

Safe Routes to School Non-Infrastructure Award Recipient's Progress Report 2023-2024

**Progress Report must be e-mailed for easy reporting.*

**Progress Report must be submitted with the "Participation Log" if awarded a mini grant.*

**Please refer to the Award Recipient Training modules found at <https://saferoutesmichigan.org/upcoming-trainings/> before proceeding with your initial invoice and progress report submission.*

Safe Routes to School Non-Infrastructure Award Recipient's Progress Report # (enter number)

School Name & City Sample Elementary School, Example High School (Demonstration City)		Contract Number:	Job Number:
Reporting Date Range: Start: End: 9/30/23		Project #	Authorization #
Contact Information:	Name/Title:	Phone:	Email:

Instructions: Column one includes project components supported by your Safe Routes to School Award. Add any additional details in column one as appropriate. To report your progress, please complete columns two and three as described below.

Program Component	Description	Documentation	Location(s)
<p>Listed below are funded components covered by your award with a brief description of each.</p> <p>(Please add additional information for incomplete details or activities.)</p>	<p>In 1-5 sentences, give a description of the school's progress of the listed program components. Include the following information:</p> <ul style="list-style-type: none"> • Describe the program component related activities underway or completed to accomplish your project. • Describe any outcomes (successes, modifications, or unexpected results). • Describe the number of participants – Major Grant ONLY, mini grant uses the participation tracking form (total # of students, adults, volunteers, community partners, etc). • Describe lessons learned. 	<p>List the documentation that supports your outcomes and achievements for each component.</p> <p>Examples include: marketing materials, news articles, photos, testimonials, sign-in sheets, etc.</p> <p><i>Please provide copies of the supporting documentation with this progress report.</i></p>	<p>List the location(s) where any component activities occurred.</p>
Based on identified safe active			

transportation priorities, a safety campaign will be promoted to reach school and community members. Safety instruction will also be done with students to educate them on these priorities.			
Regular walk and bike to school days and walking school bus activities will be organized as an opportunity for students to walk in groups.			
Remote Drop-Off locations will be established to provide driven students an opportunity to walk or roll the rest of their trip to school.			
Incentives will be given to Mileage Club participants.			
Bike Rodeos will be held to instruct students basic biking skills.			
___ is required to conduct post-implementation surveys through the SRTS office, upon completion of funded activities.			
Please list the percentage of progress completed during this reporting period. (It should be based off of the amount of program component completed) e.g. 10% of program component completed in September.			

<p>Please share your success stories and any additional comments related to Safe Routes to School that may be useful. For example, have you received additional funding, what are you doing to sustain the program when the grant contract is complete, etc.?</p> <p>Would you appreciate a site visit soon? If so, what would be an ideal time or date?</p>	
<p>Please let us know of any questions or comments you have regarding the program. How can the staff help you complete the program components outlined and sustain safe walking and cycling to school?</p>	

*All incentive/encouragement items purchased must be on the [SRTS List of Eligible and Ineligible Encouragement Items](#). If different items are requested, pre-approval from staff is required prior to the purchase.