



# Safe Routes to School

**Safe Routes to School Procedures and Operations Manual FY19**

# Safe Routes to School Procedures and Operations Manual FY19

## Introduction

Safe Routes to School (SRTS) is an international movement that makes it safe, convenient, and fun for students to walk, roll, and bike to school. The Michigan SRTS program is managed by the Michigan Department of Transportation (MDOT) with support provided by the Michigan Fitness Foundation (MFF), and seeks to:

- Enable and encourage students in grades K-8, including those with disabilities, to walk and bicycle to school;
- Make bicycling and walking to school a safer and more appealing transportation choice, thereby encouraging a healthy and active lifestyle from an early age;
- Facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of elementary and middle schools;

The Michigan program works to achieve its mission by using the “6 E’s”, Education, Encouragement, Enforcement, Evaluation, Engineering, and Equity as guiding principles during the SRTS planning and implementation; and its two grant programs, the Mini-grant program and the Major-grant program.

The Mini-grant is a programming-only grant, to help schools build a culture of walking, biking, and rolling among students. Mini-grants can help a walking school bus program, an incentive program, a remote drop site, bike rodeos, and more. Schools can apply annually for up to \$5,000 each or up to \$25,000 for multiple schools. The application opens each year in January.

The Major-grant is an award to help communities build sidewalks, crosswalks, and other eligible infrastructure improvements that may be needed to make it possible for students to walk, bike, and roll safely to school. There is up to \$200,000 per school available for infrastructure and an additional \$8,000 per school to build programming around your project. The Major-grant requires communities to undergo an in-depth planning process that can take anywhere from six months to a year prior to submitting an application. Application deadlines are on an on-going and rolling basis.

Both grants include non-infrastructure programs, the objectives of which are to:

1. Build awareness, support, and effective implementation of active transportation programs as measured by:
  - a. The number of students who participate throughout the program year
  - b. An increase in the number of adult volunteers assisting with active transportation program activities
  - c. The number of community partners who actively assist with program activities
2. Develop a sustainable active transportation program as measured by:
  - a. Continued active transportation route service participation
  - b. Education beyond the term of the funding award
3. Create innovative programs and activities, as measured by:
  - a. Site visits and regular communication with MFF staff

**This manual is meant to be a supplement to all non-infrastructure contracts with the Michigan Fitness Foundation Safe Routes to School Program. Items in this manual will help your community understand program guidelines, invoicing procedures for timely reimbursement, and progress reporting instructions.**

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## Section 1: Fiduciary & School Responsibilities

The following is information for the fiduciary overseeing the project. These conditions apply to the party undersigned in the contract.

### **What is a fiduciary responsible for?**

1. A fiduciary manages all financial aspects of the contract:
  - a) Develop and implement spending procedures and payment schedules.
  - b) Ensure funding spent in accordance with the contract's Award Summary.
    1. All activities and encouragement items must be SRTS-purposed—they must encourage or enable students to walk or bicycle to and from school.
  - c) Pay for approved expenses before submitting for reimbursement.
  - d) Submit required reporting documents and back-up documentation (receipts) using the Michigan Fitness Foundation forms and templates for reimbursement.
    1. The reimbursement process may take up to 90 days from the submission of an accurate and complete reporting packet.
2. A fiduciary manages all reporting aspects of the contract:
  - a) Communicate reporting and invoicing guidelines to the SRTS program coordinator (and school principal if requested).
  - b) Submit reports, invoices, and receipts to Michigan Fitness Foundation for reimbursement in a timely manner.
3. Champion Safe Routes to School activities and projects.
4. Work with principals and coordinators to solve problems and issues that may arise throughout the life of the contract.

### **Fiduciary Recipient Guidelines**

1. Recipients must not spend funds until the subcontract is executed.
2. **Recipients must carefully review the subcontract and assurances before signing it, as you are held accountable to all provisions, including the Prime Agreement between MFF and MDOT.**
3. Recipients must complete the post surveys before submitting the final invoicing packet. Final reimbursement will not be made until any post survey(s) are completed.
4. Recipients must complete and return an A-133 form.
5. Recipients must complete and return the "Request to Add or Update Vendor in CTRAK" form.

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## Section 2: Contract Procedures

### **Contracts**

The Michigan Fitness Foundation enters into contracts for the non-infrastructure portion of the Safe Routes to School programs. Eligible recipients include public, charter, or non-public schools or school districts serving students with at least one grade in the K-8 range. Schools with existing SRTS programs are eligible to apply as well. Schools, school districts, 501(c)(3) organizations, and others working in partnership with schools are welcome to apply on behalf of a school. Non-school entities must have the consent of the school principal(s) at time of application.

All non-infrastructure contracts will open on a yearly basis on October 1<sup>st</sup> and close on September 30<sup>th</sup> of the following year. Contracts will open for one year, with the option of a one-year extension. Mini-grant contracts will open on June 1<sup>st</sup> (\*) and close on September 30<sup>th</sup> of the following year.

\*pending Director Approval

The following documents must be signed and returned before or when the contract is signed. Please refer all questions to our Contracts Coordinator if assistance on these documents is needed. See Section 7 for contact information.

**See Section 9 for Example of Single Audit Certification**

**See Section 9 for Example of CTRAK Addition**

**See Section 8 for assurances. They are included in the contract and will require the signature of the fiduciary.**

### **Maintaining Records**

All original materials and supporting documentation for billings must be kept on file at your organization and available upon request until MDOT's final SRTS audit has been completed. This includes, but is not limited to time sheets, payroll records, invoices and receipts for all direct expenses, and documentation of indirect rates (if applicable).

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## Section 3: Invoice Procedures

**This information is to help award recipients navigate and submit completed invoices based on their awarded activities. Should awardees have questions about any item or invoice throughout their contract life, you are encouraged to contact the Contracts Coordinator. See Section 7 for contact information.**

Invoices may be submitted on a monthly or quarterly basis – based on the school’s programming goals. Complete invoice packages MUST be submitted at least once per quarter. For timely reimbursement, invoices must be submitted by the 10<sup>th</sup> of the month.

