

Nevada Department of Transportation

Safe Routes to School Program Application Instructions

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Nevada Department of Transportation Safe Routes to School Program Application Instructions

The following pages provide instructions for applying for the NDOT's Safe Routes to School (SRTS) Program.

Please answer all questions. Additional information you believe that will more fully explain and support your proposed project or activity is welcomed.

All information and supporting documentation must be on reproducible paper either 8 ½"x 11" or 11"x 17".

Applications must follow the same order and provide the requested information as required in these instructions. Submit one reproducible copy of your completed application to:

Bill Story, SRTS Coordinator
Nevada Department of Transportation
1263 South Stewart St.
Carson City, NV 89712

Application Deadline Is ~~January 16, 2009~~ **February 20, 2009** (extended on Dec 19, 2008), by 5:00 pm PST.

NDOT welcomes all inquires, if you have any questions or comments about the SRTS program or the application process, please contact Bill Story at wstory@dot.state.nv.us or (775) 888-7357.

The Nevada Bicycle Advisory Board will meet to evaluate, rank, and make recommendations to the NDOT Director on proposed projects. If you are not selected in this funding cycle you are encouraged to apply during the next funding cycle.

Safe Routes to School Program Application Instructions

1. Project Name

Provide the name of your project. This name will be used to identify the project; it should reflect the project scope or purpose.

2. Project Location

Fully describe the location of your project along with an 8 ½"x 11" or 11"x 17" map. Show exact locations of proposed construction (if applicable).

3. Project Contact - Group/Agency

Provide the name of group or agency requesting the Safe Routes to School project. Include name, address and telephone number.

4. Project Contact - Individual

Provide the name, address, telephone number and e-mail of the person who is directing this project for number 3 (above).

5. Project Sponsor

Provide the name of the governmental agency or School District sponsoring the project. Your project must be sponsored by a government entity (e.g., County Commission, City Government, Bureau of Indian Affairs, School District, etc.).

Metropolitan Planning Organization (MPO) Coordination.

Projects must be coordinated with the local MPO prior to submitting to NDOT. If your project is within Clark County, Washoe County, Carson City, or the Lake Tahoe Basin you will need to contact your local MPO office. If you are unsure if your project is within the MPO jurisdiction, contact the State Safe Routes to School Coordinator.

6. Project Sponsor Contact

Provide the name, address, telephone number, and e-mail of the contact person at the governmental entity sponsoring the project.

7. School Assessment Team Members

Provide the names, addresses, telephone numbers and e-mails of this Safe Route to School funding request's planning development team. Safe Routes to School funding requests should be based on input from the following local disciplines:

- a. Public Works
- b. School District
- c. School Administration
- d. Walking and Bicycling Advocacy
- e. Parents (especially PTA representatives)
- f. Health Department
- g. Air Quality Agency
- h. Safety Organization

- i. Law Enforcement (safety officer, School Dist. Police, local Police/Sheriff)
- j. Fire Department
- k. Adjoining Neighborhood residents
- l. City, County and State Transportation agencies, as applicable.

8. Which Category Does This Project Fall Within?

Identify which project category you believe your project is in: Infrastructure or Non-infrastructure or both.

9. Project Amount Requested

Provide the total amount of SRTS funding requested. Please specify by infrastructure or non-infrastructure.

10. Total Project Cost

Provide the total cost of project if additional funding is used. Matching funding is not required for the SRTS program, however, if contributing funding is being used, please provide the amount of the funding and the source(s).

11. Project Cost Estimate

Provide a detailed copy of the estimate and who prepared it. The cost estimate is very important. If your project receives funding, the maximum amount funded will be based on your cost estimate. If costs exceed the estimate, the sponsor will be responsible for covering the additional costs. Due to the high costs for the acquisition of rights of way, as well as utility work, other funding sources should be considered for these items.

12. Project Description

Fully describe your project. Please supplement your descriptions of what is planned by including typical sections, layouts, site plans, drawings, sketches, photographs, crash data, traffic counts, surveys, audits, etc. These supplements will be very helpful in evaluating the project.

- a. Describe how the project:
 - i. will help enable and encourage students to walk and bicycle to school
 - ii. would make bicycling and walking to school a safe and more appealing transportation alternative
 - iii. will improve the safety of bicyclists, pedestrians, and school staff
 - iv. will reduce traffic
 - v. will reduce fuel consumption
 - vi. will reduce air pollutionin the vicinity (approximately 2 miles) of schools (Grades K-8).
- b. Research has shown the most successful way to increase walking and bicycling is through a comprehensive approach that includes the “5 E’s” (Engineering, Education, Enforcement, Encouragement, and Evaluation). Applicants requesting funding for infrastructure projects (Engineering) are also required to address each of the other “E’s”.

