

Wyoming

Safe Routes to School

Program & Application Guidelines



Wyoming Department of Transportation

Safe Routes to School Program

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Introduction

Get on the Route to Safe Routes!

The Safe Routes to School (**SRTS**) program, created by Section 1404 of the 2005 *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users Act* (SAFETEA-LU), establishes a federally-funded grant program providing communities with the opportunity to improve conditions for bicycling and walking to school, in grades K through 8. The goals of the program are threefold:

- 1) to enable and encourage children, including those with disabilities, to walk and bicycle to school;
- 2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- 3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

The Safe Routes to School Program works with schools, students, parents and advocacy organizations at a grass roots level to identify improvements that will make biking and walking to and from school a routine part of Wyoming's students' experience. SRTS is intended to be comprehensive, utilizing infrastructure enhancements to provide greater bicycle and pedestrian mobility and safety, as well as non-infrastructure approaches including bicycle and pedestrian safety education, awareness of the opportunity to safely bike and walk to school, and by addressing safety concerns through law enforcement activities. A local SRTS program is critical to the success of this effort and helps lay the groundwork for getting students, parents, and other stakeholders involved in walking and bicycling to and from school safely.

Funding is available for both Infrastructure and Non-Infrastructure Funding. Non-Infrastructure Funding can be used for local Safe Routes to School planning and program development efforts and their implementation. Infrastructure Funds will help facilitate construction of infrastructure improvements to enhance safety and to accommodate biking and walking activities. More information about these two types of funding can be found on page 4 of this document.

This guidance and application package has been compiled to provide the applicant with detailed information, required forms, and supplemental information to assist in the preparation of an SRTS Infrastructure and/or Non-Infrastructure Funding application. The terms *Infrastructure Project* and *Safety Improvement Project* are used interchangeably in this document. [Appendix G](#) contains a glossary of terms used throughout this document and in the applications. If additional assistance or resources are needed, applicants are encouraged to contact the Wyoming Department of Transportation (WYDOT). Contact information can be found on page 14 of this document.

Additional information is available from the SRTS National Clearinghouse website established by the Federal Highway Administration (FHWA) and should serve as a resource in developing local SRTS programs and when preparing an SRTS application: <http://www.saferoutesinfo.org/>

Application Timeline

September 15:	SRTS Infrastructure Applications available
December 31:	Application period for Infrastructure Funds closes
April-May	SRTS Infrastructure recipients notified pending FHWA approval

*Note – Non-Infrastructure Awards will have an open application window with periodic announcements of awards.

Funding and Eligibility

From 2005 - 2009 Wyoming is expected to receive approximately \$5 million in Safe Routes to School funding. Between 70 and 90 percent of the funds will be allocated to Safety Improvement Projects. The maximum individual project amount that can be awarded per year is \$200,000.

The selection process will be focused on an applicant's ability to meet SRTS Program goals and the *potential to develop long term bicycling and walking behaviors*. WYDOT will attempt to fund as many qualified applicants as possible from the available resources.

SRTS grants provide 100% funding with no local match required. Wyoming's SRTS Program is a reimbursable program, meaning that recipients of the funds will front the costs and be reimbursed during the course of the project's development. All costs submitted for reimbursement are subject to eligibility requirements. Recipients may submit invoices for reimbursement on a monthly basis. **Any costs incurred prior to project authorization and notice to proceed are not eligible for reimbursement.**

Funding for Safe Routes to School is flexible so as to encourage innovative solutions; applicants are advised that certain infrastructure and non-infrastructure activities are ineligible. Ineligible expenses include:

- Programs and Projects that do not specifically serve the stated purposes of the SRTS Program (outlined on page 2).
- Recurring costs such as salaries (crossing guards, program coordinators, maintenance and snow removal).
- Projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve the safety of walking and bicycling for students.
- Education programs that are primarily focused on bus safety.
- Improvements to bus stops.

