

SafeRoutes

Vermont Safe Routes to School



2010 Vermont Safe Routes to School Infrastructure Program and Program Guide and Application

Application Deadline:
Post Marked or Delivered by: **12:00 PM, May 14, 2010**

TABLE OF CONTENTS

BEFORE YOU BEGIN.....	2
Checklist	
Tips	
Typical Project Development Timeline	
INTRODUCTION.....	4
Eligible Applicants	
SAFE ROUTES INFRASTRUCTURE PROGRAM GUIDE	
I. ELIGIBLE PROJECTS	4
General	
Project Categories and Funding Cap	
II. APPLICATION PROCESS.....	6
Application Requirements	
Attendance at Pre-application Workshop	
Notice of Intent	
Technical Assistance	
Guidance on Project Costs	
III. PROJECT DEVELOPMENT.....	7
Local Management of Project	
Use of Engineers under VTrans SRTS Contract	
Environmental Clearance and Permits	
Right of Way Acquisition	
Design Standards	
Reimbursements	
Funding Strategies	
Post-Completion Responsibility	
IV. PROJECT SELECTION.....	9
The Selection Process	
Selection Criteria	
Selection Committee	
Submission Requirements	
V. 2010 SAFE ROUTES STATEWIDE INFRASTRUCTURE PROGRAM APPLICATION...12	
Appendix A – Bike/Ped Feasibility Study Outline.....	15
Appendix B – School Travel Plan Outline.....	16

BEFORE YOU BEGIN

CHECKLIST

___ Read the entire 2010 Vermont Safe Routes to School Infrastructure Program Guide and Application.

___ Notice of Intent – March 15, 2009, please describe the project for which you plan to apply and indicate if you have completed your travel plan and other requirements. Identify if you want Technical Assistance with developing a cost estimate and general expectation of project.

___ Attend one VIT workshop – April 5 from 7:15pm to 9:15pm or April 6 from 9:15am to 10:45am

___ Applications due date May 14, 2010

TIPS FOR A SUCCESSFUL PROJECT AND APPLICATION

- ▶ This is a reimbursement program: you have to pay project expenses up front and VTrans reimburses you for eligible costs up to your award.
- ▶ Because this is a federally-funded program, to avoid risking loss of funding the steps of the project development process (which may take a long time) must be followed **in order**.
- ▶ Environmental and other regulatory requirements must be met for all projects.
- ▶ The right-of-way process must be followed for all projects that receive a grant.
- ▶ School and Municipal Government need to be supportive of the application request. The community should be involved in discussing the project so you do not get complaints after projects are built.
- ▶ Discuss with the town government the intent of your application and request comments to determine if anyone objects to the project.
- ▶ The School and Municipality must work together on all steps of the project.
- ▶ Review the Application Requirements on page 11.

If you have any questions about the above, please contact the Safe Routes to School Coordinator, Aimee Pope for clarification at aimee.pope@state.vt.us, 828-5799, VTrans-LTF, 1 National Life Drive, Montpelier, VT 05633-5001

The project development process takes much longer than most people expect. Below is a simple but realistic project development timeline you should consider

A TYPICAL PROJECT DEVELOPMENT TIMELINE

Project Award	month 1
Cooperative Agreement	month 2-3
Hire Local Project Manager if not using town employee	month 3-5
Conceptual Plans and approval by VTrans	month 5-7
Public Meetings	month 7-8
Categorical Exclusion	month 7-9
Right-of-Way Review and Negotiations	month 10- 16
Final Plans –	month 17-19
Utilities and Permits clearance	month 19-20
Plans Specifications & Estimates Development and Review	month 20-22
Authorization from Federal Highway Administration to go to Construction	month 22-24
Construction	month 24-36

INTRODUCTION

This program booklet is a guide to the 2010 Vermont Agency of Transportation's (VTrans) Safe Routes to School Program (SRTS). The SRTS program is located in the Local Transportation Facilities Section (LTF) of the Program Development Division. The Federal Highway Administration (FHWA) provides 100% of the funding for this program. In this round of funding, approximately \$1 million dollars will be allocated to participating SRTS schools/communities for technical assistance, planning, design and construction of infrastructure projects with a goal of removing barriers that deter students from walking and bicycling to school in Vermont. Projects must be "in the vicinity of schools" which is defined as the area within bicycling and walking distance of the school (approximately 2 miles).

