

VIRGINIA SAFE ROUTES to SCHOOL

Non-Infrastructure Grant GUIDELINES



February 2017

Virginia Safe Routes to School Grant Program Guidelines



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INTRODUCTION

These guidelines provide information about funding opportunities under the Virginia Department of Transportation's Safe Routes to School (SRTS) Program. After a brief introduction to SRTS, its purpose, benefits and comprehensiveness, these guidelines describe the Activities and Programs Plan, eligibility, the application and selection processes, and requirements for managing a VDOT-funded SRTS program. To learn more about Safe Routes to School programs in general, visit the [National Center for Safe Routes to School](#) website. For a glossary of commonly used terms in SRTS materials, visit the [Virginia SRTS Program](#) website. The [resources](#) section includes web addresses linked in the document as well as other SRTS information.

BACKGROUND

In less than a generation, the United States has experienced a dramatic change in the way children travel about their communities. In 1969, about half of all students walked or bicycled to school. Today, however, the story is very different. Fewer than 15 percent of all school trips are made by walking or bicycling, one-quarter are made on a school bus, and over half of all children arrive at school in private automobiles. The results have been costly both in terms of dollars and impacts to our health:

- School traffic can account for 25% of morning traffic, leading to traffic snarls and decreased safety around schools.
- School transportation operating costs in the U.S. exceed \$14 billion annually, accounting for the second biggest cost in school budgets behind salaries.
- Nationally, more than one third of school-aged children are overweight or obese as a result of poor diet and lack of physical activity.

One of the best ways to address all of these issues is to increase opportunities for regular, routine physical activity such as walking and bicycling to school. The SRTS Program involves schools, students, parents and advocacy organizations at the grassroots level in an effort to improve conditions for children in kindergarten through eighth grade (K-8) so that they may arrive at school safely and under their own power.

SAFE ROUTES TO SCHOOL PROGRAM PURPOSE

The Safe Routes to School Program is a federally-funded program created by [Section 1404](#) of the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). As written in SAFETEA-LU, the purpose of the SRTS program is:

(1) to enable and encourage children, including those with disabilities, to walk and bicycle to school;

(2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and

(3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

DESIRED OUTCOMES

Safe Routes to School is a cross-cutting program. There are many possible outcomes as a result of successfully implementing projects and activities at the state and local level. Desired outcomes of the Safe Routes to School Program include:

- Increased bicycle, pedestrian, and traffic safety
- More children walking and bicycling to and from schools
- Decreased traffic congestion
- Improved childhood health
- Reduced childhood obesity
- Encouragement of healthy and active lifestyles
- Improved air quality
- Reduced fuel consumption
- Increased community security
- Enhanced community accessibility
- Increased community involvement
- Improvements to the physical environment that increase the ability to walk and bicycle to and from schools
- Improved partnerships among schools, local municipalities, parents, and other community groups, including non-profit organizations
- Increased interest in bicycle and pedestrian accommodations throughout a community

THE “5 E’s” – THE COMPREHENSIVE NATURE OF SRTS

The Federal Highway Administration (FHWA) recommends that SRTS efforts at the local level incorporate – directly or indirectly – five components, often referred to as the “5 E’s”, namely:

Education – Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.

Enforcement – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.

Encouragement – Using events and activities to promote walking and bicycling.

Engineering – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.

Evaluation – Monitoring and documenting outcomes and trends through the collection of data, including before and after the improvement(s).

VIRGINIA'S SAFE ROUTES TO SCHOOL PROGRAM

The Virginia Department of Transportation is responsible for administering the Safe Routes to School (SRTS) Program in Virginia. The Virginia SRTS Program is funded under a federal aid program. It is based on the [Federal Highway Administration \(FHWA\) Program Guidance for SRTS](#) (also see web addresses to all links under the [resources](#) section of these guidelines).

