



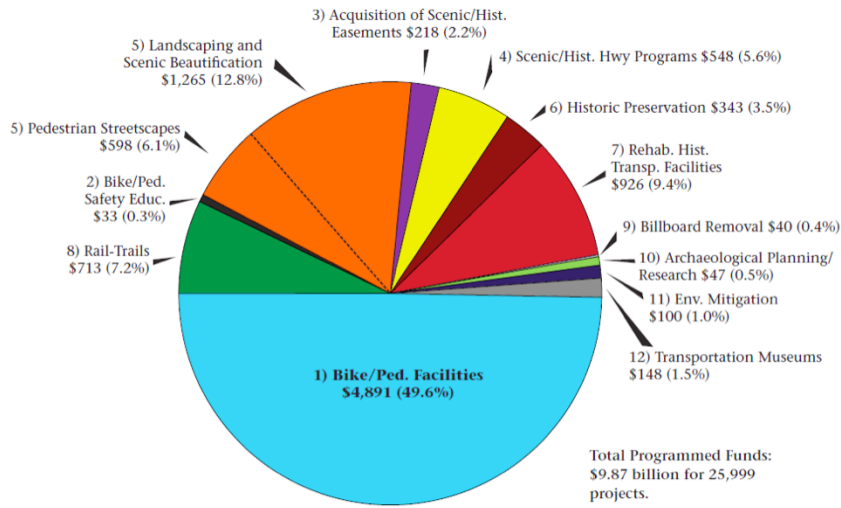
**Sam Shelton**  
Project Manager



- ❖ Project Manager - Solano Transportation Authority
- ❖ Helped build the STA's Safe Routes to School Program over last 4 years
- ❖ Award for Grassroots Planning - Northern California American Planning Association
- ❖ Chair - San Francisco Bay Area Metropolitan Transportation Commission's Programming and Delivery Working Group.
- ❖ Masters - Public Policy & Administration/ Sacramento State; Certificate - Collaborative Governance; BS - Environmental Policy Analysis and Planning/UC Davis
- ❖ Over 14 years of experience with local, countywide, and regional governments, planning transportation projects and facilitating inter-governmental discussions.



Figure 9: Distribution of Federal Funding by TE Activity FY 1992 through FY 2010  
(in millions of dollars)

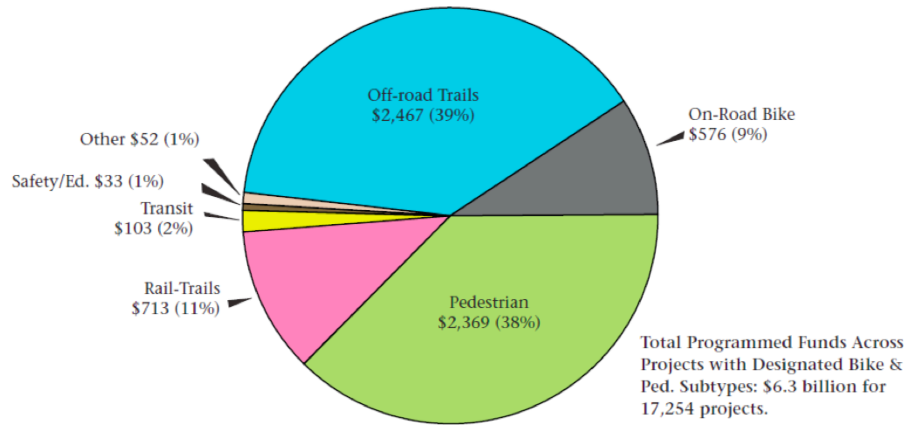


Project Count for Each Category:

1	2	3	4	5	6	7	8	9	10	11	12	Total
13,298	189	370	1,034	5,649	1,104	2,004	1,369	66	204	416	296	25,999

[http://www.enhancements.org/download/Spending\\_Report/TE\\_Spending\\_Report\\_FY10.pdf](http://www.enhancements.org/download/Spending_Report/TE_Spending_Report_FY10.pdf)

Figure 11: Distribution of Funding across Projects with Designated Bike & Pedestrian Subtypes for FY 1992 through 2010 (in millions of dollars)



## Great Variety Among State TE Program Management

- ④ Every state has a different way of selecting projects for TE grants.
  - ④ Annual Calls for projects vs. grant cycles and 5-year STIP Programs
    - ✦ Michigan's "Conditional Commitment" process before programming STIP grant funds out 5-years, open call for projects online vs. annual program cycles
  - ④ Additional state project management procedures
    - ✦ Vermont's Municipal Project Manager requirement
    - ✦ Nebraska's "Concept through Construction" Consultant program
- ④ MAP-21 could change all of this!





