

SRTS Infrastructure Application Workshops
September 2010

INSTRUCTIONS: WORDS IN *BLUE* FONT ARE WEB-LINKS.

BOXED QUESTIONS/ANSWERS ARE NEW OR RECENTLY REVISED QUESTIONS.

I. CRITICAL CHANGES TO APPLICATION INSTRUCTIONS

1. All applicants ***must*** use [GDOT's Item Mean Summary](#) to complete the Project Cost Estimate. Contact your local government or your GDOT District Office for assistance.

2. For "City/County Engineer" signature line: Signature of District, City or County Engineer **is not** required. However, it is mandatory that ***the local official authorized to sign maintenance agreements*** sign the Infrastructure application. **In special cases where local official's signature requires legislation, the signature of the Local Official's Designee will be accepted.**

II. WORKSHOP QUESTIONS AND ANSWERS

RIGHT OF WAY

IMPORTANT NOTES:

- *Do not begin purchase of R.O.W. or easement during the application process. If project is not in public R.O.W. or does not have public easement or R.O.W./easement will not be acquired by November 23, 2010, project is not eligible.*
- *All public property, such as public schools and city/county roads, are in the public right-of-way.*

Q1. Can project funding include acquisition of right-of-way?

A1. Per [SRTS Federal Guidance](#), public funds must be spent on projects within the public R.O.W. or projects on private land that have public access easements. For purposes of expediting the SRTS Infrastructure projects, GDOT requires ALL proposed projects to be within R.O.W or have public access easements by November 23, 2010. GA SRTS funds will not be used to acquire right-of-way.

Q2. Will projects need to be on a state route?

A2. NO. GDOT will do work within any public ROW but the local government owner will be responsible for on-going maintenance.

Q3. Will points be given for right-of-way ownership?

A3. NO. Points will not be given for ownership of right-of-way. Ownership must be determined before application process and ownership will not be considered during application review.

Q4. Can the project combine school and city right-of-way?

A4. YES. Public schools and city property are in the public R.O.W.

Q5. Will the project help complete ROW if one piece is missing an easement?

A5. NO. SRTS funding will not assist with any acquisition of R.O.W or easements. If one piece is missing, project will be deemed ineligible.

SRTS Infrastructure Application Workshops
September 2010

COST ESTIMATE

Q6. Will consultant service fees have to be included in Project Cost Estimate?

A6. NO. GDOT's consultant services are paid for under GDOT's Consultant Contract. Infrastructure funds will be directly applied to selected project.

Q7. Does engineering need to be included in cost estimate?

A7. NO. Consultant will do all of the pre-engineering design for projects statewide.

Q8. Will Consultant provide cost estimate assistance?

A8. NO. Applicants must use [*GDOT's Item Mean Summary*](#) to complete Project Cost Estimate. Contact your local government for cost estimate assistance (i.e., local transportation engineer, public works department, GDOT District).

Q9. Will consultants review cost estimates beforehand?

A9. NO. Cost Estimate Review will be conducted during the Technical Review after all applications have been submitted and Initial Review has been completed. Cost estimate reviews will be conducted *again* during pre-design once projects are selected. Accurate and complete cost estimates will be an element of the Technical Review process and should be weighed carefully by the sponsor submitting the application. Use of cost-effective materials will also be considered.

Q10. Can applicants use local funding or in-kind donations for proposed SRTS project? For example, if project may be over \$500,000, can local government provide the remaining funds?

A10. NO. Local funding and in-kind donations will not be accepted or considered during this Call for Projects. Awardees will not be permitted to use local funding or assist in the contracting of SRTS projects. All pre-engineering and design will be completed solely by GDOT or Kimley-Horn.

FUND DISTRIBUTION

Q11. Will the projects be distributed regionally or statewide?

A11. GDOT will be making an active effort to distribute SRTS funding throughout the state of Georgia. There is currently no formula for this statewide distribution but every effort will be made to ensure that no one region receives preference over another.

Q12. How much of the total federal funds is available directly for schools?

A12. \$500,000 per application and an undetermined amount for this round of call-for-projects, a percentage will be used to fund the Resource Center, and a smaller part for the GDOT program administration.

INFRASTRUCTURE

Q13. Are sidewalks with drainage issues eligible for SRTS Infrastructure funding?

A13. YES. Any project that directly addresses the safety and encouragement of a safer route to school will be considered. Keep in mind the funding limit of \$500,000 per application.

SRTS Infrastructure Application Workshops
September 2010

Q14. Some of the projects we are considering are on state routes. What kind of sign off do we need from GDOT to proceed with our application? What information does GDOT need?

A14. The SRTS Coordinator does not need any information/documentation. Applicants should contact their District Office (Pre-Construction or Permitting) to inform them of this proposed project. The District Office can tell applicants whether there are current or future projects in the area that may impact your proposed project.

Q15. Are public transit stops eligible for improvement?

A15. Technically YES, but such projects will not score high unless they clearly demonstrate an improvement for walking and cycling to schools.

Q16. Are fencing and video surveillance equipment eligible for SRTS Infrastructure funding?

A16. Based on federal program guidance, fencing and video surveillance are not prohibited; however, the Guidance does not specify anywhere that these two things are eligible. If the surveillance is along the lines of traffic calming, speed reduction, or enforcement, it will be acceptable. If the fencing is for bike/ped safety or the like, it will likely be acceptable. For all projects, just make sure it is clear how it benefits SRTS.

Q17. Can “No children currently walking or cycling” count as a problem at a school?

