



INFRASTRUCTURE APPLICATION GUIDANCE DOCUMENT

Applications due in [MaPIT](#) by Friday, October 6, 2023

August 2023

massDOT
Massachusetts Department of Transportation

**MASSACHUSETTS SAFE ROUTES
TO SCHOOL INFRASTRUCTURE
APPLICATION
GUIDANCE DOCUMENT**

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I. SAFE ROUTES TO SCHOOL PROGRAM OVERVIEW

1. Program Purpose and Mission

The Massachusetts Safe Routes to School (SRTS) Program is a federally funded initiative of the Massachusetts Department of Transportation (MassDOT). SRTS works with schools, communities, students, and families to increase active transportation among elementary, middle, and high school students in the Commonwealth. SRTS promotes a collaborative, community-focused approach that fosters mutual partnerships between advocacy groups, law enforcement, education leaders, and public health departments to promote safer routes for elementary, middle, and high school students to get to school. The SRTS Program seeks to reduce air pollution and traffic congestion near schools, while increasing the health, safety, and physical activity of elementary, middle, and high school students. SRTS utilizes the “six e’s” to implement its program: education, encouragement, engagement, evaluation, equity, and engineering.

2. Program Overview: Non-Infrastructure Component

The non-infrastructure component of the SRTS Program encourages elementary, middle, and high school students to use active transportation to get to school by implementing education, encouragement, engagement, and evaluation practices and programs. This is all performed through an equity¹ lens, seeking to distribute resources equitably regardless of student background, ability, age, or language spoken at home. Learn more about the non-infrastructure component of the SRTS Program on the [SRTS website](#).

School partnership (six months or more as of the date of the release of this guidance, 8/23/23) and participation in the non-infrastructure component of the SRTS Program are required in order to submit an application for infrastructure funding. To become a partner you can sign up at https://gis.massdot.state.ma.us/forms/srts_partner/, contact the Massachusetts SRTS Program at 888-426-6688, or email MassDOTSRTS@dot.state.ma.us. To check your partnership status, you can visit the [SRTS Dashboard](#). If your school is listed on the Dashboard, you can reference the “Date Joined” field to determine your eligibility.

3. Program Overview: Infrastructure Component

The infrastructure component of the SRTS Program comprises the *engineering* aspect of the “six e’s” strategy and involves an *equity* lens as well. This component of the SRTS Program facilitates bicycle and pedestrian infrastructure improvements to benefit students who walk, bicycle, or use a wheeled mobility device to get to school. Infrastructure projects seek to improve safety, access, and mobility for students in kindergarten through twelfth grade, while also encouraging more students to walk and bicycle to school. The SRTS Program facilitates such improvements by providing funding for infrastructure projects. **The remainder of this document describes the process and instructions for eligible schools to apply for SRTS infrastructure project funding.**

¹ Equity for SRTS programming means that despite having different needs, every student has an equal opportunity to be a part of the program. Resource allocation is based on greatest need. The Outreach team prioritizes engagement with communities that score higher on our Equity Prioritization scale that includes four equity indicators: economically disadvantaged students, students with a disability, students identified non-White or Hispanic, and students with limited English proficiency. The highest equity score is 20, and the lowest is 4. Schools that receive a score of 14-20 are selected as “priority” schools for Outreach Coordinator engagement in non-infrastructure activities.

II. SRTS INFRASTRUCTURE FUNDING PROGRAM

1. Eligible Applicants

a. Partnership with the SRTS Program

To be eligible for the SRTS Program's infrastructure funding, schools must build a partnership with the SRTS Program's non-infrastructure program that involves education, encouragement, engagement, and evaluation activities. Applicants must be a SRTS partner for at least six months prior to applying. Applicants can check if a school is a partner on the [SRTS Program Dashboard](#). Schools can become a SRTS partner by [completing an online form](#).

All partners must be committed to implementing ongoing SRTS initiatives. Only schools that receive public funding (includes charter schools) are eligible to apply for SRTS infrastructure project funding. Finally, equity is an important aspect of the SRTS Program. Schools that represent diverse socio-economic communities in urban, suburban, or rural environments are encouraged to become SRTS partners and apply for SRTS infrastructure program funding.

2. Eligible Projects

a. Projects that may be Funded

Eligible projects include infrastructure projects such as transportation construction and capital improvement projects that will improve safety and/or increase the number of children walking AND biking to school and are located within two miles of a school serving children in any grades between kindergarten and twelfth grade.

The infrastructure project must be within the public way or any bicycle or pedestrian pathway or trail. This may include projects on private land that have public access easements or public property that is owned by a public entity. Projects may be completed on state-owned roadways. Schools that serve any grade between kindergarten and twelfth grade are eligible to receive funding for infrastructure improvements.

The following improvements are the types of infrastructure projects listed in the Federal Highway Administration (FHWA)'s SRTS [Program Legislation](#) and [Program Guidance](#) documents that may be eligible for SRTS funding. There may be other eligible infrastructure projects that are not included on this list. All SRTS projects are funded with Transportation Alternatives (TA) funds. TA Program information can be found here: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/ta_guidance_2022.pdf#page=9.

Sidewalk improvements. New sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, sidewalk buffer zones, curbs, gutters, curb ramps, and Americans with Disabilities Act (ADA) improvements.

Traffic calming and speed reduction improvements. Roundabouts, bump-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, variable speed limits, and signal timing.

Pedestrian and bicycle crossing improvements. Crossings, median refuges, raised crossings, raised intersections, traffic control devices (new or upgraded traffic signals, pavement markings, traffic stripes, crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs (dynamic speed signs), and pedestrian activated signal upgrades), and sight distance improvements.

On-street bicycle facilities. New or upgraded bicycle lanes, widened outside lanes or roadway shoulders or advisory bike lanes, bike boulevards, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings.

Off-street bicycle and pedestrian facilities. Separated/protected multi-use bicycle and pedestrian trails and pathways.

Secure bicycle parking facilities. Bicycle parking racks, bicycle lockers, designated areas with safety, lighting, and covered bicycle shelters.

Traffic diversion improvements. Separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school.

b. Projects that will NOT be Funded

Types of projects ineligible for SRTS infrastructure funds include:

Reoccurring costs. Reoccurring costs such as salaries for crossing guards and walking school bus leaders.

