



# **SAFE ROUTES TO SCHOOL PROGRAM**

## 2022 Application Guidance

## Safe Routes to School Information

All Safe Route to School information is available at [www.transportation.ohio.gov/saferoutes](http://www.transportation.ohio.gov/saferoutes) with pages dedicated to:

- [Develop Your School Travel Plan \(STP\)](#)
- [Apply for Safe Routes to School Funding](#)
- [Education & Encouragement](#)
- [Safe Routes To School District Contacts](#)

### Reminder

In-person [Teacher Tallies](#) may be used but are not *required* to collect student travel data. Applicants are still required to submit an estimate of typical rates of walking or biking to school based on data collected through a survey or other outreach tools.

Applications for project funding can be based on projects identified in a School Travel Plan (STP), Active Transportation (AT) Plan or equivalent. Communities or schools may apply for School Travel Plan (STP) development assistance.

### The following items are included:

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## I. PROGRAM ELIGIBILITY

The Safe Routes to School (SRTS) program provides funding to facilitate the development and implementation of projects and activities that enable and encourage children to walk or bike to school safely. Funding through ODOT's SRTS program can be used for:

1. **Infrastructure Projects** -- Operational and physical improvements within 2 miles of schools that establish safer, connected, and accessible crossings, walkways, bike facilities, and trails.
2. **Non-Infrastructure Projects** – These activities might include establishing and delivering educational programs, planning and hosting events that promote walking and biking, training or establishing enforcement programs such as crossing guard programs, monitoring outcomes and collecting data, or more.

### Applicants

Infrastructure applications must be sponsored by a local jurisdiction with the appropriate maintenance-authority (city, village, township, county). Non-infrastructure applicants can be political subdivisions (city, village, township, county, school district, health district), or other non-profit or public agency affiliated with a jurisdiction, school, or school system.

### Applications:

Infrastructure and non-infrastructure projects must serve the stated purpose of the SRTS Program and be identified in a School Travel Plan (STP), an Active Transportation (AT) Plan, or equivalent plan approved by ODOT. Plans should be [updated](#) if over 5 years old.

Information on student travel and parent input must be documented, including development of [2-mile Student Radius Maps](#). These maps can be developed by ODOT with the submission of student address data, or in some cases by local or regional planning partners. The documentation of parent input and student travel can be done through the [ODOT Parent Surveys and Teacher Tallies](#), or through other surveys or outreach efforts (i.e. school administration surveys, focus groups, parent surveys, or counts).

To be most competitive for funding, it is recommended that most students live within 2 miles of school.

Applications must be discussed with [District SRTS Coordinator](#) prior to applying. District SRTS Coordinators can help communities review and select their priorities for an application, review cost estimates for accuracy, and provide direction on the application process. If applicable, infrastructure and STP applications require a Letter of Support from relevant MPO/RTPO.

### \*\*Items that may disqualify the application:

1. If schools are planning to relocate.
2. If applicants have not coordinated with their ODOT District SRTS coordinator prior to submitting the application.
3. If any information provided within the application is later found to be inaccurate.
4. If the proposed countermeasure is not identified as a priority in an updated (within 5 years) School Travel Plan, Active Transportation Plan, or equivalent plan.
5. Cost estimate is not accurate or does not identify which phases are being requested
6. Applicant has not used a professional engineer or other appropriate discipline to assist in the development of the required construction cost estimates (infrastructure only).
7. Applicant does not submit one or more required attachments.



## II. FUNDING

The SRTS Program can provide up to 100 percent reimbursement for eligible costs through an annual, competitive application process.

**Infrastructure.** Eligible infrastructure projects include the engineering, design, and construction phases of projects that will improve the built environment for students to walk and bike to school.

- Construction Fiscal Year: 2025
- Project limit: up to \$400,000
- Funds are available for all phases of project implementation (preliminary engineering, design, right of way, construction, and construction engineering).
- Applicants are encouraged to begin working on design as soon as possible. Designed projects may be constructed sooner if funds are available.

**Non-Infrastructure.** Funding is intended to develop and implement plans, programs, policies, and environments that are sustainable past the availability of SRTS funding.