Eligible Applicants

To be eligible to receive funding under this program, the project must provide improved access to a school that participated in the 2006, 2008, or 2009 non-infrastructure phase of the Vermont Safe Routes to School program; or must provide improved access to a school that participated in the 2004-2006 Chittenden County MPO SRTS pilot program. In addition, schools and municipalities that were not in the program but can prove they have completed a current school travel plan ((refer to Appendix B for an outline of School Travel Plan contents) as required by our program, recently provided the *WalkSmart/BikeSmart* and *BikeSmart-On-Bike* Vermont Curriculum to appropriate students in their school, recently conducted two events (bike rodeos or walk to school day), and evaluated their Safe Routes to School program will be eligible to apply.

Applicants must be the public entity (school or municipality) for which the project will be constructed. For example, for bike parking or walkways on a school site, the school would be the applicant. For a sidewalk on a town or state highway, the town would be the applicant.

This guide explains what activities are eligible for funding and how these activities are nominated, selected and funded. This guide is broken into two sections – Infrastructure Program Guidance, and a corresponding application for funding. **Information contained in this guide is supplemented by the Local Transportation Facilities Guidebook.** The Guidebook is available via the web at: <http://www.aot.state.vt.us/progdev/Sections/LTF/LTFGuidebook/LocalTransportationFacilitiesGuidebook.htm>

I. ELIGIBLE PROJECTS

General

Infrastructure funding is intended to assist in the development of bicycle and pedestrian facilities (e.g., sidewalks, shared-use paths, on-road bike facilities (bike lanes, shoulders), school zone signs, marked crosswalks) that will address barriers facing students who would like to walk or ride bicycles to school. This includes activities that enhance the transportation system through the building and improvement of existing facilities to make them safer and more usable for pedestrians and bicyclists. Projects based solely on the maintenance or repair of existing facilities (e.g., repaving or rehabilitation of sidewalks and shared-use paths, improvements to school buildings) are not eligible for funding assistance through this program.

Upgrades or expansions of existing facilities may, however, qualify for funding assistance if the proposed work is clearly shown to be beyond the scope of routine maintenance and repairs to the facility. Applications may include small-scale improvements such as the addition of bike racks, improved crossings and signs as well as other construction-based improvements. Projects should

focus on the elimination of barriers to bicycling and walking and implementation of a continuous network of bicycle and pedestrian facilities that provide access to and from schools. Applications that include the following will be considered favorably:

- Identification of safety hazards
- Potential to reduce child injuries and fatalities
- Potential to create a safer walking and bicycling built environment for student travel to schools
- Potential to encourage walking and bicycling among students
- Number of child pedestrians or bicyclists anticipated to use routes
- Community support for application

Eligible infrastructure projects include the planning, design, and construction of infrastructure projects that will substantially improve the ability of students to walk and bicycle to school, including:

- Sidewalk improvements
- Traffic calming and speed reduction improvements
- Pedestrian and bicycle crossing improvements
- On-road bicycle facilities (bike lanes, paved shoulders)
- Off-road bicycle and pedestrian facilities (shared use paths, rail trails)
- Secure bicycle parking facilities

Planning includes the development of a feasibility study for more complex projects of any type listed above.

Improvements on the school site itself will be considered. However, please note that the guidance from the Federal Highway Administration for this program states that “projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access is not permitted.”

Project Categories and Funding Cap

There are three categories of infrastructure projects that will be considered. They all must meet the general requirements stated above.

Feasibility Studies – Should follow the outline and format for feasibility studies that were developed for both the VTrans Bike/Ped and Transportation Enhancement projects (see Appendix A). These studies would be required for major infrastructure projects that involve the need to acquire additional right of way, have utility conflicts, potential environmental impacts and will require detailed engineering. Examples would be a study of a shared-use path to a school or a school site pedestrian circulation study.

Small Scale (VTrans Managed) – Projects in this category would be limited to small-scale improvements such as simple striping, sign installation or small-scale projects such as bike racks, bulbouts or short segments of sidewalk within the existing right of way that will link a missing segment of sidewalk. Eligible signs include but are not limited to school speed zone signs, school crosswalks, upgrades to existing signs, and radar speed feedback signs. The project must be within existing state or local highway right of way, have no utility conflicts, and no installation of sub-surface drainage.