Pavement maintenance. Pavement resurfacing, or pavement preservation (unless part of a road diet/reconfiguration).

NOTE: For projects that will involve new pavement markings (e.g., bicycle lanes, crosswalks, striping, etc.) **the existing pavement condition must be able to accommodate these markings.** Although the SRTS funding program is able to accommodate a small amount of mill and overlay work (in special circumstances, and with prior written approval, no more than \$50,000 per project) that directly supports pavement markings benefiting student walkers and bicyclists, if a large portion of the existing pavement is in sub-standard condition and the applicant municipality would like to improve it as part of the proposed project, the applicant will be expected to fund this pavement resurfacing or preservation work.

Travel lane improvements. Widening and/or adding travel lanes or other motor vehicle related improvements that could negatively affect pedestrian and bicycle safety and mobility.

School bus improvement projects. School bus safety projects or improvements to school bus stops.

Other. Portable enforcement equipment, such as a speed radar gun, or gifts, such as bicycles, helmets, or reflective clothing.

c. Project Cost Categories

The SRTS Program provides funding for both design and construction. The Federal share of the cost of the project is 80% and MassDOT will provide the required non-federal 20% match for all awarded projects; therefore, municipalities are not required to provide a funding match for eligible construction costs. However, similar to all federally funded transportation projects in Massachusetts, all costs associated with right-of-way and environmental permitting are expected to be incurred by the municipality. Additionally, costs incurred prior to FHWA project approval are not eligible for reimbursement.

When applying for infrastructure funding, applicants will need to estimate project costs. Examples of cost estimates by project size are summarized on the next page for reference. All budgets include a standard 10% for landscaping costs, 15% for traffic management and mobilization, and 20% for contingency. Cost estimates for the examples below are in 2023 dollars and may change over time.

Massachusetts Safe Routes to School
Infrastructure Application

	Small Project Budget: \$250,000 or less		Medium Project Budget: \$250,000-\$800,000		Large Project Budget: \$800,000-\$1,500,000	
Item	Quantity	Cost	Quantity	Cost	Quantity	Cost
New Concrete Shared-Use Path and Granite Curb	440 Linear Feet	\$110,000	840 Linear Feet	\$210,000	1,500 Linear Feet	\$375,000
Pedestrian Ramps	6	\$12,000	12	\$24,000	18	\$36,000
New or Relocated Catch Basins	2	\$14,000	6	\$42,000	8	\$56,000
Pavement markings	N/A	\$2,500	N/A	\$5,000	N/A	\$10,000
Signage	N/A	\$2,500	N/A	\$5,000	N/A	\$10,000
Curb Extensions			4	\$30,000	8	\$60,000
Raised Crosswalk			1	\$10,000	2	\$20,000
Traffic Signal Upgrade			1	\$75,000	1	\$75,000
Pedestrian Flashing Beacon (2 posts at 1 location)			2	\$25,000		
Lighting			N/A	\$75,000	N/A	\$100,000
Pedestrian Flashing Beacon (4 posts at 2 locations)					4	\$50,000
New Traffic Signal					1	\$200,000
Subtotal		\$141,000		\$501,000		\$992,000
Landscaping (estimate 10% of subtotal)	N/A	\$14,100	N/A	\$50,100	N/A	\$99,200
Traffic Management and Mobilization (estimate 15% of subtotal)	N/A	\$21,150	N/A	\$75,150	N/A	\$148,800
Contingency (20% of subtotal)	N/A	\$28,200	N/A	\$100,200	N/A	\$198,400
Total		\$204,450		\$726,450		\$1,438,400

A project cost estimate may be higher or lower than the examples above. Assumptions for the examples below include ten-foot wide shared-use path from face of curb to back of path and 24-foot-wide roadways. These cost estimates do not include full-depth roadway reconstruction or widening, permitting, or temporary and permanent right-of-way (ROW) acquisition. These costs are the responsibility of the municipality and should not be included in the project cost estimate.

d. Other Project Categories and Considerations

There may be schools that need funding for a SRTS project that is much smaller than the above categories. This might include new crosswalk markings, pedestrian crossing signs, or something similar. For instances such as this, the non-infrastructure component of the SRTS Program offers funding for small projects through its [Signs and Lines Program](#). This is geared towards projects anticipated to cost less than \$10,000. If you are already a SRTS partner and would like more information about Signs and Lines, reach out to your SRTS Outreach Coordinator. Otherwise, contact the SRTS Program at [888-426-6688](tel:888-426-6688) or MassDOTSRTS@dot.state.ma.us.

To initiate an infrastructure project or report an infrastructure need that may be outside the scope of the SRTS Program, you may contact your community's [MassDOT District office](#) for further assistance and guidance.

Infrastructure projects constructed with SRTS funds must be accessible to persons with disabilities, per the Americans with Disabilities Act Accessibility Guidelines (ADAAG) at 28 CFR Part 36, Appendix A, as enforced by the U.S. Department of Justice and FHWA, and as required under Section 504 of the Rehabilitation Act.

Proposed infrastructure projects will have to meet requirements described in the MassDOT Engineering Directive, “[Controlling Criteria and Design Justification Process for MassDOT Highway Division Projects](#)” AND the objectives of the Safe Routes to School Program. For example, all projects must include accommodations for bicyclists and pedestrians. This includes sidewalks on BOTH sides of the street with a bike lane or a shared-use path that can accommodate bicyclists and pedestrians. Please note that painted share-the-road arrows (sharrows) do not qualify as a true bicycle facility under this directive. The improvements must connect to a complete street network with connections to the partner school. Please review this directive and ensure the project description and estimated project budget account for these requirements.

III. APPLICATION INSTRUCTIONS

This section details the SRTS application document. This application determines which projects are selected by the SRTS Project Selection Committee to be funded. Information on SRTS Project Selection Committee review can be found in Chapter 4.

Before beginning the application, applicants must [create an account with MaPIT](#). Please check with your municipality (Planning and/or Engineering Department) to confirm any existing accounts. Under “Agency,” the proponent may select “Municipality” and then choose the corresponding municipality from the drop-down list. In the box below “Reason for requesting account,” enter “Safe Routes to School.” After submitting the form, account details will be sent to the provided email within a few days.