Final invoices for all work done prior to September 30<sup>th</sup>, must be submitted by October 30<sup>th</sup> to ensure reimbursement. Final invoices include a completed survey package (for Major Grants) and completed survey

<b>Sample FY19 Safe Routes to School Monthly Schedule</b>	
<b>What to Submit</b>	<b>Due Date By</b>
Oct. progress report/invoice	November 10, 2018
Nov progress report/invoice	December 10, 2018
Dec. progress report/invoice	January 10, 2019
Jan. progress report/invoice	February 10, 2019
Feb. progress report/invoice	March 10, 2019
March progress report/invoice	April 10, 2019
April progress report/invoice	May 10, 2019
May progress report/invoice	June 10, 2019
June progress report/invoice	July 10, 2019
July progress report/invoice	August 10, 2019
August progress report/invoice	September 10, 2019
Sept. progress report/invoice	October 10, 2019

<b>Sample FY19 Safe Routes to School Quarterly Schedule</b>	
<b>What to Submit</b>	<b>Due Date By</b>
1st Quarter progress report/invoice	January 10, 2019
2nd Quarter progress report/invoice	April 10, 2019
3rd Quarter progress report/invoice	July 10, 2019
4th Quarter progress report/invoice	October 10, 2019

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**Payment for Safe Routes to School non-infrastructure expenditures is done on a reimbursement basis and is submitted to MDOT for payment after receipt of a complete Reporting/Invoicing Packet. The packet must be submitted to MFF.**

- MFF will review the packet for accuracy and completeness and will notify you if additional information is needed.
- **An incomplete submission will not be submitted for payment until it is corrected. If corrections are not made, payment will not be made. MFF shall invoice MDOT on account of Subconsultant's Services and shall pay Subconsultant within ten days of the time MFF receives payment from MDOT on account thereof. Payments to Subconsultant will be reduced by any amounts withheld by MDOT.**
- Upon the release to MFF of any amount which includes payments due Subconsultant, MFF will forward to Subconsultant its portion of such payment.

**ONLY ITEMS IDENTIFIED IN YOUR AWARD SUMMARY MAY BE REQUESTED FOR REIMBURSEMENT. THE ITEMS DISCUSSED ARE ONLY APPLICABLE IF THEY ARE IDENTIFIED IN YOUR AWARD SUMMARY. (FOR EXAMPLE, IF YOU DO NOT HAVE MILEAGE/TRAVEL IN YOUR AWARD SUMMARY, YOU CANNOT BE REIMBURSED FOR IT AND YOU WILL NOT NEED TO COMPLETE THE TRAVEL SUMMARY FORM.)**

**Each Reporting/Invoicing Packet must include the following:**

*Reporting forms and sample forms are presented in Section 9 and can also be downloaded from the Michigan Safe Routes to School website under Funding: Award Recipient Reporting Materials. Forms must be submitted electronically without any handwritten information.*

1. Progress Report (not available on website, specific to individual objectives, contact MFF)
2. Invoice
3. Personnel Expense Detail (if personnel expenses were incurred)
4. Non-Personnel Expense Detail (if non-personnel expenses were incurred)
  - a. Meeting Summary Form (if food and beverage expenses were incurred)
  - b. Travel Summary Form (if mileage or other travel expenses were incurred)
5. Itemized Receipts<sup>1</sup> (copies of all receipts for non-personnel expenses must be included in order to be reimbursed)
6. Supporting documents for personnel expenses (time-sheet/record of when staff worked) if requested
7. The final Reporting/Invoicing Packet must include a Final Progress Report and completion of survey(s)

For the most up-to-date forms, please visit our website at [www.saferoutesmichigan.org](http://www.saferoutesmichigan.org)

## **A. Invoice/Billing:**

*When opening the invoice workbook, start by clicking on "Enable Content" for the forms to function properly. Complete all yellow areas. Upon completion of the yellow areas the color will disappear. When the forms are*

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<sup>1</sup> Original receipts and time-sheets must be kept by the organization filing the report and be made available upon request until the final MDOT audit.

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*complete, no yellow should remain. Information entered in the yellow areas of some tabs will carry over to the other forms.*

- **School Name(s):** Enter the awarded school(s) that appear on the first page in the first paragraph of the subcontract agreement. Schools are also listed on your Award Summary.
- **Fiduciary Name (if not the school):** Check box if same as school. The fiduciary name appears on the top of the first page of the subcontract agreement.
- **Prime Contract #:** The Prime Contract # is 2018-0465 (stays the same on every form).
- **Job #:** The Job # is located on the first page of the subcontract agreement in the second paragraph and also located at the top of your Award Summary (stays the same on every form).
- **Authorization #:** The Authorization # is located on the first page of the subcontract agreement in the second paragraph and located at the top of your Award Summary (stays the same on every form).
- **Billing #:** The first SRTS billing will be number 1, the second billing will be number 2, with subsequent billing numbers following in sequential order.
- **Billing Period:** This is the timeframe for which you are billing. The Billing Period must fall within the period of your subcontract agreement and not overlap previous billing dates.
- **Cumulative % of Activities Completed:** Indicate the cumulative percentage of all activities completed. Percentages are cumulative. For example, if you completed 10% of activities during the first billing period, your report for the second billing period will show at least 10% complete plus the percentage of completion for the second billing period.
- **The final invoice needs to report 100% of all the activities completed and be accompanied with a final progress report.** If not 100% completed, a detailed explanation will need to be provided. An inadequate response can impact the final reimbursement.
- **Total Budget:** This is the full amount approved for each line item – Personnel and Non-Personnel – for your entire project as shown on your Award Summary.
- **Expended This Period:** This is the amount for which you are requesting reimbursement for each line item – Personnel and Non-Personnel – for this Reporting Period.
- **Cumulative Expenditures:** This is the amount spent to date for each line item (calculates automatically).
- **Remaining Balance:** This is the unspent amount in your budget for each line item (calculates automatically).
- **Grand Totals:** Grand totals for total budget, expended this period, cumulative expenditures, and remaining balance (calculates automatically).
- **Yellow Box:** Mark this box to acknowledge that documentation of all expenses, including timesheets and other payroll documents, must be kept until the final MDOT audit.
- **Check Payable To:** This is the name of the fiduciary organization to which we will cut the check along with the address, city, state, and zip code.
- **Invoice Completed By:** Person's name that completed the invoice.
- **Contact Phone:** Phone number of person who completed the invoice.
- **Contact E-mail:** E-mail of person who completed the invoice.

**See Section 9 for Example Invoice/Billing Template**

## **B. Personnel Expense Detail<sup>2</sup>**

*Click on the Personnel Detail tab along the bottom. You should customize this form to include only the Personnel approved in your subcontract.*

The Personnel Expense Detail must include:

- **School Name:** Autofills from Summary tab.

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<sup>2</sup> Original timesheets for all billed hours must be retained and available upon request until the final MDOT audit.