- Fiscal Year: 2023. Non-Infrastructure projects must be completed within 24 months
- Project limit:
  - 1-10 schools: Up to \$20,000
  - 11-25 schools: Up to \$40,000
  - 26+ schools: Up to \$60,000

**School Travel Plan Development Assistance** is available in the form of ODOT consultant assistance or reimbursed funding for a locally selected consultant.

- Fiscal Year 2023. School Travel Plans must be completed within 18 months.

### Ineligible Costs or Activities

Any action or work acted on prior to FHWA project authorization will make the entire project phase ineligible for compensation. Covering project overages is the responsibility of the local applicant.

For details, see **Section IV. Overview of Eligible and Ineligible Costs or Activities.**

## III. 2021 APPLICATION PROCESS

**Electronic applications will be available on January 3, 2022 on the SRTS [Apply for Funding Page](#).**

Application information and scoring criteria can be found on the following pages of this guidance document. **The application deadline is March 4, 2022 (5:00 PM).**

In April, select applicants will be invited to give a presentation (online) on the proposed project and address comments or concerns identified during the review process. Presentations will be scheduled once applications have all been received. Applicants will be notified of award in June 2022.



#### IV. OVERVIEW OF ELIGIBLE AND INELIGIBLE COSTS OR ACTIVITIES

**ELIGIBILITY:** The SRTS program provides funding to facilitate the development and implementation of projects and activities that enable and encourage children to walk or bike to school safely.

**INFRASTRUCTURE:** Eligible infrastructure projects include the engineering, design, and construction of projects that will improve the built environment for students to walk and bike to school, including:

- new or improved sidewalk
- pedestrian and bicycle crossing improvements
- off-street bicycle and pedestrian facilities
- on-street bicycle facilities
- traffic calming and speed reduction improvements
- secure bicycle parking facilities
- traffic diversion improvements in the vicinity of schools

This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they meet the objectives of improving pedestrian and bicycle safety and access for students. There are several sources of information available that provide further guidance on infrastructure countermeasures, such as [ODOT's SRTS Infrastructure Toolkit](#) as well as nationally, such as FHWA's [Safe Transportation for Every Pedestrian \(STEP\) resources](#), and NACTO's [Designing for All Ages and Abilities](#) resource.

Infrastructure projects must be located within the public right of way. Public property includes lands that are owned by a public entity, including those lands owned by a public school district. This may include projects on private land that have public access easements. Construction and capital improvement projects must be located within approximately two miles of a K-8 school. Schools with grades that extend higher than grade 8, but which include any grades within K-8, are eligible to receive infrastructure improvements.

For projects on private land, there must be a written legal easement or other written legally binding agreement that ensures public access to the project for the lifespan of the facility.

**NON-INFRASTRUCTURE:** Funding is intended to develop and implement plans, programs, policies, and environments that are sustainable past the availability of SRTS funding. Eligible activities to encourage walking and bicycling to school, include:

- development of school travel plans (STPs)
- development and delivery of SRTS-related programs (walking school bus, bike trains, traffic education, crossing guard, Girls in Gear, safety town, or more)
- public awareness campaigns
- planning and development of events or materials that promote walking and biking
- funding for coordinators of safe routes to school programs

This list is not intended to be comprehensive. There are several sources of information available that provide further guidance on non-infrastructure activities, such as [ODOT's SRTS Non-Infrastructure Toolkit](#), as well as nationally, like PBIC's [Safe Routes to School Guide](#), the [National Center for Safe Routes to School](#), and [The Safe Routes Partnership](#).



### **Additional examples of eligible activities include:**

- Creation and reproduction of promotional and educational materials.
- Bicycle and pedestrian safety curricula, materials and trainers.
- Training, including SRTS training workshops that target school- and community-level audiences.
- Costs for data gathering, analysis, and evaluation reporting at the local project level.
- Costs for additional law enforcement or equipment needed for enforcement activities around schools.
- Equipment and training needed for establishing crossing guard programs.
- Costs to engage the services of a consultant to facilitate an STP development process or a SRTS program.
- Costs to employ a SRTS Program Coordinator, which is a person that runs a SRTS program for an area that includes numerous schools. NOTE: reoccurring costs for a program coordinator are ineligible for 100% funding. After one year, a sustainability plan demonstrating local investment must be submitted with any future applications.
- Modest incentives for SRTS contests, and incentives that encourage more walking and bicycling over time.
- Safety and educational tokens (helmets, reflective items, etc.)
- Printing and mailing costs.

