

**Each LPA is allowed only one Safe Routes to School application.**

**The following are required for your application:**

**NOTE:** For this solicitation, a one-on-one pre-application meeting is required. Additional information on scheduling and the requirements can be found at the NJDOT Local Aid Resource Center website :

<http://www.njdotlocalaidrc.com>

1. Pre-Application Meeting
2. Resolutions/letters of Support
3. Maintenance Commitment
4. Responsible Charge
5. Distance to School-the project must be within 2 miles of a K-12 school.

**If any of the below requirements are not met, the project is ineligible for funding and the application will not be considered.**

Pre-Application Meeting:

Mandatory pre-application meeting with Local Aid Resource Center, MPO, and Local Aid District Staff

Resolutions of Support:

Each application must include, as an attachment, an approved resolution of support from the governing body of the lead public agency (LPA) and a letter or resolution of support from the participating school board, and from the owner of the public right-of-way in which the project is to be located. Resolutions of Support are required as they demonstrate compliance with federal regulations allowing an opportunity for public participation and community input. If they are not attached, then the project will be considered ineligible. See Attached Sample Resolution.

I) Must be dated within one year of the NJDOT application solicitation letter date

II) Must refer to the project for which the funds are being sought

III) Must provide evidence of board action adopting the Resolution of Support, which includes a signature and date of the action.

IV) Unsigned Resolution of Support will not be accepted

Use the boxes below to attach Resolutions of Support

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Program Requirements

Program Requirements

In addition, if the agency(ies) with ownership of the public right-of-way where the project is proposed (the municipality or county) is different than the applicant LPA, they must show support for the project in the form of an approved resolution. Use the box(es) below to attach letters/resolutions of support from the school board, the municipality(s), and the counties, as necessary.

Maintenance Commitment:

Attach a maintenance commitment for this project.

The LPA must indicate and certify continual ownership and maintenance for the useful life of the project . If the LPA does not have maintenance jurisdiction over the public right-of-way where the project is proposed, then a signed letter or board approved resolution must be provided by the party having maintenance jurisdiction. The letter/resolution must be dated within one year of the NJDOT application solicitation letter date . Letters should be addressed to the LPA.

Letters/Resolutions of Support

- Must be dated within one year of the NJDOT application solicitation letter date .
- Must refer to the project for which the funds are being sought.
- Must provide evidence of board action if it is a resolution, which must include a signature and date of the action. Unsigned letters/resolutions of support will NOT be accepted . Use the box(es) below to attach the letter/resolutions of support.

Program Requirements

Responsible Charge

Provide the name, title, and employer of the person who will be in responsible charge of the project.

The responsible charge is defined in 23 CFR 635.105(a) (4). Federal regulations requires Local Public Agencies' (LPAs) to provide a full-time employee to be in responsible charge of Federal-aid construction projects. The person in responsible charge of LPA administered projects does not have to be an engineer , but they must be a full-time employee of the LPA. Consultant Engineers providing engineering services or functioning as the LPA engineer of record are not eligible to serve as the responsible charge .

Name, Title, and Employer

Distance to School: The proposed project must be within 2 miles of a K-12 school. A map showing the locations of the project and the school must be attached.

Have you or the applicant that you represent scheduled and attended a one-on-one pre-application meeting? \*

( ) Yes

( ) No

Please provide the date of the one-on-one pre-application meeting:

\*

For additional information, please see: <http://saferoutesnj.org>

Type Of Improvement

**Infrastructure/Engineering**

**Popular Project Types:**

Bikeways

On-Street Bike Lanes, Off-Road Bike Paths, Bike Route, Bicycle Parking

Pedestrian Safety

Sidewalks, ADA Curb Ramps, Crosswalks, Pedestrian Crossing Signs, Pedestrian Push-buttons/Signal Heads

Pedestrian Safety/Bikeways

School Zone Delineation, Driver Feedback Signs, Traffic Calming, etc.

