Colorado Safe Routes To School

Grant Application for Infrastructure (capital) Projects

FY 2005 and 2006

DEPARTMENT OF TRANSPORTATION

Bicycle/Pedestrian Program

Index

Background 3

Eligibility 3

Examples of Projects..... 3

Instructions and Timeline 5

Checklist..... 5

Application Questions..... 6 - 8

Budget Template..... 9 -10

Contact Sheet 11

Budget Sample – Addendum A ..... 12 - 13

Resource Page – Addendum B..... 14 - 15

Definitions of sample projects 16

Permitting and Environmental Assessment Resources..... 17 - 18

BACKGROUND AND ELIGIBILITY

Less than 40 years ago, walking and biking to school were commonplace – in 1969, roughly half of all 5 to 18 year olds either walked or biked to school. Times have changed, and today, nearly 90% of our youth are driven to school either by bus or individual car. This change in transportation mode has added to traffic congestion, a reduction in air quality and the deterioration of our children's health. As much as 27 percent of the country's morning traffic is made up of parents driving their children to school.

Safe Routes to School (SR2S) is a new program to enable and encourage children, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safe and more appealing; and to facilitate the planning, development and implementation of projects that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Eligible applicants include any political subdivision of the state (school district, city, county, state entity). Nonprofits may also apply by partnering with a state subdivision.

This program is 100% federally funded, and managed through the Colorado Department of Transportation (CDOT). Grants will be awarded through a statewide competitive process, and in proportion to the geographic distribution of the student population K-8 grades. 10-30% of the total Safe Routes to School funds will be dedicated to non-infrastructure (education and encouragement) projects, with remaining funds going towards infrastructure (capital) projects and staffing a full-time Safe Routes Coordinator position at CDOT.

Research has shown the most successful way to increase bicycling and walking is through a comprehensive approach that includes the "4 E's" (Education, Encouragement, Enforcement, Engineering). Applicants requesting funding for infrastructure projects will also be required to include an educational component in their project. This can be an existing program, an enhanced program or a new program that highlights the specific infrastructure. The educational component does not need to be a separate application.

Following are a few general examples of infrastructure projects. This is by no means a complete list, but we provide it as a way to stimulate your own ideas for a Safe Routes to School program. For definitions of these examples, see a list of resources in Addendum B of this application, or go to the CDOT Safe Routes web site at http://www.dot.state.co.us/bikeped/saferoutestoschool.htm for additional resource links.

Installing Bicycle Parking Facilities
Street Striping (bicycle lanes, crosswalks)
Developing Off-Street Bicycle & Pedestrian Facilities
Installing Signs
Facilities to Slow Traffic
Installing or Improving Sidewalks
Increasing Connections Between Locations

Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the participant must comply with all applicable provisions of the Americans with Disabilities Act.

Since the SR2S program is federally funded, all projects must be in compliance with the National Environmental Policy Act (NEPA). In many cases, a simple Categorical Exclusion

may be filed. Categorical exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required". However, to ensure applicants have time to provide appropriate documentation if necessary, applicants may have up to 90 days following a grant award to submit documents (categorical exclusions) to CDOT. If the NEPA documents are not submitted with the original application or are not received by the 90-day deadline, the project will be cancelled. Addendum C provides a list of questions to help you determine if your project will require more than a Categorical Exclusion. Please keep in mind this is only a partial tool and compliance is the responsibility of the applicant.

Applicants are also responsible for any and all local permitting relevant to their project. Applicants should work with their appropriate partners to determine necessary permits.

Applicants may apply for more than one project grant, but each project requires a completed and separate application (i.e. if an applicant wanted to develop a crosswalk at one school, and a sidewalk improvement at another school, the applicant would need to submit two separate applications). However, projects can have multiple scopes (i.e. there may be several improvements required around one school area. This would be considered one project with multiple scopes within it.) If you aren't sure what type of application to complete, contact Betsy Jacobsen, CDOT Bicycle and Pedestrian Coordinator (Interim Safe Routes Coordinator) at 303-757-9982.

