



**Florida's Safe Routes to School
Infrastructure Application
Call for Applications**
Note: fields will expand as needed



FDOT FORM # 500-000-30

Section 1 – School, Applicant & Maintaining Agency Information

Notes: Signatures confirm the commitment of the Applicant and Maintaining Agency to follow the Guidelines of the Florida's Safe Routes to School Program. The Maintaining Agency is generally responsible for entering into a Local Agency Program (LAP) agreement with the FDOT to design, construct, and/or maintain the project. Districts have the option to design and/or construct it, but the Maintaining Agency is always responsible for maintaining the project. Check with your District to see how they are handling these issues.

County: _____ City: _____

School Name: _____ Congressional District: _____

Type: Elementary: Middle: High:

Check below which of the required agencies or organizations is the Applicant:

School Board: Private School: Maintaining Agency:

Name of Applicant Agency/Organization: _____

Contact Person: _____ Title: _____

Mailing Address: _____

City: _____ State: **FLORIDA** Zip: _____

Daytime Phone: _____ E-mail: _____

Signature: _____ Date: _____

Typed name: _____ Title: _____

Signature of School Board or school representative mandatory when different from applicant:

Signature: _____ Date: _____

Typed name: _____ Title: _____

Check below which of the required agencies is the Maintaining Agency:

City: County: Florida Department of Transportation: District: _____

Name of Maintaining Agency: _____ DUNS Number: _____

Contact Person: _____ Title: _____

Mailing Address: _____

Daytime Phone: _____ E-mail: _____

City: _____ State: **FLORIDA** Zip: _____

Note: your signature below indicates your agency's willingness to enter into a LAP or other formal agreement with FDOT to complete the project if selected for funding.

Signature: _____ Date: _____

Typed name: _____ Title: _____

Metropolitan/Transportation Planning Organization (M/TPO) Support: If the city or county is located within an MPO/TPO urban area boundary, the MPO/TPO representative must fill in the required information below, to indicate support for the proposed project:

Name of MPO: _____

Contact Person: _____ Title: _____

Mailing Address: _____

City: _____ State: **FLORIDA** Zip: _____

Daytime Phone: _____ E-mail: _____

Signature: _____ Date: _____

Typed name: _____ Title: _____

Section 2 – Eligibility and Feasibility Criteria

Notes: This section will help FDOT determine the eligibility and feasibility of the proposed project. Except for the questions in 2A-2C below answering "No" does not constitute elimination from project consideration. **You must fulfill requirements in 2A-2C below before applying!**

- A1.** Has a school-based SRTS Committee (including school representation) been formed? Yes No
A2. Has at least one meeting of this committee been held? Attach sign in sheet & minutes Yes No
A3. Public notification of SRTS meeting? Yes No

- B1.** Does the school agree to provide required data before and after the project is built, using the NCSRTS Student In-Class Travel Tally and Parent Survey forms at <http://www.saferoutesinfo.org/resources/index.cfm> following the schedule provided by the District? Yes No
B2. Have you attached the National Center's data summary for the Student In-Class Travel Tally and Parent Survey forms to this application? Yes No

Note: Project planning cannot go forward until public right of way or permanent public access to the land for the proposed project is documented to the District.

- C.** Have you provided either survey/as-builts or right of way documentation that provides detail to show that adequate right of way exists for proposed improvement? Yes No

- D.** Is the Maintaining Agency **fully** Local Agency Program (LAP) Certified by FDOT? (Currently qualified & willing to enter into a State agreement requiring the agency to design, construct, and/or maintain the project, abiding by Federal, State, & local requirements?) Yes No
 If **Yes**, what type certification do you have? Planning Design Construction Construction Administration

- E.** Is the County/City willing to enter into an agreement with FDOT to do the following, if the District decides this is the best way to get the project completed:
 Install and/or maintain any traffic control devices included in this project? Yes No
 Construct and maintain the project on a state road? Yes No N/A

F. Public Support - Explain your public information or public involvement process below. You may attach up to six unique letters, on official letterhead, from groups indicated below. The letters should indicate why and how the authors can support the proposed project at the affected school.

