



Hawaii Safe Routes to School Program Infrastructure Grant Application

APPLICATION INSTRUCTIONS AND CHECKLIST

The application is designed to help us learn as much about your project as possible. We want to learn about your current situation. What are the obstacles preventing children from walking and bicycling to school? Who are your partners and how did you develop this collaboration? How quickly can you start your project? How will you track your progress and success? What is the estimated cost of your project?

Your answers to the grant application questions are very important in helping us select the best projects. If some of the requested information is not provided, your project will not score well. Please be complete, but also concise.

Important Dates

- | | |
|------------|---|
| October 31 | Completed applications received by the Hawaii Department of Transportation (HDOT) Highways Division Traffic Branch by 4:30 pm <i>(or on the first work day following the date if October 31 falls on the weekend)</i> |
| February | Projects anticipated to be selected for funding by the Hawaii Transportation Commission |

Application Checklist

- Contact Information Sheet is completed
- Questions are answered in concise narrative
- Answers are brief, but clear
- The Cost Estimate is complete
- All appropriate documents are attached (i.e., maps, letters of agreement, etc.)
- Completed application (one original and seven copies) will be delivered by 4:30 pm on October 31 to:

Laura Manuel
Safe Routes to School Program Coordinator
Hawaii Department of Transportation
Highways Division, Traffic Branch
601 Kamokila Boulevard, Rm 602
Kapolei, Hawaii 96707

If you have any questions, contact Laura Manuel at laura.manuel@hawaii.gov or at (808) 692-7695.



Hawaii Safe Routes to School Program Infrastructure Grant Application

CONTACT INFORMATION SHEET

Please complete the information below and **include this page as the first page of your application**. The person identified as the Contact will be the main point of contact for Hawaii DOT staff.

Organization School District City County State Other
(check one)

Project Title: _____

Contact Name: _____

Contact Title: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Best Phone # to Call: _____

Contact E-mail: _____

Contact Fax: _____

Amount of SRTS Funding Requested: _____

School District: _____ School Name: _____

Brief Description of Your Project: _____

The award of Safe Routes to School funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement or maintenance; and the furnishing of materials for this project shall not involve direct or indirect interest of any state, county or city official, elective or appointive. All of the above are prohibited by Hawaii Revised Statute §84-11, §84-11.5, §84-13, §84-14, §84-15. Any award of funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of Safe Routes to School funding and authorize a complete recovery of any funds previously disbursed.

Certification

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the applicant. I understand the following OFFICIAL ENDORSEMENT binds the applicant to assume responsibility for adequate maintenance of any new or improved facilities.

I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Department is required prior to authorization of funds.

Representing the _____

Signature Date

Typed Name and Title Date

APPLICATION QUESTIONS

1. **PROBLEM:** What is the problem? Tell us the current conditions for walking and bicycling to your school.

Describe the problem in detail.

(If any questions are not applicable to your particular situation, please indicate by stating "n/a".)

- a) What are the current risks and/or obstacles (physical or perceived) to walking and bicycling to/from your school?
- b) Provide relevant information such as crash data, traffic counts, speed limits, number of traffic lanes, width of lanes and shoulder (if present), environmental factors, etc., as appropriate.
- c) Provide a description of the affected student population and the neighborhood traffic issues.
- d) Provide the following information about the affected school and student population:
 - 1) School Name
 - 2) Grades of students at school:
 - 3) Number of students at school:
 - 4) Number of K-8 students at school:
 - 5) Distance eligibility for riding a bus (radius) in miles:
 - 6) Number of K-8 students who currently walk to school:
 - 7) Number of K-8 students who currently bicycle to school:
 - 8) Number of K-8 students currently driven to school:
 - 9) Number of K-8 students currently bussed to school:
 - 10) Number of K-8 children eligible for bussing:
 - 11) Number of K-8 students living within two miles of the school:
- e) Describe any existing programs at the affected school that educate and encourage walking or bicycling to school.
- f) Does your school have a current traffic safety plan, Traffic Engineering Assistance Program (TEAP) study, and/or a Safe Routes to School plan? If so, please attach a copy.
- g) Provide a map indicating a 2-mile radius of the school and identify the location of the school, hazards, proposed project, neighborhoods served by the school, etc. Please limit map sizes to no larger than 8.5" x 11".

2. **PROPOSED PROJECT:** Tell us about your project. How do you propose to solve the problem(s) identified above?