For this grant cycle, we estimate to have between $625,000 - $1,460,000 to distribute for infrastructure projects statewide. As always, applicants are encouraged to be as cost-effective as possible in order for us to stretch funds as far as possible. Minimum funding is set at $10,000 with maximum project funding set at $250,000. Applicants who are not selected in this funding cycle are encouraged to apply the following year.

If selected, applicants will be required to enter into a contract with CDOT. Grant payments will be made as reimbursements for project expenses after expenses have been incurred. Grant recipients may choose either a monthly invoice or quarterly invoice schedule.

Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All projects in this grant cycle must be completed no later than two years following the date of the signed contract.

Progress reports will be required at appropriate intervals of your project. Dates of reports will be determined based on the timeline of your project.

APPLICATION INSTRUCTIONS AND CHECKLIST

Your grant application will be reviewed by a volunteer advisory committee representing various entities including: bicyclists, pedestrians, parents, teachers, law enforcement, and rural and urban transportation planners. Your answers are very important in helping the committee select the best projects. Please be complete, but also concise. Limit your answers to no more than two pages *per section*, 12-point font, single-spaced.

Each section of the application is designed to help us learn as much about your project as possible. We want to learn about your current situation. What are the obstacles preventing your children from walking and/or bicycling to and from school? Who are your partners and how did you develop this collaboration? How quickly can you start your project? How will you track your progress and success? What is your project budget?

Our goal is to select projects in the most effective way possible, while still providing enough time to thoroughly review each application. The review schedule is listed here to help assist you in your planning. **Please keep in mind that this is a guideline and may be subject to change.**

February 15, 2006	Applications due to CDOT office by 5:00 pm.
February 20	Applications distributed to Advisory Committee for review and scoring of projects. Applications also distributed to CDOT Regional Offices for information and comments only.
Early March	Advisory Committee selects projects.
Late March	Selections presented to Transportation Commission for approval.
April 1	Applicants notified.
June 1	Contracts completed between CDOT and Grant Recipients.
Sept. 1, 2006	All NEPA requirements must be completed.
June 30, 2008	Last date for project completion.

Application Checklist

- ☐ Contact Information Sheet is completed (may be hand written if legible)
- ☐ Sections 1-6 are answered in concise narrative, no more than 2 pages per section
- ☐ Answers are brief, but clear
- ☐ Lines are single-spaced and 12-point font size
- ☐ Responses are numbered according to the questions
- ☐ The Budget Worksheet is complete (may be hand written if legible)
- ☐ All appropriate documents are attached (i.e. maps, letters of agreement, etc.)
- ☐ Proposals will be delivered by 5:00 pm February 15, 2006.
- ☐ Return an original and ten copies of all required information to be delivered by 5:00 pm February 15, 2006 to:

  Betsy Jacobsen
  Bicycle and Pedestrian Coordinator
  Interim Safe Routes to School Coordinator
  Colorado Department of Transportation
  4201 East Arkansas Avenue, EP B606
  Denver, CO 80222

  Questions? E-mail betsy.jacobsen@dot.state.co.us

APPLICATION QUESTIONS

SECTION 1: What is the Problem? Tell us the current condition for biking and walking in your school area. (Maximum 2 pages.)

Describe the problem in detail. If the question is not applicable to your particular situation, please indicate by stating "n/a".

a) *What are the obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s)?*

b) *What are the current risks facing children who walk and/or bicycle to your school(s)?*

c) *Cite any other concerns such as accident data, traffic counts, demographics, community and school surveys or audits, speed limits, environmental factors as appropriate, etc.*

d) *Include a description of the affected student population and a brief history of the neighborhood traffic issues that might provide some context and background for the project.*

e) *Complete the following information for <u>each</u> school affected by the proposed program:*

- *School name*
- *Student population*
- *Grades of students at school*
- *Estimated number of students who currently walk to school*
- *Estimated number of students who currently bike to school*
- *Percentage of students living within two miles of the school*
- *Distance eligibility for riding a bus (radius) in miles*
- *Number of children not eligible for busing*
- *Number of students expected to benefit from your program*

f) *Describe any existing programs at the affected school(s) that educate or enhance walking or bicycling to school.*

g) *Provide a map indicating a 2-mile radius of the school and identify the general area with existing and proposed changes. For consistency purposes, we suggest using Google Map as your primary source (http://maps.google.com) Please limit map sizes to no larger than 8.5" x 11".*

SECTION 2: Tell us about your project. How do you propose to help solve the problem you identified in Section 1? (Maximum 2 pages.)