Applicants are encouraged to supplement the requested Safe Routes to School funding with other funding sources, including other federal funding. Under the Federal guidance for SRTS, participants are advised that the funding is to supplement, not replace, existing funding sources. The availability of additional funding sources will be considered in the evaluation of the application in an attempt to fund Programs and Projects that can leverage multiple funding sources to have the biggest impact. However, additional funding is not required and lack of such will not penalize an applicant. Safe Routes funds may **not** be used as a match for other federal funding.

Applicant Eligibility

To ensure that the program is available to the broad spectrum of groups that represent K-8 students, both public and non-profit entities may submit applications.

Eligible applicant groups include:

- Schools, both public and private
- School Districts
- Cities & Towns
- Counties
- State Agencies
- Tribes
- Metropolitan Planning Organizations
- Public and non-profit entities working on behalf of a school(s)

Funding Types and Requirements

SRTS grants fall into two categories; Program Funds and Project Funds. Non-Infrastructure Funds may be utilized to develop and implement local SRTS Plans and Programs while the Infrastructure Funds will be utilized to make physical improvements that will enhance the safety and practicality of bicycling and walking to school. Though Non-Infrastructure Funds may be used to develop a comprehensive SRTS Plan, all applicants will be required to submit information describing basic elements of their proposed SRTS Program development. SRTS Plan requirements are defined in [Appendix F](#) of this document. The intent of the Plan is to provide information about the type of school, the surrounding environment, and its students as well as identifying problems and needs faced by the school(s) or school division relative to increasing student participation in walking and bicycling to school.

Applications for **Infrastructure Funds** may propose safety improvements at one school or multiple schools via a single grant which proposes improvements at multiple school locations. All improvements must have the primary purpose of enhancing students' ability to safely walk or bicycle to school.

Applications for SRTS **Non-Infrastructure Funds** may also propose initiatives that benefit a single school or multiple schools. Non-Infrastructure Funds for multiple schools do not require that the schools be in close proximity but the needs, student demographics (ages, grades) and identified problems should be similar.

Safe Routes to School is based upon the premise that a comprehensive approach utilizing the **5 Es (Engineering, Education, Enforcement, Encouragement, and Evaluation)**, will provide the best transportation solutions. SRTS Programs and Projects should aim to include, either directly or indirectly, the 5 Es to address as many components of creating walkable and bikeable transportation solutions for students. Safety Improvement Projects *must* incorporate the 5 Es and be comprehensive in scope. Thus, a school or school division must have a documented SRTS Plan which demonstrates the need for the proposed physical improvement(s) to apply for funding the Safety Improvement Project (via an Infrastructure Application).

There are additional requirements for the Plan documentation for Infrastructure projects. [Appendix F](#) lists the elements that are required in a Plan document which covers the 5 Es defined below:

- **Engineering** – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.
- **Education** – Teaching children and parents about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, the benefits they offer, and launching driver safety campaigns in the vicinity of schools.
- **Enforcement** – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
- **Encouragement** – Using events and activities to promote walking and bicycling.
- **Evaluation** – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

Regulatory Requirements for Safety Improvement Projects

Infrastructure Projects must comply with a variety of Federal and State requirements in order to proceed. See [Appendix A](#) for guidelines on the Project authorization process. Applicants should work with their local public works department or local WYDOT staff to prepare Infrastructure applications. WYDOT can provide applicants with contact information for the WYDOT Resident Engineer serving their jurisdiction.

Outline of Primary Requirements for Projects:

1. All Safety Improvement Projects are required to follow Federal Highway Administration (FHWA), American Association of State Highway and Transportation Officials (AASHTO) & WYDOT design and traffic signing requirements. Compliance with the Americans with Disabilities Act (ADA) includes all infrastructure requirements.
2. Communities applying for Safety Improvement funding will need to demonstrate the ability to maintain the infrastructure improvements located on or off of the state transportation system.
3. A local resolution endorsing the project and which recognizes any maintenance requirements and responsibilities of the locality must be submitted with the application.
4. Projects awarded funding must be amended into the State Transportation Improvement Plan (STIP), and local Transportation Improvement Plans (TIP) in metropolitan areas.
5. Compliance with the National Environmental Policy Act (NEPA): In many cases SRTS Projects will be eligible for Categorical Exclusion. A brief explanation of the NEPA requirement and a listing of some projects that typically qualify as Categorical Exclusions can be found in [Appendix B](#). All documentation is the responsibility of the applicant. Following the notice of an approved award, applicants will receive instructions regarding the submission of NEPA documents relating to Safety Improvement Projects to WYDOT prior to receiving a cooperative agreement. Failure to submit NEPA documents will result in the Project being delayed.
6. Sponsors must also complete a form requesting concurrence from the Wyoming State Historic Preservation Office regarding the historical nature of the proposed site. All documentation is the responsibility of the applicant. Following the notice of an approved award, applicants will receive instructions regarding the submission of SHPO documents relating to Safety

Improvement Projects to WYDOT prior to receiving a cooperative agreement. Failure to submit SHPO documents will result in the Project being delayed.

Selection Process and Awards

All applications submitted to WYDOT will be evaluated by the Safe Routes to School Advisory Committee established by WYDOT.

Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All SRTS funds must be let to contract within one year of the authorization date.

Safe Routes to School (SRTS) Application Instructions

Be sure to complete and submit the appropriate application based upon whether your initiative will be developing an SRTS Non-Infrastructure or an Infrastructure program. Also, be sure to complete and submit all of the accompanying forms in this Application Guidelines document. A checklist has been included to assist applicants in ensuring that all required documents are submitted with the application.

Each section of the application is designed to help you convey as much as possible by requesting specific program-related information. Several sections request a detailed narrative and it is important for applicants to be concise.

If there are pictures, maps, exhibits, diagrams, survey summaries, or other materials relevant to the application, these materials must be attached to the application and submitted.

Using the Forms

The SRTS Application is designed to be completed electronically. The Application and the accompanying Guidelines can be requested via email, telephone or the United States Postal Service. The SRTS Application is a structured MS Excel 2003 form that allows the user to input the requested information.

The Application should be completed as directed and submitted to the SRTS Coordinator at the provided WYDOT address. Where possible, supplemental documentation (maps, images, photos) should also be sent as attachments to the application.

The applicant should submit the following to WYDOT for review:

- One single-sided, unbound, original copy of the application,
- Seven double-sided copies of the application,
- One electronic copy of the application.

Project Area Maps (Required)

Maps are intended to serve as an inventory of existing conditions within the immediate vicinity of the school(s) for which the application is being submitted. If multiple school locations are proposed, maps for each location should be submitted. The exception would be for multiple schools located in close proximity to one another and which share routes and existing conditions and/or proposed improvements.

MAP 1:

If a locality or school division has developed a SRTS plan, a non-motorized master plan or a bicycle & pedestrian plan please submit any maps that have been developed in conjunction with those plans.

Localities Lacking Mapping Resources

To develop maps, applicants are encouraged to contact your school division or local government planning staff for assistance in preparing maps by utilizing their Geographic Information Systems (GIS) resources. Applicants without GIS resources may use online tools such as Google Maps: <http://www.google.com/maps>. If the resolution is adequate, applicants are encouraged to use the satellite image feature and identify landmarks.

MAP 2:

Identify existing and potential walking and bicycling routes, differentiating the two, within an approximate 2 mile radius of the school. The map should include all schools affected by the project and significant trip generators such as neighborhoods as well as any significant automobile trip generators including large employment centers or commercial properties.

This map should also identify posted speeds and all traffic control devices (signals, crosswalks, warning signs, etc.) along current and proposed school routes within the 2 mile radius of the school area.