**Project Title:**

**County to filter by:**

**Municipalities:**

School Information

**COMPLETE a separate sheet for each school.**

Provide complete information for each school that is participating in or will benefit from the proposed project or activity. Provide complete contact information for the designated lead coordinator at each school. Provide information about how students currently travel to and from school and the method used to collect this data. Provide information about the percentage of students living within two miles of the school. Indicate whether courtesy/hazard busing is currently provided, and estimate the number of students that will benefit from the project or activities included in this application. Indicate whether the school is part of a Schools Development Authority District or located within an Urban Aid Community. See questions below for links to these lists.

School Name

Address

Zip

School District

**School-Designated Lead Coordinator:**

Contact Name

Title

Organization

Contact Phone

Contact E-mail

Is the school part of a shared School District?

Yes

No

If **yes**, please identify additional municipalities:

**The federal aid Safe Routes to School program funds projects for students in kindergarten through twelfth grade (K-12).**

Grade Levels at the school identified above

Student Population

Enter the estimated number or percentage of students who currently:

Walk to School

Bike to School

School Information

Ride the Bus

Drop off/other

What is the source of this travel information?

Number of students living within 2 miles of the school

Number of ADDITIONAL students expected to walk or bike to school because of the project.

Is courtesy/hazard busing provided?  **Yes**  **No**

Is the school district a Schools Development Authority district?  **Yes**  **No**

*A list of Schools Development Authority District is available at [https://www.njsda.gov/Content/FactSheets/31\\_SDA\\_Districts.pdf](https://www.njsda.gov/Content/FactSheets/31_SDA_Districts.pdf)*

Is the school located in an Targeted Urban Municipalities?  **Yes**  **No**

*A list of Targeted Urban Municipalities is available at: [https://njsage.intelligrants.com/Documentation/NJSAGE/tum\\_list\\_6\\_6\\_23.pdf](https://njsage.intelligrants.com/Documentation/NJSAGE/tum_list_6_6_23.pdf)*



Many New Jersey municipalities and schools have been recognized by the NJ SRTS Resource Center for their commitment to and support of Safe Routes to School. Has your community has been certified by the NJ SRTS Resource Center with either Bronze, Silver, or Gold Recognition Level status for the last two years? The list is available at <https://www.saferoutesnj.org/about-the-safe-routes-to-school-recognition-program/>

**Yes**       **No**

If yes, attach a copy of the School Recognition Certificate or press release.

Has the need for the project been identified in a School Travel Plan within the last 5 years?

**Yes**       **No**

If Yes, attach the plan and indicate the pages that identify the project.

*A School Travel Plan helps to create safer routes for pedestrian and bicycle travel by identifying key contacts and team members, problem areas and proposing solutions. A SRTS Travel Plan Guide was created to provide example format and content. It is available here:*

***New Jersey SRTS Travel Plan Guide:***

<https://www.saferoutesnj.org/creating-a-school-travel-plan-2/>

Do(es) the school(s) to be served by the proposed project have a written policy supporting walking and bicycling to school?

**Yes**       **No**

If Yes, attach the policy and indicate the pages where it supports biking and walking to school.

*Adopting policy is a mandated function of the school board. Policies establish direction for the district and its schools, set the goals, assign authority, and are the means by which educators are accountable to the public. The most important reason to have a policy is to make expectations consistent district-wide. Adopting a school bicycling or walking policy standardizes the transportation safety rules for the district. Students and guardians may not be aware of safe pedestrian or cycling behavior. A policy like these can help lay the groundwork for better and safer behaviors. Model walking and bicycling to school policies can be found here:*

**NJ SRTS Resource Center Tools, Tips, and more**

<https://www.saferoutesnj.org/guides/>

Has the school district adopted a School Wellness Policy that encourages walking and bicycling to school?

Yes       No

If yes, attach the policy and indicate the pages where it supports biking and walking to school.