Describe the proposed project –

a) What is the project?
b) Describe how your project will change the built environment.
c) How will it address the identified problems in Section 1?
d) What other alternatives were considered?
e) Who will maintain the facility? List the financial resources and document the commitment to continue maintenance.
f) Please describe the encouragement/educational component related to your project.
g) Who will manage the project if different from the contact person?
h) Who are you going to target with your project?

SECTION 3: Please describe your timeline from project start to finish. (Maximum 2 pages.)

Because this is a construction project, permits and clearances from various local, state and federal agencies may be required. Applicants are encouraged to hold pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes and time schedules that may affect their project.

We've attached a resource page to help you consider some of the requirements (see Addendum B). It is only a guideline. Working with your community partners will help you identify specifics to your project.

a) Based upon receiving written "authorization to proceed" from Colorado DOT on June 1, 2006, how quickly can you begin your project? Please indicate milestone dates from which progress can be indicated. Note that the dates indicated will become part of the Project Agreement if this project is funded and failure to make substantial progress of the milestone by the date indicated could result in termination of the project funding. Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All projects in this grant cycle must be completed no later than June 30, 2008.

DATE	***MILESTONE***
June 1, 2006	*Authorization to Proceed*
Sept. 1, 2006	*All NEPA requirements completed*
June 1, 2008	Last date for project completion and final report to CDOT

SECTION 4: Who are your partners – what collaborations have you created to ensure the success of your project? (Maximum 2 pages.)

Provide information on the consultation and support for the project.

a) *Participating Organizations. List the participants and the roles they played in the development of this proposal. Include letters of agreement from the participating school district, participating school principal(s), and government entity acknowledging their participation in this project.*

b) *Supporting Organizations. Identify organizations that are in concurrence with this project. (Possible project partners may include school officials, local traffic engineers, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, nonprofit groups, bicycle clubs, local businesses, other community groups, etc.)*

SECTION 5: How will you measure your success – what method will you use to determine whether more children are biking or walking to school? (Maximum 2 pages.)

Describe how you will measure your program's success.

a) *Progress reports will be required at appropriate intervals of your project. Dates of reports will be determined based on the timeline of your project. Identify your project outcomes.*

b) *How will you measure them?*

Your measurement should minimally include before and after data of the following:

- *Total number of students reached*
- *Number of students biking.*
- *Number of students walking.*
- *Number of students busing.*
- *Number of students driven*

SECTION 6: COST ESTIMATE FOR INFRASTRUCTURE (Capital) PROJECTS (include any anticipated costs for educational component as well)

Local funds and in-kind donations are not required, but encouraged. See Addendum A for an example of a completed budget.

Item	Quantity	Unit	Unit Price	Requested SR2S Funds +	Committed Local Funds +	Value of Donated Goods or Services =	Total Cost
Preliminary Engineering							
Permitting							
Materials							
Land Acquisitions							
Right of Way Appraisals							
Right of Way Acquisition							

Right of Way Agent							
Survey for new Right of Way							
Temporary Const. Easement							
Maintenance							
Other Construction Expenses							
Education Expenses ($3500 limit)							
Promotion/Advertising							
Printing – flyers							
Educational Materials/Supplies							
Other Education Expenses							
Totals							

Indirect costs will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc.

Colorado Safe Routes to School
Infrastructure (Capital) Grant Application FY 2005 and 2006
Contact Information Sheet

Please complete the information below and include this page as the first page of the proposal. The person identified as the Contact will be the main point of contact for CDOT staff.

Organization (check one) School District ☐ City ☐ County ☐ State ☐ Other ☐

Project Title: _____

Contact Name: _____

Contact Title: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Best Phone # to Call: _____

Contact E-mail: _____

Contact Fax: _____

Amount of Funding Requested: _____

School District(s) _____

_____

School Name(s) _____

_____

_____

Signature and Title of Person Submitting the Proposal* Date

*By signing, applicant admits to being authorized to sign for _____ (name of organization) and that all the information contained herein is true and correct to the best of his/her knowledge.

