

CHAPTER 24
FEDERAL SAFE ROUTES TO SCHOOL PROGRAM GUIDELINES
CYCLE 3
CONTENTS

SECTION/SUBJECT	PAGE NUMBER
24.1 INTRODUCTION	24-1
24.2 ELIGIBLE APPLICANTS.....	24-2
24.3 PROJECT CATEGORIES.....	24-2
INFRASTRUCTURE	24-2
DEFINITION	24-2
ELIGIBLE PROJECTS	24-3
NON-INFRASTRUCTURE PROJECTS	24-4
DEFINITION	24-4
ELIGIBLE PROJECTS	24-4
INELIGIBLE PROJECT TYPE/ITEMS	24-5
24.4 FUNDING	24-5
24.5 FEDERAL REQUIREMENTS	24-6
24.6 ROLE OF CALTRANS	24-7
24.7 PARTNERSHIP ROLE OF CITY/COUNTY/MPTO/RTPA.....	24-8
24.8 ROLE OF SRTS ADVISORY COMMITTEE.....	24-8
24.9 ROLE OF SRTS TECHNICAL ASSISTANCE RESOURCE CENTER.....	24-9
24.10 PROJECT APPLICATIONS, SELECTION, AND PROGRAMMING	24-9
24.11 PROJECT DELIVERY	24-10
24.12 PROGRESS REPORTS.....	24-11
24.13 PROJECT EVALUATION.....	24-12
24.14 REFERENCES	24-12
GENERAL	24-12
INFRASTRUCTURE PROJECTS	24-13
NON-INFRASTRUCTURE PROJECTS	24-13

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CHAPTER 24 FEDERAL SAFE ROUTES TO SCHOOL GUIDELINES

CYCLE 3

24.1 INTRODUCTION

Section 1404 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), authorized the federal Safe Routes to School (SRTS) Program in August 2005, after the success of California's Safe Routes to School (SR2S) program which began in 1999. Originally a five year program, extensions through continuing resolution have been enacted by Congress allowing the program to remain funded for the purpose of: 1) enabling and encouraging students in kindergarten through eighth grade (K-8), including students with disabilities, to safely walk and bicycle to school, 2) making walking and bicycling to school a more appealing mode choice, and 3) facilitating the planning, design, and implementation of projects that will improve safety, environment, and overall quality of life. Consistent with other federal-aid programs, each State Department of Transportation is held responsible for developing and implementing the program.

Some expected outcomes of the program include:

- Increased pedestrian and bicycle traffic safety around schools
- More children walking and bicycling to and from schools
- Decreased vehicular traffic congestion around schools
- Reduced childhood obesity
- Improved air quality, community safety and security, and community involvement
- Improved partnerships among schools, local agencies, parents, and other stakeholders

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, students, local agencies, public health agencies, pedestrian and bicycle advocates, the business community, law enforcement, engineering professionals, and others, a comprehensive and integrated solution to improve safety and facilitate more walking and bicycling is likely to develop and be sustained beyond the life of the project.

Applications that seek SRTS funding are those that clearly demonstrate how the project was initiated through community participation and how the project will incorporate key elements referred to as the **5 Es - Education, Encouragement, Enforcement, Engineering, and Evaluation.**

- **Education** - Teaching students and adults about the broad range of active transportation choices, instructing them in important lifelong walking and bicycling safety skills, launching driver safety campaigns in the vicinity of schools, and involving parents in safety programs.
- **Encouragement** – Using events and activities to promote walking and bicycling (i.e. Walk to School Days, Walking Wednesdays, voluntary Walking School Buses or Bike Trains, etc).
- **Enforcement** – Partnering with local law enforcement to complement educational efforts and to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians at crossings, proper

walking and bicycling behaviors) and initiating community enforcement such as pedestrian right of way/speed compliance operations.

- **Engineering** – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establishing safer and fully accessible crossings, walkways, trails, and bikeways.
- **Evaluation** – Evaluation is a requirement on all infrastructure and non-infrastructure projects. Agencies must submit a completed Student Tally and Parent Survey to the National Center for Safe Routes to School (NCSRTS) within two (2) months prior to and after project implementation during the regular school year. This exercise is intended to assess the project’s effectiveness by first establishing a baseline on parental attitudes and the number of children currently walking/bicycling, and then later, measuring any changes in these areas as a result of the project.

