Contacts Tab

Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

Description	Contacts	Narrative	Documents	Budget	Schedule	Environment/Community	Maintenance	Summary

ⓘ

	First Name	Last Name	Contact Type	Prefix	Title	Organization	Phone	Ext.	Cell	E-mail

See next page for list of required contacts

[Add Contact] [Edit Contact] [Delete Contact] [Print]

Instructions:

1. Press the "Add Contact" button to activate the pop-up window that allows you to begin entering information (shown at right).

2. Enter the contact information for the <u>required</u> contacts listed on the next page. **Do not list your entire SRTS planning team in this section; this information is captured elsewhere in the application.**

3. Although they are not designated as such, <u>address</u>, <u>city</u>, <u>state</u>, <u>zip</u>, <u>phone</u>, and <u>e-mail</u> are all REQUIRED fields for SRTS applicants.

4. The contacts do not need to be listed in a particular order, but please ensure that all of the required contacts are listed and that the contact information is complete and accurate.

Enter Contact Information ✕

*= Required Fields

Add/Edit Contact information.

* Contact Type : `<Select>`
* Prefix : `<Select>`
* First Name :
* Last Name :
* Title :
* Organization :
Address :
City :
State : `<Select>`
Zip :
* Phone : ( ) –
Ext. :
Cell : ( ) –
* E-mail :

[Save] [Cancel]

Contacts Tab

Contact type (dropdown menu)	Enter contact information for the following individuals (required)
Select "Contact Person"	Enter the contact information for the **application contact person** (the person our office should call with questions regarding the application- does not have to be an employee of the applicant agency**)**
Select "Chief Elected Official"	Enter the contact information for the **Mayor, Village President, or County Road Commission Chair**
Select "Chief Administrative Official"	Enter the contact information for the **City Manager, Village Manager,** or the **County Road Commission's Managing Director or Engineer-Manager**
Select "Other"	Enter the contact information for the school's **Principal or Head of School**
Select "Other"	Enter the contact information for the school district's **Superintendent**
Select "Other"	Enter the contact information for the school's **fiduciary for noninfrastructure funding***
Select "Other"	Enter the contact information for the **Township Supervisor** (if applicable)**
Select "Other"	Enter the contact information for the **Township Manager** (if applicable)**

 * Provide only if requesting noninfrastructure funding.
** Provide only if the school is located in a township or charter township.

Narrative Tab

Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

| Description | Contacts | Narrative | Documents | Budget | Schedule | Environment/Community | Maintenance | Summary |

* = Required Fields

* In a brief narrative, describe the proposed work and how the project will benefit the affected community(ies):

[1]

0 of 4000 characters (0%)

* Describe how this project is competitive for funding: ⓘ

[2]

0 of 4000 characters (0%)

Save   Print

Field	Field Description	Guidance
1	Describe the proposed work	Provide a general overview of the infrastructure and noninfrastructure requests. Include information such as the type of work requested, the location, and the route limits. Example: *"Infrastructure improvements will include installing sidewalks, ADA ramps, and pavement markings on Oak Street between First and Second Street and installing new pedestrian crosswalk signs at the intersection of Third and Elm. Noninfrastructure programs will include pedestrian safety education, a walking school bus, and a bike rodeo."*
2	Describe how the work is competitive for funding	Describe how the project is competitive for Safe Routes to School funding

Documents Tab

Instructions:

1. Press the "Add" button to activate the pop-up window (shown at left) that allows you to begin entering information.

2. Most of the required documents are available as templates on the Michigan SRTS website. Visit www.saferoutesmichigan.org/applicationsubmit to download the templates.

3. Upload the required documents:
   a. Enter a document description (see next page for suggested document descriptions).
   b. Select the document type from the dropdown menu (see next page for document types).
   c. Press "Browse" to locate the document on your computer and press "Save" to upload the file.

4. The Document #, User, and Date fields are completed automatically.

5. Upload as many files as needed based on your funding requests.

6. The documents do not need to be uploaded in a specific order.

Documents Tab

The following documents are required for **all** applicants:

Name to Enter in Description Field	Document Type (dropdown menu)	File to Upload	Obtain document from:
School Profile and Demographics	Other	School Profile and Demographics	Download template from SRTS website
Planning Process	Other	Planning Process	Download template from SRTS website
Action Plan	Other	Action Plan	Download template from SRTS website
SRTS Survey Report	Other	SRTS Survey Report prepared by Michigan State University	Obtain report from MSU or SRTS office
Travel Tally Results	Other	Results from Classroom Travel Tally	Download template from SRTS website
Post Evaluation Commitment	Other	Post Evaluation (survey) Commitment	Download template from SRTS website
Principal Letter of Support	Letter of Support	Letter of Support from School Principal (or head of school)	Obtain letter from school principal
Map of School Enrollment Area	Map	Map of school enrollment area	Obtain map from school district
Summary Budget	Other	Summary Budget	Download template from SRTS website
Map of Student Homes	Map	Map of Student Homes (do not list student names)	

