



## Contacts Tab

Contact type (dropdown menu)	Enter contact information for the following individuals (required)
Select "Contact Person"	Enter the contact information for the <b>application contact person</b> (the person our office should call with questions regarding the application- does not have to be an employee of the applicant agency)
Select "Chief Elected Official"	Enter the contact information for the <b>Mayor, Village President, or County Road Commission Chair</b>
Select "Chief Administrative Official"	Enter the contact information for the <b>City Manager, Village Manager, or the County Road Commission's Managing Director or Engineer-Manager</b>
Select "Other"	Enter the contact information for the school's <b>Principal or Head of School</b>
Select "Other"	Enter the contact information for the school district's <b>Superintendent</b>
Select "Other"	Enter the contact information for the school's <b>fiduciary for non-infrastructure funding</b>
Select "Other"	Enter the contact information for the <b>Township Supervisor</b> (if applicable)**
Select "Other"	Enter the contact information for the <b>Township Manager</b> (if applicable)**

\*\* Provide only if the school is located in a township or charter township.

## Narrative Tab

Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

Description | Contacts | Narrative | Documents | Budget | Schedule | Environment/Community | Maintenance | Summary

**\* = Required Fields**

\* In a brief narrative, describe the proposed work and how the project will benefit the affected community(ies):

1

0 of 4000 characters (0%)

\* Describe how this project is competitive for funding: ⓘ

2

0 of 4000 characters (0%)


Save Print

Field	Field Description	Guidance
1	Describe the proposed work	Provide a general overview of the infrastructure and noninfrastructure requests. Include information such as the type of work requested, the location, and the route limits.  Example: <i>“Infrastructure improvements will include installing sidewalks, ADA ramps, and pavement markings on Oak Street between First and Second Street and installing new pedestrian crosswalk signs at the intersection of Third and Elm. Noninfrastructure programs will include pedestrian safety education, a walking school bus, and a bike rodeo.”</i>
2	Describe how the work is competitive for funding	Describe how the project is competitive for Safe Routes to School funding

## Documents Tab

Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

Description Contacts Narrative Documents Budget Schedule Environment/Community Maintenance Summary




<input type="checkbox"/>	Document #	Document Type	Document Description	User	Date
See next page for list of required documents					

Add Delete Print

### Instructions:

1. Press the “Add” button to activate the pop-up window (shown at left) that allows you to begin entering information.
2. Most of the required documents are available as templates on the Michigan SRTS website. Visit <https://saferoutesmichigan.org/srts-major-grant-supporting-documents/> to download the templates.
3. Upload documents in this required order: Project Location Maps, Plan View Drawings, Cross Section Drawings, Engineer’s Construction Cost Estimate, Photographs, Resolutions, and Letters of Support. SRTS category projects then also include the SRTS additional documents.
4. Upload the required documents:
  - a. Enter a document description (see next page for suggested document descriptions).
  - b. Select the document type from the dropdown menu (see next page for document types).
  - c. Press “Browse” to locate the document on your computer and press “Save” to upload the file.
5. The Document #, User, and Date fields are completed automatically.
6. Upload as many files as needed based on your funding requests.



**\* = Required Fields**

\* Document Description :

\* Document Type :

\* File :

## Documents Tab

The following documents are required for all applicants:

Name to Enter in Description Field	Document Type (dropdown menu)	File to Upload	Obtain document from:
Project Location/Priorities Map	SRTS Priorities Map	Map showing location of infrastructure requests, labelled by priority (if multiples priorities exist)	Create or obtain from MSU or engineer
Plan View Drawing	Plan View Sketch	Plan view sketch of each priority proposed for construction	Obtain from MSU or engineer
[Name of Street] Cross Section	Cross Section	Typical current cross sections of streets proposed for construction	Obtain from engineer
Engineer's Construction Cost Estimate	Engineer's Estimate	Detailed estimated budget for construction cost overall AND for each priority	Obtain from engineer
Photograph of [description]	Photograph	Photos demonstrating need for infrastructure improvements	Obtain from Walking Audit
Act 51 Resolution	Resolution	Resolution from Act 51 Agency	Download template from SRTS website
Other Letters of Support*	Letter of Support	Letter of Support from state or federal agency that has jurisdiction of part of the project area	Obtain letter from agency

