Each LPA is allowed only one Safe Routes to School application.

The following are required for your application:

NOTE: For this solicitation, a one-on-one pre-application meeting is required. Additional information on scheduling and the requirements can be found at the NJDOT Local Aid Resource Center website: http://www.njdotlocalaidrc.com

1. Pre-Application Meeting
2. Resolutions/letters of Support
3. Maintenance Commitment
4. Responsible Charge
5. Distance to School-the project must be within 2 miles of a K-12 school.

If any of the below requirements are not met, the project is ineligible for funding and the application will not be considered.

<u>Pre-Application Meeting:</u>
Mandatory pre-application meeting with Local Aid Resource Center, MPO, and Local Aid District Staff

<u>Resolutions of Support:</u>
Each application must include, as an attachment, an approved resolution of support from the governing body of the lead public agency (LPA) and a letter or resolution of support from the participating school board, and from the owner of the public right-of-way in which the project is to be located. Resolutions of Support are required as they demonstrate compliance with federal regulations allowing an opportunity for public participation and community input. If they are not attached, then the project will be considered ineligible. <u>See Attached Sample Resolution.</u>

I) Must be dated within one year of the NJDOT application solicitation letter date

II) Must refer to the project for which the funds are being sought

III) Must provide evidence of board action adopting the Resolution of Support, which includes a signature and date of the action.

IV) Unsigned Resolution of Support will not be accepted

Use the boxes below to attach Resolutions of Support

In addition, if the agency(ies) with ownership of the public right-of-way where the project is proposed (the municipality or county) is different than the applicant LPA, they must show support for the project in the form of an approved resolution. Use the box(es) below to attach letters/resolutions of support from the school board, the municipality(s), and the counties, as necessary.

Maintenance Commitment:
Attach a maintenance commitment for this project.

The LPA must indicate and certify continual ownership and maintenance for the useful life of the project. If the LPA does not have maintenance jurisdiction over the public right-of-way where the project is proposed, then a signed letter or board approved resolution must be provided by the party having maintenance jurisdiction. The letter/resolution must be dated within one year of the NJDOT application solicitation letter date. Letters should be addressed to the LPA.

Letters/Resolutions of Support
• Must be dated within one year of the NJDOT application solicitation letter date.
 • Must refer to the project for which the funds are being sought.
 • Must provide evidence of board action if it is a resolution, which must include a signature and date of the action. Unsigned letters/resolutions of support will NOT be accepted. Use the box(es) below to attach the letter/resolutions of support.

<u>Responsible Charge</u>
Provide the name, title, and employer of the person who will be in responsible charge of the project.

The responsible charge is defined in 23 CFR 635.105(a) (4). Federal regulations requires Local Public Agencies' (LPAs) to provide a full-time employee to be in responsible charge of Federal-aid construction projects. The person in responsible charge of LPA administered projects does not have to be an engineer, but they must be a full-time employee of the LPA. Consultant Engineers providing engineering services or functioning as the LPA engineer of record are not eligible to serve as the responsible charge.

Name, Title, and Employer _____

<u>Distance to School:</u> The proposed project must be within 2 miles of a K-12 school. A map showing the locations of the project and the school must be attached.

Have you or the applicant that you represent scheduled and attended a one-on-one pre-application meeting? *
( ) Yes   ( ) No

Please provide the date of the one-on-one pre-application meeting:
*

For additional information, please see: http://saferoutesnj.org

Infrastructure/Engineering	**Popular Project Types:**
( ) Bikeways	On-Street Bike Lanes, Off-Road Bike Paths, Bike Route, Bicycle Parking
( ) Pedestrian Safety	Sidewalks, ADA Curb Ramps, Crosswalks, Pedestrian Crossing Signs, Pedestrian Push-buttons/Signal Heads
( ) Pedestrian Safety/Bikeways	School Zone Delineation, Driver Feedback Signs, Traffic Calming, etc.

