VIRGINIA
SAFE ROUTES to SCHOOL
Non-Infrastructure Grant Guidelines

SAFE Routes
to SCHOOL
V I R G I N I A

February 2021

VDOT
Virginia Department of Transportation

Virginia Safe Routes to School Non- Infrastructure Grant Program Guidelines

Contents

VDOT Virginia Department of Transportation

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 Program 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 $21 billion annually, accounting for the second biggest cost in school budgets behind salaries.

- Nationally, nearly 19% 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 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 SRTS BUILDING BLOCKS

The Virginia SRTS Program's framework consists of five Program Building Blocks, including a foundation – Equitable and Sustainable Program – and four pillars – Safe Streets, Welcoming Campuses, Safe Behaviors, and Supportive Culture.

Equitable and Sustainable Program: This building block is the foundation upon which a Safe Routes to School Program is built. It includes activities aimed at evaluating, institutionalizing, and building support for the program so it can continue from year to year. It also includes efforts to ensure that the program is equitable and takes proactive steps to reach out to and benefit students who are Black, Indigenous, People of Color (BIPOC), students with disabilities, students who come from households with lower incomes, and other disadvantaged groups in the community.

Safe Streets: This building block is the most important pillar of Safe Routes to School. It includes efforts to improve the physical infrastructure of streets within 1-2 miles of schools, so they are safer places to walk and bike to school, e.g., by reducing motor vehicle speeds, encouraging motor vehicle yielding at pedestrian crossing locations, providing pedestrian and bicycle facilities that can be used by children of all abilities and are physically separated from

motor vehicle traffic, or improving lighting to improve traffic safety and/or personal security. The Non-Infrastructure Grant Program covers walk audits, coordination, and advocacy related to Safe Streets. The design and construction aspects of Safe Streets are covered under the Transportation Alternatives Program.

Welcoming Campuses: This building block is an important pillar of Safe Routes to School and one that school divisions and schools can control, which makes it a good place to start after establishing the basic structures needed for a Sustainable and Equitable Program. It includes crossing guards, arrival and dismissal procedures that support safe walking and bicycling, and on-campus amenities that serve pedestrians and bicyclists and make walking and bicycling to school feasible, such as bicycle parking.

Safe Behaviors: This building block is another important pillar of Safe Routes to School. It includes driver safety education, driver pledge programs, pedestrian and bicycle safety/skills education, and other context-appropriate non-infrastructure methods for encouraging safe behaviors, such as progressive ticketing. It also includes non-infrastructure efforts to address harassment, bullying, and other personal security concerns that are barriers to walking and bicycling to school.

Supportive Culture: This building block is the final pillar of Safe Routes to School and one that is dependent, to a large extent, on Safe Streets, Welcoming Campuses, and Safe Behaviors. It includes efforts to encourage students to walk and bicycle more frequently to school, including Walk and Bike to School Days, frequent walker programs, and similar efforts.

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 Program Plan. In the second phase, after approval of the Program Plan, 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 – Program Plan

- A Program Plan template and Program Dashboard spreadsheet 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 Program Plan are eligible for funding.

Once a Program Plan has been approved by the Virginia 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 – SRTS PROGRAM PLAN

Planning is the first phase of any SRTS effort. The Program Plan outlines a school or community's intentions for making travel to and from school safer and more sustainable. Schools and communities create their own unique Program Plan. A completed plan must be submitted to and approved by VDOT in advance of any funding request. The Virginia Program Plan Template and Program Dashboard, containing the relevant information needed in order to complete a Program Plan and Letter of Intent (LOI), are provided on the Virginia SRTS Program website or from the Virginia SRTS Coordinator.

The purpose of the Program Plan 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 activities and 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 "SRTS Building Blocks."

PROGRAM PLAN SUBMISSION PROCESS

The criteria for approval of the Program Plan 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), and
- A comprehensive final plan of action.

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

The completed Program Plan should be submitted to the SRTS Coordinator by the method and dates included in the SRTS application schedule. Plans can be submitted for comment up to one month before the final due date for preliminary review.

After a Program Plan has been approved for use in the SRTS grant application process, it should be updated annually to reflect any work done. 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 Program Plan 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. A revised plan can be submitted for future application cycles.

PHASE TWO – SRTS FUNDING & IMPLEMENTATION

After a school or community has completed a Program Plan, 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. A list of eligible activities is provided on page 11.

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 Program Plan 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 must coordinate with the division to create a single application.

Program 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.

Local Match: Any school division that has already received three multi-school SRTS non-infrastructure grants is 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 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 activities in the Program Plan. Local coordinators direct 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 attend both a fall and winter training during the school year, as well as monthly conference calls with the Virginia SRTS Program staff and other local coordinators. These 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.