The Virginia SRTS Program is a phased program. The first phase begins with the local development of a SRTS Activities and Programs Plan (APP). In the second phase, after approval of the APP, the SRTS Program provides funding to participating school divisions, localities and other eligible entities through a competitive application process. The program is designed to facilitate the development of partnerships among schools and local governments for the planning and implementation of successful SRTS initiatives. A detailed list of eligible projects and activities for non-infrastructure categories appears later in these guidelines. Key features of the Virginia SRTS Program include:

Phase I – Activities and Programs Plan

- An Activities and Programs Plan worksheet and reference guide are available for schools and communities seeking to design a local Safe Routes to School program.
- Only those schools, projects and activities included in an approved APP are eligible for funding.

Phase II – Safe Routes to School Implementation of Program Elements and Projects

- Once an APP has been approved by the VDOT SRTS Program, funding to implement non-infrastructure SRTS activities that are (1) identified in the plan and, (2) associated with an eligible school (K-8th grade), is available through a competitive application process.
- SRTS is a locally-administered reimbursement program. Selected project sponsors are reimbursed by VDOT. SRTS program elements and projects are funded at either 100% with no local match required or with a 20% match requirement if a benefiting school division has previously received grants covering a span of three school years or more.

PHASE ONE -- VIRGINIA ACTIVITIES AND PROGRAMS PLAN

Planning is the first phase of any SRTS effort. The Activities and Program Plan (APP) outlines a school or community's intentions for making travel to and from school more sustainable and safe. Schools and communities create their own unique APP. A completed plan must be submitted to and approved by VDOT in advance of any funding request. The Virginia APP Reference Guide and Template, containing the relevant information needed in order to complete an APP, are provided on the [Virginia SRTS Program website](#) or from the Virginia SRTS Coordinator. **The template is designed for a single school, but may be adjusted to fit more schools.**

The purpose of the APP is to help schools and communities develop the framework for a comprehensive SRTS program by (1) identifying the needs, issues, and impediments facing communities in the attempt to increase the number of students who bike or walk to school; and (2) developing strategies to address these issues and achieve increased participation in safe

biking and walking. Local SRTS programs must consider all five major components, referred to as the “5 E’s”. However, engineering solutions do not need to be included in the APP.

ACTIVITIES AND PROGRAMS PLAN SUBMISSION PROCESS

The criteria for approval of the APP for use in the SRTS grant application process includes:

- Completion of all sections
- Endorsements by the school and school division (and where necessary, the local government)
- A comprehensive final plan of action.

The plan’s content is detailed in the Virginia APP Reference Guide and Template. Any activities for which VDOT SRTS funding is being sought must be included in an up-to-date and VDOT-approved APP. Formal resolutions and letters of support will be required to accompany funding applications. It is recommended that resolutions and letters be included in the APP as well, but this is not required.

The completed APP should be submitted to the SRTS Coordinator by the method and dates included in the SRTS application schedule. Plans can be submitted for comment at any time prior to the final date for preliminary review.

After an APP has been approved for use in the SRTS grant application process, it can and should be updated at least annually. A revised plan can be submitted for future application cycles. For example, if a community creates a plan that focuses on a specific problem site and is able to obtain funding (SRTS or otherwise) to correct the problem, the community should update the APP to reflect the improvements before resubmitting it for a future grant cycle. Changes to school or division administration would require new letters and/or resolutions of support as well.

PHASE TWO – SRTS IMPLEMENTATION

After a school or community has completed an APP, funding is available for implementation of the plan through the SRTS grant process. The remainder of this document includes important information about eligibility and how to apply for Safe Routes to School funding for non-infrastructure improvements.

Non-infrastructure program elements are one or more related activities that educate or encourage safe walking and bicycling for students. They generally take the form of an activity or program such as in-school safety education, public outreach activities, traffic enforcement, education on the benefits of walking and bicycling, and other related activities.

Funding is also available for SRTS infrastructure projects through the Transportation Alternatives Program (TAP), which is managed by VDOT’s Local Assistance Division. Infrastructure projects improve the physical or walking and bicycling “built environment” around schools. This can include many physical improvements such as installing sidewalks or crosswalks, installing pedestrian traffic signals, or slowing traffic near schools.

You can find more information about TAP on the Local Assistance Division’s [website](#).

