



Local Programs Procedures

LPP 01-01

Safe Routes to School Program (SR2S)

Reference: LPP 00-01, "Safe Routes to School Program (SR2S)"

Effective Date: January 24, 2001

Approved: **Original Signed By**

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User-Friendly Features:

- The text of this Local Programs Procedures (LPP) has been formatted into new and/or revised pages that can be easily inserted into the *Local Assistance Program Guidelines* (LAPG).
- For clarity, Chapter 24 of the LAPG is provided in its entirety.
- A list of references has been provided to this LPP.

These new procedures may be found on the Local Assistance Home Page on the Internet at <http://www.dot.ca.gov/hq/LocalPrograms/> under the "Safe Routes to School" link. These procedures are also incorporated into the electronic version of the LAPG. For information on the entire LAPG, click on "publications" and then click on item 4, "Local Assistance Manuals" on the Local Assistance Home Page.

PURPOSE

This LPP presents Chapter 24 of the *Local Assistance Program Guidelines*. It provides a set of guidelines for the Safe Routes to School (SR2S) Program.

EXISTING PROCEDURES

This program is a federally funded program that was created by the enactment of AB 1475 in 1999. The program became effective January 1, 2000 and will remain in effect until January 1, 2002, unless a later enacted statute deletes or extends that date. LPP 00-01 was released on January 1, 2000. It contained the original set of SR2S Program Guidelines for this two-year demonstration program. Caltrans released an approved list of projects for the first funding cycle of the program on September 22, 2000.

Caltrans – Local Assistance Program
January 24, 2001

NEW PROCEDURES

The attached SR2S Program Guidelines shall be used by applicants seeking funds for the second funding cycle of the program. The guidelines have been revised and improved, thanks to the constructive input from various stakeholders and partners who participated in the first cycle of the project review and ranking process.

REFERENCES

- Streets and Highways Code Sections 2331, 2333 and 2333.5
- AB 1475

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CHAPTER 24 SAFE ROUTES TO SCHOOL

24.1 INTRODUCTION

The Safe Routes to School (SR2S) program is in its second year of a two-year demonstration period that resulted from the passage and signing of Assembly Bill 1475 (Soto) in 1999. AB1475 calls for Caltrans, in consultation with the California Highway Patrol, “to establish and administer a ‘Safe Routes to School’ construction program ... and to use federal transportation funds for construction of bicycle and pedestrian safety and traffic calming projects.” The bill further states that Caltrans “shall make grants available to local governmental agencies under the program based on the results of a statewide competition that requires submission of proposals for funding and rates those proposals on all of the following factors:

- (1) Demonstrated needs of the applicant.
- (2) Potential of the proposal for reducing child injuries and fatalities.
- (3) Potential of the proposal for encouraging increased walking and bicycling among students.
- (4) Identification of safety hazards.
- (5) Identification of current and potential walking and bicycling routes to school.
- (6) Consultation and support for projects by school-based associations, local traffic engineers, local elected officials, law enforcement agencies, and school officials.”

These SR2S funds are federal transportation safety funds. Applicants that receive funding approval must follow all Federal and State policies, directives, and laws. Applicants are urged to familiarize themselves with procedures for procuring and expending federal funds prior to submitting an application. For more information, see the *Local Assistance Procedures Manual* (LAPM) that can be found at www.dot.ca.gov/hq/LocalPrograms/.

As established by AB1475, SR2S is a construction program. However, costs for programs or activities related to education, enforcement or encouragement are eligible for reimbursement when those costs are related to the construction improvement and incidental to the overall cost of the project. Reimbursement for incidental costs will be limited to 10% of the construction cost.

Caltrans and the California Highway Patrol (CHP) approved approximately \$20 million worth of SR2S projects for the first cycle of the program. The same amount will be available for the second cycle. Caltrans will solicit project applications from local agencies in January of 2001. These project applications must be submitted to your Caltrans District Office by May 22, 2001. The total amount of SR2S funds that are requested by an applicant for a project should not exceed \$500,000. The federal reimbursement ratio for all projects will be 90%. Hence, the maximum federal reimbursement amount for any single project will be \$450,000. Applications that contain total project costs exceeding \$500,000 must identify elements of the project that are being financed with other sources and exclude those elements from the scope of this funding request. Section 7 of the Application Form (Exhibit 24-A) allows applicants to address this situation in detail.