### Enhancing America's Communities

A GUIDE TO TRANSPORTATION ENHANCEMENTS

#### Questions

Here are some useful questions to ask your State TE coordinator. Dial **1-888-388-NTEC** or visit [www.enhancements.org](http://www.enhancements.org) for contact information.

- How well does my project fit one or more of the TE activities?
- Does this project relate to the surface transportation system?
- Do you have a copy of the application guidelines?
- What are the deadlines?
- Do you offer any TE workshops or seminars?
- What is the total State budget available for the next TE funding cycle?
- Does our State use any of the innovative financing measures?
- Do you have a copy of the regional and State transportation improvement plans?
- Does our State have an advisory committee?
- Who are the members?
- Do you have examples of successful TE applications from previous cycles?

...too procedural if you are starting at the beginning. Your best bet is to be ready for grants similar to TE or CMAQ

#### Where do you start?

- Look for local bike/pedestrian plans
- Look for past SRTS or TE project & program sponsors in your area:
  - <http://maps.saferoutesinfo.org/>
  - <http://www.enhancements.org/projectlist.asp>
- Engineering Projects need Federal-Aid eligible project sponsors. Find them and talk to them!
  - Usually Cities and Counties
    - Public Works Capital Improvement program engineers, City Engineers, and Traffic Engineers
    - City grant managers or planning staff
    - School district facilities staff often work with city engineering staff
  - Local governments are cash strapped and staff are treading water. Assistance with applying for grants would be appreciated.
- Local Policies to Encourage SRTS project and program planning and implementation
  - <http://www.saferoutespartnership.org/resourcecenter/publications/local-policy-guide>

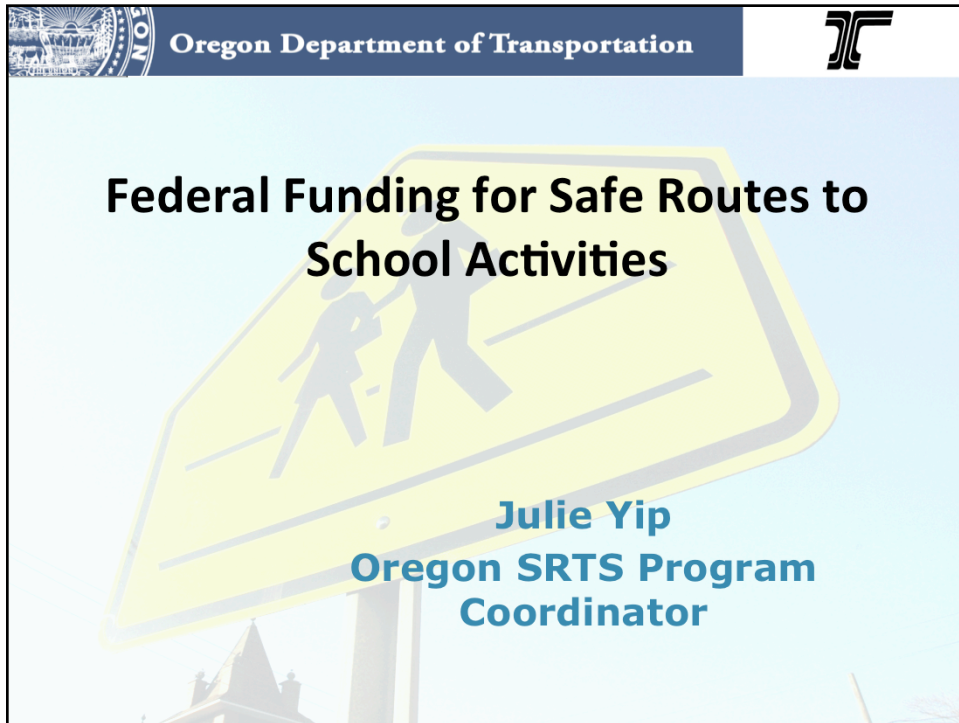


**Julie Yip**  
Oregon SRTS Coordinator



- ❖ Safe Routes to School grant coordinator for State of Oregon/ODOT
- ❖ Works for Governor's Traffic Safety Office within ODOT Traffic Safety Division
- ❖ Helps administer grants to local communities throughout Oregon
- ❖ Conducts site visits to applicant communities to assist with their Safe Routes to School programs and projects
- ❖ Supports Oregon Safe Routes to School informational website in partnership with The Sustainable Schools Collaborative