Large Scale (Locally Managed Projects) – These projects consist of sidewalk projects longer than 200 feet or shared-use paths on their own independent alignment. These projects will be those that have a completed and accepted feasibility study and will need detailed engineering plans

Applicants may apply for one or more of these categories, **however, there is a funding award limit of \$250,000 total for any one applicant.**

II. APPLICATION PROCESS

Application Requirements

To be eligible for consideration, projects **must** include the following:

1. A complete project application that contains all supporting materials as outlined in this guide.
2. For locally managed projects, a letter of support from the appropriate local entity (school or town) that includes a written acknowledgement of procuring, managing and future maintenance responsibility. If the application includes facilities on both town and school property, **both must** provide letters.
3. Major projects that have a completed and approved project Feasibility Study or equivalent type of study that identifies project purpose and need, environmental and cultural impacts, right of way and utility issues and preliminary project cost estimate. (Refer to Appendix A for an outline of a feasibility study)
4. A project identified in the School Travel Plan (refer to Appendix B for an outline of School Travel Plan contents).

Attendance at Pre-application Workshop

To ensure that project applicants fully understand the type of projects that can be applied for and that they understand the project development process, all applicants should attend at least one pre-application workshop presented by VTrans. Only one member of a community needs to attend the meeting, however, it must be someone who has official capacity for the anticipated applicant(s) (e.g., selectboard member, planning commission member, town manager, school principal, school board chair, etc.). **The pre-application Workshops are scheduled for April 5 from 7:15pm to 9:15pm or April 6 from 9:15am to 10:45am** at all Interactive TV sites. More information about VIT sites, including directions, can be found at <http://www.vitlink.org/HTML/Locations.htm>.

Notice Of Intent

A letter of intent must be submitted to VTrans to obtain authorization for submitting an application.

Send the letter to:

Aimee Pope, Safe Routes to School Coordinator
VT Agency of Transportation
Local Transportation Facilities
1 National Life Drive
Montpelier, VT 05633-5001

The letter should include the following: location, general description of the project, how and what number of students it will benefit at the school, and what governing bodies have been involved in the development of the project. A copy of the letter should be sent to the municipal/school government and Regional Planning Commission. In the letter of intent you should identify if you would like some technical assistance (see below) to develop your project and budget more clearly.

Technical Assistance

This service will be provided by one of the engineers VTrans has on retainer contract. The assistance will consist of the engineer reviewing the current travel plan; meeting on site with SRTS Team and Town Government Employee; identifying alternatives to consider overcoming barriers to children walking or biking to school identified in the travel plan; outlining right-of-way (ROW) issues including how current property owners appear to use ROW (e.g., parking or landscaping in ROW), and the types of ROW potentially needed (i.e., temporary construction easements, permanent); providing cost estimates for construction and more detailed engineering for the alternatives and showing how these

estimates were developed; listing potential issues and permits that could increase cost or timeline of project (i.e., permit to work in state right of way, utility negotiations, rail road agreements, special provisions, environmental issues including natural, cultural and historic); and developing a report outlining the above in 2-5 pages. This is not to be confused with a feasibility study; this is general technical assistance.

Guidance on Project Costs

Based on past experience with the development of bicycle and pedestrian projects, VTrans has developed guidance on what communities can expect in the way of project costs for feasibility studies as well as typical sidewalk and shared-use path facilities. For detailed information, please refer to the VTrans Report on Shared Use Path and Sidewalk Unit Costs dated 2/10/06 which can be found on the VTrans web site at <http://tinyurl.com/22hf8o>. The cost of feasibility studies for more complex projects generally fall in the range of \$15,000 to \$25,000 depending on the extent and complexity of the project. As applicants develop estimated project costs, they are encouraged to contact VTrans with any questions or for additional assistance.