24.2 ELIGIBLE APPLICANTS

Any local or regional agency is eligible to apply for SRTS funds. The local or regional agency is the City/County/Metropolitan Planning Organization (MPO)/Regional Transportation Planning Agency (RTPA) who serves as the responsible agency and partner to a Project Sponsor as defined in Section 24.7 of these guidelines. Federally-recognized Native American Tribes in which schools on tribal lands are benefited may also apply for SRTS funds. Exceptions to this requirement will be reviewed by the Department of Transportation (Caltrans), Headquarters – Division of Local Assistance (DLA) on a case-by-case basis.

24.3 PROJECT CATEGORIES

Projects are defined as either infrastructure or non-infrastructure. There is a separate application for each type of project. When seeking federal funds for infrastructure projects, a signature from a City/County Public Works Director or City Engineer must accompany the application certifying that the facility will be operated and maintained by that local agency after construction. Non-infrastructure and infrastructure project applications involving project sponsors must be signed by a top official from a City/County/MPO/RTPA documenting that they will serve as the responsible agency as defined in Section 24.7 Partnership Role of the City/County/MPO/RTPA with the Project Sponsor.

Other signatures may be required as determined by the project type. All signatures indicate an agreement in principle and a partnership on the project and demonstrates strong community support. Refer to the Cycle 3 SRTS Application for further information.

General note regarding all categories: Ineligible project components may be included in the project scope as long as they are identified by the applicant on the drawings and listed in the Engineer’s Estimate as non-participating items. If you have questions about the eligibility of components in your project, contact your Caltrans District Local Assistance Engineer (DLAE) and to “Ineligible Project Types/Items” of these guidelines.

INFRASTRUCTURE

DEFINITION

Infrastructure projects are engineering projects or capital improvements that will substantially improve safety and the ability of students to walk and bicycle to school.

They typically involve the planning, design, and construction of facilities within a two-mile radius from an elementary or middle school.

The maximum funding cap for an infrastructure project is \$1 million. There is no minimum project costs. The project cost estimate may include eligible direct and indirect costs.

Incidental costs in an infrastructure project are eligible for reimbursement up to a total of 10% of the total construction cost. Examples of such costs are:

- Costs for non-infrastructure work related to education, enforcement or encouragement activities.
- Construction improvements on public school grounds consistent with the scope of the project.
- Landscape items* or other context sensitive solutions that complement and support the goals of the program.

*An exception to the reimbursement limit may be granted on a case by case basis if the purpose of the landscaping is to provide for the safety of children walking and bicycling to school.

ELIGIBLE PROJECTS

Projects that are proposed on State right of way must have a Caltrans District Traffic Engineer signature or letter of support submitted with the application. Contact the DLAE to obtain this signature. Eligible projects may include but are not limited to:

- New bicycle trails and paths, bicycle racks, bicycle lane striping and widening, new sidewalks, widening of sidewalks, sidewalk gap closures, curbs, gutters, and curb ramps. Also includes new pedestrian trails, paths, and pedestrian over and under crossings, roundabouts, bulb-outs, speed bumps, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full or half-street closures, and other speed reduction techniques.
- Included in the category of traffic control devices are: new or upgraded traffic signals, crosswalks, pavement markings, traffic signs, traffic stripes, in-roadway crosswalk lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, pedestrian activated upgrades, and all other pedestrian and bicycle-related traffic control devices.

Note: Applications that include traffic control devices that require minimum “warrants” to be satisfied prior to their installation such as traffic signal and flashing beacons at school crossings must attach the warrant sheets to the application. Traffic Control Devices which are not in compliance with the California Manual on Uniform Traffic Control Devices (MUTCD) will not be approved for installation unless the applicant receives approval to experiment with a traffic control device under the processes described below. A local agency which proposes to install an experimental traffic control device on a public roadway shall follow the process prescribed in Section 1A.10, of the California MUTCD. The California MUTCD is available at the following web site: www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/.

The responsible agency shall also comply with the experimental process of the California MUTCD Committee. For more information on that process go to: www.dot.ca.gov/hq/traffops/signtech/newtech/others/guidelines-exp.pdf. Due to the project delivery requirements in Section 24.11 of these guidelines, an applicant should evaluate the time expected to complete projects with experimental devices.