In the July 12, 2011 article posted on the BikePortland.org website, ODOT Director Matt Garrett had this to say:

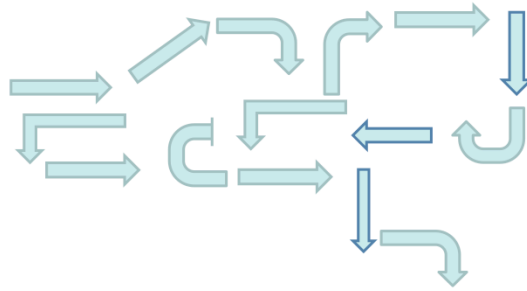
"Our funding structure is overwhelmingly dedicated to highway programs, so we have to be imaginative in how we use discretionary funds and other funding that is directed to non-highway programs. The problem we have had historically is that programs, such as Scenic Highway, Bicycle/Pedestrian, Transportation Enhancement, and others have naturally operated independently based on their own funding cycles. While the state has invested in good projects that have contributed to the communities they serve in many ways, collectively they may or may not have contributed to strategic improvement of the transportation system.

I think by bringing more discipline to the process and developing a new frame of reference through which we see proposals, we can be more strategic and we can leverage the funds to get a bigger system impact.

The vision is to integrate programs and funding sources to support the selection and delivery of projects that are multidimensional transportation projects, not just a "highway" or "bikeway" or "transit" project. We want strategic project selection that provides complete transportation solutions for communities and takes advantage of the unique features of each program and funding source."



## Applying for federal funding is much like walking or biking to school



**You have to plan your route**



Applying for federal funding is like walking or biking to school. You have to plan your route in advance. Having a high level acquaintance with the use of federal funding, you can work around the missing sidewalks, avoid the potholes in the road, and make your route the best it can be in the competition for the money.



## **Roadmap to a Federal-Aid Project**

**Bring together the right people**

**Hold a kick-off meeting**

**Gather information and identify issues**

**Identify solutions**

**Develop a Plan**

**Fund the plan**

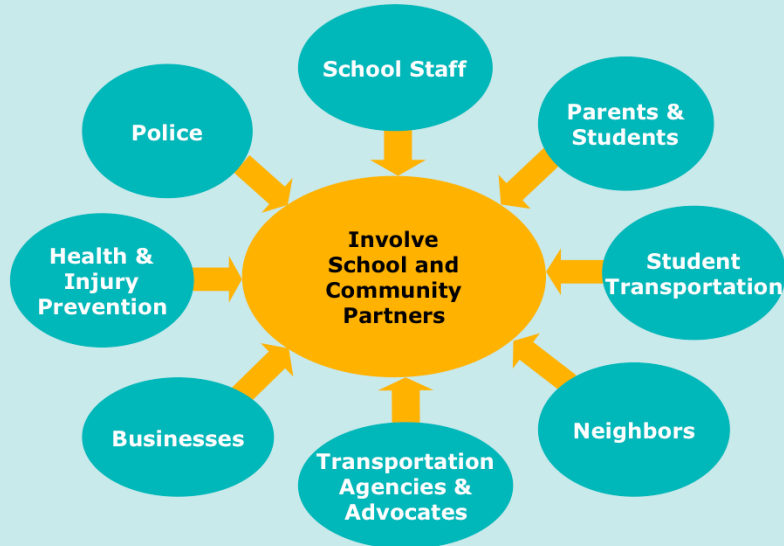
**Act on the plan**

**Evaluate, make needed changes and keep moving**

Going through a planning process puts you on the right track to identifying a transportation or safety education project for pedestrian or bicyclist roadway users.



## School and community partnerships



Who you have at the table is the most productive piece of the planning process. A transportation-related project is not as simple as taking the white paint out to the curb and striping a crosswalk. Things to consider: will marking a crosswalk make it safer for the pedestrian? You'll need to talk to the traffic and roadway engineers. There may need to be a speed or traffic study to gather data. Is the road a city or county road, or is it a state highway? What government agency do you need to work with? Are there businesses that may be impacted when altering the pedestrian travel pattern? What do the neighbors think? What does law enforcement think? What about emergency vehicles and truck traffic?