Once an account has been created, the applicant can access the application. Go to the [MaPIT main webpage](#) and click “Initiate Workflow” or “Create Project” to begin the application workflow. Below is a detailed explanation of each question required to be completed by the applicant. Applicants should read this chapter entirely before beginning the application. Once you begin the application workflow, you can save your progress and go back to it at any time. However, once you click “submit for acceptance” you are not able to go back and make any edits.

The SRTS application workflow includes the following steps:

1. Select a Workflow
2. Basic Information
3. Sketching
4. Geoprocessing
5. Safe Routes to School Questions
6. Project Need (PN) – to complete only upon acceptance by MassDOT
7. Project Scope (PS) – to complete only upon acceptance by MassDOT

If you previously created an application in MaPIT (2021 or 2022) that was NOT selected to move forward, you have the option of updating the previously submitted application in MaPIT. If you would like to modify an existing application and re-submit it, please email diane.hanson@aecom.com to have the application returned to you in MaPIT. The original author of the application must continue with the application. If you need the application moved to a different contact within the municipality, please email diane.hanson@aecom.com with the name and email address of the new contact and make confirm they already have a MaPIT login.


Guidance for the workflow is described in the following pages.

1. Select a Workflow


The Select a Workflow tab appears when the user clicks the “Initiate Workflow” or “Create Project” button on the Main page of MaPIT. Click “Local Aid” and then **select “SRTS”** from the Grant Type section.

Select a Workflow


Create a new project using one of the workflows listed below.

**Basic Project Screening**


Click here to do a preliminary screening of a project area. This workflow will not save a project.

**Local Aid**


Click here to initiate a Local Aid application for Chapter 90 funding or get approval for a Complete Streets, Small Bridge or Safe Routes To School project.

**Existing Facility Improvement**

Click here to initiate a project to repair or improve an existing roadway, shared-use path or other facility.

**New Facility Construction**

Click here to initiate a project to build a new roadway, shared-use path or other facility.

GRANT TYPE 

☐ Small Bridge ☐ Chapter 90 ☒ SRTS ☐ Bottleneck

Step 1: “Initiate Workflow”

2. Basic Information

Applicants Information

Project Name:

Provide the project’s name. This should reflect the main component(s) of the project as well as the location (e.g., Sidewalk Construction on Maple Street).

- Follow this format: “Grant Type—Town Name—Road Name—School Name(s)”
- Example: “SRTS—Weymouth—Highland St.—Pingree School”

Date of Application:

Enter the current date

Municipality:

Select from the dropdown menu.

District:

This should autofill.

Municipal Contact

The municipality must not only be aware of the proposed project, but in support of it. Each application must be associated with a municipal government. Provide the name of the municipal applicant. This person should have decision-making authority for local projects and preferably work within a municipal department responsible for maintaining the municipality's infrastructure. Although the appropriate applicant will vary by municipality, the most successful SRTS projects have buy-in from the Department of Public Works and/or City or Town Engineering Department. For advice on who to list as the co-applicant, reach out to the City or Town's Department of Public Works, Engineering Department, or related municipal department. Fill out all the required contact information (Name, Title, Email, Phone, Address, and Zip).

Nature of Request

Scope of Work:

Provide a brief description of the project

- Example: "The project includes installing a pedestrian warning flasher assembly at Lowell Street & Herrick Road, installing new and reconstructing existing sidewalks along Lowell Street, Herrick Road and the West Memorial School driveway, adding pavement markings to Bow Street from Herrick Road to the school driveway, constructing new ADA ramps and crosswalks at all three intersections, and upgrading the signs to meet MassDOT and MUTCD standards."

Desired Start of Construction Date:

Enter the desired start of construction date.

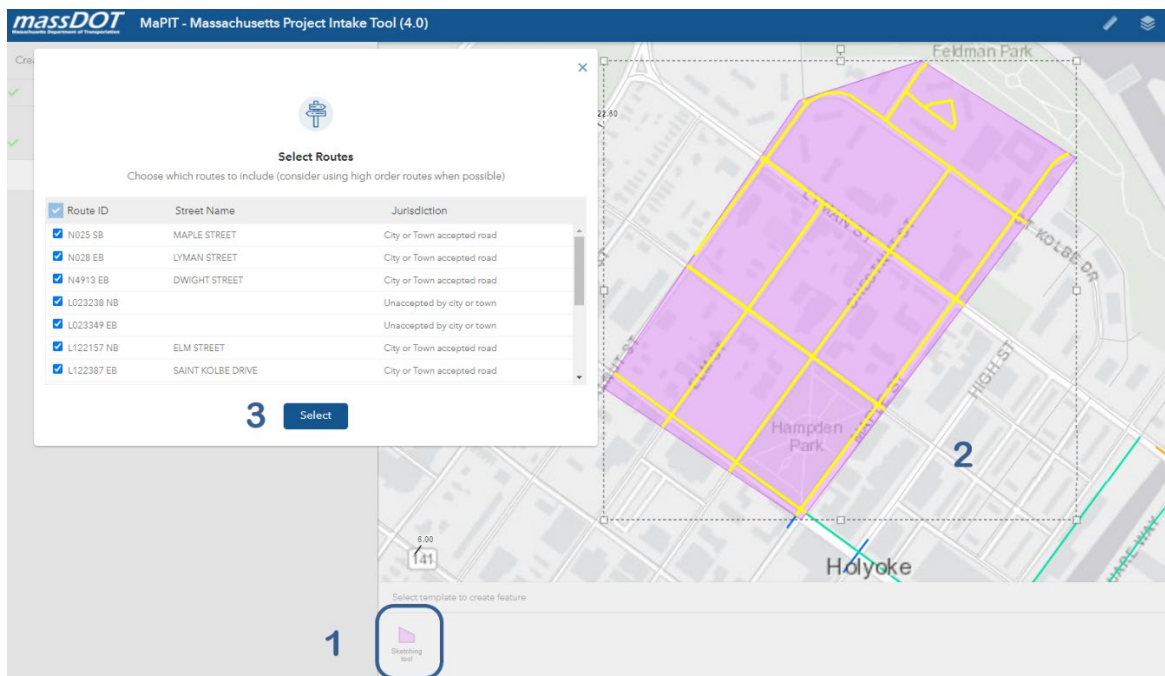
Click "Save & Next" in the bottom left of the page to move to the next step.

