**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)