III. PROJECT DEVELOPMENT

Locally Managed Projects

One of the main objectives of programs within the Local Transportation Facilities Section of VTrans is to put as much of the decision making process and responsibility for project development into the hands of the project sponsor. To this end, project sponsors must assume management responsibility of the project. A benefit of the municipally managed project is that it can expedite the process by eliminating some of the formalities required by a VTrans managed project. However, applicants will need to be in regular contact with VTrans with permission received to proceed at various points in the project development process. VTrans will continue to play a supporting role and supply additional guidance and information any time help is needed. For additional information, please refer to the Local Transportation Facilities Guidebook. Project sponsors must identify a local point person who will be the Local Project Manager. Project sponsors may use an existing staff person to perform this role or they may hire their local Regional Planning Commission, a firm or individual to assist them. These costs (either for existing staff or contracted services) are eligible to be reimbursed, but they count towards the total value of the project.

Use of Engineers under VTrans Safe Routes to School Contract

The VTrans Safe Routes to School program has several engineering firms with the expertise to plan, permit and design bicycle and pedestrian facilities. Once a project has been selected, if your community chooses, one of these engineers will be assigned to your project and a specific scope of services related to the project will be developed. The project sponsor will be primarily responsible for working directly with the consultant during the development of the project. The cost of the preliminary engineering should be factored into the overall project cost for which you apply. Alternatively, communities may use existing engineering staff to develop project plans. If the project sponsor wishes to hire an engineer on their own, federal and state procurement practices and the time it requires for selection and contracting must be included in the project schedule. Communities can be reimbursed for this work or absorb this cost so that more of the funds go to cover construction costs.

Environmental Clearance and Permits

All projects **will require** an environmental clearance document as part of the engineering phase of work. This document is usually a “categorical exclusion,” but may be an “environmental assessment” or “environmental impact statement.” The project sponsor, with the assistance of the engineer mentioned above and the VTrans Environmental section, is responsible for obtaining the environmental clearance documents and should take this into account as a project cost. It is also the responsibility of the project applicant to secure all necessary permits to design and implement the project. These may involve the State Agency of Natural Resources, the Army Corp of Engineers, the District Environmental Commissions, the Agency of Transportation, the VT Division for Historic Preservation, the Federal Highway Administration and also local governments.

Right-of-Way (ROW) Acquisition

To a large extent, the viability of a particular project depends on whether landowners are supportive of allowing the facility on their property. Consequently, all landowners should be contacted during the preliminary planning stages so their concerns can be heard and, if necessary, adjustments made in the proposed alignment. For major projects, this would take place during the development of the feasibility study. To qualify for reimbursement, it is necessary to complete any actual transfer of privately-owned property or easement **after** a selected project receives environmental clearance and approval to proceed has been received from the Federal Highway Administration. Any right of way to be acquired must be done in compliance with the policy set forth under the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Property acquired before environmental clearance is granted **will not** be eligible for reimbursement. (For more information, refer to the Local Transportation Facilities Guidebook.) For projects within the state highway ROW, project sponsors are required to coordinate with the local District Transportation Administrator and will be required to receive an access permit from VTrans.

Design Standards

Projects must be designed in accordance with the American Association of State Highway Transportation Officials (AASHTO); the Manual on Uniform Traffic Control Devices (MUTCD); the Americans with Disabilities Act (ADA) Accessibility Standards; the VT Pedestrian & Bicycle Facilities Planning and Design Manual; and all other applicable state and federal statutes, standards, specifications and guidelines. Copies of the applicable design guidances are available upon request.

Reimbursements

For all locally managed projects, project sponsors will be expected to receive bills from consultants and contractors for work done and then provide invoices to VTrans for reimbursement for the portion that is eligible for federal funding under this program. The exception to this is the cost of the engineers on retainer, who will be paid directly by VTrans. One hundred percent (100%) of the federally eligible project costs will be paid for with federal transportation funds.

Funding Strategies

Under the FHWA guidance for the Safe Routes to School program, a local match for projects is not required. However, there is nothing that precludes a community from leveraging SRTS funds with other funding sources. For example, a Town may have money set aside in a local sidewalk budget. That funding may be used in addition to the Safe Routes funds to construct a larger sidewalk project than would be possible using the SRTS funds alone. Or a project sponsor could use another funding source to design the project and use the SRTS funds just for construction.

Post-Completion Responsibility

All applicants must formally agree to accept responsibility for operations and maintenance of the facility once it has been constructed. The facility must be adequately maintained, including snow removal, in perpetuity. It is important that you inform the public of the intent of the project and get buy in with the changes you hope to make.