3. Sketching

In step three, roughly sketch the limits of the project on the map shown on the right side of the page.

1. Select the polygons drawing tool shown near the bottom of the screen.
2. Draw a polygon around the project on the map showing the limits of the project. Use the left mouse click to add vertices and double click to finish. Please ensure that the project limits are mapped as closely to the project limits as possible. The polygon should ONLY encompass areas where infrastructure project work is intended to take place.
3. Once the polygon is drawn, a window to "Select Routes" will appear displaying roads that intersect within the polygon. You can uncheck any roads you do not wish to include in this window. Click "Select" to continue. The project must be within two miles of a school with at least one grade kindergarten through twelfth. Click "Save & Next" to move to the next step.

Massachusetts Safe Routes to School Infrastructure Application



Step 3: Example Steps of Sketching and Route Selection

4. Geoprocessing

1. The only action required in step four is to click “Click here to run Geoprocessing.” The application will automatically intersect the project sketch with the pre-configured layers that can be used during application review. Text will begin to appear beneath the “Click here to run Geoprocessing” button. This process can take one to two minutes or longer, depending on your connection speed.
2. Intersecting layers will be highlighted in yellow. When the geoprocessing is complete, the page will say “Succeeded” (along with the time it succeeded) along the bottom of the Geoprocessing window.
3. Hit “Save & Next” once the geoprocessing is complete

massDOT MaPIT - Massachusetts Project Intake Tool (4.0)

Create Project Close 4/9 Geoprocessing

1 Start Here
Local Aid

2 Basic Information

3 Sketching

4 Geoprocessing

5 Program Specific Forms

Safe Routes to School (SRTS) *Requires Acceptance*

Project Need *Requires Acceptance*

Project Scope *Requires Acceptance*

Cost Estimate

Final Review

1 Click here to run Geoprocessing

Intersection found with Environmental Justice...
Intersection found with Environmental Justice (1/4 mile buffer)...
Intersection found with Title VI...
Intersection found with Title VI (1/4 mile buffer)...
No Intersection found with Housing Choice Communities...
Intersection found with Schools...
No Intersection found with Hospitals...
Intersection found with Transit stations...
No Intersection found with Open Space, Article 97...
Intersection found with Impaired Waterbodies 1/4 mile buffer (streams)...
Intersection found with Impaired Waterbodies 1/4 mile buffer (lakes)...
No Intersection found with DEP Wetland Areas (100 foot buffer) Rivers...
No Intersection found with DEP Wetland Areas (100 foot buffer) Lakes...
Intersection found with DEP Wetland Areas (100 foot buffer) River Basin...
No Intersection found with DEP Wetland Areas (100 foot buffer) River Basin and Coastal Drainage Area...
No Intersection found with DEP Wetland Areas (100 foot buffer) Coastal Drainage Area...
No Intersection found with DEP Wetland Areas (100 foot buffer) Linear...
No Intersection found with DEP Wetland Areas (100 foot buffer) Area...
No Intersection found with ACEC...
No Intersection found with ORW...
No Intersection found with BioMAP2 Core Habitat (1/2 mile buffer) - Priority Natural Communities...
No Intersection found with BioMAP2 Core Habitat (1/2 mile buffer) - Forest Core...
No Intersection found with BioMAP2 Core Habitat (1/2 mile buffer) - Vernal Pool Core...
No Intersection found with BioMAP2 Core Habitat (1/2 mile buffer) - BioMap2 Wetlands...
Intersection found with BioMAP2 Core Habitat (1/2 mile buffer) - Aquatic Core...
Intersection found with BioMAP2 Core Habitat (1/2 mile buffer) - Species of Conservation Concern...
No Intersection found with NHESP Rare Habitat (100 foot buffer of priority habitat)...
No Intersection found with Coldwater Fisheries...
No Intersection found with NHESP Rare Habitat (100 foot buffer of estimated habitat)...
No Intersection found with Certified Vernal Pools (750 foot buffer)...
No Intersection found with Potential Vernal Pools (750 foot buffer)...
No Intersection found with Flood Zone Polygons...
No Intersection found with Vulnerable Culverts...
No Intersection found with Vulnerable Bridges...
No Intersection found with Article 97 Open Space attribute...
No Intersection found with Hazardous Materials...
No Intersection found with 2070 Vulnerable Culverts...
No Intersection found with 2070 Vulnerable Bridges...
Intersection found with Previous Projects...
No Intersection found with Bridge Database...

2 Succeeded at Tue Jul 27 19:06:35 2021 (Elapsed Time: 16.25 seconds)

3 Save & Next

Previous

Step 4: Example of Geoprocessing

5. Program Specific Forms: Safe Routes to School Questions

Step five takes the user to the Safe Routes to School application questions. Provide all the required information and click “Submit for Acceptance” for sending the application to the evaluation committee. See detailed instructions for each question below.

a. School and Municipality Applicant Information (Questions 1-17)

School Applicant Information (Questions 1-9)

1. Name of Applicant School:

Provide the full name of the school for which the application is being submitted.

2. School Applicant Contact:

Provide a name of someone at the school that will be a point-of-contact for the project. This may be a school principal, another school administrator in a leadership role, or someone who has contact with an administrator at the school. This person may also be the main proponent of the project.

3. Title/Role:

Provide the complete title/role for the school contact.

4. Phone:

Provide phone number of the school contact.

5. Email:

Provide email address of the school contact.

6. Address:

Provide the school's address.

7. Address 2:

Use this space for any additional information about the address.

8. Town/City:

Provide the name of the town or city.

9. Zip Code:

Provide the zip code for the town or city.