Appendix A: Overview of Federal Requirements for using Safe Routes to School Funds

Safe Routes to School funds are Federal Highway Administration funds and must follow federal regulations to be spent legally. While the funding provides an incredible opportunity for schools and communities, applicants are advised that following federal regulations requires a significant time and resource commitment on the part of the applicant and/or sponsor. Communities are encouraged to consider the following prior to submitting an application:

- Do I have the necessary staff to administer the funding?
- Do I have the funding to front the program or project costs until it is reimbursed?
- Do I have the funding to support costs that cannot be reimbursed?
- Do I have the resources to support the continuation of the program or project?

This document provides a brief overview of the Federal Aid process to assist in determining if SRTS funding is an appropriate resource for your project, and to assist in the development of your proposed timeline. WYDOT will provide any necessary assistance if you receive an award.

Overview of Authorization Process

Non-Infrastructure – Programs & Planning	Infrastructure – Safety Improvement Projects
Pre-Authorization	
Complete application package & submit to WYDOT	Complete application package & submit to WYDOT
Review & scoring by SRTS Advisory Committee	Review & scoring by SRTS Advisory Committee
Award recommendations sent to WYDOT Commission for approval	Award recommendations sent to WYDOT Commission for approval
SRTS Programs awarded by WYDOT Commission & applicants notified	SRTS Projects awarded by WYDOT Commission & applicants notified
Post-Authorization	
Agreement between WYDOT and Project Sponsor prepared and executed	Agreement between WYDOT and Project Sponsor prepared and executed
If necessary, competitively hire consultant to prepare planning documents or evaluate existing conditions	Submit environmental and State Historic Preservation Office documents to WYDOT for processing & approval
Work commences	Prepare construction documents and site plans
Submit invoices to WYDOT for reimbursement	Submit construction documents & site plans for WYDOT approval
Submit semi-annual progress reports to WYDOT	Authorization to proceed
Program work completed	Project let by competitive bid process
Program audited by WYDOT and closed	Obtain all necessary permits
-	Submit invoices to WYDOT for reimbursement
-	Submit semi-annual progress reports to WYDOT
-	Project work completed
-	Project audited and closed with final progress report

Appendix B: National Environmental Protection Act (NEPA)

As a federally funded program, all SRTS Projects must comply with the National Environmental Policy Act (NEPA). In many cases, a simple Categorical Exclusion may be filed. Categorical exclusions are "a category of actions which do not individually or cumulatively have a significant effect on the human environment...and for which, therefore, neither an environmental assessment nor an environmental impact statement is required". Failure to submit NEPA documents will result in the project being delayed.

An Environmental Field Review (EFR) form addresses the environmental impacts that the project will have to the project area. It is anticipated that the types of projects proposed under the SRTS program will be those that will have minor impacts to the environment. Impacts reviewed in an EFR include: impacts to park or recreational property (positive and negative); impacts to historical features currently existing in the project area; impacts to federal and state threatened and endangered species; amount of permanent and temporary easements needed to construct, operate, and maintain the proposed project; and impacts to water resources such as floodplains, wetlands, and open water must be addresses as well.

Examples of typical SRTS Improvement Projects that qualify for Categorical Exclusion may include:

1. Traffic signal modifications
2. Pavement markings not affecting the number of through traffic lanes
3. Anti-skid treatments
4. Curb ramps for the handicapped
5. Lighting and electrical work
6. Upgrading or providing safety features
7. Shoulder widening to accommodate bike lanes
8. Other improvements within the highway right of way

The above list is only a partial tool to help in your assessment. As an applicant, it is your responsibility to identify and provide all necessary local permits and NEPA materials that may be required of your project. For more guidance on Categorical Exclusions, please visit the FHWA website:

<http://www.environment.fhwa.dot.gov/projdev/docuce.asp>

If you are not familiar with the NEPA process seek assistance from your local public works department or WYDOT residency.

Appendix C: Milestones

All applicants are required to submit a proposed time line covering the period from when the project is authorized by WYDOT to the project's completion. Key milestones are listed below but applicants are encouraged to develop and include additional milestones if applicable, especially for SRTS Program Projects since they will vary greatly in scope. Include community-specific information such as public meetings, events, etc.