### **Ineligible Activities**

Applicants are not permitted to use funds for:

- Projects that do not specifically serve the stated purposes of the SRTS Program.
- Food or beverage or gift cards for food/beverage.
- Bicycles. Applicants are encouraged to work with local partners to leverage bicycles through other grants or donations.
- Giveaways with no safety or education value (hats, t-shirts, shoes).
- Reoccurring costs. For example, SRTS funds cannot be used for crossing guard salaries, however, funds may be used for crossing guard program development (training, supplies, etc.) Reoccurring costs for a program coordinator are ineligible for 100% funding. After one year, a sustainability plan demonstrating local investment must be submitted with any future applications.
- Projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve safety for students walking and bicycling.
- Education programs that are primarily focused on bus safety.
- Improvements to bus stops.
- Projects whose only purpose is to upgrade curb ramps to be ADA-compliant or replace school zone signage.



## V. APPLICATION SCORING & REQUIRED ATTACHMENTS -- INFRASTRUCTURE

Application Section	Question	Possible Pts.
Network Connectivity	Demonstrates how the project is working towards a more complete network for walking/biking to school	15
	Demonstrates that the project is a high priority to the community	10
		<b>25</b>
Safety	# of bicycle- and/or pedestrian-involved crashes within a 2-mile radius, in past 5 years** 16 or more crashes 10 points 11-15 crashes 7 points 6-10 crashes 4 points 1-5 crashes 2 points No crashes 0 points	10
	Demonstrates how the project will improve safety for K-8 students.	15
		<b>25</b>
Need	% of economically disadvantaged students ( <a href="#">Free and Reduced Lunch Percentage from ODE</a> ) >80.0% 10 points 60.1% - 80.0% 6 points 40.1% - 60.0% 3 points 20.1% - 40.0% 1 points 0.0% - 20.0% 0 points	10
	% Occupied Housing Units with No Vehicles Available ( <a href="#">American Community Survey Search Feature</a> ) >20.0% 10 points 16.1% - 20.0% 7 points 12.1% - 16.0% 4 points 8.1% - 12.0% 2 points 0.0% - 8.0% 0 points	10
		<b>20</b>
Trips	Demonstrates an impact on students currently walking or biking. % of students currently walking and biking >70% 10 points 50.1 to 70% 8 points 30.1 to 50% 6 points 10.1 to 30% 3 points 0 to 10% 0 points	10
	Demonstrates the potential to increase walking and biking trips. % of k-8 students within two miles >70% 10 points 51 to 70% 6 points 0 to 50% 0 points	10
		<b>20</b>
Community Commitment	Demonstrates commitment and capacity for implementing Safe Routes to School related activities.	5
	Demonstrates coordination with partners on implementation	5
		<b>10</b>
<b>TOTAL</b>		<b>100</b>

\*\* TIMS GCAT is ODOT's closed crash data portal which provides local governments and consultants access to the state's reported crash data. Jurisdictions can request access through the following link: <https://gis.dot.state.oh.us/tims/CrashAnalytics/Login>



## REQUIRED ATTACHMENTS

Note that attachments will not be able to be saved within the online application. Please assemble required attachments and upload them to the application when ready to submit. Additionally, information will only be stored in the FormStack for 30 days from the last time it is edited. If 30 days pass from when content was last edited, it will not be saved.