Municipal Co-Applicant Information (Questions 10-17)

10. Municipal Applicant Contact:

The municipality must not only be aware of the proposed project, but in support of it. Each application must be associated with a municipal government. Provide the name of the municipal co-applicant. This person should have decision-making authority for local projects and preferably work within a municipal department responsible for maintaining the municipality's infrastructure. Although the appropriate co-applicant will vary by municipality, the most successful SRTS projects have buy-in from the Department of Public Works and/or City or Town Engineering Department. For advice on who to list as the co-applicant, reach out to the City or Town's Department of Public Works, Engineering Department, or related municipal department with similar roles and responsibilities. Other municipal offices and officials, such as the Board of Selectmen, Town Manager, Mayor's Office, or Planning Department, may be included on the application, but priority will be given to applications with support from municipal departments that are directly responsible for maintaining the municipality's infrastructure. If the proposed project is selected to advance, the municipal co-applicant will be contacted to ensure support of the project.

11. Title/Role:

Provide the title/role for municipal contact.

12. Phone:

Provide phone number of this municipal contact.

13. Email:

Provide email address of this municipal contact.

14. Address:

Provide official address for this municipal contact.

15. Address 2:

Use this space for any additional information about the address.

16. Town/City:

Provide the name of the town or city.

17. Zip Code:

Provide the zip code for the town or city.

b. Part I - School Information (Questions 18-26)

18. Is the school designated Title I?

Title I Part A of the federal Elementary and Secondary Education Act provides financial assistance to districts and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Visit the DOE "School and District Profiles" website <https://profiles.doe.mass.edu/general/generalstate.aspx?topNavID=1&leftNavId=100&orgcode=000000000&orgtypecode=0>, search for the school, and navigate to the "Accountability" tab. The Title I status is listed for that school.

19. What percent of students are considered "Economically Disadvantaged"?²

"Economically Disadvantaged" is the "Low Income" percentage calculated based on a student's participation in one or more of the following state-administered programs: the Supplemental Nutrition Assistance Program (SNAP); the Transitional Assistance for Families with Dependent Children (TAFDC); the Department of Children and Families' (DCF) foster care program; and MassHealth (Medicaid). When visiting <https://profiles.doe.mass.edu/statereport/selectedpopulations.aspx> select "school" from the dropdown menu, click on your school name, and find the "low income" percentage associated with the school.

20. Total enrollment.

Provide the total enrollment for the school. Reference [Massachusetts Department of Education enrollment database](#), if needed.

21. What grades are served by the school?

Mark all grades from k-12 that are served by the school.

22. Are there any plans for potential closure, relocation, or expansion of the school? Please explain.

Indicate any plans for school closure, relocation, or expansion.

23. Student distances to school. If unknown, please leave all the zeros in the chart.

Indicate the approximate number of students that live within each distance from the school. **This is now a REQUIRED component of the application. At a minimum, the application must include a student address map showing student origin locations in relation to the school and proposed project. The SRTS Program can help create this map for the school, but all requests must be received within the first ten days of the application period. The school must provide a scrubbed list (no family/student names or identifying data) of student addresses for all students enrolled in the current year. If the school recently (within the last two years) conducted an SRTS Family Travel**

² Source: <https://profiles.doe.mass.edu/statereport/selectedpopulations.aspx>

Survey, the accompanying map is sufficient to fulfil this requirement as long as survey participation is 25% or greater.

24. Are any students bused within a mile of the school? If yes, please explain.

Provide information about busing of students within a mile of the school if students are bused.

25. Do school districts charge families a fee for bus transportation to/from school?

Indicate if the district charges a fee for bus service. If fee is charged, provide how much is charged and indicate if the fee is weekly, monthly, or yearly.

26. Provide number of students that take each mode of transportation TO and FROM school (on a typical day). Record comments on these numbers, if any. If unknown, please leave all the zeros in the chart.

Complete the table to show how many students currently and on a typical day take each mode of transportation TO school in the morning and FROM school in the afternoon. In the space provided below the tables, record comments on the numbers you entered, if any. **If the school recently (within the last two years) conducted an SRTS Family Travel Survey, please use “estimated” modal data to fill in the chart. The survey must have a minimum 25% completion rate in order to use this data. An SRTS Family Travel survey may be required again if the project is awarded.**

c. Part II - Facility Location and General Information (Questions 27-30)

27. Project Description

Provide a brief description of the project including road names and project limits (i.e., where the project is located), and length of project: Limit your response to 500 words. Do not write “see attached documents.” Your project description should be included in this text box.

Provide a brief description of the project. Please be as specific as possible, including road names, project limits (i.e., where the project is located), and proposed improvements.

Briefly note the identified issues that will be addressed by the improvements. Limit your response to 500 words. Check all the objectives that the proposed project seeks to achieve.

Sample Project Descriptions:

- Smith Rd. between H Street and M Street
To reduce vehicle speeds and crossing distances, install 1,650 linear feet of 6ft wide sidewalk, 3ft wide planter strip, curb, gutter and roadway reconfiguration (road diet), restripe to include bicycle lanes, maintain two 10ft wide travel lanes and 7ft wide side street parking.
- Crossing Improvements Near Smith Elementary School
To increase the number of students walking to and from school, this project proposes crossing improvements at three key intersections for students approaching the Smith Elementary School. Proposed improvements include the addition of curb extensions and rapid flashing beacons at the A Street and B Street intersection; a pedestrian refuge island at the crossing from C Street to D Street; and sidewalk and crosswalk rehabilitation, curb bump-outs, and updated lighting at the E Street F Street intersection.

Proposed infrastructure projects will have to meet requirements described in the MassDOT Engineering Directive, “[Controlling Criteria and Design Justification](#)”

Process for MassDOT Highway Division Projects” AND the objectives of the Safe Routes to School Program. For example, all projects must include accommodations for bicyclists and pedestrians. This includes sidewalks on BOTH sides of the street with a bike lane or a shared-use path that can accommodate bicyclists and pedestrians. Please note that painted share-the-road arrows (sharrows) do not qualify as a true bicycle facility under this directive. The improvements must connect to a complete street network with connections to the partner school. Please review this directive and ensure the project description and estimated project budget account for these requirements.

28. Is the proposed project on an existing walking and/or bicycling route(s)? Visit the [Potential for Everyday Biking](#) site and [Potential for Walkable Trips](#) site to gather and provide additional information in this application.

Indicate whether the proposed project is on an existing walking and/or bicycling route(s) to school.

29. How were the proposed project improvements identified? (Walk audit, Road Safety Audit, or other similar assessment at or near the school?)

