



Safe Routes to School

Safe Routes to School Procedures and Operations Manual FY22

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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”, Engagement, Education, Encouragement, 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 \$10,000 each or up to \$100,000 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 \$220,000 per school available for infrastructure and an additional \$10,000 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.

Safe Routes to School Procedures and Operations Manual FY22

Table of Contents

| Topic | Page |
|--|------|
| Section 1: Fiduciary & School Responsibilities | 3 |
| Section 2: Contract Procedures | 4 |
| Section 3: Invoice Procedures | 5 |
| Section 4: Eligible Expenses and Programs | 13 |
| Section 5: Programming and Resources | 16 |
| Section 6: Additional Information | 18 |
| Section 7: Contact Information | 19 |
| Section 8: Assurances | 20 |
| Section 9: Example Documents | 23 |

Safe Routes to School Procedures and Operations Manual FY22

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.
6. Fiduciary should complete and return "ACH Authorization Form" to authorize electronic payment of reimbursement.

Safe Routes to School Procedures and Operations Manual FY22

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 1st and close on September 30th 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 1st (*) and close on September 30th 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).

Safe Routes to School Procedures and Operations Manual FY20

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 FY22

Section 7: Contact Information

Michigan Fitness Foundation

Katie Alexander
Director of Safe Routes to School
517-908-3830
kalexander@michiganfitness.org

Colleen Synk
Operations Coordinator
517-908-3826
csynk@michiganfitness.org

Adam Jenks
Program Coordinator
517-908-3814
AJenks@michiganfitness.org

Max Fulkerson
Contracts Coordinator
517-908-3832
Mfulkerson@michiganfitness.org

Michigan Department of Transportation

Bryan Armstrong
Program Manager, SRTS
517-335-2636
armstrongb@michigan.gov

National Safe Routes to School Partnership

Margo Pedroso
Deputy Director
margo@saferoutespartnership.org
301-292-1043
Fort Washington, MD

Please visit our website www.saferoutesmichigan.org

Safe Routes to School Procedures and Operations Manual FY22

Section 8: Assurances

Michigan Fitness Foundation Safe Routes to School Subrecipient Assurances / Certifications

Last updated July 2, 2018, Reviewed August 14, 2020

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.

Safe Routes to School Procedures and Operations Manual FY22

- 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 FY22

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.

Part D: Training –

1. Subconsultant agrees to watch the series of SRTS training videos, provided by MFF, on the topics of Programming and Grant Resources, Invoicing and Fiduciary Responsibilities, and Evaluation and Reporting.

Safe Routes to School Procedures and Operations Manual FY22

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

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 |
|--|-----------------|-------------------------|----------------------------|----------------------|
| Personnel Expense <small>(attach detail)</small> | | \$0.00 | \$0.00 | \$0.00 |
| Non-personnel Expense <small>(attach detail)</small> | | \$0.00 | \$0.00 | \$0.00 |
| GRAND TOTALS | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

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: <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 ▼ | INDIVIDUAL TOTALS | 0 | | \$0.00 | | \$0.00 | \$0.00 |

GRAND TOTALS

| | | |
|--------------------|-----------------------|----------------------|
| TOTAL HOURS | TOTAL SALARIES | TOTAL FRINGES |
| 0 | \$0.00 | \$0.00 |

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 |
|---------------------|----------------|-------------------|--------------------|----------------|--|---------------|-----------------------|
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | EXAMPLE | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| | | | | | \$ 0.575 | \$ - | |
| TOTAL TRAVEL | | | | | | \$ | - |

Enter this amount on Non-Personnel Detail