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Montana Safe Routes to School

Overview

Safe Routes to School (SRTS) programs are sustained efforts by parents, schools, community leaders and local, state, and federal governments to improve the health and well-being of children, including children with disabilities, by enabling and encouraging them to walk and bicycle to school. Montana's SRTS program is an investment in changing perception and behavior by allowing children to choose a safer, healthier, and more attractive way to get to school.

SRTS programs examine conditions around schools and conduct projects and activities that work to improve safety and accessibility, and reduce traffic and air pollution in the vicinity of schools. As a result, these programs help make bicycling and walking to school safer and more appealing transportation choices thus encouraging a healthy and active lifestyle from an early age.

The Montana SRTS Program is funded through an annual Federal-aid highway apportionment that includes expenditures for non-infrastructure (behavioral) and infrastructure (construction) projects. The program is a reimbursement program that is 100 percent federally funded and requires no local match. The SRTS program is administered by the Montana Department of Transportation (MDT). Eligible applicants for SRTS infrastructure funding include local and tribal governments and school districts. Eligible applicants for non-infrastructure funding include state, tribal, local and regional government agencies, school districts, private schools, and nonprofit organizations. Information and resource material on Montana's SRTS program can be found on the web page, <http://www.mdt.mt.gov/pubinvolve/saferoutes/>.

Non-infrastructure-related projects will encourage students to safely walk and bicycle to elementary and middle school (K-8). Public awareness campaigns and outreach to the press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, SRTS training and program development are just a sampling of non-infrastructures project ideas supportable by the Montana SRTS program.

Infrastructure projects will enable students to safely walk and bicycle to elementary and middle school. Crosswalks, sidewalks, pathways and bike racks are just a sampling of infrastructure project ideas supportable by the Montana SRTS program. All infrastructure projects must be publicly accessible (ADA compliant), within two miles of a K-8 school, and maintained by a local government. Successful Montana SRTS applications will be administered through the Montana Community Transportation Enhancement Program (CTEP). For additional information on CTEP, contact Mike Wherley at 444-4221 or go to <http://www.mdt.mt.gov/business/ctep>.



Montana Safe Routes to School 2013 Fiscal Year Funding Application

{program name}

Mail Completed Applications to:

Taylor Lonsdale, Montana's Safe Routes to School Coordinator
C/o Rail, Transit & Planning Division
Montana Department of Transportation
P.O. Box 201001
Helena, MT 59620-1001

Application Deadline: December 31, 2011

Fiscal Year 2013 Program Application Montana Safe Routes to School

General Information

Non-Infrastructure Project Sponsor

The sponsor is the entity applying for Safe Routes to School (SRTS) funds to be used to pay for all or part of the project. The sponsor must be the person with budget-setting authority. The named person is generally a mayor, county commissioner, tribal chair, director, school superintendent, etc. Local governments are encouraged to use their SRTS funds to supplement CTEP bicycle and pedestrian infrastructure projects within two miles of a school serving K-8th grade. The address and telephone number should be that of the sponsoring agency office. Contracts will be sent to project sponsor.

Sponsor: _____

Name/Title: _____

Address: _____

Phone: _____ **E-mail Address:** _____

Non-Infrastructure Project Manager

The applicant name provided is the project manager/contact. MDT will coordinate with this person on project information and reporting.

Name: _____

Address: _____

Phone: _____ **E-mail Address:** _____

Non-Infrastructure Project Name

The project name will be used to identify this project in all correspondence and internal processing within MDT. For infrastructure projects, this name may be modified slightly to fit the project name structure used by MDT. Please keep this project name brief. The name should reflect the school name and project scope/purpose.

Project Name: _____

Montana Safe Routes to School

General Information

Infrastructure Project Sponsor

The sponsor is the entity applying for Safe Routes to School (SRTS) funds to be used to pay for all or part of the project. The sponsor must be the person with budget-setting authority. The named person is generally a mayor, county commissioner, tribal chair, director, school superintendent, etc. Local governments are encouraged to use their SRTS funds to supplement CTEP bicycle and pedestrian infrastructure projects within two miles of a school serving K-8th grade. The address and telephone number should be that of the sponsoring agency office. Contracts will be sent to project sponsor.

Sponsor: _____

Name/Title: _____

Address: _____

Phone: _____ **E-mail Address:** _____

Infrastructure Project Manager

The applicant name provided is the project manager/contact. MDT will coordinate with this person on project information and reporting.

Name: _____

Address: _____

Phone: _____ **E-mail Address:** _____

Infrastructure Project Name

The project name will be used to identify this project in all correspondence and internal processing within MDT. For infrastructure projects, this name may be modified slightly to fit the project name structure used by MDT. Please keep this project name brief. The name should reflect the school name and project scope/purpose.

Project Name:

Project Location

City: _____

County(ies): _____

School District: _____

School(s): _____

School District Superintendent: _____

Please provide the following information for each school affected by the project:

School Name	Student Age Range (K-5, 6-8, etc.)	Student Population	*Title I School? Yes/No

*Note: Must have a school-wide Title 1 Program

Before beginning the application process, and at any point in the application process, when questions or comments arise, contact the Taylor Lonsdale -Montana SRTS Coordinator at (406) 994-7031 or the Montana Bicycle/Pedestrian Coordinator at (406) 444-9273.