Indicate whether the project improvements were identified through a previous assessment, such as a walking audit, Road Safety Audit, or other similar assessment at or near the school. If by other assessment, please describe.

30. Insert photographs (limit of 10) of the existing project area.

Photos (maximum of 10) should be provided to illustrate the current conditions, concerns, and barriers to safe walking and bicycling. At least one photo should be provided of the current conditions and may include street-level views as well as aerial photos. Uploads may also include illustrations/renderings of the proposed project but should be labeled clearly to indicate that the image is a rendering. The photos may be uploaded one at a time by clicking “Choose File”. Photos should be in PNG or JPEG formats. Please label photos with the school applicant’s name and general location.

d. Part III – Identification of Problem, Need, or Opportunity (Questions 31-40)

31. Project Objectives

Select any objectives that apply to the proposed project.

32. Indicate existing issues or deficiencies in the project study area impacting walking and biking safety and mobility. Check all that apply and provide supporting documentation and/or narrative. Explain how the project might alleviate these issues. Visit [MassDOT’s Impact Portal](#) to gather and provide additional information in this application.

- A history of crashes, particularly involving pedestrians and/or bicyclists.
Explain any pedestrian and/or bicyclists crashes in the project area. Provide information on the most frequent sources of the injury to pedestrians and/or bicyclists, such as hit by car, tripped on a sidewalk, fell on a roadway, crashed or collided, sidewalk/roadway not in a good repair etc. Consult local police reports as appropriate to get this information. MassDOT’s interactive crash map may also be helpful and can be found here: <https://apps.impact.dot.state.ma.us/cdp/dashboard-list/12>.
- Speeding issues in the project area.
Identify the speeding issues in the project area, if any. Explain how speeding issues were identified, for example, speed surveys. Identify major factors contributing to speeding issues in the project area.

- *Lack of safe crossing(s) (unmarked midblock crossing, long crossing distances or poor yielding compliance at existing crossings), poor/no lighting.*

Identify the roadways/areas with lack of safe crossing(s), if any. Examples include lack of in-street pedestrian crossing signs, advanced pedestrians sign and yield (stop) line, pedestrian refuge island in long crossing distances, or pedestrian hybrid beacons (PHBs).

- *Lack of sidewalks or other pedestrian facilities.*

Explain if there is lack of sidewalks or other pedestrian facilities, including walkways, pathways, curb ramps, shared use paths, crosswalks, signals, and signs in the project area.

- *Lack of bicycle infrastructure and facilities.*

Indicate lack of bicycle infrastructure such as the lack of or overly narrow bicycle lanes, lack of clear signage, no buffer zone between bike lane and roadway, poor lighting, discontinued bike lane or bike paths, narrow outside lanes or roadway shoulders, and lack of pavement markings. Indicate if there is a lack of both on-street and off-street bicycle parking facilities, including bicycle racks, lockers, and covered shelters.

- *Frequent or potential areas where pedestrians and bicyclists experience conflicts with motor vehicles.*

Describe any areas where conflicts occur. An example of this could be places that experience a high volume of turning vehicles, unsatisfactory intersection geometry, poor visibility, poorly designed bike lanes, midblock crossings where conflicts occur due to speeding vehicles, lack of pedestrian crossings or crossing signs, or poor lighting.

- *Issues with sight distance for motorists and pedestrian/bicycle visibility.*

Indicate issues such as light poles, landscaping (vegetation overhanging into sidewalk, trees blocking the view of traffic signals), parking spaces near crosswalks, debris accumulation and other features that might obstruct the sight distance (the length of roadway visible to driver) for pedestrian/bicycle visibility.

- *Need upgraded facilities to make routes accessible and ADA compliant.*

Identify streets, intersections, sidewalks, or bike lanes/paths that need upgrades to make them accessible. Identify specific facilities that are needed, including curb ramps with detectable warning surface panels, accessible pedestrian signals for people who are visually impaired and/or have hearing disabilities, or visible pavement markings.

- *Other.*

Indicate any other existing issues or deficiencies in the project area not covered above.

33. *Does the project have community support? If so, explain. (You will have the opportunity to upload supporting documents below in Question 40.)*

Explain any community support that project has received. Explain if there are any documents, newspaper clippings, or letters of support from local officials or members of the community which demonstrate support. If the proposed project is not on school property or if it is on public right-of-way owned by others, then explain whether the owner supports the project. **It is highly recommended that you provide letters of community support with your application.**

34. *Do initiatives or committees exist that support SRTS in the community? If so, explain.*

Provide a list of existing initiatives or activities that support the SRTS Program in the community including Walk and Bike to School Days, Walking School Buses, Pedestrian or Bike Safety Programs, Bike Trains, etc. State whether the school benefiting from the

proposed project has a written policy to support walking and bicycling to school. Provide a list of the committees that support SRTS Program in the community. Explain if there are letters of support for the SRTS Program from the municipality or community organizations.

35. Is the project(s) identified in an adopted plan or other formal document? If so, explain.

Explain if the project has been included in an adopted plan or other formal document such as a municipality's Master Plan or Comprehensive Plan, Bicycle and Pedestrian Plan, state or regional Long Range Transportation Plan (LRTP), Transportation Improvement Plan (TIP), State Transportation Improvement Plan (STIP), Unified Planning Work Program (UPWP), or Capital Investment Plan (CIP). Provide the name of the plans or documents. This helps reviewers understand the history and context of a proposed project while also providing information on local support for the project.

36. Is the proposed project part of a larger project planned at or near the school? If yes, what other improvements are planned?

Provide the name of the larger project at or near the school that the proposed project is part of. Indicate what additional improvements will be achieved by the larger project and explain how these improvements will be coordinated with the proposed project.

37. Have current design plans been developed for the proposed project? If so, please indicate the design phase (%) and attach to this application.

Indicate whether current design plans have been developed for the project and if so, provide the design phase (%) and attach the design plan to this application. All SRTS project designs must be consistent with these documents:

- American Association of State Highway and Transportation Officials (AASHTO) [Guide for the Planning Design, and Operation of Pedestrian Facilities](#), AASHTO [Guide for the Development of Bicycle Facilities](#) (current edition),
- FHWA's [Manual on Uniform Traffic Control Devices](#) (current edition),
- [Massachusetts Amendments to the 2009 Manual on Uniform Traffic Control Devices and the Standard Municipal Traffic Code](#), and
- Chapters 5 and 6 of MassDOT's 2006 [Project Development and Design Guide](#).

38. A cost estimate is required for the proposed project. Please provide the overall budget and identify the major budget components of this specific project. Please attached the estimated budget (in PDF) below in Question 40.

Develop a cost estimate for the proposed project then provide the budget and a detailed cost breakdown of all the components, including cost estimates of the materials and tasks needed to accomplish the project. Remember, costs incurred prior to FHWA project authorization are not eligible for reimbursement. You can use the project cost estimates in the previous chapter as a guide.

39. Are any other infrastructure improvements planned at or near the school by MassDOT or the local municipality or school district or another entity? If so, explain.

Explain any infrastructure improvements that are planned or currently under construction. Describe whether the project or projects will improve walking and bicycling to school or if they will provide new facilities. Provide information on when these projects are anticipated to be completed.

40. Insert documents (limit 10) for the existing project area.

Upload all supporting documents required or recommended for this application such as a student radius map and/or family travel survey map (with modes), community support, and the estimate budget. The documents may be uploaded one at a time by clicking “Choose File”.

Once all questions are answered, click “submit for acceptance.” Make sure you have submitted everything before you click the button as you will not be able to make changes once it is submitted. You will receive an email confirmation from MassDOT as a receipt of your application.

*From: DOT GIS Services <DOT.GISServices@dot.state.ma.us>
Sent: Monday, October 2, 2023, 2:39 PM
To: Engineering@MAmunicipality.org
Subject: Project Intake Tool Notification – SRTS Submitted*

Notification of application submitted:

Your application for Massachusetts Safe Routes to School (SRTS) infrastructure project funding has been successfully submitted. Your application is now under review. If there are questions regarding your application, a member of the SRTS Program Team will be in touch via email or phone. Successful applicants will be invited to continue on to the next step of the application process. You will receive an email when a decision has been made regarding your application.

If you have questions, please contact MassDOTSRTS@dot.state.ma.us

Thank you, Massachusetts SRTS Team

Example Email confirming Application Submission and Review

After the application period closes, the application will be reviewed by the SRTS Project Selection Committee. For more information about the review process and the Project Selection Committee, see the next chapter. Once reviewed, selected applicants will be notified, and projects will be advanced to steps six and seven. If a project is not selected this during this year’s solicitation, it can be resubmitted during the next application period. Applications are automatically saved in MaPIT for future use.

6. Project Need (PNF)

The Project Need Form (PNF) is a MaPIT form used for state and federally funded projects across the Commonwealth. The PNF provides preliminary information about the proposed project in order to have the project programmed into the State Transportation Improvement Plan (STIP). Only the projects selected by the SRTS Project Selection Committee are invited to complete the PNF. The local municipality is responsible for filling out the PNF. SRTS staff will contact the municipality and provide assistance in completing this step as necessary. No further action is required by the applicant school at this stage, but the applicant may be contacted for support.

7. Project Scope (PS)

After the PNF is accepted, projects proceed to the Project Scope (PS). Just as with the PNF, the municipality is responsible for completing this step. A member of the SRTS staff will assist the municipality as needed. The applicant school may be contacted during this step, but no action by the applicant school is required. Once complete, the PS is sent for final approval by the MassDOT Project Review Committee (PRC). After official approval, the project is entered into MassDOT's project tracking system (ProjectInfo) and the school and municipalities are notified of the design and construction schedule. Please note that after approval and migration to ProjectInfo, the project will no longer appear in MaPIT.

8. Timelines

Approx. Duration in Calendar Days	SRTS Infrastructure Tasks	Due Dates/Approximate Dates
	Launch Infrastructure Grant via Webinar and Press Release	Wednesday, August 23, 2023
44	Applications are due	Friday, October 6, 2023
21	Team exports applications and prepares them for review	<i>Friday, October 27, 2023</i>
13	Selection panel is convened and projects are selected (approx. 8-10)	<i>Thursday, November 9, 2023</i>
8	SRTS submits Request for Approval to MassDOT for selected projects	<i>Friday, November 17, 2023</i>
14	Selected Schools/Municipalities are notified	<i>Friday, December 1, 2023</i>
3	Begin scheduling scoping meetings	<i>Monday, December 4, 2023</i>
14	Begin scheduling site visits	<i>Monday, December 18, 2023</i>
50	Complete all Walk Audits and Scoping Meetings by this date	<i>Tuesday, February 6, 2024</i>
42	10% Design Plan Set delivered to municipality for comment	<i>Tuesday, March 19, 2024</i>
30	Work with Municipalities to update the Project Need Form (PNF), Project Scope (PS), and prepare everything for the Pre-Project Review Committee (PRC) meeting	<i>Thursday, April 18, 2024</i>
	Pre-PRC Meeting Date	TBD

Year One 2023-2024	Year Two-Three 2025-2026	Year Four 2027	Year Five 2028
<ul style="list-style-type: none"> • Project Selection • 10% Design (AECOM) • MassDOT Project Review Committee (PRC) Approval • MassDOT assigns a Project Manager • MassDOT assigns a design/engineering firm • SRTS team conducts a pre-construction travel survey 	<ul style="list-style-type: none"> • Pre-25%/75% Design • Design Public Hearings • Municipal Approval • MassDOT issues ROW Certificate 	<ul style="list-style-type: none"> • 100% Design • Project Advertisement • SRTS team prepares temporary Arrival/Dismissal plan for school during construction (if needed) • Construction begins 	<ul style="list-style-type: none"> • Construction ends • Ribbon-cutting at the new project (coordinated by SRTS team) • SRTS team conducts a post-construction travel survey

IV. APPLICATION EVALUATION

After the application period closes, the SRTS Project Selection Committee will review submitted applications. The Project Selection Committee is comprised of MassDOT staff from various divisions and geographies, and we make every effort to ensure geographic, gender, and racial diversity on the panel. As a part of their review, the Project Selection Committee will score each application. A summary of the scoring rubric is shown below. Following the scoring, the Project Selection Committee will discuss and select the projects that will be funded. It is anticipated that application review will take approximately one month, but this may vary depending on the number of applications received. All applicants will be notified of the status of their application once a decision has been made.