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- **Fiduciary Name:** Autofills from Summary tab.
- **Job #:** Autofills from Summary tab.
- **Authorization #:** Autofills from Summary tab.
- **Billing #:** Autofills from corresponding Billing tab.
- **Billing Period:** Autofills from corresponding Billing tab.
- **Number of employees this billing:** Enter the number of employees that you are requesting personnel expense reimbursement for this billing period and click the "UPDATE" button. This will add sections for each additional employee's information for up to 10 employees. Contact MFF if you need more than 10 employee sections.
- **Yellow Box:** Mark this box after completing each personnel detail, before printing.
- **Employee detail:**
  - **Employee Name:** Enter employee name.
  - **Title:** Title of employee (for example, SRTS Coordinator).
  - **Previously Billed Through:** Enter last date reimbursement was requested for employee or "NA" (if first billing for that employee) .
  - **Work Period:** Must be broken down by day, week, two weeks, or half month. **An entire month is not acceptable as a work period.**
  - **Hours:** Actual hours worked on the SRTS project must be documented on time sheets and only actual hours can be billed to the grant.
  - **Hourly Rate:** Hourly amount approved in your Award Summary.
  - **Salary Subtotal:** Will calculate automatically.
  - **Fringe Rate:** Fringe rate may be included as long as the hourly rate plus fringe % does not exceed the employee rate approved in your Award Summary
  - **Fringe Subtotal:** Will calculate automatically
  - **Direct Labor Costs:** Will calculate automatically
- **Grand Totals:** Will calculate automatically. ***This total will autofill the Personnel Expense line on the corresponding Billing tab.***

See Section 9 for Example Personnel Expense Detail

## C. Non-Personnel Expense Detail

*The Non-Personnel Expense Detail must include:*

- **School Name(s):** Autofills from Summary tab.
- **Fiduciary Name:** Autofills from Summary tab.
- **Prime Contract #:** Autofills from Summary tab.
- **Authorization #:** Autofills from Summary tab.
- **Billing #:** Autofills from corresponding Billing tab.
- **Billing Period:** from corresponding Billing tab.
- **Yellow Box:** Mark this box after completing each non-personnel detail, before printing.
- **Budget Line Item:** This is the name of the item as it appears on your Award Summary.
  - ✓ Copy/printing expenses must indicate the number of copies and the cost per copy in the description.
  - ✓ Copies of the receipts/invoices for all expenses must be included when submitting an invoice/billing.
- **Description of Items/Purpose:** This is a description of what was purchased and the reason it was purchased.
- **Store/Vendor Name:** This is the Store/Vendor Name that appears on the receipt.
- **Amount:** This is the amount for which you are requesting reimbursement. This amount cannot be greater than the total amount on the receipt.
- **Grand Total:** This is the total amount of the receipts on this form for which you are requesting reimbursement. ***This amount will autofill the Non-Personnel Expense line on the corresponding Billing tab.***

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See Section 9 for Example Non-Personnel Expense Detail

## D. Receipts

*Copy of receipt required for each item identified on the Non-Personnel Detail.*

- Copies of receipts must be submitted for all non-personnel expenses.
- Original receipts must be kept on file at your agency and available upon request until MDOT's final audit has been completed.
- All receipts must identify the name of the vendor/store and include an **itemized list** of what was purchased. If the receipt does not include this information, please print this information on the receipt (or attach it to the receipt). Please see Sample Receipt Information for more details on the website. If an expense may seem unusual or questionable, please note how it serves your SRTS project.
- If refreshments are served at a meeting or an activity, you must submit a Meeting Summary Form for each meeting or activity. (See #6 below.) Please make sure your refreshment costs are within the SRTS Allowable Expenses for Food/Beverage.
- If mileage reimbursement is requested, you must submit a SRTS Travel Summary Form. (See #7 below.) If your organization has its own form that includes all of the necessary information, you may submit it instead. Please make sure your mileage reimbursement rate is within the SRTS Allowable Expenses for Travel.
- If you have a receipt for printing or copies, please make sure it includes the number of copies made and the per copy rate. If the receipt does not include this information, please hand write it on the receipt.
- Receipts must show that the invoice for the item expensed has been paid by fiduciary, not merely ordered.

## E. Meeting Summary Form:

*Complete a separate form for each meeting or activity where food was served.*

- **School Name(s):**
- **Fiduciary Name:** (if not the school)
- **Meeting Date:** Date the meeting took place.
- **Meeting Start/End Times:** Time the meeting started and ended.
- **Meeting Location:** Where the meeting took place.
- **Meeting Purpose:** Should describe who met, why the meeting took place and (briefly) what was discussed. If you have a meeting agenda, please attach it.
- **Yellow Box:** Mark this box after completing each meeting summary, before printing.
- **Listing of Receipts:**
  - ✓ **Receipt Date:** Date printed on the receipt.
  - ✓ **Store/Vendor Name:** Store/vendor name as it appears on the receipt (If not printed on the receipt, please handwrite it on the receipt).
  - ✓ **Brief Description of Refreshments/Meal Served:** Summary of refreshments or food/beverage served.
  - ✓ **Amount:** Amount of food, beverage, paper products, etc. for which you are requesting reimbursement. If only some items on a particular receipt are food/beverage for the meeting, identify them with a \* or by circling them and handwriting a total of those items on the receipt.
  - ✓ **Total Food Cost:** Will autofill.
- **# of Attendees (or # Expected for Which Food was Planned):** Number attending the meeting. May also be the number of people who RSVP'd if you needed to have numbers in advance in order to purchase food. If sign in sheets were used, please attach them.
- **Cost Per Person:** Will autofill.
- **Is the per person cost equal to or below the allowable amount?**
  - ✓ Check "Yes" or "No" as applicable.

