



Guidelines for Florida's Safe Routes to School Program

**2009-2010 Call for Applications
For anticipated funds through FFY 2015**



www.srtsfl.org

Program Overview and Purpose

Walking or cycling to school gives children a sense of freedom and responsibility, allows them to enjoy the fresh air, and provides opportunities to get to know their neighborhood while arriving at school alert, refreshed, and ready to start their day. Yet most American children are denied this experience. In fact, only 13 percent of American children walk or cycle to school. Communities and community-based organizations are devoting increased attention to pedestrian and bicycle safety issues in an effort to improve the conditions for walking or cycling to school.

A successful Safe Routes to School (SRTS) Program integrates health, fitness, traffic relief, environmental awareness, and safety under one program. The Safe Routes to School program encompasses routes and techniques used to encourage children to walk or cycle to or from school. While federal SRTS funds will not cover all identified needs, they can help communities get started on addressing their school transportation needs and encourage more students to walk or cycle to school. Schools, local transportation officials, Community Traffic Safety Teams and other qualified groups are encouraged to cooperate to apply for these funds.

SRTS is a federal reimbursement program to enable and encourage children in grades K-8, including those with disabilities, to walk and cycle to school; to make walking and cycling to school safer 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. In addition to encouraging more children to walk or cycle to school, the program also seeks to address the safety needs of children already walking or cycling in less than ideal conditions.

The federal SRTS Program is administered by the Federal Highway Administration (FHWA), which has developed general SRTS Guidance. Under this Guidance, each state is given some freedom to develop their SRTS Program in the way which will work best for them, as long as they comply with the principles laid out in the Guidance. An Applicant must become familiar with his or her own state's SRTS Guidelines before applying for SRTS funding.

Florida's SRTS program is designed to meet the same goals outlined in federal legislation and FHWA's SRTS Guidance. The program is not designed to take the place of cooperative planning between school boards and local planning agencies. When new schools are first being considered, the school board should work with the appropriate city, county and/or Metropolitan Planning Organization, so that all aspects of the school's planning can be done as a cooperative effort. This includes sidewalks and other necessary bicycle and pedestrian facilities leading from the neighborhoods to the school. Florida's SRTS program will not fund infrastructure such as sidewalks or multi-use paths on school property. If all aspects of bicycle and pedestrian planning are done at the front end for new schools, this will increase the ability of children to walk or cycle to these schools, and we will be able to reserve limited SRTS funds to correct long-standing problems at older schools.

Note: all SRTS documents are updated periodically and either placed on our website: www.srtsfl.org, or links from this website will lead you to the documents. Always check the website and edition date on the bottom of each document to make sure it is the most recent version.

Eligible Schools and Applicants

Under current federal legislation, eligible schools are public, private and tribal schools serving Kindergarten through 8th grade. This includes schools serving fewer grades or more grades, but at least some students must be in Kindergarten through 8th grade for the school to be eligible. Tribal schools should apply through their local Community Traffic Safety Team. See the Non-Infrastructure and Infrastructure sections for explanations regarding eligible Applicants.

Funding

Florida's SRTS Program is 100 percent federally funded, and is managed through the Florida Department of Transportation (FDOT) on a cost-reimbursement basis. Most of Florida's SRTS funds are distributed to the seven FDOT Districts based on the number of children in grades K-8 in the District compared to the state.

The federal SRTS Guidance directs that seventy to ninety percent of each state's SRTS funds go toward Infrastructure (Engineering or construction) projects, and the remaining ten to thirty percent toward Non-Infrastructure programs (Education, Encouragement, Enforcement, and Evaluation). Each state develops their SRTS Guidelines within the federal Guidance.

In Florida, generally ninety percent of each District's SRTS funds will be dedicated to Infrastructure and the remaining ten percent will go toward Non-Infrastructure. However, each District Secretary can adjust the percentages within the federal limits.