What neighborhood association or other neighborhood meetings have been held to inform neighbors directly affected by this proposed project and the reaction?
 What PTA/PTO/school meetings have been held to inform parents and school staff about this project and the reaction?

Explain what other public meetings have been held, such as Metropolitan Planning Organizations, Regional Planning Councils, Citizens' Advisory Committees, Bicycle/Pedestrian Advisory Councils and Community Traffic Safety Teams and the reaction?

Explain what articles or letters to the editor have been written for newspapers, etc. and the reaction.

Please indicate whether you have attached letters of support from Law Enforcement or other individuals or groups not previously mentioned: Yes No

G. If the proposed project has been identified as a priority in a Bicycle/Pedestrian or other Plan, or is a missing link in a pedestrian or bicycle system, please explain:

Section 3 – Background Information: Five E’s

Notes: SRTS is designed to be a comprehensive program. Describe the efforts your school and community have made to address the identified problem through each E so far, and what is planned in the future for each. Each box must be filled in. For more information on the E’s, see Florida’s SRTS Guidelines and the SRTS Guide: <http://www.saferoutesinfo.org/guide/>

1. Engineering

1A. Past: [Redacted]

1B. Future: [Redacted]

2. Education: If your school has taught or plans to teach the Florida Traffic and Bicycle Safety Education Program (FTBSEP; see: <http://www.dcp.ufl.edu/centers/trafficSafetyEd/>) or other education program, please provide details below.

2A. Past:

2B. Future: [Redacted]

3. Encouragement

3A. Past: [Redacted]

3B. Future: [Redacted]

4. Enforcement

4A. Past: [Redacted]

4B. Future: [Redacted]

5. Evaluation

5A. Past: [Redacted]

5B. Future: [Redacted]

Section 4 – Problem Identification

This section will help us understand your school's situation. If the proposed project includes more than one school, please give the requested information for each school.

A. HAZARDOUS WALKING CONDITIONS

Opportunity to resolve a documented hazardous walking condition and eliminate the resultant school busing.

Yes No Include a discussion of public support for the project if busing were eliminated:

B. Are many students already walking or bicycling to this school in less than ideal conditions? Yes No

If Yes:

- Explain more about the number of students affected:
- Explain more about the conditions/obstacles which prevent walking or bicycling to your school:

C. Are enough students living near the school to allow many to walk or bike to school if conditions were improved?

Yes No

If Yes:

- Explain more about the number of students living near the school and how this relates to the anticipated success of the proposed SRTS project:

D. Write a brief history of the neighborhood traffic issues as background for the proposed project:

E. How do the demographics of the school population relate to the anticipated success of the proposed SRTS project?

For instance, is there a population of students near the school from a culture which traditionally walks a lot?

F. Provide the percent of free or reduced lunch program at the affected school:

G. STUDENT TRAVEL DATA:

1. School data: based on the Student In-Class Travel Tally:

- a. Number of students currently walking to school:
- b. Number of students currently biking to school:
- c. Total currently walking or biking to school (add a & b)
- d. Number of students in this school:
- e. Percent of students in school currently walking or biking to school: (c divided by d):

2. Route Data:

- a. Number of students from the affected schools living along the proposed route:
- b. Based on (mark all that apply): *Existing School Data: *Visual Observation Survey: *Estimates:
- c. Number of students currently walking or biking along this route:
- d. Number of students who could walk or bike along the proposed route after improvements:

Section 5 – Specific Infrastructure Improvement(s) Requested

A. LOCATION *Note: the entire proposed project must be within 2 miles of the school and in the attendance area for the affected schools.*

