



## **Non-infrastructure Grant Application & VDOT SRTS Activities and Programs Plan FREQUENTLY ASKED QUESTIONS**

VDOT is currently accepting applications for non-infrastructure SRTS grants. Each application must include a VDOT-approved SRTS Activities and Programs Plan. We hope this FAQ answers most of your questions. If not, please call the program hotline at 1-855-601-7787, or visit the School travel plans and grants page on the website.

### **Grant application basics**

**When are grant applications due? *February 14, 2014.***

Other important dates for completing and submitting your grant application are:

BY DECEMBER 20 - LTACs can review your draft SRTS Activities and Programs Plan for completeness (OPTIONAL)

DECEMBER 27, 2013 - Last day to submit your draft SRTS Activities and Programs Plan for VDOT preliminary review (OPTIONAL)

JANUARY 10, 2014 - VDOT completes optional preliminary review and provides comments back to applicant

JANUARY 20, 2014 - Last day to submit final plan to VDOT for review/approval. Upon receipt of the SRTS Activities and Programs Plan, VDOT will send login information for the online application system, Foundant.

FEBRUARY 7, 2014 - VDOT completes all SRTS Activities and Programs Plan reviews/approvals; notifies applicants.

FEBRUARY 14, 2014 - Non-infrastructure applications due.

### **Who may apply for a non-infrastructure Grant?**

School divisions, municipal governments, and non-profit organizations may apply for a non-infrastructure grant.

### **If I applied for a non-infrastructure grant last year, can I apply again?**

Yes, if you've applied for a Non-Infrastructure grant previously, you may apply again.



### **Does a non-infrastructure grant require a funding match?**

No, SRTS Non-infrastructure grants are 100% funded.

### **What can we use non-infrastructure funding for?**

Eligible grant programs and activities for non-infrastructure grants can be found on the [VDOT SRTS Activities and Programs Plan](#) webpage.

### **What does the Non-Infrastructure Grant application look like?**

A pdf version of last year's application is [here](#).

### **Does the SRTS non-Infrastructure grant application need to include all required information before it is submitted, such as a letter of support?**

The application needs to be *substantially complete* when submitted. You may need a bit more time to get letters of support or gather some types of data. If this is the case, submit your application with a placeholder note stating when you expect to provide the missing information. Be aware that a decision on funding will not be awarded until the application is complete.

### **When will the grant awardees be announced?**

We expect to announce non-infrastructure grant awards by June 1. This will provide time to complete the grant agreement and begin gearing up for the 2014-2015 school year.

### **Will there be another round of non-infrastructure grants next year?**

We are not sure at this point, as we are hoping to award most of the remaining SRTS non-infrastructure funds available with this round of applications.

## **SRTS Activities and Programs Plan**

### **What is a SRTS Activities and Program Plan?**

The Virginia SRTS Activities and Programs Plan is a written document that outlines a school community's intention for enabling and encouraging students to engage in active transportation as they travel to and from school. It's a great way to organize programs and projects, people, etc., in support of SRTS. Once complete, it also serves as a legacy document for new people becoming part of the school's SRTS program.



### **Is the SRTS Activities and Programs Plan the same as the Non-infrastructure grant application?**

No, the two are different, but related. Each non-infrastructure grant requires a VDOT-approved SRTS Activities and Programs Plan. The Plan is included in the full grant application and provides much of the information needed to complete the grant application. We've provided time for two optional reviews of your SRTS Activities and Programs Plan draft – once by your LTAC and once by VDOT. Once your SRTS Activities and Programs Plan is final, submit it to VDOT for its review, and presumably approval. At this point, VDOT will send you login information for Foundant, the online grant application and management system.

### **Is a SRTS Activities and Program Plan required for a non-infrastructure grant application?**

Yes, a non-infrastructure grant application must include a VDOT-approved SRTS Activities and Programs Plan. In fact, the Plan must be completed and approved in order to be eligible to apply for a SRTS non-infrastructure grant. The Plan is included in the full grant application and provides much of the information needed to complete the grant application.

### **What does the grant application require that is not in the SRTS Activities and Programs Plan?**

The non-Infrastructure grant application includes cost estimates, while the SRTS Activities and Programs Plan does not. The [pdf version of last year's application](#) includes a link to a cost workshop and an example of a completed cost worksheet.

### **Is there a Reference Guide or Template for the SRTS Activities and Programs Plan?**

There are both, and they are available for download on the Virginia SRTS website. The [Reference Guide](#) is a pdf document. The [SRTS Activities and Programs Plan template](#) is a Word document. The template is fairly easy to use; just complete the information and plans for your school in the space provided. You can use a different format if you prefer, but all the elements in the template must be included in whatever format you use. Be sure to include photos and graphics to provide visual explanations of what you describe in the SRTS Activities and Programs Plan.



## Specific questions

### **If I am creating a SRTS Activities and Programs Plan for multiple schools, do I need to fill out sections 3, 4, & 5 for each school?**

If your plan covers more than ten schools, you may fill out sections 3, 4, & 5 for all schools, cumulatively. This approach is useful if you plan to implement SRTS projects division wide.

Alternatively, if your SRTS APP is for the entire school division, but there are plans to implement specific projects in only a few schools, you may want to fill out sections 3, 4, & 5 for those few schools as well as filling out the sections cumulatively for all the schools in your plan.

If your plan is for fewer than ten schools, you'll need to complete sections 3, 4, & 5 for each school.

### **Can I organize my SRTS Activities and Programs Plan by school instead of by section?**

No, we want to see the overall approach to your SRTS program. The Activities and Programs Plan organization is designed to provide this.

### **The SRTS Activities and Programs Plan requires a SRTS Team, if we are applying for more than one school do we need an SRTS Team for each school?**

No, the SRTS Team should cover all of the schools in your plan.

### **Can non-infrastructure grant funding be used for substitutes for teachers attending SRTS trainings?**

Yes, non-infrastructure grants can be used for substitutes for teachers undergoing SRTS training, especially training funded by the grant itself.

### **How much can I ask for to fund a full time or part-time SRTS coordinator?**

The amount of money that can be requested to fund a SRTS Coordinator will change based on where the division is located and if the coordinator works full-time or part-time. The amounts listed in the table below cover salary, fringe and other benefits, and all other expenses.

	Northern Virginia	Rest of Virginia
Full-Time SRTS Coordinator	\$67,000	\$52,000
Part-Time SRTS Coordinator	\$33,800	\$26,000



**I still have questions, where can I go?**

The Virginia SRTS program website has a good first stop for information. The [Non-infrastructure Grants](#) page includes information on important dates, eligible activities, and more. You'll also find a link to the [VDOT SRTS Activities and Programs Plan Reference Guide](#) and [Template](#) on the page. **Also, please feel free to call your Local Technical Assistance Coordinator on the VDOT SRTS toll-free hotline, 1-855-601-7787.**