



Local Programs Procedures

LPP 02-01 Manual Update
Subject: Local Assistance Program Guidelines, Chapter 24

Reference: *Local Assistance Program Guidelines* (LAPG), Chapter 24, “Safe Routes to School,” and LPPs 00-01 and 01-01

Effective Date: March 11, 2002

Approved: _____

Original Signed by

TERRY L. ABBOTT , Chief
Division of Local Assistance

User-Friendly Features:

These new procedures are incorporated in the electronic version of the *Local Assistance Program Guidelines* (LAPG). The LAPG can be found on the Division of Local Assistance Home Page on the Internet at: www.dot.ca.gov/hq/LocalPrograms/. Once there, click on “publications” and then click on “Local Assistance Program Guidelines.”

PURPOSE

The purpose of this Local Programs Procedures (LPP) is to update Chapter 24, “Safe Routes to School” of the LAPG to reflect recent changes in legislation.

EXISTING PROCEDURE

The Safe Routes to School (SR2S) program is a federally-funded program that was created by the enactment of Assembly Bill 1475 in 1999. SR2S was initially a two-year demonstration program, effective January 1, 2000 through January 1, 2002. LPP 00-01 contained the original SR2S guidelines and LPP 01-01 subsequently updated the guidelines.

NEW PROCEDURE

In October 2001, the Governor signed Senate Bill 10 (SB 10) which extends the SR2S program for an additional three years. The program will remain in effect until January 1, 2005. Further, the provisions of SB 10 allow the Department to substitute state funds for federal funds at the discretion of the Department and subject to the availability of funds. The attached SR2S guidelines have been updated to reflect changes due to SB 10.

REFERENCES

- Streets and Highways Code Sections 2331, 2333, 2333.5
- AB 1475
- SB 10

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CHAPTER 24 SAFE ROUTES TO SCHOOL

24.1 INTRODUCTION

Established in 1999, the Safe Routes to School (SR2S) program came into effect from the passage and signing of Assembly Bill 1475 (AB 1475). In 2001, Senate Bill 10 (SB 10) was enacted which extended the program for three additional years. It is now scheduled to sunset on January 1, 2005. Information on both bills can be found at www.leginfo.ca.gov.

Section 2333.5 of the Streets and Highways Code calls for Caltrans, in consultation with the California Highway Patrol (CHP), to “make grants available to local governmental agencies under the program based upon 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.”

SB 10 includes a provision that allows Caltrans to substitute State Highway Account (SHA) funds for federal funds. Although Caltrans intends to fund SR2S projects with state funds, it cannot guarantee their continual availability in future fiscal years. Caltrans will assess the availability of state funds at the initial project implementation phase to determine the funding source. Applicants should be familiar with the procedures for expending federal and state funds prior to submitting an application. For more information on both funding sources, see the *Local Assistance Procedures Manual* (LAPM) at www.dot.ca.gov/hq/LocalPrograms/.

The SR2S program is a construction program. It is intended to improve and enhance the safety of pedestrian and bicycle facilities and related infrastructure. However, costs for programs or activities related to education, enforcement or encouragement (often referred to as “3E” by school safety and law enforcement officials) 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 percent of the construction cost.

Each February or March, Caltrans will solicit project applications from local agencies. Interested local agencies may submit an application to the Caltrans District Office by the due date established by the district. Applicants that are proposing a project on a freeway, state highway or county road are encouraged to obtain the CHP’s approval of the project prior to submitting the application to Caltrans.

The SR2S program is a ‘reimbursement’ program. The reimbursement ratio for all projects will be 90 percent (maximum) with the local agency providing a 10 percent (minimum) local match. The maximum reimbursement amount for any single project is \$450,000. Applications with a total project cost that exceeds \$500,000 must identify elements or components of the project that are being financed with other funding sources. Section 6 of the Application Form (Exhibit 24-A) allows the applicant 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 the Division of Local Assistance, 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#t1003. These sites provide additional information on policies, procedures, standards, and specifications that will be applied to, and may impact, SR2S project designs.