If the application includes **infrastructure** requests, the following documents are required in addition to the ones listed above:

Name to Enter in Description Field	Document Type (dropdown menu)	File to Upload	Obtain document from:
Infrastructure Project Description	Other	Infrastructure Project Description (complete one per route)	Download template from SRTS website
Act 51 Resolution	Resolution	Resolution from Act 51 Agency	Download template from SRTS website
Infrastructure Priorities Map	Map	Map showing location of infrastructure requests	Obtain from local road agency
[Name of Street] Cross Section	Cross Section	Typical cross sections of streets proposed for construction	Obtain from local road agency
[Name of Street] Plan View	Plan View Sketch	Plan view sketch of streets proposed for construction	Obtain from local road agency
Photograph of [description]	Photograph	Photos demonstrating need for infrastructure improvements	Obtain from local SRTS team
Letter to Property Owners*	Other	Sample of letter mailed to property owners	Obtain from local road agency

| List of Impacted Addresses* | Other | List of addresses impacted by new sidewalk/path construction | Obtain from local road agency |

* For new sidewalk or multi-use path construction only; see program guidance regarding new sidewalk/path construction

If the application includes <u>noninfrastructure</u> requests, the following documents are required in addition to the ones listed at the top of this page:

Name to Enter in Description Field	Document Type (dropdown menu)	File to Upload	Obtain document from:
Noninfrastructure Project Description	Other	Noninfrastructure Project Description (complete one per activity)	Download template from SR2S website
Fiduciary Letter of Commitment	Letter of Support	Letter of Commitment from Noninfrastructure Fiduciary	Download template from SR2S website

Budget Tab

A detailed budget can be entered in this section or attached in the document tab. If the budget is attached in the documents tab, please add the participating budget total and non-participating budget total as a row in the appropriate budget section.

Application Details -TA 2013004.01, Grand Haven, Lakeshore Middle School SRTS, Open

| Description | Contacts | Narrative | Documents | Budget | Schedule | Environment/Community | Maintenance | Summary |

[Save] [Print] ⓘ

Participating Items of Work

[Add Row] [Delete]

Item of Work	1 ▲	Quantity	Unit	Unit Cost ($)	Item Cost ($)

Total $0.00

Non-Participating Items of Work

[Add Row] [Delete]

Item of Work	Quantity	Unit	Unit Cost ($)	Item Cost ($)

Total $0.00

Participating Match Details

[Add Row] [Delete]

Source	Type	Amount ($)	Match Percentage

Source of Non-Participating Funds:

Project Summary			Request Summary		
Participating Items	$0.00		Grant Funds	$0.00	0.00%
Non-Participating Items	$0.00		Match	$0.00	0.00%
Project Total	**$0.00**		**Participating Costs**	**$0.00**	

[Save] [Print]

Important Notes:

- Infrastructure project budgets are required to include:
    - mobilization - 5% of total participating budget
    - traffic control - 10% of total participating budget

- Eligible costs are those costs determined by federal guidance and by MDOT to be consistent with achieving the intention of eligible categories set forth in federal law. To enable limited funds to support more projects, some project development costs are considered ineligible by MDOT, but may meet federal eligibility. MDOT usually considers the following costs to be ineligible for funding:

    - Construction engineering
    - Construction extras and cost overruns
    - Design engineering

    - Environmental clearance and mitigation
    - Permit costs
    - Project administration

- Ineligible items specific to the Safe Routes to School Program include:

    - Costs for required traffic signal warrants studies
    - Equipment for infrastructure maintenance, such as snow removal
    - Improvements to pick-up and drop-off areas that do not primarily benefit children walking and bicycling to school
    - Improvements to routes to bus stops
    - Items not in compliance with state and federal engineering
    - Landscaping

    - Purchase of right of way
    - Raised crosswalks
    - Sidewalks or other pathways on school property that do not connect directly with community sidewalk systems (e.g. connecting schools on campus)
    - Sidewalks or other pathways with the primary purpose of connecting the school with recreational facilities, athletic facilities, or commercial areas
    - Stand-alone curb ramps, which should be done with other funds to meet ADA requirements and design standards
    - Supplanting or replacing existing funding