A17. YES. Try to provide demonstrated reasons or details as to why children are not walking/cycling or perhaps why parents or schools discourage walking/cycling.

Q18. Is a school currently under construction/not yet built eligible for SRTS Infrastructure funding?

A18. NO. An eligibility requirement is that school is currently engaged in Non-Infrastructure activities. Note: If school is currently under construction, it may be advantageous to contact your local officials during this time to ensure that adequate walking and bicycling facilities are being considered and implemented.

Q19. Can applicant/school put in sidewalks to fill gaps of a broader County plan?

A19. YES. It will be beneficial to show connectivity within the community as long as it increases walking and cycling to the school.

NON-INFRASTRUCTURE

Q20. Does law enforcement fall under eligible non-infrastructure activities?

A20. Law enforcement falls under eligible non-infrastructure activities. There are 4 Non-Infrastructure categories in which your school/community can be engaged. The [Applicant Workshop PowerPoint Presentation](#) provides examples of these types of activities. [Georgia's SRTS Guidebook](#) provides more in-depth information about these types of activities.

Q21. Can we apply for Non-Infrastructure funding through this application?

A21. NO. This application is strictly for Infrastructure funding. Non-Infrastructure services will be provided via the Resource Center at no cost to schools/communities.

Q22. If school does not want to participate in SRTS Infrastructure OR Non-Infrastructure activities can local government or school district still apply on behalf of school?

SRTS Infrastructure Application Workshops
September 2010

A22. NO. School Principal must agree to Infrastructure project by signing application. School must agree to: (1) enroll with GA's SRTS Resource Center; (2) engage in Non-Infrastructure SRTS activities (5 Es); and (3) participate in GDOT's Evaluation process. Free assistance on five Es will be available at no cost through the SRTS Resource Center.

SCORING CRITERIA

Q23. How will selection criteria be used to judge the applications?

A23. Each Section has a designated number of points available. There are two Sections – Contact Information and Signatures – that are Pass/Fail. Applications must be complete and meet eligibility requirements to Pass and move forward to the Technical Review. Technical Review Panel will use scoring criteria provide to them by GDOT to score each section of all applications. Applications will be scored for their projects' ability to address the SRTS program purposes (i.e., increase kids walking or cycling and reduce automobile traffic). As much data as possible should be included to support conclusions and expected results of projects, within page limits.

Q24. Will the SRTS Advisory Committee be involved in the project selection process?

A24. NO. The Advisory Committee will not be involved in the selection process. The Project Review Panel will be made up of various stakeholders of the SRTS program. See [Georgia's SRTS Program Guidance](#) for a list of the nine (9) stakeholder groups that make up the Project Review Panel.

Q25. Does the number of students within a one-mile radius vs. a two-mile radius affect my score?

A25. Not necessarily. Score will be based on the congruence of the identified problem, the proposed project, and the number of students impacted by the project location.

Q26. Does collaborating with existing City/County projects improve points?

A26. Connecting existing City/County projects does not necessarily improve points.

Q27. Will local collaboration improve application?

A27. Collaboration/Cooperation is technically a Pass/Fail requirement because signatures from local government officials, school district superintendents, and school principals are already required in order for application to be considered. There are no mandatory players who must be involved in project team. Teams can and will vary from community to community depending on the needs of the local school sites.

GENERAL QUESTIONS

Q28. What is the funding limit? Per application or per project?

A28. There is a \$500,000 funding limit per application. An organization may submit up to 10 applications. Applications may consist of over 10 schools. Each application, regardless of number of schools, is limited to \$500,000.

Q29. Can application and attachments be submitted on the front and back of each sheet?

A29. Applications plus attachments should not exceed 20 pages single-sided OR 10 pages double-sided.

Q30. May we attach additional sheets to question responses?

A30. NO. Additional sheets may only be attached for additional schools, additional signatures, and the supporting documents (maps, photographs, etc.). All responses to Sections 2, 3, 4, and 5 should be in

SRTS Infrastructure Application Workshops
September 2010

the confine of the Excel document. Excel document can accommodate all responses beyond what is shown in the window.

Q31. How should organizations prioritize applications or projects?

A31. This is a decision that applicants will have to make on their own. Keep in mind that since cities, counties, and school districts may submit applications separately, it is likely that they will be competing against one another.

Q32. Will there be interim notification before the application winners are announced in March 2011?

A32. NO. There will only be one selection notice – March 2011.

Q33. Will GDOT conduct pre-design for the local government?

A33. YES. GDOT and the contracted consultant will conduct pre-design with close coordination with the applicants – schools, cities, or county sponsors

Q34. When will projects expect to be constructed and finished?

A34. Roughly 12-18 months from March 2011.

Q35. Will there be a formal maintenance agreement?

A35. YES. After project selection and notification, GDOT will hold a workshop for all funding recipients. At this time, the local official authorized to sign maintenance agreements must sign document agreeing to provide regular maintenance on the SRTS infrastructure once construction is complete.

Q36. Will there be an opportunity to correct applications, such as adding forgotten signatures?

A36. No corrections/resubmissions will be accepted after the November 23, 2010, 4PM deadline. If application is received before deadline, there is a possibility that you may be contacted to quickly correct a Pass/Fail requirement.

Q37. To whom should questions be directed?

A37. Direct all questions to Emmanuella Myrthil, State SRTS Coordinator, srts@dot.ga.gov. Ms. Myrthil will forward pre-engineering and design questions to Consultant and post Consultant responses on SRTS Application website.