\* If on MDOT trunkline, a TSC letter of support is required

## Documents Tab

The following documents are required for SRTS applicants only:

Name to Enter in Description Field	Document Type (dropdown menu)	File to Upload	Obtain document from:
Infrastructure Project Description	SRTS Infrastructure Project Description	Infrastructure Project Description (complete one per route)	Download template from SRTS website
Letter to Property Owners Impacted*	Other	Sample of letter mailed to property owners along with comments from property owners, if any	Download template from SRTS website
List of Impacted Addresses*	Other	List of addresses impacted by new sidewalk/path construction	Obtain from local road agency
Community Transportation Policies and Practices**	Other	Description of municipality or school policies and practices that support active transportation	Download template from SRTS website
Map of Student Homes	SRTS Student Map	Map of Student Homes (do not list student names)	Obtain from MSU or SRTS office
SRTS Travel Tally Report	SRTS Travel Tally	SRTS Tally Report prepared by MSU or SRTS Evaluation Coordinator	Obtain report from MSU or SRTS office
SRTS Student Survey Report	SRTS Survey Report	SRTS Survey Report prepared by MSU or SRTS Evaluation Coordinator	Obtain report from MSU or SRTS office
SRTS Parent Survey Report	SRTS Survey Report	SRTS Survey Report prepared by MSU or SRTS Evaluation Coordinator	Obtain report from MSU or SRTS office
School Enrollment Map	SRTS Enrollment Map	Map of school enrollment area	Obtain map from school district
SRTS Action Plan	SRTS Action Plan	Action Plan	Download template from SRTS website
School Profile and Demographics	SRTS School Profile	School Profile and Demographics	Download template from SRTS website
Summary of Planning Process	SRTS Planning Process	Summary of SRTS Planning Process	Download template from SRTS website
Principal Letter of Support	Letter of Support	Letter of Support from School Principal (or head of school)	Obtain letter from school principal
Post Evaluation Commitment	SRTS Evaluation Commitment	Post grant Evaluation (survey) Commitment	Download template from SRTS website
Noninfrastructure Project Description	SRTS Noninfrastructure Project Description	Noninfrastructure Project Description (complete one per activity)	Download template from SRTS website
Noninfrastructure Budget	Other	Estimated budget for Noninfrastructure programming	Download template from SRTS website
Noninfrastructure Letter of Commitment	Letter of Support	Letter of Commitment from Noninfrastructure Fiduciary	Download template from SRTS website

\* For new sidewalk or multi-use path construction only; see program guidance regarding new sidewalk/path construction

\*\* If the community has transportation policies and practices



## Important Notes:

- Infrastructure project budgets are required to include:
  - mobilization - 5% of total participating budget
  - traffic control - 10% of total participating budget
  
- Eligible costs are those costs determined by federal guidance and by MDOT to be consistent with achieving the intention of eligible categories set forth in federal law. To enable limited funds to support more projects, some project development costs are considered ineligible by MDOT, but may meet federal eligibility. MDOT usually considers the following costs to be ineligible for funding:
  - Construction engineering
  - Construction extras and cost overruns
  - Design engineering
  - Environmental clearance and mitigation
  - Permit costs
  - Project administration
  
- Ineligible items specific to the Safe Routes to School Program include:
  - Costs for required traffic signal warrants studies
  - Equipment for infrastructure maintenance, such as snow removal
  - Improvements to pick-up and drop-off areas that do not primarily benefit children walking and bicycling to school
  - Improvements to routes to bus stops
  - Items not in compliance with state and federal engineering
  - Landscaping
  - Purchase of right of way
  - Raised crosswalks
  - Sidewalks or other pathways on school property that do not connect directly with community sidewalk systems (e.g. connecting schools on campus)
  - Sidewalks or other pathways with the primary purpose of connecting the school with recreational facilities, athletic facilities, or commercial areas
  - Stand-alone curb ramps, which should be done with other funds to meet ADA requirements and design standards
  - Supplanting or replacing existing funding
  
