

# Virginia's 2011 Safe Routes to School Program Guidelines



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## WHAT IS NEW FOR 2011?

### **Important dates –**

March 25<sup>th</sup> 2011 (5:00PM) – Final date to submit School Travel Plan to SRTS Coordinator for optional **Preliminary Review** and comment

April 29<sup>th</sup> 2011 (5:00PM) – Deadline for submittal of final School Travel Plans to be eligible for 2011 SRTS infrastructure funding.

June 3<sup>rd</sup> 2011 (5:00PM) – Deadline for Applications (See Application Schedule for more information)

### **School Travel Plan**

- The Virginia School Travel Plan: Reference Guide and Worksheet have been revised and reformatted and is available to communities on the VDOT Safe Routes to School Program website. (See School Travel Plan – 3<sup>rd</sup> Edition)

### **Infrastructure Applications**

- The application is in the process of being moved to an online system. Instructions are forthcoming.

### **Non-Infrastructure Applications**

- VDOT is not accepting applications for non-infrastructure funding for the 2011 grant cycle. If you are interested in receiving technical assistance or training, please contact the VDOT SRTS coordinator.

## 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 School Travel Plan, eligibility, the application and selection processes, and requirements for managing a VDOT-funded SRTS program. To learn more about Safe Routes to School programs in general, visit the [National Center for Safe Routes to School](#) website. For a glossary of commonly used terms in SRTS materials, visit the [Virginia SRTS Program](#) website. The [resources](#) section includes web addresses linked in the document as well as other SRTS information.

## BACKGROUND

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

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

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

## SAFE ROUTES TO SCHOOL PROGRAM PURPOSE

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

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

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

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

## DESIRED OUTCOMES

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

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

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

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

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

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

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

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

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

## VIRGINIA'S SAFE ROUTES TO SCHOOL PROGRAM

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

The Virginia SRTS Program is a phased program. The first phase begins with the local development of a SRTS School Travel Plan. In the second phase, after approval of the School Travel 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 infrastructure categories appears later in these guidelines. Key features of the Virginia SRTS Program include:

### Phase I – School Travel Plan

- A School Travel Plan: Worksheet and Reference Guide is 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 School Travel Plan are eligible for funding.

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

- Once a School Travel Plan has been approved by the SRTS Program, funding to implement infrastructure improvements to bicycle and pedestrian facilities that are (1) identified in the plan and, (2) within two miles of participating K-8 schools; 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 100% with no local match required.

## PHASE ONE -- VIRGINIA SCHOOL TRAVEL PLAN

The School Travel Plan is the first phase of any SRTS effort. The plan outlines a school or community's intentions for making travel to and from school more sustainable and safe. Schools and communities create their own unique School Travel Plan. A completed plan must be submitted to and approved by VDOT in advance of any funding request. The Virginia School Travel Plan Reference Guide and Worksheet, containing the relevant information needed in order to complete travel plans, are provided on the [Virginia SRTS Program](#) website or from the Virginia SRTS Coordinator. **A joint travel plan can be created for two or more adjacent schools, but must otherwise be separate in order to be eligible for infrastructure funding.**

The purpose of the School Travel 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 strategies to address these issues and achieve increased participation in safe biking and walking. Local SRTS programs must include and address five major components, referred to as the “5 E’s”.

## **SCHOOL TRAVEL PLAN SUBMISSION PROCESS**

The criteria for approval of the School Travel Plan for use in the SRTS 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 School Travel Plan Reference Guide and Worksheet. Any projects and activities for which funding is being sought through the application process must be included in an up-to-date pre- approved School Travel Plan. Formal resolutions and letters of support will be required to accompany funding applications, but are not necessary at this stage.

The completed School Travel Plan should be submitted to the SRTS Coordinator by email by the dates included in the Application Schedule in the SRTS Application Schedule. Plans can be submitted to the coordinator for comment at any time prior to the final date for Preliminary Review. Those submitting plans by the deadline for Plan Submittal will be notified within six business days if they have been approved for use in the Virginia SRTS process.

After a School Travel Plan has been approved for use in the SRTS process, it can and should be updated. A revised plan can be submitted for future application cycles. For example, if a community creates a plan that focuses on a specific problem site and is able to obtain funding (SRTS or otherwise) to correct the problem, the community should update the travel plan to reflect the improvements before resubmitting during a future grant cycle.

## **PHASE TWO – SRTS IMPLEMENTATION**

After a school or community has completed a School Travel Plan to improve options for students in kindergarten through eighth grade to walk and bicycle to school, funding is available for implementation of the plan. The remainder of these guidelines includes important information about eligibility, and how to apply for Safe Routes to School funding for infrastructure improvements.

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.

## ELIGIBLE APPLICANTS

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

**School Travel 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 8<sup>th</sup> grade (K-8) are eligible.

**Schools:** Both public and private schools are eligible to receive SRTS funding. Infrastructure projects must be within the public right-of-way.

