

**Transportation Alternatives Application
For FY 2015
Non-Infrastructure SRTS Projects (2nd Call)**



Due: Monday, June 30, 2014 10:00 a.m.
(LATE APPLICATIONS WILL NOT BE ACCEPTED)

Applications MUST be submitted by a MAG Member Agency ONLY

Amount Available: \$400,000 per year

Maximum Amount per Program: \$135,000



MAP-21 TRANSPORTATION ALTERNATIVES PROGRAM (TA) APPLICATION
Non-Infrastructure SRTS Funding Available for **Federal Fiscal Year 2015**

General Instructions:

This Excel form is to be used to request federal Transportation Alternatives (TA) funding available through the Maricopa Association of Governments (MAG) for projects to be included in the FY2014-FY 2018 MAG Transportation Improvement Program. Funding is available for Federal Fiscal Year (FFY) 2015. The maximum amount per program is \$135,000.

This application form includes:

- General Instructions
- Cover Sheet
- Part A - Contact and Project Description,
- Part B - School/District Information,
- Part C - Project Description,
- Part D - Required Attachments,
- Part E - Cost Estimate Form,
- Part F - Checklist and Signature Page
- Transmittal Instructions and Schedule.

Each part is a separate tab of this excel file. Please complete the Cover Sheet and Parts A - F. Alternative application forms are available upon request.

Deadlines and Transmittal Instructions:

One printed, complete and signed application must be received in the MAG offices by 10:00 a.m. on Monday, June 30, 2014. The application must also include a CD with the Excel application and all Required Attachments (Part D).

Detailed transmittal instructions are located in a separate tab in this excel sheet. Late applications will not be accepted.

If member agencies need additional information or have questions, they should contact Margaret Boone at (602) 254-6300 or by e-mail at mboone@azmag.gov

All information is required, unless noted by the word - Optional.

**INSERT REPRESENTATIVE
PHOTO OF PROGRAM HERE**

**Non-Infrastructure Transportation Alternatives
Safe Routes to School Application for
FY 2015 (2nd Call)**

ENTER PROJECT NAME

ENTER MAG MEMBER AGENCY NAME

**APPLICATIONS ARE DUE AT MAG OFFICES BY
10:00 a.m. Monday, June 30, 2014**

:

PART A - SPONSOR AGENCY CONTACT AND PROGRAM DESCRIPTION	
Contact Information	
1. Name of Sponsoring MAG Member Agency	
2. Sponsoring MAG Member Agency Contact Name	
3. Phone Number of Sponsoring MAG Member Agency Contact	
4. E-Mail Address of Sponsoring MAG Member Agency Contact	
5. Mailing Address of Sponsoring MAG Member Agency Contact	
Project Description	
6. Please provide the Project Title.	
7. Please provide a concise, specific description of the program (250 character limit):	
8. Please list the k-8 school(s) to be included in the program and insert a map(s) as a required attachment (in part D) of the attendance area and the main walking/biking route. <u>Clearly delineate and label the known walking/biking routes highlighting the main route to the designated school ingress/egress point(s) with the most vehicle, bike and pedestrian volumes.</u>	

PART B - SCHOOL/DISTRICT INFORMATION

Please complete a school/district profile for each school/district in this application. Create copies of this tab in order to complete a profile for more than three schools/districts.

School/District #1	
1. School/District Name	
2. School/District Address	
3. School/District City, State, ZIP Code	
4. School/District Contact Name	
5. School/District Contact Email Address	
6. School/District Contact Phone Number	
7. School/District Data Collection Contact Name	
8. School/District Data Collection Contact Email Address	
9. School/District Data Collection Contact Phone Number	
School/District #2	
1. School/District Name	
2. School/District Address	
3. School/District City, State, ZIP Code	
4. School/District Contact Name	
5. School/District Contact Email Address	
6. School/District Contact Phone Number	
7. School/District Data Collection Contact Name	
8. School/District Data Collection Contact Email Address	
9. School/District Data Collection Contact Phone Number	
School/District #3	
1. School/District Name	
2. School/District Address	
3. School/District City, State, ZIP Code	
4. School/District Contact Name	
5. School/District Contact Email Address	
6. School/District Contact Phone Number	
7. School/District Data Collection Contact Name	
8. School/District Data Collection Contact Email Address	
9. School/District Data Collection Contact Phone Number	

PART C-PROGRAM DESCRIPTION

This part of the form identifies current walking and biking to school issues and the proposed program.

The purpose of Part C is to provide sufficient information to evaluate the program and to provide assurance that the program will be capable of meeting the ADOT administered federal clearance and implementation process. This process requires an abbreviated environmental, ROW and utility clearances process prior to FHWA approval to encumber federal funding for implementation.