*In the Child Nutrition and Women, Infants and Children Reauthorization Act of 2004, the U.S. Congress established a new requirement that all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity by the start of the 2006-2007 school year. The National Alliance for Nutrition and Activity (NANA, [www.nanacoalition.org](http://www.nanacoalition.org)) put together a task force of health, nutrition, physical activity and education professionals to create a set of model school wellness policies that school districts can adopt. Resources for local school wellness policies can be found [here](#):*

**Model School Wellness Policies**

<http://www.schoolwellnesspolicies.org/WellnessResources.html>

Has the municipality adopted a Complete Streets Policy?

Yes       No

If yes, attach the policy.

*Complete Streets is a nationwide movement that attempts to integrate people and place into the planning, design, construction, operation, and maintenance of our transportation networks. NJDOT promotes the development and implementation of policies and practices that ensure streets are safe for people of all ages and abilities, balance the needs of different modes, and support local land uses, economies, cultures, and natural environments. For information on Complete Streets in New Jersey, see the following web sites:*

**NJDOT Complete Streets**

<http://www.state.nj.us/transportation/eng/completestreets/>

**NJ Bicycle and Pedestrian Resource Center**

<http://njbikeped.org/about-complete-streets-in-nj/>

Describe existing programs and improvements that demonstrate a commitment to encouraging walking and bicycling to school.

*Additional consideration will be given to communities and schools that have shown a commitment to walking and bicycling by implementing various improvements or programs and/or have taken steps to plan for better pedestrian and bicycling facilities.*

Have the school(s), municipality, or other partners initiated or participated in any programs to encourage or support walking and bicycling to school (Walk to School Day, Bicycle Rodeo)?

**Yes**             **No**

If yes, provide a description and date.

*Emphasize those programs recently implemented (i.e., within the past two years). Describe clearly any programs to encourage or support walking and bicycling to school (e.g., Walk to School Day, bicycle rodeo).*

Have the school(s), municipality, or other partners constructed any physical improvements that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks)?

**Yes**             **No**

If yes, provide a description and date.

*Describe any recently constructed physical improvements that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks), or any improvements that are in process (excluding those funded or to be funded under this program).*

Does the proposed project connect to a regional bicycle or pedestrian network? (The network should connect the project to a neighborhood, park, library, or other location of interest to school students.)

**Yes**             **No**

If yes, show on a map.

Problem Statement

Describe the obstacles (physical or other) to walking or bicycling to school.

Describe current hazards facing children who walk or bicycle to the school(s).

*You are encouraged to reference supporting documentation such as: maps, history of traffic problems, accident reports, traffic counts, speed surveys, health statistics, crime reports, photographs of deficiencies, walkability audits, census information and survey results.*

Attach a location map showing up to a two-mile radius of the school(s). Label the school site(s) and problem areas.

*Maps, photographs, and other data which provide evidence of the severity of the problem, may be uploaded to SAGE. Documentation can include a history of traffic problems, accident reports, traffic counts, speed surveys, crime reports, walkability audits, photos of deficiencies, health statistics, census information and survey results.*

Attach up to ten photographs of problem areas.

Attach additional files (crash data, accident reports, maps, survey results, health statistics, crime statistics or reports, speed surveys, walkability audits, census information, etc.) which provide evidence of the severity of the problem.

Enter the project limits below:

**From:**

**To:**

Describe the project in summary. Indicate the school(s) at which the project will take place.

*Indicate the schools that benefit from the project and explain how the project will create a safer walking and/or bicycling environment or encourage more children to walk or bicycle to school. Discuss how many children will benefit from the project and whether it targets one neighborhood or the entire school community.*

Explain how the project will create a safe walking and/or bicycling environment.

Explain how the project will enable and encourage more children to walk or bike to school.

Distance from school (must be within 2 miles):

Show on a street location map the proposed infrastructure improvements, school location, and walking and bicycling routes. *Provide information about the location of the project(s) and show the location(s) on a map (must be within two miles of the school). Indicate whether the project is on a walking or bicycling route to school and illustrate the relationship between the school and the project on the map.*

Please upload an 8.5 by 11 inch map.