These guidelines contain several references to other Caltrans publications. Further information on, and links to, these publications can be found at Caltrans' Internet site, www.dot.ca.gov. For a direct link to Caltrans Local Assistance Program, use www.dot.ca.gov/hq/LocalPrograms/ and for Caltrans Traffic Operations, use www.dot.ca.gov/hq/traffops/. For a direct link to Caltrans Bikeway Planning and Design Standards, go to www.dot.ca.gov/hq/oppd/hdm/t1003toc.htm#1003. These sites provide additional information on policies, procedures, standards, and specifications that will be applied to, and may impact, Safe Routes to School project designs.

AB1475 may be found at www.leginfo.ca.gov/.

This set of guidelines is slightly different than the original set of guidelines used for the first cycle of project applications. The Application Form (Exhibit 24-A) was revised considerably in an effort to make the format of application packages more consistent and easier to evaluate.

24.2 APPLICANTS

The applicant, or project sponsor, for SR2S funds is the agency that assumes responsibility and accountability for the use and expenditure of federal funds. The applicant must be an incorporated city or a county within the State of California. Exceptions to this requirement will be reviewed on a case by case basis. Applicants that do not represent a city or county must provide written justification for the exception and attach it to the application.

The applicant should enlist the assistance of other participants in the development and submittal of an SR2S project. Other participants could include school boards, school districts, elected officials, community groups, students, and various city, county, and state agencies. The success of a project proposal being approved for funding will depend upon the ability of the applicant and participants to develop a comprehensive and unified solution to improving the safety of pedestrian and/or bicycle routes to and from schools within their jurisdiction.

24.3 RATING FACTORS AND CRITERIA

In the development of projects, participants should structure their proposed improvements to meet as many of the seven (7) rating factors and criteria as possible. The statewide SR2S Project Recommendation Committee (comprised of representatives from federal, state, and local agencies along with bicycle and pedestrian stakeholder groups), combined some of the factors identified in the legislation and added three others. The SR2S Application Form (Exhibit 24-A) requires applicants to provide specific information related to these factors. Project applications will be rated in each of these categories as being excellent, good, fair, poor or ineligible. The following list identifies the seven factors:

- Identification and demonstration of needs
- Potential for proposed improvement to correct or improve the problem
- Potential for encouraging increased walking and bicycling among students
- Consultation and support for project by school-based associations, local traffic engineers, local elected officials, law enforcement agencies, school officials, and other community groups
- Potential for timely implementation of project

- Demonstrated relationship between the project and a Safe Routes to School plan
- Demonstrated coordination of SR2S funds with other activities, including education, enforcement and outreach activities

24.4 PROJECT CATEGORIES

The Safe Routes to School project categories are listed below. The “Safety Index” category that was used in the first cycle of the program has been eliminated. The following categories are by no means all-inclusive and they are not arranged in any particular order. They are based upon substantial input from agencies and stakeholders and represent program areas that are broad in nature and are typical of the range of approaches used to address pedestrian and bicyclist safety issues. Project applicants with an interest in the emerging field of traffic calming are also encouraged to consult with the Institute for Transportation Engineers at 202-554-8050 or visit their web site at www.ite.org for the latest design guidance.

Sidewalk improvements: Includes new sidewalks, widened sidewalks, sidewalk gap closures, sidewalk repairs, curb cuts for ramps, curbs and gutters, etc.

Traffic calming & speed reduction: Includes roundabouts, traffic circles, neck downs, sidewalk bulb-outs, speed humps, raised crosswalks, raised intersections, narrowed traffic lanes, full or half-street closures, and other speed reduction techniques. May also include traffic signs, stripes and pavement markings.

Pedestrian/bicycle crossing improvements: Includes new or upgraded traffic signals, crosswalks, median refuges, pavement markings, traffic signs, traffic stripes, lighted crosswalks, pedestrian and/or bicycle over-crossings and under-crossings, flashing beacons, traffic signal phasing extensions, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades and sight distance improvements.

On-street bicycle facilities: Includes new or upgraded bikeways, widening outside traffic lanes and/or roadway shoulders, geometric improvements, curve corrections, turning lanes, channelization and roadway realignment. May also include traffic signs, stripes and pavement markings.

Off-street bicycle/pedestrian facilities: Includes exclusive bicycle and/or pedestrian trails and pathways, bicycle parking facilities, bicycle racks and lockers, etc. May also include traffic signs, stripes and pavement markings.

Traffic diversion improvements: Includes improved pick-up/drop-off areas, separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to school. May also include traffic signs, stripes and pavement markings.

24.5 FUNDING CONSIDERATIONS

For the 1999/2000 Federal Fiscal Year (FFY), approximately \$20 million of federal funds were authorized for the Safe Routes to School Program. A similar amount will be authorized for the 2000/2001 FFY. A Federal Fiscal Year begins on October 1 and ends on September 30 the following year. Projects that were not approved for funding in the

1999/2000 FFY can be resubmitted to compete for funding in the 2000/2001 FFY, providing the applicant uses the revised Application Form, attached as Exhibit 24-A to these guidelines.

The total amount of SR2S funds that are requested by an applicant for a project should not exceed \$500,000. The federal reimbursement ratio for all projects will be 90%. Hence, the maximum federal reimbursement amount for any single project will be \$450,000.

Eligible project costs that the local agency is entitled to federal reimbursement include:

- Preliminary engineering, which includes
 - Environmental
 - Preparation of Plans, Specifications and Estimate (PS&E)
- Right-of-way
- Construction, which includes
 - Construction costs
 - Construction Engineering
- Public education and outreach

All of the project elements and construction improvements must be eligible to obtain federal reimbursement. Ineligible project elements will be removed from the project scope and deducted from the total project cost estimate. Construction improvements must be made on public property. Improvements can be made on public school grounds providing the costs of these improvements are incidental to the overall cost of the project. Costs for activities related to public education and outreach are eligible for reimbursement when those costs are directly related to the proposed improvement and incidental to the overall cost of the project. These activities may include preparing and distributing safety awareness flyers to school personnel, students, drivers, and neighboring home and/or business owners. It may also involve outreach efforts that promote walking and bicycling, to and from school, along the designated school routes. In all cases, the incidental cost shall not exceed 10% of the construction cost.

For all projects, the total project cost shown on the original application form will be used to determine the project's reimbursement amount. Requests to increase the total project cost shown on the application form will not be granted except in unusual circumstances and subject to the availability of funds.

Federal funds are considered obligated to each project phase when the Caltrans Local Assistance Program Area Engineer authorizes the work through the FHWA delegated authorization process (see the LAPM, Chapter 3, "Project Authorization"). These funds are reserved for the project, but the local agency will not be reimbursed for any phase until after the construction contract has been awarded.

24.6 SECOND YEAR OF 2-YEAR DEMONSTRATION PERIOD

Caltrans will program approximately \$20 million of federal safety funds for the second year of this two-year demonstration program. Caltrans District staff will solicit candidate SR2S projects from local agencies within their District boundaries. The following schedule identifies milestones and dates for the second year:

Jan. 22, 2001	Caltrans District Offices solicit candidate SR2S projects from local agencies.
May 22, 2001	Local agencies submit candidate projects to Caltrans District Offices.
June 22, 2001	District Offices, in consultation with the CHP, submit a list of categorized projects to Headquarters, Office of Local Assistance.
July 27, 2001	Project Recommendation Committee submits a statewide list of projects to the Director of Caltrans and the Commissioner of the CHP with recommendations of projects to approve for funding.
Fall 2001	Caltrans HQ and CHP HQ issue an approved list of funded projects.

LOCAL AGENCY SUBMITTALS

The Application Form (Exhibit 24-A) must be completed in its entirety and accompany all application submittals.

A local agency must submit candidate projects to its respective Caltrans District Office, directed to the attention of the District Local Assistance Engineer (see Exhibit 24-D for addresses and telephone numbers). An original application, plus 2 copies, is required. Any maps, schematics or letters of support that are attached to the application should be made on 8-½" x 11" paper.

Candidate projects must include cost estimates for all phases of the project. These costs must be segregated into the following five (5) primary categories:

1. Preliminary Engineering
 - Environmental
 - Plans, Specifications & Estimates
2. Right of Way
3. Construction
 - Construction
 - Construction engineering
4. Public Outreach and Education
5. Contingencies

Candidate projects must include estimated dates when various project milestones will be completed.

Candidate projects should contain information on accident histories or a narration on the potential for accidents. Photographs should be submitted to better illustrate the problem. Also, schematic plans showing the general nature and location of the proposed improvements should be submitted for all projects.

If a local agency is submitting multiple candidate projects, the local agency must prioritize the projects prior to submitting them to the Caltrans District Office.

A local agency should not combine several individual, dissimilar projects into one master project application. A candidate project may contain similar improvements at several different school sites or it may contain several different improvements at a single school site.

Any SR2S project encompassing a freeway, state highway or county road must be approved by the CHP to ensure that the project complements their “Pedestrian Corridor Safety Program” and is consistent with its statewide pedestrian safety statistical analysis. The local agency should obtain the CHP’s approval prior to submitting the project to Caltrans.

CALTRANS DISTRICT REVIEW

Caltrans District staff and CHP Division staff may establish a District Review Committee comprised of regional stakeholders to assist in the prioritization of projects. This committee will rank all projects, using the factors identified in Section III: Rating Factors and Criteria, and categorize each project as excellent, good, fair, poor or ineligible. The District will then submit this categorized list of projects to Caltrans Headquarters, Local Assistance Program.

PROJECT SELECTIONS

Caltrans, CHP, FHWA, local agency personnel and stakeholders will be representatives on a Project Recommendation Committee. This committee will categorize all projects on a statewide basis and submit a recommended list of projects to be funded to the Director of Caltrans and the Commissioner of the CHP. The final list of approved projects will be determined by Caltrans and the CHP and will be posted on the Internet at www.dot.ca.gov/hq/LocalPrograms/.

24.7 DESIGN STANDARDS

All bikeway projects shall be designed in accordance with the Caltrans *Highway Design Manual* and the Caltrans *Traffic Manual*. Exceptions to using these standards will be handled in accordance with the exception approval process described in each manual. All other projects shall be designed in accordance with the appropriate design standards applicable to the type and location of the improvement.

Chapter 11, “Design Standards,” of the LAPM, describes statewide design standards, specifications, procedures, guides and references that are acceptable for application in the geometric, drainage, and structural design of local assistance projects. The chapter also describes design exception approval procedures. These standards and procedures shall be used in the design of SR2S projects off the National Highway System (NHS).

All projects should be considered as subject to meeting Americans with Disabilities Act (ADA) requirements.

Any public agency which proposes to install an experimental Traffic Control Device (TCD) on a public roadway should follow the experiment process prescribed in Section 1A.11 of the Manual on Uniform Traffic Control Devices (MUTCD) published by FHWA. A direct link to the new millennium MUTCD can be found at www.mutcd.fhwa.dot.gov/. The public agency should also comply with the experimental process of the California Traffic Control Devices Committee (CTCDC) at: www.dot.ca.gov/hq/traffops/signtech/newtech/

24.8 STATUS REPORTS

Local agencies are required to provide an update of project schedules and costs on July 1 of each year for each project that has not been awarded a construction contract by that date. Local agencies that fail to provide these annual status reports may have their projects dropped from the program. The report should be mailed to the appropriate District Local Assistance Engineer. A sample Project Status Report form is included as Exhibit 24-B.

24.9 DEADLINES

It is the intent of the SR2S Program that Federal funds be expended as soon as possible for eligible safety projects that can be designed and constructed in short time frames. Since this is a new demonstration program and local agencies will not know if a project is approved for funding until late in the Federal Fiscal Year, the first deadline for awarding a construction contract for projects approved in the first cycle of project solicitations will be September 30, 2001. For projects approved in the second cycle, the deadline for awarding a construction contract will be September 30, 2002. Projects unable to meet these initial delivery deadlines will be allowed one time extension for a maximum of one year, subject to written approval by the District Local Assistance Engineer. Projects unable to meet the second delivery deadline will be dropped from the program unless supporting documentation that explains and justifies the delay is submitted to, and approved by, Caltrans.

24.10 EVALUATIONS

Federal directives require that the results of safety improvements be evaluated after the project is completed. Applicants that receive funding approval for SR2S projects must conduct a before/after evaluation. Safety deficiencies that are corrected by this program may justify increased funding for it in the future. Successful applicants will be sent instructions on how to conduct a quality evaluation.

24.11 APPROPRIATION CODES

Only one federal appropriation code has been assigned for SR2S projects selected in the second cycle. It is:

STPLHSR Safety (Optional) Q21/SRA 90% Federal reimbursement

This code is assigned by the FHWA and used by Caltrans for obligating and encumbering funds.

24.12 REFERENCES

Title 23, United States Code, Section 120, 130, and 152
Streets and Highways Code, Sections 890-894 and 2330-2334
Caltrans *Local Assistance Program Guidelines*
Caltrans *Local Assistance Procedures Manual*
Caltrans *Highway Design Manual*
Caltrans *Traffic Manual*
Manual on Uniform Traffic Control Devices
AASHTO: *A Policy on Geometric Design of Highways and Streets* - 1994

APPLICATION FORM
FOR
SAFE ROUTES TO SCHOOL PROGRAM FUNDS
- SECOND CYCLE -

The Application Form that was used for the first cycle of Safe Routes to School funding has been revised. Applicants seeking funds for the second cycle must use this form. Read instructions carefully. All sections must be completed. Failure to provide information that is required or failure to prepare the application in accordance with general formatting instructions will result in your application being disqualified.

This entire Application Form must be submitted, including this introductory page. Applicants should download the Application Form from the Internet. It can be found on the Local Assistance Home Page at www.dot.ca.gov/hq/LocalPrograms/

Limit the application to twelve (12) pages plus attachments. Attachments should be grouped and numbered to correspond with the application section number. Do not provide brochures and samples of materials unless they are directly related to a response.

APPLICANT: Required – City of: _____ or County of: _____

SCHOOL DISTRICT: Required – Include all districts that are involved. _____

SCHOOL NAME(S): Required - List all schools or attach a list of all schools that are directly involved with or affected by the project – no exceptions. _____

CALTRANS DISTRICT: 1, 2, 3,.....,12 _____ **CHP DIVISION:** If applicable _____

SHORT DESCRIPTION OF PROPOSED IMPROVEMENTS: Required - Provide a “short” description – 50 words or less – of the proposed improvements using project terminology described in Section IV: Project Categories, of the guidelines. Example: Construct curb, gutter and sidewalk; install bike lanes; install pavement markings and traffic signs. _____

GENERAL LOCATION OF PROJECT: Required - Provide street name or geographical references to project location(s). Attach map showing general location of improvements and the location of the school(s). _____

Complete the following "Project Costs" section. Include only those costs that are being requested for this project. The "Total Project Cost" should not exceed \$500,000.

PROJECT COST ESTIMATE: (Required)

Preliminary Engineering
 Environmental..... \$ _____
 PS&E..... \$ _____

Right of Way..... \$ _____

Construction
 Construction..... \$ _____
 Construction Engineering..... \$ _____

Public Outreach and Education..... \$ _____
(includes education, enforcement, and encouragement activities)

Subtotal..... \$ _____

Contingency..... \$ (10% of Subtotal; max)

Total Project Cost..... \$ _____

Note: Section 9 of this application requires the applicant to provide further details on the construction costs. The amount shown for "Construction" on this estimate, above, should match the total construction costs tallied in Section 9, or an explanation must be given for the discrepancy in that section.

The following parts of this Application Form request specific project related information. Most of the sections request the applicant to provide narration related to a specific topic. Other sections contain questions that the applicant can simply answer in the space provided. Pictures, maps, exhibits, diagrams, survey summaries, petitions, etc. must be attached to the application. If a section does not apply to the proposed project or if data is not available, simply write "DNA" beneath the section heading.

1. IDENTIFICATION AND DEMONSTRATION OF NEEDS

This section requires the applicant to demonstrate the need for the project. Using the following questions and statements as a guide, provide a detailed, narrative description of the problem:

Provide some background information about the risks children are exposed to because of unsafe routes to the school(s) in your proposed project area. How and by whom have unsafe routes been identified as a local problem by organizations and officials (e.g., council or board resolution, agency's plan, etc.)? Given that unsafe routes may exist in numerous locations in your jurisdiction, explain why these routes have been targeted for improvements. Describe the magnitude of the risks facing children who walk or bicycle to schools. Use whatever demographic information, community surveys and audits, injury data, traffic and other environmental conditions that apply.