1. Has your agency received SRTS Funding in the past? If so, in what years did you receive SRTS funding?

2. Are you requesting funds for a multi-year program?

 Yes No

If yes, check the appropriate boxes for each year of the proposal:

 2015 2016 2017

3. How many schools are included in this project application?

Number of schools:

4. School Profile; If you are including more than 3 schools, please "unhide" question 4a (rows 34-45)

	School/District 1	School/District 2	School/District 3
Please provide the school/district name	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is this school designated as Title 1? (yes/no)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of students enrolled in the school	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated number of students currently walking to school	<input type="text"/>	<input type="text"/>	<input type="text"/>
Estimated number of students currently bicycling to school	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Existing bicycle or pedestrian non-infrastructure programs (i.e. walking school buses):

6. Existing bicycle or pedestrian street/crossing features (i.e. bike lanes, sidewalks, special crosswalks):

7a. Does the school or school district have policies that prohibit students from biking or walking to school, or that mandate busing? If the answer to this question is "yes", this may prohibit this program from receiving funding through this program.

 Yes No

If "Yes", please explain any plans to change these policies, including a timeline and deadline for achieving this:

7b. Does the school or school district have policies that encourage students to bike or walk to school?

 Yes No

PART C-PROGRAM DESCRIPTION (CONT'D)

This part of the form identifies current walking and biking to school issues and the proposed program.

The purpose of Part C is to provide sufficient information to evaluate the program and to provide assurance that the program will be capable of meeting the ADOT administered federal clearance and implementation process. This process requires an abbreviated environmental, ROW and utility clearances process prior to FHWA approval to encumber federal funding for implementation.

8. What is the problem your program addresses? List only your problems, NOT your solutions.

9. Accurately describe your solution/program in terms of how the program addresses the 5 E's: Education, Enforcement, Encouragement, Engineering and Evaluation. Include your specific message, how the message will be communicated, what materials will be developed, how the materials will be distributed, any events, and any safety educational items (if eligible). List only your solutions, NOT your problems.

10. Please provide a summary of any car-bicycle and car-pedestrian crashes by severity on the main walking/biking route(s) to the target school(s) for each of the five most recent years (i.e. 2008-2012). If your agency cannot provide this information, the agency may request that MAG provide a crash summary for the route(s). If the agency plans to request a crash summary from MAG, a map must be provided showing the specific walking/biking route(s) on which the crash data is needed (Part D). This request needs to be submitted to MAG no later than noon on June 12, 2014. This request can be submitted to Margaret Boone at mboone@azmag.gov.

Bike/Ped Crash Severity	2008	2009	2010	2011	2012
Fatal (K)	<input type="text"/>				
Incapacitating Injury (A)	<input type="text"/>				
Non-Incapacitating Injury (B)	<input type="text"/>				
Possible Injury (C)	<input type="text"/>				
Property Damage Only (O)	<input type="text"/>				

11. Is there a perceived crash risk along the walking/biking route(s)?

Yes No

If "Yes", please explain:

12. What is the posted speed limit, and average annual daily traffic (AADT) or number of travel lanes in one direction (if AADT not measured) along the main walking/biking route(s)?

Speed Limit AADT Number of travel lanes

13. Does the program incorporate ADA-accessible routes/facilities?

Yes No

Please explain:

Part D - Required Attachments

Listed below are the required attachments for this application. These attachments are intended to demonstrate the need of the program. School attendance boundaries should be clearly indicated. Neighborhoods within school attendance boundaries should be indicated. Boilerplate support letters will score lower than signer-written or otherwise unique letters.

PLEASE INCLUDE EACH ATTACHMENT AS A SEPARATE .JPEG OR .PDF FILE ON YOUR APPLICATION CD.

Please insert required attachment 1 after Part A on your printed application and insert required attachments 2 and 3 after Part C in your printed application.

Required Attachments:

1) Provide a map of the attendance boundary and the main walking/biking route. Clearly delineate and label the known walking/biking routes highlighting the main route to the designated school ingress/egress point(s) with the most vehicle, bike and pedestrian volumes. PDFs of a software-based map (CAD, ArcGis, etc) are preferred.

2) Please attach Letters of Support from all project partners. Letters of support should be written by partner agency contact. Signatories should include information on how their organization will be involved.

3) Please attach sample educational materials (including literature or curricula that have been used in the school/district in the past.

PART E - NON-INFRASTRUCTURE SAFE ROUTES TO SCHOOL COST ESTIMATE FORM

Please provide a detailed cost estimate for this program. See FHWA TA Non-Infrastructure guidance at the following link http://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance/

Inappropriate Uses of SRTS Funds

States are not permitted to use Section 1404 funds for projects that do not specifically serve the stated purposes of the SRTS Program, nor should they be used for reoccurring costs except as specifically provided in the legislation. For example, in general, Program funds should not be used to pay crossing guard salaries, as these are reoccurring costs (although funds may be used for crossing guard training programs). Funding requests for costs that are expected to be reoccurring costs in future years should include plans for how the costs will be funded in the future and a rationale for how federal funding of 1-2 years will enable leveraging of future financial security for the activity.

