



## ***INFRASTRUCTURE***

### **Draft Application Form Instructions**

***Please note: This form may be completed only after you receive NDOR notification that your intent-to-apply proposal appears eligible.***

The following pages provide instructions for completing the draft Safe Routes Nebraska Infrastructure Project Application Form. The draft application form is attached to these instructions.

Please answer all questions directly on the form within the space provided. Attach only the required items (budget, map, and aerial image) as listed on the bottom of the form.

**1. Applicant:**

Provide information regarding the applicant that will own and maintain the project.

**2. Applicant Contact Person:**

Provide the name, address, daytime telephone number, fax number and e-mail address of the person who is submitting and directing this project.

**3. Signature:**

Contact Person - This is the person identified in Item 2 who will be responsible for the management and implementation of the proposed project.

**4. Signature:**

Applicant - This is the mayor, chairperson, director, principal, or superintendent listed in Item 1.

**5. Project Name:**

Provide a name for the project.

## 6. Project Description / Location:

Provide a description of the proposed scope of work for this project. Include information on the specific items of work to be performed with the funds requested and the location of the project.

a) Describe the current conditions for walking and bicycling to school.

What are the obstacles (physical or perceived) to walking and bicycling to/from the school?

What are the current risks facing children who walk and bicycle to/from school?

Provide relevant information such as crash data, traffic counts, speed data, pedestrian/bike/auto collision counts, gap studies, demographics, community and school surveys or audits, speed limits, environmental factors as appropriate, etc.

Provide a brief history of the neighborhood traffic issues to demonstrate the need for the proposed project

Indicate if a traffic study has been completed, and if warrants are met. Traffic studies should follow the federal requirements listed within the *Manual on Uniform Traffic Control Devices*, which can be found at <http://mutcd.fhwa.dot.gov/pdfs/2003r1/pdf-index.htm>.

b) Provide the following information about the affected school and student population:

School name

School grade level (i.e., K-8, K-6)

School enrollment data

Distance eligibility for riding a bus (radius) in miles

Number of students who currently walk to school

Number of students who currently bicycle to school

Number of students who are driven to school

Number of students who are eligible for busing

Number of students living within two miles of school

Number of students receiving free and/or reduced lunch

c) Describe how the project will help enable **and** encourage students to walk and bicycle to/from school. Please include how you will address the 5E's (Engineering, Education, Encouragement, Enforcement, and Evaluation) of a comprehensive safe routes to school program.

**NOTE:** If you are applying for both infrastructure and noninfrastructure projects, please indicate if the projects can be implemented independently. For example, if you were to only receive funds for the noninfrastructure project, would it be possible to implement it without the infrastructure funds?

**NOTE:** Please attach an 8 ½ x 11 school route map plan showing the project location, and identify any problem areas and proposed changes with appropriate labels. Please label the school location, sidewalk routes, crossings, stop signs, traffic signals, etc.

## 7. Project Cost:

Identify the cost of this project. Provide the total cost of the project and the amount of federal funding requested. Attach an itemized budget showing construction items, estimated unit costs, and estimated quantities. Preliminary engineering and construction inspection/testing are also eligible expenses (see enclosed sample budget).

## 8. Additional Funds Leveraged:

Check the box indicating if any other funds are being leveraged. If yes, please identify the percentage of the total project cost provided by additional funding, and list the additional funding source(s).

## 9. Project Type:

Check the box indicating the project type as shown below.

**Traffic calming or speed reduction improvements:** roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits.

**Pedestrian and bicycle crossing improvements:** crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, and traffic stripes).

**Sidewalk improvements\*:** new sidewalks, sidewalk gap closures, significant sidewalk repairs, and curb ramps.

**Off-street bicycle and pedestrian facilities:** exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway.

**Secure bicycle parking facilities:** bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters.

**Traffic diversion improvements in the vicinity of schools:** separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school.

Send one completed draft application to: Kelly Morgan  
Safe Routes Nebraska Program Coordinator  
Sinclair Hille Architects  
700 Q Street  
Lincoln, NE 68508

The *Application Guidelines*, application form, and sample budget may be downloaded from [www.SafeRoutesNE.com](http://www.SafeRoutesNE.com).

\*Sidewalk improvements must demonstrate a critical need.



## Infrastructure Project Request (Draft Application Form)

<b><i>For Office Use Only</i></b>
Date Received: _____

<b>1.</b>	APPLICANT NAME: _____ TYPE OF APPLICANT <i>(Check One)</i> : <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> Health Dept. <input type="checkbox"/> School <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> School District <input type="checkbox"/> Other								
<b>2.</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 65%; padding: 5px;">APPLICANT CONTACT PERSON: _____</td> <td style="width: 35%; padding: 5px;">FAX NUMBER: (    ) -    -</td> </tr> <tr> <td style="padding: 5px;">MAILING ADDRESS: <i>(Street)</i> _____</td> <td style="padding: 5px;">CITY: _____</td> </tr> <tr> <td style="padding: 5px;">DAYTIME PHONE: (    ) -    -</td> <td style="padding: 5px;">E-MAIL: _____</td> </tr> <tr> <td style="padding: 5px;">STATE: _____</td> <td style="padding: 5px;">ZIP: _____</td> </tr> </table>	APPLICANT CONTACT PERSON: _____	FAX NUMBER: (    ) -    -	MAILING ADDRESS: <i>(Street)</i> _____	CITY: _____	DAYTIME PHONE: (    ) -    -	E-MAIL: _____	STATE: _____	ZIP: _____
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STATE: _____	ZIP: _____								
<b>3.</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">CONTACT PERSON: <i>(Print Name &amp; Title)</i> _____</td> <td style="width: 30%; padding: 5px;">SIGNATURE _____</td> <td style="width: 20%; padding: 5px;">DATE: _____</td> </tr> </table>	CONTACT PERSON: <i>(Print Name &amp; Title)</i> _____	SIGNATURE _____	DATE: _____					
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<b>5.</b>	PROJECT NAME: <i>(Example: Rushville Safe Routes Project; Hawthorne Elementary School Routes)</i> _____
<b>6.</b>	PROJECT DESCRIPTION/LOCATION: <i>(Include location, work to be performed, attach map and aerial image)</i>

a) CURRENT WALK/BICYCLE CONDITIONS:

b) SCHOOL AND STUDENT DEMOGRAPHICS:

	c) DESCRIBE HOW THE PROJECT WILL ENABLE & ENCOURAGE K-8 STUDENTS TO WALK AND BICYCLE TO SCHOOL:	
7.	PROJECT COST TOTAL: \$ FEDERAL FUNDS REQUESTED: \$	
8.	ADDITIONAL FUNDS: <i>(If yes, please describe)</i> <input type="checkbox"/> yes <input type="checkbox"/> no	PERCENTAGE OF TOTAL PROJECT COST: %
9.	PROJECT TYPE: <input type="checkbox"/> Traffic Calming or Speed Reduction Improvements <input type="checkbox"/> Pedestrian and bicycle crossing improvements <input type="checkbox"/> Sidewalk improvements <input type="checkbox"/> Off-street bicycle and pedestrian facilities <input type="checkbox"/> Secure bicycle parking facilities <input type="checkbox"/> Traffic diversion improvements in the vicinity of schools	

**Attach the following required items:**

**Budget** (see sample budget)

**School Route Plan Map** (8 ½ x 11 only—include project location/alignment, street names, north arrow, points of interest--see Appendix B within *Application Guidelines*)

**Aerial image** (8 ½ x 11 only—aerial images can be obtained at <http://earth.google.com/>)