ELIGIBLE APPLICANTS

This section describes who is eligible to apply for Virginia SRTS Program funding:

Type of Sponsors: Any individual or organization is eligible to lead the effort to create the plan but, as described in the APP Template, the effort must include a team of stakeholders and must demonstrate support by the schools. The organization or agency administering the program or project must apply as the Sponsoring Agency. The Sponsoring Agency will act as the fiscal agent for all programs/projects and will front the initial funds. The entities who may apply for funding include:

- Schools (public and private)
- School divisions
- Local governments (cities, counties, or towns)
- Regional and state agencies working on behalf of a school or schools
- Non-profit 501(c)(3) organizations working on behalf of a school or schools

Note: VDOT will not consider multiple applications from within the same school division. If more than one school within a division is considering applying, the two schools should coordinate with the division to create a single application.

Activities and Programs Plan Completed and Approved: A completed plan must be submitted to and approved by the VDOT SRTS Coordinator in advance of any funding request.

Grade Levels: Programs and projects on behalf of participating schools with students in kindergarten through 8th grade (K-8) are eligible.

Schools: Both public and private schools are eligible to receive SRTS funding or benefit from it.

New for 2016: Any school division that has already received three multi-school SRTS non-infrastructure grants will now be required to provide a local match of 20% of the total project cost as part of their budget in order to be eligible for additional grants. See the section below, *Local Match*.

See the Local Match section for more information about matching requirements.

SCALE OF PROPOSED PROGRAM ELEMENTS OR PROJECTS

SRTS Non-Infrastructure Proposed Elements (related activities) may serve schools at several different levels:

- Single school
- Multiple schools in a school division
- All schools within a school division

LOCAL SRTS COORDINATOR POSITION

Multi-school and division-wide applications are eligible to request funding for a local coordinator position. Eligibility is based on the number of schools included in the application, as follows:

- 10 or more schools: Full-time eligible
- 3-9 schools: Part-time eligible
- Fewer than 3 schools: Not eligible for a coordinator position

The coordinator position is intended to direct the start-up of a SRTS program for an entire city, county, school division (3 or more participating schools) or region, for the identified non-infrastructure elements in the Activities and Programs Plan. Local coordinators coordinate the efforts of numerous stakeholders and volunteers, and manage the process for implementation at the local or regional level. Requests for funding a local coordinator will be evaluated as part of the non-infrastructure grant application process. The position is time-limited and funding should not supplant existing funding for staff that is already responsible for these types of activities.

Local coordinators are required to be available for up to two in-person trainings during the school year, as well as monthly conference calls with the Virginia SRTS Program staff and other local coordinators. The meetings allow the VDOT SRTS Program to provide additional training to the coordinators, as well as provide an avenue to share ideas among the local coordinators.

Note: Local SRTS Coordinators are also referred to as “Division Coordinators” or “Area-wide Program Managers”. Those titles are sometimes used to distinguish between a coordinator that is employed by a school division and one that employed by another organization, but all perform the same function.

FUNDING LEVELS

The SRTS funding limit is \$100,000 per application. The proposed program can exceed that amount but VDOT will only provide funding up to \$100,000. The sponsor is responsible for providing any additional funding. For funding at the maximum level, the program must demonstrate a high level of planning and support and impact numerous schools throughout a school division.

All non-infrastructure elements combined on a single application can total no less than \$5,000. The average request should be no more than \$5,000 per school, for all activities and incentive items. Funding for a coordinator position is not included in the per school funding limit.

Funding for the local SRTS Coordinator position and related expenses are limited to the following amounts:

- Full-Time: \$52,000
- Part-Time: \$26,000
- Northern Virginia (full-time): \$67,600*
- Northern Virginia (part-time):\$33,800*

**Northern Virginia includes Arlington, Alexandria, Fairfax County, Falls Church, Loudoun, Manassas, Manassas Park and Prince William County.*

For example:

A school division in Central Virginia submits an application for 7 schools and a coordinator position. The maximum allowed for that program is \$61,000 (7 schools @ \$5,000 each + \$26,000 for a part-time coordinator position).

A school division in Northern Virginia submits an application for 10 schools and a coordinator position. The application would be capped at the \$100,000 limit (10 schools @ \$5,000 each + \$67,600 for a full-time position in Northern Virginia = \$117,600).

