

APPENDIX A: PRE-CONSTRUCTION DOCUMENTS

The following examples of contract documents, forms and other pre-construction documents are for your reference only. The forms can be downloaded at <http://itd.idaho.gov/forms.htm>. Please contact your local ITD District office or the State SR2S Coordinator at (208) 334-4475 for questions.

Safe Routes To School (SR2S) Project Concept Report



See instructions on page 2, or click on [Go to Instructions](#)

1. Proposed SR2S Improvements <input type="checkbox"/> Separated Pathway <input type="checkbox"/> Sidewalks <input type="checkbox"/> Part of Road Widening <input type="checkbox"/> Part of Existing Road <input type="checkbox"/> Drainage <input type="checkbox"/> Curb and Gutter																					
2. Right-of-Way is Established (if No, see instructions) a. ITD Ownership <input type="checkbox"/> Yes <input type="checkbox"/> No b. Private Ownership <input type="checkbox"/> Yes <input type="checkbox"/> No c. Local Governmental Ownership <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Maps (attach as appropriate) <input type="checkbox"/> a. Vicinity Map <input type="checkbox"/> b. Signage <input type="checkbox"/> c. Historic District																				
4. Standards <input type="checkbox"/> AASHTO <input type="checkbox"/> ITD <input type="checkbox"/> Idaho State Public Works Construction (ISPWC) <input type="checkbox"/> Local (meets ISPWC minimum)																					
5. Proposed Work – check appropriate activities (Note: ADA work items listed separately in Part 8, below) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Excavation</td> <td><input type="checkbox"/> Bike Lanes</td> <td><input type="checkbox"/> Curb and Gutter</td> <td><input type="checkbox"/> Sidewalk</td> <td><input type="checkbox"/> Lighting</td> </tr> <tr> <td><input type="checkbox"/> Drainage</td> <td><input type="checkbox"/> Utilities</td> <td><input type="checkbox"/> Base</td> <td><input type="checkbox"/> Bridge</td> <td><input type="checkbox"/> Surfacing</td> </tr> <tr> <td><input type="checkbox"/> Guard Rails</td> <td><input type="checkbox"/> Fence</td> <td><input type="checkbox"/> Bike Racks</td> <td><input type="checkbox"/> Benches</td> <td><input type="checkbox"/> Striping</td> </tr> <tr> <td colspan="5"><input type="checkbox"/> Other (specify) _____</td> </tr> </table>		<input type="checkbox"/> Excavation	<input type="checkbox"/> Bike Lanes	<input type="checkbox"/> Curb and Gutter	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Lighting	<input type="checkbox"/> Drainage	<input type="checkbox"/> Utilities	<input type="checkbox"/> Base	<input type="checkbox"/> Bridge	<input type="checkbox"/> Surfacing	<input type="checkbox"/> Guard Rails	<input type="checkbox"/> Fence	<input type="checkbox"/> Bike Racks	<input type="checkbox"/> Benches	<input type="checkbox"/> Striping	<input type="checkbox"/> Other (specify) _____				
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6. Railroad Right-of-Way is Impacted <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, attach site plans (including narrative) and/or indicate when plans and agreements will be available _____																					
7. Conceptual Environmental Evaluation – Complete ITD 0211, Alternative Environmental Checklist. Attach an explanation for all "Yes" responses on ITD 0211 in the narrative, and if applicable, summarize your case for no further environmental review.																					
8. Americans With Disabilities Act (ADA) Improvements Planned – provide site plans and "typical" graphics as appropriate <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Curb Ramps</td> <td><input type="checkbox"/> Wheelchair Ramps</td> <td><input type="checkbox"/> Wheelchair Turning Space/Accessibility</td> </tr> <tr> <td><input type="checkbox"/> Sidewalk</td> <td><input type="checkbox"/> Rails and Grab Bars</td> <td><input type="checkbox"/> Removal of Obstructions from Pedestrian Zone</td> </tr> <tr> <td><input type="checkbox"/> Elevators</td> <td><input type="checkbox"/> Obstruction Removal</td> <td><input type="checkbox"/> Detectable Warnings for Curb Ramps</td> </tr> <tr> <td><input type="checkbox"/> Crosswalk</td> <td><input type="checkbox"/> Handicap Pavement Markings</td> <td><input type="checkbox"/> Markings, Signals and Signs</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Wheelchair Accessible Water Fountains/ Toilet Facilities</td> <td><input type="checkbox"/> Other (specify) _____</td> </tr> </table>		<input type="checkbox"/> Curb Ramps	<input type="checkbox"/> Wheelchair Ramps	<input type="checkbox"/> Wheelchair Turning Space/Accessibility	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Rails and Grab Bars	<input type="checkbox"/> Removal of Obstructions from Pedestrian Zone	<input type="checkbox"/> Elevators	<input type="checkbox"/> Obstruction Removal	<input type="checkbox"/> Detectable Warnings for Curb Ramps	<input type="checkbox"/> Crosswalk	<input type="checkbox"/> Handicap Pavement Markings	<input type="checkbox"/> Markings, Signals and Signs	<input type="checkbox"/> Wheelchair Accessible Water Fountains/ Toilet Facilities		<input type="checkbox"/> Other (specify) _____					
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Instructions for SR2S Project Concept Report

[Return to SR2S Project Concept Report Form](#)

1. Indicate the type of SR2S improvements.
2. Right-of-Way for this project must be established before submitting a SR2S application. All projects require a title opinion or verification of ownership by the County Clerk/Recorder. Projects requiring the use of ITD right-of-way must obtain a Right-of Way Use Permit or waiver from their ITD District Office.
3. Map of project area must be included. Neighborhoods older than 50 years are considered to be of historical significance and may require additional levels of review.
4. Indicate appropriate standards that will apply to the proposed SR2S project; standards must meet minimum ISPWC standards.
5. Check all work elements that apply and include summary as necessary.
6. Check whether railroad right-of-way is impacted and if so, provide necessary agreements and/or site plans.
7. Prepare preliminary environmental evaluation (using ITD 0211, Alternative Environmental Checklist).
8. American with Disabilities Act (ADA) Requirements: Check applicable improvements in the project design and provide site plans indicating location and graphics in narrative.