NON-INFRASTRUCTURE PROJECTS

DEFINITION

Non-infrastructure projects are education/encouragement/enforcement activities that are intended to change community behavior, attitudes, and social norms to make it safer for children in Grades K-8 to walk and bicycle to school.

Non-infrastructure projects should increase the likelihood of programs becoming institutionalized once in place. Deliverables from a non-infrastructure project must be clearly stated in the application and tangible samples must be attached to the progress invoice and/or progress report (i.e., sample training materials or promotional brochures). Refer to Section 24.12 of these guidelines for further information.

The funding cap for a non-infrastructure project is \$500,000. Multi-year funding allows the applicant to staff up and deliver their project over the course of 4 years, thereby reducing overhead and increasing project sustainability. Caltrans does not set minimum caps. Each applicant must determine for itself how much funding is needed to cover their own administrative costs.

ELIGIBLE PROJECTS

Eligible projects may target a single local school, multiple schools in a school district, or region.

The most effective non-infrastructure activities are conducted within the framework of a community coalition. Thus, it is strongly suggested that a SRTS community coalition be established. A SRTS Workshop brings together key partners, including schools, elected officials, local government, engineers, parks and recreation, law enforcement, emergency services, public health, business owners, residents, advocacy groups and other organizations that can serve as core members of a SRTS community coalition to design and implement a plan which incorporates the five Es. Examples of non-infrastructure projects might include but are not limited to:

AT LOCAL/REGIONAL/DISTRICT LEVEL

- Hiring a Program Manager to coordinate SRTS efforts and volunteers at several schools.
- Conducting a SRTS or Walkable Community Workshop which includes a walk and bicycle audit.
- Providing a community with walkability checklist and assisting with walk and bicycle audits.
- Providing modest incentives for SRTS contests and incentives that encourage more walking and bicycling over time.
- Paying for a substitute teacher if needed to cover for faculty attending SRTS functions during school hours.
- Procuring equipment and training needed for establishing crossing guard programs.
- Conducting outreach to local press and community leaders.
- Paying for the cost of additional traffic enforcement or equipment needed for enforcement activities. Paying for traffic education and enforcement in the vicinity of schools.

- Conducting student assemblies for pedestrian and bicycle safety, health, and environmental impacts
- Developing walking school bus/bike train programs
- Developing School Route/Travel Plans , SRTS Plans or Maps
- Paying for local staff time.

Agencies must complete their projects as defined in the project application. Any change in scope after award will not be approved unless the DLAE and SRTS Program Coordinator determine that the proposed changes meet the intent of the original application, are cost effective and meet the needs of the same school(s) identified in the application. Project scope changes should not be required if the responsible agency and project sponsor(s) have agreed upon the scope prior to the application submittal and have completed some initial technical reviews as indicated by signature(s) to the application.

INELIGIBLE PROJECT TYPES/ITEMS

Projects that do not specifically serve the stated purpose of the SRTS Program are not permitted, nor should they be used for recurring costs, except as specifically provided in the legislation. For example, program funds should not be used to pay crossing guard salaries as these are recurring costs. Funds may, however, be used to fund a crossing guard training program.

Projects that are primarily intended to make pick-up and drop-off more convenient for drivers rather than to improve student safety and/or walking and bicycling access are ineligible. Funds spent on educational programs that are primarily focused on bus safety and/or improvements to bus stops are also ineligible.

Engineering elements in a typical non-infrastructure project are not eligible for reimbursement and must be funded by funds that are not from the federal SRTS program.

School(s) identified on a school closure list are not eligible to receive SRTS funds. The responsible agency must notify the DLAE within three months of the school(s) closure. The funds will not be transferred to another project and the funds will be de-obligated. If school(s) targeted for closure are among multiple schools identified in a project, a revised application must be submitted for the determination of continued funding. The amount of funding to remain on the project will be determined on a case-by-case basis.

24.4 FUNDING

At the time these Guidelines were released, a new Federal Transportation Act to supercede SAFETEA-LU had not been enacted by Congress. These Guidelines were written with the expectation that the SRTS program will remain funded at or near the 2009/10 federal fiscal year funding levels. The total amount of SRTS funds will be announced at the time of the call for projects and will be based upon the total amount of programming capacity available in the current Federal Transportation Improvement Program (FTIP).