IV. PROJECT SELECTION

The Selection Process

Each applicant may submit one application subject to the funding limitations previously outlined. From the list of eligible projects, the project selection committee will develop a short list of projects. The selection committee may schedule and conduct site visits with the project sponsors and local Safe Routes to School team members. After conducting the project site visits the selection committee will recommend to the Vermont Secretary of Transportation funding for approximately \$1 million of selected projects. The selection process will be based on the thoroughness and strength of the information provided in the project application and supporting materials, responses to the selection criteria and an assessment of project feasibility. Successful applicants will be notified by July 2010.

Selection Criteria

Projects will be judged on their ability to meet the following selection criteria depending on the type of project for which you are applying. The three types of projects are:

- Feasibility Study**
- Small Scale (Managed by VTrans)**
- Large Scale (Locally Managed Projects)**

Small Scale (40 points)

- A. How does the project address a walking/bicycling barrier identified in the School Travel Plan? – 35 pts.** Describe the existing conditions that will be changed by implementation of the proposed improvement. Please be as specific as possible, citing roadway widths, traffic volumes, crash data or anything else that will demonstrate why the project is needed.
- B. Is the school located in any of Vermont’s designated downtowns, village centers or Growth Centers? – 5 pts.** In consideration of 24 VSA §2794, is the school within the boundary of one of these designated areas? Yes/No .

H.

Did you attend the Pre-Application Workshop? ___Yes___No

Does the application answer all questions with appropriate sign offs? ___Yes___No

Feasibility (80 points)

- A. How does the project address a walking/bicycling barrier identified in the School Travel Plan? – 35 pts.** Describe the existing conditions that will be changed by implementation of the proposed improvement. Please be as specific as possible, citing roadway widths, traffic volumes, crash data or anything else that will demonstrate why the project is needed.
- B. What proportion of students are anticipated to use the proposed facility for walking or bicycling to school? – 15 pts.** Please identify the number of students that would benefit from the project. Where is the proposed improvement in relation to the school site and residential areas where students live?
- C. Is the project supported by a realistic budget that recognizes additional unexpected costs? – 15 pts.** Are the overall costs reasonable compared with average costs for similar

types of projects? Are all costs, such as engineering, permitting, project management and project oversight included in the total cost? Will the project make use of funds other than SR2S funds and to what degree are those funds committed to the project?

F. Does the project enjoy strong community support? – 15 pts. Does the School Travel Plan give priority to this improvement? Are letters of support included to indicate broad support for the proposed improvement? Did you have a public meeting and was there any opposition to your planned project? How does your community currently support other pedestrian and biking facilities?

H.

Did you attend the Pre-Application Workshop? ____Yes____No

Does the application answer all questions with appropriate sign offs? ____Yes____No

Large Scale (100pts)

A. How does the project address a walking/bicycling barrier identified in the School Travel Plan? – 35 pts. Describe the existing conditions that will be changed by implementation of the proposed improvement. Please be as specific as possible, citing roadway widths, traffic volumes, crash data or anything else that will demonstrate why the project is needed.

B. What proportion of students are anticipated to use the proposed facility for walking or bicycling to school? – 15 pts. Please quantify the extent that the proposed facility would be used. Where is the proposed improvement in relation to the school site and residential areas where students live?

C. Describe how the project is supported by a realistic budget and how your community will deal with additional unexpected costs. – 15 pts. Are the overall costs reasonable compared with average costs for similar types of projects? Are all costs, such as engineering, permitting, project management and project oversight, included in the total cost? Will the project make use of funds other than SRTS funds and to what degree are those funds committed to the project?

D. How does the project enjoy strong community support? – 15 pts. Does the School Travel Plan give priority to this improvement? Are letters of support included to indicate broad support for the proposed improvement? Did you have a public meeting and was there any opposition to your planned project? How does your community currently support other pedestrian and biking facilities?

E. How does the project link to any existing network(s) of bicycle and pedestrian facilities or trails? – 10 pts. Projects that will initiate a bicycle and/or pedestrian network are encouraged, however, if the proposed improvement is part of a larger existing network, please indicate how it will complement that network.

F. Is the school located in any of Vermont's designated downtowns, village centers or Growth Centers? – 5 pts. In consideration of 24 VSA §2794, is the school within the boundary of one of these designated areas? Yes/No

G. To what extent will the project serve the broader community? – 5 pts. Does it provide increased safety and access among other local activity centers such as retail areas or other municipal facilities? Describe how the proposed improvement will serve users other than school students. What other activity centers or destinations will be served by the proposed improvement?