**Type of Sponsors:** The local government (town, city or county) must be the project sponsor. The locality administering the project must apply as the Sponsoring Agency and will act as the fiscal agent for all programs/projects and front the initial funds.

## SCALE OF PROPOSED PROGRAM ELEMENTS OR PROJECTS

**SRTS Infrastructure Proposed Project** must be located within 2 miles of the target school(s) and on public property or in the public right of way.

- Single school
- Two or more adjacent schools

If proposed projects are scattered throughout the school attendance zone, each project must be proposed on separate applications with separate budgets. (Most funded SRTS infrastructure projects are within a half mile of a school.)

- For each infrastructure project, improvements must be in a single location or along a continuous route traveled by students from home to school.
- More than one project can be submitted per school on separate applications; each project application will be reviewed separately.
- Projects must meet Americans with Disability Act requirements and should connect to existing infrastructure that is also accessible.

*Three examples of separate project descriptions:*

- *On-street bicycle facilities and secure bike parking. Stripe bike lanes along one and a half miles of Park Street (600-2000 blocks) from Main Street to Jefferson Middle School; install related signage, and bike racks under covered shelter near front door of school.*
- *Repair and improve sidewalks. Repair/replace sidewalk on Elm St. from Mill Road to King Middle School approx 300 l.f. improve areas across existing driveways and add curb ramps (2)*
- *Install pedestrian crossing improvements. Improve intersection at Park St and Elm St by installing curb extensions on both sides of Park St.(4), curb ramps (8), pedestrian countdown timers (4) and crosswalk striping.*

## FUNDING LEVELS

The funding limit for an infrastructure project is \$500,000. A locality can submit more than one infrastructure project application up to \$500,000 per locality. A single application can be no less than \$20,000. Funding awards are based on a competitive application process with funding reserved for strong applications that are well-developed - 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 locally-administered reimbursement programs. It is federally-funded, providing 100% of total funding with no match required. Applicants are encouraged to leverage funding from other sources.

## PERIOD OF PERFORMANCE

If selected, applicants must be able to enter into an agreement with the Virginia Department of Transportation within six months of being notified of the funding awards. The period of agreements will be up to 36 months from the date of the "Notice to Proceed" letter.

## PROGRAM & PROJECT SPONSORSHIP REQUIREMENTS

Resolutions of Support 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 of Support from the government agency sponsoring the application and serving as fiscal agent must be submitted with all applications. The Sponsoring Agency for infrastructure projects must be able to undertake the administration of a Federal-aid construction project. See the Regulatory Requirements section for more information.
2. All applications must include at least one K-8 school as a participating partner as indicated in letters of support from the principals of participating schools for single, multiple and district SRTS applications.
3. For infrastructure projects that serve private school locations and are on the public right-of-way, the local government must be the project sponsor.

## ELIGIBLE PROJECTS AND ACTIVITIES

Safe Routes to School funding is intended for projects and program activities that specifically serve the SRTS Program Purpose and that are part of a comprehensive program that addresses the "5 E's" as described at the beginning of these guidelines. **(Note:** VDOT is not accepting non-infrastructure applications for the 2011 grant cycle. If

you are interested in receiving technical assistance or training, please contact the VDOT SRTS coordinator.)

**Important:** Only projects identified as “Strategies” in the target school’s School Travel Plan will be eligible for funding. If an applicant seeks funding for a project that is not included in the corresponding School Travel Plan, the application will not be considered. If you are unsure as to whether a certain project is eligible, contact the Virginia SRTS Coordinator. Fundable activities and eligible costs are listed below. A Glossary of Terms is also available on the [Virginia Safe Routes to School Program](#) website.

**Eligible Infrastructure Improvements:** Only those improvements identified in an approved School Travel Plan will be eligible for funding. (Note: For each application, improvements should be in a single location or along one continuous route traveled by students to school and located within 2 miles of a participating school.)

### **Engineering:**

#### Sidewalk Improvements

- New Sidewalk
- Sidewalk Gap Closure
- Sidewalk Widening
- Sidewalk repair/replacement
- Sidewalk Curb
- Sidewalk Curb Ramp

#### Traffic Calming/Speed Reduction

- Roundabout
- Bulb-out or curb extension
- Speed Bump/Hump/Table
- Lane Reductions
- Raised Intersection or Crossing
- Pedestrian Refuge
- Narrowed Traffic Lane/Choker

#### Pedestrian and Bicycle Crossing Improvements

- Crosswalks
- Median Refuge
- Raised Crossing/Intersection
- Sight Distance Improvements

