MASSACHUSETTS

Safe Routes to School

INFRASTRUCTURE APPLICATION GUIDANCE DOCUMENT

November 2018

massDOT

Massachusetts Department of Transportation

MASSACHUSETTS SAFE ROUTES TO SCHOOL
INFRASTRUCTURE APPLICATION
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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). Safe Routes to School works with schools, communities, students, and families to increase active transportation among 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 utilizes the "six e's" to implement its program*: education, encouragement, enforcement, evaluation, equity, and engineering.*

2. Program Overview: Non-Infrastructure Component

The non-infrastructure component of the SRTS Program encourages elementary and middle school students to use active transportation to get to school by implementing *education*, *encouragement*, *enforcement*, and *evaluation* practices and programs. This is all performed through an *equity* lens, seeking to distribute resources equally 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 and participation in this component of the SRTS Program is required in order to submit an application for infrastructure funding. To become a partner, contact the Massachusetts SRTS Program at 888-4COMMUTE or SRTS @dot.state.ma.us.

3. Program Overview: Infrastructure Component

The infrastructure component of the SRTS Program comprises the *engineering* aspect of the "six e's" strategy, and involves *equity* 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 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. The remainder of this document describes the process and instructions for eligible schools to apply for SRTS infrastructure project funding.

II. SRTS INFRASTRUCTURE FUNDING PROGRAM

1. Eligible Applicants

a. Partnership with the SRTS Program

To be eligible for SRTS Program's infrastructure funding, schools must build a partnership with the SRTS Program's non-infrastructure program that involves education, encouragement, enforcement, and evaluation activities. Applicants must be a partner for at least six months prior to applying. For more information on becoming a SRTS partner, contact the Massachusetts SRTS Program at 888-4COMMUTE or SRTS @dot.state.ma.us.

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

2. Eligible Projects

a. Projects that may be Funded

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

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. Schools that serve any grades kindergarten through eighth, but also include other grades, are eligible to receive funding for infrastructure improvements. Schools that do not serve any grades kindergarten through eighth are not eligible for infrastructure funding.

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.

- ***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, bulb-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).
- ***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 100 percent; therefore municipalities are not required to provide a funding match for eligible infrastructure projects. 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 below for reference. All budgets include a standard 10% contingency and landscaping cost. Cost estimates for the examples below are in 2018 dollars and may change over time.

1. Small Project Budget: $100,000 or less

Example of Small Budget:

Item	Quantity	Cost
New Concrete Sidewalk and Granite Curb	440 Linear Feet	$44,000
Pedestrian Ramps	6	$12,000
New or Relocated Catch Basins	2	$14,000
Pavement markings	N/A	$2,500
Signage	N/A	$2,500
Landscaping (10%)	N/A	$10,000
Traffic Management and Mobilization (5%)	N/A	$5,000
Contingency (10%)	N/A	$10,000
TOTAL		**$100,000**

2. Medium Project Budget: $100,000-$500,000

Example of Medium Budget:

Item	Quantity	Cost
New Concrete Sidewalk and Granite Curb	840 Linear Feet	$84,000
Mill and Overlay of Roadway	420 Linear Feet	$35,000
Pedestrian Ramps	12	$24,000
Curb Extensions	4	$30,000
Raised Crosswalk	1	$10,000
Traffic Signal Upgrade	1	$40,000
Pedestrian Flashing Beacon (2 posts at 1 location)	2	$25,000
New or Relocated Catch Basins	6	$42,000
Pavement markings	N/A	$5,000
Signage	N/A	$5,000
Lighting	N/A	$75,000
Landscaping (10%)	N/A	$50,000
Traffic Management and Mobilization (5%)	N/A	$25,000

Item	Quantity	Cost
Contingency (10%)	N/A	$50,000
TOTAL		**$500,000**

3. **Large Project Budget: $500,000-$1,000,000**

   Example of Large Budget:

Item	Quantity	Cost
New Concrete Sidewalk and Granite Curb	1,500 Linear Feet	$150,000
Mill and Overlay of Roadway	750 Linear Feet	$62,000
Pedestrian Ramps	18	$36,000
Curb Extensions	8	$60,000
Raised Crosswalk	2	$20,000
Traffic Signal Upgrade	1	$40,000
New Traffic Signal	1	$150,000
Pedestrian Flashing Beacon (4 posts at 2 locations)	4	$50,000
New or Relocated Catch Basins	8	$56,000
Pavement markings	N/A	$10,000
Signage	N/A	$10,000
Lighting	N/A	$100,000
Landscaping (10%)	N/A	$100,000
Traffic Management and Mobilization (5%)	N/A	$50,000
Contingency (10%)	N/A	$100,000
TOTAL		**$1,000,000**

Source: MassDOT, Highway Division, Construction Project Estimator, Weighted Bid Prices, and local projects.

A project cost estimate may be higher or lower than the examples above. Assumptions for the above examples include six-foot wide sidewalks from face of curb to back of sidewalk and 30-foot wide roadways. These cost estimates do not include full-depth roadway reconstruction or widening, permitting, or temporary and permanent ROW acquisition. Utility relocations are also not included in these examples but should be included in preliminary project cost estimates.

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 Safe Routes to School 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 888-4COMMUTE or SRTS @dot.state.ma.us to learn about becoming a partner.

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.S3. Department of Justice and FHWA, and as required under Section 504 of the Rehabilitation Act. Finally, projects may indirectly benefit high school age children or the general public; however these cannot be the sole or primary beneficiaries.

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. 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 login. Then 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.

SRTS application workflow includes the following steps:

1. Start Here
2. Project Description
3. Sketching
4. Geoprocessing
5. Safe Routes to School Questions
6. Project Need Form (PNF)
7. Project Initiation Form (PIF)

Guidance for the workflow is described below.

1. Start Here

The Start Here tab appears when the user clicks the "Initiate Workflow" or "Create Project" button on the Main page of MaPIT. On the Start Here tab, click "Safe Routes to School" under Municipal Projects. Click "Save & Next" to move to the next step.

2. Project Description

The Project Description page asks for detailed information about the project. Provide the following information:

- ***Project Name:***
  Provide the project's name.
- ***Proponent:***
  Provide the name of the proponent of the project. Proponent is the key person or group at a school that is proposing this project.

- ***Title:***
  Provide the title of the proponent.
- ***Proponent Email:***
  Provide the email address of the proponent.
- ***Municipality:***
  Provide the name of the municipality where the project is located. The school and municipality should communicate to ensure both entities support the project.
- ***Organization:***
  Provide the name of the organization who is proposing this project.
- ***Completed by:***
  Provide the name of the person who is completing this application form. This may also be the project proponent.
- ***Title:***
  Provide the title of the person who is completing this form.
- ***Phone:***
  Provide the contact number of the person who is completing this form.
- ***Submitter Email:***
  Provide email address of the person who is completing this form.
- ***Date:***
  Provide the date this form was completed.

After filling in all the information, click "Save & Next" 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. Using the Project Polygons drawing tool shown near the bottom of the screen, draw a polygon around the project on the map showing the limits of the project. Once the polygon is drawn, a window will appear displaying roads that intersect the polygon. Do not uncheck any roads. Click "Select" to continue. The project must be within two miles of a school with at least one grade kindergarten through eighth. Click "Save & Next" to move to the next step.

4. Geoprocessing

The only action required in step four is to click "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 "Run Geoprocessing" button. Intersecting layers will be highlighted in yellow. When the geoprocessing is complete, hit "Save & Next."

5. 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.

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 or another person of authority, or someone who has contact with a person of authority at the school. This person may also be the proponent.
3. ***Title/Role:***
   Provide the complete title/role for this person.
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 should 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. For advice on who to list as the co-applicant, reach out to the city or town's Board of Selectmen, Town Manager, Mayor's Office, or engineering or planning department. The appropriate co-applicant will vary by municipality. 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.

