this section.** See pages 8 and 9 (Applicant Information) for what to discuss in each box.

Project Description:
Purpose and Need:
Benefit:
Technical Merit:
Support and readiness:
Bonus Information:

PART 1, Section 4: Maps and Graphics

1. **REMOVE THIS PAGE** of instructions. Do not return it with your application.
2. Attach maps or graphics appropriate to the type of project, as noted below.
If placing more than one item on a page make sure all text and dimensions are large enough to read clearly.
3. Required items that count in the 10-page limit for Part 1:
 - ***Vicinity map*** showing the project location within a city, county or region
 - ***Site map*** or site plan for the project area
 - ***Critical dimensions***, including existing and proposed widths of sidewalks and bike lanes, the adjoining travel lanes, and shared-use paths.

Dimensions may be shown in plan view or cross-sections – included in the site map or on a separate sheet.

Exception to 10-page limit: If the Vicinity Map and Site Map require two pages, one additional page is allowed for cross-sections.

4. Photos, drawings, or other visuals to illustrate existing conditions and work needed. All optional items placed in Part 1 must fit within the 10 page limit.

PART 2 -- Endorsements

Complete all sections relevant to your project, or attach separate letters and documents.

Metropolitan Planning Organization (if project is within MPO jurisdiction)	
<input type="checkbox"/> MPO has been notified	Date:
Contact Name:	Title:
Public Agency Approval (to propose a project on land not owned by applicant)	
Name:	Title:
Signature:	Date:
ODOT Region Manager Approval (if non-ODOT applicant proposing project in state highway right-of-way)	
Name:	Title:
Signature:	Date:
Local Government Commitment (for cities over 50,000. Cities < 50,000 must provide council resolution.)	
I confirm that _____ <i>[city]</i> supports the proposed project.	
I have the authority to commit all funds and resources needed from my agency to deliver the project.	
Name:	Title:
Signature:	Date:
Railroad Endorsement (aware and willing to accommodate project adjacent to or crossing RR property)	
Name:	Title:
Signature:	Date:
ODOT Rail Division Record of Contact (for project at or near a railroad crossing)	
Name:	Title:
Signature:	Date:
Maintenance Endorsement (commitment for long-term maintenance by other than applicant agency)	

Name:

Title:

Signature:

Date: