

## **Project Description**

---

All applications will be evaluated based on the following **review criteria**:

- Need for the project (25 points)
- Comprehensiveness of the planned program (25 points)
- Community and partner commitment and support (25 points)
- Project budget and evaluation (25 points)

For more information about the review criteria, please refer to the *2013 SRTS Funding Guidelines* section *XII. Application Review and Selection*.

For your project description, please use no more than three pages, a minimum 12-point font, and a one-inch margin on all sides. Please be clear and concise. Maps, photos and other supporting materials should be submitted along with the project description, completed application form, and budget itemization(s).

### **1. Current Infrastructure and Barriers**

Briefly describe the current infrastructure and traffic calming measures of existing and/or planned school routes (not to exceed a two-mile radius of the school). Include a description of barriers preventing children from safely walking and bicycling to school, such as 1) infrastructure barriers like missing or deteriorating sidewalks, lack of crosswalks, encroachments on the right-of-way, or railroad crossings; 2) safety hazards like speeding traffic, overgrown brush, or aggressive animals; and 3) other barriers like parent fears and perceptions, neighborhood crime, or an unsupportive school policy.

As a part of your description include

- current traffic conditions around the school and in the neighborhoods from where students live and could/do walk or bicycle to school. If available, provide traffic counts, travel speeds, injury data, etc.;
- existing routes on which children walk and bicycle to school, referencing school location and relevant street names; and
- existing traffic calming measures currently used and the condition of each, i.e., crosswalks, reduced speed limits around the school, driver feedback signs, in-street school crossing signs, crossing guards, and police monitoring.

Attach a map of the school and surrounding area that identifies the routes described. Note the location of the existing traffic calming devices and existing sidewalks and include street names. (see Appendix A for sample maps)

Plot the addresses of students attending the school. Include as a part of the map a designation for a ½-mile radius around the school, a one-mile radius around the school, and a 2-mile radius around the school. Attach this map.

Attach a copy of the school district's school zone map for this school.

Attach clear, color photos or a disk of photos to illustrate barriers. Include a caption or a description with each photo. (see Appendix B for sample photos)

### **2. Current School Travel and Parent Perception**

Complete the *Student Travel Tally Sheet* for each class and the *Parent Survey* for each school listed in this application. Click [SRTS data collection tools and instructions](#) for instructions on completing these forms and to access the forms. Completed surveys and tallies may be mailed to the National Center for SRTS where the data will be put into the data system and made available to you within approximately 4 weeks. Include the results from the parent surveys and student tallies in your supporting material. This data is your baseline data.

Once the data from the *Student Travel Tally* and the *Parent Survey* is available, use this data to plan the routes for improvements and the noninfrastructure activities that will increase the number of children walking and

bicycling safely to school while addressing parent concerns. For example, if the results from the parent survey show that one issue affecting parents' decision to allow or not allow their children to walk and bicycle to school is the speed of traffic along the route, then you will want to plan for infrastructure improvements that slow traffic like narrowing the roadway AND you will want to plan to work with local law enforcement to change traffic behavior along those routes and to educate children on pedestrian safety.

### 3. Current Safety Programs for Students

Briefly describe the following, if applicable.

- Current pedestrian and bicycle safety educational programs provided at the school.
- Current participation in events that encourage children to walk and bicycle to school, i.e., Walk to School Day, Walking Wednesdays, bicycle trains, and walking school bus.
- Current enforcement programs at the school, i.e., student patrol, crossing guard program with training, school resource officers, and police enforcing the posted speed limit and ensuring cars yield to pedestrians.

### 4. Proposed Solutions

Your application must show a comprehensive approach including using data, the appropriate partners, and thoughtful planning. Applications that fall short of a comprehensive approach will not be considered.

Describe the comprehensive plan to encourage and enable all children to walk and bicycle to school safely. Explain how the identified barriers will be addressed and routes will be made safer. Describe the education, encouragement, and enforcement activities planned for increasing safety of the current walkers once the funds are awarded (short-term activities) and those activities planned to increase the number of walkers and bikers once the infrastructure improvements have been completed (long-term activities). If applicable, explain how the proposed plan was developed in coordination with the comprehensive traffic safety plan for the school, school district and/or as a part of a larger transportation plan for your community. *Make sure all 5 E's are addressed.*

- Describe the proposed **engineering** solutions and why they were chosen. Include a map or diagram identifying the solutions. Make sure the map is detailed and includes street names, location of proposed sidewalks, and traffic calming measures. If known, include the current width of the road to ensure the required amount of space available for the bicycle and/or pedestrian lanes. Include the owner the right-of-way. If it is *not* the local government, include the plan for acquiring it.