Projects will be awarded through a District-wide competitive process. See the Infrastructure and Non-Infrastructure sections below for more specifics on the application and selection processes.

SRTS funds may not be used to supplant or replace existing funds. Because federal SRTS funds are limited:

- Applicants must prioritize their requests for Infrastructure projects and Non-Infrastructure programs.
- Applicants are encouraged to be as cost effective as possible so that more SRTS projects and programs can be funded.
- Districts will do their best to select good proposals from around their District so their SRTS funds are implemented as equitably as possible.

Comprehensive Program

The SRTS Program is unique in its overriding emphasis on community participation in the development and implementation of a project. By involving the public, schools, parents, teachers, children, local agencies, the businesses community, key professionals, and others in the development of a project proposal, a comprehensive and integrated solution to improving safety is likely to develop and be sustained beyond the life of the project.

Projects and activities that have the best chance of being selected for funding under the SRTS program are those that incorporate all of the key elements referred to as the five E's – Education, Encouragement, Enforcement, Evaluation, and Engineering. The five E's are explained further in the sections that follow. Applicants are required to summarize in their application what they have already done and what they propose to do to address each of the E's.

Successful Safe Routes to School programs begin by developing a comprehensive Safe Routes to School plan for an individual school. This is done by bringing together the right people to form a school-based SRTS Committee to 1) identify problems in and around the school, which are

preventing children from walking or cycling to school, and 2) propose solutions to these problems, using the 5E approach.

The Florida Safe Ways to School Tool Kit, which can be downloaded from: http://www.hhp.ufl.edu/safety/html_safe-ways.html, contains a process for creating and implementing a comprehensive Safe Routes to School plan. Additional suggestions are included under “Steps for Creating a Safe Routes to School Program” on the website of the National Center for Safe Routes to School: <http://www.saferoutesinfo.org/guide/steps/index.cfm>.

Applicants are now required to form a school-based SRTS Committee which has met at least three times before their application is submitted, and to report in the application the names and affiliations of members of the Committee, and what has been discussed at their meetings.

Application Details

Applicants are limited to five Infrastructure applications per Call for Applications, unless their District Safety Engineer grants approval for more. This will generally only be approved in Districts which include just a few counties and therefore a limited number of eligible applicants. If submitting more than one Infrastructure application, the Applicant is required to include in their cover letter a priority lists for proposed Infrastructure projects.

If an applicant is submitting both an Infrastructure Application and a Non-Infrastructure Information Form covering the same school, it is best to submit both documents to the District at the same time, with one cover letter referencing both projects. If this is not possible, the cover letter for the second project or program submitted should refer to the first project or program submitted, so we can see how the proposals relate to form a comprehensive SRTS program. The details of the proposed projects or programs should be covered in the “Future 5E’s” portion of the Application or Information Form.

If you have remaining questions about the application process after reviewing the Guidelines, Infrastructure Application, Instructions for Infrastructure Application and Non-Infrastructure Information Form, consult your District SRTS Contact or the State’s Safe Routes to School Coordinator. See www.srtsfl.org for contact information.

Notification and Administration

Applicants are required to indicate the contact person for each SRTS Infrastructure project or Non-Infrastructure program. After SRTS projects or programs are reviewed and funding decisions are made, the District will notify each contact person of their selection or non-selection. The form of notification is up to each District. A representative from the District will also contact the designated contact person to help him or her through the process of formalizing the agreement and completing the project or program. See the Infrastructure and Non-Infrastructure sections below for more details.

Special Requirements

There are a number of Federal and State requirements that apply to both Infrastructure projects and Non-Infrastructure programs under the SRTS program. Applicants must ensure that they are knowledgeable and able to follow these requirements. *Note: the following overview may not be all-inclusive:*

- Title 23:

All Infrastructure projects and Non-Infrastructure programs funded by SRTS monies must comply with Title 23 requirements of the U.S. Code which include, but are not limited to,

the Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements. Whoever carries out the construction (state, county, city, or consultant hired by any of these entities) or conducts the Non-Infrastructure program must comply with all applicable Title 23 requirements. USDOT regulations are available at: www.fhwa.dot.gov/legsregs/legislat.html.