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- ✓ Please consult the Safe Routes to School Allowable Expenses for Food and Mileage to know whether to check “Yes” or “No.”
- ✓ If your food/beverage expense is not within the allowable amount, you will only be reimbursed for the allowable amount.
- ✓ If you check “No” an additional section will appear at the bottom. You will need to enter the allowable per person meal cost and the form will calculate the total food cost eligible to be reimbursed.
- **The indicated total should be entered on the Non-Personnel Detail in Item C above.**

**See Section 9 for Example Meeting Summary Form**

### **F. Travel Summary Form:**

*If mileage is being reimbursed a Mileage Summary Form must be included. If your organization has a document with the same information as the Mileage Summary form, this may be used instead.*

- **School Name(s):**
- **Fiduciary Name:** (if not school)
- **Billing Period:**
- **Yellow Box:** Mark this box after completing each travel summary, before printing.
- **Name of Traveler:** Name of person who did the traveling.
- **Date of Travel:** Date the person traveled.
- **Purpose of Travel:** Reason why the person was traveling for SRTS.
- **From City, To City:** Place the person traveled to and from.
- **Miles Traveled:** Total number of miles traveled on this trip.
- **Reimbursement Rate per Mile:** Amount per mile that is allowable for reimbursement. Please see the Safe Routes to School Allowable Expenses for Food and Mileage for details.
- **Total Mileage:** For each trip, this is the number of miles x the reimbursement rate.
- **Other Travel Expenses:** Amount spent for parking, meals, etc.
  - ✓ These items must be allowable expenses according to your contract.
  - ✓ Receipts must be supplied for all Other Travel Expenses.
  - ✓ Any travel meals must fall within the timing and rates on the SRTS Allowable Expenses for Mileage and Food/Beverage.
- **Total Travel:** Total amount being requested for reimbursement **to be entered on the Non-Personnel Detail in Item C above.**

**See Section 9 for Example Travel Summary Form**

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## G. SRTS Allowable Expenses for Mileage and Food/Beverage

This document identifies the current mileage reimbursement rate and the reimbursement guidelines for food and beverage. If the State of Michigan changes the allowable rates, reimbursement would be the current rate.

### Allowable Expenses for Mileage and Food/Beverage\*\* Effective January 1, 2018

#### Mileage

Beginning January 1, 2017 - \$0.545

#### Food/Beverage

If you are hosting a Safe Routes to School meeting or training and are thinking about serving food, we strongly encourage you to serve healthy refreshments rather than a meal. If a meal must be served, the event timing must meet the Timing Requirements below. Meetings that do not meet the Time Requirements do not qualify for reimbursement at the meal rate. Refreshments may be served at the qualifying rate below. All expenses and required receipts must be reported using the SRTS Non-Personnel Expense Detail and Meeting Summary Form to be reimbursed.

#### Regular Rates:

<u>Activity</u>	<u>Per Person</u>	<u>Timing Requirements</u>
Breakfast	\$8.50	A meeting starts by 6:00 a.m. <u>and</u> continues past 8:30 a.m.*
Lunch	\$8.50	A meeting starts by 11:30 a.m. <u>and</u> continues past 2 p.m.*
Dinner	\$19.00	A meeting starts by 6:30 p.m. <u>and</u> continues past 8 p.m.*
Refreshments	\$2.50	Anytime

#### Michigan Select Cities/Counties Rate:

Only the cities/counties listed below<sup>+</sup> qualify at this rate. All other cities/counties use the Regular Rates

<u>Activity</u>	<u>Per Person</u>	<u>Timing Requirements</u>
Breakfast	\$10.25	A meeting starts by 6:00 a.m. <u>and</u> continues past 8:30 a.m.*
Lunch	\$10.25	A meeting starts by 11:30 a.m. <u>and</u> continues past 2 p.m.*
Dinner	\$24.25	A meeting starts by 6:30 p.m. <u>and</u> continues past 8 p.m.*
Refreshments	\$3.00	Anytime

#### \*Select Cities/Counties

Ann Arbor	Grand Rapids
Detroit	Petoskey
Holland	Traverse City
Mackinac Island	Leland
Pontiac/Auburn Hills	South Haven
Oakland County (all)	Wayne County (all)

**Lodging** - Available nightly at State rate of \$75.00 plus tax, or call Conlin Travel 877.654.2179

**\*\*If the State of Michigan changes the allowable rates reimbursement would be the current rate.**

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## H. Progress Report:

*This is a required form to accompany your reporting/invoicing packet. The Progress Report form has been tailored for your school based on your application. Please use the electronic Progress Report sent to you to report your progress toward goals and objectives. If awarded a SRTS Mini grant, the Participation Log must accompany the progress report.*

- **School name, city, contract number, job number, project number, and authorization number:** Will be completed for you in the electronic version.
- **Reporting Date Range:** Start date and end date to coincide with the activities completed and the invoice/billing form.
- **Contact Information:** Enter the name of the person completing the form along with their title, phone number, and e-mail.
- **Column 1 Activity Description:** This information has been completed based on information submitted in your Safe Routes to School Application. If necessary, add additional activities that are not included.
- **Column 2 Description:** For all activities that were completed or are ongoing, please describe in 1-5 complete sentences:
  - a) Describe the activities underway or completed to accomplish your project (both proposed and unplanned).
  - b) Describe the impact (level of success, were unplanned modifications made to ensure the activities success, or were there unexpected results).
  - c) Describe and state the number of participants (total number of students, adults, volunteers, community partners, etc.).
- **Column 3 Documentation:** Please describe the documentation you provided that supports your outcomes and achievements for each activity underway or completed. This includes but is not limited to marketing materials, news articles, photos, testimonials, quotes, sign-in sheets, and meeting agendas, etc.
- **Column 4:** Location of work performed.
- **Please list the cumulative percentage of progress completed.** For example, if you completed 10% of the activities during the first reporting period, your report for the second reporting period will show at least 10% completed plus the percentage of completion for the second reporting period.
- **Please share success stories and additional comments.**
- **Let us know of any questions or comments you have about the program.**
- **Note:** The final progress summary report should indicate that all activities have been completed. If activities have not been fully completed, an explanation of why the activity was not fully completed should be included. If an inadequate response is provided, it could impact the final invoice reimbursement.

You may view a generic sample progress report on the Michigan Safe Routes to School Web site:

<http://saferoutesmichigan.org/wp-content/uploads/2018/06/Progress-Report-Template-Sample.pdf>

Please contact the Program Coordinator to request a copy of the progress report specific to your project. See Section 7 for contact information.