Infrastructure Project Funding Application Scoring Summary

Question Number	Criterion	Sub-Criterion	Maximum Points
Part I: School Information			
18	Title I Score based on the school's Title I. Title I, much like Title VI, may be an indicator of social equity.	If the school or schools are not Title I, no points are provided. (maximum 4 points)	22 points (questions 18-23)
19	Economically Disadvantaged³ Calculated based on a student's participation in one or more of the following state-administered programs: the Supplemental Nutrition Assistance Program (SNAP); the Transitional Assistance for Families with Dependent Children (TAFDC); the Department of Children and Families' (DCF) foster care program; and MassHealth (Medicaid). This is also called the "Low Income" score.	The average percentage for MA schools in 2022-2023 (most recent data available at time application was developed) is 42.3%. ⁴ (maximum 6 points)	
20	Student Enrollment/Population Information Score based on how many students might be likely to utilize improvements.	Average student population for schools in Massachusetts is approximately 500 students. If less than 300, no points are provided. (maximum 4 points)	
21	School Grades Served Applicant schools must serve a grade K-12. If not, the project cannot be advanced.	Not scored. For reference only.	
22	School Site Stability Score based on plans for closure, relocation, or expansion of the school.	If there are plans to close or relocate the school, the project will not be advanced. (maximum 4 points)	
23	Student Proximity to the School Score based on percent of students that live within 2 miles of the school, who are most likely to use the proposed project to get to school.	If less than 5% of students live within 2 miles of the school, no points are provided. (maximum 4 points)	

³ Source: <https://profiles.doe.mass.edu/statereport/selectedpopulations.aspx>

Question Number	Criterion	Sub-Criterion	Maximum Points
24	Busing Score based on the school's busing choices.	Hazard Busing Students may be bused due to hazards that make it unsafe to walk or bike to school. The proposed project may address these hazards. (maximum 2 points)	10 points (questions 24-26)
25		Busing Fees Not scored. For reference only.	
26	Student Transportation Modes Score based on whether there are already higher numbers of students that walk and/or ride bicycles to/from school, based on percentages. More students walking and/or riding bicycles may necessitate safety improvements.	If less than 5% of students walk and/or ride a bicycle to school, no points are provided. (maximum 8 points)	
Part II: Facility Location and General Information			
27	Facility Location and Project Information Score based on general information about the project provided in the application.	Project Description Scored based on how well the project is described, the overall feasibility of the project, and the how the project scope relates to SRTS. (maximum 6 points)	18 points (questions 27-30)
28		Existing Walk and/or Bike Routes This indicates if the project will benefit students that currently walk and will improve safety for those students. (maximum 6 points)	
29		Assessment/Study/Plan No points are provided if no assessment or study/planning was conducted. (maximum 6 points)	
30		Photographs of Existing Infrastructure Not scored. For reference only.	
Part III: Identification of Problem, Need or Opportunity			
31	Project Objectives	Not scored. For reference only.	21 points (questions 31-36)
32	Existing Issues Score based on whether applicant clearly states existing issues and demonstrates how project might alleviate or solve them.	No points are awarded if no information is provided for this question. (maximum 7 points)	
33-34	Community Support for the Project Score based on whether the applicant demonstrates support from the community for the proposed project.	If minimal or no community support is described, no points are provided. (maximum 7 points)	
35-36	Plan or Formal Document Reference Score based on the project's inclusion in a planning document or in a larger project.	No points are provided if the project is not included in any planning document or larger project. (maximum 7 points)	

Question Number	Criterion	Sub-Criterion	Maximum Points
37-38	Design Plans and/or Cost Estimate Scored based on whether the proposed project has been designed already. Indicates project's feasibility.	If no design or cost estimates have been completed, no points are awarded. (maximum 7 points)	13 points (questions 37-39)
39	Other Infrastructure Plans Impact Score based on whether there are any other transportation infrastructure improvements planned at or near the project location that may positively or negatively impact the project.	If there are other projects near the impact, points are provided. If there are no nearby projects, zero points are provided. If there are planned projects that may have a negative impact, points are deducted. (maximum 6 points)	
SRTS Program Involvement (not a part of the MaPIT application)			
	School SRTS Involvement Score based on level of involvement in Safe Routes to School non-infrastructure activities. If the applicant school has not been a SRTS Partner for at least 6 months, the project cannot advance. Demonstrated commitment to the SRTS Program is important.	Partner Length Schools that have been SRTS partners for longer periods of time show dedication to creating safe routes for children. (maximum 8 points) SRTS Partner Level Partner level is determined by SRTS Program staff depending on the level of commitment to program. Partnership spans Basic - Gold. (maximum 8 points)	16 points
Additional Equity Indicators (not a part of the MaPIT application)			
	Additional Equity Indicators Score based on additional measure of equity not captured in the online application.	Environmental Justice (EJ) Population⁵ In Massachusetts, an environmental justice population is a neighborhood where one or more of the following criteria are true: <ul style="list-style-type: none">the annual median household income is 65 percent or less of the statewide annual median household incomeminorities make up 40 percent or more of the population25 percent or more of households identify as speaking English less than "very well"minorities make up 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income. (5 points awarded for EJ population)	5 points

⁵ <https://www.mass.gov/info-details/environmental-justice-populations-in-massachusetts>

Question Number	Criterion	Sub-Criterion	Maximum Points
	Additional Equity Indicators Score based on additional measure of equity not captured in the online application.	Average School Attendance Rate⁶ In the 2022-2023 School Year (March), the average attendance rate for MA public schools was 91.9%. Schools with lower average attendance receive more points. (maximum 5 points)	10 points
		Students with Disabilities⁷ Indicates the percent of enrollment who have an Individualized Education Program (IEP). In 2022-2023, the average enrollment for students with disabilities was 19.4%. Schools with a higher percentage receive more points. (maximum 5 points)	

Maximum total points that can be awarded is 115.

⁶ <https://profiles.doe.mass.edu/statereport/attendance.aspx>

⁷ <https://profiles.doe.mass.edu/statereport/selectedpopulations.aspx>