Addendum A

SAMPLE COMPLETED BUDGET FOR INFRASTRUCTURE PROJECT

Item **200' SIDEWALK PROJECT**	**Quantity**	**Unit**	**Unit Price**	**Requested SR2S Funds +**	**Committed Local Funds +**	**Value of Donated Goods or Services =**	**Total Cost**
Preliminary Engineering							
Excavation & overburden removal	166	Cu. Yard	$ 20.00	$ 3,320			$ 3,320
Reconditioning	6451	Sq. Ft	.80	5,160			5,160
Tree Removal	8	Each	300.00		$ 2,400		2,400
Concrete Removal	826	Sq. Ft.	1.50		3,000		3,000
Asphalt Removal	2000	Sq. Ft.	1.50		3,000		3,000
Tree Replacement	8	Each	500.00	4,000			4,000
Irrigation adjustment	0	Sq. Ft.					0
Phone Ped Relocation	1	Each	2,500.00	2,500			2,500
Permitting	0						0
Materials							
Sidewalk	5184	Sq. Ft.	5.50	28,512			28,512
Sidewalk Ramp	267	Sq. Ft.	12.50	3,337			3,337
Trunkated Domes	32	Sq. Ft.	50.00	1,600			1,600
Flagstone Wall	1	LS				4,500	4,500
Concrete Pavement	1467	Sq. Ft.	7.00	10,269			10,269
Asphalt Pavement	1467	Sq. Ft.	3.00	4,401			4,401
Curb & Gutter	550	Linear Ft.	30.00	16,500			16,500
Sod Replacement	0	Sq. Ft.					0
Land Acquisitions							
ROW Appraisals	1	Each	5,000.00	5,000			5,000

ROW Acquisition	3222	Sq. Ft.	20.00	38,440		26,000	64,440
ROW Agent	1	Each	12,000.00	12,000			12,000
Survey for new ROW	1	Each	2,000.00	2,000			2,000
Temporary Const. Easement	3,334	Sq. Ft.	6.60	22,004			22,004
Maintenance					20,000		20,000
Other Construction Expenses							
Materials Testing	1	LS	5,000.00	5,000			5,000
Mobilization	1	LS	5,000.00	5,000			5,000
Traffic Control	0						0
Education Expenses ($3500 limit)							
Promotion/Advertising	0						0
Printing – flyers	5000	Each	.10			500	500
Educational Materials/Supplies	0						0
Other Education Expenses							
John Jones, professional consultant to organize walking school bus	10	Hour	32.00			320	320
Totals				**142,131**	**28,400**	**31,320**	**228,763**

Indirect costs will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc.

Addendum B

Safe Routes to School Infrastructure Project Resources

Remember, the most successful way to increase bicycling and walking is through a comprehensive approach that includes the "4 E's" (Education, Encouragement, Enforcement, Engineering).

The following websites are resources we encourage you to review in developing an exciting and effective program in your school area. You can access them individually, or find them all at the CDOT Safe Routes web site (listed below).

American Association of State Highway and Traffic Officials (AASHTO), Guidelines for Bike and Pedestrian Facilities (publication)
https://bookstore.transportation.org/category_item.aspx?id=DS

Access Board
http://www.access-board.gov

America Bikes
http://www.americabikes.org/saferoutestoschool.asp

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

Bicycle Colorado
http://bicyclecolo.org

Bikes Belong Coalition
http://bikesbelong.org

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

Colorado Dept. of Transportation Bicycle and Pedestrian Program
http://www.dot.state.co.us/bikeped

Colorado Safe Routes to School
www.saferoutescolorado.org

Federal Highway Administration Bicycle & Pedestrian Program
http://www.fhwa.dot.gov/environment/bikeped/index.htm

Federal Highway Administration Safe Routes to School
http://safety.fhwa.dot.gov/saferoutes/index.htm

Institute of Transportation Engineers – Traffic Calming
http://www.ite.org/traffic/index.html