24.2 APPLICANTS

The applicant, or project sponsor, is the agency that assumes responsibility and accountability for the use and expenditure of SR2S 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 and encouraging the use 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 following six rating factors and criteria as possible. 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.

1. Identification and demonstration of needs
2. Potential for proposed improvement to correct or improve the problem
3. Potential for encouraging increased walking and bicycling among students
4. Consultation and support for project
5. Potential for timely implementation
6. Demonstrated coordination of related activities

24.4 PROJECT CATEGORIES

There are six general categories for SR2S projects. They represent program areas that are broad in nature and are typical of the range of approaches used to address pedestrian and bicyclist safety issues. The six categories are:

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

The reimbursement percentage for all SR2S project is 90 percent. The maximum amount of SR2S funds that will be allocated to a single project is \$450,000. Therefore, the total cost of a project should not exceed \$500,000 unless the applicant has identified and secured other funds (local, state, federal or private) to fund the balance of the project cost.

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

- Preliminary engineering:
 - Environmental clearance
 - Preparation of Plans, Specifications and Estimate (PS&E)
- Right-of-way:
 - Engineering
 - Appraisals and acquisition

- Construction:
 - Construction costs
 - Construction engineering
- Public education and outreach

All of the project elements and construction improvements must be eligible to obtain reimbursement. Ineligible project elements will be removed from the project scope and deducted from the total project cost estimate. Ineligible project elements include any component that is not necessary to fulfill the original objective of the safety improvement. Landscaping and irrigation systems are examples of ineligible project components. If you have questions about the eligibility of components included in your project, contact your District Local Assistance Engineer (DLAE).

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 total amount of incidental costs shall not exceed 10 percent 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.

The enactment of SB 10 allows Caltrans to substitute state funds for federal funds. Although Caltrans intends to fund SR2S projects with state funds, it cannot guarantee their continual availability in future years. Caltrans will assess the availability of state funds at the initial project implementation phase to determine the funding source. If preferred, a local agency may request a SR2S project be funded with federal funds.

24.6 PROGRAM SCHEDULE & PROCESS

The following schedule typifies the annual calendar year milestones for soliciting and programming SR2S projects:

- February - Caltrans District Offices solicit candidate SR2S projects from local agencies.
- May - Local agencies submit candidate projects to Caltrans District Offices.
- June - District Offices, in consultation with the CHP, submit a list of categorized projects to Caltrans Headquarters.
- July - The Statewide Project Recommendation Committee submits a list of projects to approve for funding to the Director of Caltrans and the Commissioner of the CHP.
- Fall - Caltrans HQ and CHP HQ release an approved list of 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-C for addresses and telephone numbers). An original application, plus one copy, is required. Any maps, schematics or letters of support that are attached to the application should be made on 8-½ x 11 inch paper.

Candidate projects must include cost estimates for all phases of the project. See the Project Cost Estimate portion of Exhibit 24-A, “Application Form,” of this chapter.

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 candidate project may contain similar improvements at several different school sites or it may contain several different improvements at a single school site. Avoid submitting candidate projects that combine several individual, dissimilar projects as a single master project application.

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 local and regional stakeholders to assist in the prioritization of projects. This committee will review all projects, using the factors identified in Section 24.3, “Rating Factors and Criteria” of this chapter, and categorize each project as excellent, good, fair, poor or ineligible. The district then submits the list of projects to Caltrans Headquarters.

PROJECT SELECTIONS

Caltrans and CHP establish a Statewide Project Recommendation Committee comprised of representatives from the FHWA, other state departments, city and county coalitions, pedestrian and bicycle associations, and other stakeholders. This committee categorizes all projects on a statewide basis and submits a recommended list of projects to be funded to the Director of Caltrans and the Commissioner of the CHP. Upon approval, the final list is posted on the Local Assistance website 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 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 shall meet the Americans with Disabilities Act (ADA) requirements.

Any public agency that proposes to install an experimental Traffic Control Device (TCD) on a public roadway should follow the 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 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 no later than July 1 of each year for each project that has not been awarded a construction contract. If the project is under construction, a Project Status Report does not have to be submitted. Failure to provide a Project Status Report may result in the project being dropped from the program. The report should be mailed to the appropriate DLAE. A sample Project Status Report form is included as Exhibit 24-B.

24.9 DEADLINES

If the project is funded with federal funds, the local agency should have federal funds obligated and a construction contract awarded by September 30th of the federal fiscal year in which the project is programmed. If the project is funded with state funds, the local agency should have state funds encumbered and a construction contract awarded by June 30th of the state fiscal year in which the project is programmed. Projects unable to meet these delivery deadlines may be provided one time extension, for a maximum period of one year, subject to written approval by the DLAE. Projects unable to meet the second delivery deadline will be dropped from the program unless supporting documentation that justifies the delay is submitted to, and approved by, Caltrans HQ.

24.10 EVALUATIONS

Applicants that construct a SR2S project 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 an evaluation.

24.11 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

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APPLICATION FORM

FOR

SAFE ROUTES TO SCHOOL PROGRAM FUNDS

Please read the instructions carefully. All sections must be completed. Failure to provide information that is required or failure to prepare the application in accordance with the instructions may 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 Safe Routes to School (SR2S) link at www.dot.ca.gov/hq/LocalPrograms/. The brief instructions (depicted in *italicized font* throughout the application) should be deleted or erased when you answer the questions.

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 _____ **ASSEMBLY DISTRICT** _____ **SENATE DISTRICT** _____

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).* _____

LOCAL AGENCY PROJECT PRIORITY: *1, 2, 3, etc.....Required if applicant is submitting more than 1 application.* _____

PLACE A CHECK-MARK NEXT TO THE CATEGORY(IES) INCLUDED IN THIS PROJECT:

- Sidewalk improvements _____
- Traffic calming and speed reduction _____
- Pedestrian/bicycle crossing improvements _____
- On-street bicycle facilities _____
- Off-street bicycle/pedestrian facilities _____
- Traffic diversion improvements _____
- Other _____

Complete the following "Project Cost Estimate" 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

Engineering..... \$ _____
Appraisals and Acquisitions..... \$ _____

Construction

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

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

Subtotal..... \$ _____

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

Total Project Cost..... \$ _____

Reimbursement Funds Requested..... \$ the lesser amount of 90% of Total Project Cost, or, \$450,000

Note: Section 9 of this application requires the applicant to provide further details on the construction costs. The amount shown on the "Construction" line item, 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 allows 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 allows 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 allows 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 the application deadline 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” from the DLAE on October 1st of the year in which this application is being prepared. Note: Any work performed prior to receiving written authorization to proceed is not eligible for reimbursement.

Obtain Environmental Clearance	_____ <i>(date required)</i>
Obtain Right of Way Clearance	_____ <i>(date required)</i>
Advertise Project for Construction	_____ <i>(date required)</i>
Award Project	_____ <i>(date required)</i>

Complete Construction of Project _____ *(date required)*

Project Duration from “authorization” to “completion” _____ *(approximate number of months)*

6. DEMONSTRATED COORDINATION OF RELATED ACTIVITIES

This section allows the applicant to illustrate how other activities, either on-going or planned, complement the objectives of this project. Using the following questions and statements as a guide, provide a narrative response:

Identify any partnerships, coalitions, community groups, etc. that have a goal or objective to improve the safety of pedestrian and bicycle routes that serve the school? Elaborate on the history and status of these groups. Describe the group’s activities in the preparation of this application.

Describe any “education, enforcement and engineering” (3E) efforts directed at improving pedestrian and bicycle safety at the school.

Has the city, county, school or school district prepared a plan or document that addresses the transportation alternatives available to students that attend the school? If so, explain the relationship between this project and that plan.

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? 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.

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.

7. 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)

(Print Signing Officer’s Name and Division)

8. DETAILED CONSTRUCTION COSTS: (Required)

The following categories of work replicate *Chapter 24.4 Project Categories*. 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. Examples are shown in *italics*, which should be deleted or erased on the application that is submitted to Caltrans for review.

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.)*

9. 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 been awarded by July 1)

Date: _____

Agency: _____

Project Number: _____

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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Caltrans District Local Assistance Offices

District 1

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

District 2

1657 Riverside Drive
Redding, CA 96001
(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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