H.

Did you attend the Pre-Application Workshop? ____Yes____No

Does the application answer all questions with appropriate sign offs? ____Yes____No

Selection Committee

The Selection Committee will consist of the VTtrans Safe Routes to School Coordinator and Bicycle and Pedestrian Program Manager reviewing all applications and making a recommendation to the Vermont Safe Routes to School Task Force. The Task Force is charged with the final selection of applications and recommends to the Secretary of Transportation projects to be funded.

Submission Requirements

To the extent practical, all materials should be submitted on 8 ½" by 11" (excluding maps) recycled/recyclable paper and photocopied two-sided to minimize use of resources. Twin pocket portfolios, stapling, or other simple, re-usable binding methods are recommended.

A complete application will include the items below. This checklist will help you to be sure you have a complete application:

- Cover letter – providing an executive summary of your application
- Community contact information for applicant
- Answers to application questions related to the project category for which you are applying
- Project budget
- Answers to additional questions
- School Travel Plan
- Required letters of support (Local Government and School)
- Optional letters of support

Applications must be in the same order as outlined above and in the previous pages. Please copy applications 2-sided to the extent feasible and use simple binding such as staples to reduce waste.

Incomplete applications will not be accepted or considered for funding.

Completed application packages must be received or postmarked by May 14, 2010

No application received past this deadline will be considered.

Please note that emailed or faxed applications will not be accepted.

Submit **three (3) copies** of the application and all supporting materials to:

Aimee Pope, Safe Routes to School Coordinator
VT Agency of Transportation
Local Transportation Facilities
1 National Life Drive
Montpelier, VT 05633-5001

Phone: (802) 828-5799

E-mail: aimee.pope@state.vt.us

Copies of this application and guidebook are also available on the web at: <http://tinyurl.com/38fr24>

V. 2010 SAFE ROUTES STATEWIDE INFRASTRUCTURE PROGRAM APPLICATION

Vermont Agency of Transportation
2010 Safe Routes to School
Infrastructure Program Application
Application Submission Deadline: 12:00 P.M. May 14, 2010

1. **Project Title:** _____

2. **Town Name:** _____

3. **School Name:** _____

4. **Project Contact:** _____

Name: _____

Mailing Address: _____

Town & Zip Code: _____

E-mail Address: _____

Phone#: _____ Fax #: _____

5. **Project Category (please check all that apply):**

<input type="checkbox"/> Feasibility Study	Cost \$ _____
<input type="checkbox"/> Small Scale - VTrans Managed	Cost \$ _____
<input type="checkbox"/> Large Scale - Locally Managed Project	Cost \$ _____

(requires feasibility study and engineer’s cost estimate or equivalent be complete)

Total Cost \$ _____

(Note: Total Cost Cannot Exceed \$250,000 in Federal SRTS funds)

6. **Do you plan to use one of the engineering firms on retainer with VTrans?**

Yes

If NO – select from the following

Will Procure Engineering Services

Municipal – must provide qualifications and procured property to be eligible for reimbursement

7. Project Description: On a maximum of one side (per project category) of an 8 1/2 x 11 piece of paper, please give a brief description of each of the projects identified above. For linear projects such as sidewalks or shared use paths, please list the total length of the project and surface type (i.e., paved, concrete, etc.) in the description. Present each project in a clear and concise fashion and include information relevant to project need and purpose. Explain the level of effort already completed on the project, and the anticipated benefits and public use of the project, people impacted and maintenance responsibility (if applicable).

8. Project Location: On a separate sheet, include a map(s) of the project area. If the School Travel Plan includes a map that identifies the project, please indicate so. Color photos are useful but not required.

9. If applying for a small scale – VTrans Managed project, please select all of the following that apply:

- Traffic signs
- Roadway markings
- School assembly sign package only
- Radar feedback sign – **(must include speed study and location)**
- Marked crosswalks
- Small sidewalk - infill

10. Address Selection Criteria based on type of project: Address each of the selection criteria outlined on pages 9-10 of the attached Safe Routes Infrastructure Program Guide. Please refer to sections of your School Travel Plan as appropriate. If applying for more than one project type (e.g., feasibility study and a small scale project), you will need to send in two different applications by addressing selection criteria separately for each project. **Do not** exceed 2 pages per project to address all the criteria.