Select the following categories that most closely reflect the primary need(s) your project is targeting:

- Increasing connectivity
- Separating children from motor vehicles (along routes or at the school)
- Improving children's ability to cross streets
- Improving pedestrian pathways
- Improving bicycle pathways
- Improving visibility of motorists and children (by restricting obstacles, improving sight-lines or installing lighting, etc.)
- Improving slow or safe driving by motorists
- Other (please describe)

Provide photographs to illustrate the problem or hazard. Include these photographs as attachments. Maximum of 6 photos and no video tapes, please.

If applicable, describe the primary cause of student injuries. If available, attach a listing of pedestrian and bicycle injuries sustained by students on their trips to and from school during the past three years.

If it will help describe and define the nature of the problem, provide diagrams, exhibits, maps and listings as attachments to the application.

2. POTENTIAL FOR PROPOSED IMPROVEMENT TO CORRECT OR IMPROVE THE PROBLEM

This section requires the applicant to describe how the proposed solution will improve the safety for children along school routes. The applicant must clearly demonstrate the connection between the problem and the proposed solution. Using the following questions and statements as a guide, provide a detailed, narrative description of the proposed improvement:

How does the proposed project correct or improve the pedestrian/bicycle traffic safety at or near the project site, especially in reducing child injuries and fatalities? Justify your response.

Discuss how the proposed improvement is the best, most cost effective solution to the problem.

Describe options or alternatives that were considered.

If applicable, describe how the proposed solution improves traffic safety for other users of the facility or system.

If it will help describe and define the scope of the improvements, provide pictures, diagrams, exhibits or maps as attachments to the application.

3. POTENTIAL FOR ENCOURAGING INCREASED WALKING AND BICYCLING AMONG STUDENTS

This section requires the applicant and participants to describe how the proposed improvements will encourage students to walk or bicycle to school. Using the following questions and statements as a guide, provide a narrative response:

How many children (total) walk and bicycle to and from school in the proposed project? Provide historical data if it exists.

Describe the impact the project's improvements will provide to students:

Student population _____
 Number of students currently traveling along route(s) targeted for improvements _____
 Estimated number of students traveling along route(s) after improvements _____
 % increase of travel along targeted route(s) _____
 % of total student population impacted by project _____

Justify your responses to the figures provided above.

	Yes	No
Will the route improvements create shorter walking distances?	___	___
Will the improvements create more direct walking or cycling routes?	___	___
Will the improvements improve connectivity of the routes?	___	___

If known, describe how this project impacts pedestrian and bicycle level of service. Describe whether the improvements will enable or encourage walking and bicycling along the route(s) for other than school trips.

Describe the components of the project that will promote the use of the improved routes through education, enforcement, and encouragement.

If it will help describe how the project will encourage students to walk or bicycle to school, provide pictures, diagrams, exhibits or maps as attachments to the application.

4. CONSULTATION AND SUPPORT FOR PROJECT

This section allows the applicant to provide information on the consultation and support for the project.

List the participants and the roles they played in the development of this proposal. Identify organizations that pledged their support of the project. Attach no more than one (1) letter of support from each organization. Support letters should be addressed to the applicant, not Caltrans or the CHP. Include these letters as attachments to the application.

The following is a list of potential participants and organizations to consider as project partners:

- School officials
- Local traffic engineers
- Law enforcement agencies
- Public health agencies or organizations
- School based associations
- Local elected officials
- Other community groups

Letters of support that are submitted after May 22, 2001, will not be accepted nor considered in the project evaluation.

Do not submit or attach individual student survey sheets or petitions. Narratives and summaries of the surveys or petitions are acceptable.

5. POTENTIAL FOR TIMELY IMPLEMENTATION

This section requires the applicant to provide information on project implementation schedules.

Applicants must estimate dates for the following milestones based upon receiving written "authorization to proceed" on August 1, 2001. Note: Any work performed prior to receiving written authorization to proceed is not eligible for reimbursement.