Note: Applicants unfamiliar with Title 23 requirements may wish to work with a Maintaining Agency such as a local government that has experience with Federal Construction Contracts in general, and Title 23 requirements in particular.

As part of the Title 23 requirements, all SRTS projects and programs must also comply with National Environmental Policy Act (NEPA) regulations. Most SRTS projects and programs will likely be eligible for categorical exclusion under the provisions of 23 CFR Sec 771.117 that recognize there is no significant environmental impact in the construction of bicycle and pedestrian facilities.

Note: The categorical exclusion must be requested and granted; it is not automatic. Consult your District SRTS Contact if you have questions about this process.

- ADA:

SRTS projects and programs must be designed to reasonably meet the needs of persons with disabilities. In doing so, the project director for the SRTS project or program must comply with all applicable provisions of the Americans with Disabilities Act. Additional information on Florida DOT's ADA design standards is available at <http://www.dot.state.fl.us/projectmanagementoffice/ADA/ADADesignStandards.shtm>. National standards are available at: <http://www.ada.gov/>.

- Local Permits:

Project Directors for SRTS projects or programs are responsible for any and all local permits relevant to their project. Applicant and Maintaining Agency personnel should work together to determine and acquire the required permits.

- Inclusion in TIP/STIP:

All projects and programs funded by SRTS monies must be programmed in the local Metropolitan Planning Organization's Transportation Improvement Program (TIP) if applicable, and the Statewide Transportation Improvement Program (STIP). If a SRTS project or program is located within an MPO urban area boundary, the MPO representative must sign the Application. It is recommended that applicants for projects located in a Metropolitan Planning Organization (MPO) area work with their MPO to ensure local support and consistency with regulations.

Note: Some places, the TIP is referred to as the Comprehensive Improvement Program or CIP.

Infrastructure Projects

Basic Information:

Infrastructure or Engineering projects may be proposed to be located on or off the state highway system. Infrastructure projects usually take longer to plan and implement, and cost more than most Non-Infrastructure programs. But when they are designed to correct an identified problem, they have a great potential to help more children walk and bike safely to and from school.

Evaluation or data collection is required both in the application phase and the implementation phase of Infrastructure projects. A student in-class student travel tally is required to be conducted before an Infrastructure Application is submitted, using the forms and methods described under Evaluation at: <http://www.saferoutesinfo.org/resources/index.cfm>. The results must be submitted to the National Center for SRTS data base and also summarized in the application. See also the Non-Infrastructure section for more specifics on Evaluation.

Eligible Applicants:

For Infrastructure projects, eligible Applicants are School Boards for public schools (Chair, Vice-Chair or their designee); private schools (Headmaster, Assistant Headmaster or their designee); and Community Traffic Safety Teams (Chair or Vice-Chair). However, most Applicants will also need to partner with a Maintaining Agency (a government agency which is able to enter into a legal agreement with the Florida Department of Transportation, provide the initial funding before being reimbursed, and be responsible for maintaining the completed Infrastructure project). Most Maintaining Agencies will need to be Local Area Program (LAP) certified, since most SRTS projects are done through LAP Agreements. The District has the option of developing alternate ways to get the projects completed, including designing and/or building the project itself, contracting for these services, or buying equipment such as bike racks or traffic engineering equipment for the locals to install and maintain. Contact your District SRTS Contact for more information on how your District is handling these matters; see: www.srtsfl.org for contact information.

Every applicant is encouraged to enlist the assistance of other relevant participants in the development and submittal of an application. Examples are elected officials, Metropolitan Planning Organizations, appropriate county and city agencies, and non-profit organizations.