- Ineligible noninfrastructure activities and programs specific to the Safe Routes to School Program include:

    - Abandoned building demolition
    - Adult or student raffle items to reward meeting attendance
    - Anti-bullying curriculum
    - At-school walking clubs
    - Bicycles and bicycle locks
    - Candy, soda, junk food, or unhealthy fast foods
    - Computers, laptops, iPads/tables, iPods/MP3 players, smart boards, or other electronic equipment
    - Crossing guard salaries
    - Full meals
    - Gang violence prevention programs
    - Gift cards

    - Graffiti removal or general neighborhood clean-up or beautification programs
    - Handbooks and manuals (available from the Michigan Fitness Foundation)
    - Headphones/earbuds
    - In-school physical education activities
    - Newsletters and flyers with information that can be obtained from the Michigan Fitness Foundation
    - Nutrition education activities
    - Salaries or stipends for positions currently funded from another source
    - Salaries or stipends for multi-year positions
    - Security cameras
    - Speed trailers
    - Stray animal removal and vaccination programs
    - Video production

For many projects, these ineligible costs may be characterized as non-participating costs. Nonparticipating costs must be funded through other sources even when items are required to complete the project.

Schedule Tab - Construction

Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

| Description | Contacts | Narrative | Documents | Budget | Schedule | Environment/Community | Maintenance | Summary |

[Save] [Print] (i)

* = Required Fields
* Please select the option that best describes your project:

[Construction ▾]

Milestone   **Date**

1. Plans and Estimate Complete: (i)   [_____ 1] 📅

2. Grade Inspection Package submitted to MDOT: (i)   [_____ 2] 📅

3. Right of Way Certified: (i)   [_____ 3] 📅

4. Matching Funds Certified: (i)   [_____ 4] 📅

5. Advertisement Start Date: (i)   [_____ 5] 📅

6. Construction Letting Date: (i)   [_____ 6] 📅

7. Construction End Date: [_____ 7] 📅

* Will this project be paired with any future construction projects? ○ Yes ○ No **8**

Additional comments about the project schedule:

[**9**   ]

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[Save] [Print]

If "yes" is selected, this set of questions appears

* Will this project be paired with any future construction projects? ⦿ Yes ○ No

* 1. Project with MDOT Management: ○ Yes ○ No

* 2. Project with Local Management: ○ Yes ○ No

Schedule Tab – Construction (cont.)

If the project will be paired with an MDOT project, the following questions appear:

If the project will be paired with a local project, the following questions appear:

Schedule Tab - Construction

Field	Field Description	Guidance
1	Plans and estimate complete	Enter target date for completion of construction plans and developing cost estimates of those plans
2	Grade inspection package submitted to MDOT[1]	Enter target date for submitting grade inspection package to MDOT
3	Right-of-way certified	Enter target date for submission and approval of Attachment A and B of MDOT LAP Program Application.
4	Matching funds certified[2]	Enter target date for certification of matching funds
5	Advertisement start date	Enter target date for project advertisement; the statewide advertisement for bids is typically five weeks
6	Construction letting date	Enter target date for construction letting
7	Construction end date	Enter target date for project completion
8	Paired with other construction projects	Indicate whether the SRTS project will be paired with a future MDOT or local construction project
9	Additional comments	Enter any additional information regarding the construction schedule

[1] Grade inspection package includes items such as construction plans, special provisions, cost estimate, and completed MDOT LAP Program Application.

[2] Certification of matching funds is accomplished by adoption of a resolution by the applicant's legislative body stating that the non-federal match funding is available for expenditure on the project.

Schedule Tab - Acquisition

Schedule Tab - Acquisition

Field	Field Description	Guidance
1	Document package submitted to MDOT LAP[1]	Enter target date for submitting document package to MDOT Local Agency Programs unit
2	Financing in Place	Enter the target date to have financing in place
3	Closing date	Enter the target closing date
4	Paired with other construction projects	Indicate whether the SRTS project will be paired with a future MDOT or local construction project
5	Additional comments	Enter any additional information regarding the acquisition schedule

[1] Document package includes items such as appraisal, parcel map, legal description and MDOT LAP Program Application.