Project Title:

County to filter by:

Municipalities:

COMPLETE a seperate sheet for each school.

Provide complete information for each school that is participating in or will benefit from the proposed project or activity. Provide complete contact information for the designated lead coordinator at each school. Provide information about how students currently travel to and from school and the method used to collect this data. Provide information about the percentage of students living within two miles of the school. Indicate whether courtesy/hazard busing is currently provided, and estimate the number of students that will benefit from the project or activities included in this application. Indicate whether the school is part of a Schools Development Authority District or located within an Urban Aid Community. See questions below for links to these lists.

School Name

Address

Zip

School District

School-Designated Lead Coordinator:

Contact Name

Title

Organization

Contact Phone

Contact E-mail

Is the school part of a shared School District?   ( ) **Yes**   ( ) **No**
 If **yes**, please identify additional municipalities:

**The federal aid Safe Routes to School program funds projects for students
in kindergarten through twelfth grade (K-12).**

Grade Levels at the school identified above

Student Population

Enter the estimated number or percentage of students who currently:
Walk to School

Bike to School

Ride the Bus

Drop off/other

What is the source of this travel information?

Number of students living within 2 miles of the school

Number of ADDITIONAL students expected to walk or bike to school
because of the project.

Is courtesy/hazard busing provided?   ( ) **Yes**   ( ) **No**

Is the school district a Schools Development Authority district?   ( ) **Yes**   ( ) **No**
A list of Schools Development Authority District is available at
https://www.njsda.gov/Content/FactSheets/31_SDA_Districts.pdf

Is the school located in an Targeted Urban Municipalities?   ( ) **Yes**   ( ) **No**
A list of Targeted Urban Municipalities is available at:
https://njsage.intelligrants.com/Documentation/NJSAGE/tum_list_6_6_23.pdf

Many New Jersey municipalities and schools have been recognized by the NJ SRTS Resource Center for their commitment to and support of Safe Routes to School. Has your community has been certified by the NJ SRTS Resource Center with either Bronze, Silver, or Gold Recognition Level status for the last two years? The list is available at https://www.saferoutesnj.org/about-the-safe-routes-to-school-recognition-program/

( ) **Yes**   ( ) **No**
If yes, attach a copy of the School Recognition Certificate or press release.

Has the need for the project been identified in a <u>School Travel Plan</u> within the last 5 years?
( ) **Yes**   ( ) **No**
If Yes, attach the plan and indicate the pages that identify the project.

A School Travel Plan helps to create safer routes for pedestrian and bicycle travel by identifying key contacts and team members, problem areas and proposing solutions. A SRTS Travel Plan Guide was created to provide example format and content. It is available here:

New Jersey SRTS Travel Plan Guide:
https://www.saferoutesnj.org/creating-a-school-travel-plan-2/

Do(es) the school(s) to be served by the proposed project have a written <u>policy</u> supporting walking and bicycling to school?
( ) **Yes**   ( ) **No**
If Yes, attach the policy and indicate the pages where it supports biking and walking to school.

Adopting policy is a mandated function of the school board. Policies establish direction for the district and its schools, set the goals, assign authority, and are the means by which educators are accountable to the public. The most important reason to have a policy is to make expectations consistent district-wide. Adopting a school bicycling or walking policy standardizes the transportation safety rules for the district. Students and guardians may not be aware of safe pedestrian or cycling behavior. A policy like these can help lay the groundwork for better and safer behaviors. Model walking and bicycling to school policies can be found here:

NJ SRTS Resource Center Tools, Tips, and more
https://www.saferoutesnj.org/guides/

Has the school district adopted a <u>School Wellness Policy</u> that encourages walking and bicycling to school?
( ) **Yes**   ( ) **No**
If yes, attach the policy and indicate the pages where it supports biking and walking to school.