Public support for the project is essential as well. In addition to the project being discussed at the school-based SRTS Committee meetings, the public should be informed of the proposal through presentations at such groups as PTA's and religious and community groups, as well as articles in local newspapers. Some proposed projects will allow children who live within two miles of their school to walk or bike to school, instead of being bused under a "courtesy busing" program. In these cases especially, it is important to make sure that parents understand that the courtesy busing program will likely be eliminated once the project is built, and that they support the project. If a District has spent funds and resources to develop a project and the community changes their mind about wanting the project, the District has every right to ask for reimbursement of the expended funds.

Application Cycle:

The Florida Department of Transportation plans to issue a Call for Applications for Infrastructure Projects once a year. Normally the Call for Applications will be open from late fall through the following spring (about November 30-April 30), to allow interested applicants enough time to do the required planning with their school-based SRTS Committees, conduct their student in-class travel tally and gather other information necessary for completing the application.

Note: Although the federal SRTS program was originally funded only through September 30, 2009, FDOT will continue to issue Calls for Applications for expected funds beyond that date. Continuation of the program beyond 2009 will be dependent on a reauthorization of the program in the successor to the current Transportation Law, SAFETEA-LU. Several extensions of SAFETEA-LU, which will continue SRTS funding at its 2009 levels, are expected before the next Transportation Law is passed.

Infrastructure Projects--Eligibility for Florida SRTS Funding:

1. Eligible Projects:

Important eligibility points to remember:

- Proposed projects must be designed to meet an identified need that is preventing children from walking or biking safely to and from school.
- Proposed projects must be within a two-mile radius of the participating school, and within the school attendance area. Generally, the closer the project is to the school, the more likely it is to increase the numbers of children walking or biking to and from school.
- Proposed projects must be located on public property or permanent public easements. Right of way issues must be resolved before applying for SRTS funds, and no SRTS funds can be spent on purchasing right of way.
- Construction materials used must be on FDOT's Approved Product List (for traffic signals and other electronic devices) or Qualified Product List (for all other materials).
- Use of traffic control devices must be consistent with the current Manual of Uniform Traffic Control Devices (MUTCD), unless the applicant receives experimental approval from FHWA.

In accordance with FHWA's SRTS Guidance, states are allowed to create Guidelines that are more restrictive than the federal Guidance. In order to make best use of limited SRTS funding, Florida has selected its eligible Infrastructure Projects from the broader list of projects allowed by federal Guidance. The following types of projects are eligible under Florida's Guidelines:

- **Pedestrian facilities:** Includes new sidewalks and other pathways, sidewalk widening, sidewalk gap closures, and pedestrian bridges, on the public right of way. All of these facilities must include ADA ramps and other ADA requirements.
- **Bicycle facilities:** Includes new or upgraded bike lanes, shared-use paths, geometric improvements and shoulder widening, on the public right of way, and bicycle parking facilities, racks, and lockers on school grounds.

(Note: Bicycle parking facilities, racks, and lockers may be purchased with SRTS funds for placement on public school property, but not on private property. This means these facilities cannot generally be placed on private school grounds, though there may be special cases.)

- **Traffic control devices:** Includes new or upgraded crosswalks, pavement markings, traffic signs and signals, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, pedestrian activated signal upgrades, and all other pedestrian- and bicycle-related traffic control devices. Generally these are included as part of a bicycle or pedestrian facility project. Some Districts have elected to purchase a number of traffic control devices in response to requests from schools, and enter into agreements for the local traffic engineering department to install and maintain these.

Note: For any traffic control devices that require minimum 'warrants' to be satisfied prior to their installation, warrant sheets must be attached to the application. Coordinate with the appropriate traffic engineering office on this. The cost for a required traffic signal warrant study will not be funded by SRTS funds.

- **Traffic calming:** Includes roundabouts, bulb-outs, speed humps, raised crosswalks, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, and other speed reduction techniques. Generally these are not stand-alone projects, but some traffic calming devices may be included as part of an overall pedestrian or bicycle facility project.

