



Expires – When LPP is issued

FEDERAL SAFE ROUTES TO SCHOOL (SRTS) PROGRAM

I. BACKGROUND

Guidelines for the federal Safe Routes to School (SRTS) program were issued as Chapter 24 of the LAPG on October 26, 2006 and updated on April 25, 2008 by issuance of LPP 08-01 for Cycle 2 of the program. The Cycle 3 SRTS program guidelines and applications are issued in this Office Bulletin with the intent of issuing a formal Local Program Procedures (LPP) at a later date. Once the LPP process is completed, this office bulletin will expire.

II. POLICY

Major policy changes from the previous cycle of the SRTS program include the following:

- Cycle 3 infrastructure projects allow for a 10% eligible cost for non-infrastructure work, landscape and context sensitive solutions, and for construction costs on public school grounds consistent with the scope of the project.
- A City Engineer or Public Works Director must sign the application on infrastructure projects certifying that the facility will be operated and maintained by the local agency after construction.
- Applications have been split into infrastructure and non-infrastructure projects to clarify the requirements of each type.
- Federally-recognized Native American Indian Tribes in which schools on tribal lands are benefited may apply directly for SRTS funding.
- Responsible agency shall notify the DLAE within 3 months of the school(s) closure. Funds will not be transferred to another project and the funds will be de-obligated. If there are multiple schools benefiting from the project, a revised application will be submitted for determination of continued funding.
- Submittal of school data and student demographics is required to determine level of funding to disadvantaged schools and communities. Additional data fields have been added to the applications to improve applicant response and provide evaluation data for program improvements.
- A collaborative and public planning process for SRTS projects has been emphasized in the guidelines and applications as well as cost-effective strategies and solutions.
- Status of all SRTS projects is monitored for project delivery. A quarterly report for delivery performance of each project is available at:
http://www.dot.ca.gov/hq/LocalPrograms/HSIP/delivery_status.htm
Agencies that have projects behind schedule during the call for projects will not be considered during the application process.

III. PROCEDURE

Upon execution of this Office Bulletin, the District Local Assistance Engineers (DLAE) will notify all local agencies that Caltrans is soliciting SRTS projects. Local agencies will be asked to submit their applications to the DLAE within 3 months. The selection and prioritization process will be a joint effort by Headquarters and District Local Assistance offices.



When the recommended list of projects is developed and approved for funding, the Districts will notify applicants of the results.

IV. APPLICABILITY/IMPACTS

No significant impacts to the program or applicants are anticipated.

Recommended: Original Signed By 4/15/11
Dawn Foster, Safe Routes to School Coordinator Date
Office of Bridge and Safety Programs

Approved: Original Signed By 4/15/11
Yin-Ping Li, Office Chief Date
Office of Bridge and Safety Programs

Attachments:

- 1) Attachment 1 – SRTS Guidelines
- 2) Attachment 2 – SRTS Program Applications (Cycle 3)