Funds will be apportioned on the basis of student enrollment in each Caltrans District. SRTS projects are 100% reimbursable for all eligible work. Agencies are responsible for ineligible project components. Reimbursement is through invoice submittal and will occur at various phases of the project. No local match is required.

A statewide funding target of seventy percent (70%) for infrastructure projects and up to thirty percent (30%) for non-infrastructure projects has been established as the goal. No Caltrans District will be apportioned less than \$1 million for this funding cycle.

Applicants are encouraged to be as economical as possible in order to maximize the SRTS funding allocations. Project cost estimates should consider that:

- costs are within typical costs for that item of work in that region.
- construction improvements made are based upon alternative design that considers economical choice and support of local design standards.

In addition, to maximize SRTS funds statewide, agencies must indicate in their application whether or not they will proceed with construction if a reduction to the project scope or cost is recommended by the District Selection Committee. If the applicant agrees to this option in the application, the Committee may contact the applicant with recommended changes. The applicant may accept or reject the recommendation at that time. If the recommendation is accepted, the revised application will then be used for evaluation during the final scoring of projects in each District. Otherwise, the original submitted application will be used for evaluation.

Any costs associated with education/encouragement/enforcement elements in a typical infrastructure project will be limited to 10% of the construction costs of a project. Costs associated with evaluation are required and reimbursable in both project categories.

The amount of federal reimbursement for all **combined** incidental work shall not exceed 10% of the construction costs as defined in Section 24.3 Project Categories. The local agency is responsible for all incidental work costs that exceed 10% of the construction costs.

This is a reimbursable program. Agencies must use their own funds first and submit invoices to Caltrans Local Program Accounting (LPA) for payment. See Office Bulletin (OB) 09-05 “Local Agency Invoice Review” and Chapter 5 of the LAPM for guidance on submitting invoices. The OB and LAPM can be found at the Division of Local Assistance (DLA) web site at: <http://www.dot.ca.gov/hq/LocalPrograms/public.htm>.

Applicants are encouraged to consider the significant resource and time commitment expected of a federally reimbursable program before submitting an application. Refer to Section 24.5 Federal Requirements of these guidelines.

24.5 FEDERAL REQUIREMENTS

Agencies must comply with the provision of Title 23 of the U.S. Code of Federal Regulations and with the processes and procedures contained in the LAPM and the Master Agreement with Caltrans which contains among other provisions, nondiscrimination assurances. Infrastructure projects and non-infrastructure projects will be placed under different Master Agreements.

Key provisions in the LAPM include but are not limited to:

- National Environmental Policy Act (NEPA) compliance and documentation is required on all projects. Refer to the LAPM, Chapter 6, “Environmental Procedures,” for guidance and procedures on complying with NEPA and other federal environmentally related laws. It is highly recommended that this chapter be a reference during the SRTS community planning meeting or SRTS workshop.
- Local agencies may not proceed with the final design of a project or request “Authorization to proceed with Right-of-Way” or “Authorization to proceed with Construction” until Caltrans has signed a Categorical Exclusion (CE), a finding of No Significant Impact (FONSI), or a Record of Decision (ROD). Failure to

follow this requirement will make the project ineligible for Federal Highway Administration (FHWA) reimbursement.

- SRTS projects that require right of way acquisitions are discouraged. If the project requires additional right of way (the acquisition of real property), the provisions in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. Contact the DLAE for consultation and assistance prior to beginning any right of way work. For more information, refer to Chapter 13, “Right of Way,” of the LAPM. If the project affects school property, it could trigger the need for a Section 4(f) (Protection of Publicly Owned Park, Recreation Area, Wildlife or Waterfowl Refuge, or Land from Historic Sites) evaluation under the NEPA umbrella.
- All bicycle facilities and sidewalks shall be designed in accordance with *California Manual on Uniform Traffic Control Devices* (California MUTCD) and Chapter 11, “Design Standards,” of the LAPM. This chapter also includes design provisions to meet the Americans with Disabilities Act (ADA) requirements. In addition, traffic warrants must be met for projects where signal work or flashing beacons are proposed. Part 7 of the California MUTCD addresses traffic controls for school areas and emphasizes the need for a school route plan to determine uniform traffic controls within school zones.
- If the agency/organization requires the consultation services of architects, landscape architects, land surveyors, or engineers, the procedures outlined in Chapter 10 “Consultant Selection,” of the LAPM must be followed.
- The contract documents are required to incorporate applicable federal requirements such as Davis Bacon wage rates, competitive bidding, Disadvantaged Business Enterprise (DBE)/Equal Employment Opportunity (EEO) provisions, etc. For more information, refer to Chapter 9, “Civil Rights and Disadvantaged Business Enterprises,” and Chapter 12 “Plans, Specifications & Estimate,” of the LAPM.