(Note: to be eligible for SRTS funding, the primary benefit of the proposed traffic calming must be to benefit children walking to or from school).

2. Ineligible Projects:

The following are examples of projects which are ineligible for Florida SRTS funding:

- Supplanting or replacing any existing funding
- Purchase of right of way
- Sidewalks or other pathways on school property
- Improvements to routes to bus stops
- Improvements to pick-up and drop-off areas, unless the primary purpose is to benefit children walking and bicycling to school
- Stand-alone curb ramps, which should be done with other funds to meet ADA requirements
- Stand-alone items that should be addressed by regular maintenance, such as pavement repairs, repainting of roadway markings or replacement of signs

Note: a small amount of maintenance items may be approved by the District if part of a larger SRTS improvement project.

Application Instructions:

Instructions for Florida's Infrastructure Application are included as "Form Assistance" under the FDOT forms website (form number 500-000-30), located at:

<http://www2.dot.state.fl.us/proceduraldocuments/forms/forms.asp>. Included are details such as:

- Important Dates for this Cycle
- Notes
- Applications Guidance
- Application Check List

Read all instructions carefully before beginning your application. Complete **all** applicable sections of the Application and attach all required attachments. Failure to provide all required information may disqualify your application.

Note: A District may allow applicants to complete missing information on the application before ranking projects. However, with Florida's long Application period, Applicants should have plenty of time to complete all the necessary steps and submit completed Applications by the deadline.

How to decide how many Applications are needed:

- Generally, each school requires a separate Infrastructure Application.
- If an elementary school and middle school (or any two qualifying schools) are located close together and proposed improvements will benefit both schools, they may be combined in one Application.
- If there are multiple improvements requested for one school, they should be included in one application.
- If an Applicant proposes a crosswalk at one school and a sidewalk improvement at another school not in the immediate vicinity, two applications would be needed.

Proposals for the same treatment at multiple schools must be based on comprehensive school-based planning which has resulted in the proposals. See the section entitled "Comprehensive Program" of these Guidelines for more information. "One size fits all" solutions generally are not effective for SRTS.

Project Evaluation and Selection:

FDOT evaluates Infrastructure SRTS applications based on completeness, as well as on specific selection criteria. Below is a description of the evaluation and selection process for infrastructure projects.

- **Eligibility Evaluation**

The District Safety Engineer or designee examines submitted Applications for Infrastructure projects for eligibility, following the first page of the Florida SRTS Infrastructure Scoring Form, which is Form 500-000-31 on the FDOT Forms website: <http://www2.dot.state.fl.us/proceduraldocuments/forms/forms.asp>.

. A proposed project can be declared ineligible for several reasons, such as:

- The Application was not received by the deadline
- The Application is not fully completed or is missing required attachments
- A comprehensive planning process was not completed before applying
- The required student in-class travel tally was not completed before applying
- The project does not comply with federal or Florida SRTS guidelines
- The project is already funded another way
- The project would interfere with or disrupt existing infrastructure or planned improvements

- **Evaluation Panel**

Eligible applications are submitted to the District's evaluation panel which ranks them according to the selection criteria listed below. The panel may consist of the following people or their designees:

- FDOT District Safety Engineer
- FDOT District Pedestrian/Bicycle Coordinator
- FDOT District CTST Program Manager
- FDOT District Work Program Coordinator/Manager
- FDOT District Traffic Engineer
- FDOT District Joint Participatory Agreement (JPA) and/or Local Area Participation (LAP) Program Manager
- FDOT District School Board liaison

- **Ranking Criteria**

SRTS applications meeting all requirements are evaluated by the evaluation panel based on the questions in the Florida SRTS Infrastructure Scoring Form (Form 500-000-31 on the FDOT Forms website: <http://www2.dot.state.fl.us/proceduraldocuments/forms/forms.asp>). This Scoring Form follows the Infrastructure Application very closely. Some of the selection criteria are:

- Comprehensiveness of the planning process
- Addressing all 5 E's of SRTS
- Potential of the proposed project to increase the number of children walking and bicycling to school
- High numbers of students walking or bicycling to school in hazardous conditions
- High level of interest on the part of the school, in supporting walking and bicycling to school, and willingness to participate fully in the project

- Demonstrated need and community support for the project
- The project completes priority bikeway or pathway connections to neighborhoods and public destinations like parks, other schools or libraries.
- Demonstrated need for financial assistance to complete these priority bikeway or pathway connections
- Identification of safety hazards and the potential of the proposed project to reduce child injuries and fatalities
- Potential for the proposed project to eliminate the need for hazardous busing routes
- Constructability (including right of way constraints) and suggestion of alternative locations for projects facing constructability problems
- Ability of the Applicant or Maintaining Agency to complete the project, or a workable plan to complete the project another way.

Consideration is also given to other factors relating to the proposed project, which are deemed necessary to promote the pedestrian and bicycle safety of children in and around school areas.

- **Project Selection**

The District Safety Engineer or designee compiles a list of all eligible projects in the order ranked by the Evaluation Panel and presents this listing to the District Directors and/or District Secretary, along with any other relevant information, such as staff recommendations for which projects should be funded with available funds and the projects' potential benefit to the District.

The District Safety Engineer or designee provides the complete list of eligible projects as well as copies of the recommended projects, to the State SRTS Coordinator to review to determine that the projects are in compliance with federal and Florida guidelines. The State SRTS Coordinator provides appropriate comments to the Districts on their proposed projects.

After any necessary adjustments, the District Safety Engineer or designee presents to the District Directors and/or District Secretary the final ranking of projects and recommendations for projects for inclusion in the FDOT Work Program. The projects must also be approved by the Florida Division of the Federal Highway Administration (FHWA), so it is important that the wording in the FDOT Work Program include the description and location of the project, the benefiting school and that it is a SRTS project.

Note: Any proposed project not selected may be resubmitted on an updated application form for consideration in the next funding cycle.

Project Administration:

Unless the project is to be implemented by the FDOT District, Applicants and/or Maintaining Agencies of selected projects will be required to enter into a contract with the FDOT. This contract generally takes the form of a Local Agency Program (LAP) agreement. Any agreement used must contain language for all federally mandated regulations. Important points to remember:

- For Infrastructure projects on local roads, the Project Administrator's agency must in most cases be LAP-certified in order to enter into a LAP agreement and build the project.
- If the Applicant is LAP-certified and can provide the initial funding for the project, it will become the Project Administrator.
- If the Applicant is not LAP-certified and/or cannot provide the initial funding for the project, the Maintaining Agency will become the Project Administrator.

- Infrastructure projects must follow appropriate design criteria. Projects on the State Highway System must follow the criteria established in the Plans Preparation Manual (PPM) and the FDOT design standards. Projects on local systems should meet the minimum standards and criteria provided in the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook). These documents can be found on FDOT's web site at: <http://www.dot.state.fl.us/rddesign/CS/CS.shtm>.
- The Project Administrator is required to pay initial project costs and submit progress billings for reimbursement of direct costs, as described in the FDOT LAP Manual: http://www.dot.state.fl.us/projectmanagementoffice/LAP/LAP_TOC.shtm.
- Any work performed by the Project Administrator prior to receiving written authorization to proceed is not eligible for reimbursement.
- Indirect costs will not be reimbursed.
- In addition to the student in-class travel tally required at the time of Application, the national survey forms located at: <http://www.saferoutesinfo.org/resources/index.cfm> are required again before and after the project is built. Your District SRTS Contact will discuss the timing of these surveys with you.
- Quarterly progress reports will be required from the Project Administrator during the award and construction/completion of the project. Due dates for reports will be based on the timeline of the project and established by the District SRTS Contact in advance.

