



## SIGNS AND LINES PROGRAM GUIDANCE DOCUMENT

2021

Application Period Opens: August 18, 2021

Informational Webinar: August 18, 2021 at 2 p.m.

(Click here to register)

Applications Due: September 17, 2021 by 5 p.m. Eastern

**MASSACHUSETTS SAFE ROUTES TO SCHOOL  
SIGNS AND LINES PROGRAM  
GUIDANCE DOCUMENT**

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## I. INTRODUCTION

### Safe Routes to School Program Overview

The Massachusetts Safe Routes to School (SRTS) Program is a federally-funded initiative of the Massachusetts Department of Transportation (MassDOT). Safe Routes to School works with schools, communities, students, and families to increase active transportation among public elementary and middle 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 and middle 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 and middle school students.

SRTS partners with schools and school districts to provide resources that support the mission of active transportation, safety, and congestion mitigation. The Program encourages children to walk and bicycle to school by making bicycling and walking to school a safer and more appealing transportation alternative. The initiatives and resources promote a healthy and active lifestyle from an early age. The Program also facilitates the planning, development, and implementation of activities and projects that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools. SRTS utilizes the “six e’s” to implement its program: education, encouragement, engagement, evaluation, equity, and engineering. Each of the six e’s are essential to the program and are detailed below. Learn more about the SRTS Program and find helpful program materials on the [SRTS website<sup>1</sup>](https://www.mass.gov/safe-routes-to-school).

### Education

The SRTS team provides school communities with the resources to promote, educate, and empower smart and safe pedestrians and bicyclists. This involves teaching children about a broad range of transportation choices and instructing them in important lifelong bicycling and walking safety skills. Educational resources are provided and customized for: students/educators, parents/guardians, and community stakeholders.

### Encouragement

The SRTS team assists school communities in organizing programs and events that encourage students, parents, teachers, and the community to choose active, healthy, and safe modes of transportation. These activities include our Flagship days: iWalk, Winter Walk, and Massachusetts Walk, Bike, and Roll to School Day; providing incentives such as safety items; and helping create walking school bus and bike train routes.

### Engagement

SRTS partners with stakeholders including bike/ped committees, school/district task forces, and local law enforcement officials to promote engagement with the local community to support proper walking and bicycling behaviors are observed and followed in the vicinity of schools. The Program also initiates community traffic and safety enforcement initiatives such as crossing guard programs and the annual student Yard Sign Contest.

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<sup>1</sup> <https://www.mass.gov/safe-routes-to-school>

## Evaluation

The SRTS Program evaluates the physical transportation environment, as well as how community members interact with that environment. The evaluation process includes monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after SRTS interventions. Through the parent survey and zip code mapping, SRTS evaluates travel modes to and from school and provides resources to help increase walk and bike mode share.

## Equity

SRTS works to support safe, active, and healthy opportunities for children and adults in all communities regardless of ability, socio-economic status, and/or race. This is an all-encompassing “e” that is built into each aspect of the SRTS Program.

## Engineering

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 eighth grade, while also encouraging more students to walk and bicycle to school. The SRTS Program facilitates such improvements by providing funding for infrastructure projects of various sizes through its Infrastructure Project Funding Program and Signs and Lines Program. The remainder of this document describes the process and instructions for eligible communities to apply for funding through the Signs and Lines Program.

## II. SIGNS AND LINES PROGRAM

The SRTS Signs and Lines Program will provide design services and up to \$6,000 in construction funding to a selected municipality for a low-cost infrastructure project around a public elementary or middle school. The goal of these projects is to eliminate small barriers that students encounter when walking, bicycling, or using a wheeled mobility device to get to school. Examples of a Signs and Lines Project could include the purchase and installation of new signage such as *No Parking*, *Bus Only*, and *School Zone* signs; installation of new pavement markings such as crosswalks; removal of existing signage and pavement markings; and other low-cost improvements as approved by MassDOT. This is a reimbursement-based funding program; MassDOT reimburses the municipality for eligible spending after the project is complete. This document provides step-by-step guidance on the requirements of the funding, how to apply, and the timeline for project completion and reimbursement.