Failure to comply with federal requirements may result in mandatory repayment to the State of all SRTS funds received.

24.6 ROLE OF CALTRANS

Caltrans administers the SRTS Program in the DLA in partnership with the DLAE in each of the 12 Districts. Typical roles include the following:

DLA Safe Routes to School Coordinator

- Provides statewide program and policy guidance to the Districts (i.e., provides project evaluation materials and instructions), conducts outreach through various networks, the Safe Routes to School web site, and at conferences, meetings, or workshops.
- Obtains the Department’s approval on recommended project lists and provides the Districts with an approved project list.
- Forms a DLA management group to validate District project selections.
- Tracks statewide project implementation and reassigns unused funds returned to the DLA.
- Chairs the SRTS Advisory Committee meetings; participates on the SRTS Partnership Network and on bicycle/pedestrian working groups
- Tracks SRTS statewide funding distribution

DLAE/District SRTS Coordinators

- Forms District project review committees for infrastructure projects and non-infrastructure projects. Develops a recommended project list for transmittal to the DLA SRTS Coordinator.
- Notifies applicants of the results after each call for projects.
- Serves as the main point of contact in project implementation after notifying successful applicants of award. DLAEs will accept the Request for Authorization to Proceed by the responsible agency and prepare the E-76 which initiates the process of obligating funds for the project.
- Serves as the main point of contact on all project-specific questions.
- Maintains ongoing communication with DLA and agencies.

DLA Area Engineers

- Coordinates with DLAEs on activities related to project implementation.
- Submits Request for Authorization to proceed to FHWA for approval.
- Executes master agreements and project specific program supplement agreements with local agencies on behalf of the State.
- Interprets and administers procedures, programs, and guidelines required to implement state and federally funded projects, including Title VI requirements and related statutes.

24.7 PARTNERSHIP ROLE OF THE CITY/COUNTY/MPO/RTPA WITH THE PROJECT SPONSOR

Role of City/County/MPO/RTPA

The City/County/MPO/RTPA serves as the responsible agency and partner to the project sponsor. Project sponsors include: nonprofit organizations, school districts, health/education departments, and hospitals. This arrangement should be formalized through a signed Memorandum of Understanding (MOU) or Interagency Agreement between the responsible agency and the project sponsor. **If the responsible agency requires compensation for the additional workload involved, a reasonable portion of SRTS funds may be used for payment.** That expense must be shown on the Project Cost Estimate. Typical duties of the responsible agency include, but are not limited to:

- Establishes a partnership with the project sponsor.
- Supports the efforts of planning for SRTS projects.
- Ensures that federal-aid transportation requirements are being met by the project sponsor and the procedures in the LAPM are being followed.
- Submits invoices and progress reports on behalf of the project sponsor.
- Ensures that the Student Tally and Parent Survey are submitted.
- Ensures timely project delivery and project close-out.

Additional Roles of City/County/MPO/RTPA

- Ensures engineering design standards are met.
- Submits applications for projects proposed on the state highway system. A cooperative agreement will be required between the State and Responsible Agency. For further information, refer to:

<http://www.dot.ca.gov/hq/oppd/coop/index.htm>.