The following refers to **noninfrastructure activities** proposed as a part of the plan. When discussing the noninfrastructure components, make sure to include specifics about the activities—what they are, where and when they will take place, who will lead, who will participate, and what you hope to accomplish. *It is imperative that the school is involved in this plan.* For existing programs available free of charge, please visit the SRTS section of the MDOT Traffic Safety website at [www.mdottrafficsafety.com](http://www.mdottrafficsafety.com).

- Describe the **encouragement** activities planned to increase the number of children walking and bicycling to school, like Walk and Bicycle to School Days, walking school buses, or mileage contests and how these activities will lead to daily, routine walking and bicycling to school.
- Describe the **education** programs planned for instructing children and their parents on bicycling and walking safety skills and instructing parents and the community on driving safely in school zones like driver safety campaigns. Remember that every year a new class of students will arrive at your school. How will you ensure those students receive this education? Two ways would be to incorporate pedestrian and bicycle safety into the Physical Education curriculum. Or use the MDE-developed SRTS lesson plans for K – 8<sup>th</sup> grade available on the SRTS web section at [www.mdottrafficsafety.com](http://www.mdottrafficsafety.com).
- Describe **enforcement** efforts that will address traffic safety for children walking and bicycling to school, i.e., use of local law enforcement to enforce speed, the training of crossing guards, the use of school faculty to monitor proper pedestrian and bicycle behaviors, and the implementation of a student safety patrol. Note: Crossing training and equipment is available free of charge from the MDE's Safe and Orderly Schools.
- Describe the **evaluation** plan to measure progress. What are your goals for the project? What are the planned, measurable outcomes? How will you track these outcomes? Your measurement should minimally include the increase in the total number of students bicycling and/or walking to school

regularly and the decrease in the total number of students driven in private vehicles. You may also consider changes in attitude toward walking and bicycling to school, changes in public perception of safety, the effect on safety behavior, and the increase in the awareness of safe bicycling and walking practices. **NOTE:** If awarded funding, you will be required to complete the *Student Travel Tally Sheet* and the *Parent Survey* periodically throughout the project. These are standardized surveys used throughout the country to evaluate SRTS programs on the local, state, and national levels. MDOT will provide the necessary copies if needed. The [National Center for Safe Routes to School](#) will complete data entry and provide the results to you and MDOT, or you may enter the data using their on-line program. Progress reports will be required periodically. Dates of reports will be determined based on the authorization and timeline of your project.

**If you are requesting infrastructure funds only**, please describe the noninfrastructure activities that will support the infrastructure project(s). Include who will be responsible for implementing these activities and how they will be funded. All planning must include the school and, if desired, the school district. If there is no clear plan for noninfrastructure activities, the application will be deemed ineligible.

#### **5. Project Collaboration and Community Support**

Comprehensive projects require, at a minimum, the collaboration of the city or county, the school/school district, and parents. Other partners like local law enforcement may be included in the collaboration. This collaborating body is the SRTS Task Force.

Include in the application a list and contact information for each member of this task force and the role that each will play in the implementation of the project. If the application is eligible for SRTS funding, the SRTS Coordinator will meet with the task force to discuss the proposed project. Along with the task force information, please include a letter from each task force member explaining the role they have agreed to play in the implementation of the project.

In addition, include letters of support from individuals and organizations who are not actively involved in project implementation but who support the project.

*Again, your application must show a comprehensive approach including using data, **the appropriate partners**, and thoughtful planning. Applications that fall short of a comprehensive approach will not be considered.*

#### **6. Program Sustainability**

What is the plan for sustaining the program beyond the life of the Safe Routes to School federal funds? Are their policies in place or in the planning stages to encourage walking and bicycling to school on a regular basis? What are these policies? Are there policies in place prohibiting walking and bicycling to school? Are there plans to dispose of these policies? If expenses are being used to pay a stipend to a SRTS project coordinator in the community, who will coordinate the project once funds are no longer available for this stipend? What are the plans for changing the culture of the school community to make walking and bicycling to school the norm?

**Budget for the Infrastructure Project**

Itemize, or explain in greater detail, each expense of the budget on a separate page. Clearly indicate how project costs were derived. If local funds are being committed to the project, please note the sources of these funds. Remember that your request may not exceed \$250,000. If this project is awarded funds and the cost of the project exceeds the amount of funds awarded, it is the responsibility of the applicant organization to cover the overage.