Funding awards are based on a competitive application process with funding reserved for strong applications that are well-developed, i.e., including mapping and budgets; impact large numbers of students; and are at schools that strongly support walking and/or bicycling to school. Low cost solutions are encouraged!

The Virginia SRTS Program is a locally-administered reimbursement program. It is federally-funded and, for new applicants, provides 100% of total funding with no match required. However, applicants are still encouraged to leverage funding from other sources.

Funding may be awarded for the full request or an amount less than the full request. When the funding award is less than the full request, applicants can choose to reduce the scope of their work or support the full scope from other sources. More information on this is provided in the next section, *Local Match*.

LOCAL MATCH

For applicants requesting an additional round of funding **after having received non-infrastructure grants spanning three years through the VDOT SRTS Non-Infrastructure Program**, a local match of 20% of the project cost will be required as part of the project budget. VDOT will reimburse 80% of project expenditures. (Note that the maximum VDOT contribution is \$100,000.) The sponsor will be responsible for covering the remainder through cash or in-kind donations of goods and services.

In order to be applied towards the local match requirement, expenses must be documented and represent legitimate project costs that would otherwise be eligible for reimbursement. The costs must also have been incurred after execution of the project agreement and receipt of federal authorization.

The sponsor must budget for the required local match as part of the grant application. If the approved award is less than the amount requested by the applicant, applicant may either reduce the scope of the work or provide additional funds to cover the full cost. If the approved award is less than the requested amount, the required local match would be reduced as well, based on the lower project cost.

The local match requirement is 20% of the project cost.

Key terms:

- **Amount requested:** Total amount of funding requested in grant application.
- **Project cost:** Entire cost of the project, up to a maximum of \$125,000, including the grant award and the local match. All costs must meet the criteria for reimbursement, although only a maximum of 80% will be reimbursed.
- **Local match:** The sponsor's financial contribution to the project, at least 20% of the total project cost.
- **Award Amount or Grant Amount:** Amount VDOT contributes to the project as a reimbursement, typically 80% of the project cost up to a maximum of \$100,000. It may be less than the amount requested in the grant application. This amount will be determined by VDOT as part of the application process.
- **Excess costs:** Cost not eligible for reimbursement or as a match, typically because they exceed the maximum amount or are for ineligible items or activities. Excess costs are not included in project costs when determining the match.

Note: If VDOT does not award full requested amount, or if elements of the project are deemed to be ineligible for reimbursement, the project sponsor is responsible for costs that exceed the VDOT award. These costs may be paid for with: local cash funds, other grant funds, transportation funds, private / corporate cash donations or any combination thereof, subject to any rules associated with the chosen funding source. Remember, this is for expenses above and beyond the federal and local match requirement.

Funding Sources for Match Requirement

The match requirement can be met using local, state or in some cases, federal funds. This includes other grant funds – for example, community development block grants (CDBG) – or donations. As a general rule, however, sponsors cannot use federal or state transportation funds, including state Revenue Sharing, as a match to federal SRTS funding. Transportation funds – both state and federal – may be used on SRTS projects to pay “excess” project costs as described above, but they cannot be used to fulfill the local match requirement.

It is the sole responsibility of the sponsor to secure local matching funds. Sponsors are encouraged to contact the VDOT SRTS Program Coordinator if they are unsure of the eligibility of a funding source to act as a match.

IN-KIND MATCH

In lieu of cash, the local match requirement can also be fulfilled through the use of in-kind match. These are eligible project costs that are donated to the project from an outside source, the value of which could put toward the local match. However, it is important that any proposal for using in-kind match is well documented and approved as part of the application. Opportunities to add in-kind matches will be limited once the project is selected and the agreement is executed.

Examples of allowable in-kind match costs include:

- Equipment and supplies used for SRTS activities
- Educational materials
- Promotions, incentives or publicity
- Printing, copying and postage
- Consultant services for education and training

- Police and fire and rescue services for enforcement and training
- The cost to employ a local SRTS coordinator
 - Salary and benefits
 - Local Travel
 - Training/conferences
 - Administrative expenses
 - Office supplies and equipment

Examples of items not eligible for in-kind match include:

- Any items not eligible for reimbursement (see below under “Ineligible Activities and Costs”)
- Any items that cannot be properly documented (i.e. used equipment)
- Any expenses incurred prior to the Notice to Proceed
- Any expenses not included in the Project Agreement

It is important to note that while the in-kind match must be identified in the application, you should not accept or incur costs for any in-kind services or donations prior to execution of the project administration agreement and federal obligation of funds. Remember that match costs must be otherwise eligible for reimbursement, and work done prior to the execution of the project agreement and receipt of the notice to proceed are not eligible for reimbursement.