Describe the proposed project:

- a) Describe the infrastructure component.
- b) How will the infrastructure component address the problem(s) identified above?
- c) How will the infrastructure improvement increase the number of students walking and bicycling to school?
- d) How will the infrastructure improvement reduce the likelihood of student injuries and fatalities?
- e) Explain what other alternatives were investigated and why they are not valid solutions to the problems(s).

- f) Who will maintain the facility? List the financial resources and document the commitment to continue maintenance of the facility for 10 years.
- g) Who will manage development of the project if different from the contact person?
- h) Describe the noninfrastructure components (education, encouragement, and enforcement) related to your project.
- i) How will the noninfrastructure components of your project increase the number of students walking and bicycling to school?
- j) Who are you going to target with your project?

3. SCHEDULE: Describe your project development schedule from start to finish.

Because this is a federal-aid construction project, permits and clearance from various local, state and federal agencies may be required. Applicants are encouraged to hold pre-application meetings with appropriate federal, state, and local government agencies (including the Metropolitan Planning Organization or Regional Planning Affiliation-the agencies responsible for local transportation planning and programming) to determine requirements, processes and time schedules that may affect the project. Working with your community partners will help you identify specifics pertaining to your project.

Based upon receiving written “authorization to proceed” from Hawaii DOT, how quickly can you begin your project? Please include the following information in your discussion.

Estimate Project Development Schedule:

a) Project Development	Start Date _____	Completion Date _____
b) Project Implementation	Start Date _____	Completion Date _____
c) Project Evaluation	Start Date _____	Completion Date _____

Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All projects must be completed no later than two years following the date of the signed contract.

4. PARTNERS: Who are your partners? What collaborations have you created to ensure the success of your project?

Provide information on the consultation and support for the project.

Participating Organizations. List the participants and the roles they will play in the development of your project. Be specific. Please provide proof that your partners are in agreement with the project and will play a specific role in the project. Partners could include but not be limited to: school officials, local traffic engineers, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, non-profit groups, bicycle clubs, local businesses, other community groups, etc.

When the applicant is a school or non-profit organization, and the infrastructure project is located off school property, a resolution of endorsement is required from the jurisdiction responsible for the project location.

5. **EVALUATION**: The program goal is to enable and encourage more children to walk and bicycle to school. How will you measure your success? What method will you use to determine whether more children are walking and bicycling to school?

Describe how you will measure your project's success. Your measurement should minimally include before and after figures for the following:

- Number of students walking
- Number of students bicycling
- Number of students driven
- Number of students bussed

6. **COST ESTIMATE**: Itemize your project costs.

Your cost estimate should be completed on the following form. Any anticipated costs for educational and encouragement activities should be included as well. Local funds and in-kind donations are not required. An example of a completed form follows the blank form below.

Keep in mind that **minimum** funding for infrastructure projects is set at **\$25,000**, and **maximum** project funding is set at **\$250,000**.

Please provide the estimate cost per student, i.e. the amount of SRTS funding requested divided by the total number of K-8 students living within two miles of your school.

Promotion/Advertising							
Printing - flyers							
Education/Encouragement Materials/Supplies							
Other Educational/ Encouragement Expenses							
TOTALS							

Indirect costs (overhead) will not be reimbursed. Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Examples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc.

Contingencies are not allowed. Any cost overruns are the responsibility of the applicant.

Sample of Completed Cost Estimate for Infrastructure Project
(Local funds and in-kind donations are not required)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds +	Committed Local Funds +	Value of Donated Goods or Services (in-kind) =	Total Cost
200-Ft. Sidewalk Project							
Preliminary Engineering							
Excavation & overburden removal	166	Cu Yd	\$20.00	\$3,320			\$3,320
Reconditioning	6,451	Sq Ft	0.8	5,160			5,160
Tree Removal	8	Each	300	1,200	\$1,200		2,400
Concrete Removal	825	Sq Ft	1.5		1,237		1,237
Asphalt Removal	2,000	Sq Ft	1.5		3,000		3,000
Tree Replacement	8	Each	500	4,000			4,000
Irrigation adjustment	0	Sq Ft					0
Phone Ped Relocation	1	Each	2,500.00	2,500			2,500
Permits	0						0
Materials							
Sidewalk	5,184	Sq Ft	5.5	28,512			28,512
Sidewalk Ramp	267	Sq Ft	12.5	3,337			3,337
Truncated Domes	32	Sq Ft	50	800	800		1,600
Flagstone Wall	1	LS				\$4,500	4,500
Concrete Pavement	1,467	Sq Ft	7	10,269			10,269
Asphalt Pavement	1,467	Sq Ft	3	4,401			4,401
Curb & Gutter	550	Lin Ft	30	16,500			16,500
Sod Replacement	0	Sq Ft					0
Land Acquisitions							
Right of Way Appraisals	1	Each	5,000.00	5,000			5,000
Right of Way Acquisition	3,222	Sq Ft	20	38,440		26,000	64,440
Right of Way Agent	1	Each	12,000	12,000			12,000
Survey of new Right of Way	1	Each	2,000	2,000			2,000
Temporary Const. Easement	3,334	Sq Ft	6.6	22,004			22,004
Other Construction Expenses							
Materials Testing	1	LS	5,000.00	5,000			5,000
Mobilization	1	LS	5,000.00	5,000			5,000
Traffic Control	0						0
Educational /Encouragement Expenses							
Promotion/Advertising	0						0
Printing - flyers	5,000	Each	0.1	500			500
Educations/Encouragement Materials/Supplies	0						0