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## Section 4: Eligible Expenses and Programs

### Eligible & Ineligible Programs

Listed below are examples of non-infrastructure projects and programs that are **eligible** for federal Safe Routes to School funding:

- Student pedestrian safety education
- Bicycle rodeos or other bicycle safety programs
- Portable bicycle parking racks
- Personal safety education
- Parent and community-wide SRTS and walking route education
- Map development showing preferred walking and bicycling routes to school
- Training adult volunteers to assist with student pedestrian and bicycle safety (e.g. training adult walking school bus drivers and bicycle train leaders)
- Funding for a part-time SRTS coordinator
- Walking school buses and bicycle trains led by adult volunteers
- Walking school bus and bicycle train supplies, including reflective vests for participants and leaders
- Weekly or bi-weekly Walk to School Days and/or Bicycle to School Days
- Frequent walker/bicyclist programs and mileage clubs
- Friendly competitions between classrooms or individuals that recognize accumulated mileage walking or bicycling to and from school over a period of time
- Activities to encourage parents to allow their children to walk or bicycle to school
- Modest encouragement items (incentives) to increase the number of walkers and bikers (refer to the current list of eligible and ineligible encouragement items for more information)
- Increased law enforcement around the school and on the school routes during the times when students are traveling to and from school
- Progressive ticketing programs
- Programs enforcing school policies for pedestrians and bicyclists during arrival and dismissal
- Programs enforcing the rules that already exist for pedestrian and bicycle safety, such as snow removal or cars blocking sidewalks
- Volunteer safety patrol and crossing guard programs including training and supplies
- All programs receiving federal funding will be required to conduct SRTS post-test surveys as part of their award. A small number of SRTS coordinator hours may be funded for this purpose

Listed below are examples of non-infrastructure projects and programs that are **ineligible** for federal Safe Routes to School funding:

- Abandoned building demolition
- Adult or student raffle items to reward meeting attendance
- Annual Walk to School Day or Bike to School Day events
- Anti-bullying curriculum
- At-school walking clubs (e.g. lunchtime or recess walking clubs)
- Crossing guard salaries
- Equipment for infrastructure maintenance (e.g. powered snow removal equipment)
- Gang violence prevention programs

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- Graffiti removal or general neighborhood clean-up or beautification programs
- Handbooks and manuals with information that can be provided by MFF at no cost
- In-school physical education activities
- Newsletters and flyers with information that can be provided by MFF at no cost
- Nutrition education activities
- Salaries or stipends for positions currently funded from another source
- Salaries or stipends for multi-year positions
- Stray animal removal and vaccination programs
- Video production

## Ineligible Expenses

- Bicycles (unless they meet Buy America Act)
- Bicycle locks (unless they meet Buy America Act)
- Candy, soda, junk food, or unhealthy fast foods
- Computers, laptops, iPads/tablets, iPods/MP3 players, smart boards, or other electronic equipment
- Full meals
- Gift cards
- Headphones/earbuds
- Security cameras

## Eligible Encouragement Items

The SRTS program recognizes that students and adult volunteers can benefit from motivational items that encourage their participation in SRTS activities. SRTS encouragement items should be things that students can use when walking and biking to and from school, or they should be low-cost or no-cost items that motivate students to change their behavior. Programs receiving federal funds must use eligible items on the list below. If you would like to purchase an item not on the list, please secure written approval from the SRTS office at the Michigan Fitness Foundation in advance.

Encouragement items should be used as rewards for participation, not given to the entire student body whether or not they participate in SRTS activities. Consideration should be given to how the items connect with the educational goals of your SRTS program.

We encourage you to use Michigan's Safe Routes to School logo on your encouragement items. Logos are available on the SRTS website: <http://saferoutesmichigan.org/logos>.

- Reflective/flashing zipper pulls
- Reflective/flashing backpack tags
- Reflective/flashing bicycle license plates
- Bicycle lights
- Reflective stickers
- Reflective vests for students or adult volunteers
- Backpacks and string bags
- Winter hats, gloves, mittens
- Wool socks
- T-shirts (when used for ongoing programs like a walking school bus or bike train, not as a one-time giveaway)
- Rain ponchos

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- Umbrellas
- Whistles
- Flashlights
- Water bottles or insulated beverage containers
- Bike helmets
- Pedometers and step counters
- Pens and pencils
- Award certificates (certificates of achievement or participation, not gift certificates)
- Trophies, plaques
- Books with pedestrian, bicycle, or personal safety messages
- Healthy snacks (apples, bananas, string cheese, etc.)<sup>3</sup>
- Modest incentive items to be used in tracking programs that recognize accumulated mileage walking or bicycling to and from school (e.g. toe tokens, stickers)

## Ineligible Encouragement Items

- Bicycles
- Bicycle locks
- Skateboards/Ripstiks
- Scooters/Razors
- Gift cards
- Adult or student raffle items to reward meeting attendance
- Full meals
- Headphones/earbuds
- iPads/tablets, iPods/MP3 players, or other electronic equipment
- Candy, soda, junk food, or unhealthy fast foods are not reimbursable through SRTS for any reason

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<sup>3</sup> Budgets for snacks/refreshments cannot exceed the allowable per person rate set by the State of Michigan. Visit <http://saferoutesmichigan.org/awardrecipients> for the current rate.

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## **Section 5: Programming and Resources**

From mini-grants to major-grants, programming is the ongoing project that is a great way to create a comprehensive Safe Routes to School Program. Utilizing several of the 6 E's is a critical component of creating a successful program. This section will provide you with information on those E's and resources to help create robust programs. Applicants and recipients are encouraged to work with their Grant Coordinator to help them tailor a program suitable for their school.

### **Education:**

Planning successful Safe Routes to School (SRTS) education activities requires considering how children and adults learn best. Children benefit from a combination of educational methods such as group activities, hands-on skill building, and discussion. Many of the pedestrian and bicyclist safety skills that children need cannot be taught solely by verbal instruction; they also require practical experience (Tolmie, Foot, & McLaren, 1996; Kearsley, 2005). Hands-on activities such as simulated street crossings and bicycle handling drills provide children with the opportunity to watch and apply safety skills. A parent or instructor walking or bicycling with a child enables the child to learn in a "real world" setting and allows the adult to assess how well the child understands and applies safety skills.

Adults learn best when they feel the topic is relevant to them (Lieb, 1991). SRTS education aims to provide parents with information about how to address barriers to walking and bicycling and how to create and promote safe walking and bicycling behaviors and environments for their children. For example, if vehicles frequently speed near the school, parents may be educated on both how the speed of a vehicle hitting a pedestrian relates to the seriousness of injuries and potential solutions for improving safety.

### **Encouragement Programs:**

Encouragement strategies are about having fun — they generate excitement and interest in walking and bicycling. Special events, mileage clubs, contests, and ongoing activities all provide ways for parents and children to discover, or re-discover, that walking and bicycling are do-able and a lot of fun.