Application Requirements

For both non-infrastructure and infrastructure applications

I Project Outline/Description

Clearly outline/describe the project scope, including the goals and measurable objectives of the project. A goal can be written as a broad statement, but objectives should be written as specific activities with measurable outcomes.

The following are points to consider when preparing the Project Outline/Description:

- Identify specific safety issues (bicycle or pedestrian) addressed by goals and objectives.
- Both infrastructure and non-infrastructure goals can be included in the outline, but each goal should be clearly identified as either infrastructure or non-infrastructure.
- Each goal should be clearly associated with some or all of the 5 E's of SRTS.
- Illustrate how public involvement has been and is essential to the success of the stated goals. Identify the community, school or local government programs that each goal or objective with support or enhance.
- Illustrate how goals and objectives are in compliance with the Americans with Disabilities Act (ADA). See link to the ADA guidelines on MDT's SRTS webpage www.mdt.mt.gov/pubinvolve/saferoutes
- Number and grade level of students involved or affected by each goal and objective.
- Type of observation or assessment that identified safety issue prompting each goal and objective (ie. walkability/bike-ability checklists, parent surveys, teacher tallies)
- With infrastructure goals and objectives, describe in detail the type of work to be undertaken, items to be constructed, materials to be used, the surface area involved, any utilities that may need to be moved, environmental impacts and any Right-of-way implications. All infrastructure projects must be on publicly owned property and allow for public access at all times.
- Infrastructure goals and objectives must be implemented within a two mile radius of an elementary or middle school.
- Have existing Montana Department of Transportation (MDT) or local government infrastructure projects in the area been contacted for possible consideration with regard to implementing stated goals and objectives?
- Infrastructure goals and objectives must illustrate, in writing, long term maintenance commitments from local governing body, as the Montana SRTS, CTEP and MDT cannot proceed without this assurance.

- Maps and photographs of targeted schools and communities should be provided for both infrastructure and non-infrastructure projects. All maps and photographs (if reasonable) should identify directional North. Do not use highlighter to identify areas of interest on maps and photos.

II Budget and Budget Narrative

Provide an overall project budget (*use Item A for non-infrastructure, Item B for infrastructure*) and budget narrative including the costs of individual elements identified in the project outline. Also provide evidence that applicant is aware of and understands federal government spending guidelines. Minimum non-infrastructure project budget is \$1,500. Infrastructure projects must be at least \$10,000 and less than \$250,000.

The SRTS application budget and budget narrative will be the framework for the SRTS contract for all approved projects. Clearly identify the independence or the relationships between the goals and objectives within the application.

III Partners Signatures

Item C, found towards the end of this application packet, must be read and signed by all responsible parties.

IV Community Letters of Participation

Letters will provide community members an outlet for presenting their personal contribution to any and all aspects of the submitted SRTS application. These letters should be found at the end of the submitted application packet.

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Item A (SRTS Application FY2013)

Non-Infrastructure Budget

Show the total estimated project costs. If there is no cost in a particular account, indicate a zero amount. If unknown, indicate as “unknown”. Minimum project size is \$1,500.

Project Phase	Total Project Cost	SRTS Funds	Additional Funds (please explain below & identify source)*
Promotion/Advertising	\$	\$	\$
Printing (flyers, letters, etc.)	\$	\$	\$
Equipment	\$	\$	\$
Educational Materials/Supplies	\$	\$	\$
Evaluation Materials	\$	\$	\$
Enforcement Activities	\$	\$	\$
Training	\$	\$	\$
Contract Service (please explain below)**	\$	\$	\$
Other (please explain below)***	\$	\$	\$
Total Cost	\$	\$	\$

*Note: No local funds are required for an SRTS award. However, given the limited funding available in this program, additional local funding is encouraged.

*Additional Funds and Funding Source Explanation:

**Contract Service Explanation:

End of Item A (SRTS Application FY2013)

Item B (SRTS Application FY2013)

Infrastructure Budget

The budget is intended to show that the cost of the project is covered. Show the total estimated projects costs. If there is no cost in a particular account, indicate a zero amount. If unknown, indicate as “unknown”. Infrastructure projects should be larger than \$10,000 and less than \$250,000.*

Project Phase	Total Project Cost	SRTS Funds 100%	CTEP Federal Funds 86.58%	CTEP Local Match 13.42%*	Additional Funds (please identify source)**
Preliminary Engineering	\$	\$	\$	\$	\$
Utility Relocation	\$	\$	\$	\$	\$
Right-of-Way	\$	\$	\$	\$	\$
Construction	\$	\$	\$	\$	\$
Construction Engineering	\$	\$	\$	\$	\$
Other (please explain)	\$	\$	\$	\$	\$
Total Cost	\$	\$	\$	\$	\$

Note: If more detailed project specifications and estimates are available, please attach them.