Final dates will be established once the funds are authorized and will become part of the project. Failure to make substantial progress on the identified milestones by the agreed upon date could result in the termination of the project's funding. **Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement. All SRTS funds must be let to contract within one year of the authorization date.**

Applicants are encouraged to hold pre-application meetings with appropriate federal, state, and local government agencies to determine requirements, processes and schedules that may affect their project.

6a) Infrastructure – Safety Improvement Projects

Date	Milestone
	1. Agreement between WYDOT and Sponsor prepared
	2. WYDOT authorization to proceed with design
	3. Resolution adopted by locality authorizing project
	4. Hire consultant for preparation of documents, if needed
	5. Plan approval by WYDOT
	6. WYDOT authorization to proceed with construction
	7. Project let by competitive bid process
	8. Project work commences
	9. Project work completed
	10. Project inspected and closed

6b) Non-Infrastructure – SRTS Program Projects

Date	Milestone
	1. Agreement between WYDOT and Sponsor prepared
	2. Competitively hire outside services, if needed
	3. Work commences
	4. Work completed
	5. Deliverables audited and closed

Appendix D: Recommended Evaluation of Safe Routes to School Programs

Projects selected, authorized, and completed using Safe Routes to School (SRTS) funds must be evaluated to gauge their effectiveness in promoting walking and biking to school. Ongoing review and evaluation activities associated with state and local SRTS Programs are vital for the continual improvement of each program.

The task of evaluating SRTS Projects, Programs, and their resulting outcomes will largely be the responsibility of the applicant. Documentation of pre-project conditions and post-project improvements are the recommended framework for the evaluation report although the nature of the project may point to alternative evaluation formats.

Evaluating Crash data is a good way of pointing out safety outcomes of SRTS Projects. An appropriate cycle to review accident data is 3 years prior, and 3 years after implementing the SRTS improvement. This time frame may not be appropriate for many SRTS projects. Measured changes in public perceptions of safety, the effect on safety behaviors among program participants, and increased awareness of safe walking and bicycling practices are also acceptable evaluation formats. **Because the intent of SRTS is to increase the numbers of students choosing biking and walking travel modes, evaluation of this increase is imperative.**

Examples of Measures

- The number of students walking/biking to school before the program and after the program is established.
- The number of new partnerships created as a result of the program.
- The number of students and/or schools reached through the program.
- Measurements of student health, air quality, congestion, and other metrics noted or implied by the legislative purposes of the Safe Routes to School program.
- Documented improvements to the built environment that benefit and foster the ability to walk and bicycle to and from schools (new facilities, trails, sidewalks, etc.).

Additional guidance will be provided in the future with regards to the evaluation of the program success. A more comprehensive package of standardized evaluation tools will be made available by the SRTS Clearinghouse set up by the Federal Highways Administration. These in turn will be provided to sponsors in time for project evaluations.

Determining Existing Safe Routes

Through the course of evaluating existing conditions and developing a SRTS Plan, schools must determine which, if any, existing routes provide for safe biking or walking to school. This should include real and perceived conditions, if possible, as reflected by parental attitudes toward children walking and biking to school. This will not only allow schools to identify existing safe routes, but will assist in identifying deficiencies that need to be addressed as well as targeting specific routes and transportation networks that should be the focus of the school's SRTS Plan.

Due to the broad and disparate nature of conditions and development patterns around schools there is no formulaic approach that can be applied when determining the existing safe routes that connect residential areas with the schools that serve them. However, some prime considerations when evaluating existing routes should include:

- Minimal traffic crossings required,
- Connectivity to residential areas,
- Existing signalization,
- Routes that have slower speed limits,
- Existing crosswalks and sidewalks,
- Routes that have the least traffic volume,
- Existing traffic calming measures,
- Routes without at-grade rail crossings,
- Pedestrian separation from traffic,
- Existing bike paths, trails, or lanes.