11. Feasibility Study or Equivalent Effort: If applying for a large scale project, please attach copies of the applicable report(s) and **all** supporting materials.

12. Detailed Project Costs for each project category selected in #5 (copy this table as necessary):

Project Name: _____
(e.g., Bike parking at school, Sidewalk feasibility study, etc.)

Project Activity	Safe Routes funds requested	Other funds	Total Activity Cost
<i>Preliminary Engineering(PE)</i> (Costs associated with planning, engineering/design, survey, permitting, public input and coordination) – Typically between 10% and 30% of the Construction Cost			
<i>Right of Way (ROW)</i> (Includes cost of appraisal, land acquisition and associated legal fees.)			
<i>Construction</i> (Construction and contingency)			
<i>Construction Inspection</i>			
<i>Administration</i> (Cost associated with municipal oversight of the project, estimated to be a minimum of 10% of total PE, ROW and Construction phases.)			
<i>Other (Please explain)</i>			
Total			

13. List anticipated sources of leveraging funds (if any): _____

14. What other state or federal money have you applied for regarding this project?

15. Will you accept an award less than you applied for? Yes _____ No _____

(If you checked yes, please document for which part of the project you would accept partial funding and be certain to breakout the costs associated with that part or segment. If this instruction is not followed, partial awards will not be made.)

16. **Letters of Support:** Does your local Selectboard, School Board and Regional Planning Commission support this project? (Please include letters of support from the municipality, the school, and Regional Planning Commission impacted by this project. The letter(s) from the municipality and/or school board **must** acknowledge requirement for maintenance responsibility for the facility after construction. Municipality **must** acknowledge they will be reimbursed for expenses up to the awarded amount). Additional letters of support may be submitted.

_____ Yes _____ No

17. **School Travel Plan:** Please attach copies of the School Travel Plan.

**Appendix A:
VTrans Recommended Outline for Bicycle & Pedestrian Facility Feasibility Study or
Equivalent Type Study**

- I. PURPOSE AND NEED OF THE PROJECT – Identify goals and objectives, provide description of existing conditions (how do they hinder the goals?).
 - II. CONCEPTUAL ALIGNMENT –Identify the project area and project alignment. What other alignments were considered? How was the selected alternative chosen?
 - III. RIGHT OF WAY – Identify each landowner and assess their level of interest in the project.
 - IV. UTILITY IMPACTS – What existing underground and/or overhead utilities are in the project area? How will they be impacted by the proposed project?
 - V. NATURAL AND CULTURAL RESOURCES – Identify problems and possible solutions and necessary permits. Please include resource maps indicating identified resources and the relationship to the preferred alternative. Develop a resource impact matrix for inclusion in the final report.
 - A. Natural Resources
 1. Wetlands
 2. Lakes/Ponds/Streams/Rivers
 3. Floodplains
 4. Endangered Species
 5. Flora/Fauna
 6. Stormwater
 7. Hazardous Wastes
 8. Forest Land
 - B. Cultural Resources
 1. Historic
 2. Archaeological
 3. Architectural
 4. Public Lands
 5. Agricultural Lands
- (NOTE: It is expected that historic and archaeological resources will be reviewed by qualified experts in those fields.)
- VI. PRELIMINARY PROJECT COST ESTIMATE – Including preliminary engineering, right-of-way acquisition and construction costs.
 - VII. PUBLIC INVOLVEMENT – Document the extent to which the public supports the project and identify any potential problems.
 - VIII. PROJECT TIME LINE – Given the nature of the project, what is your best estimate of the time it will take to scope, design and construct the project?
 - IX. VIABILITY – Why should VTrans consider this project proposal? Is the project responsive to a community need and is the public good served by spending local, state and federal dollars on this alignment? Are there other considerations that should be made before this project is advanced?

Appendix B: School Travel Plan Outline

The School Travel Plan must include the following elements:

1. Identification of individuals and organizations involved in the local SRTS Team
2. An assessment of the current levels of walking and biking
3. An identification of the physical and cultural barriers that students face
4. An outline of what steps will be taken to overcome these barriers
5. A timeline for implementation and identification of who will take the lead for each step