If you have questions concerning the eligibility of in-kind match, please contact the VDOT SRTS Program Coordinator.

Documenting In-Kind Match

- Administrative Time – Timesheets with summary and hourly rates; include the task / work being performed
- Donated Service – Dated invoice or letter on contributor’s letterhead with description and dollar amount of service, indicating that the service was donated.
- Donated Materials – Dated receipt or letter on contributor’s letterhead with description and dollar amount of materials, indicating that the materials were donated.

Summary of Requirements

- All expenses, including matches, must be documented – receipts, invoices, etc. Anything that isn’t properly documented will not be reimbursed or credited as a match.
- Expenses for services cannot be incurred prior to execution of the project agreement.
- “Anticipated” in-kind expenses cannot be used as a match.
- “Extra” in-kind match expenses may be “banked,” and carried over to be applied towards the match on future reimbursements.
- In-kind documentation must be submitted for approval on a separate form, prior to or at the same time as the reimbursement request for which the match will be applied.

PERIOD OF PERFORMANCE

If selected, applicants must be able to enter into an agreement with the Virginia Department of Transportation prior to the beginning of the next school year. The period of performance is typically 12 months, but may last up to 18 months from the date of the “Notice to Proceed” letter.

PROGRAM SPONSORSHIP REQUIREMENTS

Resolutions and Letters of Support must be obtained for Safe Routes to School applications in order to be eligible for SRTS funds. The sponsorship requirements are as follows:

1. A Resolution or Letter of Support from the organization sponsoring the application and serving as fiscal agent must be submitted with all applications.
2. All applications must include at least one K-8 school as a partner, as indicated in Letters of Support from the principal of each participating school for single and multi-school SRTS applications.
3. For multi-school or division-wide applications, a Letter of Support from the School Superintendent or a Resolution of Support from the School Board would meet the requirement as well.
4. The sponsor must be able to fund the initial portion of the project (typically the first quarter), as reimbursements will only be made on funds that are already expended.

ELIGIBLE ACTIVITIES AND COSTS

Safe Routes to School funding is intended for projects and program activities that specifically serve the SRTS Program Purpose and that are part of a comprehensive program that addresses the “5 E’s” as described at the beginning of these guidelines.

Important: Only activities identified in the target school’s Activities and Programs Plan will be eligible for funding. If an applicant seeks funding for an activity that is not included in the corresponding APP, the application will not be considered.

Safe Routes to School funding is intended for projects and program activities that specifically serve the SRTS Program Purpose and that are part of a comprehensive program that addresses the “5 E’s” as described at the beginning of these guidelines.

Eligible Non-Infrastructure Program Activities: The following activities are eligible for funding through the Safe Routes to School Program (note: for the purpose of applying for funding, a “proposed element” is made up of one or more related activities):

Education:

- Creation of educational materials
- Pedestrian and bicycle safety skills training for students and parents
- Bicycle rodeo to teach on-bike skills
- Personal safety skills training for students and parents
- Health, environmental and sustainable transportation benefits of walking and bicycling to students
- Education for parents and caregivers about safe driving procedures around school
- Training, including SRTS training workshops that target school and community level audience

Encouragement:

- SRTS promotional campaigns and materials
- Incentive activities that encourage safe and sustainable walking and bicycling such as:
 - Walking School Bus programs
 - Bike Train programs
 - Walking/biking mileage clubs
- Participation in International Walk to School Day or other special event
- Community safe driving awareness and education campaigns

Enforcement:

- Crossing guard training programs and equipment
- Parent or student patrol programs
- Campaigns aimed at lowering speed limits in school vicinity

Evaluation:

- Photocopying, duplication and printing costs, mailing costs for data gathering
- Counting the number of students who walk and bicycle to and from school (mandated for funded projects)
- Measuring parent/guardian perceptions of safety (mandated for funded projects)
- Consultant services for improving an existing APP

Costs allowed for Non-infrastructure Program Activities:

- Equipment and supplies used for SRTS activities*
- Educational materials
- Promotions, incentives (less than \$10 each) or publicity
- Printing, copying and postage
- Consultant services – including Planning and Evaluation and Associated Education and Training
- Costs to employ a Local SRTS Coordinator (including wages, benefits, FICA, travel and other expenses)*: A position to direct the start-up of a SRTS program for an entire city, county, school division or other region (3 or more participating schools) for the identified non-infrastructure elements in the Activities and Programs Plan and application. Funded positions coordinate the efforts of numerous stakeholders and volunteers, and manage the process for implementation at the local or regional level. Requests for funding local coordinators will be evaluated on a case-by-case basis; the position is time-limited and funding should not supplant existing funding for staff who are already responsible for these types of activities.

** Contact VDOT SRTS Coordinator regarding eligible equipment and requirements.*

INELIGIBLE ACTIVITIES AND COSTS
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Funding is flexible for SRTS program elements and projects in order to encourage innovative solutions. Certain activities and projects however, are **ineligible**; they include:

- School bus safety programs and improvements to school bus stops..

- Operating expenses or other expenses that are not startup costs and are routinely covered by other funding sources. Ex. Crossing guard training costs are eligible, but crossing guard salaries are not. **This does not include local SRTS coordinator expenses.*
- Programs geared specifically toward high schools that do not include 8th grade students.

Costs not eligible for reimbursement:

- Food or drink purchases
- Gift card purchases
- Items to be distributed as a contest or raffle prize to an individual or limited number of students (incentive items should be available either to all students or based on participation)
- Items costing more than \$10 that will be given to students to keep
- Overhead costs for the local coordinator position – some equipment purchases are eligible, but will be evaluated on a case by case basis
- Volunteer time
- Construction or installation work, even in cases where equipment was purchased with non-infrastructure funds (e.g. signage or bike rack installation)

<h2 style="margin: 0;">SELECTION PROCESS AND SCORING</h2>

Applications will be pre-screened by the VDOT Safe Routes to School Program staff for minimum eligibility requirements and completeness of application. Applications will be distributed to a selection committee for review and scoring. The selection committee is made up of VDOT personnel and staff from partner agencies around the state. In recommending funding, the applications will be scored in accordance with the ranking criteria below. Funding award recommendations will be based on the scoring of applications and demonstrated need. Proposals will be scored based on six main criteria:

1. Potential to increase pedestrian and bicycle safety among youths
2. Potential to substantially increase the number of children walking and/or bicycling to school
3. Consultation and support for applications by school-based associations, local traffic engineers, local-elected officials, law enforcement agencies, parents and school officials
4. Demonstrated need for the program or activities
5. Completeness of application including mapping and appropriateness of budget
6. Low cost solutions and capacity to accomplish the proposed program elements or projects

Special consideration will be given to:

- applications in support of Title 1 schools; and

- applications showing that applicants have administered the “Parent Survey” or similar survey measuring parent/guardian attitudes and included the findings in their APP and application. (Parent surveys and instructions and are available online from the National Center for Safe Routes to School website under Evaluation, [Parent Survey](#) and [Instructions](#).)

Proposals will be evaluated and selected for full or partial funding. Official notification of funding awards will be made by VDOT via email to the responsible persons listed on the application.

REGULATORY REQUIREMENTS and GUIDANCE

Selected applicants will need to comply with a variety of Federal and State requirements in order to proceed. Potential applicants should carefully review the next two sections and decide if they have the capacity to administer a SRTS program or project. The following requirements will be the responsibility of the applicant.