#### Traffic Control Devices

- New/Upgraded Traffic Signal
- New Pavement Markings
- New Traffic Striping
- Driver Speed Feedback Sign (pole mounted)
- Bike Sensitive Signal Actuation Devices
- Pedestrian Signal Upgrades
- Pedestrian Countdown Signals

#### Traffic Diversion

- Full/Half Street Closure
- Traffic diversion away from school zone or designated route to school

#### On Street Bicycle Facilities

- New/Upgraded Bike Lane

- Widened Outside Lanes/Shoulders
- Geometric Improvements
- Traffic Signs
- Pavement Markings

Off Street Bicycle and Pedestrian Facilities

- Shared-use paths
- Separation of bicycles and pedestrians from traffic adjacent to school facilities

Secure Bicycle Parking Facilities (for students' bicycles)

- Bike Racks
- Covered Bike Shelter
- Bike Lockers

Within the sets of fundable infrastructure improvements for a proposed project, the following costs are reimbursable to selected applicants through the Safe Routes to School Program:

**Costs allowed for Infrastructure Projects:**

1. Scoping / Environmental Evaluation
2. Preliminary Engineering
3. Right of Way Acquisition (with limitations)
4. Construction
5. Construction Engineering

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

- The use of funds for projects that reorganize pick-up and drop-off primarily for the convenience of drivers and their passengers rather than to improve access for those walking or biking to school is not permitted.
- School bus safety programs and improvements to school bus stops are not eligible for this funding.
- Projects and activities that are not included as Strategies in an approved School Travel Plan are not eligible.
- Infrastructure improvements that primarily serve to connect schools to after-school facilities are not eligible.

- Projects and activities that routinely receive funding from other sources or that are considered routine accommodations, such as sidewalks constructed as part of new development, are not eligible for funding.

## **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 be distributed to a selection committee for review and scoring. The selection committee includes members from the SRTS Advisory Committee and is made up of VDOT personnel from the Transportation and Mobility Planning and Traffic Engineering divisions, VDOT District SRTS Coordinators, and staff from the Virginia Department of Education and the Virginia Department of Conservation and Recreation. 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 reduce child traffic injuries and fatalities
2. Potential to substantially increase the number of children walking and/or bicycling to school
3. Consultation and support for applications by school-based associations, local traffic engineers, local-elected officials, law enforcement agencies, parents and school officials
4. Demonstrated need for the program or project
5. Completeness of application including mapping and appropriateness of budget
6. Low cost solutions and capacity to accomplish the proposed program elements or projects

Special consideration will be given to:

- applications in support of Title 1 schools; and
- applications showing that applicants have administered the “Parent Survey” or similar survey measuring parent/guardian attitudes and included the findings in their School Travel Plan and application. (Instructions and surveys are available online from the National Center for Safe Routes to School website under Evaluation, [Parent Survey](#) and [Instructions](#).)

Proposals may be evaluated and selected for full or partial funding. Also, in keeping with FHWA recommendations, applicants will compete only with other applicants proposing activities at the same geographic or system scale, whether they are one school, multiple schools, region-wide or state-wide. Official notification of funding awards will be made by VDOT via email and U.S. mail.

## 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.
- **MPO TIP:** Safe Routes to Schools infrastructure project funds will be programmed in a Metropolitan Planning Organization's (MPO) Transportation Improvement Program (TIP), if applicable, and/or the Statewide Transportation Improvement Program (STIP).
- **MUTCD:** Signage, striping and pavement marking projects must follow standards in the Manual on Uniform Traffic Control Devices (MUTCD).
- **NEPA:** Although SRTS infrastructure projects often fall under categorical environmental exclusions that recognize construction of bicycle and pedestrian lanes, paths, and facilities as not involving significant environmental impacts, the process to first comply with the National Environmental Policy Act (NEPA) is a requirement of all projects. It is the responsibility of the award recipients to comply with NEPA and to coordinate environmental documentation with the VDOT District Program Manager.
- **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/project and incur costs for work performed until reimbursed. This includes directing the project with a timely bid letting.

- Sponsoring agencies will be required to submit a work program outlining program or project goals as part of the contract.

- SRTS infrastructure projects are administered in accordance with Federal-aid projects as described in the [Guide for Local Administration of VDOT Projects](#) (or the [Urban Construction Initiative \(UCI\) Guide](#) for UCI communities.)
- On-call contractor/consultant may be used, provided that the agreement between the sponsoring agency and the on-call is in accordance with Federal-aid project guidelines.
- **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 quarterly progress reports.
- The sponsoring agency will submit proper proof of payment to VDOT for reimbursement.
- All funding recipients are required to meet the evaluation requirements of the program. This includes conducting some form of evaluation, such as before-and-after Parent Surveys. This can be initiated during the School Travel Plan process or prior to an application. Instructions and surveys are available online from the National Center for Safe Routes to School website under Evaluation, [Parent Survey](#) and [Instructions](#) for surveys.
- The Sponsoring Agency will be Virginia SRTS Program’s point of contact should the application be selected. The Sponsoring Agency will also have responsibility for maintenance.
- A final progress report including all deliverables is required at the end of the “period of performance”.
- Final dates for implementation will be established once the funds are authorized and will become part of the project or program agreement. Failure to make substantial progress on the identified milestones by the agreed upon date could result in the termination of the funding. Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement.
- SRTS infrastructure projects must be completed within three years of the authorization date.

