**SRTS Application Completeness Checklist:**

Act 51 Agency:

School Name(s):

**General:**

At least one grade K-12

SRTS Registered

Walking and Biking Audit Completed

Surveys were administered within the past 12-18 months (contact SRTS grant coordinator if survey results are older than 18 mos.)

Projects are prioritized by number

Mobilization, Contingency, and Traffic Control are accounted for in the budget

Any requests for signs are in compliance with the [MMUTCD Part 7](http://mdotcf.state.mi.us/public/tands/Details_Web/mmutcdpart7_2011.pdf)

**Required Documents for Schools:**

Map of Student Homes (Contact the SRTS office for assistance in creating a map).

[Travel Tally Results](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_travel_tally_results_template.pdf)

Student Survey Reports

Parent Survey Reports

School Enrollment Map

[SRTS Action Plan](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_action_plan_template.doc)

[**School Profile & Demographics**](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_school_profile_and_demographics_template.pdf)**\***

[**Summary of SRTS Planning Process**](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_planning_process_template.pdf)**\***

[**Principal Letter of Support**](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS%20Principal%20Support%20Ltr%20Examp.docx)**\***: Applicant school(s) submit a letter conveying formal commitment of the organization responsible for implementing non-infrastructure activities.

[**Post-Test Evaluation Commitment**](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_post_test_evaluation_commitment_template.pdf)**\***

[**Non-infrastructure Project Description**](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_noninfrastructure_template.pdf)**\***

[**Non-infrastructure Budget\***](http://saferoutesmichigan.org/wp-content/uploads/2016/10/noninfrastructure-may20142.pdf)

**Non-infrastructure** [**Letter of Commitment from Fiduciary Organization**](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_fiduciary_letter_of_commitment_template.docx)**\***

1. *Did the organization identified as the fiduciary submit a letter conveying formal commitment that acknowledges and agrees to the following:*
   * *That a contract must be in place between a selected applicant (or its designated fiduciary) and the Michigan Fitness Foundation before any expenses are eligible for reimbursement.*
   * *That reimbursement is initiated by the applicant/fiduciary through a reporting process, which includes a progress report, invoice, personnel expense detail, non-personnel expense detail, and all back-up documents and receipts.*
   * *That the reimbursement process can take up to 90 days once an accurate reporting packet is submitted.*
   * *That before the final reimbursement is made, a final progress report must be submitted that addresses intended outcomes, actual outcomes, lessons learned, how others can benefit from your project, and next steps for SR2S.*

**Required Documents for Act 51 Agency:**

Infrastructure Priorities Map

* *Submit a map that shows: 1) the location of the school(s) and 2) the location of all proposed infrastructure improvements numbered in their priority order*

Plan View Drawings

Cross Sections for each street (must include ROW and all street elements)

Engineer’s Construction Cost Estimate (Must be in MERL format)

Photographs of areas proposed for improvement (labeled)

[Resolutions from Act 51 Agenc](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_Resolution_template.doc)ies should include:

* Name the project
* Pass with majority vote
* Specify concurrence of the body in support of the proposed projects
* The following language:
  1. *Authorizes a specific employee, official, or agent to:*
* *act as agent/representative on behalf of the applicant agency during project development*
* *request SRTS funding*
* *sign a project agreement (contract) upon receipt of a funding award*
  1. *Commit to being responsible for engineering for design and construction, permit fees, administration costs, potential cost overruns, and any non-participating items, etc., and*
  2. *Commit to owning/operating the facility constructed with SRTS funding and funding/implementing a maintenance plan/program in perpetuity or causing operations and maintenance to occur.*

Letters of support (If on MDOT trunkline, a TSC letter of support is required)

[**Infrastructure Project Description**](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_infrastructure_template.pdf)**\*** (complete one for each route proposed for improvement)

[**Letter to Property Owners impacted\*** by construction](http://saferoutesmichigan.org/userfiles/file/funding_information/submit_funding_app/SRTS_sample_property_owner_letter.docx) & comments, if any (for new sidewalk/path construction only)

List of Property Owner Addresses Impacted by Construction

**Community Transportation Policies & Practices\***

**Required Tabs (infrastructure applications)**

Description

Contacts (make sure to include the Chief Elected Official & Chief Administrative Official)

Narrative

Budget (Infrastructure & non-infrastructure participating items of work are required)

Schedule (follow the LAP project planning guide, engineering consultant or road agency can assist)

Environment/Community

Maintenance (include snow removal policy and efforts)