Request #1 St. Name: _____ Maintaining Agency: City County State

From: _____ To: _____

Project's closest point to school: 0 to ½ mile; ½ to 1 mile; 1 to 1 ½ miles; 1 ½ miles+

Request #2 St. Name: _____ Maintaining Agency: City County State

From: _____ To: _____

Project's closest point to school: 0 to ½ mile; ½ to 1 mile; 1 to 1 ½ miles; 1 ½ miles+

See Attachment for additional project sites:

Discuss the projects' proximity (within 2 miles) to other facilities which might also benefit from the project, such as other schools or colleges, parks, playgrounds, libraries, or other pedestrian destinations:

B. SIDEWALK, BIKE LANE, PAVED SHOULDER, OR SHARED USE PATH

<input type="checkbox"/> Continuation of Existing Sidewalk	<input type="checkbox"/> New Sidewalk
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<input type="checkbox"/> Continuation of Existing Bike Lane	<input type="checkbox"/> New Bike Lane (includes re-striping or reconstruction)
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<input type="checkbox"/> Continuation of Paved Shoulder	<input type="checkbox"/> New Paved Shoulder
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<input type="checkbox"/> Continuation of Shared Use Path	<input type="checkbox"/> New Shared Use Path
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Comments: describe below your requests in detail, including location, length, side of road, etc.

Request #1:

Request #2:

See Attachment for additional project sites:

Describe any other requests:

C. TRAFFIC CONTROLS Mark all that apply in regard to traffic control devices:

We have all necessary traffic control devices (**Proceed to E**)

<input type="checkbox"/> We need pedestrian signals (features)	<input type="checkbox"/> We need other school-related signals/beacons
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<input type="checkbox"/> We need traffic signs	<input type="checkbox"/> We need other school-related signs
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<input type="checkbox"/> We need marked crosswalks	<input type="checkbox"/> We need other roadway markings
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Describe the existing and needed traffic controls:

D. TRAFFIC DATA *Notes: Posted Speed Limit is required. AADT stands for Average Annual Daily Traffic*

St 1: Posted Speed Limit:	Operating Speed:	AADT:
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St 2: Posted Speed Limit:	Operating Speed:	AADT:
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Section 6 – Cost Estimate

This is designed to give FDOT a reasonable estimate of the cost of project. Make this cost estimate as accurate as possible.

- FDOT Transportation Costs website gives various resources, including FDOT District contact in the Estimates Offices, who can help you with your cost estimate: <http://www.dot.state.fl.us/programmanagement/staff.shtm>

Projects must follow appropriate design criteria. Projects on the State Highway System must follow the criteria in the Plans Preparation Manual (PPM), FDOT Standard Specifications and FDOT Design Standards. Projects on local systems must meet the minimum standards and criteria in the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for streets and Highways (Florida Greenbook). These documents can be found on FDOT's web site at: www.dot.state.fl.us/rddesign/CS/CS.shtm

Construction Cost	
Maintenance of Traffic (MOT)	
Mobilization	
Subtotal	
Contingency (Locally Funded)	
Total Construction Cost	
Professional Engineering Design	
Construction Engineering and Inspection	
GRAND TOTAL	

Section 6B– Cost Estimate Narrative

Attach a **MANDATORY** itemization of the construction costs & quantities by pay item.

NAME OF COST ESTIMATOR:

Section 7 - Submission Checklist

Notes: These will be counted toward total application score.

REQUIRED:

- A. Color project map showing school location
- B. Map showing existing conditions
- C. Map showing proposed improvements
- D. Map showing where students attending school live
- E. Proof of Right of Way
- F. Parent Survey Results
- G. Student Tally Results
- H. Letters of support
- I. Copy of public notice, sign in sheet and minutes of public meetings
- J. Documentation if Hazardous Walking Condition

ADDITIONAL:

- K. Traffic/Engineering report evaluating the problem
- L. Crash Data
- M. Color Digital photos showing existing conditions