Part I - School Information (Questions 18-26)

18. ***Is the school designated Title I?***
    Title I designation is determined by percentage of students that receive free or reduced lunch in each district. Contact your school district if you are unaware of your Title I status.
19. ***What percent of students are eligible for free or reduced-price lunch?***
    Contact the school for designation information and percentage of students receiving free and reduced lunch.
20. ***Total enrollment.***
    Provide the total enrollment for the school.
21. ***What grades are served by the school?***
    Only schools with at least one grade kindergarten through eighth are eligible for project funding. If a school has additional grades, that is acceptable, but schools must have at least one grade kindergarten through eighth. Mark all grades that apply.
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.***
    Indicate the approximate number of students that live within each distance from the school.
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).***
    Complete the table to show how many children currently and on a typical day take each mode of transportation TO school in the morning and FROM school in the afternoon.

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

27. ***Project Description:***
    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 150 words. Check all the objectives that the proposed project seeks to achieve.

    Sample Project Description:

    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:

28. ***Is the proposed project on an existing walking and/or bicycling route(s)?***
    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?***
    Indicate whether the project improvements were identified through walking audit, Road Safety Audit, or other similar assessment at or near the school. If by other assessment, provide information about it.

30. ***Insert photographs (limit 10) of the existing project area.***
    Photos (maximum 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 by following instructions in the MaPIT. Photos should be in PNG or JPEG formats. Please label photos with school applicant name and general location.

Part III – Identification of Problem, Need, or Opportunity (Questions 31-39)

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.

- ***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.

- ***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, 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 narrow cycle 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 bicycles 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 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.***
    Explain any community support that project has received. Explain if there are any documentations, 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.

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. ***Has a cost estimate been developed for the proposed project? If so, please provide the overall budget and identify the budget components of this specific project.***
    If a cost estimate has been developed 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. If no cost estimates have been developed for the project, 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.

Once all questions are answered, submit the application. 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 projects will be notified and 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 Form (PNF)

The Project Need Form (PNF) is a MaPIT form used for state-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 Initiation Form (PIF)

After the PNF is accepted, projects proceed to the Project Initiation Form (PIF). 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 is required. Once complete, the PIF 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.

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 Main Office staff from various divisions. 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

Part I: School Information

Question Number	Criterion	Sub-Criterion	Maximum Points
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.	32
19	**Free & Reduced Lunch Eligibility** Score based on percentage of students that are eligible for free or reduced lunch. While Title I status is an indicator of economic challenge for a school's population, some schools may still have a high percentage of students that receive free or reduced lunch though the school may not be designated Title I.	The average percentage for MA schools in 2014-15 (most recent data available at time application was developed) is 44%.*	
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.	
21	**School Grades Served** Applicant schools must serve a grade K-8. 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.	
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.	

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.	
25		**Busing Fees** If the school district charges for bus transportation, more students may walk or bike out of necessity.	
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.	
Part II: Facility Location and General Information			
	Criterion	**Sub-Criterion**	**Maximum Points**
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.	18
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.	
29		**Assessment/Study/Plan** No points are provided if no assessment or study/planning was conducted.	
30		**Photographs of Existing Infrastructure** Not scored. For reference only.	
Part III: Identification of Problem, Need or Opportunity			
	Criterion	**Sub-Criterion**	**Maximum Points**
31	**Project Objectives**	Not scored. For reference only.	34
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.	

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.	
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.	
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.	
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 project location that may have a positive 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.	

SRTS Criterion (not in application)

	Criterion	Sub-Criterion	Maximum Points
	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.	16
		2017-2018 Partner Level Partner level is determined by SRTS Program staff depending on the level of commitment to program. Partnership spans Basic - Gold.	

*Source: https://datacenter.kidscount.org/data/tables/7417-free-and-reduced-price-lunch-enrollment-rates-by-school-district#detailed/2/any/false/1484,1457,1228,1070,1022,892,784,685,684/any/14498)