Obtain Environmental Clearance	_____ <i>(required)</i>
Obtain Right of Way Clearance	_____ <i>(required)</i>
Complete design bid package (Plans, Specifications and Estimate)	_____ <i>(required)</i>
Advertise Project for Construction	_____ <i>(required)</i>

Award Project _____ *(required)*Complete Construction of Project _____ *(required)***6. DEMONSTRATED RELATIONSHIP WITH A SAFE ROUTES TO SCHOOL PLAN**

This section requires the applicant to demonstrate how the proposed improvement was developed in coordination with an existing, or planned, Safe Routes to School Plan. This plan can be as simple as a page or two of policies and practices that identify an overall strategic plan for general traffic safety improvements, or it can be a detailed master plan that proposes specific improvements and programs to enhance traffic safety for the school site or school district. A typical plan would address engineering solutions, enforcement efforts, education programs and encouragement practices, or any combination thereof. Using the following questions and statements as a guide, provide a narrative response:

Does a Safe Routes to School Plan exist for the schools in the project area? Yes _____ No _____

If yes, provide authoring agency and year the plan was approved or implemented. Describe the plan's specific objectives as they pertain to this project. Do not provide a copy of the plan if it exceeds two pages. Quotations and excerpts from the document are acceptable. Provide the address where the document can be viewed and a telephone number to call.

List or describe any related policies, practices or documents that demonstrate an overall strategic plan for traffic safety improvements specifically targeted for the school site or school district.

If it will help the applicant demonstrate a relationship and coordination with a Safe Routes to School Plan, documents, pictures, diagrams, exhibits or maps may be provided as attachments to the application.

7. DEMONSTRATED COORDINATION OF SR2S FUNDS WITH OTHER ACTIVITIES

This section requires the applicant to demonstrate how other funding sources will extend the impact of the proposed project. Using the following questions and statements as a guide, provide a narrative response:

Have other funding sources been requested or secured from other agencies or grant providers (e.g. public health, public safety, etc.) for related traffic improvements including, but not limited to, education, enforcement and engineering activities. If so, identify status, source and amount of funds.

Elaborate on how these other funding sources are necessary to make the entire project a success.

If it will help the applicant demonstrate efforts to leverage or coordinate other funding sources, documents or exhibits may be provided as attachments to the application.

8. CALIFORNIA HIGHWAY PATROL APPROVAL

If any of the improvements are located on a freeway, state highway, or county road where the California Highway Patrol has enforcement authority, the CHP must approve the proposed improvement.

California Highway Patrol Approval: _____ *(required, if applicable)*
(Signature)

_____ *(required, if applicable)*
(Signing Officer's Name and Division)

9. DETAILED CONSTRUCTION COSTS: (Required)

The following categories of work replicate *Section IV: Project Categories* of the guidelines. Identify the category (or categories) that contain descriptions of work that are included in the project. Provide some level of detail of the estimated costs associated with specific components. An example is shown in italics.

Sidewalk improvements: Includes new sidewalks, widened sidewalks, sidewalk gap closures, sidewalk repairs, curb cuts for ramps, curb and gutter, etc.

- New sidewalks: \$50,000 (includes curb cuts)*
- Curb and gutter: \$35,000*

Traffic calming & speed reduction: Includes roundabouts, traffic circles, neck downs, sidewalk bulb-outs, speed humps, raised crosswalks, raised intersections, narrowed traffic lanes, full or half-street closures, and other speed reduction techniques. May also include traffic signs, stripes and pavement markings.

- *# of Speed humps @ ___ ea. = \$25,000*

Pedestrian/bicycle crossing improvements: Includes new or upgraded traffic signals, crosswalks, median refuges, pavement markings, traffic signs, traffic stripes, lighted crosswalks, pedestrian and/or bicycle over-crossings and under-crossings, flashing beacons, traffic signal phasing extensions, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades and sight distance improvements.

- Upgrade traffic signal: \$60,000 (includes bicycle-sensitive detectors, pedestrian activated push buttons, and upgraded Walk/Don't Walk indicators)*
- Traffic signs: \$10,000*
- Pavement markings: \$10,000*

On-street bicycle facilities: Includes new or upgraded bikeways, widening outside traffic lanes and/or roadway shoulders, geometric improvements, curve corrections, turning lanes, channelization and roadway realignment. May also include traffic signs, stripes and pavement markings.