Attachment	Notes
<b>STP or AT Action Plan</b>	Upload your STP, AT Plan, action plan, or another planning document referenced in your application.
<b>Letter of Support from Regional Planning Partner</b> (if applicable)	Required for communities that fall within a <a href="#">Metropolitan Planning Organization or Regional Planning Organization</a> .
<b>Project Countermeasures Map</b>	This map should indicate the location of countermeasures included in your application. Please include a legend. Simple maps made in PowerPoint with lines and symbols denoting the location of countermeasures are acceptable. Utilizing the 2-miles Student & Crash Radius Map as a base map is encouraged but not required.
<b>Photo</b>	Photo of existing conditions that will be improved
<b>Certified Cost Estimate</b>	Cost Estimates must include project phases, contingency and inflation costs. <a href="#">ODOT District SRTS Coordinators</a> should review for accuracy.
<b>Budget Breakdown</b>	See example in <b>Appendix A</b> . A budget breakdown is no more than one page indicating the amount of funding being requested for each project phase, the fiscal year, and any other funding contributions to-date. Use this space to explain the other sources of funding contributing to the project, if applicable.
<b>Two-Mile Student &amp; Crash Radius Map</b>	Maps should include student address data and 5 years of bicycle and pedestrian crashes. For mapping assistance, please see details in the <a href="#">Map Room</a> .
<b>Proof of Progress</b>	Attachment indicating progress (photo of walk to school day, updated school policy, SRTS committee notes, etc.)
<b>Signed Infrastructure Ordinance</b>	See relevant example in listed under <a href="#">Sample Ordinances</a> . Original will be required if project is selected. If any part of the proposed project is on a school property, include joint legislation from jurisdiction and school board.



**V. APPLICATION SCORING & REQUIRED ATTACHMENTS -- NON-INFRASTRUCTURE**

Application Section	Question	Possible Pts.
Network Connectivity	Demonstrates how the project will enable safe walking and biking to school	10
	Demonstrates that the project is a high priority to the community	10
		<b>20</b>
Safety	Demonstrates how the project is improving safety for K-8 students.	15
		<b>15</b>
Need	% of economically disadvantaged students ( <a href="#">Free and Reduced Lunch Percentage from ODE</a> ) >80.0% 10 points 60.1% - 80.0% 6 points 40.1% - 60.0% 3 points 20.1% - 40.0% 1 points 0.0% - 20.0% 0 points	10
	% Occupied Housing Units with No Vehicles Available ( <a href="#">American Community Survey Search Feature</a> ) >20.0% 10 points 16.1% - 20.0% 7 points 12.1% - 16.0% 4 points 8.1% - 12.0% 2 points 0.0% - 8.0% 0 points	10
		<b>20</b>
Trips	Demonstrates an impact on students currently walking or biking. % of students currently walking and biking >70% 10 points 50.1 to 70% 8 points 30.1 to 50% 6 points 10.1 to 30% 3 points 0 to 10% 0 points	10
	Demonstrates the potential to increase walking and biking trips. % of k-8 students within two miles >70% 10 points 51 to 70% 6 points 0 to 50% 0 points	10
		<b>20</b>
Community Commitment	Demonstrates commitment and capacity for implementing Safe Routes to School related activities.	5
	Demonstrates plan for high level of coordination with partners on implementation	5
	Demonstrates a plan for sustaining the work beyond ODOT's SRTS funding.	15
	<b>25</b>	
<b>TOTAL</b>		<b>100</b>



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Attachment	Notes
<b>STP or AT Action Plan</b>	Upload your STP, AT Plan, action plan, or another planning document referenced in your application.
<b>Cost Estimate</b>	Must include a detailed budget of personnel, supplies/materials, and other related costs including a short explanation. Include information on other in-kind or funding contributions.
<b>Two-Mile Student &amp; Crash Radius Map</b>	Maps should include student address data and 5 years of bicycle and pedestrian crashes. For mapping assistance, please see details in the <a href="#">Map Room</a> .
<b>Proof of Progress</b>	Attachment indicating progress (photo of walk to school day, updated school policy, SRTS committee notes, etc.)
<b>[Letter of Support]</b>	If the applicant is not the school, please include a letter of support from the school district involved in the project.
<b>Signed Non-Infrastructure Ordinance</b>	See relevant example in listed under <a href="#">Sample Ordinances</a> . Original will be required if project is selected.



## V. APPLICATION SCORING & REQUIRED ATTACHMENTS -- STP DEVELOPMENT

Application Section	Question	Possible Pts.
Network Connectivity	Demonstrates how developing an STP will help address gaps or opportunities for connecting many students to walk or bike school.	15
		<b>15</b>
Safety	Demonstrates that an STP will improve safety of students walking and biking to school.	15
		<b>15</b>
Need	Provides clear examples on why the community needs assistance in order to develop a School Travel Plan.	10
	% of economically disadvantaged students ( <a href="#">Free and Reduced Lunch Percentage from ODE</a> ) >80.0% 10 points 60.1% - 80.0% 6 points 40.1% - 60.0% 3 points 20.1% - 40.0% 1 points 0.0% - 20.0% 0 points	10
	% Occupied Housing Units with No Vehicles Available ( <a href="#">American Community Survey Search Feature</a> ) >20.0% 10 points 16.1% - 20.0% 7 points 12.1% - 16.0% 4 points 8.1% - 12.0% 2 points 0.0% - 8.0% 0 points	10
		<b>30</b>
Trips	Demonstrates the ability to greatly impact students walking or biking because a majority of students live within 2 miles. % of k-8 students within two miles: >70% 20 points 51 to 70% 12 points 0 to 50% 0 points	20
		<b>20</b>
Community Commitment	Demonstrates commitment and capacity for implementing Safe Routes to School related activities.	10
	Has identified supportive partners and considered their role in the STP plan process.	10
		<b>20</b>
<b>TOTAL</b>		<b>100</b>



## REQUIRED ATTACHMENTS

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Attachment	Notes
<b>[Cost Estimate]</b>	If requesting reimbursement for a local consultant, include a budget for planning services.
<b>School Percent Free &amp; Reduced Lunch</b>	Applicants must include a document of the rates of free and reduced lunch at each school to be included in the plan.
<b>Student Address Data [OR] Two-Mile Student &amp; Crash Radius Map</b>	Applicants should either submit the student address data for the schools they want to include in their plan or, Two Mile Student & Crash Radius Maps if they have been developed. Details in the <a href="#">Map Room</a> .
<b>Letters of Support</b>	Attach one document including a Letter of Support from your regional planning organization (if applicable), the local jurisdiction, and school district.
<b>Signed School Travel Plan Ordinance</b>	See relevant example in listed under <a href="#">Sample Ordinances</a> . Select the appropriate example – either for an ODOT Consultant or Local Consultant. Original will be required if project is selected.



**APPENDIX A: EXAMPLE BUDGET BREAKDOWN**

Example Township  
SRTS Budget Breakdown

The overall project cost estimate of \$618,000 was prepared by the Example County Engineer’s Office. The following summarizes the sources of funding for this project:

- MPO Funding:** \$225,000 has been awarded to Example Township to...
- Example Township:** \$15,000 of local funding for...
- SRTS Application Request:** The total amount requested is \$378,000 for...

Below is the Budget Breakdown for this project:

<b>Project Phase</b>	PE - Enviro	PE - Detailed Design	R/W	Constr. (includes inflation & contingency)	Constr. Eng.	<b>TOTAL</b>
<b>Fiscal Year</b>	FY 2023	FY 2024	FY2024	FY2025	FY 2025	
<b>ODOT SRTS Request Amt.</b>	\$10,000	\$50,000		\$300,000	\$18,000	<b>\$378,000</b>
<i>[MPO]</i>				\$225,000		
<i>[Example Township]</i>			\$15,000			
<b>TOTAL</b>	\$10,000	\$50,000	\$15,000	\$525,000	\$18,000	<b>\$618,000</b>



**APPENDIX B: ODOT DISTRICT COORDINATOR CONTACT INFORMATION**

District:	Coordinator:	Phone:	Email:
1	Kylie Schnipke	419-890-8696	kylie.schnipke@dot.ohio.gov
2	Chris Hibbet	419-373-4438	christopher.hibbett@dot.ohio.gov
3	Jeremy Adato	419-207-7186	jeremy.adato@dot.ohio.gov
4	Chris Surma	330-786-4923	chris.surma@dot.ohio.gov
5	Ben Boyer	740-323-5111	benjamin.boyer@dot.ohio.gov
6	Edie Parker	740-833-8000	edie.parker@dot.ohio.gov
7	Mary Hoy	937-497-6838	mary.hoy@dot.ohio.gov
8	Tom Arnold	513-933-6588	tom.arnold@dot.ohio.gov
9	Jonas Smith	740-774-8864	Jonas.smith@dot.ohio.gov
10	Alan Craig	740-568-3954	alan.craig@dot.ohio.gov
11	Chris Varcolla	330-308-3994	chris.varcolla@dot.ohio.gov
12	David Short	216-584-2139	david.short@dot.ohio.gov