Schedule

Attach a project schedule from start to finish in a table or list format. Indicate progress milestones (such as easement acquisitions, ROW, permits, utility relocations if needed, environmental and historical preservation approvals, bid, advertise, award, and start of construction) by the number of months from written authorization to proceed to project completion and evaluation of results.

**Project must receive federal authorization within two years of the date that the LPA is notified of project selection. If the project is not authorized within two years of the award, the grant will be rescinded and the applicant will have to reapply.**

***The Safe Routes to School program will not reimburse applicants for any expenses incurred prior to federal authorization.***

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Is utility or road work planned within the project limits over the next five years?

**Yes**       **No**

Does the project require utility relocation?

**Yes**       **No**

If yes, please explain.

Are permits required?

**Yes**       **No**

If yes, please explain.

Is the purchase of Right-Of-Way required before the start of construction?

**Yes**       **No**

If yes, please explain.

Does the project intersect a state highway?

**Yes**       **No**

If yes, which highway(s)?

If yes, is the intersection signalized?

**Yes**       **No**

Is there a railroad crossing or highway ramp within the project limits that will be improved as part of the project?

**Yes**       **No**

If yes, please explain.

Will the construction impact traffic at a railroad crossing outside project limits?

**Yes**       **No**



The federal aid Safe Routes to School program funds infrastructure/engineering projects that fall into Construction/Installation. Note that all projects must be within the jurisdiction of the funding recipient. Popular projects are listed below:

**Engineering**

- |  |  |
|--|--|
| School Zone Designation                        | On-Street Bicycle Facility               |
| Traffic Calming Devices                        | Off-Street Bicycle/Pedestrian Facility   |
| Designating School Routes                      | Pedestrian/Bicycle Crossing Improvements |
| Infrastructure Gap Assessment and Improvements | Street Striping                          |
| Bicycle Parking Facilities                     | Sidewalk Improvements                    |

**Phases of work apply:**

**Construction**

Please provide a length of proposed improvement.

Bikeway (Miles)

Pedestrian (Miles)

Project costs eligible for funding include construction. The budget should include the costs (if any) associated with evaluating the results of the project. LPA's are encouraged to utilize their own funds from other sources to pay for the costs of environmental documentation, design and all other "soft" costs. A detailed cost estimate of the materials and tasks needed to accomplish the activities for which the SRTS funds are being sought, must be presented as an attachment to the application. **The federal funds for SRTS projects are provided to the project LPA on a reimbursement basis only.**

Construction Cost:

Attach a Detailed Cost Estimate:

Total Project Cost:

Total Amount Requested:

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**Partnership and Public Outreach**

Attach up to 5 letters of support community organizations, citizens, all levels of government, and elected officials other than the LPA, and any and all interested parties. All letters of support must be addressed to the LPA, not the New Jersey Department of Transportation. In order to be eligible, letters must be dated within one year of the NJDOT application solicitation letter date.

This should include neighborhood or business associations, historical groups (if applicable) and local residents.

Use the below box(es) to attach letters of support:

**Describe how the results of the project will be measured. Minimally, grant recipients will be required to record the number and type of improvements installed and the results of pre-and post-project surveys on how students travel to and from school.**

Describe how the safety and/or health benefits of the project will be evaluated using at least one of the measures listed below. Potential measures may include:

- Increase in the number of children walking or bicycling to school
- Changes in public/student perception of safety (survey)
- Increased awareness of safe walking and bicycling behaviors
- Increased awareness of safe driving behaviors
- Reduction in speed limit violations
- Reduction in failure to stop for pedestrians
- Reduction in crashes involving bicyclists and pedestrians
- Decrease in motor vehicle traffic around arrival/dismissal
- Improvement in crime statistics around the school
- Improvement in health statistics for the school children