**What is the “Policy for Integrating Bicycle and Pedestrian Accommodations”?**

Adopted in 2004, the Virginia Department of Transportation (VDOT) will initiate all highway construction projects with the presumption that the projects shall accommodate bicycling and walking. A link to the VDOT policy has been included in the list of [resources](#) at the end of these guidelines.

**What are the Secondary Streets Acceptance Requirements for new subdivisions in counties with streets maintained by VDOT?**

The Secondary Street Acceptance Requirements (SSAR) are the rules that govern the development of subdivision streets for acceptance by the Virginia Department of Transportation (VDOT) for perpetual public maintenance. Some rules apply to new subdivision streets in the vicinity of schools. A link to SSAR guidance and implementation has been included in the list of [resources](#) at the end of these guidelines.

## OVERVIEW OF PROGRAM & PROJECT AUTHORIZATION PROCESS

The table below contains a brief summary of the application process and notification of funding awards (Pre-Authorization) and the procedures involved in executing an agreement and performing work under the agreement after a Notice to Proceed letter has been executed (Post Authorization).

<b>INFRASTRUCTURE PROJECT</b>
Prepare School Travel Plan
Submit School Travel Plan to SRTS Coordinator for approval
<b>PRE-AUTHORIZATION</b>
Complete application package and submit
Site visit by VDOT SRTS to determine eligibility
Review and scoring by SRTS Advisory Committee
Award recommendations sent to VDOT Commissioner and Secretary of Transportation for approval
Recipients notified of SRTS Program funding award
VA SRTS Coordinator requests inclusion of projects in STIP/TIP
VDOT Programming Division initiates federal authorization
Agreement between VDOT and Funding Award Recipient prepared and executed
Funding Award Recipient receives a “ <b>Notice to Proceed</b> ” letter from VDOT and can begin to incur costs in accordance with Agreement
<b>POST AUTHORIZATION</b>
Initiate procurement of consultant service, if needed
Submit environmental documents for VDOT approval
Prepare construction documents and site plans
Submit construction documents for VDOT approval
Project let by competitive bid process
Obtain all necessary permits
Authorization to proceed with construction
Submit invoices to VDOT for reimbursement quarterly
Submit quarterly progress reports to VDOT SRTS Coordinator
Work completed
Program audited by VDOT and closed

## APPLICATION SCHEDULE

March 25<sup>th</sup> 2011 (5:00PM) – Final date to submit School Travel Plan to the VDOT SRTS Coordinator for optional **Preliminary Review** and comment

April 29<sup>th</sup> (5:00PM) – Deadline for submittal of final School Travel Plans to be eligible to apply for the 2011 SRTS funding cycle.

June 3<sup>rd</sup> (5:00PM) – Deadline for Applications (Instructions to follow)

June/July 2011 – VDOT conducts review of School Travel Plans and initial screening of applications and to ensure eligibility and compliance with all requirements. SRTS Coordinator or VDOT District SRTS Coordinator performs site visits of projects.

July/August 2011 – VDOT SRTS Advisory Committee reviews and ranks applications and makes recommendations to VDOT Commissioner and Secretary of Transportation.

September 2011 – VDOT notifies selected funding recipients.

October 2011 – VDOT sends draft agreements to sponsors for signatures.

## CONTACT INFORMATION

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

## RESOURCES

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

VDOT Policy for Integrating Bicycle and Pedestrian Accommodations - [http://www.virginiadot.org/programs/resources/bike\\_ped\\_policy.pdf](http://www.virginiadot.org/programs/resources/bike_ped_policy.pdf)

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

Guide to Local Administration of VDOT Projects – [http://www.virginiadot.org/business/resources/LAP\\_Guide.pdf](http://www.virginiadot.org/business/resources/LAP_Guide.pdf)

Urban Construction Initiative - [http://www.virginiadot.org/business/resources/local\\_assistance/UCI/UCI\\_Guide\\_Update\\_09\\_final.pdf](http://www.virginiadot.org/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf)

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

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

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

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

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

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

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

Bikes Belong Coalition - <http://bikesbelong.org>

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

Federal Highway Administration Bicycle and Pedestrian Program - [www.fhwa.dot.gov/environment/bikeped/](http://www.fhwa.dot.gov/environment/bikeped/)

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

iWALK: International Walk to School in the USA – <http://www.walktoschool.org/>

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

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

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