## APPENDIX C: OVERVIEW OF APPLICATION QUESTIONS

Note that attachments will not be able to be saved within the online application. Please assemble required attachments and upload them to the application when ready to submit. **Additionally, information will only be stored in the FormStack for 30 days from the last time it is edited. If 30 days pass from when content was last edited, it will not be saved.**

### INFRASTRUCTURE APPLICATION

**Please select if the following are true:**

- All information provided in this application is accurate to the best of my knowledge
- The school(s) referenced in this application do not have plans to relocate
- I have contacted my District SRTS Coordinator to discuss this project, receive guidance, and to review cost estimates.

#### APPLICANT INFORMATION

- Municipality
  - ODOT District
  - County
  - Primary Contact
  - School District
  - MPO or RTPO?
- 
- ATTACHMENT: STP or AT action plan.
  - ATTACHMENT: Letter of Support from Regional Planning Partner (if in an MPO or RTPO)

#### PROJECT INFORMATION

- **What infrastructure changes do you want to make and where?** *Recommended word count: 50-150. This is just a description of the project.*
  - ATTACHMENT: Project Countermeasure Map
  - ATTACHMENT: Photo of existing conditions
- **Total Funding Requested from SRTS Program.**
- **Total Project Cost.** *This number is beyond the amount requested from ODOT's SRTS program, but instead is the total cost of the entire project which may include local match or other funding sources.*
- **Phases that the funds are requested for (select all that apply):**
  - PE -Environmental (includes, Feasibility Study, Stage 1, Stage 2, Right of Way Plans, and Environmental Document)
  - PE- Detailed Design (includes Stage 3 Plans and Final Tracings)
  - R/W (includes right of way services and acquisition; [example cost calculator](#))
  - Construction
  - Construction Engineering  
  - ATTACHMENT: Certified Cost Estimate (must include all phases, contingency, and inflation)
  - ATTACHMENT: Budget Breakdown (include the amount of funding being requested for each phase, with the fiscal year, and any other sources of funding contributions, if application). *No more than one page. This document can explain any other sources of funding, if applicable.*

#### NETWORK CONNECTIVITY

- **How is this particular project developing a more complete network for walking and/or biking to school?** *Recommended word count maximum: 150.*
- **Why and how was this project prioritized?** *Recommended word count maximum: 150*



## SAFETY

- **Number of bicycle- and/or pedestrian- involved crashes within a 2-mile radius, in the past 5 years?**
- **How will the proposed project address specific safety issues and/or improve safety for K-8 students?**  
*Recommended word count maximum: 150.*

➤ ATTACHMENT: Two Mile Student & Crash Radius Map. *Maps are either made by ODOT (on request – See [Submit Data for Map Creation](#)) or made locally and approved by District SRTS Coordinators.*

## NEED

- **What % of students are eligible for Free and Reduced Lunch** ([Free and Reduced Lunch Percentage from ODE](#)) *Open the October 2020 (FY 2021) Data for Free and Reduced Prove Meals excel document and click on the Data tab. CTRL to search for the name of your school or school district. Please select data for your specific school. Report the percentage found in Column L: Percent Free and Reduced-Price Lunch. For project applications that impact multiple schools, please select N/A and upload a document/spreadsheet listing all schools and their % Free and Reduced Lunch.*
- **% of Occupied Housing Units with No Vehicles Available** (Occupied Housing Units with No Vehicles Available data from [American Community Survey](#).) Use the “View More Results” button to select Ohio and then your City or Town. Click “get data.” Use the percentage listed under “Occupied housing units with No Vehicles Available.” More data available at <https://data.census.gov/cedsci/>.