Non-Infrastructure Programs

Basic Information:

Most Non-Infrastructure programs do not require as much time or money to develop as Infrastructure projects. They are often less expensive, but have a big potential to increase the number and safety of children walking and cycling to and from school, as well as the comfort level of parents. The National Center for Safe Routes to School website has many examples of successful Non-Infrastructure programs. Check their website for more information: www.saferoutesinfo.org/.

Non-Infrastructure SRTS funds are limited and are considered start-up funds. As a result, local Non-Infrastructure programs should only be funded for a total of three years for the benefit of one school or group of schools. However, local Applicants can apply to do successful programs at different schools, or propose different programs after that time.

Education, Encouragement, Enforcement, and Evaluation are considered Non-Infrastructure activities, and are all vital to the success of a Safe Routes to School program. However, since there are other sources of funds for some of these activities, the FDOT is reserving the limited SRTS funds for specific Non-Infrastructure programs. We encourage schools and communities to explore other ways to accomplish the programs and activities that will not be funded through SRTS Non-Infrastructure funds. Non-Infrastructure programs which are eligible and ineligible for Florida SRTS funding are described in the sections that follow.

Eligible Applicants:

For Non-Infrastructure programs, the range of prospective Applicants is much broader than for Infrastructure projects. The major considerations are that they:

- Are qualified and able to conduct the proposed activities
- Are financially and organizationally qualified to follow all of the applicable federal rules and pay all costs associated with the program first, then get reimbursed.
- Are not a for-profit organization

Note: Non-profit organizations which apply for funding must be registered in the state of Florida.

Some examples of prospective Non-Infrastructure Applicants are:

- School Boards or schools, (public or private)
- Parent Teacher Associations/Organizations
- Governmental organizations (cities, counties, Metropolitan Planning Organizations, Health Departments, etc)
- Colleges and Universities
- Non-profits registered in the state of Florida (Safe Kids, non-profit hospitals, etc)

Application Cycle:

Florida is no longer using a formal application or application cycle for its Non-Infrastructure programs. Instead, a shorter Non-Infrastructure Information Form has been developed, which should be used for proposals which will benefit an individual school. Proposals which will benefit multiple schools in one county or region may instead be submitted in the form of a proposed Scope of Services. This Scope of Services should contain at a minimum:

- the planning process by which the problem was identified
- other background information on the identified problem
- the proposed solution, including all proposed activities
- proposed partners
- proposed timeline
- proposed budget and explanation of each budget item and its relation to the activities.

The Information Form or Scope of Services must provide the District enough information so they can understand the intent of the proposal and decide whether it is worth pursuing. If this decision is made, the District Contact will work with applicants and the State SRTS Coordinator, toward the creation of a good Non-Infrastructure program. Once agreement is reached to proceed with a program, a Joint Participatory Agreement (JPA) or other formal agreement will be signed by FDOT and the applicant.

Most Districts will accept proposals at any time, until their Non-Infrastructure funds are committed. However, some Districts have already developed District-wide or county-wide Non-Infrastructure programs, and are not accepting proposals.

Note: Check with your District SRTS Contact on the status of Non-Infrastructure programs before filling out a Non-Infrastructure Information Form or Scope of Services.

Non-Infrastructure Programs--Eligibility for Florida SRTS Funding:

Non-Infrastructure programs which are eligible and ineligible for Florida SRTS funding are described in the sections that follow.

1. Eligible Activities or Programs:

Note: this is not a comprehensive list of eligible Non-Infrastructure activities:

- Support for the creation of "Walking School Buses" or "Bike Trains" of school children
- Support for Walk and Roll to School Days
- School encouragement and incentive programs, using modest incentives
- Support for bicycle rodeos
- Pedestrian and bicycle safety education training for children or instructors, including but not limited to the Florida Traffic and Bicycle Safety Education Program:

<http://www.hhp.ufl.edu/safety/index.html> and the WalkSafe Program:
<http://www.walksafe.us/>