Prepare a narrative describing your project: The Concept Report Narrative should be similar to Section 1 of the SR2S application (two pages double-spaced in 12-point Times New Roman font) and should address the following:

Problem, Purpose, and Need: Describe the problem, how it relates to transportation, and how SR2S funds can help you solve this problem.

Attached to the narrative include:

- **Vicinity Map** on 8.5” x 11.0” paper (state or county maps are not sufficient scale to support concept).
- **Photographs** of existing conditions to be remedied. Provide sufficient photos to illustrate your project, and place several on one page.
- **Summary** of environmental avoidance, minimization, or mitigation as listed on ITD 0211, Alternative Environmental Checklist).
- **Project schedule** demonstrating ability to complete the project within 2 years. (See SR2S application timeline.) Sponsors may provide their own schedule.

[Return to SR2S Project Concept Report](#)

Concept Approval

Idaho Transportation Department



Project Number			Key Number
Highway Route	Beginning Mile Post	Ending Mile Post	Federal Aid Route
Project Title			WA Number
Project Category <input type="checkbox"/> Simple <input type="checkbox"/> Complex			

Revisions or additions to these established project concept and design standards shall require appropriate supporting data and Idaho Transportation Department approval.

Recommended By (Local Sponsor)	Date
Recommended/Approved By (District Engineer)	Date
Reviewed By (Roadway Design Engineer)	Date
Approved By (Assistant Chief Engineer, Development)	Date
<input type="checkbox"/> Design Exception Approved by Committee	Date

Environmental Evaluation



Date	District	Route #	City/County
Project Name		Project #	Key #
Work Authority		Program Year	Termini (Mp To Mp)

Acres of New Public R/W	Acres of New Private R/W	(Discuss the existing use of R/W to be acquired, plus adjacent land use, zoning, development plans, etc. on attached Environmental Summary Sheet)
Tribal Impact <input type="checkbox"/> Cultural <input type="checkbox"/> Archeological <input type="checkbox"/> Reservation <input type="checkbox"/> None		Public Interest Expected? <input type="checkbox"/> Yes <input type="checkbox"/> No
Air Quality <input type="checkbox"/> Attainment Area <input type="checkbox"/> Non-Attainment Area <input type="checkbox"/> CO <input type="checkbox"/> PM		Exempt Project <input type="checkbox"/> Yes <input type="checkbox"/> No
Type One Project (i.e., New Location, Substantial Alignment Change, Addition of a Through-Traffic Lane)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Construction Impacts Requiring Special Provisions (Enter Details on Reverse Side)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Program Year ADT DHV % Trucks Posted Speed		Design Year ADT DHV % Trucks Posted Speed
Distance of Nearest Noise Receptor to Centerline Existing Proposed		

Project Purpose and Benefits

Double mark (xx) only the item that best describes the Primary Reason for Proposing this Project

Single mark (x) all Other Relevant Items

- | | |
|--|--|
| <input type="checkbox"/> Maintain/Improve User Operating Conditions | <input type="checkbox"/> Enhance Accessibility for the Disabled/Safety |
| <input type="checkbox"/> Maintain/Improve Traffic Flow | <input type="checkbox"/> Enhance Pedestrian Safety and/or Capacity |
| <input type="checkbox"/> Time Savings | <input type="checkbox"/> Enhance Bicycle Safety and/or Capacity |
| <input type="checkbox"/> Increase Capacity | <input type="checkbox"/> Traffic Composition Enhancement (e.g., Truck Route, HOV Lane, Climbing Lane) |
| <input type="checkbox"/> Reduce Congestion | <input type="checkbox"/> Visual/Cultural Enhancement (e.g., Landscaping, Historic Preservation) |
| <input type="checkbox"/> Reduce Hazard(s) | <input type="checkbox"/> Environmental Enhancement (e.g., Air Quality, Noise Attenuation, Water Quality) |
| <input type="checkbox"/> Reduce Highway User Operating Costs | <input type="checkbox"/> Economic Prudence (e.g., Repair Less Expensive than Replacement, B/C Ratio) |
| <input type="checkbox"/> Other, List (e.g., Driver Convenience and Comfort regarding Rest Area Projects) | |

Check Any of the Following That Require Avoidance, Minimization, or Discussion (If Yes, describe in the Environmental Document or CE)

- | | Yes | No | | Yes | No |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
| 1. Noise Criteria Impacts* | <input type="checkbox"/> | <input type="checkbox"/> | 17. Threatened/Endangered Species* | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Change in Access or Access Control | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Listed <input type="checkbox"/> Proposed | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Change in Travel Patterns | <input type="checkbox"/> | <input type="checkbox"/> | 18. Air Quality Impacts | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Neighborhood or Service Impacts | <input type="checkbox"/> | <input type="checkbox"/> | 19. Inconsistent With Air Quality Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Economic Disruption | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> SIP <input type="checkbox"/> TIP | | |
| 6. Inconsistent W/Local or State Planning | <input type="checkbox"/> | <input type="checkbox"/> | 20. Stream Alteration/Encroachment** | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Minorities, Low Income Populations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> IWDR <input type="checkbox"/> F&G <input type="checkbox"/> COE (404) | | |
| 8. Displacements* | <input type="checkbox"/> | <input type="checkbox"/> | 21. Flood Plain Encroachment* | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Section 4(f) Lands-DOT Act 1966*
(i.e., Public Parks/Rec Areas/Trails,
Wildlife/Waterfowl Refuges, Wild or
Scenic Rivers, Historic Sites/Bridges,
Archaeological Resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Longitudinal <input type="checkbox"/> Traverse | | |
| 10. LWCF Recreation Areas/6(f) Lands* | <input type="checkbox"/> | <input type="checkbox"/> | 22. Regulatory Floodway | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Section 106-Nat. Hist. Preserv. Act* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> PE Cert. & FEMA Approval <input type="checkbox"/> Revision | | |
| 12. FAA Airspace Intrusion** | <input type="checkbox"/> | <input type="checkbox"/> | 23. Navigable Waters** | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Visual Impacts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> CG (Sec 9) <input type="checkbox"/> COE (Sec 10) <input type="checkbox"/> Dept. Lands | | |
| 14. Prime Farmland*, Parcel Splits | <input type="checkbox"/> | <input type="checkbox"/> | 24. Wetlands* | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Known/Suspected "Hazmat" Risks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Jurisdictional** (404) <input type="checkbox"/> Non-Jurisdictional | | |
| 16. Wildlife/Fish Resources/Habitat** | <input type="checkbox"/> | <input type="checkbox"/> | 25. Sole Source Aquifer | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> Exempt Project <input type="checkbox"/> Non-Exempt** | | |
| | | | 26. Water Quality, Runoff Impacts | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | 27. NPDES-General Permit | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | (If no, complete sediment-erosion control plan) | | |