Is this crosswalk something kids will use on the route to school? What do the kids and parents think? Will this impact the route to school?



## Elements of an Action Plan

- Based on the 5 E' s  
Engineering, Education, Encouragement, Enforcement,  
Evaluation
- School demographics
- Policies & procedures
- Data – travel, traffic, crashes w/in 2 miles
- Mapping, walking & biking the routes
- Identification of barriers, hazards
- Solutions

Your first step is to be ready with an action plan, a school travel plan. This is a document that is a result of a school team of stakeholders that has analyzed the ability of the students to walk and bike to and from school, identified the barriers and hazards along the route, and proposed solutions to mitigate the problems. The solutions are the bucket list of projects you want to implement.



## Bucket List – Non-Infrastructure







## Bucket List - Infrastructure



Before



Chief Joseph Elementary, Portland OR

Chief Joseph Elementary School, Portland



## Is you is, or is you ain' t?

(What a project must have, or decide, to be successful.)

### 💰 Safe Routes to School Funding

- Must enable and encourage K-8 students to safely walk and bicycle to/from school
- Facilitate planning, development, implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution within 2 miles of K-8 grade schools



## Is you is, or is you ain' t?

(What a project must have, or decide, to be successful.)

### Transportation Enhancement Program

1. Provision of facilities for pedestrians and bicyclists
2. Provision of safety and educational activities for pedestrians and bicyclists
8. Preservation of abandoned railway corridors (including the conversion and use of the corridors for pedestrian or bicycle trails)

Transportation Enhancement Program (TE) is subset of the Surface Transportation Program (STP), which provides flexible funding for bike and pedestrian projects on any Federal-aid highway. If you're in a metropolitan area, you should check into the STP program, as the MPO receives direct STP dollars based on formula. STP program is a broad type of funding that can be used for pedestrian and bicycle facilities



## Who May Apply

### In Oregon:

- ✎ State, local, tribal and regional agencies that can enter into an agreement with the DOT
- ✎ Private entities or non-profit organizations may apply in partnership with a public agency
  - 🚲 In the case of Infrastructure, the public agency must agree to take legal responsibility for the project

Check with your DOT for who may apply.



## Federal-Aid Funding

- Two types of projects
  - Infrastructure and Non-Infrastructure
- Reimbursement, not a grant
- Local Match may be required
- Federal Affirmative Action Requirements

Infrastructure: Engineering

Non-Infrastructure: Education , Encouragement, Enforcement, Evaluation

No Match: FHWA interprets the Congressional intent of this requirement as a desire to protect low-income communities from being at a disadvantage when competing for funds by not requiring a match.



## Federal-Aid Funding

- Infrastructure projects must be programmed in a metropolitan planning organization's Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP)



## Federal-Aid Funding

- Project agreement between DOT and local agency
- Authorization to proceed required prior to incurring costs
- Competitive bidding and other contracting requirements



## Federal-Aid Funding

- NEPA Review Process for Infrastructure
  - Most SRTS projects qualify for Categorical Exclusion (Environmental Assessment report not needed). All environmental coordination, approvals and permit requirements still apply.
- Infrastructure project designed in accordance with Federal standards, policies and specifications

