

Contacts Tab

Contact type (dropdown menu)	Enter contact information for the following individuals (required)
Select "Contact Person"	Enter the contact information for the application contact person (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 Mayor, Village President, or County Road Commission Chair
Select "Chief Administrative Official"	Enter the contact information for the City Manager, Village Manager, or the County Road Commission's Managing Director or Engineer-Manager
Select "Other"	Enter the contact information for the school's Principal or Head of School
Select "Other"	Enter the contact information for the school district's Superintendent
Select "Other"	Enter the contact information for the school's fiduciary for noninfrastructure funding*
Select "Other"	Enter the contact information for the Township Supervisor (if applicable)**
Select "Other"	Enter the contact information for the Township Manager (if applicable)**

* Provide only if requesting noninfrastructure funding.

** 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

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* Describe how this project is competitive for funding: ⓘ

2

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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

i

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

Add Delete Print

i

*** = Required Fields**

* Document Description :

* Document Type :

* File :

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 www.saferoutesmichigan.org/applicationssubmit to download the templates.
3. 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.
4. The Document #, User, and Date fields are completed automatically.
5. Upload as many files as needed based on your funding requests.
6. The documents do not need to be uploaded in a specific order.

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
 - Anti-bullying curriculum
 - At-school walking clubs
 - Bicycles and bicycle locks
 - Candy, soda, junk food, or unhealthy fast foods
 - Computers, laptops, iPads/tables, iPods/MP3 players, smart boards, or other electronic equipment
 - Crossing guard salaries
 - Full meals
 - Gang violence prevention programs
 - Gift cards
 - Graffiti removal or general neighborhood clean-up or beautification programs
 - Handbooks and manuals (available 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
 - Speed trailers
 - 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

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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

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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.)

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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.)

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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 ¹	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 MDOT LAP Program Application .
4	Matching funds certified ²	Enter target date for certification of matching funds
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

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

² 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.

Environment/Community Tab

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

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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

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*** 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

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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"> 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." <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

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

3b

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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

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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

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* 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

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

5c

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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

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* = Required Fields

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

1

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

2

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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		