## TRIPS

- **% of students currently walking and biking to school.** Based on student travel tally survey, parent survey, or other. [Data can be from 2019 or other outreach that asks for expected travel if school was in-person]
- **% of k-8 students within two miles of school.** Based on two-mile student and crash radius maps.

## COMMUNITY COMMITMENT

- **Describe any progress that has been made on implementing your STP or AT Plan.** *Examples include, hosting Walk/Bike to School Day, hosting steering committee meeting, initiating a new community enforcement strategy. Recommended work count maximum: 100.*
- **Briefly describe how you have coordinated with partners on the implementation of your STP or AT Plan.** *For example, describe how different partners are leading or helping with implementation, either infrastructure or non-infrastructure. Recommended word county maximum: 100.*
- **Does the municipality have a complete streets, active transportation, or equivalent policy?**
- **Has your community been previously funded for a SRTS infrastructure project since 2018?**
  - Yes, the project is currently being implemented
  - Yes, the project is completed
  - No, this will be out first ODOT SRTS project

➤ ATTACHMENT: Document indicating progress (photo, flier, meeting notes, agreements, etc.)

## FINAL CHECKS

I confirm:

- that the project can be delivered by 2025
- that the community is prepared to fund additional costs outside of the project scope
- that the cost estimate includes inflation

➤ ATTACHMENT: Signed Infrastructure Ordinance

Signature



## NON-INFRASTRUCTURE APPLICATION

### Please select if the following are true:

- I have contacted my District SRTS Coordinator to discuss this project, receive guidance, and to review cost estimates.
- All information provided in this application is accurate to the best of my knowledge
- The school(s) referenced in this application do not have plans to relocate

### APPLICANT INFORMATION

Municipality  
ODOT District  
County  
Primary Contact  
School District  
MPO or RTPPO

- ATTACHMENT: STP or AT action plan.

### PROJECT INFORMATION

- **Tell us about your proposed project.** *Recommended word count: 50-150*
- **Total Funding Requested from SRTS Program:**
- **Total Project Cost.** *This is the total cost of the entire project which may include local match or other funding.*

- ATTACHMENT: Cost Estimate

### NETWORK CONNECTIVITY

- **How will this particular project enable walking and biking to school?** *Recommended word count: 50-150.*
- **Why and how was this project prioritized?** *Recommended word count: 50-150.*

### SAFETY

- **How will the proposed project address specific safety issues and/or improve safety for K-8 students?** *Recommended word count: 50-150.*

- ATTACHMENT: Two Mile Student & Crash Radius Map. *Maps are either made by ODOT (on request – See [Submit Data for Map Creation](#)) or made locally and approved by District SRTS Coordinators.*

### NEED

- **What % of students are eligible for Free and Reduced Lunch** ([Free and Reduced Lunch Percentage from ODE](#)) *Open the October 2020 (FY 2021) Data for Free and Reduced Prove Meals excel document and click on the Data tab. CTRL to search for the name of your school or school district. Please select data for your specific school. Report the percentage found in Column L: Percent Free and Reduced-Price Lunch. For project applications that impact multiple schools, please select N/A and upload a document/spreadsheet listing all schools and their % Free and Reduced Lunch.*
- **% of Occupied Housing Units with No Vehicles Available** (Occupied Housing Units with No Vehicles Available data from [American Community Survey](#).) Use the “View More Results” button to select Ohio and then your City or Town. Click “get data.” Use the percentage listed under “Occupied housing units with No Vehicles Available.” More data available at <https://data.census.gov/cedsci/>.



## TRIPS

- **% of students walking and biking to school.** Based on student travel tally survey, parent survey, or other. [Data can be from 2019 or other outreach that asks for expected travel if school was in-person]
- **% of k-8 students within two miles of school.** Based on two-mile student and crash radius maps.