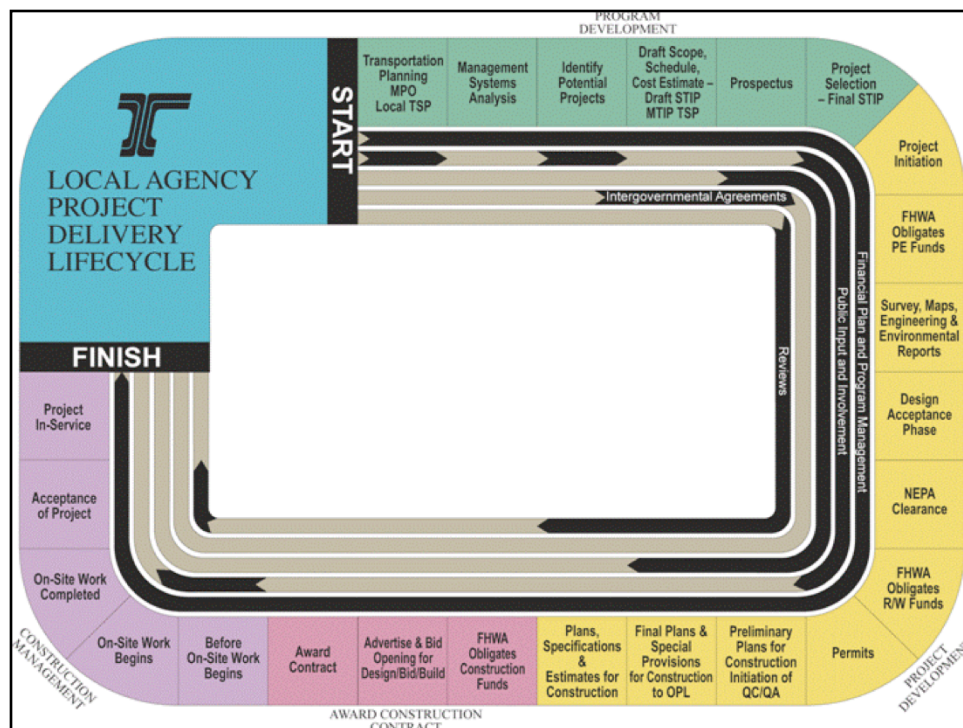




## Potential Project Potholes

- Unrealistic Cost Estimates
  - ✱ Right of Way
  - ✱ Environmental issues
  - ✱ Railroad
  - ✱ Incompatible in-kind match
  - ✱ Expectation of use of local workforce or volunteer labor

Unrealistic cost estimate around environmental clearance, stormwater drainage, ROW including all easements, railroad, Incompatible in-kind match: donation of property, materials or services (volunteer labor); eligible or not  
Public interest finding for volunteer labor or force account labor (put contractor industry to work rather than local agency workforce)



In Oregon, the Local Program Process consists of 4 main phases

1. Program development: This is the planning phase for the proposed project. Program development happens at the MPO level, but for the statewide competitive-selection process the project has already been identified. At this point it must be accepted into the Statewide Transportation Improvement Plan (STIP).
2. Project development: projects are cleared for environmental impacts; permits attained; right of way acquired; utilities authorized for relocation; quality control occurs; plans, specifications and estimates (PSE) are completed.
3. Advertising, Bid and Award: PS&E goes through quality assurance review, and after FHWA approval, is advertised for bid and award.
4. Construction: project construction begins after construction contract awarded. Project closure at end of this phase.

This is called project delivery, but if you think you' ll be having this baby in 9 months, think again. You most likely will be neck and neck with the delivery of a baby elephant.



Oregon Department of Transportation



## Let Your DOT Liaison Be Your Guide

(or a similar Region or District Counterpart)



By now you realize that the federal funding comes with its share of strings, and when traversing the Federal-aid application process, know that you are not alone. The Crossing Guard who helps you along the way is the DOT. Keep the DOT in the loop. In Oregon you can engage an ODOT-pre-qualified consultant or talk to your DOT to get with the right technical staff to be able to do a complete estimate for a federal project. If cost estimate isn't adequate, it's not competitive.



## It's Well Worth the Effort



Philomath Elementary School, Philomath, OR

Philomath Elementary, Philomath OR



*Resources*

State Coordinators, National Center for SRTS

<http://saferoutesinfo.org/program-tools/find-state-contacts>

Safe Routes to School National Partnership

<http://www.saferoutespartnership.org/>

SRTS Online Guide, from National Center for SRTS

<http://guide.saferoutesinfo.org/>



*Resources*

Federal Highway Administration SRTS  
Program

<http://safety.fhwa.dot.gov/saferoutes/>

Federal Highway Administration TE  
Program

[http://www.fhwa.dot.gov/environment/  
transportation\\_enhancements/guidance/  
1999guidance.cfm](http://www.fhwa.dot.gov/environment/transportation_enhancements/guidance/1999guidance.cfm)



**Thank You! It Is Now Time For Questions.**

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CAN USE LINKS IN ILINC:

[FHWA GUIDANCE: http://safety.fhwa.dot.gov/saferoutes/guidance/](http://safety.fhwa.dot.gov/saferoutes/guidance/)

The federal legislation gave State DOTs the flexibility to develop their own application guidelines for their state SRTS programs.

The federal legislation gave State DOTs the flexibility to develop their own application guidelines for their state SRTS programs. To help, the Federal Highway Administration (FHWA) provided guidance to State DOTs regarding the distribution and tracking of funds. With these tools in hand, each State DOT has developed their own methods to distribute the SRTS funds.

Happens differently in each state as a result.