



Fiscal Year 2025 Safe Routes to School Request for Applications

Guidelines and Instructions

Applications due Monday, November 4, 2024, at Noon

No Late Applications Accepted

Updated August 26, 2024



COLORADO

Department of Transportation

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Overview

This manual has been designed to be the only document you need to complete your Safe Routes to School application. This manual is for all infrastructure and non-infrastructure grant applications. The most requested materials, including examples, are included at the end of this document. Please read each section carefully and look for information that pertains to the type of grant for which you are applying. Every attempt has been made to call out specific information if it differs between grant types.

Application URL

<https://cdotdtr.my.site.com/srtscommunity/login>

For the smoothest user experience, we recommend using **Google Chrome** for your browser.

Assistance

E-mail: Melissa.houghton@state.co.us

Visit our website

<https://www.codot.gov/programs/bikeped/safe-routes/grantapplication>

Application Due Date

Noon, Monday, November 4, 2024 - No late applications accepted.

Purpose of Funding

The goal of the Colorado Safe Routes to School (CSRTS) Grant Funding is to increase the number of children walking and biking to and from school.

Background

In 1969, half of all 5- to 18-year-olds walked or biked to school. Today, this rate has dropped to less than 15%, contributing to increased obesity, diabetes, and other chronic diseases among youth. The decrease in walking and biking has also led to more traffic congestion and reduced air quality. Although distance and safety are common barriers, half of school trips for children living within 1/2 mile of school are still made by private vehicles.

Established in 2004, CSRTS aims to:

- Enable and encourage children, including those with disabilities, to walk and bike to school.
- Make walking and biking to school safer and more appealing.

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- Facilitate projects that improve safety and reduce traffic, fuel consumption, and air pollution near schools.

Today, about 17% of Colorado K-8 students walk or bike to school, with rates reaching 20-30% or higher in schools with active SRTS programs. Managed by the Colorado Department of Transportation (CDOT), the program has been funded continuously since its inception, with CDOT awarding grants to statewide partners who share the SRTS mission.

Keys to Success

In 2017, the Colorado Safe Routes to School (CSRTS) program introduced a Five-Year Strategic Plan incorporating the traditional "Five E's" (Education, Engineering, Encouragement, Enforcement, and Evaluation). In subsequent years, a sixth E—Equity—was added, emphasizing the expansion of opportunities for everyone, especially those facing significant obstacles.

In June 2020, the National Safe Routes Partnership replaced Enforcement with Engagement. Applicants are encouraged to consider project components holistically, utilizing the revised "Es" (Education, Encouragement, Engineering, Equity, Engagement, and Evaluation), though Enforcement can still be included based on project and the community's needs.

To support this shift, CSRTS, in collaboration with the Colorado Department of Public Health and Environment (CDPHE) and Safe Routes Partnership, developed the "Working Together to Make Meaningful Change: A Toolkit for Engaging Communities Across Colorado." This toolkit, available on the CSRTS website, offers a comprehensive framework for community engagement to enhance project development and sustainability.

In December 2022, CDOT began crafting a new Five-Year Strategic Plan, incorporating statewide feedback to shape priorities and strategies. Released in March 2024, this plan aims to ensure the safety of Colorado's K-12 students in walking and rolling to school, benefiting communities-at-large.

Research reveals four key elements of successful SRTS in getting more students to walk and bicycle. High performing programs are more likely to (1) have strong program leadership within the school, (2) conduct frequent activities that reinforce students to walk and bicycle, (3) have strong support from parent groups, and (4) have policies that support walking and bicycling to/from school.

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Eligibility

To apply for a CSRTS grant, **applicants must be a political subdivision of the state.** For a definition of "subdivision of the state", please [click here](#).

Funds are available for Safe Routes to School programs that benefit all school **children in kindergarten through 12th grade.** Projects must be within a **2-mile radius of the identified school(s).**

Previous awards have supported elementary and middle school populations. However, the November 2021 Bipartisan Infrastructure Law opened exciting new opportunities, expanding eligibility. In response, the Colorado Department of Transportation (CDOT) explored ways of supporting Safe Routes to School programming through grade 12 as part of our new Five-Year Strategic Plan. **As a result, for this Fiscal Year 2025 grant cycle we are offering funding through grade 12 for the first time!** While the Colorado Safe Routes to School Program has not issued specific parameters for these secondary school projects, those with a strong youth leadership component are highly encouraged.

Grant Awards

There are two types of awards for Fiscal Year 2025, infrastructure grants and non-infrastructure grants. Each of these has a separate funding maximum and minimum. In total, the CSRTS program has **approximately \$7M** to award to successful applicants.

- **Infrastructure (INF) Grants:** The minimum grant award is \$100,000 and a maximum of \$1 Million of SRTS Funding per project.
- **Non-Infrastructure (NIF) Grants:** The minimum grant award is \$5000 and a maximum of \$1 Million of SRTS Funding per project.

Applicants may apply for more than one project grant, but each project with a different scope **requires a separate application.** For example, if an applicant wanted to develop a crosswalk at one school and a sidewalk improvement at another school, the applicant would need to submit two separate applications.

However, multiple projects may be incorporated into one single scope and application. For example, several improvements may be required around one school area, such as a sidewalk improvement, crosswalk, and the installation of bike racks. Such a scenario would be considered one scope with multiple projects within it.

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Successful projects have been selected from across the state from urban, suburban, and rural communities. The [map](#) on the CSRTS website highlights the most recent schools that have been part of a funded CSRTS project.

Projects are selected by a nine-member (CSRTS) Advisory Committee through a statewide competitive process. This volunteer advisory committee represents bicyclists, pedestrians, parents, teachers, law enforcement, and rural and urban transportation planning organizations. The CSRTS Advisory Committee reserves the right to limit the number of awards to any one grantee. Because funding is limited, the committee also has the option to remove items that are not directly associated with this program.

Applications will not be considered eligible if they do not meet the minimum dollar amount or exceed the maximum dollar amount.

Grant Guidelines

- **Federal funds are used to fund SRTS projects.** Applicants should be aware of federal and state requirements associated with funding and be willing and able to administer their projects within these parameters.
- **Infrastructure grants only: All infrastructure grant applicants must contact the CDOT Resident Engineer and/or Local Agency Coordinator** in their region to discuss the project. To allow adequate time for review of your project scope and budget, submit your project for review at least 2 weeks prior to the application due date.
- **Once your application has been submitted there is no further opportunity to add additional materials to your application. Please make sure that your application contains all required information before submitting.**
- The use of SRTS funds is not permitted for projects that reorganize pick-up and drop-off areas primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access. Additionally, improvements to bus stops are not eligible for this funding.
- **Please note that applicants requesting funding for infrastructure projects are also required to include an educational component in their project.** This can be an existing program, an enhanced program or a new program that highlights the specific infrastructure. The amount to include in your budget for the educational component is \$3,500. The educational component in an infrastructure project is included in this application and does not require a separate application.
- **Federal regulations (2CFR200, also known as the Uniform Guidance),** which went into effect in 2015, require completion of risk assessments of each awarded entity covering financial management, staff qualifications, experience

in handling federal awards, and others. Since CSRTS projects will include federal funds, the awarded entity will be required to complete an assessment prior to receiving an IGA (Intergovernmental Agreement).

- **All projects require reporting of your evaluation efforts.** Generally, this means conducting pre and post surveys, (i.e., student in-classroom travel tally and parent survey), providing progress reports, and a final accomplishment report. A project is not considered complete until all components of this requirement are completed.
- Facilities must be designed to reasonably meet the needs of persons with disabilities. In so doing, the participant **must comply with all applicable provisions of the Americans with Disabilities Act.**
- Agencies awarded a grant are required to have an approved Title VI Plan on file with CDOT's Civil Rights and Business Resource Center (CRBRC). Should your agency be selected to receive an award, you will be contacted by CRBRC staff to confirm this Title VI Plan requirement is met. Further information about this requirement can be found on CRBRC's website at: <https://www.codot.gov/business/civilrights/titlevi/fhwa-subrecipients>.

Common Reasons for Application Disqualification

We do not like having to disqualify your application so please read this section very carefully as it contains the most common reasons for application disqualification.

- Application is not submitted by the **deadline, Noon, November 4, 2024.**
- **Your application will be disqualified** if a statement and/or partner letter, demonstrating Right of Way, is not provided in Section 2. As this is a critical aspect of a project, any application that does not provide the necessary documentation regarding Right of Way will not be reviewed. This applies to all projects including those involving Railroad Crossings.
- **Failure to provide requested information in any part of the grant application will result in your application being disqualified.** This includes data, school information, action plan or budget items.
- **Any materials submitted outside of the application system will not be accepted.** This includes information sent via email or through the postal service.
- **Do not embed links to PDFs within your application to avoid entering the required information as requested in the application.** For instance, do not embed a pdf link for your budget into the narrative instead of completing the budget section. Your application will be disqualified.
- **Continuation projects are not eligible for funding.** Specifically, if you have previously received funding through the CDOT SRTS Grant program and you wish to apply for this opportunity your application must demonstrate how your new project proposal is separate and different from previously funded projects.

Funding

Applicants are encouraged to be as cost-effective as possible for us to stretch funds to more communities and reach more students.

- Applicants for SRTS program funds **must provide 20% of the total project costs in matching funds, unless qualifying for 100% funding (see Match Funding Exemptions, below)**. Your total project budget will reflect your SRTS request (80% of total project) and your 20% cash match.
- The SRTS program is a **cost reimbursement** program. Grant payments will be made as reimbursements for project expenses after expenses have been incurred.
- **Indirect costs will not be reimbursed.**
- **Contingencies are not allowed.** Any cost overruns are the responsibility of the grantee.
- Projects that have **not shown major progress** toward completion within 2 years may be designated as inactive and any remaining unencumbered funds may be revoked and returned to the program.
- Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement.
- If the project is not submitting timely billings, they will be added to the FHWA inactive list, and any remaining unencumbered funds may be revoked and returned to the SRTS program.
- Progress reports will be required at appropriate intervals of your project and a final accomplishment report is due at the project's completion. Dates of reports will be determined based on the timeline of your project.
- If selected, applicants will be required to enter into a contract with CDOT. **This application will become part of your contract scope.**
- All projects in this grant cycle must be completed and closed out by the FHWA end date set at the time of contracting.
- **Final payment will be held until CDOT's CSRTS program manager receives the final accomplishment report.**

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Matching Funding Exemptions

For the third consecutive grant cycle, the CSRTS Advisory Committee will consider awarding 100% funding to projects from qualifying communities. Eligibility for this match funding exemption has been determined utilizing the thoroughly researched and vetted Multimodal Transportation and Mitigations Options Fund (MMOF) matrix. For more information on the MMOF Program, please visit the Local MMOF Program webpage.

To qualify for the no-match requirement, communities must be in one of the municipalities as follows. **Note, this list was updated on August 26, 2024.**

Aguilar town	Eads town	La Junta city
Akron town	Eckley town	La Veta town
Alamosa city	Estes Park town	Lakeside town
Antonito town	Federal Heights city	Lamar city
Arriba town	Flagler town	Larkspur town
Bethune town	Fleming town	Las Animas city
Blanca town	Florence city	Limon town
Boone town	Fort Morgan city	Manassa town
Branson town	Fowler town	Manzanola town
Brookside town	Garden City town	Meeker town
Calhan town	Genoa town	Moffat town
Campo town	Georgetown town	Monte Vista city
Canon City city	Granada town	Montrose city
Cedaredge town	Grand Junction city	Naturita town
Center town	Grover town	Nucla town
Cheraw town	Gunnison city	Olathe town
Cheyenne Wells town	Hartman town	Olney Springs town
Coal Creek town	Haswell town	Orchard City town
Cokedale town	Haxtun town	Ordway town
Collbran town	Hillrose town	Otis town
Cortez city	Holly town	Ovid town
Craig city	Holyoke city	Pagosa Springs town
Crawford town	Hooper town	Palisade town
Crestone town	Hotchkiss town	Paoli town
Cripple Creek city	Hugo town	Paonia town
Crook town	Iliff town	Parachute town
Crowley town	Julesburg town	Pritchett town
Del Norte town	Kim town	Pueblo city
Delta city	Kiowa town	Ramah town
Dolores town	Kit Carson town	Raymer (New Raymer) town
Dove Creek town	La Jara town	

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Rockvale town	Silver Cliff town	Victor city
Rocky Ford city	Silverton town	Vilas town
Romeo town	Simla town	Vona town
Rye town	South Fork town	Walden town
Saguache town	Springfield town	Walsenburg city
Salida city	Starkville town	Walsh town
San Luis town	Sterling city	Ward town
Sawpit town	Stratton town	Westcliffe town
Sedgewick town	Sugar City town	Williamsburg town
Seibert town	Swink town	Wray city
Sheridan city	Trinidad city	Yampa town
Sheridan Lake town	Two Buttes town	Yuma city

Applicants who are not listed above are encouraged to apply but will be required to provide a 20% match. Qualifying applicants who do have match funds set aside are likewise encouraged to apply these to their projects, helping us to best distribute funds to support more students and families walking and biking safely to and from school throughout the state.

Please note: If your project is selected for 100% funding this means that we are awarding the traditional 80% portion of the grant as well as the 20% match traditionally required of the applicant. This does not mean that we will award an additional 20% above the project total. **The maximum amount that will be awarded to any one project is \$1M which includes project costs plus match.** Match exemptions will be established at the back end of the application. Applicants need not provide any documentation within the application itself.

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Timeline

The review schedule is listed here to provide transparency about the selection process. **Please keep in mind that this is a guideline and may be subject to change.** Any significant changes to this timeline will be communicated to all applicants.

Date	Deadline/Event
Noon Monday, August 5, 2024	Application Opens URL https://cotrams.force.com/srtscommunity
11:30 AM Tuesday, August 20, 2024	Google Meet Session: How to Prepare Your CSRTS Application (Log In Information will be posted on SRTS website by August 1, 2024)
Noon, Monday, November 4, 2024	Applications Due Late or Incomplete Applications will not be accepted
11 AM, September 10, 2024	Webinar: Preparing Your Application - Evaluation (Link posted on SRTS website)
November 5-7, 2024	CSRTS Team Technical Review
Mid-November 2024	Applications distributed to Advisory Committee for review and selection
Mid-January 2025	Advisory Committee meets to select projects

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Date	Deadline/Event
Mid-February/Late March 2025	Projects recommended to the Transportation Commission for approval
Mid-February/Late March 2025	Applicants notified
April 2025	Fiscal Year 2025 CSRTS Mandatory Grantee Orientation Training
<p>Non-Infrastructure Grantees ONLY</p> <p>Summer 2025 (Anticipated in August)</p>	<p>Contracts completed between CDOT and Non-Infrastructure Grant Recipients</p> <p>Grantees must wait for a Letter to Proceed before beginning any work in which they wish to be reimbursed.</p> <p>Note: Infrastructure Grantees will work with CDOT Local Agency for contracting and associated project timeline.</p>

Infrastructure Grants Only: Project Implementation

There are three phases involved in project implementation: 1) the project development / preliminary design / engineering phase; 2) the project construction / completion phase; and 3) the education and encouragement phase (miscellaneous). After a CSRTS project is approved for funding and incorporated into the Statewide

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Transportation Improvement Plan (STIP), the CDOT Region and the local agency initiate a detailed sequence of events to complete the project. CDOT's main objective is to assist project applicants in successfully completing their project with minimal administrative oversight; while ensuring they satisfy all federal and state requirements. **Please refer to the CDOT - [Local Agency Project Desk Reference](#) and contact your CDOT Region Planner (see Addendum A) for detailed information on this process.**

Infrastructure Grants Only: Local Agency Manual

SRTS infrastructure projects will be managed by the CDOT region in which the project lies. The [CDOT Local Agency Project Desk Reference](#) will be used by the grantee and the Region. The former CDOT Local Agency Manual was updated to the Local Agency Project Desk Reference in 2022. The main purpose of the updated resource, to be used concurrently with the [Local Agency Manual webpage](#), is to assist Local Agency personnel involved in the design, construction, and management of State and Federally funded projects. The Manual is also used by CDOT personnel who manage Local Agency projects.

All projects must comply with the National Environmental Policy Act (NEPA). In many cases, a simple Categorical Exclusion may be filed. Categorical Exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required". However, to ensure applicants have time to provide appropriate documentation, if necessary, applicants may have up to 90 days following a grant award to submit documents (categorical exclusions) to CDOT.

If the NEPA documents are not received by the 90-day deadline, the project may be canceled. **Resource D** provides a list of questions to help you determine if your project will require more than a Categorical Exclusion. It also contains a link to information on the CDOT Categorical Exclusion Chapter of the NEPA Manual. Please keep in mind this is only a partial tool and compliance is the responsibility of the applicant.

Applicants are also responsible for all local permitting relevant to their project. Applicants should work with their appropriate partners to determine necessary permits.

Note: Applicants must have Right of Way clearance for all property involved with this project to receive a grant. If this is not demonstrated within your application your project application will be disqualified.

Application Materials

This section of this manual is designed to support you as you move through the application found online. Each section of the application is designed to help us learn as much as possible about your project and your proposed solutions.

Application Snapshot

Applicant Information - Provide applicant contact information; Provide information about your school

Section 1: Project Identification - Identify the problem you are addressing; attachments required pertaining to data collection; See *Required Data* section below for additional information

Section 2: Project Description - Provide your approach to the project (Note: If applying for an infrastructure project, you will need to complete a total of three sections within Section 2.)

Section 3: Action Plan and Evaluation - Describe the steps you will take; the application process will guide you through your goals, objectives, and evaluation

Section 4: Project Partners - Share who will be working on the project

Section 5: Budget Proposal - Describe associated project expenses

Section 6: Previous SRTS Grants - List previous projects

Section 7: Subcontractors - List subcontractors and roles for project

Section 8: Submission of application

Required Data - Advanced Preparation Is Suggested

- In the **Applicant Information Section**, you will be asked to complete information about your school district as well as the individual schools you are including in the application. Additional time may be needed to complete this section so please plan accordingly. Please note that school districts and schools are preloaded into the application. If for some reason your school district or school(s) does not appear please contact us through the email at the beginning of this document.
- **Evaluation Requirements:** To ensure the effectiveness of the Safe Routes to School (SRTS) grant program, applicants must conduct specific evaluation requirements as part of their application. Evaluation is vital for several reasons: it demonstrates the program's effectiveness, identifies areas for improvement, ensures accountability, and supports future funding efforts. By systematically collecting and analyzing data, the program can highlight successful strategies and make data-driven decisions to enhance student safety

and promote active transportation to school. Please note that additional evaluation technical assistance and requests may become available or requested during your grant award.

Please pick one of the following evaluation options:

Option One - Parent Survey/Student Tallies

- First, each applicant must administer a Parent Survey using a Google Form designed by CDOT. This will capture initial data on student travel behaviors and parental perceptions. To request your Parent Survey please contact: wendy.mcmillan@state.co.us. You will be provided with the survey to be distributed digitally to your parents and guardians at each school that you are including in your grant application.
- Next, collect student tallies to document the number of students walking and biking to school using the tool found on <https://bikewalkroll.org/>
- Both tools must be used before and after implementing the grant-funded activities to measure program impact accurately.
- Applicants must report their evaluation results in the grant application and ensure at least a 25% response rate from participants.

Option Two - Custom Evaluation Plan

- Should your project demonstrate a more suitable metric for demonstrating your project goals rather than the parent and student tallies detailed above, please provide a comprehensive explanation as to why you are using this indicator and the data collection you have completed to serve as your pre-project evaluation. You will be required to complete a post-project evaluation using this same method. Please know that if you plan to submit a new evaluation indicator, this will be closely reviewed by the advisory committee. Please make sure that this indicator is evidence-based with strong supporting data. Lastly, please remember that the goal for this grant is to increase walking and biking to school. Please consider this when selecting your evaluation method.
- **You must either choose to use the student travel tally and parent surveys OR a proposed metric applicable to your project. Any projects submitted without an evaluation indicator will be disqualified.**

Login Page Checklist

- Login to the CDOT-SRTS Community (portal) to enter, submit and access application <https://cdotdtr.my.site.com/srtscommunity/login>
- Click the “Sign Up” link to register. After registering and in future years, you will just log in with username and password.
- **Record Your Username and Password Here for Future Reference:**
 - Username: _____

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- Password: _____
- Enter your Contact Details including Name, Email, Phone, Title and Organization.
- Organization - enter in key word of Organization, i.e., Name of town or City
 - If the Organization matches the name of an Organization that is already in the database it will be presented to you for selection
- You will receive an email with a link to change your password along with password setting instructions. After setting your password the Applicant will be logged into the portal.
- From the Home Page, click the New Application button and select whether you are applying for a Non Infrastructure grant or an Infrastructure grant.
- Navigate through the sections of the form and complete all required fields, records and attachments using this document for support.

*Note: Once you log in you may see a list of any applications in progress as well as any previous applications from your agency. These will be pre-populated into Section 6.

General Tips to Consider While Completing Your Application

- You can open submitted Applications, edit In Progress Applications or start a new Application.
- You will **not** be able to edit Submitted, Funded, Non-Funded or Disqualified Applications.
- When an application has been created you can Save the Application or Save & Exit the Application and return later, or to PDF print.
- **Save often!**
- Required fields are indicated with a red asterisk. You will not be able to submit your application if any of these fields are blank.
- Missing documentation will be noted in orange on the left-hand side of your application progress.
- Sections contain character limits and are indicated accordingly. Please note that if you are getting an error message on a section it may be because you have exceeded that character limit.
- Uploading documents takes place by selecting the paperclip icon.
 - When the paperclip icon has been selected, you will be presented with a pop-up window to select files for upload.
 - Select the choose file button, then upload to attach the file. When the file is uploaded, it will be listed in the Current Attachments section.
 - If attachments were accidentally attached, you will have the ability to delete attachments.
 - Once you have completed uploading the attachment you will select Close or X to return to editing the Application.
 - Please note that you will only be able to see one attachment in each section on the main screen even if you have uploaded more than one attachment. To double check that all the attachments that you intend to provide are uploaded, you may click on the edit button at which time you will be able to see the attachments.

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Application Overview

Applicant Information

Overview: Provide your project title, project summary, contact information, Unique Identity ID ([UEI](#)), as well as information about your district and schools. You will also need to add information pertaining to your evaluation indicators. **Most applicants will use the Student and Parents Tally sheets and Surveys to complete the requested sections. However, if you are proposing to use a different evaluation metric, you will be asked to check a box indicating this choice. You will then provide your complete evaluation plan as Attachment A in Section 1. All applicants must provide their Free and Reduced Lunch numbers.**

****Double Check:** Did you enter your school district and school(s)? If not, look for the +Add School District button. Once that is complete, then look for the +Add School button to add your school(s).

Section 1: Problem Identification

Overview: Identify the problem you are addressing. You will also be required to provide attachments pertaining to data collection.

Infrastructure Application -15 points plus up to 1 point for optional extra credit

Application Question	Additional Context
<p>A. (1500 Character Limit) In the area within a two-mile radius around your school(s), what are the physical risks and/or barriers (physical or perceived) that are preventing students, including children with disabilities, from walking and/or bicycling to and from school? How is walking and bicycling currently perceived in the school(s) culture and the culture of the surrounding community? Please include relevant data that helps describe barriers or risks to children walking and biking to and from school.</p>	<p>Provide relevant data that demonstrates your problem described. This may include, but is not limited to, relevant crash and crime statistics, speed limits, traffic counts, roadway geometry, speed limits, and environmental factors but also knowledge and behaviors data such as bullying, parent satisfaction, driver compliance, use of designated crosswalks, and user experience data.</p> <p>Provide data on disproportionately impacted populations (by race, ethnicity, gender identity, sexual orientation, education level, age,</p>

Application Question	Additional Context
	<p>language, religion, ability, geographic location, etc.)</p> <p>If you are selecting an alternative evaluation plan, please provide data that correlates to your plan.</p> <p>Please also consider how you are looking at your barriers for all children including those with disabilities.</p>
<p>B. (1500 Character Limit) For the two-mile radius around your school(s), provide data to demonstrate safety issues that have an influence on children walking and/or bicycling to and from school. Make sure to explain how this data relates to the problems. This data may include, but is not limited to, relevant crash statistics, traffic counts, speed limits, environmental factors, crime statistics (abductions, sexual assaults, bullying, roadway geometry (curves, sight distances, etc.).</p>	<p>Describe what the problem is. This entails the risks and barriers, either physical or perceived, that are preventing students, including children with disabilities, from walking and/or bicycling to and from school(s) within a 2-mile radius.</p>
<p>C. Provide data that substantiates the identified problem.</p> <p>Option One (Recommended) - Use the provided CDOT Parent Survey and Student Travel Tally tool on https://bikewalkroll.org/ to collect required data. A return rate of 25% or more of school families is expected for the parent surveys. For student tallies either one classroom at each grade level or 25% of students arriving and departing school on two days of one week is expected.</p>	<p>Provide data from Parent Surveys and Student Travel Tallies. If not using parent surveys and student travel tallies, please describe your evaluation indicator, rationale for using this indicator (including any evidence-based recommendations) and share your baseline (pre project) data.</p> <p>Please remember that if you propose an alternative solution for evaluation that your application will undergo additional scrutiny by the review committee.</p>

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Application Question	Additional Context
<p>Option Two - Should your project demonstrate a more suitable metric for demonstrating your project goals please provide a detailed explanation as to why you are using this indicator and the data collection you have completed to serve as your pre-project evaluation. You will be required to complete a post project evaluation using this same method. Please know that if you plan to submit a new evaluation indicator this will be closely reviewed by the advisory committee. Please make sure that this new indicator is evidenced based with strong supporting data. Lastly, please remember that the overall arching goal for this grant is to increase walking and biking to school so please consider this when selecting your evaluation method.</p>	

Non-Infrastructure Application - 20 Points plus up to 1 point for optional extra credit

Application Question	Additional Context
<p>A. (1500 Character Limit) Describe the current problems or issues which need to be resolved to get more children walking and biking to school. Highlight information specific to the local area and target population from parent surveys, student travel tallies, audits, relevant crash statistics, traffic counts, speed studies, crime statistics, or other safety issues that help describe barriers or challenges to children walking or biking.</p>	<p>Provide information that details why your proposed plan will be effective in supporting and encouraging more children to walk and bike to school. This may include, but is not limited to, parent and student feedback on perceived impediments, such as not having a place to store bikes, as well as data supporting the impact of public awareness campaigns and education, volunteer training, and encouragement programs.</p> <p>Provide data on disproportionately impacted populations (by race, ethnicity, gender identity, sexual orientation, education level, age, language, religion, ability, geographic location, etc.)</p> <p>Please consider ways you will make your programming accessible to all children, including those with disabilities.</p>
<p>B. Provide data that substantiates the identified problem.</p> <p>Option One (Recommended) - Use the provided CDOT Parent Survey and Student Travel Tally tool on https://bikewalkroll.org/ to collect required data. A return rate of 25% or more of school families is expected for the parent surveys. For student tallies either one classroom at each grade level or 25% of students arriving and departing</p>	<p>Provide data from parent Surveys and Student Travel Tallies. If not using parent surveys and student travel tallies, please describe your evaluation indicator, rationale for using this indicator (including any evidence-based recommendations) and share your baseline (pre project) data.</p> <p>Please remember that if you propose an alternative solution for evaluation that your application will undergo</p>

Application Question	Additional Context
<p>school on two days of one week is expected.</p> <p>Option Two -Should your project demonstrate a more suitable metric for demonstrating your project goals please provide a detailed explanation as to why you are using this indicator and the data collection you have completed to serve as your pre-project evaluation. You will be required to complete a post project evaluation using this same method. Please know that if you plan to submit a new evaluation indicator this will be closely reviewed by the advisory committee. Please make sure that this new indicator is evidenced based with strong supporting data. Lastly, please remember that the overall arching goal for this grant is to increase walking and biking to school so please consider this when selecting your evaluation method.</p>	<p>additional scrutiny by the review committee.</p>

Scoring Criteria

Problem is clearly described in sufficient detail to provide an understanding of the problem. It includes physical and perceived obstacles and risks to children, including children with disabilities; Background information supports the problem with accident data, traffic counts, community and school surveys or audits, etc. Requested information for each school is complete. If selecting an alternative evaluation plan, data is complete and evidenced based strategies are included and explained. Project incorporates both bicyclists and pedestrians. Attachments are provided with requested information and are easy and clear to understand.

Extra Credit (1 point): School district wellness policy contains language which supports students walking and biking to and from school **AND** page number in policy is provided.

Optional Extra Credit: Extra credit (1 point) is earned by providing information

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regarding your school wellness policy that encourages walking and bicycling to and from school.

Indicate if your community has a Complete Streets Policy or Resolution. If you do not know, please select no.

Attachments A - D

All Applications

- SRTS Student Tally & Parent Surveys Reports **OR** an Alternative Evaluation Data and Plan (Please combine all information into ONE pdf.)
- Map of School(s) with 1- and 2-mile radius (One Map per School Only; **if your application includes more than one school please combine all maps into one pdf**): For uniformity, applicants **must** utilize Google maps for this requirement. Please read the guidance on mapping your projects in Resource E. Please note, when you reach the 'Print' feature, you will be able to download your map, saving to your computer until ready to upload on your application. Failure to submit maps in this required format will result in application being disqualified.

Elements that should be included on your project map are:

- 1 and 2-mile radii of the project
 - Location of target school clearly visible with labeled address
 - Major buildings or landmarks
 - Major streets/intersections
 - Identification of proposed engineering strategies
 - Maps must be uploaded to the application in PDF format (You should only submit one pdf meaning that if you are working with multiple schools, you must combine all maps into one pdf.)
- Photos of existing conditions (Limit 3 Photos)

Section 2: Project Description

Overview: Provide your approach to the project, the components associated with your project and how you plan to address the required educational component of this grant.

Infrastructure Application - 35 Points for **All** Components in Section Two (Project Components and Education Component)

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Application Question	Additional Context
<p>A. (1500 Character Limit) Describe the specific approach you will take to address the problem you identified in Section 1 - Problem Identification.</p>	<p>Explain the specific approach you will take to address the problem you described in Section 1.</p>
<p>B. Please share more information about your project by completing the following questions.</p> <p>Please remember that preference is given to the communities that are requesting funding for new projects rather than add ons to existing projects. The committee will consider applications that are part of a phased project plan.</p> <p>Is this a new project for your community?</p> <p>If you answered no to question b) above, is this project part of a larger project scope with multiple phases? If yes, please describe these phases and indicate whether each phase is completed, funded, in progress or anticipated.</p>	<p>Answer if this is a new project for your community; if yes, you will need to describe the project. If no, the committee will need to understand if the proposed application is part of a phased project plan.</p> <p>Please note that if you answered no to the question regarding if this is a new project and your project is not part of a phased project plan, you may not be eligible to receive funding. Please refer to the Grant Guidelines section earlier in this document for additional information.</p>
<p>C. Check any of the following activities that are currently being offered at the school(s). To select more than one activity hold down the CTRL key as you select values:</p>	<p>Share activities offered at your school (through a drop-down menu).</p>
<p>D. Does your project include a design phase?</p>	<p>Answer whether your project includes a design phase.</p>

Non-Infrastructure Application - 20 Points

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Application Question	Additional Context
<p>A. (1500 Character Limit) Describe the specific approach you will take to address the problem you identified in Section 1 - Problem Identification.</p>	<p>Explain the specific approach you will take to address the problem you described in Section One.</p>
<p>B. Please share more information about your project by completing the following questions.</p> <p>Is this a new project for your community?</p> <p>If you answered no to question b) above, is this project part of a larger project scope with multiple phases? If yes, please describe these phases and indicate whether each phase is completed, funded, in progress or anticipated.</p>	<p>Answer if this is a continuation of an ongoing project or a new initiative; If yes, you will need to describe the existing project.</p> <p>Please remember that preference is given to the communities that are requesting funding for new projects rather than add ons to existing projects. The committee will consider applications that are part of a phased project plan.</p> <p>Is this a new project for your community?</p> <p>If you answered no to question b) above, is this project part of a larger project scope with multiple phases? If yes, please describe these phases and indicate whether each phase is completed, funded, in progress or anticipated.</p>
<p>C. Indicate the components you will incorporate into this project.</p>	<p>Please share the different components of your project. Please review the resources at the end of this document for ideas, if needed. Also, consider all aspects of the work. Do you need staff time, printed materials, etc.? In other words, what do you need to create your greatest chance of success?</p>
<p>D. Provide a signed statement from your project manager stating his or her role and responsibilities including relevant background and qualifications.</p>	<p>Attachment E - Project Manager Statement</p>

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Application Question	Additional Context

Applicants that are completing an infrastructure grant have two additional segments to complete in Section Two. These are titled Project Components and Education Components. Grantees completing a non-infrastructure grant do not complete these sections and should move onto Section Three.

Section 2: Project Components - Infrastructure Applicants Only

This section requests specific information through checkboxes and pull-down menus about your project. This includes details on any surface treatments you plan to incorporate in your project. Additional information relevant to this section can be found at https://www.codot.gov/business/designsupport/bulletins_manuals/local-agency-project-resources/2022-local-agency-project-desk-reference. Alternatively, you may consider contacting your CDOT resident engineer or local agency coordinator for help completing this section.

You will be asked to:

- F. Indicate the components you will incorporate from the drop-down menu.
- G. Describe your project's alignment with other community planning efforts.
- H. State whether the project is on CDOT Right of Way (ROW)? If your project is within CDOT right of way a maintenance agreement will be required for the improvements. If the project is not located on a CDOT Right of Way, maintenance will be the responsibility of the Applicant.
- I. State whether additional Right of Way or permanent easement required for this construction project? (You must have Right of Way and permanent easement prior to IGA. No CSRTS funds can be used for purchase of ROW.) **Applications that do not clearly demonstrate Right of Way will be disqualified.**
- J. State whether your project will be designed and constructed to meet ADA, AASHTO, and MUTCD requirements?
- K. Attach a conceptual drawing of the proposed improvements.
- L. Provide a signed statement from your project manager starting his or her role and responsibilities including relevant background and qualifications.

Attachments E - F

- A Conceptual Drawing of the proposed improvement; Conceptual Drawing Maps should include a scale, north arrow, location of the schools, location of the improvements, right of way lines, and a legend.

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- Provide a signed statement from your project manager stating his or her role and responsibilities including relevant background and qualifications.

Section 2: Education Component - Infrastructure Applicants Only

Provide an overview of the required education/encouragement component of your application.

- M. Describe the educational component of your grant. Your infrastructure project must include an education/encouragement component such as Walk and Wheeling Wednesdays or Bike Rodeos. The amount of Safe Routes to School educational expenses available under the infrastructure application is up to \$3,500.
- N. Select the events and activities from a drop-down menu that you plan to incorporate into your project. Space is provided to type in other education/encouragement components.

Scoring Criteria

Project components are clearly described in sufficient detail to provide an understanding of how the applicant intends to address their problem. Changes that will occur at the school(s) or district because of the project are clearly stated and relate to the project's goals and objectives.

Infrastructure Only: Confirmation that applicant engineer and CDOT Regional Engineer have reviewed the proposed project. Educational component is considerable and complements the infrastructure project and includes a plan to engage parents.

Section 3: Action Plan

Overview: This section of the application is the same for both Infrastructure and Non-Infrastructure Applicants and is worth 35 Points. Describe the steps you will take with your project to take it from start to completion.

Questions in this section will serve to provide an action plan with information on your planned activities, deliverables, your expected results or outcomes, estimated timeframe, and responsible staff or agency. We encourage applicants to consider how they are effectively reaching disproportionately impacted populations.

You will be asked to describe:

- A. How you will evaluate the success of the project (1500 Character Limit)
- B. How you plan on sustaining your efforts once your grant funds are expended (1500 Character Limit)

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- C. How you will share information with your community on the successes of your project (1000 Character Limit)
- D. How this project will impact the larger community (1000 Character Limit)
- E. Steps you plan to take to achieve your goals. **This section develops the understanding of your project for the review committee. Failure to complete this section in its entirety will automatically disqualify you.**

Specifically - You are **required to state a minimum of three goals**. Space is provided to include up to five goals.

Once you state your goals you are then required to add up to three SMART (Specific, Measurable, Attainable, Realistic, Time-phased) Objectives for **each** of these goals. **You must have at least one objective per goal.**

Once you identify your objective(s), please add action items/activities to support that objective. **List activities that you will perform to meet your objective(s). You must include the desired outcome, the measurement of the deliverable, estimated time frame, and the staff or agency who is responsible for ensuring the activity is completed.**

Tip: Include your evaluation milestones in your action plan.

In efforts to support your successful application, please examine the following example.

Goal One, Objectives and Activities (All information for Goal One should be added in the first text box provided.)

Goal One: Create a culture that supports walking, rolling and biking to school at Hilltop Elementary School.

Objective One: By April 30, 2026, host three special events for at least 75% of students highlighting the benefits of walking, rolling and riding to and from school.

Activity: Create tracking system to record the number of students attending each event.

Staff/Agency: Lead Wellness Champion

Activity: Work with school leadership to identify dates for each event at the start of the school year so that appropriate planning efforts can happen.

Staff/Agency: Principal

Activity: Download and Customize plan available on SRTS website to create an action plan and budget for each event, including getting donations and sponsors.

Staff/Agency: Lead Wellness Champion/Committee

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Objective Two: By October 1, 2025, distribute survey to all students to establish baseline of knowledge and culture of school.

Activity: Research and create a survey to be distributed to all students.

Staff/Agency: Local Health Agency Partner

Activity: Work with staff to ensure survey is ADA accessible, provided in needed languages of the school community and is grade level appropriate.

Staff/Agency: Principal

Activity: Create communication to distribute to all teachers and staff regarding the instructions for distribution and the timeframe in which to distribute survey.

Distribute survey. Analyze results. Make notes on any changes needed to survey. Report findings to committee.

Staff/Agency: Local Health Agency Partner and Principal

Objective Three: By May 15, 2026, distribute surveys to all students to understand the impact of special events.

Activity: Update survey as needed.

Activity: Distribute survey. Collect and analyze results.

Staff/Agency: Principal/Local Health Agency Partner

Repeat for Goal Two, Three... up to Goal Five, if necessary.

Reminder: Be sure you have stated at least three goals with accompanying objectives and activities in the spaces provided. Failure to complete this section will automatically disqualify your application.

Need Help? To see samples of SMART objectives, visit the Action Plan examples on the Grant Application tab on our CSRTS website.

Please remember to think about this: **Research reveals that there are four key elements of successful SRTS in getting more students to walk and bicycle. High performing programs are more likely to (1) have strong program leadership within the school, (2) conduct frequent activities that reinforce students to walk and bicycle, (3) have strong support from parent groups, and (4) have policies that support walking and bicycling to/from school.¹**

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The most successful projects are those that have a broad band of support.

Scoring Criteria

Action plan is described clearly and in sufficient detail to provide an understanding of the proposed program. Response clearly indicates that it will address the problems in Section 1 and provide for more children to bike and walk safely to and from school. Project incorporates both bicyclists and pedestrians. The response describes an accurate method for measuring or determining the success of the program - measures are appropriate to the project. At a minimum, a pre-and post-evaluation of the Safe Routes to School student in-class travel tally and parent survey are required, including the collection and reporting. Sustainability plan is included and supports long-term success of SRTS program. On-going data collection is included. Clearly explains a plan for reporting/sharing results within school, district, and/or community.

Section 4: Project Partners

Overview: Please note that while this section is the same for **both Infrastructure and Non Infrastructure Applicants**, this section is **worth different point totals**. Who else will be working on the project with you? Partners such as other agencies or individuals such as other agencies and individuals help ensure the success of the project by bringing their strengths and encouragement to the project by bringing their strengths and encouragement to the project. Partnerships also help ensure sustainability to the effort of getting more students to bike and walk.

Please note that this section is worth **10 points** for **infrastructure applicants** and **15 points** for **non-infrastructure applicants**.

Please consider the following:

- School Principal - letter of commitment **required**
- Superintendent or district administrator (required if a district-wide project)
- Letters should indicate awareness and role in project
- Letters of commitment should be on the organization's letterhead and signed
- Attach a letter from each principal and partner

Answer a question asking if you have a coalition task force in your community.

Provide the name of your partners and the specific role they will play in your project.

Attachment G

- Attach support letters to your application.

Scoring Criteria

Applicant has developed partnerships or collaborations with organizations important to the success of this project and has clearly identified descriptions and roles of each. The school principal from each school is listed as a partner and a letter of support is included. Letters of support from partners indicate their understanding of the project and their roles (partners do not simply “support” the project but are responsible for some aspect of the project).

Section 5: Budget Proposal

Overview: *This section of the application is nearly the same for both Infrastructure and Non Infrastructure Applicants and is worth 10 Points.* Infrastructure applicants are required to answer two additional questions and are indicated as such below. Describe associated project expenses.

Budget totals will update by selecting **Save** or by moving to another section by selecting **Next** and returning to this section. Once finished, the system will create an overview of your grant amount requests as well as automatically calculate the required match.

Eligibility

When preparing your Budget Proposal, please pay careful attention to the purpose of your expenditures and how they align with SRTS goals. 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.

Eligible infrastructure projects include the planning, design, and construction of projects that will improve the built environment for students to walk and bike to school, including but not limited to new or improved sidewalk; pedestrian improvements; off-street bicycle and pedestrian facilities; on-street separated bicycle facilities; traffic calming and speed reduction improvements; secure bicycle parking facilities; and traffic diversion improvements in the vicinity of schools. Note: If requesting funds for tree removal or similar you must provide sufficient evidence demonstrating safety concerns related to this budget item request.

Eligible non-infrastructure projects include but are not limited to education, encouragement, engagement, equity, and evaluation activities. 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 may include development of school travel plans; development and delivery of SRTS related programs such as walking school buses, bike trains, and crossing guards; public awareness campaigns; safety awareness; student

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sessions on walking and biking; and funding for coordinators of safe routes to school programs.

The above examples are not intended to be comprehensive. FHWA's [Safe Transportation for Every Pedestrian \(STEP\) resources](#) offer helpful information on infrastructure countermeasures. Numerous sources of information also provide further guidance on non-infrastructure activities, including the [National Center for Safe Routes to School](#), the [SRTS Guide](#) from the Pedestrian and Bicycle Information Center, and [The Safe Routes to School National Partnership](#). For thorough information on complete considerations for Safe Routes to School programming, please refer to the [Safe Routes to School Program Guidance from the U.S. Department of Transportation Federal Highway Administration](#).

Other things to keep in mind in this section:

- Cost reimbursement program - This means you will submit invoices after you have incurred the expenses.
- 20% cash match (no in-kind)
- No indirects
- No contingencies
- No bike helmets unless part of bike rodeo or fleet
- No bikes unless part of bike rodeo or fleet
- No food or beverages
- Should connect to what you describe in Section 2
- Explain and justify request
- **The system will calculate Totals but Budget Totals won't populate until you move to another Section or select Next and then return to Section 5. You can also hit the Save button which will force the system to calculate your totals. If you do not take either of these actions the fields will remain empty.**
- You can have an overmatch but we do not need to collect this information and therefore is not requested in this application.
- Carefully consider whether your project could be scalable when answering the following question: Would a smaller amount than requested be acceptable, while maintaining the original intent of the project?

Infrastructure Only

Check box confirming that the Applicant Engineer completed or consulted on the budget.

Check box confirming that applicant has discussed the project with the CDOT Region Local Agency Coordinator or Resident Engineer.

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Scoring Criteria

Expenses support the planned activities. All expenses are reasonable and related to program activities. Budget worksheet is accurate and complete. Budget narrative clearly explains and justifies the requested funds.

Infrastructure Only: Applicant owns or has easement for ROW. Costs include all aspects of Federal-Aid funding. Documentation is provided indicating the CDOT local agency engineer has been consulted.

Section 6: Previous SRTS Grants

Overview: *This section of the application is the same for both Infrastructure and Non Infrastructure Applicants. No points are awarded here.* This section allows the applicants and grant reviewers a look at all previous projects funded within your school district. This section will prepopulate projects associated with the school district identified. As this grant reporting system is new, all projects may not be in the system so you will be given an opportunity to list previous projects and will be asked to share the following information:

- Has your target school(s) been included in a CSRTS grant funded project in the last five years?
- Each previously funded (within past five years) project name
- Each funded project type, infrastructure/non infrastructure
- The year you applied for funding
- Amount requested for each project
- Whether your project(s) was completed

Scoring Criteria

While no points are awarded to this section, the advisory committee considers your past grant experiences and project achievements as an indicator of future program successes. You are not penalized for not having previous SRTS grants.

Section 7: Subcontractors

Overview: *This section of the application is the same for both Infrastructure and Non-Infrastructure Applicants. No points are awarded here.* List subcontractors and roles for project.

- Will you be using subcontractors?
- If already selected, how were they chosen?
- Have they been involved with previous SRTS grants - yours or others?
- You must follow Federal-Aid guidelines for choosing subcontractors.
- **Once you add a subcontractor, another button will appear where you will be asked to “add activity”.** Please follow these instructions by indicating which subcontractor will be involved in the activities as you described in Section 3.

Scoring Criteria

No points are awarded to this section, but the advisory committee considers the work of any subcontractors who have successfully implemented SRTS-type projects to be an indicator of program success.

Section 8: Submission

- Once you have completed the Application, you will navigate to Section 8 to submit the Application
- It is important that all sections are completed, or you will not be able to submit the Application.
- Incomplete applications will be disqualified.
- All sections need to read “Completed” in blue before you can submit.
- By clicking submit, the applicant admits to being authorized to submit this application on behalf of the applicant organization and that all the information contained herein is true and correct to the best of his/her knowledge.

The applicant also confirms understanding the following grant requirements:

- The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
- The grantee will be required to attend a 3-hour training in person (Denver) or via video conferencing.
- This is a reimbursement program. The grantee must pay all costs related to the project and then invoice CDOT for eligible expenses. Invoices must be submitted with proper documentation on a regular basis (monthly, but no less than quarterly) and must include

a progress report documenting work completed on the project since the last billing period.

- The grantee understands they are responsible for providing a cash match of 20% of the total project cost, and that CDOT will reimburse 80% of the total expenses on each invoice with proper documentation of expenses unless awarded 100% per eligibility requirements.
- The grantee must fund any project cost more than the amounts indicated in the included budget (i.e., project cost overruns) at no expense to state/federal funding sources.
- The grantee must not incur costs for any aspect of the project until authorized by CDOT with a formal contract or purchase order and letter to proceed. Otherwise, the grantee risks incurring costs that will not be reimbursed.
- The grantee understands that they must submit the required final accomplishment reports and invoice to CDOT no later than the agreed upon contractual project end date.
- The grantee agrees to administer data collection tools either provided by CDOT prior to submitting this application and prior to the completion of the project. The survey data must be made available to the CSRTS program for evaluation purposes. The survey and tally reports will be included with the final report submitted by the grantee. If the grantee determines that another evaluation indicator is more appropriate, the grantee agrees to provide a detailed explanation with pre and post project data prior to the completion of this project.
- The grantee agrees they have contacted their CDOT Local Agency Coordinator or Resident Engineer to discuss their project.
- The grantee agrees to complete a subrecipient risk assessment in compliance with 2 CFR 200 prior to receiving a contract/purchase order.
- The funded project will maintain appropriate fiscal and program records and that fiscal audits of this project may be conducted by the grantees as a part of their regular audits.
- When you successfully submit your application, you will receive a “Thank you for submitting your form!” message and the “Submit” button will no longer be on the Section 8 page. PLEASE NOTE: You can NOT make any changes to your application once it has been submitted.
- You will receive an automated response from CDOT thanking you for submitting your application soon after you hit submission. Please check your junk email folder for this message if it doesn’t appear in your inbox. If, after 30 minutes, you have not received this message, please contact us by email at the beginning of this document.
- Thank you!

Resource A: Sample Infrastructure Program Descriptions

Safe Routes to School infrastructure projects must be constructed within 2 miles of the elementary or middle school (K-8) identified in your application.

Bicycle Parking Facilities: Items such as bicycle racks, lockers, designated areas with safety lighting and covers such as a bike shelter, etc.

Bicycle and Pedestrian Counters: While not required, applicants are strongly encouraged to add permanent bicycle counting technology within the scope of the project. The counts will not only assist with your pre and post project evaluation; they will support the goals and objectives of CDOT's Statewide Bicycle and Pedestrian Plan (2015).

Installing Signs: Placement of signs to slow traffic and provide awareness for bicyclists and pedestrians. May also include directional signage.

On-Street Bicycle Facilities: Construction of paved shoulders to be used as bike routes. Construction and improvement of on-street bicycle facilities, including bike lanes.

Off-Street Bicycle/Pedestrian Facilities: Trails and pathways that can be used by pedestrians and bicyclists that are separated from the main roadway. Construction of multiple-use bicycle pedestrian trails and pathways.

Pedestrian/Bicycle Crossing Improvements: Includes new or upgraded traffic signals, crosswalks, median refuges, pavement markings, traffic signs, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades, etc.

Street Striping: Marking roadways to provide for bike lanes, widened outside lanes, crosswalks, etc.

Sidewalk Improvements: Includes new sidewalks, widened sidewalks, and sidewalk gap closures. Can also include replacement of sidewalks, although this is of lower priority.

Traffic Calming Devices: Systems and techniques that slow traffic such as speed humps or tables, reducing curb-to-curb lane widths, curb extensions, center islands, etc.

Pick Up and Drop-Off: 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.

Resources

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FHWA - Pedestrian Safety Guide and Countermeasure Selection System.
Recommended Guidelines/Priorities for Sidewalks and Walkways

http://www.pedbikesafe.org/PEDSAFE/resources_guidelines_sidwalkswalkways.cfm

FHWA - Bicycle Safety Guide and Countermeasures Selection System.

Countermeasures <http://www.pedbikesafe.org/BIKESAFE/countermeasures.cfm>

More resources are available in [Resource C: Safe Routes to School Project Resources](#)

Resource B: Sample Non-infrastructure Program Descriptions

The following are a few examples of non-infrastructure programs. This is by no means a complete list, but we provide it as a way to stimulate your own ideas for a Safe Routes to School program. For additional information about implementing a Safe Routes to School program, view the [SRTS Guide](http://guide.saferoutesinfo.org/) (<http://guide.saferoutesinfo.org/>).

Bicycle and Pedestrian Core Subject Lesson Plans: Available upon request are K-8 bicycle and pedestrian safety and core subject lesson plans that align with the Colorado state standards for education. Recommended by the Colorado Department of Education, these fully-developed lesson plans are easy to integrate into any classroom setting and are proven effective and fun learning materials for students.

Bicycle Rodeo: Usually a bicycle safety clinic featuring bike safety inspections (and, optionally, quick tune-ups), skill assessment, and a safety lecture about the rules of the road. Rodeos include riding on a miniature "chalk street" or obstacle course where young cyclists apply the rules of the road and test their skills. Optional activities include helmet fitting, prizes, and drawings, and in some cases commercial activities such as booths set up by bike shops, parent and student education, etc.

Crossing Guard Program: Utilizing CDOT's free [Crossing Guard Training](#) resources, provide training and coordination of individuals eighteen years of age or older who instruct, direct, and control the members of the student body in crossing the streets and highways at or near the school. Controls traffic when authorized.

Photovoice: Participants (students, parents, teachers, community leaders, etc.) are asked to represent their community or point of view by taking photographs, discussing them together, developing narratives to go with their photos, and taking action to improve conditions. Also see Bicycle or Pedestrian Audit defined above.

Public Awareness Campaign: Promotional activity that encourages bicycling and walking for transportation. This can include any number of tools such as flyers, print and media advertising, social media campaigns, poster contests, special events, etc.

Remote Drop Off: Some students simply live too far from their school to walk or bicycle. Several strategies to reduce traffic congestion at the school and in the adjacent streets are available for parents who must drive their children to school. These strategies include park and walk programs. A park and walk program makes use of an off-site location (such as a nearby church or park) as a parking area for parents who then walk their child to school or join a regularly scheduled walking school bus to complete their journey.

Safety Program: Classes or discussions that teach students and/or parents safety practices relating to bicycling and pedestrian behavior, such as the proper way to

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cross streets, use sidewalks, avoid darting out from between parked cars, helmet use, bicycle skills, etc. Reinforce messages through e-newsletters, handouts, posting in school bulletin, etc.

Walking School Bus or Bike Train: This is considered an “escort” program. It involves adult volunteers who accompany children to school, stopping at designated locations where children can join the “bus” or “train” at pre-arranged times. This allows children to bike or walk to school without the fear of them traveling alone. These programs can be informal or very structured. The SRTS National Partnership has a toolkit designed to help plan and organize a walking school bus using adult volunteers as leaders (www.saferoutespartnership.org/resources/toolkit/step-step). PedNet, a national consulting firm, (www.pednet.org) provides technical assistance and trainings on establishing walking school bus programs. Equipment and supplies to develop the program are allowable expenses in a CSRTS grant.

Safety of Children and Vision Zero Initiatives: The National Center for SRTS has advanced the idea that SRTS can serve as a foundation for Vision Zero (a movement in cities around the world to eliminate traffic death and serious injuries, making cities safe for all road users). Many believe it is both imperative and smart to prioritize children’s safety when communities are considering and implementing Vision Zero. Starting with children can be an important way to build community support and political will for larger Vision Zero work. If you think this might be useful for your work, visit the [Vision Zero Resource Library](#).

Bicycle Friendly Motorist Trainings - These are in-person or on-line classes that teach motorists how to safely interact with bicyclists. For example, [Bicycle Colorado](#) offers 1.5-hour, interactive courses covering laws for each road user, how to navigate on-street bicycle infrastructure, and how to avoid common crashes between motorists and bicyclists. Classes are available taught from both motorist and bicyclist perspectives.

Resource C: Safe Routes to School Project Resources

The following websites are resources we encourage you to review in developing an exciting and effective program in your school area. You can access them individually, or find them all at the CDOT Safe Routes to School web site

<http://www.codot.gov/programs/bikeped/safe-routes>.

Remember, the most successful way to increase bicycling and walking is through a comprehensive approach that considers project elements like education, encouragement, engineering, evaluation, and engagement.

General Resources

Colorado Safe Routes to School - <http://www.codot.gov/programs/bikeped/safe-routes>

This website contains information about Colorado Safe Routes to School with links to the resources contained here. Information on past grant recipients, current applications, and bicycle and pedestrian curriculum are all available.

Working Together to Create Meaningful Change: A Toolkit for Engaging Communities Across Colorado, is a resource created by the Safe Routes Partnership with support from Colorado Department of Public Health and Environment and Colorado Safe Routes to School. As this resource offers tips and strategies for authentic and equitable community engagement, we highly recommend prospective applicants and current grantees take time to read through it and incorporate practices into plans. The toolkit, housed on our website on the [Resources page](#) under the Engagement tab, includes the following sections: Getting Started, Building Partnerships, Community Engagement Activities, Follow-Through, Resources, Downloadable templates, and Case Study ideas. A thorough overview of the Community Engagement Toolkit is also provided as a webinar recording, <https://www.youtube.com/watch?v=kpLB0TbD4wg>.

National Center for Safe Routes to School - <http://www.saferoutesinfo.org/>

The National Center serves as the information clearinghouse for the federal Safe Routes to School program. The organization also provides technical support and resources and coordinates online registration efforts for U.S. Walk to School Day and facilitates worldwide promotion and participation.

Safe Routes Partnership - <http://www.saferoutespartnership.org>

This provides a network of organizations, government agencies and professional groups working to set goals, share best practices, leverage infrastructure and program funding and advance policy change to help agencies that implement Safe Routes to School

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programs. They also have several resources on SRTS program development.

Walk, Bike, and Roll to School - www.walkbiketoschool.org

This user-friendly resource offers a quick, simple means of useful data collection and tracking students' means of transportation to and from school. This can be used for monitoring one schools' travel trends and benchmarking schools' trends with those of other schools. Required for evaluation plan Option One.

Colorado EnviroScreen - cdphe.colorado.gov/enviroscreen

This is an interactive environmental justice mapping tool and health screening tool for Colorado. Developed for the Colorado Department of Public Health and Environment (CDPHE), it enables users to identify areas with current and past environmental inequities, pinpoint areas where disproportionately impacted communities have a greater health burden and/or face more environmental risks and identify geographic areas that meet the definition of disproportionately impacted communities under Colorado law.

Infrastructure/Engineering Project Resources

As you consider all possible solutions for your safe routes to school barriers, these resources may be very helpful.

Colorado Department of Transportation - Designing Streets for Pedestrians and Bicyclists <https://www.codot.gov/programs/bikeped/design-policy.html>

This is a source of information on designing and engineering bicycle and pedestrian facilities. New technologies and a wide variety of design tools are available to guide the development of multimodal facilities that are truly bicycle and pedestrian friendly.

Access Board - www.access-board.gov

The U.S. Access Board is a federal agency that promotes equality for people with disabilities through leadership in accessible design and the development of accessibility guidelines and standards for the built environment, transportation, communication, medical diagnostic equipment, and information technology. New guidelines the Board is developing will cover access to public rights-of-way, including sidewalks, intersections, street crossings, and on-street parking. The Board is also addressing access to shared use paths providing off-road means of transportation and recreation.

American Association of State Highway and Traffic Officials (AASHTO) - <http://www.transportation.org>

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AASHTO is a standards setting body which publishes specifications, tests protocols and guidelines which are used in highway design and construction throughout the United States. Despite its name, the association represents not only highways but air, rail, water, and public transportation as well.

- **Guide for the Development of Bicycle Facilities, 4th edition**
- **Guide for the Planning, Design and Operation of Pedestrian Facilities, 1st edition**

CDOT - Local Agency Project Desk Reference (Formerly CDOT Local Agency Manual)

https://www.codot.gov/business/designsupport/bulletins_manuals/local-agency-project-resources/2022-local-agency-project-desk-reference

The manual is to be used concurrently with the [Local Agency Manual Webpage](https://www.codot.gov/business/localagency/manual), <https://www.codot.gov/business/localagency/manual> and is to assist local agency personnel involved in the design, construction, and management of State and Federally funded projects. The Manual is also recommended for CDOT personnel who manage Local Agency projects.

CDOT Roadway Design Guide, Chapter 14 Bicycle and Pedestrian Facilities -
<http://www.codot.gov/programs/bikeped/design-policy.html>

This chapter provides detailed design criteria, standards, and guidance for the development of bicycle and pedestrian facilities to meet federal and CDOT standards.

Institute of Transportation Engineers - Traffic Calming -
<https://www.ite.org/technical-resources/traffic-calming/>

The Traffic Calming Library contains a searchable database of reports, articles and other documents related to traffic calming.

National Association of City Transportation Officials (NACTO) - <http://nacto.org>

NACTO is a membership organization that offers design guides that may be helpful in designing bikeways.

- **Urban Bikeway Design Guide -** <http://nacto.org/publication/urban-bikeway-design-guide/>
- **Urban Street Design Guide -** <http://nacto.org/publication/urban-street-design-guide/>

CDOT Grants page - <https://www.codot.gov/programs/planning/grants>

Here you can find a list of State grants and funding programs administered by CDOT's

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Multimodal Planning Branch, brief descriptions, and links to learn more about these available funding sources.

Resource D: Permitting and Environmental Assessments

According to the National Environmental Policy Act (NEPA) Categorical Exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment . . . and for which, therefore, neither an environmental assessment nor an environmental impact statement is required". Below are examples of typical projects (not just specific to Safe Routes to School) that qualify for a Categorical Exclusion.

1. Traffic signal modifications
2. Pavement markings not affecting the number of through traffic lanes
3. Anti-skid treatments
4. Curb and/or gutter repairs and construction of curb ramps for the handicapped
5. Bridge rehabilitation activities including:
 - Bridge rail replacement and upgrading
 - Bridge deck overlay and waterproofing
 - Expansion joint replacement and upgrading
 - Bearing replacement and upgrading
 - Substantial repairs to deck including partial or full-depth patches
 - Painting of all structural steel for a particular bridge
 - Stringer replacement for a portion of the superstructure
 - Repairs to damaged rails, corroded or damaged structural steel members, deteriorated areas of concrete elements including sidewalks, curbs, water tables, girders, and portions of the substructure above ground or water
6. Lighting and electrical work including:
 - Continuous and tower lighting
 - Tunnel lighting
 - Temporary lighting
 - Bridge lighting
 - Pedestrian lighting
 - Pumping station
 - Highway advisory radio
 - Control systems for changeable lanes
 - Traffic monitoring systems
 - Changeable message signing
7. Erosion control work which may also include slope repair and reconstruction
8. Storm sewer installations to eliminate open ditches runoff storage/retention

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9. Impact attenuator and glare screen installations
10. Highway/railroad grade crossing improvements
 - Repair/rehabilitation of crossing proper
 - Rehabilitation of immediate roadway approaches
 - Upgrading of crossing protection
11. The following restoration-type projects
 - Retaining wall restoration
 - Fencing
 - Guardrail replacement and upgrading
 - Substantial pavement and shoulder patching
 - Resurfacing
 - Restoration of drainage structures
12. Installation of turning lanes
13. Junkyard screening
14. Upgrading safety features
15. Approval of utility installations along or across a transportation facility, excluding longitudinal installations within the access control lines of Interstate and freeway rights-of-way
16. Alterations to existing buildings to provide for noise reduction
17. Emergency repairs under 23 USC 125 which do not substantially change the design of the facility, and which are initiated during or immediately after the occurrence of a declared national disaster

The above list is only a partial tool to help in your assessment. As an applicant, it is your responsibility to identify and provide all necessary local permits and NEPA materials that may be required of your project. Feel free to contract your CDOT Region Planning and Environmental Manager (RPEM) for initial environmental scoping, guidance, or support for any projects you might be considering.

CDOT Categorical Exclusion form

More information can be found in the CDOT [NEPA Tools](#) section of the CDOT NEPA Manual.

Resource E: Sample Problems and Corrective Tasks

Once you have gathered information and data to identify and prioritize the issues around the school that are hindering students from walking and biking to and from school safely, consider a comprehensive approach including things like education, encouragement, engineering, equity, engagement, and evaluation with your key stakeholder groups and develop an action plan. Here are a few sample problems with some corrective action ideas.

Problem	Corrective Tasks
Walking and Biking Knowledge	<p>Hold school open houses to provide information.</p> <p>Send informational brochures home from school.</p> <p>Hold assemblies early in the school year, inviting police, fire, and healthcare personnel.</p> <p>Provide classroom instruction, in-person or via video.</p> <p>Provide staff training and/or certification opportunities.</p> <p>Make curriculum available to all staff.</p> <p>Create yard signs or banners.</p> <p>Invite parents and caregivers to send letters to neighbors.</p> <p>Encourage a pace car program.</p> <p>Partner with injury prevention professionals and school transportation departments.</p>
Walking and Biking Skills	<p>Send tip sheets home with students.</p> <p>Offer a bike helmet promotion.</p> <p>Introduce bicycle and pedestrian training in Physical Education (PE) classes.</p> <p>Conduct bicycle rodeos.</p> <p>Develop after school bike clubs.</p> <p>Provide Train-the-trainer programs for PE teachers.</p>

	<p>Encourage families to share information with neighbors.</p> <p>Build traffic awareness in the community.</p> <p>Develop or participate in bike and walk advocacy groups.</p>
<p>Traffic Speed</p>	<p>Encourage a pace car program.</p> <p>Provide traffic education.</p> <p>Build traffic awareness for children, staff, and whole communities.</p> <p>Create or provide yard signs that encourage slowing down.</p> <p>Utilize trailer signs with messages.</p> <p>Engage with law enforcement.</p>
<p>Unlawful Driving</p>	<p>Communicate laws, rules, and regulations on public streets and school property.</p> <p>Build awareness of concerns as a school community.</p> <p>Provide staff outside at drop-off and pick-up times.</p> <p>Train and provide crossing guards.</p> <p>Share press releases and Public Service Announcements.</p> <p>Engage with law enforcement.</p>
<p>Missing Sidewalks, Crosswalks, or Other Facilities</p>	<p>Provide parents with maps of preferred or alternate SRTS route if available.</p> <p>Conduct a walking audit.</p> <p>Educate children and build staff awareness around potential route hazards.</p> <p>Inform local traffic of bicyclists and pedestrians.</p> <p>Develop short- and long-term action plans.</p> <p>Engage with the local Public Works Department.</p>
<p>Bullying and Crime</p>	<p>Start Walking School Buses and Bike Trains.</p>

	<p>Work with the Parent Teacher Organization to address issues.</p> <p>Align with school anti-bullying initiatives.</p> <p>Educate students, families, and staff around reporting issues immediately and to whom.</p> <p>Encourage active transportation with parents, guardians, or older buddies.</p> <p>Work with a Safe2Tell program.</p> <p>Address all issues immediately.</p> <p>Engage with neighbors, watch groups, and others working on addressing school crime and bullying.</p> <p>Create signage to build awareness.</p>
<p>Lack of Youth Engagement (High School)</p>	<p>Build relationships and establish common interests. Create a safe space where everyone feels welcome and comfortable.</p> <p>Establish action plans with everyone’s goals in mind. Emphasize that youth are key stakeholders rather than just peer educators.</p> <p>Be honest, transparent, and respectful of each other’s time and knowledge.</p> <p>Provide youth with resources and information to become active in advocacy, policy, and education.</p>

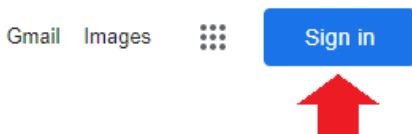
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Resource F: Google Map Creation Instructions

A map component is a required part of our grant application. To ensure that your map meets the standards requested, please follow these instructions, created by Nate Rogers, Senior Geographic Information System Specialist at Colorado Department of Transportation. To contact Nate with specific questions, email nathaniel.rogers@state.co.us.

Google Account

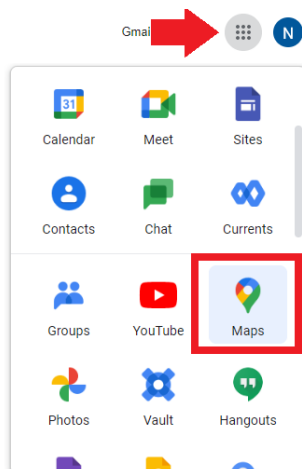
A google account is required to access the editing capabilities and map creation within Google Maps. To create an account, go to google.com and click on the sign in in the upper right-hand corner.



If you already have a google account, sign in as normal. If you do not, click on Create Account and complete the steps.

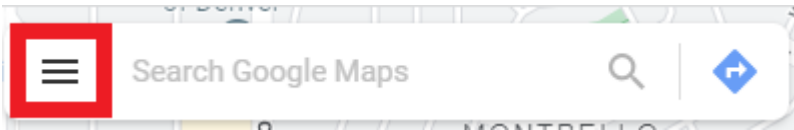
Accessing Google Maps

Once signed into your Google account, click on the 9 dots in the upper right-hand corner and select Maps.



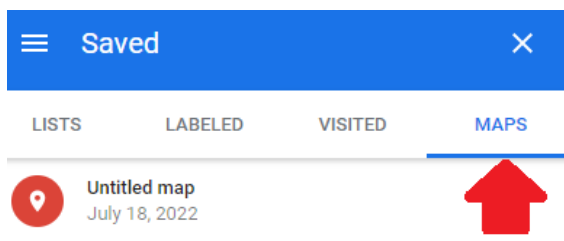
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As Google maps opens, in the upper left-hand corner of the screen, click on the three lines.

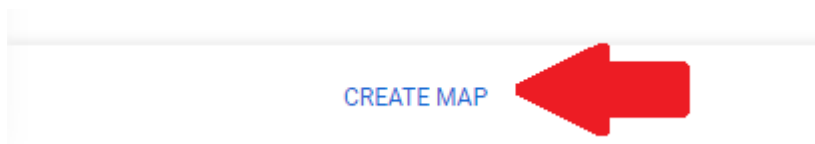


When the drop down opens, select Saved.

Then, select Maps from the top tabs.



At the bottom of the Maps tab, click on Create Map.



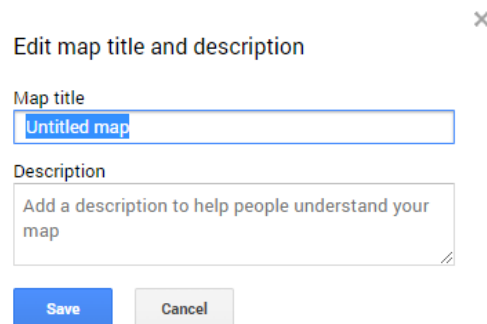
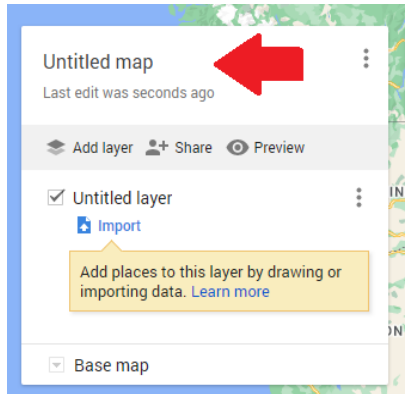
Creating a Map

Now that you have entered a blank Google Map, you can start creating your project map.

Titling the map

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Give the project a title by clicking on Untitled Map in the upper left corner. Next, edit the map title and description.

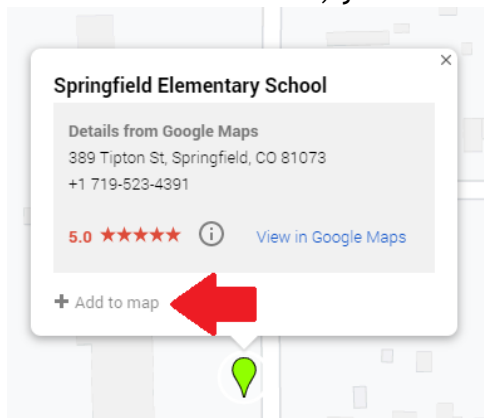


Search bar

Use the search bar if the name of the building and/or address is known.

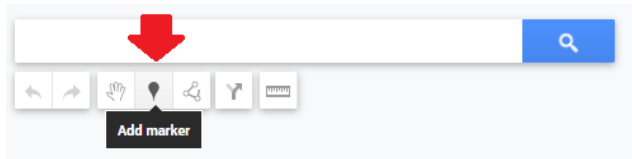
Creating points

If the search bar used, you can add that point to the map by clicking +Add to map.

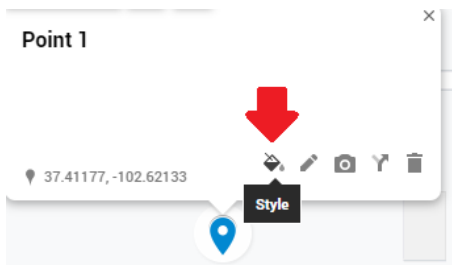


In addition, you can add points to the map by clicking on the Add Marker button.

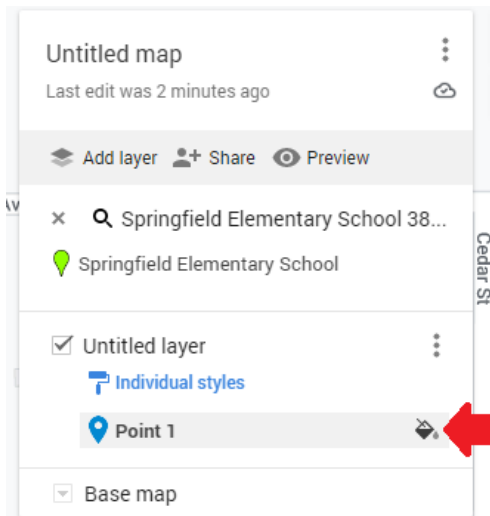
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After placing your points, you can change the styles and colors by clicking on the points individually and clicking on the style button.

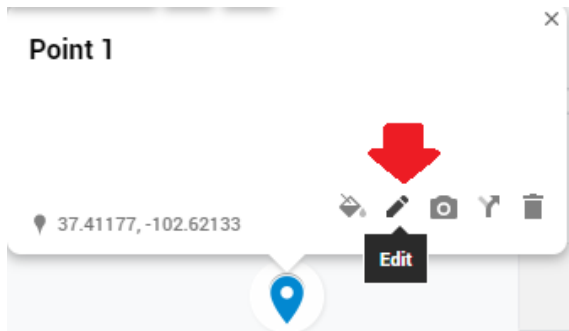


You can also change styles by clicking on the style button from the layer list.



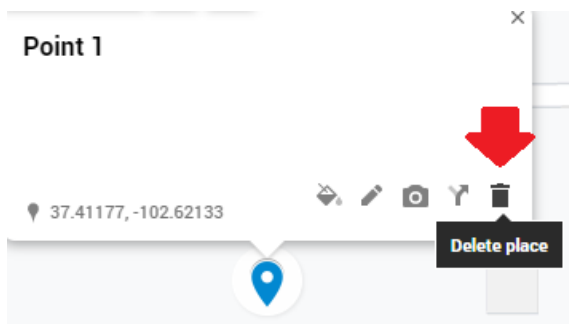
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In addition, you can change the name of the point in the legend either by clicking on the point and clicking on the Edit button, or by clicking on the style button from the layer list. In addition, you can change the name of a point by clicking on the point and clicking on the edit button.



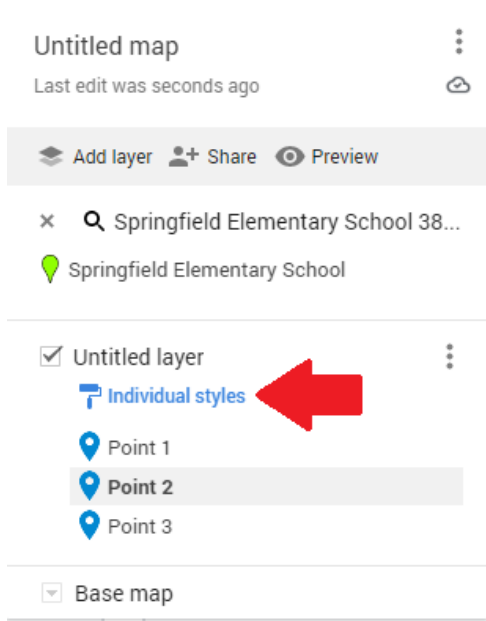
If you placed the point in the wrong location, you can click on the point, then click and drag the point to the desired location.

You can delete the point by clicking on the Delete place button.



The points can also be displayed in some other formats by clicking the styles option in the layer.

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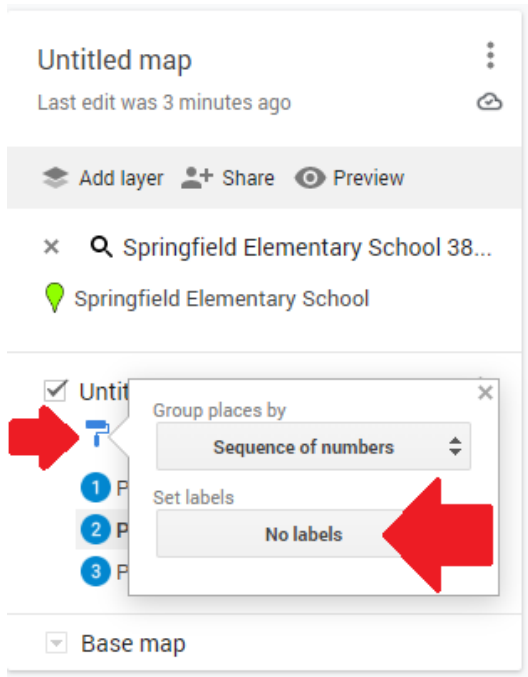


Style 1: Uniform Style, in which all points look the same.

Style 2: Sequence of Numbers in which points will be numbered in the order they are placed.

Style 3: Individual Style in which each point can be edited to have its own color and style theme.

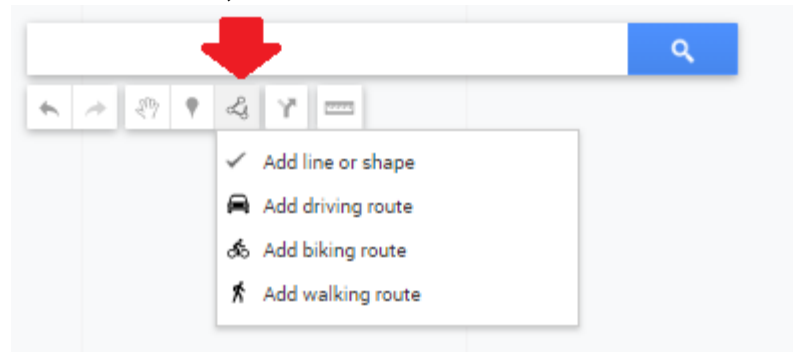
You can also turn on labels in the same options Styles box in the set labels option.



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Creating Lines

To create lines, click on the Draw a Line button.



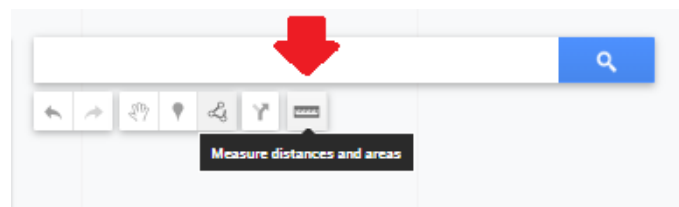
The Add line or shape selection will allow free hand drawing of lines.
 Add driving route will allow you to trace existing road networks found in Google Maps.
 Add biking route will allow you to trace existing biking networks found in Google Maps.
 Add walking route will allow you to trace existing walking networks found in Google Maps.

After drawing your desired lines, double click the mouse at the end of the line.

You can edit the style of the lines by following the same steps as editing the styles of points as mentioned above.

Measure Tool

To activate the measure tool to determine distance, click on the Measure distances and areas tool.



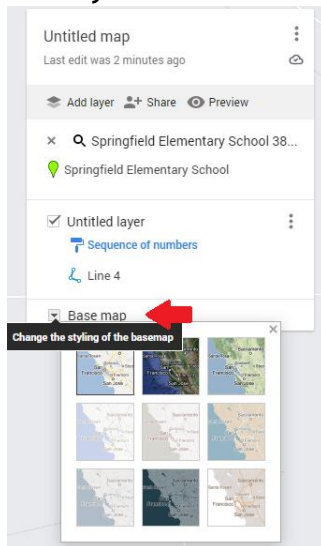
Click on the starting point on the map and move your mouse in the direction you wish to go. Once you have gone your desired distance, double click the mouse to end the measurement.

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Please note that once you click on the map again with the tool, the previous measure line will be erased, so if you wish to keep that line permanent, select the Draw a line tool as described above and draw on top of the measured line.

Changing basemaps

To change the background base map, simply click on the Base map drop down from the layers list and select desired background, such as imagery.



Printing and downloading the map

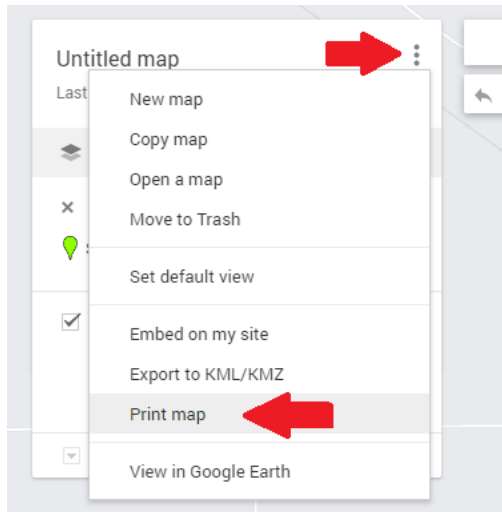
Before you save your map, make sure you have included the following elements:

- 1 and 2-mile radii of your project
- Location of the target school, clearly labeled with address
- Major buildings or landmarks
- Major streets/intersections
- Identification of proposed engineering strategies

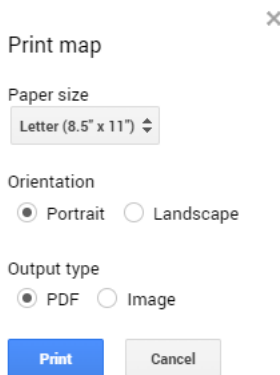
Note, you will need to upload the map to your application in PDF format.

To print a map, click the 3 dots in the layer list and select Print map.

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Select your desired options.



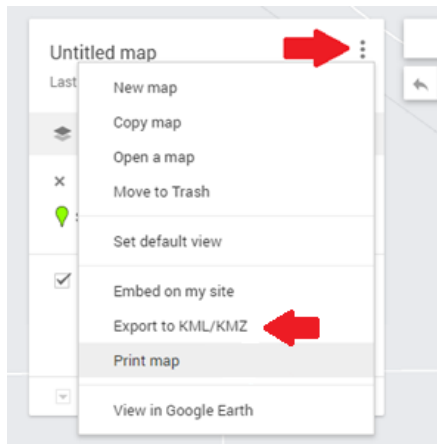
You can now download and save your map as a PDF to your computer, uploading to your Safe Routes to School application where prompted when ready.

Sharing KMLS/KMZS

If you wish and/or have access to a GIS analyst or programs, you can export the data into a format which can be brought into Google Earth or other mapping programs such as ArcGIS.

To export the data in this format, click on the 3 dots in the layer list and select Export to KML/KMZ.

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Revisiting the Map at a Later Date

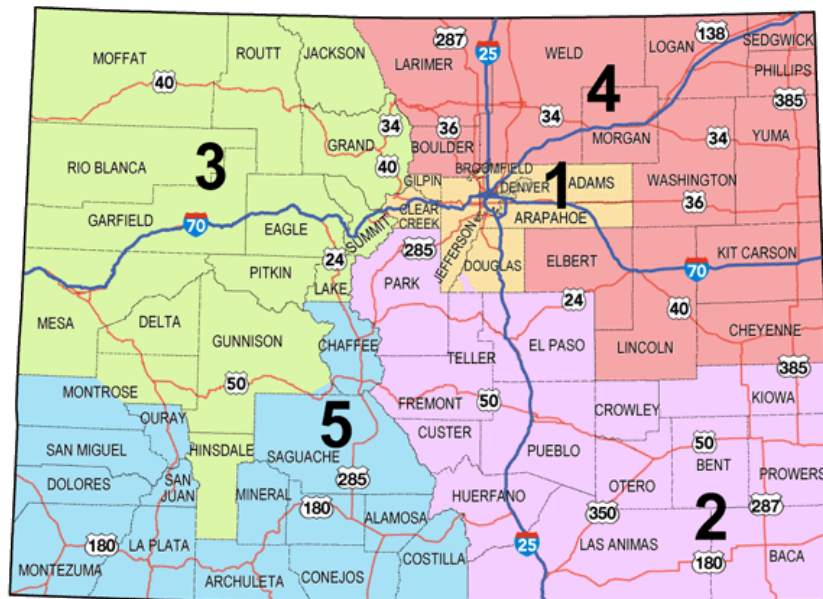
All the edits are automatically saved. To revisit the map for any reason, just repeat the steps as described above in Accessing Google Maps, and you will see the project name saved under the Maps tab in your Google Maps Account.

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Addendum A: CDOT Regions Map and Contacts & Congressional District Link

CDOT Regions Map

Use this map to identify which Colorado Department of Transportation region your school district, city or county falls within. Indicate your Region on your Contact Information Sheet.



CDOT Consultation Contacts:

CDOT Region 1

Maria Hajiaghaee
maria.hajiaghaee@state.co.us

Wendy Williams
wendy.williams@state.co.us

CDOT Region 2

Lachelle Davis
lachelle.davis@state.co.us

CDOT Region 3

Michael Konn
michael.konn@state.co.us

CDOT Region 4

Bryce Reeves
bryce.reeves@state.co.us

CDOT Region 5

Bridget Mcdougall
Bridget.Mcdougall@state.co.us

For more information on the boundaries for Congressional Districts, visit <https://www.govtrack.us/congress/members/CO>

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Addendum B: Sample Project Budget**Sample Completed Budget for Infrastructure Project**

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Budget</u>
Project Design	1	LS	\$10,000	\$10,000
Project Construction - Pedestrian Signal Modifications				
Ped Heads & Push Buttons	6	Each	\$800	\$4,800
Wiring	1	LS	\$1,000	\$1,000
Striping (crosswalks, preformed plastic)	220	SF	\$12	\$2,400
Project Construction - Trail/Sidewalk - 6 blocks, 8' wide				
Clearing & Grubbing	1	LS	\$5,000	\$5,000
Excavation & Backfill	1	LS	\$30,000	\$30,000
Concrete & Base Course	1	LS	\$85,000	\$85,000
Erosion Control, Topsoil, Seeding	1	LS	\$25,000	\$25,000
Drainage	1	LS	\$ 8,000	\$ 8,000
Misc - Survey, Mobilization, Traffic Control, SRTS signage	1	LS	\$15,000	\$15,000
F/A Minor Contract Revisions	1	LS	\$10,000	\$10,000
Project Construction - Culvert				
Excavation & Backfill	1	LS	\$5,000	\$5,000
Concrete & Reinforcing	1	LS	\$15,000	\$15,000
Riprap	1	LS	\$2,000	\$2,000
Bicycle Racks & Installation for Middle Schools	5	Each	\$1,500	\$7,500
Required Outreach and Education				
New sidewalk/trail maps	1,200	Each	\$0.50	\$ 600

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<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Budget</u>
Handouts for Friday Folders	21,000 (20/student)	Each	\$0.10	\$2,100
Project Data Management/Reporting	6	Hours	\$50	\$300
Education Program Planning	10	Hours	\$50	\$500

Total Project Cost: \$240,660

Requested SRTS (80% of Total Project Cost but no greater than 1M): \$192,528

Cash Match (20% of Total Project Cost unless match exempted): \$48,132

Any overmatch to your project will not be reflected in your grant award.