Encouragement activities:

- Can be quick and easy to start
- Can be done with little funding
- Can be organized by parents, students, teachers or community volunteers
- Involve all children, including children with disabilities
- Focus on fun and enjoyment
- Jumpstart a community's interest in walking and bicycling
- Show quick success and generate enthusiasm for other strategies that may require a greater investment of time and resources
- Can foster safe walking, bicycling and physical activity behaviors that will be useful throughout children's lives
- Offer teachable moments to reinforce safe walking and bicycling behaviors

### **Walking School Bus**

A Walking School Bus is a program that involves children walking to school along designated routes, with designated meeting points, a timetable, and a regularly rotated schedule of trained volunteers serving as Walking School Bus leaders. The National Center for Safe Routes to School has produced an online audio/video training program that provides strategies and tips for planning a Walking School Bus program. *The Walking School Bus Program: A Primer and First Steps*, is available online at [http://apps.saferoutesinfo.org/training/walking\\_school\\_bus](http://apps.saferoutesinfo.org/training/walking_school_bus).

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## **Bike Train/Bike Brigade**

Like a Walking School Bus, a Bike Train or Bike Brigade is a group of students riding their bikes to school along a designated route, led by volunteer Bike Train/Bike Brigade leaders. Typically conducted for middle school or upper elementary students, these programs also incorporate lessons on bicycle safety and maintenance.

## **Corner Captains**

Corner Captain Programs involve parents, teachers, neighbors, or other volunteers who are strategically stationed at designated points along established routes to school to keep an eye on the students as they make their way in groups to school.

## **Mileage Program**

Mileage programs encourage walking or biking by tracking trips or distance students travel by active transportation to and from school (intended only for trips between home and school; not programs that keep the students on the school grounds).

## **Bike Share/Bike Library Program**

A Bike Share program can be started to help students who do not own a bicycle get to and from school. Students can "check out" bikes to ride from school to home and back again. Schools who would like to start a bike share program should think about purchasing bike locks and helmets in addition to the bikes. Please note: any steel-based products purchased with SRTS funds must be in accordance with the Buy America Act.

## **Enforcement:**

The main goal for Safe Routes to School (SRTS) enforcement strategies is to deter unsafe behaviors of drivers, pedestrians, and bicyclists and to encourage all road users to obey traffic laws and share the road safely. Enforcement is one of the complementary strategies that SRTS programs use to enable more children to walk and bicycle to school safely. But enforcement used alone will not likely have a long-term effect. Communities must utilize a combination of enforcement, engineering, education, and encouragement strategies to address the specific needs of their schools and achieve long-term results.

The public typically thinks of enforcement as officers writing tickets. In fact, enforcement, especially for SRTS programs, is a network of community members working together to promote safe walking, bicycling, and driving. This can be accomplished through safety awareness, education and, where necessary, the use of ticketing for dangerous behaviors.

Have an idea for a program that's not on this list? We love creativity. Give your SRTS grant coordinator a call to talk over your ideas for your proposal. Or visit [www.saferoutesmichigan.org](http://www.saferoutesmichigan.org) for more information on programs.

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## **Section 6: Additional Information**

### **Communications & Media:**

While communications with schools, parents, and community members is necessary – if you plan to reach out to a broader audience, such as the news media or other statewide audiences, work with MFF first. The contract does provide explicit language on preauthorization of materials used for external audiences:

“Any public relations communications and/or products pertaining to this Contract or the SERVICES hereunder that are intended for an external audience will not be made without prior written approval from MDOT or the Michigan Fitness Foundation, and then only in accordance with explicit instructions from MDOT and the Michigan Fitness Foundation. Examples of public relations communications and/or products may include the following:

- a. Use of MDOT logo or the Michigan Fitness Foundation logo;
- b. Brochures, flyers, invitations, programs, or any other printed materials intended for an external audience;
- c. Postings on social media sites or Web sites;
- d. New or updated video, digital versatile disc (DVD), or video sharing productions;
- e. Exhibits or presentations.”

While this is explicit to say external audience, everyday communication with your communities, partners, and their agents (including using emails, social media, and brochures) is acceptable.

### **Project Completion and Surveys:**

Final invoices and progress reports must be submitted within 30 days of program completion. All fiduciaries must complete a post-survey package prior to submitting a final invoice.

Mini-grant Recipients – please complete a post-grant evaluation.

Major-grant recipients – please complete a full survey package, including parent surveys, student surveys, and travel tallies. As you come closer to the end of your grant, please provide yourself plenty of time to complete the package. For example, if you plan to finish at the end of the school year, think about completing the surveys in the spring.

For questions about the surveys please contact the Operations Coordinator. See Section 7 for contact information.

# Safe Routes to School Procedures and Operations Manual FY19

## Section 7: Contact Information

### **Michigan Fitness Foundation**

Katie Alexander  
Director of Safe Routes to School  
517-908-3830  
[kalexander@michiganfitness.org](mailto:kalexander@michiganfitness.org)

Colleen Synk  
Operations Coordinator  
517-908-3826  
[csynk@michiganfitness.org](mailto:csynk@michiganfitness.org)

Adam Jenks  
Program Coordinator  
517-908-3814  
[AJenks@michiganfitness.org](mailto:AJenks@michiganfitness.org)

Max Fulkerson  
Contracts Coordinator  
517-908-3832  
[Mfulkerson@michiganfitness.org](mailto:Mfulkerson@michiganfitness.org)

### **Michigan Department of Transportation**

Bryan Armstrong  
Program Manager, SRTS  
517-335-2636  
[armstrongb@michigan.gov](mailto:armstrongb@michigan.gov)

### **National Safe Routes to School Partnership**

Margo Pedroso  
Deputy Director  
[margo@saferoutespartnership.org](mailto:margo@saferoutespartnership.org)  
301-292-1043  
*Fort Washington, MD*

Please visit our website [www.saferoutesmichigan.org](http://www.saferoutesmichigan.org)

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## **Section 8: Assurances**

### Michigan Fitness Foundation Safe Routes to School Subrecipient Assurances / Certifications

July 2, 2018

In order to be eligible to receive Safe Routes to School (SRTS) non-infrastructure funding, your organization, referred to as Subconsultant, agrees to comply with assurances outlined below.