24.8 ROLE OF SRTS ADVISORY COMMITTEE

This multidisciplinary group is comprised of representatives from urban and rural cities and counties, the DLAEs, the SRTS National Partnership, pedestrian/bicycle advocacy organizations, the State Departments of Education and Public Health, the State Office of Traffic Safety, the Cities, Counties, and Schools Partnership, the Federal Highway Administration (FHWA), the Native American Liaison at Caltrans, and other Caltrans staff. They convene to provide policy guidance and program direction. Typical roles include:

- Providing feedback and input to the SRTS Coordinator regarding any proposed changes to the program.
- Participating on project selection committees as needed, or recommending qualified individuals to serve on those committees.
- Assisting in conducting SRTS Program outreach and publicizing calls for projects through their networks.

24.9 ROLE OF SRTS TECHNICAL ASSISTANCE RESOURCE CENTER (TARC)

Caltrans awarded a statewide non-infrastructure project to the University of California, San Francisco, a joint project with the California Department of Public Health to act as the Technical Assistance Resource Center to Caltrans. TARC's purpose is to build and support capacity among local and regional Safe Routes to School projects with an emphasis on non-infrastructure projects and would be inclusive of the needs of diverse communities.

Typical roles include:

- Providing technical assistance and training to help agencies deliver existing and future SRTS projects and to strengthen community involvement in future SRTS projects including those in disadvantaged communities.
- Developing and providing educational materials to local communities by developing a community awareness kit, creating a more enhanced SRTS website, and providing other educational tools and resources.
- Participating on the SRTS Advisory Committee and providing assistance to the statewide SRTS Coordinator in facilitating the committee meetings.
- Assisting Statewide SRTS Coordinator with program evaluation.
- Completing reports and analysis in support of program objectives as requested of the DLA SRTS Coordinator; ie: A Low-Income Study was completed to evaluate the distribution of funding to disadvantaged or low-income schools and is available at:

<http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/saferoutes.htm>

24.10 PROJECT APPLICATIONS, SELECTION, AND PROGRAMMING

The application may be accessed from the Caltrans SRTS website at:

http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/srts_guide.htm

Applicants may submit more than one application and are encouraged to utilize environmental justice principles in project selection. The environmental justice guide may be accessed at: <http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/srts.htm>

Prior to beginning a SRTS application, agencies should ensure that they are in good standing with respect to the new Safety Program Delivery Requirements and are eligible to receive new SRTS funding. For more details, see Section 24.11, Project

Delivery in these guidelines and visit

http://www.dot.ca.gov/hq/LocalPrograms/HSIP/delivery_status.htm.

After a call for projects is made, applicants will have approximately twelve (12) weeks to prepare their application(s). A submittal deadline date will be cited when the call is announced. The “Key Steps” document posted on the Safe Routes to School web site at: http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/srts_process.htm provides an overview of the steps involved in implementing a project.

The project selection process will consist of two steps:

- 1) Project Selection committees will be formed in the Districts to objectively and fairly evaluate all applications. It will be the DLAE’s responsibility to form the District committees and develop a recommended project list. The committee membership must be multi-disciplined and be knowledgeable in SRTS principles and program objectives. For non-infrastructure project application reviews, the District committee must have a public health professional representative. The DLA SRTS Coordinator and TARC will assist in identifying individuals who are qualified to evaluate non-infrastructure projects. Districts will score and select infrastructure and non-infrastructure projects up to their funding limits using standardized instructions and guidelines provided by the DLA SRTS Coordinator. These guidelines will instruct District reviewers on what to look for when evaluating projects and in selecting qualified individuals to serve as reviewers.
- 2) DLA Coordinators will then validate the project lists from each District to check for eligibility; ensure that the project is within the funding limit for the District; ensure that the project’s cost and scope are reasonable, and that the agencies that are selected have a history of delivering projects in a timely fashion.

Districts with leftover funds that cannot fully fund their next highest rated project will have the option of: 1) downsizing their next highest priority project, or 2) returning remaining funds to the DLA for re-distribution.

The DLA will provide copies of the project list to the Division of Transportation Programming (Programming) which is responsible for notifying MPOs to amend new SRTS projects into the FTIP and amending projects for non-MPO counties into the FSTIP. This step takes between two (2) to six (6) months.

Once the FTIP/FSTIP is amended, the DLAE will inform the local agencies that they may submit their request for authorization (E-76).