FUNDING LEVELS

The SRTS grant 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.

The average request for non-infrastructure elements combined, including all activities and purchases, should be no more than $5,000 per school. 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 the grant application.
- **Total 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 project cost when a local match is required.
- **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.
- **Extra costs**: Cost not eligible for reimbursement or as a match, typically because they exceed the maximum amount or are for ineligible items or activities.   Extra 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 "extra" 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 <u>eligible project activities or items</u> that are <u>donated</u> to the project from an outside source, the value of which is counted towards the local match required of the sponsor. 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
- Volunteer time for services that would otherwise require payment
- The cost to employ a local SRTS coordinator (over and above those covered by the grant)
    - Salary and benefits
    - Local Travel
    - Training/conferences
    - Administrative expenses
    - Office supplies and equipment

Examples of items <u>not</u> eligible for in-kind match include:
- Volunteer time for "unskilled" services (services that wouldn't otherwise be paid for (e.g. handing out tokens at a walk to school event)
- 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, <u>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.</u> 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 – Pay stub or other system documentation showing payment amount; 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 12 months.

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 SRTS Building Blocks as described at the beginning of these guidelines.

Important: Only activities identified in the Program Plan will be eligible for funding. If an applicant seeks funding for an activity that is not included in the corresponding Program Plan, the application will not be considered.

Eligible Non-Infrastructure Program Activities: The following activities are eligible for funding through the Safe Routes to School Program:

- Creation of educational materials

- Pedestrian and bicycle safety skills training for students and parents
- Bicycle rodeo to teach on-bike skills
- Traffic Gardens
- 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 audiences
- Social media
- Newsletters
- 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
  - Walking/biking mileage clubs
- Participation in International Walk to School Day or other special event
- Community safe driving awareness and education campaigns
- Crossing guard training programs and equipment
- Parent or student patrol programs
- Campaigns aimed at lowering speed limits in school vicinity
- 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 Program Plan

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 Program 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

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)

SELECTION PROCESS AND SCORING

Applications will be pre-screened by the VDOT Safe Routes to School Program staff for minimum eligibility requirements and completeness of application. Applications will then 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 students

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, including supporting documents and appropriateness of budget

5. Low cost solutions and capacity to accomplish the proposed program elements or projects

6. Demonstrated focus on developing a sustainable program that is intended to become ingrained in regular school activities

Special consideration will be given to:

- Applications in support of Title 1 schools; and

- School divisions new to the SRTS program, and those with less than three years of SRTS non-infrastructure funding

Proposals will be evaluated and <u>selected for full or partial funding</u>. 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 proper proof of payment to VDOT for reimbursement.

- All funding recipients are required to meet the evaluation requirements of the program, including student travel tallies and parent surveys. This can be initiated during the Program

Plan process or prior to an application. The National Center provides survey collection forms for student travel tallies and parent surveys as part of their data collection system.

- The Sponsoring Agency will be the Virginia SRTS Program's point of contact should the application be selected.

- The Sponsoring Agency must acknowledge that receipt of Safe Routes to School grant funds requires a commitment to ensuring that the coordinator and the program receives the support necessary to be successful, including an active and supportive Supervisor. The Supervisor's role is outlined in the Supervisor Handbook that is provided to each Supervisor at the beginning of the grant period and can be found at http://www.vasrts.org/content/internal-resources.

- The Sponsoring Agency must acknowledge that receipt of Safe Routes to School grant funds requires the grantee to adhere to applicant administrative responsibilities throughout the grant period such as providing monthly and final reports, attending required trainings and team meetings, and submitting invoices at least on a quarterly basis.

- A final progress report, including all deliverables, is required at the end of the "period of performance," by the date indicated on the project agreement.

CONTACT INFORMATION

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Safe Routes to School Coordinator
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Richmond, VA 23219

RESOURCES

VDOT Safe Routes to School (SRTS) website – http://www.virginiadot.org/programs/srts.asp

VDOT SRTS Program Plan and Program Dashboard Templates – https://www.virginiadot.org/programs/srts_activities_and_programs_plan_app_for_non-infrastructure_grants.asp

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

Transportation Alternatives Program website – http://www.virginiadot.org/business/prenhancegrants.asp

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

Parent Surveys and Student In-Class Travel Tally - http://saferoutesdata.org/

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

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

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

Centers for Disease Control and Prevention (CDC) – https://www.cdc.gov/physicalactivity/walking/index.htm

Federal Highway Administration Bicycle and Pedestrian Program – https://www.fhwa.dot.gov/environment/bicycle_pedestrian/index.cfm

Walk to School and Bike to School Day – http://www.walkbiketoschool.org/

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

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