#### **Part A: Compliance/Legal -**

1. Subconsultant will comply with the requirements of the federal Office of Management and Budget (OMB) 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, sometimes referred to as OMB Uniform Guidance (UG).
2. Subconsultant agrees to read and follow all program guidance issued by Federal Highways Authority (FHWA), Michigan Department of Transportation (MDOT), or Michigan Fitness Foundation (MFF).
3. Subconsultant will maintain records, including executed subcontracts until the final MDOT audit is completed and all other pending matters are closed.
4. MDOT, FHWA or its representative may inspect, copy, scan or audit the Subconsultant or PRIME records at any reasonable time after giving reasonable notice. Any audit, examination, review, assessment, inspection and/or investigation performed would allow MDOT to make financial adjustments to charges for which Subconsultant has requested reimbursement via an MDOT service contract and require Subconsultant to be directly responsible for any monies owed MDOT.
5. Subconsultant will comply with Title VI Attachment E.
6. Subconsultant will not generate program income from the sale of items purchased with award money or the income total will be deducted from the award total.
7. Subconsultant understands that staff paid with SRTS funds must comply with time and effort documentation and reporting requirements as described in 2 CFR 200 OMB Uniform Guidance (UG).
8. Subconsultant shall be governed by the laws of the State of Michigan and compliant with all applicable Federal laws and regulations, as set forth in the Prime Agreement.
9. The Organization's signature on this Contract constitutes the Organization's certification that to the best of his or her knowledge and belief:
  - a. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

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- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification will be subject to a civil penalty of not less than Ten Thousand Dollars (\$10,000.00) and not more than One Hundred Thousand Dollars (\$100,000.00) for each failure.

## **Part B: Administration -**

1. Subconsultant has in place systems for accounting, purchasing, and document management that meet the requirements for administering federally funded programs and function to identify and prevent waste, fraud, and abuse.
2. Subconsultant agrees to submit invoices and progress reports in accordance with the schedule presented in the SRTS Procedures & Operations Manual unless prior written approval is obtained from MFF.
3. Subconsultant agrees to read and follow administrative requirements and meet fiduciary responsibilities as described in the SRTS Procedures and Operations Manual.
4. Subconsultant shall submit within 30 calendar days after the date of completion of the award, all financial, performance, and other reports required by the terms and conditions of the award.
5. Subconsultant agrees that when any contracted services in excess of \$10,000.00 paid with SRTS funds are reasonable and necessary for program implementation, the Subconsultant will obtain quotes from more than one entity, whenever possible, and will maintain records of the procurement process which includes a written description of the scope of work, any deliverables associated with the contract, the time frame for the services, and the total cost. The Subconsultant agrees to pay invoices only upon completion of the work and will maintain all invoices and receipts for the work performed.
6. Subconsultant agrees to inform MFF in advance when the rate of compensation changes for any staff position that is funded through SRTS.

## **Part C: Media and Communications –**

1. News releases pertaining to this Contract or the Services to which it relates will not be made without prior written approval from MDOT, and then only in accordance with explicit instructions from MDOT. News releases made without MDOT's approval will be considered a breach of the Contract, and MDOT may terminate this Contract under the termination provisions of Section 22(b).

## Safe Routes to School Procedures and Operations Manual FY19

2. Any public relations communications and/or products pertaining to this Contract or the SERVICES hereunder that are intended for an external audience will not be made without prior written approval from MDOT or the Michigan Fitness Foundation, and then only in accordance with explicit instructions from MDOT and the Michigan Fitness Foundation (MFF). Examples of public relations communications and /or products may include the following:
  - a. Use of MDOT logo or the Michigan Fitness Foundation logo
  - b. Brochures, flyers, invitations, programs, or any other printed materials intended for an external audience
  - c. Postings on social media sites or Web sites
  - d. New or updated video, DVD, or video sharing productions
  - e. Exhibits or presentations

**A violation of this provision constitutes a breach of this Contract and the prequalification rules.**

# Safe Routes to School Procedures and Operations Manual FY19

## **Section 9: Example Documents**

The following pages are examples of documents that you are required to submit as the fiduciary for Safe Routes to School Non-infrastructure funding. The first two are required to be eligible to receive funds and the rest are components of a complete invoice/billing package that you would submit to be reimbursed for approved, eligible expenses for SRTS program activities. Please contact the Contracts Coordinator or the Program Coordinator if you have questions about how/when to use these forms. See Section 7 for contact information.

# MICHIGAN FITNESS FOUNDATION

Safe Routes to School

P.O. Box 27187

Lansing, MI 48909

Email: [KAlexander@michiganfitness.org](mailto:KAlexander@michiganfitness.org)

Telephone 517-908-3830

Fax 517-347-8145

## Subrecipient Single Audit Certification Request

The Federal Office of Management and Budget (OMB) Part 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS requires that recipients of Federal awards, who are subject to the provisions of this guidance, verify that Subrecipients of \$750,000 or more comply with the audit requirements in §200.500.

For Michigan Fitness Foundation (MFF) to satisfy its own OMB Part §200.500 requirements, we need a certification from your institution, as a Subrecipient, that you are in compliance with these requirements for your most recent fiscal year. Accordingly, **please check the appropriate box(es) and provide any required documents:**

**EXAMPLE**

Check one-> We are:

- an **educational institution** and subject to OMB Part §200.500 -> please complete part A
- a **not-for-profit** organization and subject to OMB Part §200.500 -> please complete part A
- an **educational institution** and **not** subject to OMB Part §200.500 -> please complete part B
- a **not-for-profit** organization and **not** subject to OMB Part §200.500 -> please complete part B
- a **US for-profit** organization and **not** subject to OMB Part §200.500 -> please complete part B
- a **foreign** (non-U.S.) entity and **not** subject to OMB Part §200.500 -> please complete part B

### Part A We are subject to the OMB Part §200.500 (Complete one of the sections below):

1. Our single audit, for fiscal year ended \_\_\_\_\_, **has not yet been completed**. We expect the audit to be completed by \_\_\_\_\_. Within thirty (30) days of completion, we will provide a certification of either §2 or §3 as stated below.
- Or
2. Our single audit, for fiscal year ended \_\_\_\_\_, **has been completed**. The administration of our Federal projects has been audited in accordance with OMB Part §200.500 and there were **no material instances of noncompliance** with Federal laws and regulations or reportable conditions, and no findings in the single audit report that are specifically related to subaward(s) from Michigan Fitness Foundation.
- Or
3. Our single audit, for fiscal year ended \_\_\_\_\_, **has been completed**, and **material noncompliance issues and/or reportable conditions were noted**. **DOCUMENTATION REQUIRED:** Enclosed is a copy of the audit report and our response: \_\_\_\_\_  
And, there **are / are not findings** in the single audit report that are **specifically related to a subaward(s) from MFF**. (Please provide a listing of subaward(s) as well as an explanation of the finding(s) as they relate to each subaward(s) if there are material findings).