Projects must be processed and implemented in accordance with the federal-aid procedures contained in the [Local Assistance Procedures Manual \(LAPM\)](#) and the [DLA Safety Program Delivery Requirements](#). Agencies are strongly encouraged to review the LAPM and Delivery Requirements before submitting new applications and/or proceeding with new projects, even if they have completed federally funded projects in the past.

Federal funds are considered obligated to each project phase when the FHWA executes the ‘Request for Authorization’ (see Chapter 3, [Project Authorization](#), of the LAPM).

Agencies should not proceed with any phase of reimbursable work (Preliminary Engineering, Right of Way, or Construction) until the DLAE provides the local agency with the written “Authorization to Proceed” for each project phase.

24.11 PROJECT DELIVERY

To meet FHWA's intent for federal funds to be expended on safety projects that can be designed and constructed expeditiously and to ensure that all programmed projects are delivered in a timely manner, DLA has created [Safety Program Delivery Requirements](#) for all ongoing and future federally funded SRTS projects.

The key delivery requirements for new SRTS infrastructure projects include three milestones and corresponding delivery deadlines:

- Request for Authorization to Proceed with PE within 6 months after the project is amended into the Federal Statewide Transportation Improvement Program (FSTIP).
- Request Authorization to Proceed with Construction within 30 months (2 ½ years) after the project is amended into the FSTIP.
- Complete construction and close-out the project within 54 months (4 ½ years) after the project is amended into the FSTIP.

The key delivery requirements for new SRTS non-infrastructure projects include two milestones and corresponding delivery deadlines:

- Request for Authorization to Proceed with Construction within 9 months after the project is amended into the FSTIP. NEPA requirements must be met prior to the Request for Authorization to Proceed with Construction.
- Complete construction and close-out the project within 57 months (4 years and 9 months) after the project is amended into the FSTIP.

If an agency has an active SRTS project that is flagged for not meeting one or more of these milestones, Caltrans will not accept applications from that agency until the flags have been resolved or the project is complete. See the [Safety Program Delivery Requirements](#) documents posted on the Safety Program Delivery Status website for further details. Agencies can check current project milestone status under the "Project and Program Summaries" section on this web page.

Due to FHWA's financial constraint requirement for the FSTIP and the past poor delivery of SRTS projects, DLA anticipates that most local agencies will be required to utilize Expedited Project Selection Procedures (EPSP) in order to meet the above delivery requirements. To better explain these procedures and provide additional guidance, DLA has created a document titled [Using EPSP to Meet Delivery Requirements](#) available on the website.

PROJECT INACTIVITY

Inactive projects tie up limited program funds from being used by other local agencies for their safety needs. As defined in Title 23 Code of Federal Regulation Part 630, Section 106, federal-aid projects become 'inactive' when there has been no financial activity (invoice submittals or payments) on the project within certain time periods. The duration of the time period that triggers inactivity is based upon the unexpended balance of the project as shown below:

Unexpended Balance < \$50,000	3 years of no financial activity
\$50,000 ≤ Unexpended Balance ≤ \$500,000	2 years of no financial activity
Unexpended Balance > \$500,000	1 year of no financial activity

SRTS projects that become ‘inactive’ can lose all federal funds that have been programmed, obligated, and expended on a project. Go to the [Inactive Projects](#) website for additional information.

24.12 PROGRESS REPORTS

A Progress Report will be used to document activity status either in progress or completed for non-infrastructure projects. Refer to the Safe Routes to School website to download the SRTS Non-Infrastructure Project Progress Report at http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/documents/SRTSNI_ProgReport.doc

It must be completed and submitted with every progress invoice and no less than every six (6) months and mailed to the DLAE. Non-compliance could place the project on an inactive list which could result in funds being deobligated.