<b>Estimated Infrastructure Project Expenses</b>	<b>Total</b>
<b>PE and ROW costs</b>	
Professional engineering and (PE) and design	\$ 19,522.00
Permitting	\$ 0.00
Materials	\$ 0.00
Right of Way (ROW)—land acquisition, appraisals, agent(s), surveys, etc.	\$ 0.00
Other (environmental evaluation, etc.)	\$ 0.00
<b>Sub-total PE and ROW</b>	<b>\$ 19,522.00</b>
<b>Construction Costs</b>	
Construction	\$ 195,220.00
Construction engineering	\$ 9,761.00
Testing	\$ 9,761.00
Contingency	\$ 9,761.00
<b>Sub-total Construction</b>	<b>\$ 224,503.00</b>
<b>Total Infrastructure Project</b>	<b>\$ 244,025.00</b>

<b>Infrastructure Project Funding</b>	<b>Total</b>
Federal funds requested for infrastructure project(s)	\$ 244,025.00
Local share (if applicable)*	\$
<b>Total Infrastructure Project</b>	<b>\$ 244,025.00</b>

\*Local funds and contributions are not required. However, please list all local funds and in-kind contributions being used for the project.

Keep in mind that preliminary engineering planning and design may be completed by the city/county engineer in-house or an engineering consulting firm let to contract. However, the construction project must be let to a private contractor.

*All expenses realized prior to the appropriate MDOT approval and receipt of an official "Notice to Proceed" are not eligible expenses and will **not** be reimbursed.*

---

**Certifications**

---

The authorizing official sign after each statement. Submit this form as a part of the application.

**I.** I understand that if this project is awarded funds, it will be designed and constructed according to the latest edition of MDOT'S *Project Development Manual for Local Public Agencies* found at <http://sp.mdot.ms.gov/LPA/Manuals/PDM%20Manual.pdf>.

Authorizing official's signature: \_\_\_\_\_ Title: City Manager

**II.** I understand completing this project entails meeting all regulatory requirements of both the state and federal governments.

Authorizing official's signature: \_\_\_\_\_ Title: City Manager

**III.** I certify that no foreseeable legal impediments exist that would prohibit completion of the proposed project. I certify that the project will comply with all applicable codes, standards and regulations required for completion.

Authorizing official's signature: \_\_\_\_\_ Title: City Manager

**IV.** I certify that all environmental consequences of the proposed project have been identified and have been or will be dealt with appropriately.

Authorizing official's signature: \_\_\_\_\_ Title: City Manager

---

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**ORDER NUMBER 080-2013**

**IT IS HEREBY ORDERED** by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the minutes from Council Meeting held March 5, 2013 are hereby approved.

**IT IS FURTHER ORDERED** that the City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

**AYES:** Tommy Fortenberry  
Johnny Jones  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

**NAYS:** None

\_\_\_\_\_  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**PASSED AND ADOPTED** by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of March 19, 2013.

There came on for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

**RESOLUTION NUMBER 010-2013  
PROCLAMATION  
(A Local Emergency)**

WHEREAS, the City Council of the City of Gautier, Mississippi does hereby find that the conditions of extreme peril to the safety of persons and property within the City of Gautier, Mississippi, is forecast to receive oil slick in the Gulf of Mexico due to the explosion and collapse of the Deep Water Horizon oil rig in the Gulf of Mexico.

NOW, THEREFORE, BE IT RESOLVED that a local emergency does exist throughout said City of Gautier, Mississippi; and

IT IS FURTHER PROCLAIMED AND RESOLVED that said local emergency shall be deemed to continue to exist until further notice.

IT IS FURTHER PROCLAIMED AND RESOLVED that the City Manager or Interim City Clerk is hereby authorized to executed any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry  
Johnny Jones  
Hurley Ray Guillotte  
Gordon Gollott  
Mary Martin  
Scott Macfarland  
Adam Colledge

NAYS: None

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of March 19, 2013.

**Motion was made by Mayor Fortenberry, seconded by Councilwoman Martin and unanimously carried to adjourn until April 2, 2013 at 6:30 PM.**

**APPROVED BY:**

---

**MAYOR**

**ATTEST:**

---

**CITY CLERK**

**Submitted for approval of the Mayor and Members of the Council of the City of Gautier, Mississippi at the meeting of April 2, 2013.**