*If yes to these items, supplemental reports or documentation are required (e.g., Relocation Report; Wetlands Determination/Finding; Fish and Wildlife Species List Update; SCS Form AD-1006, *Biological Assessment*, etc.)

**If yes to these items, a letter of input is required from the appropriate agency.

Recommendation

- A. The project does not individually or cumulatively have a significant adverse effect on the human environment (Categorical Exclusion) 23 CFR 771.117(c), i.e., Special and Programmatic
 23 CFR 771.117(d), i.e., FHWA Approval
- B. There is insufficient information to support A above or no precedent exists. (Environmental Assessment)
- C. The project will result in a significant effect on the human environment. (Environmental Impact Statement)

Prepared By (Consultant, District Environmental Planner, or LHTAC Signature*)	Date
Reviewed By (District Environmental Planner, Project Development Engineer, or LHTAC Signature*)	Date

***One Signature by a Planner and one by Engineer or Consultant**

Construction Impacts Requiring Special Provisions

Project Description (if not attached)

Hazardous Material (HM) Administrative Review



Complete all sections. Attach additional sheets and/or maps as needed to provide information pertinent to the proposed project.

Project Number	Key Number	District
Project Name/Location		

Mark features involved in this project

<input type="checkbox"/> New R/W	<input type="checkbox"/> Subsurface utility relocation
<input type="checkbox"/> Excavation	<input type="checkbox"/> Structures (buildings, bridges, etc.)
<input type="checkbox"/> Railroad involvement	<input type="checkbox"/> Other (list):

Contacts (*Contact each of the following and provide information below*)

	Contact Name	Date	Summary
EPA			
DEQ			
Health Dept.			

Review of Published Lists (*Review all lists. Check off as they are reviewed and note findings in right hand column*)

<input type="checkbox"/> NPL	
<input type="checkbox"/> CERCLIS	
<input type="checkbox"/> CERCLIS/NFRAP	
<input type="checkbox"/> RCRA Corrective Actions	
<input type="checkbox"/> RCRA TSD	
<input type="checkbox"/> RCRA Generators	
<input type="checkbox"/> ERNS	
<input type="checkbox"/> SWLF	
<input type="checkbox"/> LUST	
<input type="checkbox"/> UST	

Windshield Survey (*List and comment on suspect land uses/operations identified.*)

Person(s) Performing Survey	Survey Date
Results	

HM conclusion (*No evidence or low probability of encountering HM; evidence of probable HM (Phase I), warrants more detailed assessment/sampling/testing (Phase II); site will be avoided without further analysis, etc.*)

HM Review Conducted By (Print Name)	Company
Signature	Date

SAMPLE
CATEGORICAL EXCLUSION LETTER

[Local Agency/Lead Organization Letterhead]

[Date]

Idaho Transportation Department
District Engineer [name]
[Address]

RE: Safe Route To School Project [number and / or description]

Dear Mr/Ms [name];

The [agency/organization name] would like to request that you qualify the NEPA category of action of the non-infrastructure activities of the [name] SR2S project.

The project files have been reviewed by _____ and it was determined that the activities planned are in a category of actions which do not individually or cumulatively have a significant effect on the human environment, and that neither an environmental assessment nor an environmental impact statement is required.

As acting official of [Local Agency/Lead Organization], I hereby request that you certify the project as a Categorical Exclusion.

Sincerely,

[name/title]

Local Public Agency's Certificate Of Completion Of Right-Of-Way Activities



Local Public Agency	Project No.
Project Name	Key No.

PART A

The proposed construction project did not require the acquisition of additional real property rights.

- Check here if Part A pertains, then skip to Part C below and complete date and signature area of form.
(If Part A is not applicable, please complete Parts B and C below.)

PART B

The proposed construction project required the acquisition of additional real property rights. There were _____ ownerships involved and _____ relocations of persons as a result of said acquisitions.

I hereby certify that all acquisitions and relocations, if any, were performed in accordance with our assurances to comply with state and federal laws and regulations related to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments thereto.

It is further certified that in all cases where the real property rights were obtained through donation, that the property owner(s) was fully informed of the right to receive just compensation and the owner has released our agency from its obligation to appraise the property in the event that the estimated value may exceed \$2,500.00.

PART C

- Check here if there is no utility involvement on this project.
- Check here if arrangements have been made to coordinate the relocation of any/all utility facilities.

Date	Agency
Attest (Clerk or Secretary)	Chairman's, President's or Mayor's Signature

**STATE/LOCAL AGREEMENT
SAFE ROUTES TO SCHOOL
PROJECT NO. _____
FY__ SR2S _____
_____ COUNTY
KEY NO. _____**

PARTIES

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the IDAHO TRANSPORTATION DEPARTMENT, hereafter called the State and the _____, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested funding under the Safe Routes to School Program to provide infrastructure and non-infrastructure projects that benefit elementary and middle school children in grades K-8 as detailed in the project Application. A copy of the project Application is attached as Exhibit A. The purpose of this Agreement is to set out the terms and conditions necessary to obtain Federal-aid participation in the work.