In the Child Nutrition and Women, Infants and Children Reauthorization Act of 2004, the U.S. Congress established a new requirement that all school districts with a federally-funded school meals program develop and implement wellness policies that address nutrition and physical activity by the start of the 2006-2007 school year. The National Alliance for Nutrition and Activity (NANA, www.nanacoalition.org) put together a task force of health, nutrition, physical activity and education professionals to create a set of model school wellness policies that school districts can adopt. Resources for local school wellness policies can be found here:

Model School Wellness Policies
 http://www.schoolwellnesspolicies.org/WellnessResources.html

Has the municipality adopted a Complete Streets Policy?
( ) **Yes**   ( ) **No**
If yes, attach the policy.

Complete Streets is a nationwide movement that attempts to integrate people and place into the planning, design, construction, operation, and maintenance of our transportation networks. NJDOT promotes the development and implementation of policies and practices that ensure streets are safe for people of all ages and abilities, balance the needs of different modes, and support local land uses, economies, cultures, and natural environments. For information on Complete Streets in New Jersey, see the following web sites:

NJDOT Complete Streets
http://www.state.nj.us/transportation/eng/completestreets/
NJ Bicycle and Pedestrian Resource Center
http://njbikeped.org/about-complete-streets-in-nj/

Describe existing programs and improvements that demonstrate a commitment
to encouraging walking and bicycling to school.
Additional consideration will be given to communities and schools that have shown a commitment to walking and bicycling by implementing various improvements or programs and/or have taken steps to plan for better pedestrian and bicycling facilities.

Have the school(s), municipality, or other partners initiated or participated in any programs to encourage or support walking and bicycling to school (Walk to School Day, Bicycle Rodeo)?
( ) **Yes**   ( ) **No**

If yes, provide a description and date.
Emphasize those programs recently implemented (i.e., within the past two years). Describe clearly any programs to encourage or support walking and bicycling to school (e.g., Walk to School Day, bicycle rodeo).

Have the school(s), municipality, or other partners constructed any physical improvements that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks)?
( ) **Yes**   ( ) **No**

If yes, provide a description and date.
Describe any recently constructed physical improvements that encourage walking and bicycling to school (warning signs, sidewalks, bicycle racks), or any improvements that are in process (excluding those funded or to be funded under this program).

Does the proposed project connect to a regional bicycle or pedestrian network? (The network should connect the project to a neighborhood, park, library, or other location of interest to school students.)
( ) **Yes**   ( ) **No**

If yes, show on a map.

Describe the obstacles (physical or other) to walking or bicycling to school.

Describe current hazards facing children who walk or bicycle to the school(s).
You are encouraged to reference supporting documentation such as: maps, history of traffic problems, accident reports, traffic counts, speed surveys, health statistics, crime reports, photographs of deficiencies, walkability audits, census information and survey results.

Attach a location map showing up to a two-mile radius of the school(s). Label the school site(s) and problem areas.

Maps, photographs, and other data which provide evidence of the severity of the problem, may be uploaded to SAGE. Documentation can include a history of traffic problems, accident reports, traffic counts, speed surveys, crime reports, walkability audits, photos of deficiencies, health statistics, census information and survey results.

Attach up to ten photographs of problem areas.

Attach additional files (crash data, accident reports, maps, survey results, health statistics, crime statistics or reports, speed surveys, walkability audits, census information, etc.) which provide evidence of the severity of the problem.

Describe how the results of the project will be measured. Minimally, grant recipients will be required to record the number and type of improvements installed and the results of pre-and post-project surveys on how students travel to and from school.

Describe how the safety and/or health benefits of the project will be evaluated using at least one of the measures listed below. Potential measures may include:

 Increase in the number of children walking or bicycling to school
 Changes in public/student perception of safety (survey)
 Increased awareness of safe walking and bicycling behaviors
 Increased awareness of safe driving behaviors
 Reduction in speed limit violations
 Reduction in failure to stop for pedestrians
 Reduction in crashes involving bicyclists and pedestrians
 Decrease in motor vehicle traffic around arrival/dismissal
 Improvement in crime statistics around the school
 Improvement in health statistics for the school children