The responsible agency will submit progress reports with tangible evidence of deliverables to the DLAE as they become available with each progress invoice. Typical deliverables and tangible evidence are listed below:

Deliverable	Tangible Evidence
Hire SRTS Coordinator	Payroll receipts; Duty Statement
Hold SRTS Events	Announcements; Advertisements; Pictures; Attendance List; Schedule of events
Collect data for SRTS Evaluation	Student Talley or School Surveys
Conduct Walkability/Bikability Survey of School Area	Walkability/Bikability Report; Walk/Bike to School (Circulation) Plan; Maps.
Conduct Education and Outreach	Attendance lists; Curriculum; Schedule
Establish SRTS Task Force	Task Force Charter; Meeting Agendas and Minutes
Purchase Equipment	Purchase receipts; pictures; Description of usage
Implement SRTS Program(s), e.g. Street Smarts, Walking School Bus, etc.	Announcements; Advertisements; Pictures; Attendance List; Schedule of events

24.13 PROJECT EVALUATION

Evaluation is a requirement on all infrastructure and non-infrastructure projects. Within two (2) months prior to and after project implementation for both infrastructure and non-infrastructure projects during the regular school year, the agency must collect data on two (2) separate days within the same week, using the Student Tally and Parent Survey forms found on the National Center for Safe Routes to School (NCSRTS) web site. Completed surveys and tally forms must be submitted to the NCSRTS. It is preferred that the data be submitted by entering the information into the NCSRTS on-line database accessed at:

<http://www.saferoutesinfo.org/data/> or by hard copy at this address:

National Center for Safe Routes to School
Attn: Data Center
730 Martin Luther King Jr. Blvd., Suite 300
Chapel Hill, NC 27599

The hard-copy student tally and parent survey must be submitted with a cover sheet that is generated by the NCSRTS database. For more information on The NCSRTS on-line database submittal process, go to:

http://www.saferoutesinfo.org/resources/evaluation_cover-sheets.cfm

24.14 REFERENCES

GENERAL

- Title 23, United States Code of Federal Regulations:
<http://www.gpoaccess.gov/cfr/index.html>
- California Streets and Highways Code, Sections 890-894 and 2330-2334:
<http://www.leginfo.ca.gov/>
- Caltrans *Local Assistance Program Guidelines* (LAPG):
<http://www.dot.ca.gov/hq/LocalPrograms/public.htm>
- Caltrans *Local Assistance Procedures Manual* (LAPM):
<http://www.dot.ca.gov/hq/LocalPrograms/public.htm>
- Department of Labor Home Page: <http://origin.www.gpo.gov/davisbacon/>
- Safe Routes to School Guide: <http://www.saferoutesinfo.org/guide/>
- Caltrans Pedestrian and Bicycle Program Contacts:
<http://www.dot.ca.gov/hq/tpp/offices/bike/contacts.html>
- Caltrans Division of Local Assistance Home Page:
<http://www.dot.ca.gov/hq/LocalPrograms/>
- Federal Highway Administration Safe Routes to School:
<http://safety.fhwa.dot.gov/saferoutes/guidance/>
<http://safety.fhwa.dot.gov/saferoutes/faqs/>
- Environmental Justice: <http://www.dot.ca.gov/hq/tpp/offices/ocp/ejandttitlevi.html>
- Division of Local Assistance Inactive Projects information:
<http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm>
- Division of Local Assistance Delivery Requirements and EPSP information:
http://www.dot.ca.gov/hq/LocalPrograms/HSIP/delivery_status.htm

INFRASTRUCTURE PROJECTS

- Caltrans *Highway Design Manual*: <http://www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm>
- California Manual on Uniform Traffic Control Devices (MUTCD):
http://www.dot.ca.gov/hq/traffops/signtech/mutcdsupp/ca_mutcd2010.htm

- *AASHTO: A Policy on Geometric Design of Highways and Streets*:
https://bookstore.transportation.org/Item_details.aspx?id=110
- *Standard Environmental Reference (SER)* web site:
<http://www.dot.ca.gov/ser/vol1/vol1.htm>
- UC Berkeley Technology Transfer Program:
<http://www.techtransfer.berkeley.edu/federal-aid-series/>
- FHWA “Designing for Safety for Pedestrians and Bicycling”:
http://safety.fhwa.dot.gov/ped_bike/ped_focus/webinar.cfm

NON-INFRASTRUCTURE PROJECTS

- SRTS Technical Assistance Resource Center (TARC) website:
http://www.caactivecommunities.org/safe_routes.html
- Walking School Bus: <http://www.walkingschoolbus.org/>
- National Highway Traffic Safety Administration:
<http://www.nhtsa.dot.gov/people/injury/pedbimot/bike/Safe-Routes-2004/pages/section-2.htm>
- National Center for SRTS: <http://www.saferoutesinfo.org/training/>