NOTE: Agencies should refer to the SR2S Project Application Manual for information regarding administrative Safe Routes to School projects.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

I. NON-INFRASTRUCTURE ACTIVITIES

1. The total funds available for non-infrastructure activities identified in Exhibit A is \$>.
2. The State's contact for non-infrastructure activities is as follows:

Jo O'Connor
Safe Routes to School Coordinator
Office of Highway Operations and Safety
Idaho Transportation Department
PO Box 7129,
Boise ID 83707-1129
Telephone: 208-334-4475
Fax: 208-334-4440
e-mail: JOConnor@itd.idaho.gov

THE STATE SHALL:

3. Enter into an Agreement with the Federal Highway Administration covering the federal government's pro rata share of costs of the non-infrastructure activities, up to the Federal-aid maximum identified in Section I, Paragraph 1. above.
4. Through its Safe Routes to School Coordinator, will provide guidance and support to the Sponsor in development of the non-infrastructure portion of this project.
5. Upon receipt of appropriate documentation showing expenditure of funds for the non-infrastructure portion of this project, reimburse the Sponsor up to the Federal-aid maximum identified in Section I, Paragraph 1. above.

THE SPONSOR SHALL:

6. Develop the non-infrastructure activities as detailed in Exhibit A.
7. Seek the approval of the Safe Routes to School Coordinator before making all non-infrastructure purchases.
8. Make timely payment of all invoices and provide to the State, along with the required quarterly progress report, allowable invoices, receipts and copies of checks as proof of payment of said invoices. The State will reimburse the Sponsor for eligible expenses, up to the Federal maximum identified in Section I, Paragraph 1. above. The Sponsor shall be responsible for all costs of the project that exceed the Federal-aid maximum.
9. Submit quarterly reports to the Safe Routes to School Coordinator, on a form provided by the State. Upon completion of the project, the Sponsor will provide written notification of completion of the project and the final quarterly report. The deadline for completion of the work is two years from the date of this signed Agreement. The final report and invoice shall be received by the State no later than sixty days following the completion date.
10. Maintain all project records, including source documentation for all expenditures and in-kind contributions, for a period of three (3) years from the date of final cost accounting. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.

II. INFRASTRUCTURE ACTIVITIES - N/A

- 1. The total funds available for infrastructure activities identified in Exhibit A is \$>.
- 2. The deadline for completion of all infrastructure activities is two years from the date of execution of this Agreement.
- 3. Contact information for infrastructure activities is as follows:

District SR2S Contact>

Sponsor Contact>

THE SPONSOR SHALL:

- 4. At its own cost, provide for the design of the project. Projects shall be designed to an approved standard following guidelines contained in the SR2S Project Development Manual.
- 5. Upon receipt of the official notice to award the contract received from the State, advertise and award a contract following the bidding procedure outlined in the SR2S Project Development Manual.
- 6. During construction of the project the Sponsor shall follow the guidelines in the SR2S Project Development Manual for construction, inspection diaries, and support to the State Resident Engineer in the administration of the contract on this project. The Sponsor shall prepare all monthly and final contract estimates and change orders, and submit to the State for their approval. During the life of the construction contract, prior approval of the State will be obtained if it is necessary to deviate from the plans and specifications to such a degree that the scope of project and/or required work is significantly changed.
- 7. Provide for materials testing on the project. Reference the SR2S Project Development Manual for guidelines and requirements.
- 8. Be responsible for the selection and maintenance of all traffic control devices in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the State.
- 9. At no cost to the federal-share, cause to be replaced to original, equal or better condition any existing pavement, regulatory signs, and other items damaged as a result of the contractor's operation, except as hereafter stated as obligations of the State.

10. Make timely payment of all invoices and provide to the State allowable invoices and receipts showing payment of same. The State will reimburse the Sponsor for eligible expenses, up to the Federal-aid maximum identified in Section II, Paragraph 1. above. The Sponsor shall be responsible for all costs of the project that exceed the Federal-aid maximum. Reference the SR2S Project Development Manual for additional information.
11. Maintain all project records, including source documentation for all expenditures and in-kind contributions, for a period of three (3) years from the date of final cost accounting. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.
12. Maintain the project upon completion to the satisfaction of the State. Failure to maintain the project in a satisfactory manner will jeopardize the future allotment of federal-aid highway funds for projects within the Sponsor's jurisdiction.
13. Comply with Exhibit B, Non-Discrimination Agreement for Local Public Agencies, attached hereto and made a part hereof. By this agreement the Sponsor agrees to comply with and be bound to the Civil Rights provisions of Title VI of the Federal Code and to generally insert those provisions in all contracts that it enters into that are federally funded on this project. If property acquired for this project with Federal financial assistance is transferred, the recipient of the property will be subject to Appendix A if the property is used for the same purpose, whether originally acquired or for another purpose involving similar services or benefits to the general public. Sponsor shall contact the State prior to completing any transfer of a project under this agreement.
14. Comply with all other applicable State and Federal regulations.
15. Indemnify, save harmless and defend regardless of outcome the State from the expenses of and against suits, actions, claims or losses of every kind, nature and description, including costs, expenses and attorney fees that may be incurred by reason of any act or omission, neglect or misconduct of the Sponsor or its consultant in the design, construction and maintenance of the work which is the subject of this Agreement. The Sponsor shall defend and indemnify the State and its employees for all claims and losses arising out of the State's duty of supervision and inspection of the project.

THE STATE SHALL:

16. Enter into an Agreement with the Federal Highway Administration covering the federal government's pro rata share of construction costs, up to the Federal-aid maximum identified in Section II, Paragraph 1. above.
17. Review and approve the project plans, specifications, and rights-of-way certifications, and provide the appropriate environmental clearance.

18. Review and approve bidding documents for conformance to bidding requirements prior to advertisement.
19. Review and approve bids prior to a contract being awarded.
20. Authorize the Sponsor to administer the project and make any necessary changes and decisions within the general scope of the plans and specifications. ITD will review and approve any local procedures prior to executing this agreement.
21. Designate personnel, as the State deems necessary, to review construction in accordance with the plans, specifications and estimates in the manner required by applicable state and federal regulations. The State will review and approve change orders submitted by the Sponsor, and conduct a final inspection and acceptance of the project when completed.
22. Upon receipt of appropriate documentation showing expenditure of funds for infrastructure work on this project, the State will reimburse the Sponsor up to the Federal-aid maximum identified in Section II, Paragraph 1. above.
23. Maintain complete accounts of all project funds received and disbursed, which accounting will determine the final project costs.
24. Cooperate with the Sponsor in selection and designation of suitable construction traffic control during project construction in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) as adopted by the State.
25. All information, regulatory and warning signs, pavement or other markings, traffic signals required, the cost of which is not provided for in the plans and estimates, must be erected at the sole expense of the Sponsor upon the completion of the project.
26. The location, form and character of all signs, markings and signals installed on the project, initially or in the future, shall be in conformity with the Manual of Uniform Traffic Control Devices as adopted by the State.