- Ineligible noninfrastructure activities and programs specific to the Safe Routes to School Program include:
  - 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
  - Refreshments or meals
  - Computers, laptops, iPads/tables, iPods/MP3 players, smart boards, or other electronic equipment
  - Crossing guard salaries
  - Gang violence prevention programs
  - Gift cards
  - Graffiti removal or general neighborhood clean-up or beautification programs
  - Handbooks or manuals that can be obtained from the Michigan Fitness Foundation
  - Headphones/earbuds
  - In-school physical education activities
  - Newsletters and flyers with information that can be obtained from the Michigan Fitness Foundation
  - Nutrition education activities
  - Salaries or stipends for positions currently funded from another source
  - Salaries or stipends for multi-year positions
  - Security cameras
  - Stray animal removal and vaccination programs
  - Video production

For many projects, these ineligible costs may be characterized as non-participating costs. Nonparticipating costs must be funded through other sources even when items are required to complete the project.



# Schedule Tab - Construction

Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

Description | Contacts | Narrative | Documents | Budget | Schedule | Environment/Community | Maintenance | Summary

Save Print ⓘ

\* = Required Fields  
\* Please select the option that best describes your project:  
Construction ▾

Milestone	Date
1. Plans and Estimate Complete: ⓘ	<input type="text" value="1"/> ⓘ
2. Grade Inspection Package submitted to MDOT: ⓘ	<input type="text" value="2"/> ⓘ
3. Right of Way Certified: ⓘ	<input type="text" value="3"/> ⓘ
4. Matching Funds Certified: ⓘ	<input type="text" value="4"/> ⓘ
5. Advertisement Start Date: ⓘ	<input type="text" value="5"/> ⓘ
6. Construction Letting Date: ⓘ	<input type="text" value="6"/> ⓘ
7. Construction End Date:	<input type="text" value="7"/> ⓘ

\* Will this project be paired with any future construction projects?  Yes  No ⓘ 8

Additional comments about the project schedule:

9

0 of 4000 characters (0%)

Save Print

If "yes" is selected, this set of questions appears

\* Will this project be paired with any future construction projects?  Yes  No

\* 1. Project with MDOT Management:  Yes  No

\* 2. Project with Local Management:  Yes  No

## Schedule Tab - Construction (cont.)

\* Will this project be paired with any future construction projects?  Yes  No

\* 1. Project with MDOT Management:  Yes  No

\* 2. Project with Local Management:  Yes  No

If the project will be paired with an MDOT project, the following questions appear:

\* Will this project be paired with any future construction projects?  Yes  No

\* 1. Project with MDOT Management:  Yes  No

If yes, provide the project description (type of work, dates of the proposed construction, job number, etc.)

0 of 4000 characters (0%)

The project will be done concurrently with the other project.

The project will be done subsequent to the other project.

If the project will be paired with a local project, the following questions appear:

\* Will this project be paired with any future construction projects?  Yes  No

\* 1. Project with MDOT Management:  Yes  No

\* 2. Project with Local Management:  Yes  No

If yes, provide the project description (type of work, dates of the proposed construction, job number, etc.)

0 of 4000 characters (0%)

The project will be done concurrently with the other project.

The project will be done subsequent to the other project.

## Schedule Tab - Construction

Field	Field Description	Guidance
1	Plans and estimate complete	Enter target date for completion of construction plans and developing cost estimates of those plans
2	Grade inspection package submitted to MDOT <sup>1</sup>	Enter target date for submitting grade inspection package to MDOT
3	Right-of-way certified	Enter target date for submission and approval of Attachment A and B of <a href="#">MDOT LAP Program Application</a> .
4	Matching funds certified <sup>2</sup>	SRTS only: Match not required - enter any date
5	Advertisement start date	Enter target date for project advertisement; the statewide advertisement for bids is typically five weeks
6	Construction letting date	Enter target date for construction letting
7	Construction end date	Enter target date for project completion
8	Paired with other construction projects	Indicate whether the SRTS project will be paired with a future MDOT or local construction project
9	Additional comments	Enter any additional information regarding the construction schedule

<sup>1</sup> Grade inspection package includes items such as construction plans, special provisions, cost estimate, and completed MDOT LAP Program Application.

<sup>2</sup> Certification of matching funds is accomplished by adoption of a resolution by the applicant's legislative body stating that the non-federal match funding is available for expenditure on the project.

## Schedule Tab - Acquisition

Application Details - TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

Description | Contacts | Narrative | Documents | Budget | Schedule | Environment/Community | Maintenance | Summary

Save Print ⓘ

\* = Required Fields

\* Please select the option that best describes your project:

Acquisition ▾

**Milestone** **Date**

1. Document Package Submitted to MDOT LAP: ⓘ

2. Financing in Place: ⓘ

3. Closing Date:

\* Will this project be paired with any future construction projects?  Yes  No

Additional comments about the project schedule:

0 of 4000 characters (0%)

Save Print

## Schedule Tab - Acquisition


Field	Field Description	Guidance
1	Document package submitted to MDOT LAP <sup>1</sup>	Enter target date for submitting document package to MDOT Local Agency Programs unit
2	Financing in Place	Enter the target date to have financing in place
3	Closing date	Enter the target closing date
4	Paired with other construction projects	Indicate whether the SRTS project will be paired with a future MDOT or local construction project
5	Additional comments	Enter any additional information regarding the acquisition schedule

<sup>1</sup> Document package includes items such as appraisal, parcel map, legal description and MDOT LAP Program Application.

## Schedule Tab - Other


Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

Description | Contacts | Narrative | Documents | Budget | Schedule | Environment/Community | Maintenance | Summary



Save Print 


**\* = Required Fields**


\* Please select the option that best describes your project:


Other 

**Milestone** **Date**


1. Financing in Place:   

2. Project Start Date:  

3. Project Completion Date:  

\* Will this project be paired with any future construction projects?  Yes  No 

Additional comments about the project schedule:



0 of 4000 characters (0%)

Save Print

## Schedule Tab - Other

Field	Field Description	Guidance
1	Financing in Place	Enter the target date to have financing in place
2	Project Start Date	Enter the target project start date
3	Project Completion date	Enter the target project completion date
4	Paired with other construction projects	Indicate whether the SRTS project will be paired with a future MDOT or local construction project
5	Additional comments	Enter any additional information regarding the project schedule

## Environment/Community Tab

Application Details -TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

Description Contacts Narrative Documents Budget Schedule Environment/Community Maintenance Summary

Save Print

**\* = Required Fields**

1. Check all that apply.

ROW/Construction access permit   
  Recreational lands   
  State Historic Preservation Office Clearance  
 Inland lakes or streams permit   
  Tree removal   
  Contaminated Sites  
 Wetlands permit   
  Endangered species   
  Other   
 Floodplains permit   
  Coastal zone   
  Other

Please describe:

**1**

0 of 4000 characters (0%)

**\* 2a.** Describe the anticipated impact of the project on adjacent property owners, your efforts to inform them of the project, and responses to these efforts:

**2a**

0 of 4000 characters (0%)

## Environment/Community Tab

Field	Field Description	Guidance
1	Environmental factors	Describe if any of the items listed will be required to implement the project. Note: it is not necessary to have secured all applicable permits prior to applying.
2a	Impact on property owners	<p>Mandatory notices to property owners located on or adjacent to areas of proposed new sidewalk construction must be made by the local Act 51 Agency, according to its approved policy. "New" in this instance means new construction as opposed to repair and replacement. These notices must include an indication of the areas potentially affected by the proposed construction, as well as methods for the property owners to offer their comments on the proposed project. For example:</p> <ul style="list-style-type: none"> <li>Public notices (e.g. newspaper notice and mailings) such as, "Owners of properties located in the 300 to 600 blocks of School Street are invited to attend a public informational meeting to be held on Tuesday, January 4, 2011 at 7:00 p.m. at the Township Hall. Alternatives for construction of new sidewalk in those areas will be discussed, along with reviews of possible funding sources. Attendees will have an opportunity to offer their input or comments on the proposed alternatives."</li> </ul> <p>The application must include documentation of the notification, a summary of the results, and a summary of how property owner comments and concerns were addressed.</p>