Other Educational/ Encouragement Expenses							
Kainoa Tam, Professional Consultant to organize walking school bus	10	Hour	32	320			320
TOTALS				\$170,263	\$6,237	\$30,500	\$207,000

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Hawaii Safe Routes to School Program Noninfrastructure Grant Application

APPLICATION INSTRUCTIONS AND CHECKLIST

The application is designed to help us learn as much about your project as possible. We want to learn about your current situation. What are the obstacles preventing children from walking and bicycling to school? Who are your partners and how did you develop this collaboration? How quickly can you start your project? How will you track your progress and success? What is the estimated cost of your project?

Your answers to the grant application questions are very important in helping us select the best projects. If some of the requested information is not provided, your project will not score well. Please be complete, but also concise. **If you are applying for funding to complete a Safe Routes to School Study or Plan, use Form SRTS-1.**

Important Dates

- | | |
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Laura Manuel
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Hawaii Department of Transportation
Highways Division, Traffic Branch
601 Kamokila Boulevard, Rm 602
Kapolei, Hawaii 96707

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Hawaii Safe Routes to School Program Noninfrastructure Grant Application

CONTACT INFORMATION SHEET

Please complete the information below and **include this page as the first page of your application**. The person identified as the Contact will be the main point of contact for Hawaii DOT staff.

Organization School District City County State Other
(check one)

Project Title: _____

Contact Name: _____

Contact Title: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Best Phone # to Call: _____

Contact E-mail: _____

Contact Fax: _____

Amount of SRTS Funding Requested: _____

School District: _____ School Name: _____

Brief Description of Your Project: _____

The award of Safe Routes to School funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement or maintenance; and the furnishing of materials for this project shall not involve direct or indirect interest of any state, county or city official, elective or appointive. All of the above are prohibited by Hawaii Revised Statute §84-11, §84-11.5, §84-13, §84-14, §84-15. Any award of funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of Safe Routes to School funding and authorize a complete recovery of any funds previously disbursed.

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Representing the _____

Signature Date

Typed Name and Title Date

APPLICATION QUESTIONS

1. **PROBLEM:** What is the problem? Tell us the current conditions for walking and bicycling to your school.

Describe the problem in detail.

(If any questions are not applicable to your particular situation, please indicate by stating "n/a".)

- a) What are the current risks and/or obstacles (physical or perceived) to walking and bicycling to/from your school?
- b) Provide relevant information such as crash data, traffic counts, speed limits, number of traffic lanes, width of lanes and shoulder (if present), environmental factors, etc., as appropriate.
- c) Provide a description of the affected student population and the neighborhood traffic issues.
- d) Provide the following information about the affected school and student population:
 - 1) School Name
 - 2) Grades of students at school:
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 - 4) Number of K-8 students at school:
 - 5) Distance eligibility for riding a bus (radius) in miles:
 - 6) Number of K-8 students who currently walk to school:
 - 7) Number of K-8 students who currently bicycle to school:
 - 8) Number of K-8 students currently driven to school:
 - 9) Number of K-8 students currently bussed to school:
 - 10) Number of K-8 children eligible for bussing:
 - 11) Number of K-8 students living within two miles of the school:

If additional schools are involved, please include their information as an attachment.

- e) Describe any existing programs at the affected school that educate and encourage walking or bicycling to school.
- f) Does your school have a current traffic safety plan, Traffic Engineering Assistance Program (TEAP) study, and/or a Safe Routes to School plan? If so, please attach a copy.
- g) Provide a map indicating a 2-mile radius of the school and identify the location of the school, hazards, proposed project, neighborhoods served by the school, etc. Please limit map sizes to no larger than 8.5" x 11".

2. **PROPOSED PROJECT:** Tell us about your project. How do you propose to solve the problem(s) identified above?