### Program Eligibility

Both a school applicant and a municipal co-applicant are required for the Signs and Lines Program. Municipalities selected to receive Signs and Lines funding will be required to enter into a Memorandum of Understanding (MOU) with MassDOT regarding program terms and conditions. This MOU can be found in the Appendix.

To be eligible for a Signs and Lines project, the receiving school must have already built a partnership with the SRTS Program. Schools must be a partner for at least six months prior to applying. All SRTS partners are committed to implementing SRTS initiatives. For more information on becoming a SRTS partner, contact the SRTS Team at 888-426-6688 or complete the school partner enrollment form found at the following link: [https://gis.massdot.state.ma.us/forms/srts\\_partner/](https://gis.massdot.state.ma.us/forms/srts_partner/).

Only schools which receive public funding are eligible to receive a Signs and Lines Program project. Equity is also an important consideration of the SRTS Program. Communities which represent diverse socio-economic communities in urban, suburban, or rural environments are encouraged to apply.

### Eligible Projects

Eligible low-cost projects include signage and pavement markings to improve safety and accessibility along key walking and biking routes to a school. Projects must be within 1/2 mile of schools that serve children in any grade from kindergarten to 8th grade. Schools with grades higher than grade 8, but which include grades that fall within the eligible range, e.g. a middle-high school campus, are eligible to receive funding through the Signs and Lines Program.

The scope of the project must be intended to improve safety and/or increase the number of children walking and biking to school. The project must be within the public right of way (ROW) 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.

All potential projects must have local support from community and municipal partners.

All project elements must be MUTCD<sup>2</sup>-compliant when applicable. Please see Appendix 3 for a more detailed review of acceptable signage and pavement markings. The following are the types of low-cost projects that may be eligible for Signs and Lines funding:

- **Installation of new MUTCD-compliant signage**
  - Examples include:
    - School speed limit sign
    - In-street school crossing (yield)
    - School zone sign
    - Pick up and drop off sign
    - Bus only zone sign
- **Installation of new pavement markings**
  - Examples include:
    - Thermoplastic high visibility crosswalk in school zone
    - Standard marked crosswalk outside of school zone
    - Stop line
    - Yield lines (“shark’s teeth”)
    - “Bus Only” text
    - “School Zone” text
- **Modification of existing pavement markings**
  - Examples include:
    - Upgrading a standard marking crosswalk to a high visibility crosswalk
    - Removing parking markings near an intersection to improve sightlines
    - Changing the directionality of a street or travel lane
- **Other improvements, as determined appropriate by MassDOT**

The following project elements are **not** eligible for funding through the Signs and Lines Program:

- **Permitting, utility relocation, or temporary and permanent ROW acquisition**  
These costs must be covered by the municipality for any project.
- **Recurring costs:**  
Recurring costs such as salaries for crossing guards and walking school bus leaders.
- **Pavement maintenance:**  
Pavement resurfacing, or pavement preservation.
- **School bus improvement projects:**  
School bus safety projects or improvements to school bus stops.
- **Signage not in compliance with MUTCD or not in line with SRTS program goals:**  
Signage not related to improving pedestrian and bicycle safety and mobility.

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<sup>2</sup> Manual on Uniform Traffic Control Devices for Streets and Highways (<https://mutcd.fhwa.dot.gov/>) and Massachusetts Amendments to the MUTCD (<https://www.mass.gov/service-details/mutcd-massachusetts-amendments>)

- **Other:**  
Portable enforcement equipment or gifts.

## Program Funding

Signs and Lines Program projects include a needs assessment, project design, bid package, and up to \$6,000 in reimbursement for costs incurred by the municipality for construction materials and labor. Costs incurred prior to this project are not eligible for reimbursement. All labor and materials for completed work will be reimbursed directly to the municipality up to \$6,000. Project payment terms are described in the MOU in the Appendix. The SRTS Program will provide the needs assessment, project design, and bid package with input from the municipality and school at no cost. Below is a sample project budget for a Signs and Lines Project.