BOTH PARTIES AGREE AS FOLLOWS:

1. This Agreement is entered into for the purpose of complying with certain provisions of the Federal-Aid Highway Act, in obtaining federal participation in the design and construction of the project. Federal participation in the costs of the project will be governed by the applicable sections of Title 23, U.S. Code (Highways) and rules and regulations prescribed or promulgated by the Federal Highway Administration.
2. Federal participation is contingent upon ultimate completion of the project. If for any reason the project is removed from the program without being completed, then the Sponsor shall be responsible for One Hundred Percent (100%) of all project costs, and shall pay back to the State all costs previously reimbursed.

3. Sufficient Appropriation. It is understood and agreed that the State is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State reserves the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.
4. This Agreement shall become effective on the first day mentioned above, and shall remain in full force and effect until amended or replaced upon mutual consent of the State and the Sponsor.

(This space intentionally left blank)

EXAMPLE

EXECUTION

This Agreement is executed for the State by its Assistant Chief Engineer (Development), and executed for the Sponsor by its Coordinator.

IDAHO TRANSPORTATION DEPARTMENT

APPROVED BY:

Assistant Chief Engineer
(Development)

Approved as to form:
Scot R. Campbell
Deputy Attorney General
January 8, 2009

RECOMMENDED BY:

Roadway Design Engineer

EXAMPLE
MOUNTAIN RIDES TRANSPORTATION
AUTHORITY

Coordinator

hm: 11887 SLA.doc

State/Local Agreement

EXHIBIT B
Non-Discrimination Agreement for Local Public Agencies

Title VI Program

Organization and Staffing

Pursuant to 23 CFR 200, Mountain Rides Transportation Authority has designated a Title VI Coordinator who is responsible for monitoring practices, procedures, policies, and documents for compliance with Title VI. This individual is the designated liaison for Title VI program activities and for coordinating compliance monitoring with the Idaho Transportation Department Equal Employment Opportunity Office.

Assurances

49 CFR Part 21.7

The Sponsor hereby gives assurances:

1. That no person shall on the grounds of race, color, national origin, and sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Sponsor regardless of whether those programs and activities are Federally funded or not. Activities and programs which the Sponsor hereby agrees to carry out in compliance with Title VI and related statutes include, but are not limited to:
 - List all major Transportation programs and activities of the Sponsor and Title VI responsibilities for each one of them (label Attachment 2).
2. That it promptly remedy any material breach of the contract of this Agreement.
3. That each transportation program, activity, and facility (i.e. lands change to roadways, park and ride lots etc.) as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Sponsor by the Idaho Transportation Department (ITD) under the Federally-Funded Program and is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Sponsor.
5. That the Sponsor shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federally-Funded programs and, in adapted form all proposals for negotiated agreements: *The (Sponsor), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.*
6. That the Sponsor shall insert the clauses of Attachment 1 of this Agreement in every contract subject to the Act and the Regulations.

7. That the Sponsor shall insert the clauses of Attachment 2 of this Agreement, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
8. The Sponsor agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

Implementation Procedures

This agreement shall serve as the Sponsor's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Sponsor, or in recognition of the public interest to be served by such sale or lease to the Sponsor, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The Sponsor shall

1. Issue a policy statement signed by the Sponsor's authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Sponsor's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by ITD or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The Sponsor's authorized representative shall be held responsible for implementing Title VI requirements.
3. Designate a Title VI Coordinator who has a responsible position in the organization and easy access to the Sponsor's authorized representative. The Title VI Coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. The Title VI Coordinator shall adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin or sex, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the Sponsor's report of investigation, will be forwarded to ITD's EEO Office – External Programs within 10 days of the date the complaint was received by the Sponsor.
6. Collect statistical data (race, color, national origin, sex) of participants in, and beneficiaries of the Transportation programs and activities conducted by the Sponsor.

7. Conduct Title VI reviews of the Sponsor and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Attend training programs on Title VI and related statutes conducted by ITD's EEO Office.
9. Prepare a yearly report of Title VI accomplishments for the last year and goals for the next year. This report is due one year from the date of approval of the Non-Discrimination Agreement and then annually on the same date.

a) Annual Work Plan

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

b) Accomplishment Report

List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Coordinator and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Coordinator. List any major problem(s) identified and corrective action taken. Include a summary and status report on any Title VI complaints filed with the Sponsor.

Discrimination Complaint Procedure

Any person who is in the line, individually or as a member of a specific class, or in connection with any disadvantaged business enterprise, who has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, the Voting Rights Act of 1965, the National Voter Registration Act of 1993 and the Civil Rights Enforcement Act of 1997, can file a complaint with the Sponsor. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Sponsor's Title VI Coordinator for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Sponsor or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Sponsor, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the Sponsor's investigative procedures.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as ITD and USDOT.

The Sponsor will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ITD:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex)
- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the Sponsor.
- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the Sponsor has taken or proposed to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Sponsor's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of the complaint, the Sponsor's authorized representative will notify the complainant in writing of the final decision rendered, including the proposed course of action. The notification will advise the complainant of his/her appeal rights, if any, and the time associated with the final decision rendered by the Title VI Coordinator. The Title VI Coordinator will also provide ITD with a copy of the decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

Idaho Transportation Department
Equal Employment Opportunity Office – External Programs
Karen Sparkman, EEO Manager
PO Box 7149
Boise, ID 83707-1129
208-334-8852

Federal Highway Administration
Idaho Division Office
3050 Lakeharbor Lane, Suite 126
Boise, ID 83703
208-334-9180

Sanctions

In the event the Sponsor fails or refuses to comply with the terms of this agreement, the ITD may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the Sponsor under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Sponsor.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Sponsor.;
4. Refer the case to the Department of Justice for appropriate legal proceedings.