## Environment/Community Tab (cont.)

\* 2b. Is property acquisition necessary?  Yes  No **2b**

\* 3a. How did you facilitate stakeholder engagement in the development of this project concept and what stakeholders were involved?

**3a**

0 of 4000 characters (0%)

\* 3b. Describe the stakeholder input you received. How did this input help shape this project concept?

**3b**

0 of 4000 characters (0%)

If “yes” is selected for question 2b, this set of questions appears

\* 2b. Is property acquisition necessary?  Yes  No

(Select all that apply and describe below.)

Donation  Willing Seller  Appraisal Completed  Purchase option  Purchase agreement

Please Describe:

**2b**

0 of 4000 characters (0%)

## Environment/Community Tab (cont.)

Field	Field Description	Guidance
2b	Property Acquisition	Indicate whether property acquisition is needed. If “yes” is selected, the additional questions shown above will appear. Note: costs associated with property acquisition are <u>not</u> reimbursable through the SRTS program.
3a	Stakeholder Engagement	Describe your efforts to engage stakeholders during the development of the school’s SRTS action plan and application
3b	Stakeholder Input	Provide a synopsis of the stakeholder input you received and indicate whether this input impacted your project plans and application

## Environment/Community Tab (cont.)

4. If this project is identified in an adopted community, county, and/or region-wide plan, please describe  
(Such as a master plan, comprehensive plan, trail plan, downtown development plan, etc.)

4

0 of 4000 characters (0%)

\* 5. Has your community adopted a Complete Streets policy? 5

Yes  No

If "yes" is selected for question 5, this set of questions appears

\* 5. Has your community adopted a Complete Streets policy?  
 Yes  No

\* a.) What type of document is your policy? (Select all that apply.) 5a

Policy  Ordinance  Capital improvement program  
 Resolution  Masterplan  Other

\* b.) How does this project support this policy?

5b

0 of 2000 characters (0%)

c.) Describe what investment your community has made and/or activities you conducted to support your Complete Streets policy.

5c

0 of 2000 characters (0%)



## Environment/Community Tab (cont.)

Field	Field Description	Guidance
4	The SRTS project as part of a larger plan	Describe whether the SRTS project is identified in a larger community or regional plan
5	Stakeholder Engagement	Indicate whether your community has adopted a Complete Streets policy. If “yes” is selected, the additional questions shown above in fields 5a, 5b, and 5c will appear.
5a	Type of Complete Streets policy	Indicate the type of Complete Streets policy your community have adopted
5b	How the SRTS project supports the Complete Streets policy	Describe how the SRTS project will support the Complete Streets policy
5c	Complete Streets investments	Describe the ways the community has supported its Complete Streets policy

<http://michigancompletestreets.wordpress.com/resource/policy-center/>

## Maintenance tab

Application Details - TA 2013004.1, Grand Haven, Lakeshore Middle School SRTS, Open

Description Contacts Narrative Documents Budget Schedule Environment/Community Maintenance Summary

\* = Required Fields

\* What agency is responsible for operation and maintenance of the completed project and what source of funds will be used?

1

0 of 4000 characters (0%)

\* Describe anticipated maintenance needs by task. (Indicate frequency of maintenance and estimated annual cost.)

2

0 of 4000 characters (0%)

Save Print

## Maintenance tab

Field	Field Description	Guidance
1	Agency responsible for maintenance	Indicate the name of the agency responsible for maintenance and the funding source for maintenance-related expenses
2		