### Sample Project Budget<sup>3</sup>

Item	Quantity	Unit	Unit Cost	Amount
30x30 Stop Sign	2	Each	\$63	\$126
24x24 No Left Turn Symbol Sign	6	Each	\$40	\$240
30x30 Do Not Enter Sign	6	Each	\$63	\$378
One Way - Double Sided Sign	4	Each	\$45	\$180
24x48 School Speed Limit when Flashing Sign	8	Each	\$120	\$960
24x30 School Speed Limit Sign	4	Each	\$75	\$300
4" Single Lines Pavement Marking Removal	500	LF	\$.30	\$150
4" White Single Line Thermo Pavement Marking	500	LF	\$.45	\$225
12" Crosswalk and Stop Thermo Line Pavement Marking	2,000	LF	\$1.60	\$3,200
4" Double Yellow Thermo Pavement Marking	280	LF	\$.85	\$238
<b>TOTAL</b>				<b>\$5,997</b>

## Other Project Considerations

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. Projects may indirectly benefit high school age youth or the public; however, these constituencies cannot be the sole or primary beneficiaries.

Project applicants are encouraged to involve a local official responsible for the maintenance of local roadways (e.g. Public Works Director or Town/City Engineer) either as co-applicant or as a letter of support signatory.

There may be a school need for a project larger than the \$6,000 Signs and Lines Program maximum. This could include sidewalk improvements, traffic calming and speed reduction improvements, pedestrian, and bicycle crossing improvements, on and off-street bicycle and pedestrian facilities, secure bicycle

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<sup>3</sup> This sample project budget reflects a scenario in which a municipality provides their own labor for construction in order to utilize the funding solely for materials.

parking facilities, and traffic diversion improvements. These types of projects could be funded through the SRTS Infrastructure Project Funding Program. This is geared towards projects with larger anticipated costs. Please visit the [SRTS website](#) for more information about this funding opportunity.

### III. APPLICATION PROCESS

The Signs and Lines Program utilizes a competitive application process. In collaboration with SRTS partner schools, municipalities must complete a funding application. The application is an Excel document, which can be found in Appendix 1, or on the [SRTS website](#). Interested schools and a representative from their municipality (Director of Public Works, Town or City Engineer, Planning Director, Town Manager, or similar) must complete the application and submit it in .XLS format to Diane.Hanson@aec.com by the deadline on the application. The application must be filled out completely and signed (digital signature) by the appropriate individuals authorized to commit resources on behalf of the school and municipality, respectively. As mentioned previously, only SRTS partner schools are eligible to receive a Signs and Lines project. The application must be emailed back in Excel format and additionally you may include a scanned PDF of the signature page and/or other back-up documents as described in the application.

#### Application Instructions

The following table provides step-by-step guidelines for completing the application.

<b>A. Municipality and School Applicant Information</b>	
1. Name of Applicant School:	<i>What is the official name of the school?</i>
2. Municipal Applicant Contact:	<i>Engineering or Public Works preferred-This person will be the lead on the project and must be a municipal employee authorized to commit resources on behalf of municipality</i>
3. Title/Role:	<i>Municipal employee's title/role</i>
4. Phone Number:	<i>Municipal employee's phone number</i>
5. Email Address:	<i>Municipal employee's email address</i>
6. Address:	<i>Municipal employee's work address</i>
7. Address 2:	
8. Town/City:	
9. Zip Code:	
10. School Applicant Contact:	<i>Must be a school or district employee</i>
11. Title/Role:	<i>School or district applicant's title/role</i>
12. Phone Number:	<i>School or district applicant's phone number</i>
13. Email Address:	<i>School or district employee's email address</i>
14. Address:	<i>School address</i>
15. Address 2:	
16. Town/City:	
17. Zip Code:	



<b>B. Safe Routes to School Partnership Information</b>	
1. Are you a Safe Routes to School Partner?	<i>Partnership of six months or more is required</i>
2. Partnership level with Safe Routes to School:	<i>Provide if known, or <a href="#">contact your Outreach Coordinator</a></i>
3. Describe your involvement with the SRTS program:	<i>Which SRTS activities does your school participate in each year? Information is available on the <a href="#">SRTS Program Dashboard</a>. Please note the frequency of noted activities over the last two years.</i>

<b>C. Project Information</b>	
1. Grades Served	<i>Please indicate the which grades the school serves. Only schools serving Kindergarten through 8<sup>th</sup> grade are eligible to apply.</i>
2. Total Number of Students	<i>Provide the most recent enrollment data.</i>
3. Daily Number of Walkers	<i>Provide an estimate based on a recent arrival/dismissal observation or SRTS parent/guardian travel survey.</i>
4. Daily Number of Bikers	<i>Provide an estimate based on a recent arrival/dismissal observation or SRTS parent/guardian travel survey.</i>
5. Describe the project: <i>You may include one additional page with a map and/or photo</i>	<i>Provide a brief description of the project. Please be as specific as possible, including road names and proposed improvements. Briefly note the identified issues that will be addressed by the improvements.</i>
6. How would this project benefit your students?	<i>By implementing the project improvements described above, how would your students benefit? Be specific as it relates to the goals of SRTS.</i>
7. How many more walkers and bikers will you see because of this project?	<i>Based on all student with the ability to walk or bike to school, how many more students that are currently being driven would chose to walk or bike after the improvements are implemented?</i>
8. Please describe the school and municipal support of this project: <i>You may include letters of support with this application</i>	<i>Which stakeholders from the school (principal, teachers, parents, etc.) and from the municipality (Engineering, DPW, BOH, Select Board, Mayor, etc.) support this project. Please include letters of support in your application, if applicable.</i>

After completing the application, an authorized individual from the municipality must sign the form and agree to the following statements:

- We understand that this is a reimbursement-based project and that the municipality must pay for all costs in advance.
- If our project is selected, we agree to adhere to all the terms and conditions of the Memorandum of Understanding (MOU) and sign the MOU prior to beginning any project-related tasks.
- We understand that the description of the project outlined in our application may not be the actual work approved by MassDOT/SRTS and a needs assessment conducted by the SRTS Program will determine the eligible project components.

- We have read through the Signs and Lines Guidance Document and understand the process and timeline of all project-related tasks.
- If our project is selected, we agree to complete all work within the current school year, no later than June 30, 2022.
- If our project is selected, we agree to submit an invoice for work completed not to exceed \$6,000 and no later than July 15, 2022.
- I am authorized to sign below and commit resources on behalf of the municipality.

Completed applications must be emailed by the September 17, 2021 5 p.m. Eastern deadline to:

Diane Hanson, Program Director, Safe Routes to School  
C/O AECOM  
[Diane.Hanson@aecom.com](mailto:Diane.Hanson@aecom.com)

## Application Review

Applications will be reviewed in a timely manner by a specially convened committee consisting of SRTS Program and MassDOT staff. The committee will review and score applications based on the evaluation criteria detailed below. Based on this evaluation, projects will be selected to move forward in the process.

## Evaluation Criteria

Applications are evaluated based on the extent to which the school is currently involved in the SRTS Program and the extent to which the proposed project may improve safety and accessibility for walking and bicycling based on project scope, the school's population, and information about the school setting and existing bicycle and pedestrian access and safety. The total score for the SRTS application form is 100. Some application responses are for reviewer information only.

A summary of the maximum score for each section of the application form is provided below:

Section	Name	Maximum Score per Section
<b>B</b>	<b>SRTS Partnership Information</b>	<b>25</b>
<b>C</b>	<b>Project Information</b>	<b>75</b>
	Questions 2-4	10
	Question 5	20
	Question 6	20
	Question 7	10
	Question 8	15
	<b>Total Score</b>	<b>100</b>

## Notification of Application Approval

All applicants will be notified of acceptance or denial of applications. Successful applicants will be given a list of next steps. Included in Appendix 4 and 5 is guidance for accepted applicants regarding project timelines and tips for project success. Applications not accepted during this application period can be resubmitted during the next application period if desired.

## IV. APPENDIX

### 1. Signs and Lines Application

A. School and Municipality Applicant Information	
1. Name of Applicant School:	
2. Municipal Applicant Contact:	
3. Title/Role:	
4. Phone Number:	
5. Email Address:	
6. Address:	
7. Address 2:	
8. Town/City:	
9. Zip Code:	
10. School Applicant Contact:	
11. Title/Role:	
12. Phone Number:	
13. Email Address:	
14. Address:	
15. Address 2:	
16. Town/City:	
17. Zip Code:	

  

B. Safe Routes to School Partnership Information	
1. Are you a Safe Routes to School Partner?	
2. Partnership level with Safe Routes to School:	
3. Describe your involvement with the SRTS program:	

  

C. Project Information	
1. Grades Served	
2. Total Number of Students	
3. Number of Daily Walkers	
4. Number of Daily Bikers	
5. Describe the project: <i>You may include one additional page with a map and/or photos</i>	
6. How would this project benefit your students?	
7. How many more walkers and bikers will you see as a result of this project?	
8. Please describe the school and municipal support of this project: <i>You may include letters of support with this application</i>	

Name of Applicant School:	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>
<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>School Applicant Signature (insert image file of signature or sign and attach signature page to email application)</p> <div style="text-align: right; margin-top: 10px;">Date <div style="border: 1px solid black; width: 400px; height: 20px; display: inline-block;"></div></div>	
<ul style="list-style-type: none"><li>■ We understand that this is a reimbursement-based project and the municipality must pay for all costs in advance.</li><li>■ If our project is selected, we agree to adhere to all the terms and conditions of the Memorandum of Understanding (MOU) and sign the MOU prior to beginning any project-related tasks.</li><li>■ We understand that the description of the project outlined in our application may not be the actual work approved by MassDOT/SRTS and a needs assessment conducted by the SRTS Program will determine the eligible project components.</li><li>■ We have read through the Signs and Lines Guidance Document and understand the process and timeline of all project-related tasks.</li><li>■ If our project is selected, we agree to complete all work within the current school year, no later than June 30, 2022.</li><li>■ If our project is selected, we agree to submit an invoice for work completed not to exceed \$6,000 and no later than July 15, 2022.</li><li>■ I am authorized to sign below and commit resources on behalf of the municipality.</li></ul> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 10px;"></div> <p>Municipal Applicant Signature (insert image file of signature or sign and attach signature page to email application)</p> <div style="text-align: right; margin-top: 10px;">Date <div style="border: 1px solid black; width: 400px; height: 20px; display: inline-block;"></div></div> <p style="text-align: center; margin-top: 5px;"><a href="mailto:diane.hanson@aecom.com">Please email completed form to diane.hanson@aecom.com</a></p>	

## 2. Memorandum of Understanding (MOU)

### SAFE ROUTES TO SCHOOL PROGRAM - SIGNS AND LINES PROJECT

#### MEMORANDUM OF UNDERSTANDING

This **Memorandum of Understanding** (“MOU”) is entered into and made effective this day of \_\_\_\_\_, 20XX (“**Effective Date**”) by and between the Massachusetts Department of Transportation (“**MassDOT**”) and the [Municipality Name] (“**Municipality**”). MassDOT and the Municipality are collectively referred to herein as the “Parties.”

WHEREAS, MassDOT administers the statewide Safe Routes to School Program (“**SRTS**”), which is a program that works to increase safe biking and walking for elementary and middle school students by using a collaborative, community focused approach toward health and transportation;

WHEREAS, as part of its SRTS, MassDOT created a “Signs and Lines Project” (“**SLP**”) to identify infrastructure challenges for students walking and biking to and from the [School Name] (the “**School**”) in the Municipality;

WHEREAS, the goal of the SLP is to design and implement low-cost improvements, including signage and pavement markings, to improve safety and accessibility along key walking and biking routes to the School;

WHEREAS, the Parties intend to work collaboratively in the design and construction of said low-cost improvements; and

WHEREAS, the Parties wish to execute this MOU to set forth the guidelines, roles and responsibilities of the Parties with respect to the execution of said SLP goals.

NOW, THEREFORE, to set forth the expectations for participation in the SLP, the Parties mutually agree to the following.

#### **RESPONSIBILITIES OF THE PARTIES**

1. MassDOT or its contractors shall conduct a needs-based assessment to identify certain infrastructure barriers near the School. Municipality and School staff will be invited to attend the assessment. The Municipality’s participation in said assessment shall be required.
2. MassDOT’s contractor shall produce a technical memorandum summarizing the issues identified during the needs-based assessment referenced in paragraph 1 herein, and shall offer potential design solutions, which shall be submitted to the Municipality for review. The Municipality shall provide written comments, if any, to the technical memorandum within seven (7) days of the Municipality’s receipt of the memorandum, unless the Parties mutually agree to another date.

3. MassDOT or its contractor shall promptly review the Municipality's comments and shall develop plans which may include sign installation by location, pavement marking details, pavement marking locations, and schedules for each ("**Plan Set**"). MassDOT or its contractor shall submit the Plan Set to the Municipality for review. The Municipality shall provide written comments, if any, to MassDOT within seven (7) days of its receipt of the Plan Set, unless the Parties mutually agree on another date. If the Municipality requests any change(s) to the Plan Set, the Parties shall meet and confer in order to discuss whether the change(s) is appropriate, and shall make a good effort to reach a mutual agreement concerning the requested change(s). If the Parties are unable to reach a mutual agreement, however, the incorporation of any proposed change(s) shall be at MassDOT's sole discretion.
4. Upon the development of a mutually agreed upon Plan Set, if required, MassDOT or its contractors shall develop a bid package that includes the approved Plan Set. The Municipality agrees to issue said bid package in accordance with its procurement process and applicable Massachusetts laws, which may include G.L. c. 30, § 39M, G.L. c. 30B, and G.L. c. 149.

#### **PROJECT ADMINISTRATION, COSTS, AND PAYMENT**

5. **Project Administration.** The Municipality, at its sole expense, shall manage the timely completion of all of the improvements contained in the agreed upon Plan Set ("**Project**") and shall complete the Project prior to **June 30, 2022**.
6. **Project Costs and Payments.** MassDOT shall reimburse the Municipality for all eligible costs in connection with the Project up to six thousand dollars (\$6,000.00) ("**Maximum Reimbursement**"), subject to the following terms:
  - a. MassDOT will reimburse the Municipality for construction costs associated with the Project, subject to the invoice submission and approval procedures contained herein. Reimbursable costs ("**Eligible Construction Costs**") shall include the following as contained on the agreed upon Plan Set:
    - i. Installation of new signage,
    - ii. Installation of new pavement markings,
    - iii. Modification of existing pavement markings, and
    - iv. Other improvements, as determined by MassDOT.
  - b. The Municipality shall submit a single invoice for actual expenses no later than the 15<sup>th</sup> day of the month after the completion of the Project or by **July 15, 2022**, whichever comes first. ("Invoice"). Any and all Invoices submitted after **July 15, 2022** shall be ineligible for reimbursement by MassDOT. The Invoice shall include a copy of the invoice from the Municipality's contractor or vendor with a description of work performed and materials ordered, the date of the billing cycle, and the vendor number.



- c. Reimbursement will only be for work completed and/or items purchased. All Eligible Construction Costs associated with the Project must be distinctly identified on the contractor invoice, separate from work performed for other projects. The Invoice must be issued and submitted directly from the Municipality to MassDOT's designated contractor for the Safe Routes to School Program, in the manner prescribed by MassDOT. The Invoice shall be sent to:
    - i. Diane Hanson, MA Safe Routes to School C/O AECOM, 1 Federal St., 8<sup>th</sup> Floor, Boston, MA 02110
    - ii. Or via email: [Diane.Hanson@aecom.com](mailto:Diane.Hanson@aecom.com)
    - iii. Invoice must contain the following information:
      - 1. Bill to: AECOM-Safe Routes to School Project, 1 Federal Street, 8<sup>th</sup> Floor, Boston, MA 02110
      - 2. AECOM Project #: 60633415.2300
      - 3. AECOM P.O. # and Vendor # (to be assigned)
  - d. MassDOT will use its best efforts to ensure that its contractor reimburses the Municipality within ninety (90) days of receipt of an Invoice, although reimbursement within ninety (90) days is not guaranteed. All reimbursement for Eligible Construction Costs will be made through MassDOT's contractor and will be made solely based on invoices properly submitted in accordance to the requirements contained herein.
  - e. If MassDOT objects to charges identified on the Invoice, it shall notify the Municipality of its objection in writing within forty-five (45) days of receipt of said Invoice. Within thirty (30) days thereafter, the Municipality will provide MassDOT or its contractor with additional documentation and/or explanation as required, to support the accuracy of the charges. Any decisions or determinations regarding reimbursements pursuant to this MOU are at MassDOT's sole discretion and shall be final.
  - f. The Municipality agrees to use any and all funds provided by MassDOT and/or its contractor for this Project only.
7. **Maximum Reimbursement.** The Parties agree that MassDOT has no obligation to increase the Maximum Reimbursement contained in Paragraph 6 herein for any reason, including but not limited to, a change in the Project's budget.
8. **Obligations of the Municipality** In addition to any other requirements of this MOU, the Municipality, by accepting any or all MassDOT funding, shall ensure compliance with any and all applicable local, state and federal rules, regulations and laws with respect to the Project.
9. **Ownership and Maintenance.** Once completed, MassDOT shall have no obligations relating to the Project including but not limited to future operations, maintenance, or replacement. All improvements made as part of the Project shall be owned and maintained solely by the Municipality.