*While CTEP projects require a match, SRTS projects do not. Fill out the columns concerning CTEP only if you are applying for additional funding through CTEP.

**Additional Funding Sources and Amount

Additional Funding Source	Amount
	\$
	\$
	\$

If additional funding is included in the project’s overall costs, please provide a source document as assurance that total project costs have been secured/committed.

End of Item B (SRTS Application FY2013)

Item C (SRTS Application FY2013)

a. Reimbursement

The Safe Routes to School Program is a reimbursable funding program, meaning that recipients of the funds will front the cost of the project and will be reimbursed during the course of the project. All costs submitted for reimbursement are subject to eligibility requirements. Any costs incurred before a project's authorization in writing are not eligible for reimbursement.

Funding for the SRTS Program is flexible to encourage innovative solutions; however, applicants are advised that certain projects are ineligible. Ineligible projects include the following:

- Projects that do not specifically serve the stated purposes of the SRTS Program.
- Recurring costs such as crossing guard salaries unless there are plans in place for alternative sources of funding to perpetuate the program in the future.
- Projects that reorganize pick-up and drop-off primarily for the convenience of drives rather than to improve the safety of walking and bicycling for students.
- Education programs that are primarily focused on bus safety.
- Improvements to bus stops.

b. Certifications and Assurances

We, the undersigned:

- Submit this project to the Montana Department of Transportation (MDT) for approval of the project concept.
- Assure MDT that the local government(s) or school district will maintain (or cause to be maintained) this project in a safe and serviceable condition and that the MDT will not be responsible for maintenance of this project.
- Assure that all minority groups, as well as the general public within the appropriate jurisdiction, have been provided adequate opportunity to participate in the process of identifying and selecting this project for SRTS funding.
- Understand the project costs in this proposal are preliminary estimates only and that actual final costs may be more than or less than those reflected herein. If there is any variance from the proposed cost, we are prepared to accommodate any additional SRTS requirements.
- Understand SRTS payments will be reimbursed by MDT on a work-progress basis; i.e., no payments will be made for any work until it has been completed and proper documentation submitted to MDT.
- Understand that because this is a Federal-aid project, it must conform to all federal and state laws and regulations pertaining to procedures for design, the National Environmental Policy Act (NEPA), Americans with Disabilities Act (ADA), rights-of-way, contract letting, and construction standards, including the proper and applicable payment of Federal-aid prevailing wage rates, Disadvantaged Business Enterprise (DBE) regulations, and Equal Employment Opportunity (EEO) contract compliance. We understand failure to meet these requirements may, by law or policy, render this project ineligible for SRTS funding.

- SRTS is a Federal-aid program. The entire SRTS project must meet federal requirements regardless of funding source.
- Understand the information contained herein indicates the general concepts of the project and does not constitute in any way a final plan for project implementation.
- Understand there will be written agreements between MDT and the sponsor to complete certain activities, and the sponsor may not proceed with any activity to be funded with SRTS funds prior to written MDT approval.
- Understand the sponsor is responsible for completing all phases of project development and implementation (except in some cases where SRTS projects may be included with a planned MDT highway project).
- Understand that the sponsor will complete and submit quarterly progress reports.
- Understand that the sponsor will establish a regular (monthly or quarterly) reimbursement request schedule with the SRTS coordinator.

c. Required Signatures

Infrastructure Project Sponsor/Title	Date
Infrastructure Project Manager/Title	Date
Local Government/CTEP Administrator (if applicable)	Date
Additional Infrastructure Partners/Title	Date
Non-Infrastructure Project Sponsor/Title	Date
Non- Infrastructure Project Manager/Title	Date
Additional Non-Infrastructure Partners/Title	Date

Before beginning the application process, and at any point in the application process, when questions or comments arise, contact the Taylor Lonsdale -Montana SRTS Coordinator at (406) 994-7031 or the Montana Bicycle/Pedestrian Coordinator at (406) 444-9273.

End of Item C (SRTS Application FY2013)

Please make sure you've included the following in your application:

- An assessment demonstrating the need for the project. Include tallies from surveys completed by students and parents. www.saferoutesinfo.org\data
- A list of members on your SRTS project team. Please include their roles in the local school, school system, and/or community as well as contact information.
- Letters of intention of participation and/or to maintain facilities from a governing body.
- Evidence of the public participation process used (flyers, letters, etc.).
- A general map showing the location of all proposed improvements and their proximity to the school and school routes.
- A map of the school area and/or photographs of school or safety issues being addressed.
- A statement of ADA compliance
- Environmental documentation (for infrastructure projects)

Send 3 copies of your application to:

**Taylor Lonsdale, Montana's Safe Routes to School Coordinator
C/o Rail, Transit & Planning Division
Montana Department of Transportation
P.O. Box 201001
Helena, MT 59620-1001**

For additional information call Taylor Lonsdale (406)-994-7031

For additional resources go to www.mdt.mt.gov/pubinvolve/saferoutes.

Application Deadline: December 31, 2011

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406)444-3423 or TTY (800)335-7592, or the Montana Relay at 711.

September 2011

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