Conditions should be evaluated in the context of the specific locality and the existing travel environment and conditions within the 2-mile radius of school(s) for which the project is being developed and implemented. **Program funds may be utilized to pay for consultant services to conduct a review and analysis of existing conditions and in formulating strategies to address impediments.**

Appendix E: Application Submission Checklist

Ensure that the following items are included or completed in the submitted application packet:

- Application form is completed; questions are answered in concise narratives, and have been submitted in the proper format.
- Application has been signed by all applicants and co-applicants
- Maps and diagrams are attached and are clear and legible
- Additional materials are properly numbered to correspond with the application questions
- A detailed schedule and cost estimate has been included for Infrastructure Projects.
- All additional appropriate documents are attached (i.e. master plans, MOUs, endorsements, etc.)
- Resolutions or other required governmental authorizations are submitted
- Proposal received by WYDOT's [SRTS Coordinator](#) by deadline
- Safe Routes to School Plan is enclosed (if applicable)

If you have questions on the SRTS program or application, please contact:

Sara Janes, Safe Routes to School Coordinator
Wyoming Department of Transportation
5300 Bishop Boulevard
Cheyenne, WY 82009
307-777-3938

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Appendix F: Drafting a SRTS Plan: Required Elements

Each school or school division applying for Infrastructure Funds will be asked to complete a Safe Routes to School Plan (Plan). The purpose of the plan is to define the fundamental needs, issues, and impediments facing the school(s) in their attempt to increase the number of students who bike and walk to school and the goals that have been set to achieve increased participation in biking and walking.

The Plan is also intended to set the path towards implementing action-oriented solutions that increase biking and walking to school, as well as to define who will be involved in that effort and their respective roles. At a minimum, a proposal to develop a SRTS Plan must include the following information:

Required Elements for Program Funds:

- Location,
- Environment type (urban, suburban, rural),
- Enrollment,
- Type of school (elementary, middle),
- Identify a program “Champion” – person(s) to spearhead the effort,
- Identify the “Team” or Action Committee - that will develop and implement the Plan and subsequent Projects or actions,
- Identify stakeholders – parents, students, teachers, school admin, elected officials,
- SRTS Policy Statement – defining the school’s/school division’s intent under SRTS.

Any additional information that can be used to convey the school’s needs and existing conditions should be included to assist in evaluating the application.

Infrastructure applicants must submit an existing SRTS Plan or reference a proposed SRTS Plan that is being developed and which should include the following:

Required Elements for Project Grants:

- Detailed analysis of existing conditions and impediments to safe biking and walking (physical barriers, safety issues, awareness),
- Traffic, safety, and other relevant data,
- Current travel modes including student survey results (including walk, bike, bus, auto),
- Parent and student desired travel modes (to include survey data),
- Proposed timeline and milestones for Project implementation,
- Outreach and publicity strategy,
- Defined goals and objectives, both short and long-term,
- Proposal for monitoring, reviewing, and updating the Plan, Program, and Projects,
- Methods and measures of success for the SRTS Program and implementation,
- Responsibilities and tasks for enacting the plan,
- Evidence that all stakeholders have been invited to participate,
- Plan for sustained initiative,
- Plan for continuity and leadership ascendancy –how will the plan be continued in the future and how will changes in leadership be accommodated.

Appendix G: Definitions

Americans with Disabilities Act (ADA)—Federal regulation which sets minimum design standards (in addition to other policies) so that people with disabilities can have access to items developed with federal funds.

Authorization—Paperwork is submitted by WYDOT to the FHWA informing them that the Safety Improvement Project is ready to commence and has met all requirements to expend federal funds. To be authorized a Project must be amended into the currently approved State Transportation Improvement Program (STIP), must have completed the environmental documentation process, must have an approved plan, must have all necessary permits and agreements obtained, and must have all right of ways acquired. Any work that starts prior to the authorization date is not eligible for reimbursement with federal funds.

Bid letting—For Safety Improvement Projects it is the date and time set when the estimates of the contractors proposing to perform the work are opened and the proposal with the lowest bid is tentatively selected as the contractor to carry out the construction work.

