



## **KENTUCKY SAFE ROUTES TO SCHOOL (SRTS) PROGRAM**

### **OVERVIEW**

The Safe Routes to School (SRTS) Program resulted from the enactment of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

The purpose of SRTS is to enable and encourage children, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safe and more appealing; and to facilitate the planning, development, and implementation of projects that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

### **ELIGIBILITY**

Eligible applicants for this funding are state and local government agencies and local school boards. Applicants must demonstrate an ability to meet the requirements of the program. Projects by nonprofit organizations are required to be in partnership with a state or local government agency or school board. The applicant is responsible for soliciting public support, administering the project, and identifying the project in its financial accounting and annual audit. The Safe Routes to School Program does not require that the sponsor obtain match funding.

The following project categories are eligible for SRTS funding:

- Planning, design, and construction of projects that will improve the ability of students to walk and bicycle to school
- Sidewalk improvements
- Traffic-calming and speed-reduction improvements
- Pedestrian- and bicycle-crossing improvements
- On-street bicycle facilities
- Off-street bicycle and pedestrian facilities
- Traffic-diversion improvements within two miles of the school
- Public-awareness campaigns and educational materials
- Traffic education and enforcement in the vicinity of the school
- Student sessions on bicycle and pedestrian safety, health, and environment
- Training for volunteers and managers of SRTS programs

To apply for SRTS funds, an applicant must be proposing a project that is located within two miles of a primary or middle school (kindergarten through eighth grade) and falls in one or more of the eligible categories. **If the eligibility criteria are met, the government or school board sponsor should complete the application requirements and submit the completed documents between January 1, 2007, and March 15, 2007. Applications postmarked after March 15 deadline will not be accepted.**

Applicants must complete requirements from both the KYTC Office of Special Programs (OSP) and the State Clearinghouse to be considered for funding. These requirements are described on page 2 of the application.



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### Office of Special Programs Requirements

Before beginning the full application, please thoroughly review the Safe Routes to School (SRTS) guidelines as found in the Special Programs Guidelines book and on the Office of Special Programs website ([www.saferouteskentucky.com](http://www.saferouteskentucky.com)).

- Please follow the instructions exactly. Failure to submit complete and accurate information by the deadline may result in rejection of the request for SRTS funding. It is required that all applications be TYPED.
- **Submit five (5) copies of the completed application postmarked on or before March 15, 2007.** The applications should be stapled or bound in a folder or similar manner not to exceed on-half (1/2) inch in thickness. **DO NOT SUBMIT APPLICATIONS IN THREE-RING BINDERS.** All five (5) copies should be identical. The Project Name and Organization should be clearly identified on the front of the application packet.
- Applications for all projects are to be submitted to:  
  
**Kentucky Transportation Cabinet  
Office of Special Programs: SRTS  
200 Mero Street, 6th Floor  
Frankfort, KY 40622**
- If an application for a proposed project is located within an urbanized area, an additional copy should be submitted the the appropriate Metropolitan Planning Organization (MPO).

### State Clearinghouse Requirements

Pursuant to Presidential Executive Order 12372, all applicants must submit to the State Clearinghouse for Intergovernmental Review 10 copies of the following before submitting the full application to the Office of Special Programs (OSP):

- Cover letter identifying the funding program
- Application for Federal Assistance (424 form)
- Brief narrative describing the project
- Detailed budget
- 8 1/2" x 11" topographical map, if necessary, clearly showing the activity for which funding is sought

The State Clearinghouse does not require that the requesting agency submit the entire application as sent to the OSP. A link to the State Clearinghouse may be found at [www.gold.ky.gov/clearinghouse](http://www.gold.ky.gov/clearinghouse).

The applicant shall submit these documents to:

**Governor's Office for Local Development  
State Clearinghouse  
1024 Capital Center Drive, Suite 340  
Frankfort, KY 40601**



## Review and Selection

The review process will begin immediately after the deadline for applications. The Office of Special Programs (OSP) will begin the process by doing a thorough review of each application and will organize the applications to be reviewed by the SRTS Advisory Committee formed by the Executive Director of OSP. Each Area Development District (ADD) and Metropolitan Planning Organization (MPO) may also provide valuable input during the review process. The OSP Executive Director will then provide recommendations to the Secretary of the Transportation Cabinet for review. Recommendations will then be forwarded to the Governor's Office for review. Prior to the announcement of the awarded projects, the OSP Executive Director will review the final list of recommended projects with the Kentucky Division of the Federal Highway Administration (FHWA).

The following criteria will be considered in the selection process:

- Demonstrated need for the project
- Addresses safety concerns - potential to reduce child injuries
- Promotes healthy lifestyles - encourages children to walk or bicycle to school
- Benefits students and the community
- Reduces traffic, fuel consumption, and air pollution in the vicinity of schools
- Provides reliable budget and engineering estimates
- Shows evidence of widespread community support
- Establishes relationship to local, regional, and statewide plans/initiatives
- Demonstrates ability to administer funding, including previous federal funding
- Demonstrates project readiness for construction (planning, design, and acquisition)
- Conforms to overall geographic distribution of funds
- Does not exceed the \$250,000 per project funding limit

NOTE: All projects must demonstrate compliance with the Manual on Uniform Traffic Control Devices (MUTCD).

## Announcement and Funding

Announcements of fund recipients will be made in Summer 2007. Upon being selected, the applicant will be asked to submit a revised application, if necessary, for which the amount of the budget matched the announced funding amount and remove any items deemed ineligible. Match funding is not required for Safe Routes to School projects. All arrangements for funding and long-term maintenance are to be made prior to programming of funds. Once an application has been revised, project information will be submitted by the Cabinet to FHWA for programming of funds for reimbursement. After this is complete, the applicant will enter into an agreement with the Transportation Cabinet. Any action taken prior to this executed contract agreement will not be eligible for reimbursement.



## **Budget and Maintenance Plans**

A comprehensive budget as well as a maintenance plan must be attached to the contract executed by the KYTC. Therefore, a detailed, accurate budget is required throughout the application process. Examples of costs to be included are those for:

- Planning
- Project development
- Engineering
- Right-of-way acquisition
- Construction
- Pavement markings
- Traffic signs
- Any other related costs

The total cost estimate provided in the application will be used to determine the amount of funds awarded. Due to the limited amount of funding, the total project amount funded with SRTS funds will be the maximum amount reimbursed. If costs exceed the estimate, the sponsor will be responsible for covering the additional costs and must demonstrate the ability to do so. If a sponsor would like to request to reallocate items in the budget, a budget amendment may be submitted to the Office of Special Programs for review. No more than two budget amendments will be accepted during the life cycle of a project.

A maintenance plan should include a description of how the city, county, or school board plans to maintain the infrastructure funded by the project after all of the SRTS federal funds have been expended. Sponsors are required to maintain this project in perpetuity for the public.

## **Workshops**

Recipients of funds will be required to attend a SRTS workshop regarding the implementation of their funds after the awards are announced. Failure to participate in an implementation workshop will result in funds being reassigned to another project.

## **Timeline**

All SRTS projects are to be completed within 18 months from the date on the executed contract. All projects that are not completed at that time will be cancelled, and the sponsor will be required to return any federal funds expended on the project. A letter requesting an extension may be submitted prior to the end of the 18-month completion period. Each request will be reviewed and responded to accordingly.



## SRTS APPLICATION

### 1. Project Information

Project Title \_\_\_\_\_

Specific Location of Project \_\_\_\_\_

County \_\_\_\_\_

Highway District \_\_\_\_\_

School(s): List all schools involved or affected by this project

\_\_\_\_\_

### 2. Applicant Information

Sponsor Name (city, county, or school board) \_\_\_\_\_

Sponsor Point of Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Primary Point of Contact for Project (if different) \_\_\_\_\_

Title and Affiliation/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

### 3. Eligible Project Categories: Please check all that apply

- Planning, design, and construction of projects that will improve the ability of students to walk and bicycle to school
- Sidewalk improvements
- Traffic-calming and speed-reduction improvements
- Pedestrian-and bicycle-crossing improvements
- On-street bicycle facilities
- Off-street bicycle and pedestrian facilities
- Traffic diversion improvements within two miles of the school
- Public awareness campaign and educational materials
- Traffic education and enforcement in the vicinity of the school
- Student sessions on bicycle and pedestrian safety, health, and environment
- Training for volunteers and managers of SRTS programs



**4. Project Description**

A. Include an explanation of how the project qualifies under the eligibility category or categories checked in Section 3 of this application. Describe the need for the project and the impact it would have on the community **(This section must be a minimum of 500 words).**

B. How will this project encourage or enable more students to walk or bicycle to school?



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5. Please provide the following information for each school affected by the project:

School Name	Grade Range	Total Student Population	Student Population within 2 Miles*

\*Please provide the number of students who live within two miles of each school affected by the project.

6. Does this project improve an existing walking or bicycle route or create a new walking or bicycle route?

- Yes       No

If yes, indicate which school(s) it affects and a detailed description of the route.

Where will this project be located?

- State Road       County Road       City Street

7. Please list any known accidents or injuries that involved a student walking or riding a bicycle to the school(s) affected by this proposal. List the cause of the accident and the outcome.





## 9. Attachments

**Attachment A.** Include a detailed operations business plan with a preliminary implementation schedule for each item listed, including the proposed start date and the completion date.

**Attachment B.** Provide supporting documents used to prepare the budget.

The total cost estimate provided in the application will be used to determine the amount of SRTS funds awarded. Because of the limited amount of funding, the total project amount funded with SRTS funds will be the maximum amount reimbursed. **If costs exceed the estimate, the sponsor will be responsible for covering the additional costs.** If a sponsor would like to request reallocation of items in the budget, a budget amendment may be submitted to the Office of Special Programs for review. No more than two budget amendments will be accepted during the life cycle of a project. Attach additional pages if needed.

**Attachment C.** Describe the fund resources for all match funds (if applicable) and include written confirmation(s) by the appropriate official/person of the availability of the local matching funds. In-kind contributions will require approval by the KYTC. Administrative costs are not eligible for in-kind match.

**Attachment D.** Include a detailed maintenance plan. Describe how this project will be funded after it is no longer eligible for SRTS funds. The sponsor is responsible for future maintenance of the project after completion.

**Attachment E.** Add evidence of support within the community. Please note that letters of support are reviewed, but they are not the most compelling form of support. Below are some of the more genuine demonstrations of local support.

- Evidence of volunteerism
- Contribution of an overmatch
- Private donations to the project (monetary or in-kind)
- Petitions in support of the project
- Successful fundraising
- Rallies or events held in support of the project
- Editorials or local media attention focusing on the need for the project

**Attachment F.** The application must include COLOR "before" photos of the area of proposed improvements or a photo of the proposed site.

**Attachment G.** Add an 8.5 by 11-inch location map identifying the site in proximity to federal, state, or local highways. If the proposed project is a pedestrian facility/bikeway/trail, etc., provide a point-to-point location and description of the route. If the project involves acquiring a real-property interest, include:

- Current ownership of the property(ies)
- Plat or property sketch
- Type of title being acquired
- Identification of any improvements
- Size of tract or size of the area acquired
- Parent tract if it is a partial acquisition



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## Environmental/Cultural Assessment Data Requirements for Environmental Documentation

### 10. ENVIRONMENTAL INFORMATION (if applicable)

**Attachment H.** Federal Highway Administration (FHWA) guidance requires that the SRTS activities comply with all applicable environmental requirements. Therefore, the Kentucky Transportation Cabinet (KYTC), based upon the data requirements outlined below, will conduct an assessment of the proposed project's environmental documentation required by federal laws, regulations and policies. FHWA or KYTC Division of Environmental Analysis, as appropriate, must approve all environmental documents.

- Provide a brief description of the proposal
- Provide plans and specifications for the project if available. If not available, describe the philosophy/intent of the proposal, what it hopes to accomplish, and how it will reach that goal.
- Locate the project on county, city, and topographic maps. Site location maps must be included.

The following information will be needed for the preparation of an environmental review.

#### A. Air and Noise

Provide the following:

- Scaled map showing project facilities or area and the adjacent roadways
- Traffic information:
  - How much traffic is going to be generated by the facility?
  - Is the transportation network/pattern going to be changed by the facility?
- Vehicular speed in mph in the vicinity of the facility

#### B. Aquatic and Terrestrial

- Does the project impact wetlands?  Yes  No
  - If yes, how many acres? \_\_\_\_\_
- Is the project on the floodplain?  Yes  No
  - If yes, provide coordination with the Kentucky Division of Water.
- Does the project impact agricultural lands?  Yes  No
- Does the project potentially impact endangered species?  Yes  No



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### Environmental/Cultural Assessment Data Requirements for Environmental Documentation, continued

#### C. Cultural, Historic, and Archaeological Resources

- Is the project area or part of the project area listed in or eligible for the National Register of Historic Places?  Yes  No
  - If yes, please provide the statement of registration.
- Will there be any earth disturbance associated with this project?  Yes  No  
(If so, it may be required to carry out an archaeological survey of the project prior to starting.)

If the project includes rehabilitation of, or construction adjacent to a National-Register-listed or -eligible building, provide a written statement indicating that all work will follow the *Secretary of the Interior Standards for Rehabilitation* of a National Register-listed or -eligible property. As soon as they become available, submit to the KYTC the plans and specifications showing all the proposed work on historic buildings, historic landscapes, and any new construction that may affect historic buildings. Reconstruction of buildings associated with a National Register-listed site must be based on archaeological or archival evidence.

All proposed projects must demonstrate compliance with the National Environmental Policy Act. This is evidenced by an approved environmental document.



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### Transportation Financial Assistance Programs

*(A copy of this information must be read, signed, and submitted with the application.)*

It is the policy of the Kentucky Transportation Cabinet (the Cabinet) that certified Disadvantaged Business Enterprises (DBEs) shall have the opportunity to participate in the performance of SRTS projects financed in whole or part by federal funds. To that end, the Cabinet will comply with the regulations found in 49 CFR part 26.

Refer to subpart d, Certification Standards 26.61, which governs the regulation for certification of DBEs. For additional information, visit the FHWA's website:

<http://www.fhwa.dot.gov/civilrights/eo.htm>.

Please be familiar with these requirements and acknowledge by signing below. Any questions may be directed to the Office for Business and Occupational Development, DBE Liaison Officer.

**Kentucky Transportation Cabinet  
Office for Business and Occupational Development  
DBE Liaison Officer  
200 Mero Street, 6th Floor  
Frankfort, KY 40622  
(800) 928-3079**

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Project Sponsor's Signature

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Date



KENTUCKY TRANSPORTATION CABINET  
Department of Governmental Relations  
**Office of Special Programs**  
**Transportation Enhancement Program**

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**SRTS PROGRAM**  
**APPLICATION CHECKLIST**

**The following items must be submitted in order to be considered for funding:**

- Application with answers to questions 1-8
- Attachment A: Detailed operations plan
- Attachment B: Supporting documents for budget
- Attachment C: Matching fund letter(s) of confirmation (if applicable)
- Attachment D: Detailed maintenance plan
- Attachment E: Evidence of community support
- Attachment F: Before photo(s) of proposed site
- Attachment G: Location map
- Attachment H: Environmental information

**Please sign below acknowledging that all information herein is accurate and the sponsor is aware that he or she is responsible for implementing federal Safe Routes to School funds, and providing future maintenance and operations costs for this project.**

\_\_\_\_\_  
Project Sponsor's Signature

\_\_\_\_\_  
Project Sponsor's Name and Title

\_\_\_\_\_  
Date



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## METROPOLITAN PLANNING ORGANIZATIONS

### ASH-Ashland Area MPO

Sherry McDavid  
Executive Director  
sherry@fivco.org

Terri Sicking  
Transportation Planner  
terri@fivco.org

c/o Five Counties ADD  
1212 Bath Avenue, Suite 650  
Ashland, KY 41101

PH: (606) 929-1366  
FX: (606) 327-0023

[www.fivco.org](http://www.fivco.org)

### BWG-Bowling Green-Warren County MPO

Dot Darby-Pascall  
Executive Director  
dot.darby@bradd.org

Gene Becker  
MPO Coordinator  
gene@bradd.org

c/o Barren River ADD  
P.O. Box 90005  
Bowling Green, KY 42101-9005

PH: (270) 781-2381  
FX: (270) 842-0768

[www.bradd.org](http://www.bradd.org)

### CIN-Cincinnati Area MPO

Mark Policinski  
Executive Director  
mpolicinski@oki.org

Bob Koehler  
Deputy Director  
rkoehle@oki.org

c/o OKI Regional Council of  
Governments  
720 East Pete Rose Way, Ste. 420  
Cincinnati, OH 45202

PH: (513) 621-6300  
FX: (513) 621-9325

[www.oki.org](http://www.oki.org)

### CLK-Clarksville Area MPO

David Riggins  
Director  
david.riggins@  
cityofclarksville.com

Stan Williams  
Transportation Planner  
stanwilliams@  
cityofclarksville.com

c/o Clarksville-Montgomery Co.  
Regional Planning Commission  
329 Main Street  
Clarksville, TN 37040

PH: (931) 645-7448  
FX: (931) 645-7481

[www.cmcrpc.com](http://www.cmcrpc.com)

### HEN-Evansville Area MPO

Bradley G. Mills  
Executive Director  
bmills@evansvillempo.com

Seyed Shokouhzadeh  
Deputy Director  
sshokouhzadeh@  
evansvillempo.com

Civic Center, Room 316  
1 NW Martin Luther King Blvd.  
Evansville, IN 47708-1833

PH: (812) 436-7833  
FX: (812) 436-7834

[www.evansvillempo.com](http://www.evansvillempo.com)

### LEX-Lexington Area MPO

Chris King  
Director of Planning  
chrisk@lfucg.com

Max Conyers  
Transportation Planning  
Manager  
maxc2@lfucg.com

c/o Lexington Fayette Urban  
County Government  
101 East Vine Street  
Lexington, KY 40507

PH: (859) 258-3160  
FX: (859) 258-3163

[www.lexingtonareampo.com](http://www.lexingtonareampo.com)

### LOU-Louisville Area MPO

Jack L. Scriber  
Executive Director  
jack.scriber@ky.gov

Harold Tull  
Transportation Director  
harold.tull@ky.gov

c/o Kentuckiana Regional Plan-  
ning and Development Agency  
11520 Commonwealth Drive  
Louisville, KY 40299

PH: (502) 266-6084  
FX: (502) 266-5047

[www.kipda.org](http://www.kipda.org)

### OWN-Owensboro-Daviess County MPO

Jiten Shah  
Executive Director  
jitenshah@gradd.com

Keith Harpole  
Associate Director of  
Transportation  
keithharpole@gradd.com

c/o Germ River ADD  
3860 US Highway 60  
Owensboro, KY 42301-0290

PH: (270) 926-4433  
FX: (270) 684-0714

[www.gradd.org](http://www.gradd.org)

### REZ-Radcliff/Elizabethtown MPO

Wendell Lawrence  
Executive Director  
wendell@ltadd.org

Mike Skaggs  
Transportation Planner  
mskaggs@ltadd.org

c/o Lincoln Trail ADD  
P.O. Box 604  
Elizabethtown, KY 42702-0604

PH: (270) 769-2393  
FX: (270) 769-2993

[www.ltadd.org](http://www.ltadd.org)



**AREA DEVELOPMENT DISTRICTS**

**Barren River Area Development District**

P.O. Box 90005  
Bowling Green, KY 42102  
Ph. (800) 598-2381  
Fax (270) 842-0768  
<http://www.bradd.org>

**Big Sandy Area Development District**

110 Resource Court  
Prestonsburg, KY 41653  
Ph. (606) 886-2374  
Fax (606) 886-3382  
<http://www.bigsandy.org>

**Bluegrass Area Development District**

699 Perimeter Drive 1  
Lexington, KY 40517  
Ph. (859) 269-8021  
Fax (859) 269-7917  
<http://www.bgadd.org>

**Buffalo Trace Area Development District**

P.O. Box 460  
201 Government Street, Suite 300  
Maysville, KY 41056  
Ph. (606) 564-6894  
Fax (606) 564-0955  
<http://www.btadd.org>

**Cumberland Valley Area Development District**

P.O. Box 1740  
342 Old Whitley Road  
London, KY 40743  
Ph. (606) 864-7391  
Fax (606) 878-7361  
<http://www.cvadd.org>

**FIVCO Area Development District**

1212 Bath Avenue, Suite 650  
Ashland, KY 41101  
Ph. (606) 929-1366  
Fax (606) 327-0023  
<http://www.fivco.org>

**Gateway Area Development District**

19 E. Main Street, Box 1070  
Owingsville, KY 42102  
Ph. (606) 674-6355  
Fax (606) 674-6658  
<http://www.kycdd.org/gadd>

**Green River Area Development District**

3860 U.S. Highway 60 West  
Owensboro, KY 42301  
Ph. (270) 926-4433  
Fax (270) 684-0714  
<http://www.gradd.org>

**Kentuckiana Regional Planning & Development Agency**

11520 Commonwealth Dr.  
Louisville, KY 40299  
Ph. (502) 266-6084  
Fax (502) 266-5047  
<http://www.kipda.org>

**Kentucky River Area Development District**

917 Perry Park Road  
Hazard, KY 41701  
Ph. (606) 436-3158  
Fax (606) 436-2144  
<http://www.kradd.org>

**Lake Cumberland Area Development District**

P.O. Box 1570  
Russell Springs, KY 42642  
Ph. (270) 866-4200  
Fax (270) 866-2044  
<http://www.lcadd.org>

**Lincoln Trail Area Development District**

P.O. Box 604  
613 College Street Road  
Elizabethtown, KY 42702  
Ph. (270) 769-2393  
Fax (270) 769-2993  
<http://www.ltadd.org>

**Northern Kentucky Area Development District**

22 Spiral Drive  
Florence, KY 41042  
Ph. (859) 283-1885  
Fax (859) 283-8178  
<http://www.nkadd.org>

**Pennyrile Area Development District**

300 Hammond Drive  
Hopkinsville, KY 42240  
Ph. (270) 886-9484  
Fax (270) 886-3211  
<http://www.peadd.org>

**Purchase Area Development District**

P.O. Box 588  
Mayfield, KY 42066  
Ph. (270) 247-7171  
Fax (270) 251-6110  
<http://www.purchaseadd.org>