EXAMPLE

Attachment 1

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the “contractor”) agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor’s obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations and directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor’s non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Attachment 2

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Idaho will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation ITD (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 USC 2000d to 2000d - 4) does hereby remise, release, quitclaim, and convey unto the state of Idaho all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Idaho, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance was expended for another purpose involving the provision of similar services or benefits and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.¹

EXAMPLE

The state of Idaho, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)and)* (2) that the state of Idaho, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.¹

¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

Safe Route to Schools (SR2S)
Materials Design Summary

Project _____
[name, number or description]

Where allowed in the Safe Route to Schools Materials Memorandum No. 17, this form is a substitution for approved materials phase reports.

Use this form to indicate the items that will be used on the project identified above and submit to the District for approval. Materials approved on this form must be specified as described in the project contract.

√	Items
<input type="checkbox"/>	Portland Cement Concrete – ½” commercial mix designed for compressive strength of not less than 3000 psi or in accordance with ITD Section 509 Non-Structural Concrete. used for sidewalk, curb, curb & gutter, slab foundation for cabinets or sign post foundations
<input type="checkbox"/>	Hot Mix Asphalt – 3/8” to ¾” commercial mix design with at least 58-28 PG asphalt binder or in accordance with ITD Non-Structural Plant Mix specifications. used for bike or pedestrian path or bituminous curb
<input type="checkbox"/>	Traffic Signs & Posts – Signs not greater than 25 sq ft. in accordance with ITD Standard Specification Section 616, MUTCD & ITD Standard Drawings I-8, I-9, I-12, I-13 used for safe route markers, School Zone signs & posts
<input type="checkbox"/>	Traffic Signal Poles, Lighting Poles and Pedestrian Poles – per ITD Standard Specification Section 619 and Section 656, ITD Standard Drawings I-6 & I-7 (Mast Arms must be less than 55 feet)
<input type="checkbox"/>	Pavement Markings – per ITD Qualified Products List & Standard Drawing I-21-A
<input type="checkbox"/>	Bike Storage Area or Rack – Approved by Sponsor
<input type="checkbox"/>	Concrete Barriers – per ITD Standard Drawing G-2-A-1 or G-2-A-2
<input type="checkbox"/>	Drainage Culverts & Installation – per ITD Standard Specification Sections 602 – 609 and ITD Standard Drawing D-12 & D-13
<input type="checkbox"/>	Aggregate Materials – from commercial sources approved by ITD Includes ½” crushed gravel, ¾” crushed gravel, pipe bedding, and imported granular material

Any items not listed above, including roadway items and structural members, i.e., pedestrian foot bridge, traffic signs larger than 25 sq. ft., must have the appropriate phase reports approved per ITD Materials Manual Section 200.00.

Submitted By	Title	Date
Reviewed & Approved By	District Materials Engineer	Date

SAMPLE
MATERIALS CERTIFICATION LETTER

[Local Agency Letterhead]

[Date]

Idaho Transportation Department
District Engineer [name]
[Address]

RE: Safe Route To School Project [number and / or description]

Dear Mr/Ms [name];

The referenced project has been completed and I have performed a final inspection on [date]. During the inspection, I found that all construction items provided for and contemplated by the contract were completed satisfactorily.

There has been a review of the project files and it was determined the contractor has provided the required materials certifications and any other required documents.

As acting official of [Local Agency], I hereby certify the project requirements were met and we accept the project.

Sincerely,

[name]
[title]

APPENDIX B: PROJECT DEVELOPMENT (PS&E) DOCUMENTS

The following example of the Table of Contents from a PS&E package is for your reference only. An example of the entire package is available in Microsoft Word and can be downloaded at www.itd.idaho.gov/sr2s. Please contact your local ITD District office or the State SR2S Coordinator at (208) 334-4475 for questions. Two copies of a complete project development package (PS&E) must be provided to the ITD District SR2S contact prior to July 1.

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APPENDIX C: REPORTING DOCUMENTS FOR NON- INFRASTRUCTURE PROJECTS

The following examples of forms and reporting documents are for your reference only. Current versions of all ITD forms can be downloaded at www.itd.idaho.gov/forms. Current versions of survey documents can be downloaded at www.saferoutesinfo.org under "Data Resources." Please contact the State SR2S Coordinator at (208) 334-4475 for questions.

Safe Routes To School Quarterly Report

Idaho Transportation Department



Project Title	Project Number	School Name	ITD District
---------------	----------------	-------------	--------------

Progress to Date - Be specific regarding special events held, meetings, assemblies, safety training, education, regular walking/biking days and tallying done to track the number of students this quarter.

Milestones and Schedules - Outline project milestones and the dates for each applicable component.

Project Milestones	Occured (MM/DD/YY)	Outlook - Describe issues, meetings, problems and good news items.
State/Local Agreement		
SR2S Task Force		
Public Involvement		

Evaluation

Pre-project survey		August Results:
Mid-project survey		March Results:
Post-project survey		May Results:

Engineering

Pre-project conference		
PS&E Package Submitted		
Mid-project Inspection		
Contract Advertisement		
Contract Award		
Project Completed		

Cost Summary

<u>Total Grant Amount</u>	<u>Funding Awarded (Spent) This Quarter</u>	<u>Percent of Total</u>	<u>Percent Funded of Total Grant</u>
_____	Infrastructure _____	_____	_____
	Non-Infrastructure _____	_____	_____

Cash Flow

List infrastructure expenditures billed to ITD District Offices and non-infrastructure expenditures billed to ITD Headquarters SR2S Coordinator.

<u>Date</u>	<u>Planned Expenditure Amount</u>	<u>Actual Expenditure Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Totals	_____	_____

Lead Agency

I certify that all reimbursement claims provided are accurate and are accompanied by full backup documentation, including time sheets, invoices and copies of checks as proof of payment. All backup documentation will be made available for three years after project completion for audit purposes.