- Widen shoulders at various locations: \$150,000*
- Misc. Striping: \$5,000*

Off-street bicycle/pedestrian facilities: Includes exclusive bicycle and/or pedestrian trails and pathways, bicycle parking facilities, bicycle racks and lockers, etc. May also include traffic signs, stripes and pavement markings.

- Bicycle lockers: \$10,000*

Traffic diversion improvements: Includes improved pick-up/drop-off areas, separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to school. May also include traffic signs, stripes and pavement markings.

- pick-up/drop-off area: \$15,000*
- Misc. signs and stripes: \$5,000*

Total Construction Costs: *(Add all costs shown above and write the total amount on this line. This amount should match the "Construction" line item cost estimate shown on Page 2 of this application form. If the amounts do not match, explain the discrepancy in this space.)*

10. APPLICATION SIGNATURES (Required)

An agency official, representing the applicant, must sign the application. The undersigned affirms that the statements contained in the application package are true and complete to the best of the applicant's knowledge. If portions of the improvements extend into areas where the applicant has no jurisdictional authority, a notation must be made that officials representing the affected local agencies support the project. In the notation, provide names and telephone numbers of whom to contact for corroboration. Only one agency official needs to sign the application. "Agency Official" means Director, Assistant Director, Executive Director, Assistant Executive Director, or their respective designated administrators, engineers, or planners.

Agency Official: _____ *(required)*

Name

_____ *(required)*

Signature

Title: _____ *(required)*Phone Number: _____ *(required)*Email: _____ *(if available)*Notation: *(If applicable)*

A school official must sign the application. If the project encompasses several schools within a single school district, a signature from an official representing the school district is required. If the project involves several schools from different school districts, a notation must be made that school district officials representing the other schools affected by this project support it. In the notation, provide names and telephone numbers of whom to contact for corroboration. Only one school official needs to sign the application. "School Official" means Superintendent, Principal or other administrative official authorized to sign on behalf of the school(s).

School Official: _____ *(required)*

Name

_____ *(required)*

Signature

Title: _____ *(required)*Phone Number: _____ *(required)*Email: _____ *(if available)*Notation: *(If applicable)*

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Project Status Report

Due July 1 each year

(“Required” only if a construction contract has not be awarded by July 1)

Date: _____

Agency: _____

Project Number: _____ *(to be completed by Caltrans District)*

Description of Project: _____

Original Projected Award Date: _____

Current Projected Award Date: _____

If “current” award date is not the same as “original” award date, explain reason for change: _____

Original Cost Estimate: _____

Cost Estimate as of this Report: _____

Reason for difference (increase or decrease): _____

Other comments: _____

Prepared By: _____

Telephone: _____

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Post-Construction Project Evaluation Form

Agency _____ Federal Project Number _____

Project Location: _____

Type of Work: _____

Accident Data	<u>Fatal + Injury</u>	<u>Property Damage Only</u>	<u>ADT</u>
Before: Total last 3 yrs.	_____	_____	_____
After: Total last 2 yrs.	_____	_____	_____

Note: Caltrans, the CHP, the FHWA, local agencies, stakeholders and participants are revising this form. The revised "Post Construction Project Evaluation" form will be sent to each successful project applicant after their SR2S project receives funding approval.

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Caltrans District Local Assistance Offices

District 1

1656 Union St.
Eureka, CA 95501
(707) 445-6399

District 2

1657 Riverside Drive
Redding, CA 96049
(530) 225-3484

District 3

703 "B" St.
Marysville, CA 95901
(530) 741-5450

District 4

111 Grand Ave.
Oakland, CA 94612
(510) 286-5226

District 5

50 Higuera St.
San Luis Obispo, CA 93401
(805) 542-4606

District 6

826 "L" St.
Fresno, CA 93721
(559) 488-4105

District 7

700 North Alameda St.
Los Angeles, CA 90012
(213) 620-6542

District 8

464 West Fourth St.
San Bernardino, CA 92401
(909) 383-4030

District 9

500 S. Main St.
Bishop, CA 93514
(760) 872-0681

District 10

1976 E. Charter Way
Stockton, CA 95205
(209) 948-3689

District 11

2829 Juan St.
San Diego, CA 92110
(619) 688-6778

District 12

3347 Michelson Dr. Suite CN380
Irvine, CA 92612
(949) 756-7805

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