### Part B We are NOT subject to the OMB Part §200.500 (Complete one of the sections below):

1. We receive **less than \$750,000** in total Federal support during a fiscal year.  
**DOCUMENTATION REQUIRED:** Therefore, in lieu of a single audit we have enclosed:  
An audited financial statement  
An independent auditor's management letter  
Other (explain): \_\_\_\_\_
- Or
2. We receive **greater than \$750,000** in total Federal support during a fiscal year. Therefore, our "yellow-book" compliant copy of the audit for fiscal year ended \_\_\_\_\_, **has been completed**, and **material noncompliance issues and/or reportable conditions were noted**. **DOCUMENTATION REQUIRED:** Enclosed is a copy of the audit report and our response: \_\_\_\_\_  
And, there **are / are not findings** in the single audit report that are **specifically related to a subaward(s) from MFF**. (Please provide a listing of subaward(s) as well as an explanation of the finding(s) as they relate to each subaward(s) if there are material findings).

### CERTIFICATION:

I certify, as an authorized representative for the institution that the boxes checked above are appropriate and accurate:

Signature:

Date:

Name and Title:

Organization:

Tax Identification No:

E-mail:

Phone Number:

Please address your response/fax your signed response to the attention of: Meg Ackerman, Director of Safe Routes to School. We would appreciate a response as soon as possible. Thank you for your cooperation.

**Michigan Fitness Foundation is an Affirmative-Action/Equal Opportunity Employer**

## REQUEST TO ADD OR UPDATE VENDOR IN CTRAK

**INSTRUCTIONS:** Please make sure that all *required* fields have the appropriate information. After completing the form, select "Submit Form" to send it directly to Contract Services Division via e-mail. Be sure to clear the form by selecting "Clear Form" after submitting and do not save.

### FOR CONTRACT ADMINISTRATOR USE ONLY

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

Bureau/Division: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Request to:            Add a New Vendor            Update an Existing Vendor

**To add a new vendor, please provide the following:**

Vendor Name \_\_\_\_\_

Vendor Type (Required):

- AERO – Aeronautics
- CMCL – Commercial Consultant
- MDIT – MI Dept. of Information Technology
- MTIC – Maintenance
- REAL – Real Estate
- TRANS – Transit Agencies (railroads, buses, etc.)
- OTHR – Vendor that does not fit any category above

- BRGA – Bridge Authority
- GVAG – Governmental Agency
- MPO – Metropolitan Planning Organization
- NPRF – Non-Profit Vendor
- RPO – Regional Planning Organization
- UNIV – University

**EXAMPLE**

Federal ID # (Required): \_\_\_\_\_ - \_\_\_\_\_

Contact Vendor Name (Required): \_\_\_\_\_

Address Vendor Name (Required): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**For Vendor Update, please identity the change(s) below:**

# Safe Routes to School School Non-Infrastructure Invoice

School Name(s):

Fiduciary Name:

Prime Contract #: **2018-0465**

Job #:

Authorization #:

Billing # (first billing will be 1, etc.): **1**

Billing Period (beginning to end dates):  -

Cumulative % of Award Activities Completed:

BUDGET CATEGORIES <small>(from award summary)</small>	TOTAL BUDGET	EXPENDED THIS PERIOD	CUMULATIVE EXPENDITURES	REMAINING BALANCE
<b>Personnel Expense</b> <small>(attach detail)</small>		\$0.00	\$0.00	\$0.00
<b>Non-personnel Expense</b> <small>(attach detail)</small>		\$0.00	\$0.00	\$0.00
<b>GRAND TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Mark this box to acknowledge that documentation of all expenses, including timesheets and other payroll documents, must be kept until the final MDOT audit.

**Check Payable To:**   
 Address:   
 City, State, Zip:

**Questions and invoice submission:**  
 Max Fulkerson, SRTS Contracts Coordinator  
 Michigan Fitness Foundation  
 P.O. Box 27187, Lansing, MI 48909  
 Phone: (517) 908-3832  
 Fax: (517) 347-8145  
 Email: mfulkerson@michiganfitness.org

Invoice Completed by:   
 Contact Phone:   
 Contact Email:

**EXAMPLE**

# Safe Routes to School Personnel Expense Detail

School Name(s):

Fiduciary Name:

Prime Contract #: **2018-0465**

Job #:

Authorization #:

Billing #: **1**

Billing Period: **-**

# of employees this billing:

Mark when personnel complete for Billing 1

Employee Name Title	WORK PERIOD	HOURS	HOURLY RATE (\$) <small>can overwrite formulas if needed</small>	SALARY SUBTOTAL <small>(Hours x Hourly Rate)</small>	FRINGE RATE (%) <small>can overwrite formulas if needed</small>	FRINGE SUBTOTAL <small>(Salary Subtotal x Fringe Rate)</small>	DIRECT LABOR <small>(Salary + Fringe)</small>
Previously billed through: <span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"></span> <small>Date or NA</small>	-			\$0.00		\$0.00	\$0.00
	-			\$0.00		\$0.00	\$0.00
	-			\$0.00		\$0.00	\$0.00
	-			\$0.00		\$0.00	\$0.00
	-			\$0.00		\$0.00	\$0.00
Add/remove rows: see cell in last row with <span style="color: red;">▼</span>	<b>INDIVIDUAL TOTALS</b>	<b>0</b>		<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>

GRAND TOTALS

<b>TOTAL HOURS</b>	<b>TOTAL SALARIES</b>	<b>TOTAL FRINGES</b>
<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>

**TOTAL PERSONNEL: \$0.00**

**EXAMPLE**



# Safe Routes to School Meeting Summary Form

*Please complete a separate form for each meeting or activity where food was served.*

**School Name(s):**

**Fiduciary Name:**   
(if not school)

**Meeting Date:**  **Meeting Start/End Times:**  -

**Meeting Location:**

**Meeting Purpose:**

Mark this box when form complete

Receipt Date	Store/Vendor Name	Description of Refreshments/Meal Served	Amount
		EXAMPLE	

**Total Food Cost**      \$      -

**# of Attendees** (or # Expected for Which Food was Planned)     

**Cost Per Person**      \$      -

**Is the cost per person equal to or below the allowable amount?**       **Yes**       **No**

*If unsure, consult SRTS Allowable Expenses for Food and Mileage document.*

# Safe Routes to School Travel Summary Form

School Name(s):

Fiduciary Name:   
(if not school)

Billing Period:  -

Mark this box when form complete

**Breakdown of Travel:**

Name of Traveler	Date of Travel	Purpose of Travel	From City, To City	Miles Traveled	Reimb. Rate per Mile <small>(can be changed as needed)</small>	Total Mileage	Other Travel Expenses
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
		<b>EXAMPLE</b>			\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
					\$ 0.545	\$ -	
<b>TOTAL TRAVEL</b>						<b>\$</b>	<b>-</b>

*Enter this amount on Non-Personnel Detail*