League of American Bicyclists
http://www.bikeleague.org/educenter/labsrts.htm

National Center for Biking and Walking
http://www.bikewalk.org/safe_routes_to_school/SR2S_introduction.htm

National Highway Traffic Safety Administration (NHTSA)

- Publication
  http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/Safe-Routes
- Safe Routes Tool Kit
  http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/Safe-Routes-

Pedestrian and Bicycle Facilities in California – A Technical Reference & Technology Transfer Synthesis for Caltran Planners and Engineer, July 2005
http://www.dot.ca.gov/hq/traffops/survey/pedestrian/TR_MAY0405.pdf

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

Addendum B Continued

Definitions of Sample Infrastructure Projects

Bicycle Parking Facilities: Items such as bicycle racks, lockers, designated areas with safety lighting and covers such as a bike shelter, etc.

Installing Signs: Placement of signs to slow traffic and provide awareness for bicyclists and pedestrians. May also include directional signage.

On-Street Bicycle Facilities: Aspects of the roadway defined specifically for bicycle use such as a bike lane.

Off-Street Bicycle/Pedestrian Facilities: Trails and pathways that can be used by pedestrians and bicyclists that are separated from the main roadway.

Pedestrian/Bicycle Crossing Improvements: Includes new or upgraded traffic signals, crosswalks, median refuges, pavement markings, traffic signs, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades, etc.

Street Striping: Marking roadways to provide for bike lanes, widened outside lanes, crosswalks, etc.

Sidewalk Improvements: Includes new sidewalks, widened sidewalks, sidewalk gap closures, sidewalk repairs.

Traffic Calming Devices: Systems and techniques that slow traffic such as speed humps or tables, reducing curb-to-curb lane widths, curb extensions, center islands, etc.

Addendum C

Permitting and Environmental Assessments

According to the National Environmental Policy Act (NEPA) Categorical Exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required". Examples of typical projects that qualify for Categorical Exclusion may include:

1. Traffic signal modifications;
2. Pavement markings not affecting the number of through traffic lanes;
3. Anti-skid treatments;
4. Curb and/or gutter repairs and construction of curb ramps for the handicapped;
5. Bridge rehabilitation activities including:
    - Bridge rail replacement and upgrading;
    - Bridge deck overlay and waterproofing;
    - Expansion joint replacement and upgrading;
    - Bearing replacement and upgrading;
    - Substantial repairs to deck including partial or full-depth patches;
    - Painting of all structural steel for a particular bridge;
    - Stringer replacement for a portion of the superstructure; and
    - Repairs to damaged rails, corroded or damaged structural steel members, and deteriorated areas of concrete elements including sidewalks, curbs, watertables, girders, and portions of the substructure above ground or water;
6. Lighting and electrical work including:
    - Continuous and tower lighting,
    - Tunnel lighting,
    - Temporary lighting,
    - Bridge lighting,
    - Pedestrian lighting,
    - Pumping station,
    - Highway advisory radio,
    - Control systems for changeable lanes,
    - Traffic monitoring systems, and
    - Changeable message signing;
7. Erosion control work which may also include slope repair and reconstruction;
8. Storm sewer installations to eliminate open ditches runoff storage/retention;
9. Impact attenuator and glare screen installations;
10. Highway/railroad grade crossing improvements
    - Repair/rehabilitation of crossing proper,
    - Rehabilitation of immediate roadway approaches
    - Upgrading of crossing protection;
11. The following restoration-type projects:
    - Retaining wall restoration,
    - Fencing,
    - Guardrail replacement and upgrading,

- Substantial pavement and shoulder patching
- Resurfacing, and
- Restoration of drainage structures;

12. Installation of turning lanes;
13. Junkyard screening;
14. Upgrading safety features;
15. Approval of utility installations along or across a transportation facility, excluding longitudinal installations within the access control lines of Interstate and freeway rights-of-way;
16. Alterations to existing buildings to provide for noise reduction;
17. Emergency repairs under 23 USC 125 which do not substantially change the design of the facility and which are initiated during or immediately after the occurrence of a declared national disaster;

The above list is only a partial tool to help in your assessment. As an applicant, it is your responsibility to identify and provide all necessary local permits and NEPA materials that may be required of your project.