- **VPPA:** Use of Safe Routes to School funds must be in compliance with the Virginia Public Procurement Act (VPPA). Local government and school divisions generally have a VPPA-compliant procurement process in place. Consult your agency’s procurement officer to determine the requirements of procuring goods and services. If SRTS funding recipients do not have a VPPA-compliant procurement process, VDOT’s procurement process must be followed to ensure compliance.
- **ADA:** Compliance with the Americans with Disabilities Act (ADA) includes all infrastructure requirements and making program materials available in alternative formats.
- **MUTCD:** Signage, striping and pavement marking projects must follow standards in the Manual on Uniform Traffic Control Devices (MUTCD).
- **USC Title 23:** Safe Routes to School expenditures must comply with Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements.
- **AASHTO:** Bicycle and pedestrian facilities must be designed in accordance with standards as described in the American Association of State Highway and Transportation Officials’ manuals.

GENERAL REQUIREMENTS FOR FUNDING RECIPIENTS

If selected, the Sponsoring Agency will be required to enter into a contract with VDOT in which the agency will agree to sponsor and administer the program and incur costs for work performed until reimbursed.

- **Only those costs incurred after the sponsoring agency has received a “Notice to Proceed” letter can be reimbursed.**
- All costs submitted for reimbursement are subject to eligibility requirements.
- The sponsoring agency will submit monthly progress reports.

- The sponsoring agency will submit proper proof of payment to VDOT for reimbursement.
- All funding recipients are required to meet the evaluation requirements of the program. This includes student travel tallies and/or parent surveys. This can be initiated during the APP process or prior to an application. Instructions and surveys are available online from the National Center for Safe Routes to School website under Evaluation, [Parent Survey](#) and [Instructions](#) for surveys.
- The Sponsoring Agency will be the Virginia SRTS Program's point of contact should the application be selected.
- A final progress report including all deliverables is required at the end of the "period of performance."

CONTACT INFORMATION

Robert Williams, VDOT SRTS Coordinator

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Mailing address: Virginia Department of Transportation
Safe Routes to School Coordinator
1401 E. Broad St., 1st Floor
Richmond, VA 23219

RESOURCES

VDOT Safe Routes to School (SRTS) website – <http://www.virginiadot.org/saferoutes>

VDOT SRTS Activity and Programs Plan – [Instructions and Template](#)

VDOT Policy for Integrating Bicycle and Pedestrian Accommodations –
http://www.virginiadot.org/programs/resources/bike_ped_policy.pdf

Guidance on Virginia's Secondary Street Acceptance Requirements –
<http://www.virginiadot.org/projects/ssar/>

Guide to Local Administration of VDOT Projects –
<http://www.virginiadot.org/business/local-assistance-locally%20administered.asp>

Transportation Alternatives Program website –
<http://www.virginiadot.org/business/prehancegrants.asp>

VDOT Urban Construction Initiative – <http://www.virginiadot.org/business/local-assistance-firstCities.asp>

National Center for SRTS (includes Online Guide for Developing SRTS Program) – <http://www.saferoutesinfo.org>

Parent Surveys and Student In-Class Travel Tally under “Evaluation” at <http://www.saferoutesinfo.org/resources/index.cfm>)

Federal Highway Administration (FHWA) SRTS Website and Program Guidance – <http://safety.fhwa.dot.gov/saferoutes/> ;

SAFETEA-LU SR2S
<http://safety.fhwa.dot.gov/safetealu/memos/memo092605.cfm>

National Highway Traffic Safety Administration’s (NHTSA) “SRTS Toolkit” – <http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/Safe-Routes-2002/index.html>

America Bikes – <http://www.americabikes.org>

Association of Pedestrian and Bicycle Professionals (APBP) – <http://www.bicyclinginfo.org>

People for Bikes – <http://www.peopleforbikes.org>

Centers for Disease Control and Prevention (CDC) – <http://www.cdc.gov/nccdphp/dnpa/kidswalk/>

Federal Highway Administration Bicycle and Pedestrian Program – www.fhwa.dot.gov/environment/bikeped/

Institute of Transportation Engineers, Traffic Calming – <http://www.ite.org/traffic/tcdevices.asp>

Walk to School and Bikes to School Day – <http://www.walkbiketoschool.org/>

Partnership for a Walkable America – <http://www.walkableamerica.org>

Pedestrian and Bicycle Information Center – <http://www.pedbikeinfo.org>

Walking School Bus – <http://www.walkingschoolbus.org>