Schedule Tab - Other

Schedule Tab - Other

Field	Field Description	Guidance
1	Financing in Place	Enter the target date to have financing in place
2	Project Start Date	Enter the target project start date
3	Project Completion date	Enter the target project completion date
4	Paired with other construction projects	Indicate whether the SRTS project will be paired with a future MDOT or local construction project
5	Additional comments	Enter any additional information regarding the project schedule

Environment/Community Tab

Field	Field Description	Guidance
1	Environmental factors	Describe if any of the items listed will be required to implement the project. Note: it is not necessary to have secured all applicable permits prior to applying.
2a	Impact on property owners	Mandatory notices to property owners located on or adjacent to areas of proposed new sidewalk construction must be made by the local Act 51 Agency, according to its approved policy. "New" in this instance means new construction as opposed to repair and replacement. These notices must include an indication of the areas potentially affected by the proposed construction, as well as methods for the property owners to offer their comments on the proposed project. For example: • Public notices (e.g. newspaper notice and mailings) such as, "Owners of properties located in the 300 to 600 blocks of School Street are invited to attend a public informational meeting to be held on Tuesday, January 4, 2011 at 7:00 p.m. at the Township Hall. Alternatives for construction of new sidewalk in those areas will be discussed, along with reviews of possible funding sources. Attendees will have an opportunity to offer their input or comments on the proposed alternatives." The application must include documentation of the notification, a summary of the results, and a summary of how property owner comments and concerns were addressed.

Environment/Community Tab (cont.)

* 2b. Is property acquisition necessary? ○ Yes ⊙ No **2b**

* 3a. How did you facilitate stakeholder engagement in the development of this project concept and what stakeholders were involved?

3a

0 of 4000 characters (0%)

* 3b. Describe the stakeholder input you received. How did this input help shape this project concept?

3b

0 of 4000 characters (0%)

If "yes" is selected for question 2b, this set of questions appears

* 2b. Is property acquisition necessary? ⊙ Yes ○ No

(Select all that apply and describe below.)

☐ Donation   ☐ Willing Seller   ☐ Appraisal Completed   ☐ Purchase option   ☐ Purchase agreement

Please Describe:

2b

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Environment/Community Tab (cont.)

Field	Field Description	Guidance
2b	Property Acquisition	Indicate whether property acquisition is needed. If "yes" is selected, the additional questions shown above will appear. Note: costs associated with property acquisition are <u>not</u> reimbursable through the SRTS program.
3a	Stakeholder Engagement	Describe your efforts to engage stakeholders during the development of the school's SRTS action plan and application
3b	Stakeholder Input	Provide a synopsis of the stakeholder input you received and indicate whether this input impacted your project plans and application

Environment/Community Tab (cont.)

4. If this project is identified in an adopted community, county, and/or region-wide plan, please describe

(Such as a master plan, comprehensive plan, trail plan, downtown development plan, etc.)

4

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*5. Has your community adopted a Complete Streets policy? **5**

○ Yes ⦿ No

[Save] [Print]

If "yes" is selected for question 5, this set of questions appears

*5. Has your community adopted a Complete Streets policy?

⦿ Yes ○ No

*a.) What type of document is your policy? (Select all that apply.) **5a**

☐ Policy ☐ Ordinance ☐ Capital improvement program

☐ Resolution ☐ Masterplan ☐ Other [   ]

*b.) How does this project support this policy?

5b

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c.) Describe what investment your community has made and/or activities you conducted to support

your Complete Streets policy.

5c

0 of 2000 characters (0%)

[Save] [Print]

Environment/Community Tab (cont.)

Field	Field Description	Guidance
4	The SRTS project as part of a larger plan	Describe whether the SRTS project is identified in a larger community or regional plan
5	Stakeholder Engagement	Indicate whether your community has adopted a Complete Streets policy. If "yes" is selected, the additional questions shown above in fields 5a, 5b, and 5c will appear.
5a	Type of Complete Streets policy	Indicate the type of Complete Streets policy your community have adopted
5b	How the SRTS project supports the Complete Streets policy	Describe how the SRTS project will support the Complete Streets policy
5c	Complete Streets investments	Describe the ways thecommunity has supported its Complete Streets policy

http://michigancompletestreets.wordpress.com/resource/policy-center/

Maintenance tab

Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

| Description | Contacts | Narrative | Documents | Budget | Schedule | Environment/Community | Maintenance | Summary |

* = Required Fields

*   What agency is responsible for operation and maintenance of the completed project and what source of funds will be used?

1

0 of 4000 characters (0%)

*   Describe anticipated maintenance needs by task. (Indicate frequency of maintenance and estimated annual cost.)

2

0 of 4000 characters (0%)

Save   Print

Maintenance tab

Field	Field Description	Guidance
1	Agency responsible for maintenance	Indicate the name of the agency responsible for maintenance and the funding source for maintenance-related expenses
2		