This can be an existing program, an enhanced program, or a new program. Please provide how these other “E’s” are addressed by providing the information outlined in Appendix A.

- c. Describe the current conditions for walking or biking to school. What are the obstacles or risks facing children who walk or bike to school?
- d. Describe how the proposed project addresses the barrier or obstacle facing children who walk or bike to school.
- e. Provide the walking distance from this project to the affected school.

13. School

- a. List all schools involved or affected by this project and grade levels for each school.
- b. List the total number of K-8 students in each school involved or affected by this project.
- c. List the school district’s designated walking distance for each school involved or affected by this project.
- c. List the total K-8 students who live within the designated walking distance of each school that this project is expected to benefit.
- d. Estimate current number of K-8 students who currently bike or walk to school for each school.
- f. Estimate the number of students, who currently do not bike or walk, that are anticipated to change transportation mode to bicycling and walking as a result of this project.
- g. Estimate the number of students, who are currently “Hazard Bused”, that are anticipated to change transportation mode to bicycling and walking as a result of this project.

14. Who Will Own This Property When Project Is Completed?

To be eligible for consideration, the property must be within the public right of way or on private land with a written legal easement or other written legally binding agreement that ensures public access to the project. Provide the name of the entity, and its status (e.g. public, public non-profit, private non-profit), that will be the owner of this project when it is completed.

15. Maintenance Of This Project Will Be Provided By:

The sponsor is responsible for providing or making arrangements for maintenance of the project. Provide the name of the person, agency or group that will maintain this project after its completion.

16. Rights-Of-Way For This Project Will Be Provided By:

If right of way is needed to construct your project, indicate who will acquire it and how its acquisition will be funded.

17. Environmental Impacts

Impacts of projects can be both beneficial and adverse. If your project is selected you will be responsible to obtain necessary environmental clearances and permits.

18. This Project Is Supported By:

Provide the names of governmental agencies that are in support of this project. Also, please state if there is support from the general public, adjoining neighborhoods, other groups and organizations. Attach documentation from all those affirming this support.

19. Signatures

Project Contact Individual – This is the person identified in item 4 who will be responsible for the management and implementation of your proposed project.

Project Sponsor Contact – This is the person identified in item 6.

MPO Official – If your project is within a Metropolitan Planning Organization area, the MPO is required to sign.

Attachment A

Education Component

Provide a description of the educational efforts related to bicycling and walking to school that have been, or will be conducted, as a component of this project.

- a. Teaching students about the broad range of transportation choices
- b. Instructing important lifelong bicycling and walking skills
- c. Launching driver safety campaigns

Encouragement Component

Provide a description of the encouragement efforts related to bicycling and walking to school that have been, or will be conducted, as a component of this project. Encouragement efforts should consider strategies such as, but not limited to:

- a. Special Walk or Bicycle to School Days
- b. Walking School Buses
- c. Bicycle Trains
- d. Competitions (e.g., Mileage, Most days walked/biked, etc.)
- e. Modest incentives

Enforcement Component

Provide a description of the enforcement efforts related to bicycling and walking to school that have been, or will be conducted, as a component of this project. Enforcement efforts should consider strategies such as, but not limited to:

- a. Increased law enforcement presence during drop-off/pick-up times
- b. Use of enforcement equipment (e.g., speed trailers, etc.)
- c. Crossing guard programs
- d. Enforcing of drop-off/pick-up patterns on school property

Evaluation Component

Provide a description of the evaluation efforts related to bicycling and walking to school that will be conducted as a component of this project. Data regarding existing bicycle and pedestrian usage and facility conditions must be collected prior to project/activity implementation. Project effectiveness should be evaluated for a period of at least 2 years after completion of the project/activity. Evaluation will include :

- a. **Behavioral Changes:** Description of evaluation methodology (e.g., visual count, informal classroom student count, automated methodologies, bike rack counts, etc.) that will be used to determine the numbers of students bicycling and walking.
- b. **Safety Benefits:** Description of evaluation methodology (e.g., accident data, etc.) proposed to determine the effectiveness of safety improvements.
- c. **Other Potential Benefits:**
 - i. The number of new partnerships created as a result of the program
 - ii. The number of students and/or schools reached through the program
 - iii. Measurements of student health, air quality, congestion, and other metrics noted or implied by the legislative purpose of the program.
 - iv. Improvements to the built environment the benefit the ability to walk and bicycle to and from schools