## COMMUNITY COMMITMENT

- **Describe any progress that has been made on implementing your STP or AT Plan.** *Examples include, hosting Walk/Bike to School Day, leveraging funds for other projects, hosting steering committee meeting, hosting a training, hiring a coordinator, initiating a new community enforcement strategy. Recommended work count maximum: 100.*
- **Briefly describe how you have coordinated with partners on the implementation of your STP or AT Plan.** *For example, describe how different partners are leading or helping with implementation, either infrastructure or non-infrastructure. Recommended word count maximum: 100.*
- **Has your community been previously funded for a SRTS non-infrastructure project since 2018?**
  - Yes, a non-infrastructure project was completed in the past
  - Yes, a project is currently being implemented with SRTS funding
  - Yes, a project is currently ongoing but now utilizing other funds
  - Yes, but the project has not yet begun
  - No, this will be our first ODOT SRTS project
- **Describe how you will sustain this project, program, or position beyond ODOT SRTS funding in the future. Include a timeline for how long it will take you to be fully sustainable. List partners or funds that could support the work.**

- ATTACHMENT: If the school is not the applicant, include a Letter of Support from school district.
- ATTACHMENT: Proof of Progress (photo, flier, meeting notes, agreements, etc.)

## FINAL CHECKS

I confirm:

- that the project can be delivered within 24 months of award
  - that the community is prepared to fund additional costs outside of the project scope
- ATTACHMENT: Signed Non-Infrastructure Ordinance

Signature



## STP DEVELOPMENT ASSISTANCE APPLICATION

### Please select if the following are true:

- I have contacted my District SRTS Coordinator to discuss this request
- All information provided in this application is accurate to the best of my knowledge
- The school(s) referenced in this application do not have plans to relocate

### APPLICANT INFORMATION

- Municipality
- ODOT District
- County
- Primary Contact
- School District
- MPO or RTPO

### PROJECT INFORMATION

- **School District**
- **List who will be the local leader(s) in the STP development process (name, organization, title)**
- **Select the kind of assistance you are seeking:**
  - ODOT Consultant Assistance (no funding reimbursed to local agency)
  - Funding to reimburse a locally selected consultant (requires attached cost estimate)

### NETWORK CONNECTIVITY

- **Describe the schools you seek to develop an STP for (name, location, number of students)**
- **How will developing an STP help you address gaps or opportunities for student connectivity to school?**

### SAFETY

- **Are there any existing safety concerns for students walking or biking to school?**

### NEED

- **Describe why your community needs assistance in order to develop a School Travel Plan:**
- **What % of students are eligible for Free and Reduced Lunch** ([Free and Reduced Lunch Percentage from ODE](#)) *Open the October 2020 (FY 2021) Data for Free and Reduced Prove Meals excel document and click on the Data tab. CTRL to search for the name of your school or school district. Please select data for your specific school. Report the percentage found in Column L: Percent Free and Reduced-Price Lunch. For project applications that impact multiple schools, please select N/A and upload a document/spreadsheet listing all schools and their % Free and Reduced Lunch.*
- ATTACHMENT: Applicants must include a document of the rates of free and reduced lunch at each school to be included in the plan.
- **% of Occupied Housing Units with No Vehicles Available** (Occupied Housing Units with No Vehicles Available data from [American Community Survey](#).) Use the "View More Results" button to select Ohio and then your City or Town. Click "get data." Use the percentage listed under "Occupied housing units with No Vehicles Available." More data available at <https://data.census.gov/cedsci/>.

### TRIPS

- ATTACHMENT: Applicants should either submit the student address data for the schools they want to include in their plan OR, Two Mile Student & Crash Radius Maps if they have already been developed. See student data details in the [Map Room](#).



## COMMUNITY COMMITMENT

- Describe any Safe Routes to School related activities that have occurred in your community over the past year:
  - Briefly describe the main partners you will be engaging to develop and implement your STP and their potential roles.
- ATTACHMENT: Optional Submission of SRTS Activities (photo, flier, meeting notes, agreements, etc.)
- ATTACHMENT: Letters of Support from regional planning organization (if applicable), the local jurisdiction, and school district.

## FINAL CHECKS

I confirm:

- That the project can be delivered within 18 months of award
  - I confirm that, if selected, the community and school are prepared to sign a Memorandum of Understanding to be an active participant in the STP development process.
  - All information provided in this application is accurate
- ATTACHMENT: Signed STP Ordinance

Signature