Construction Engineering—One of four types of work recognized by the FHWA for authorization. It is the work to ensure that the Project is being constructed according to the specifications, plan and accepted construction practices. Depending on the type of construction work done, a registered professional engineer may need to perform this work.

Cultural Resources—Historic items may be as large as a historic district or neighborhood and as small as a pre-contact pottery shard. WYDOT has been designated to act as the FHWA to review all Safety Improvement Projects to determine if they will affect historic items. As part of this review, letters may be sent to Tribal entities that have interest in the Project location. If a Project is determined to potentially have an adverse effect on an historic property additional steps will be needed before the Project can be authorized.

Endangered Species—All Safety Improvement Projects must be reviewed to determine if they will have any adverse effect on Federal or State threatened or endangered species. Review for federally listed species is done by the WYDOT Environmental Division on behalf of the US Fish and Wildlife Service. Review for State listed species is done by the DCR Division of Natural Heritage.

Environmental Document and National Environmental Policy Act (NEPA)—Refers to a law passed by the US Congress in the late 1960s which requires that any Project which expends federal funds must look at the effects that spending those funds will have on the environment.

Estimate—A detailed and reasonable accounting of the cost to complete the proposal.

Force Account—One of four types of work recognized by the FHWA for authorization. Work to be done by people involved in the Project and not let out for competitive bid. A public interest finding must be prepared and approved, which justifies why the people involved can do the Project better and more inexpensively than someone who wins a competitive bid.

Infrastructure Funds—Funds that are used to provide infrastructure improvements that will enhance (bicycle or pedestrian) safety or improve the ability of students walking or bicycling to school safely.

Non-Infrastructure Funds—Funds that are used to prepare, develop, or implement a Safe Routes to School Program at an individual school or throughout a locality or school division.

Preliminary Engineering—One of four types of work recognized by the FHWA for authorization. It can be the work to prepare the NEPA document, construction plans and specifications, design or other work necessary to complete the Project.

Programmatic Categorical Exclusion—A document which covers the NEPA requirements on Projects which are anticipated to have little or no impacts or controversy. It is assumed that most of the Safety Improvement Projects proposed for Safe Routes to School will meet this level of documentation.

Registered Professional Civil Engineer—Person licensed by the State of Wyoming to oversee work done and designed in Wyoming. This person has met educational and character requirements as well as completion of a comprehensive test of engineering principles. Depending on the magnitude and type of construction, a registered professional civil engineer may need to be involved in your Project.

Reimbursable—Title 23 funds are distributed on a reimbursement basis. This means that the bills for the Project or Program must be paid and the receipts and/or invoices must be sent in to WYDOT for approval and reimbursement of the expenses. Funds are not provided to the sponsor "up front."

Right of Way (ROW)—The strip of land over which is built, or may be built, a public road and appurtenant structures (sidewalks, shoulders, drainage, etc)

Safe Routes to School Advisory Committee—Committee formed by WYDOT with representation from various stakeholders and other partners that reviews and selects potential SRTS Programs and Projects for final awards to be made by WYDOT's Transportation Commission.

Safety Improvement Project—Synonymous with the term "Project", these are infrastructure improvements aimed at enhancing bicycle and pedestrian safety and/or facilitating bicycle and pedestrian mobility and access.

Section 4(f), Public recreational land—Examples are parks, campgrounds, wildlife refuge, golf course etc. Safety Improvement Projects which propose to use even a portion of 4(f) property will require additional steps prior to authorization. In certain cases school property may be 4(f). Projects that are only multi use trails are exempt.

Section 6(f), Public recreational land that was developed or purchased with federal funds—Safety Improvement Projects which propose to use even a portion of 6(f) property will require additional steps prior to approval.

Sponsor—This entity has fiscal responsibility for the proposal, including the responsibility that it is completed in accordance with all state and federal regulations.

Trip Generator—Any significant origin or destination for trips. This could include neighborhoods or subdivisions, schools, parks, businesses, shopping centers, etc.