**MISCELLANEOUS**

10. **Notice.** Unless otherwise explicitly set forth in this MOU, all notices or other communications required or permitted to be given hereunder, shall be in writing and shall be delivered by email:

To MassDOT:

Diane Hanson, Program Director, Massachusetts Safe Routes to School

[Diane.Hanson@aecom.com](mailto:Diane.Hanson@aecom.com)

To the Municipality:

[Name, Title, Municipality]

[email]

11. **Amendments.** This MOU may be amended only by written agreement of both Parties.
12. **Term.** This MOU and all of the obligations thereunder, shall expire 1 (one) year from the Effective Date of this MOU. The Parties may, by written agreement, agree to extend this MOU for 1 additional 1 year term.

IN WITNESS WHEREOF, as of [redacted], 20XX, the Parties hereto have caused this MOU to be duly executed as a sealed instrument as of the date first written above.

**Dated:**

**Dated:**

\_\_\_\_\_  
**David Mohler**

Executive Director

MassDOT Office of Transportation Planning

\_\_\_\_\_  
[Name]

[Title]

[Municipality]

### 3. Sample list of acceptable signage and pavement markings

Signage and marking must be compliant with the [2009 Edition of the Manual on Uniform Traffic Control Devices \(MUTCD\)](#) and the [Amendments for the MUTCD for Streets and Highway of Massachusetts](#) (2012), including Chapter 7E – Official Standards for School Zones. Acceptable signage and marking include but are not limited to the following:

#### Sample of Acceptable Signage

Sign	MUTCD Sign Designation	MUTCD Section
Stop	R1-1	2B.05*
Yield	R1-2	2B.08
In-street school crossing (yield)	R1-6b	2B.12*
No left/right turn	R3-1 or R3-2	2B.18
Do not enter	R5-1	2B.37
One-way	R6-2	2B.40
No parking any time	R7-1	2B.46
No parking (symbol) (times)	R7-2	2B.46
No parking (times)	R7-2a	2B.46
No parking except (days)	R7-3	2B.46
No standing any time	R7-4	2B.46
No parking loading zone	R7-6	2B.46
No parking bike lane	R7-9	2B.46
No turn on red	R10-11a/b	2B.54*
Turning vehicles yield to pedestrians	R10-15(L&R)	2B.53*
School zone	S1-1	7B*
School bus stop ahead	S3-1	7B
(20 M.P.H Speed Limit) School zone ahead	S4-5a	7B*
School speed limit sign when flashing	S5-1	7B*
Advance pedestrian crossing sign	W11-2	2C.50*
Pick up and drop off	n/a	n/a
Bus only zone	n/a	n/a

\* - denotes applicable Massachusetts Amendment to MUTCD

#### Examples of Acceptable Signage



Figure 1 School zone speed limit (MUTCD-S5-1)



Figure 2 In-street school crossing (yield) (MUTCD R1-6b)



Figure 3 No parking any time (MUTCD R7-1)



Figure 4 No turn on red (MUTCD R10-15)

### Sample of Acceptable Markings

Marking	Standard	MUTCD Section
Stop line	Used with a STOP sign (R1-1) and striped no less than 4' from the crosswalk	3B.16*
Yield line ("shark's teeth")	Used with a YIELD sign (R1-2) at unsignalized crosswalks	3B.16*
Thermoplastic high visibility crosswalk ("continental")	12" wide bars spaced 4' on center perpendicular to the path of travel, and two 12" wide transverse lines placed 10' apart.	3B.18*
Thermoplastic standard marked crosswalk ("transverse")	Two 12" wide transverse lines placed 10' apart, parallel to the pedestrian path of travel	3B.18*
Directional arrows	Used for parent pick-up and drop-off, bus only lane, or one-way travel lane.	3B.20
"Bus Only" text	Used with a Bus only sign	3B.20
"School Zone" text	Used with School zone ahead sign	3B.20*
"No parking" markings	May be used with No parking sign	3B.23

\* - denotes applicable Massachusetts Amendment to MUTCD

### Examples of Acceptable Markings



Figure 5 Thermoplastic high visibility crosswalks



Figure 6 "School Zone" text



*Figure 7 Standard crosswalk (outside of school zone)*



*Figure 8 Yield line ("shark's teeth")*

#### 4. Sample timeline

Duration in Calendar Days	Signs and Lines Task	Approximate Dates
	MassDOT announces Signs and Lines application period open	Wednesday, August 18, 2021
31	Applications are due	Friday, September 17, 2021
15	Selection committee meets to select up to five projects	Friday, October 1, 2021
7	MassDOT approval for selected projects	Friday, October 8, 2021
10	Selected Schools/Municipalities are notified	Tuesday, October 19, 2021
14	Signed MOUs are due back from Municipalities	Tuesday, November 2, 2021
1	Begin scheduling scoping meetings and walk audits	Wednesday, November 3, 2021
24	Complete all Walk Audits and Scoping Meetings by this date	Wednesday, November 24, 2021
30	Needs assessment/technical memo is sent to School/Municipality for review	Friday, December 24, 2021
7	Written comments due from School/Municipality	Friday, December 31, 2021
36	Plan sets delivered to School/Municipality	Friday, February 4, 2022
7	Written comments due from School/Municipality	Friday, February 11, 2022
33	Final plan sets and bid packages is delivered	Friday, March 18, 2022
	Project work commences	Monday, March 21, 2022
	Work completed (last day to complete to be eligible for reimbursement)	<b>Thursday, June 30, 2022</b>
	<b>No later than June 30, 2022</b>	
	Invoice from Municipality due to AECOM (with back-up from vendors)	<b>Friday, July 15, 2022</b>
	<b>No later than July 15, 2022</b>	

## 5. Planning for success

The following guidelines should be used by successful applicants to ensure successful completion of each project:

- Stakeholders for the project should include:
  - School principal, property manager, or designee
  - Municipality's Department of Engineering – or equivalent (for design and regulations)
  - Municipality's Department of Public Works – or equivalent (for construction)
  - School District's Facilities Department, where applicable (for construction)
  - Depending on each community, also include:
    - Planning Department
    - School District's Assistant Superintendent for Business and Finance (school safety readiness and school bus/van contracts) or school transportation manager
    - School's Safe Routes representative (PTO or staff)
    - Your local Metropolitan Planning Organization (MPO)
- The initial scoping meeting and walk audit should be attended in-person (or virtually) by all of the stakeholders listed above as applicable.
- An approved arrival and dismissal plan that considers the proposed infrastructure design should be agreed upon by both the school and municipality.
- The school and municipality must communicate to ensure compliance of any proposed regulatory signage and marking changes to the area. This includes abutters, neighboring businesses, school bus/van drivers, parents, faculty, and staff, as well as public safety officials. MassDOT and SRTS will not be responsible for communicating regulatory signage and marking changes to the community.
- Municipal staff will need to bring changes requiring Council or Board approval, such as altering the directionality of streets or removal of parking spaces, to the governing body in advance of the anticipated construction period. Such changes should be identified by Stakeholders during the needs assessment. MassDOT and SRTS will not prepare or present materials to governing bodies for approval.
- In order to develop the plan set, within five days of submitting the signed MOU, the Municipality should provide SRTS with GIS base layer data for the project area if available.
- SRTS will not develop a plan set with more than \$6,000 estimated in suggested improvements and can only provide one round of edits on the plan set (after receiving comments from the municipality).

- When proposing the project, keep in mind the long-term viability of the project at the proposed location. If any signage needs to be moved (or is upgraded) after the project is complete, we require that it remain in a school zone.
- It is important to disclose if the school is planning to merge, close, relocate, or change the grades served within the next two to three years of the project year
- To minimize payment delays to the Municipality, all selected Municipalities will be issued a Purchase Order from AECOM for \$6,000 and must invoice against that purchase order before the 7/15/2022 deadline.