- Other relevant training for children, such as transportation and environmental choices, and personal safety if done as part of a larger program
- Support for these education programs, including paying for trainers, equipment, substitute teachers if necessary and training is done during the school day, or training time for teachers if necessary and training is done outside the school day.
- Relevant training for law enforcement personnel, school administrators, other youth leaders and parents, including paying trainers

2. Ineligible Activities or Programs:

Some of the Non-Infrastructure programs that will not be funded by Florida's SRTS funds are listed below, as well as the rationale for each:

- Enforcement:

Local law enforcement activities should be conducted by a local law enforcement agency in a cooperative agreement with the school, as part of a SRTS program. Periodic speed enforcement and crosswalk enforcement at or near the school, for instance, should be done as a regular program of the law enforcement agency. Overtime payment for law enforcement activities cannot be reimbursed with Florida's SRTS funds. Law enforcement equipment may not be purchased with SRTS funds, as these items can be funded through the FDOT Highway Safety grant program, as described on the following website: <http://www.dot.state.fl.us/Safety/HighwaySafetyGrantProgram/hsgp/hsgp.shtm>. However, as noted above, relevant law enforcement training may be funded by statewide or District SRTS funds.

Federal SRTS Guidance prohibits funding recurring costs, such as salaries of crossing guards. In addition, no other expenses of Crossing Guard programs will be funded through SRTS funds, since training is already provided at no cost to Crossing Guard trainers through the Florida School Crossing Guard Training Program, and basic guard equipment is already required by the Florida School Crossing Guard Guidelines. For the Guidelines and more information on the Florida School Crossing Guard Training Program, see: http://www.dot.state.fl.us/Safety/ped_bike/training/ped_bike_training.shtm.

- Evaluation:

Evaluation is an integral part of the SRTS process, and involves both the school-based in-class student travel tally and other data requested in the application, and the data required before and after a funded SRTS project or program is implemented. It is generally expected that a school can do the Evaluation activities without using limited SRTS funding. The National Center for SRTS will now enter the data for a local program if requested. For more information, see the Evaluation Section of: <http://www.saferoutesinfo.org/resources/index.cfm>.

Note: With the approval of the FDOT District Secretary, a data consultant could be hired to collect and analyze this data for the entire FDOT District.

The Infrastructure Application requires both student travel data for the entire school, and student route data for the route proposed to be improved. See Section 5 of the Infrastructure Application for details.

If your Non-Infrastructure program or Infrastructure project is selected for funding, you will also be required to collect evaluation data using the two national SRTS surveys (student

in-class travel tally and parents' survey) a few months before and after the program is implemented. These forms can also be found at: www.saferoutesinfo.org/resources/index.cfm.

- Other Non-Infrastructure activities ineligible for Florida SRTS reimbursement include:
 - Planning or evaluation services provided by consultants for individual programs
 - Recurring costs, including salaries for local or District SRTS coordinators
 - Overtime for personnel
 - Food or drinks
 - Bus safety programs
 - Supplanting any existing funding

Information Form Instructions:

Please read carefully the instructions included on the Information Form. Complete **all** sections. Failure to provide all required information may disqualify the program or delay its progress. If using a proposed Scope of Services for multiple schools, see the minimum required information listed above under Application Cycle.

Project Evaluation and Selection:

Non-Infrastructure proposals will be evaluated based on their educational soundness and potential for increasing the number of children walking or cycling to and from school. Read the Education and Encouragement sections of the SRTS Online Guide for more suggestions: <http://www.saferoutesinfo.org/guide/education/index.cfm> and <http://www.saferoutesinfo.org/guide/encouragement/index.cfm>.

Project Administration:

Once a proposal has been worked out with an acceptable Scope of Services, a Joint Participatory Agreement (JPA) or other formal agreement must be entered into by the applicant and the FDOT District. Your FDOT District Non-Infrastructure contact can help you with every step of the process.

Your District will also give you the schedule for required quarterly reports and before and after data collection.