The use of Section 1404 funds for projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access is not permitted, nor should Program funds be spent on education programs that are primarily focused on bus safety. Improvements to bus stops are not eligible for this funding.

Sponsoring Agency:		Program Title:		Application Date:	
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Item Description	Unit	Quan.	Unit Price	Total	Federally Eligible	Federal Funds (94.3%)	Local Funds (5.7%)	Note(s)
Example: Crossing Guard Vests				\$0.00	Yes	\$0.00	\$0.00	
Example: 15 MPH Roll Out Signs				\$0.00	Yes	\$0.00	\$0.00	
Example: Print Materials				\$0.00	Yes	\$0.00	\$0.00	
Example: Safe Routes to School Study (\$28,000)				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	No	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
				\$0.00	Yes	\$0.00	\$0.00	
Example: Crossing Guard Salaries				\$0.00	No	\$0.00	\$0.00	This portion paid for by the District
Subtotal of Program Costs				\$0.00		\$0.00	\$0.00	
ADOT Fee	EA	1	\$ 2,000.00	\$ 2,000.00	No	\$0.00	\$2,000.00	
Total Program Cost Including ADOT Fees				\$2,000.00		\$0.00	\$2,000.00	

PART F - CHECKLIST

Checklist

This checklist is included to facilitate applicant review and verification that all required fields in the form have been completed.

COVER SHEET	Complete?
Cover Sheet is completely filled out	
PART A - Contacts and Program Description Fields	Complete?
Contact Information, fields 1 – 5 are complete	
Program Description, fields 6 - 8 are complete and map inserted as a required attachment (Part D)	
PART B - School/District Information	Complete?
School/District #1 Information, fields 1-9 are complete	
School/District #2 Information, fields 1-9 are complete	
School/District #3 Information, fields 1-9 are complete	
PART C - Program Description	Complete?
Fields 1 - 9 (Program Information and School Profile) are complete	
Field 10-13 (Crash Summary, Perception of Crash Risk, Speed, AADT, Accesibility) is complete.	
Fields 14 – 16 (Data Collection, Schedule, and Milestones) are complete	
PART D - Required Attachments	Complete?
Attachment 1 - walking/biking route map is provided in the printed application. Please include as .jpeg or .pdf in the electronic submittal.	
Attachment 2 - letters of support are provided in the printed application. Please include as .pdf in the electronic submittal.	
Attachment 3 - sample educational materials are provided in the printed application. Please include as .pdf in the electronic submittal.	
PART E - Cost Estimate Worksheet	Complete?
Applicant has read and understands federal eligible cost guidance	
Sponsoring Agency, Program Title, and Application Date are complete	
Individual Item Costs are complete and accurate	
Subtotal Cost is complete and accurate	
ADOT fee is \$2000 and is not a federally eligible expense	
Total Cost is complete and accurate	
PART F - Signature and Checklist	Complete?
Entire checklist is completed.	
Form is signed by MAG member agency's public works or transportation official.	
Name, title and date fields under the signature are completed.	
Additional signatures and related name, date, and title are completed.	

PART F (CONT'D) - SIGNATURE(S)

SIGNATURE(S):

As the MAG member agency's *public works or transportation official*, I certify that this application is accurate and complete, and that the program will be included in the sponsoring MAG member agency's local budget if the program is selected for federal funding.

Signature:	
Name:	
Title:	
Date:	

Note: All below signatures indicate an agreement in principle and a partnership on this project between the applicant and the signing organization. Although not all signatures are required, applications that include more signatures will be ranked higher

School/Site Official (required):
(Principal, assistant principal, teacher-in-charge, PE Teacher, SRTS coordinator)

Signature:	
Name:	
Title:	
Date:	

School District official (required):

Signature:	
Name:	
Title:	
Date:	

Non-Profit Partner (optional):

Signature:	
Name:	
Organization:	
Title:	
Date:	

TRANSMITTAL INSTRUCTIONS and SCHEDULE

The due date and time for project applications to be submitted to MAG is Monday, June 30, 2014 at 10:00 a.m.

Member agencies are to:

1) Submit ONE printed, signed, and complete application to MAG.

Please verify that the application is COMPLETE and signed in Part F. Please also verify that all Required Attachments (Part D) are included in the printed application where indicated and that the cost estimate amount for each program year does not exceed \$135,000.

2) Submit one CD with complete Excel application and all Required Attachments (Part D) to MAG.

Please verify that the entire, completed Excel application is on the CD, as well as all attachments as required in Part D of the application.

To submit one printed, signed, and complete application, and one CD with complete Excel application and all Required Attachments (Part D) to MAG, the applicant can mail to or drop off application at:

Maricopa Association of Governments
ATTN: Margaret Boone,
302 N. 1st Avenue, Suite #300,
Phoenix, AZ 85003.

Applications MUST be received by 10:00 on Monday June 30, 2014. No Late Applications Will Be Accepted.