Representative of Approving Authority's Signature (agency submitting report)	Title	Date
---	-------	------

Problems: Provide information on problems encountered achieving any of the project milestones set.

The deadline for completion of the work is August 31 unless an extension has been granted. The final quarterly report and invoice must be received by ITD no later than November 1 on all non-infrastructure activities.

Project Timeline:

- **Progress reports due to ITD November 30, March 30, June 30, and August 31.**
- **Final report due November 1 unless a different date is specified by the SR2S coordinator**
Please submit reports electronically if possible.

Idaho Safe Routes To School (SR2S) Reimbursement Claim Form



www.itd.idaho.gov

All items being claimed must be accompanied by an invoice and proof of payment. Cost overruns are the responsibility of the sponsor.

Project Title and Key Number	For Period Covered	Claim Number
------------------------------	--------------------	--------------

	<u>Amount This Claim</u>	<u>Claimed to Date</u>
Non-infrastructure Award Total \$ _____		
Personnel Costs (Coordinator hourly wage including benefits, travel, volunteer/intern stipends and all other anticipated personnel costs)	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal	\$ _____	\$ _____
Educational Materials	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal	\$ _____	\$ _____
Encouragement Incentives (Bike Helmets and other safety items can be included)	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal	\$ _____	\$ _____
Special Events (\$200 is the maximum allowed for refreshments per event)	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
Subtotal	\$ _____	\$ _____
Indirect Costs (Must be requested and agreed upon in writing within one month of signing State/Local Agreement Rent)	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
Subtotal	\$ _____	\$ _____
Total reimbursement request on this claim	\$ _____	\$ _____
Total donated of items on this claim \$ _____		
Sponsor Signature	Date	ITD Approved to Pay
		Date

SRTS Data Entry: **Background Information Page 1**

(This page should take approximately 3-5 minutes to complete)

Basic Instructions: (Detailed instructions are provided in a separate document.)

- Fill out this two-page **Background Information Cover Sheet**.
- For **each school that has provided data**, complete a **School Information Cover Sheet**.
- Send all collected forms to the National Center for Safe Routes to School for data entry
- You will receive a confirmation email from the NCSRTS when your forms have been received.

Lead Organization

Organization Type: Local/Regional Gov't Agency School/District Nonprofit/Other

City:

State:

ZIP Code:

Program Contact:

Contact Role: Lead Organization Partner Organization Consultant Parent

Phone:

() - Ext.

E-Mail Address:

E-Mail (cont.):

Is this program applying for either State or Federal SRTS funds? Yes No

Is this program part of either a State or Federally-funded SRTS program? Yes No

Amount of State/Federal SRTS funding (if known)
(requested or awarded)

\$

(Please do not use commas: \$12574 instead of \$12,574. Also, please round to the nearest whole dollar: \$12574 instead of \$12573.75)

Program Includes: (Mark each box that applies.)

Engineering Education Enforcement Encouragement

How many schools are (or will be) participating in this SRTS program?

Is this project paying someone (either full or part-time) a salary or stipend? Yes No

Are policy changes (local gov't or school-level) part of this SRTS program? Yes No

Is this project collecting additional SRTS-related data?

Yes No

(for research or evaluation purposes beyond student travel tallies and/or parent surveys)

SafeRoutes
National Center for Safe Routes to School



SRTS Data Entry: **Background Information Page 2**

(This page should take approximately 3-5 minutes to complete)

Program Activity Information

Please mark the box next to each specific activity that is or will occur as part of this program. Mark as many boxes as are applicable.

Engineering

- | | |
|---|--|
| <input type="checkbox"/> Sidewalks (construct, replace, repair, or widen)
<input type="checkbox"/> Accommodations for students with disabilities (improve)
<input type="checkbox"/> Bicycle lanes (install, improve, or repair)
<input type="checkbox"/> Off-road walking/bicycling paths (construct or repair; or improve intersections with roads)
<input type="checkbox"/> Crosswalks (install, improve, or repair)
<input type="checkbox"/> Crossing refuge island (install)
<input type="checkbox"/> Traffic calming (such as curb extensions, speed bumps/humps, traffic circles, raised crosswalks, narrowing lanes, etc.)
<input type="checkbox"/> Speed monitoring and feedback devices (install permanent) (See Enforcement for movable speed monitors)
<input type="checkbox"/> Signs (new or improved signs such as school zone, speed limits, crosswalk warning, etc.) | <input type="checkbox"/> Speed limit reduction near schools
<input type="checkbox"/> Pavement or curb markings or legends (install or improve)
<input type="checkbox"/> Bicycle parking (install, improve, or relocate)
<input type="checkbox"/> Lighting (install or improve)
<input type="checkbox"/> Traffic controls (new or improved using traffic lights, signs, pedestrian signals, changes to signal timing)
<input type="checkbox"/> Pick up and drop off areas (redesign or change procedure to improve pedestrian safety)
<input type="checkbox"/> Assessment (study walk/bike routes for needed improvements)
<input type="checkbox"/> School construction policy (changed to improve school site design, location selection, or renovations)
<input type="checkbox"/> Other |
|---|--|

Education

- | | |
|--|--|
| <input type="checkbox"/> Pedestrian and bicycle safety instruction
<input type="checkbox"/> Pedestrian skills practice (simulated settings or real-life)
<input type="checkbox"/> Bike skills practice (bike rodeo or training on-bike)
<input type="checkbox"/> Personal safety skills (such as how to deal with strangers)
<input type="checkbox"/> Safe driving near the school (targeted to parents and/or general public) | <input type="checkbox"/> Benefits of walking/bicycling (health, environmental and sustainable transportation benefits taught to students and/or parents)
<input type="checkbox"/> Community-wide education and awareness program (focused on adults)
<input type="checkbox"/> Policy (new or change that supports SRTS such as requiring pedestrian or bicycle safety education in regular curriculum)
<input type="checkbox"/> Other |
|--|--|