Describe the proposed project:

- a) Describe the activity you plan to implement.
- b) How will it address the problem(s) identified above?
- c) Who will manage the project if different from the contact person?
- d) Who are you going to target with your project?

3. SCHEDULE: Describe your project development schedule from start to finish.

Because this is a federal-aid construction project, permits and clearance from various local, state and federal agencies may be required. Applicants are encouraged to hold pre-application meetings with appropriate federal, state, and local government agencies (including the Metropolitan Planning Organization or Regional Planning Affiliation-the agencies responsible for local transportation planning and programming) to determine requirements, processes and time schedules that may affect the project. Working with your community partners will help you identify specifics pertaining to your project.

Based upon receiving written "authorization to proceed" from Hawaii DOT, how quickly can you begin your project? Please include the following information in your discussion.

Estimate Project Development Schedule:

- | | | |
|---------------------------|------------------|-----------------------|
| a) Project Development | Start Date _____ | Completion Date _____ |
| b) Project Implementation | Start Date _____ | Completion Date _____ |
| c) Project Evaluation | Start Date _____ | Completion Date _____ |

Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All projects must be completed no later than two years following the date of the signed contract.

4. PARTNERS: Who are your partners? What collaborations have you created to ensure the success of your project?

Provide information on the consultation and support for the project.

Participating Organizations. List the participants and the roles they will play in the development of your project. Be specific. Please provide proof that your partners are in agreement with the project and will play a specific role in the project. Partners could include but not be limited to: school officials, local traffic engineers, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, non-profit groups, bicycle clubs, local businesses, other community groups, etc.

5. EVALUATION: The program goal is to enable and encourage more children to walk and bicycle to school. How will you measure your success? What method will you use to determine whether more children are walking and bicycling to school?

Describe how you will measure your project's success. Your measurement should minimally include before and after figures for the following:

- Number of students walking
- Number of students bicycling
- Number of students driven
- Number of students bussed

Also indicate how many students were reached with your program.

6. COST ESTIMATE: Itemize your project costs.

Your cost estimate should be completed on the following form. Any anticipated costs for educational and encouragement activities should be included as well. Local funds and in-kind donations are not required. An example of a completed form follows the blank form below.

Keep in mind that **minimum** funding for noninfrastructure projects is set at **\$3,500**.

Please provide the estimate cost per student, i.e. the amount of SRTS funding requested divided by the total number of K-8 students at your school.



**Hawaii Safe Routes to School Program
Noninfrastructure Project Cost Estimate**
(Local funds and in-kind donations are not required.)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds +	Committed Local Funds +	Value of Donated Goods or Services (in-kind) =	Total Cost
External Personnel (include hourly rate)							
Internal Personnel (overtime or non-paid time)							
Equipment and Supplies							
Promotion/Advertising							
Postage							
Printing							
Facility Rental							
Other							
TOTALS							

Indirect cost (overhead) will not be reimbursed. Indirect cost are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect cost include but are not limited to: depreciation and use allowances, general administration and general overhead, project administration expenses, operation and maintenance expenses, etc.

Contingencies are not allowed. Any cost overruns are the responsibility of the applicant.

Sample of Completed Cost Estimate for Noninfrastructure Project

(Local funds and in-kind donations are not required)

Item	Quantity	Unit	Unit Price	Requested SRTS Funds +	Committed Local Funds +	Value of Donated Goods or Services (in-kind) =	Total Cost
External Personnel (include hourly rate)							
Keoki Ong, Certified Cycling Instructor, training grades 4-6	200	Students	\$25	\$5,000			\$5,000
Keoki Ong, Certified Cycling Instructor, training PE teacher	10	hours	75	750			750
Consultant to implement encouragement program	100	hours	50	5,000			5,000
Graphic Designer	20	hours	30	300		\$300	600
Internal Personnel (overtime or non-paid time)							
Ann Smith, PE Teacher (after school hours)	100	hours	30	1,500	\$1,500		3,000
Equipment and Supplies							
Markers for mapping project	10	pkg	5	50			50
Map's for children's bike & walk study	20	ea	5	100			100
Blinking safety lights	200	ea	4	800			800
Promotion/Advertising							
Newspaper ads promoting driver safety	4	ea	200	300		500	800
Postage							
							0
Printing							
Brochures by In-Kind Printing	500	ea	2			1,000	1,000
Facility Rental							
City Center Rec Room	1	ea	150		150		150
Other							
Refreshments for day training	1	ea	150			150	150
TOTALS				\$13,800	\$1,650	\$1,950	\$17,400

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