Encouragement

- | | |
|---|---|
| <input type="checkbox"/> Walking School Bus program
<input type="checkbox"/> Bike Train program
<input type="checkbox"/> Walk to School Day or other special event
<input type="checkbox"/> Ongoing promotional events (such as Walking Wednesdays, Bike Tuesdays, etc.)
<input type="checkbox"/> Walking/biking mileage club or other contest
<input type="checkbox"/> Park-and-walk program
<input type="checkbox"/> Remote "drop-off and walk" system for bus riders | <input type="checkbox"/> Walking or bicycling route map (create or promote)
<input type="checkbox"/> Incentive program for safe travel behaviors
<input type="checkbox"/> SRTS promotion to general public
<input type="checkbox"/> Technology-based encouragement activities (such as Web site, email list, text messaging)
<input type="checkbox"/> Policy (new or change that supports SRTS such as early dismissal for walkers)
<input type="checkbox"/> Other |
|---|---|

Enforcement

- | | |
|---|---|
| <input type="checkbox"/> Parent or student safety patrol program
<input type="checkbox"/> Crossing guard training program
<input type="checkbox"/> Crossing guard(s) hired
<input type="checkbox"/> Crossing guard equipment (purchase)
<input type="checkbox"/> Speed feedback trailers or signs
<input type="checkbox"/> Photo speed enforcement
<input type="checkbox"/> Speed enforcement in school zones | <input type="checkbox"/> Neighborhood watch/Safe house program
<input type="checkbox"/> Traffic complaint hotline
<input type="checkbox"/> "Pedestrian decoy" operations
<input type="checkbox"/> Policy (new or change that supports SRTS such as increased fines for speeding in school zones)
<input type="checkbox"/> Other |
|---|---|

SRTS Data Entry: School Information Page

Complete a separate copy of this page for each school in your SRTS program
(This page should take approximately 1-3 minutes to complete)



School Information Page Instructions:

Please complete one School Information Page for each school that participates in SRTS data collection. (Detailed instructions and examples are provided in a separate document.)



School Name:

Street Address:

City

State:

School ZIP Code:
(use ZIP + 4, if known)

 -

Contact Name:

E-Mail Address:

E-Mail (cont.):

How many students attend this school?
(make estimate if necessary)

What grades attend this school?
(Mark all that apply)

K 1 2 3 4 5 6 7 8

Which grades are targeted
by this SRTS program?

K 1 2 3 4 5 6 7 8

* How many students attend those grades?
(make estimate if necessary)

or (Don't Know)

When was this data collected? Before-Program Mid-Program Post-Program Other

How many Parent Surveys were distributed?

or (Not Applicable)

Is there a school-level team helping implement SRTS at this school? Yes No
(such as PTA, School Wellness Team, SRTS Committee, etc.)

Are other agencies or organizations involved in implementing this program? Yes No
(such as local governments, health departments, Safe Kids, university or college, etc.)



SAFE ROUTES TO SCHOOL

STUDENT ARRIVAL AND DEPARTURE TALLY SHEET

School Name: Zip Code: -

Teacher: Grade (K-8)

Monday's Date / / 2 0 # of students enrolled in class
M M / D D / Y E A R

Teachers, here are simple instructions for using this form:

- Please conduct these counts **on any two days from Tuesday, Wednesday, or Thursday of the assigned week**. Only two days worth of counts are needed, but counting all 3 provides better data.
- **Please do not conduct these counts on Mondays or Fridays.**
- Before asking your students to raise their hands to indicate the *one answer* that is correct for them, read through all potential answers so they will know what the choices are.
- Ask your students as a group the question **“How did you arrive at school today?”**
- Read each answer and record the number of students that raised their hands for each.
- **Place just one character or number in each box.**
- Follow the same procedure for the question **“How do you plan to leave for home after school?”**
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in class each day.			Step 2. Ask students “How did you arrive at school today?” and “How do you plan to leave for home after school?” (record number of hands for each answer)									
	Weather S= sunny R= rainy O= overcast Sn= snow	Number of Students (in class when count made)	Walk	Bike	School Bus		Family Vehicle (only with children from your family)	Carpool (riding with children from other families)	Transit (city bus, subway, etc.)	Other (skateboard, scooter, inline skates, etc.)		
SAMPLE	S	2 7	4	2	1	1	7	3	0	0	0	
Tues AM												
Tues PM												
Wed AM												
Wed PM												
Thur AM												
Thur PM												

Comments (List disruptions to counts or any unusual travel conditions to/from the school on the days of the tally):

Thank you for helping gather this information!

8. Has your child asked you for permission to walk or bike to/from school in the last year? (select one) YES NO

9. At what grade would you allow your child to walk or bike without an adult to/from school? (select a grade between K – 8) grade (or I would not feel comfortable at any grade)

10. Which of the following issues affected your decision to allow, or not allow, your child to walk or bike to/from school? (select all that apply, mark with X in box)

- Distance
- Convenience of driving
- Time
- Child's before or after-school activities
- Speed of traffic along route
- Amount of traffic along route
- Adults to walk or bike with
- Sidewalks or pathways
- Safety of intersections and crossings
- Crossing guards
- Violence or crime
- Weather or climate

11. Would you probably let your child walk or bike to/from school if this problem were changed or improved? (select one choice per line) (My child already walks or bikes to/from school)

- | | | |
|------------------------------|-----------------------------|-----------------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> Not Sure |

12. In your opinion, how much does your child's school encourage or discourage walking and biking to/from school? (select one, mark with X in box)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Strongly Encourage | Encourage | Neither | Discourage | Strongly Discourage |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

13. How much FUN is walking or biking to/from school for your child? (select one)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very Fun | Fun | Neutral | Boring | Very Boring |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

14. How HEALTHY is walking or biking to/from school for your child? (select one)

- | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Very Healthy | Healthy | Neutral | Unhealthy | Very Unhealthy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

15. What is the highest grade or year of school you completed? (select one, mark with X in box)

- | | |
|---|--|
| <input type="checkbox"/> Grades 1 through 8 (Elementary) | <input type="checkbox"/> College 1 to 3 years (Some college or technical school) |
| <input type="checkbox"/> Grades 9 through 11 (Some high school) | <input type="checkbox"/> College 4 years or more (College graduate) |
| <input type="checkbox"/> Grade 12 or GED (High school graduate) | <input type="checkbox"/> Prefer not to answer |

16. Please provide any additional comments below: