

# Safe Routes to School Construction Program Guidelines 2025-2026

## Table of Contents

Chapter 1: Overview .....	2
PROGRAM DESCRIPTION.....	3
ODOT SRTS Equity Statement .....	3
ROLES AND RESPONSIBILITIES .....	3
Chapter 2: Safe Routes to School Competitive Construction Grants .....	5
Sub-Chapter 2A: Eligible Entities and Projects.....	5
ELIGIBLE ENTITIES .....	5
ELIGIBLE PROJECTS.....	5
CASH MATCH.....	7
Sub-Chapter 2B: Competitive Construction Program Application Process .....	7
APPLICATION REQUIREMENTS & PROCESS.....	7
ADDITIONAL INFORMATION AND TIPS .....	10
Sub-Chapter 2C: Competitive Construction Grant Program Project Selection.....	12
PROJECT SELECTION.....	12
DECISION MAKING STRUCTURE AND ROLES:.....	13
Grant Selection Protest Procedure: .....	14
Sub-Chapter 2D: Competitive Construction Grant Program Project Delivery and Agreements .....	15
PROCESSES FOR PROJECT DELIVERY .....	15
ADDITIONAL EXPECTATIONS FOR GRANT RECIPIENTS .....	16
Sub-Chapter 2E: Competitive Construction Grant Performance Measures and Evaluation .....	16
Chapter 3: Rapid Response Construction Grant Program .....	17
Sub-Chapter 3A: Unique Eligibility Requirements .....	17
Sub-Chapter 3B: Rapid Response Construction Grant Program Project Application Process .....	19
APPLICATION REQUIREMENTS & PROCESS.....	19

ADDITIONAL INFORMATION AND TIPS .....	20
Sub-Chapter 3C: Rapid Response Construction Grant Program Project Selection.....	20
PROJECT SELECTION.....	20
DECISION MAKING STRUCTURE AND ROLES:.....	20
Grant Selection Protest Procedure: .....	21
Chapter 4: Construction Technical Services Program.....	23
Sub-Chapter 4A: Technical Assistance Service Overview and Eligible Entities.....	24
Sub-Chapter 4B: Technical Assistance Program Application Process.....	26
APPLICATION REQUIREMENTS & PROCESS.....	26
ADDITIONAL INFORMATION AND TIPS .....	28
Sub-Chapter 4C: Technical Assistance Program Selection.....	28
SCHOOL COMMUNITY SELECTION .....	28
DECISION MAKING STRUCTURE AND ROLES:.....	29
Sub-Chapter 4D: Technical Assistance Program Service Delivery and Agreements.....	30
PROCESSES FOR SERVICE DELIVERY .....	30
Sub-Chapter 4E: Planning Assistance Performance Measures and Evaluation .....	31
APPENDIX A- Project Examples.....	32
APPENDIX B- Competitive Construction Program Scoring Matrix.....	33
APPENDIX C- Planning Assistance Scoring Matrix.....	38
APPENDIX D - Engineering Assistance Scoring Criteria.....	38
APPENDIX E – Surface Treatment Scoring Criteria.....	39

## Chapter 1: Overview

A successful Safe Routes to School (SRTS) Program requires building construction projects and implementing education programs. The Oregon Department of Transportation addresses these components with a construction program and an education program. This document addresses the Oregon Safe Routes to School Construction Program only. Go to <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx> to learn more about Oregon’s SRTS Education Program. The Safe Routes to School Program is guided by Oregon Revised Statute (ORS) 184.740 to 184.742 and Oregon Administrative Rule (OAR) 737-025-0010 through 737-025-0093.

This document is intended to provide information for prospective applicants of Safe Routes to School Construction Grants funded through the Safe Routes to School Fund.

## PROGRAM DESCRIPTION

The Safe Routes to School Construction Program is housed in the Public Transportation Division and divided into three types of grants:

1. **Competitive Construction Grants:** 87.5 percent or more of Safe Routes to School funds will be set aside to build street safety projects to reduce barriers and hazards for children walking or bicycling to or from schools. Funds will be distributed through an application-based, competitive, process every two years.
2. **Rapid Response Constructions Grants:** Up to 10 percent of funds will be available for urgent needs or systemic safety issues. Funds will be distributed through an application process that is open if there are funds available. Eligibility requirements are currently under development.
3. **Planning Assistance Program (Planning Assistance):** Up to 2.5 percent of funds will be used by the Oregon Department of Transportation to help communities identify projects that reduce barriers and hazards for children walking or bicycling to and from school and that will lead to eventual construction.

Grant cycles will be every two years starting in 2019. The table below shows the rough amount available for the two funding cycles, shown by grant type.

Funding Cycle	Competitive Grants	Rapid Response Grants	Planning Assistance Grants	TOTAL
2023-2024	\$ 26,250,000	\$ 3,000,000	\$ 750,000	\$ 30,000,000
2025-2026	\$ 26,250,000	\$ 3,000,000	\$ 750,000	\$ 30,000,000

All subsequent funding cycles will be determined by the Safe Routes to School Advisory Committee in consultation with the Safe Routes to School Construction Program Manager.

## ODOT SRTS Equity Statement

Equity recognizes that people from different backgrounds have unique barriers to living healthy, fulfilled lives. To support breakthrough outcomes for historically marginalized communities throughout Oregon we need to understand the different barriers and opportunities that affect different groups, and craft our policies, programs, and overall approaches with those various challenges and needs in mind.

## ROLES AND RESPONSIBILITIES

Position	Role
Safe Routes to School Construction Program Manager	Responsible for the overall management, oversight, and direction of Safe Routes to School Program. Primary point of contact for Safe Routes to School construction funding, policy, performance reporting, and legislative issues. Approves Safe Routes to School project eligibility including project amendments.

<p>Public Agencies and Sovereign Nations</p>	<p>Sovereign Nations in Oregon and local public agencies like city, county, transit districts, ODOT regions (including ODOT area managers), other road authorities, and school districts (only for the Planning Assistance Program) are responsible for preparing and submitting applications for their projects and delivering each project according to the awarded grant.</p>
<p>Safe Routes to School Advisory Committee</p>	<p>Responsible for setting program criteria, guiding selection cycles, ranking projects and recommending projects for funding to the Oregon Transportation Commission. A sub-committee of the committee may recommend Rapid Response Grants.</p>
<p>Oregon Transportation Commission</p>	<p>Decision-making body responsible for reviewing recommended projects, making the ultimate decision on which projects to fund and determining recipients of lower cash match requirement.</p>

## Chapter 2: Safe Routes to School Competitive Construction Grants

The ODOT Safe Routes to School Competitive Construction Grant Program runs in two-year cycles with the first round of funds awarded in 2019. Road authorities are encouraged to apply for projects that address barriers for students walking and biking to school.

### Sub-Chapter 2A: Eligible Entities and Projects

#### ELIGIBLE ENTITIES

The following entities are eligible to apply for the Safe Routes to School Construction Competitive Grant Program:

- Cities
- Counties
- Tribes
- Transit Districts
- Oregon Department of Transportation<sup>1</sup>
- Other Road Authorities

#### ELIGIBLE PROJECTS

The following are eligibility criteria for projects funded through the Safe Routes to School Construction Competitive Grant Program. A list of eligible counter measures proven to improve safety are listed in Appendix A.

PROJECT MUST	DESCRIPTION
Be within in the public road right of way	Project must be within the public road right of way which is publicly owned land or property the entire width between the exterior right-of-way lines including paved surface, shoulders, ditches, and other drainage facilities in the border area between the ditches or curbs and the right-of-way lines.
Be within two miles of a school	Project must be within a two-mile radius of a public school measured in a straight line extending for two miles from the affected school.
Be at or within funding request minimum and maximum	Funding request minimum: \$60,000 Funding request maximum: \$3 million

---

<sup>1</sup> In 2023 ODOT did not apply for the competitive Construction Grants because of additional funds allocated to SRTS projects on ODOT right of way by the Oregon Transportation Commission in the 2024-2027 STIP. ODOT is eligible in the 2025-2026 round of funding.

Have adequate local cash match	All projects must have at least 40% local cash match for the Competitive Construction Grant Program. Projects may qualify for a reduced 0% or 10.27% local cash match if certain criteria are met. See below CASH MATCH section for further information.
Have school or school district support	Project must show support from the affected school or school district through a letter of support and a description of school/school district involvement.
Provide a safety benefit	Project must provide a safety benefit that address barriers and hazards to children walking and bicycling to and from school.
Be included in or aligned with a plan	Project must fit within a plan developed pursuant to ORS 195.115 <sup>2</sup> . Plans may include but are not limited to: a Safe Route to School Action Plan <sup>3</sup> or Safe Route to School Plan <sup>4</sup> , Transportation System Plan, or other locally adopted plan.
Commitment to outreach	Applicant must commit to completing a minimum amount of outreach informing the community about the new construction project and how to use it safely.

FOCUS AREA	DESCRIPTION
Project will primarily affect students at a Title I school as defined as a school where 40% or more students are low income <sup>5</sup> including data sets to address transportation disparities.	The Safe Routes to School Advisory Committee <u>may</u> designate a focus area for the funding cycle. This focus area will effectively prioritize the projects in the selection process. In 2020, the Safe Routes to School Advisory Committee designated Title I schools (schools where 40% or more of students are low income) to be the focus area for the application cycle. Applicants may use Title I data from the last two full school years prior to the application process. The committee also decided to slightly prioritize schools based on student demographics, chronic absenteeism, students with disabilities, and the rate of English learners. Information about a school’s student income and other data sets can be found at <a href="https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879">https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879</a> .

<sup>2</sup> ORS 195.115 states that “City and county governing bodies shall work with school district personnel to identify barriers and hazards to children walking or bicycling to and from school. The cities, counties and districts may develop a plan for the funding of improvements designed to reduce the barriers and hazards identified.”

Contact [Heidi.Manlove@odot.state.or.us](mailto:Heidi.Manlove@odot.state.or.us) regarding questions about School Action Plans.

<sup>4</sup> More information is available at <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>.

<sup>5</sup> In this document low income is defined using federal guidance for how schools can define low-income families and Title I schools now that eligibility for free and reduced lunch data is not accurate for this measure. School districts report this data to the Oregon Department of Education and is shared with the Oregon Department of Transportation.

<https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>

## CASH MATCH

Cash match is actual funds provided by the applicant that are reasonable, necessary, and directly related to the project and funded by the applicant. Actual funds may be considered up to 60 months prior to the project application deadline. Education and outreach efforts at the school do not constitute cash match. Examples of cash match include engineering, design, utility relocation, right of way acquisition, and construction costs.

The Safe Routes to School guiding statute states a project must have local cash match of 40%, and projects are eligible for a reduced local cash match of 10.27% if the project meets one of the following criteria or 0% if the project meetings multiple of the following criteria:

- The affected school is located in a city with a population of 25,000 or fewer;
- The affected school (school with in one-mile of the project) has 40% or more students are low income<sup>6</sup>.
- The project reduces hazards within a Priority Safety Corridor. In order to qualify as a Priority Safety Corridor the project must be located on or address a barrier to students walking and biking to school on a road where the posted speed or 50<sup>th</sup> percentile speed of traffic is 40 miles per hour or greater, OR if any two of the following apply:
  - Posted speed limit is 30 miles per hour or greater;
  - More than two lanes or a crossing distance greater than 30 feet;
  - 12,000 or greater annual average daily traffic;
  - Has a demonstrated history of crashes related to school traffic

The required cash match percentage for the project is determined by the above criteria at the time of the application even if criteria elements like Title I status or speed limit have changed during the construction of the project.

Local, state, and federal funds may be used as cash match. Previously awarded ODOT Safe Routes to School grant funds cannot be used as match. Applicants should note that if federal funds for an open federal project are used as match or if the project is combined with a federal project, the funds will become federalized and as a result the project must meet all federal requirements. Once SRTS funds are allocated, grantees cannot combine a SRTS project with a federal project and federalize the funds.

See “Additional Information and Tips” in Sub-Chapter 2B for ideas on how to meet the local cash match requirement.

## Sub-Chapter 2B: Competitive Construction Program Application Process

### APPLICATION REQUIREMENTS & PROCESS

Step	Description
1	Program Manager opens application window.
2	Applicant submits Application Part 1.

<sup>6</sup> Information about a school’s student income and other data sets can be found at <https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>

3	Program Manager responds to Application Part 1.
4	Applicant submits Application Part 2.
5	Program Manager closes application window.

In January of odd-numbered years, ODOT will announce the schedules to submit grant applications for grants from the Safe Routes to School Construction Competitive, Rapid Response, and Project Identification Grants. Applications will not be accepted at times outside of announced application periods with the exception of the rolling deadline for Rapid Response applications. ODOT will also announce the opening and closing of application cycles in the weeks prior to the application cycle.

Application materials can be viewed on the Safe Routes to School Program website. Applications Part 1 and Part 2 must be submitted online through the website, <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>. The Oregon Department of Transportation will provide online templates for submissions and additional supporting documentation may be requested.

#### APPLICATION PART 1

The purpose of the Application Part 1 is to confirm eligibility of the proposed project, help applicants understand how competitive their application may be, as well as allow the Safe Routes to School Construction Program Manager to gauge how many applicants will apply for the current round of funding to allocate adequate staffing resources for effective application review and scoring.

When submitting the Application Part 1, applicants must supply contact information, affected school information, confirm eligibility, project location, brief problem statement, brief project description, request estimate, and anticipated source of cash match.

If an eligible entity does not meet the deadline for the Application Part 1, they may appeal to the SRTS Construction Program Manager for an extension. The program manager may use their discretion in determining if the entity can submit a late Application Part 1 and will consider projects that:

- Do not touch ODOT right of way,
- Projects that are in communities of 25,000 or fewer,
- Projects for low-income schools, and
- Projects located on a road with high crash risk factors.

The SRTS Construction Program Manager will also consider the amount of funds that were requested in by the Applications Part 1 already submitted and how much was requested in previous cycles.





## APPLICATION PART 2

In order for an application to be considered, it must be completed in full, Part 1 and Part 2.

When submitting an application, applicants must have:

- Submitted Application Part 1,
- Met basic eligibility requirement,
- Provided a problem statement and project description,
- Supplied a letter of support from the affected public school or school district,
- Provided a total project cost including match,
- Provided an itemized budget,
- Provided a project schedule,
- Provided information about the affected school,
- Uploaded project area photos, maps, and required signatures.

### ADDITIONAL INFORMATION AND TIPS

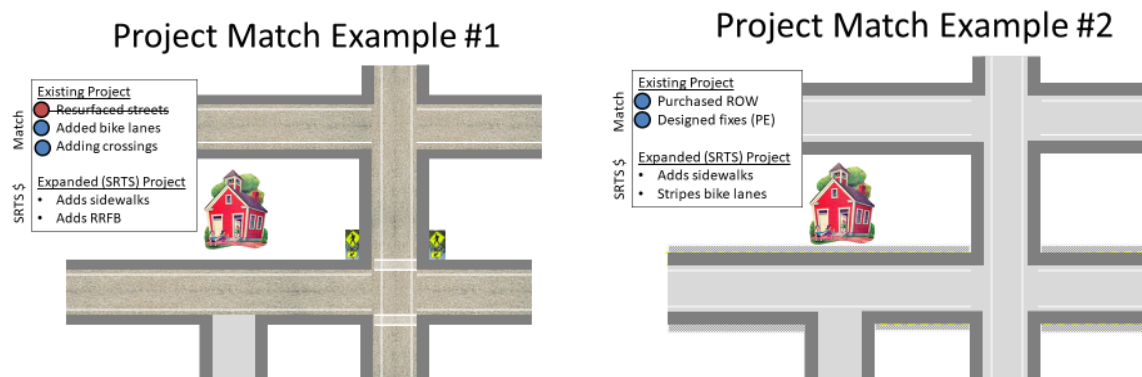
Submitting an application:

- Applicants for projects that are not funded during an application period may reapply during a subsequent application period.
- Local agencies and ODOT are encouraged to deliver the projects for which they apply, rather than applying for projects that would be delivered by a different entity.
- Applicants are encouraged to solicit letters of support from local transportation committees like Area Commissions on Transportation and local community-based organizations.
- Applicants are encouraged to use the Safe Routes to School mapping site to help find needed school information and create the map. This map may also be useful to help communities choose a project that meets program eligibility.

<https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>

Meeting the local cash match requirement:

- Applicants can consider using the Oregon Transportation Infrastructure Bank to borrow funds at a low interest rate. More information at [Oregon Department of Transportation: Oregon Transportation Infrastructure Bank : About Us : State of Oregon](#)
- Applicants can consider defining a large project where funding for only a portion of the project is requested from the Safe Routes to School fund. The remainder of the project can be considered cash match for the Safe Routes to School requested fund.
- Applicants may consider local, state, and federal funds as local cash match.
- Additional options for some communities include Community Development Block Grants by Housing and Urban Development and Community Facility Grants by USDA Rural Development. More information at [Business Oregon : Community Development Block Grants \(CDBG\)](#) and [Community Facilities Direct Loan & Grant Program | Rural Development \(usda.gov\)](#)
- See diagrams below for examples:



Acceptable Project Types:

- Applicants are encouraged to use Federal Highway Administration (FHWA) Guidelines and National Association of City Transportation Officials (NACTO) when deciding on a particular project design to find a cost-effective solution that is geared towards the habits of children. Other helpful guidelines: [FHWA Pedestrian and Bicycle Safety, Small Town and Rural, Multimodal Networks Design Guide](#), [NACTO Designing Streets for Kids](#), [ODOT Bicycle and Pedestrian Guide](#), [ODOT Blueprint for Urban Design](#)
- Projects must be primarily for the benefit of bicyclists and pedestrians. Projects that are primarily for motorists are not eligible.
- State Safe Routes to School Funds may NOT be used to pay for minimum accommodations on a project that already triggers Americans with Disabilities Act (ADA) facility requirements or ORS 366.514 requirements. These improvements are the financial responsibility of the triggering project. Improvements that go beyond the minimum accommodations are eligible (for example, difference in cost to provide a 10-foot sidewalk instead of a 6-foot sidewalk, difference in cost to provide a separated bike lane instead of a striped bike lane, detectable wayfinding and other accessibility enhancements beyond ADA). More information here: [ORS 366.514 – Use of highway fund for footpaths and bicycle trails \(public.law\)](#)
- Starting in 2020 the Safe Routes to School Program will consider funding mini-roundabouts and neighborhood traffic circles when the design follows NACTO/FHWA Guidance. The program will also consider funding enhanced bicycle and pedestrian features of a roundabout or mini-roundabout that goes above the minimum bicycle and pedestrian requirements by Oregon’s Bicycle and Pedestrian bill (<https://www.oregonlaws.org/ors/366.514>). Examples include islands for pedestrian crossings and buffered or raised bike lanes. Applicants must justify why the mini-roundabout or neighborhood traffic circle is the best and most cost-effective option to address the identified needs.
  - <https://safety.fhwa.dot.gov/intersection/innovative/roundabouts/fhwasa10007/fhwasa10007.pdf>
  - <https://nacto.org/publication/urban-street-design-guide/intersections/minor-intersections/miniroundabout/>
  - <https://www.dot.state.mn.us/stateaid/trafficsafety/roundabout/fhwa-brochure.pdf>

Connecting with the affected school to determine priority projects:

- ODOT Regional Traffic Safety Coordinators or ODOT Regional Active Transportation Liaisons may have connections at the affected school and know who your best SRTS contact may be.
- Contact your SRTS Regional Hub to find support and others working on Safe Routes to School. Find more information at <https://www.oregonsaferoutes.org/contact/>.
- If you are not sure who to contact at the school to determine if your project is a priority, contact the principal as a first step.

Additional online resources:

- **ODOT’s Safe Routes to School Programs site:**  
<http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>
- Oregon’s Safe Routes to School site: <https://www.oregonsaferoutes.org/>
- The history of Safe Routes to School Funding in the United States: [History of Safe Routes to School | Safe Routes Partnership](#)

## Sub-Chapter 2C: Competitive Construction Grant Program Project Selection

### PROJECT SELECTION

**Prioritization Criteria:** In each cycle of funding, the Safe Routes to School Advisory Committee selects a focus area and determines prioritization criteria to be used in the staff scoring of the project.

Structure for selecting criteria to prioritize projects starting in 2020:

Step	Role	Description	Opportunity for Public Input
1	Oregon Safe Routes to School Advisory Committee (SRAC)	<u>Criteria selection for project prioritization:</u> The SRAC meets to determine the focus area and priorities for the current round of funding.	SRAC meetings have an opportunity for public comment.
2	Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) and Oregon Transportation Safety Committee (OTSC)	<u>Criteria review:</u> OBPAC and OTSC will be consulted on focus areas and priority criteria prior to each selection cycle.	OBPAC and OTSC meetings have an opportunity for public comment
3	Oregon Safe Routes to School Advisory Committee (SRAC)	<u>Scoring matrix:</u> The SRAC reviews and approves the scoring matrix.	SRAC meetings have an opportunity for public comment

For the 2025-2026 cycle, the Safe Routes to School Advisory Committee determined the below criteria for project selection. Project ranking will be determined by points and scoring criteria listed in Appendix B.

Priority Level	Criteria	Description
High	FOCUS AREA: Title I Schools (schools where 40% or more students are low income).	If the primarily affected school has 98% students that are low income, it will be more competitive than a school with 40%. Slight priority is given to schools with above the state average of students of color, chronic absenteeism, students with disabilities, and the rate of English learners.
	Crash Risk Factors	Higher speed, number of crossing lanes and crossing distance, average annual daily traffic, and history of school related crashes will be more competitive.
	Readiness	A project that has completed or does not need right of way acquisition, utilities relocation, storm water mitigation, public process, environmental consideration mitigation, and design will be more competitive.
Medium	Relationship to School	A project that is located .25 miles from the primarily affected school will be more competitive than a project location .5 miles away. The project will also be slightly prioritized if it is within the school attendance boundary or affects a location where students have access to supplemental bussing (hazard bussing).

**Program Targets:** The Safe Routes to School Advisory Committee will review the staff scoring of each project and will determine which projects to recommend for funding. The Safe Routes to School Advisory Committee will take into consideration “targets” that allow for the equitable distribution of funds. The Safe Routes to School Advisory Committee will ensure that a balance of selected projects is located within and outside of Metropolitan Planning Organizations/Areas and ensure that a balance of selected projects serve students at Title I schools, defined as schools where 40% or more students are low income. More information about the role of the Safe Routes to School Advisory Committee is included in the below chart outlining the steps in decision making and the required roles of entities.

**DECISION MAKING STRUCTURE AND ROLES:**

Step	Role	Description	Opportunity for Public Input
1	Cities, Counties, Tribes, Transit Districts, other Road Authorities, and Oregon Department of Transportation (ODOT) Area Managers	<u>Application process:</u> Eligible entities submit ODOT prescribed application materials before the prescribed deadlines.	N/A
2	ODOT staff	<u>Initial technical and priority criteria score:</u> ODOT staff provides eligibility review and if program is oversubscribed scores the projects using technical and priority criteria. Staff scoring of projects will include application	N/A

		review and possible virtual or in-person site visits.	
3	Safe Routes to School Advisory Committee (SRAC)	<u>Committee workshop to rank projects:</u> SRAC reviews all applicants and staff scoring to determine which projects to recommend for funding, considering the program targets.	SRAC meetings have an opportunity for public comment.
4	Oregon Transportation Commission (OTC)	<u>Final approval:</u> OTC reviews and vote on SRAC recommendations.	OTC meetings have an opportunity for public comment.
5	Safe Routes to School Construction Program Manager	<u>Notification and contract signed:</u> SRTS Construction Program Manager notifies project applicants of award and works with Grant Recipients to sign the Intergovernmental Agreement (IGA) or ODOT Region contract, described below.	N/A

[Grant Selection Protest Procedure:](#)

The Public Transportation Division (PTD) conducts an appeals process to resolve protests of funding, grant awards, or other decisions.

**Affected Party Responsibilities**

- The affected party will address the appeal, in writing, to the PTD Administrator.
- The appeal will be made within the established period allowed or within 30 days of the action appealed.
- The appeal will identify the project or proposal affected by a funding decision or the action taken by PTD that is being appealed.
- The appeal will include any arguments pertaining to the appeal and the requested remedy.
- Within 30 days of receipt of PTD’s written statement of finding the affected agency may file a second appeal, in writing.

**PTD Responsibilities**

- PTD will investigate any written appeal and will make a written statement of finding to the protesting agency within 30 days.
- If a second letter of appeal is submitted that provides substantive additional information, the Administrator will convene with the SRTS Construction Program Manager and respond within 15 working days with a final action regarding the appeal.
- PTD Administrator will forward investigated appeals to the Safe Routes to School Advisory Committee for a recommendation. SRAC recommended appeals must be approved by the Oregon Transportation Commission.

## Sub-Chapter 2D: Competitive Construction Grant Program Project Delivery and Agreements

### PROCESSES FOR PROJECT DELIVERY

The Safe Routes to School Construction Program Manager monitors overall Safe Routes to School Construction funding and helps resolve issues. Grant Recipients are responsible for tracking Safe Routes to School Construction projects and submitting quarterly progress reports and reimbursement requests<sup>7</sup>. The project delivery steps for Grant Recipient are outlined below. ODOT Grant Recipients will refer to [ODOT’s Project Delivery Guide](#) and follow steps 2-9 below.

Step	Delivery and Oversight Process for State-funded Projects
1	Intergovernmental Agreement is signed as soon as possible and no later than one year of funds being awarded.
2	Grant Recipient begins to expend funds as soon as possible and no later than two years from the date the IGA is signed; seeks reimbursement <sup>8</sup> by request from Safe Routes to School Construction Program Manager, Grant Recipient includes local cash match information.
3	Safe Routes to School Construction Program Manager reviews reimbursement <sup>8</sup> request; coordinates payment.
4	Grant Recipient sends quarterly progress report to <a href="mailto:SRTSProgramMailbox@odot.state.or.us">SRTSProgramMailbox@odot.state.or.us</a> .
5	Safe Routes to School Construction Program Manager reviews quarterly progress reports and monitors issues with the timely meeting the project goals listed in the IGA.
5	Grant Recipient monitors funds against financial plan and cash match requirement.
6	Grant Recipient sends final reimbursement <sup>8</sup> request for payment, closeout documentation, and final report.
7	Safe Routes to School Construction Program Manager or similar staff conducts final walk through of project.
8	Safe Routes to School Construction Manager may administer a project audit to determine if application materials provided were correct in regards to the amount of cash match the Grant Recipient contributed.
9	Safe Routes to School Construction Program Manager notifies Program and Funding Services of project closeout.

In the event that the project is federalized due to matching state funds with federal funds or any other means, the project must be delivered through ODOT’s approved delivery methods: Local Public Agency (LPA) Certification Program and ODOT delivery. Applicants should review approved delivery options in the [AOC-LOC-ODOT Working Agreement](#) for eligibility and requirements. More information here: [Oregon Department of Transportation : Local Agency Certification Program](#)

In the event that project scope, schedule, or budget changes require an amendment to the project Intergovernmental Agreement or ODOT Region Agreement, Grant Recipients will follow the process below.

<sup>7</sup> Grantees that are communities of 25,000 people or less may request an upfront payment of \$50,000 instead of a reimbursement. The grantee will then provide receipts from the upfront payment plus required local cash match.

Step	Intergovernmental Agreements/ ODOT Region Contract Amendments
1	Grant Recipient notifies <a href="mailto:SRTSProgramMailbox@odot.state.or.us">SRTSProgramMailbox@odot.state.or.us</a> about the need for an amendment using a <a href="#">Request for Change Order Form</a> .
2	Safe Routes to School Construction Program Manager determines eligibility; approves amendment.
3	Safe Routes to School Construction Program Manger notifies Grant Recipient and coordinates Agreement and scope update.

### ADDITIONAL EXPECTATIONS FOR GRANT RECIPIENTS

Grant Recipients will incur any cost overruns for the project and will be expected to complete the project within five years from signed agreement. The SRTS Construction Program Manager will monitor progress by reviewing quarterly progress reports submitted by Grant Recipients. Agreements where zero funds are expended for the project within two years of signed agreement will trigger an evaluation of Grant Recipient’s ability to deliver the completed project within the required five-year period. In addition, agreements that are unsigned within one year of funds awarded will trigger an evaluation of the Grant Recipient’s ability to deliver the completed project within the required five-year period. If Grant Recipient is unable to deliver the project within the five-year period, funds will be reclaimed by ODOT and distributed during the next competitive grant cycle.

Grant Recipients are expected to follow local design and construction guidelines as well as required guidelines and rules such as Americans with Disabilities Act. More information is available at <https://www.oregon.gov/ODOT/Engineering/Pages/Accessibility.aspx>.

Although Safe Routes to School Construction Grants cannot fund education and encouragement programs, Grant Recipients are encouraged (sometimes required if notified during the application process) when possible to provide education to the school community around safe walking and bicycling habits and engage in encouragement programs like walking school buses, assemblies, and other activities when the project is selected, during construction, and post construction to ensure families and students will safely use the new infrastructure in order to walk and bicycle to school. For more information about Safe Routes to education and encouragement programs and funding opportunities, visit <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>.

## Sub-Chapter 2E: Competitive Construction Grant Performance Measures and Evaluation

The goal of the Safe Routes to School Construction Program is to build transportation safety projects that address barriers and hazards for students walking and bicycling to and from school. Oregon Department of Transportation staff is committed to coordinating the Safe Routes to School Education Program that supports education and encouragement programs with the Safe Routes to School Construction Program to ensure that the return on investment for funded and built projects is high and that the number of students and families walking and bicycling to school in Oregon grows.



Transparency: Oregon Department of Transportation is committed to transparency in decision-making and evaluation for the Safe Routes to School Program. Oregon Department of Transportation will provide web-based information on funded projects and maintain this information for the public. Oregon Department of Transportation will provide final recommendation documentation to detail what types of projects were the most and least competitive.

Performance Measures: The Safe Routes to School Competitive Construction program goals include allocating the Safe Routes to School funds, increasing the number of safety counter measures built within a two-mile radius of schools, and addressing barriers at low-income schools.

## Chapter 3: Rapid Response Construction Grant Program

The ODOT Safe Routes to School Rapid Response Construction Grant Program funds projects that are eligible for the Competitive Construction Grant program and meets unique eligibility requirements. Road authorities are encouraged to apply for urgent projects that address barriers for students walking and biking to school. For information on ELIGIBLE ENTITIES, LOCAL CASH MATCH REQUIREMENTS, PROJECT DELIVERY AND AGREEMENTS, and GRANT PERFORMANCE MEASURES AND EVALUATION, see Sub-Chapters 2A, 2D, and 2E.

### Sub-Chapter 3A: Unique Eligibility Requirements

Most eligibility requirements for the Rapid Response Grants are the same as the Competitive Construction Grants. However, some added eligibility requirements are unique to the Rapid Response Grant Program.

Available funds include up to 10% of the Safe Routes to School yearly allocation. In 2022, ODOT staff identified an additional \$7 million in Oregon state highway funds to be allocated through the Rapid Response Program to mitigate potential grant cancellations due to the unforeseen inflation impacts following the 2020 pandemic. If the 2022 additional funds are not allocated by 2025, the Safe Routes to School Advisory Committee can recommend moving any remaining funds to a future Competitive Construction Grant Program.

**Eligible entities** are the same as the Competitive Grant Program and can be found in Sub-Chapter 2A.

**Eligible projects** are the same as the Competitive Grant Program and can be found in Sub-Chapter 2A except for the following *noted differences*.

PROJECT MUST	DESCRIPTION
<i>Be at or within funding request minimum and maximum</i>	<i>Funding request minimum: No minimum Funding request maximum: \$500,000</i>
<i>Be an urgent safety need or opportunity.</i>	<i>Project must include proof of circumstances that trigger an urgent safety need or urgent opportunity that cannot wait until the next Safe Routes to School Infrastructure Competitive Grant Program which runs every two years.</i>

<p><i>Letter of Intent is not eligibility requirement.</i></p>	<p><i>Submitting the Letter of Intent is not an eligibility requirement for the Rapid Response Program. However, applicants are highly encouraged to complete a Letter of Intent or communicate with program staff prior to submitting an application to discuss project eligibility.</i></p>
--	---

See Appendix A for a non-comprehensive list of effective counter measures. Some examples of projects that would be eligible for the Rapid Response Grant Program are listed below.

- Example of a project that meets an **urgent safety need**.
  - A recent crash occurred in the last 24 months involving a pedestrian or a bicyclist and the pedestrian/bicyclist was injured, seriously injured, or killed and the proposed project specifically addresses this incident effectively and cost effectively.
- A **timely and urgent opportunity** means that something substantial and unexpected has changed and must be addressed before the next Competitive Grant cycle. Examples of projects that are timely and urgent opportunities.
  - A natural disaster occurs and triggers an urgent project. Rapid Response funds could add features to a funded project that is slated for construction like a pedestrian refuge island.
  - An economic opportunity that significantly reduces the price of a needed item. Rapid Response Grants could fund a project that takes advantage of this opportunity.
  - The applicant will lose funds unless the community gets additional funds. Rapid Response Grants could be used as the funds to help keep allocated funds and address a Safe Routes to School project.
  - Local cash match is available and will not be available for the next Competitive Grant cycle. Note that actual funds may be considered as match up to 60 months prior to the project application deadline.
  - Eminent domain becomes available and needs to be acquired immediately. Rapid Response funds could be used to purchase and build on the new public right of way that is only available for purchase for a short period of time.
  - Safe Routes to School Construction Grant recipients and other entities building a Safe Routes to School specific project are eligible to apply if an unexpected project condition arises and significant change occurs that the entity was unable to plan for and adds additional cost to the existing Safe Routes to School project. A Safe Routes to School project is defined as primarily a bicycle and pedestrian focused project that meets all of the criteria for the Safe Routes to School Competitive Infrastructure Program.
    - Process for how to determine if a project meets this criteria:
      - Step 1: Grantee informs Program Manager of insufficient funding for project completion in regard to an unforeseen challenge that could not have been planned for.
      - Step 2: Program Manager meets with Grantee to discuss options
        - Option 1- cost overages covered by grantee<sup>8</sup>

<sup>8</sup> Cost overages include overages for SRTS projects on ODOT right of way approved by the Oregon Transportation Commission in the 24-27 STIP.

- Option 2- less expensive solution that still meets the goals of the project.
- Option 3- timeline extension
- Option 4- scope reduction
- Option 5- project cancellation
- Step 3: If the project is going to be reduced in scope or cancelled (Step 2, Options 4 or 5), Grantee provides written justification for SRTS Construction Program Manager to distribute to the Rapid Response subcommittee. The Rapid Response subcommittee can consider recommending additional funds up to \$500,000 and/or reducing the scope.
  - Rapid Response subcommittee will defer to the SRTS Construction Program Manager to approve any scope changes that would not impact the score and still addresses the problem(s) identified in the original application. If program manager is concerned with the scope reduction impacting the quality of the project in a negative way or changing the original score of the project, program manager will seek recommendation by Rapid Response subcommittee.
  - If the Rapid Response subcommittee has major concerns about cancelling the project, they can recommend the project move to the full SRAC for discussion before cancellation.

## Sub-Chapter 3B: Rapid Response Construction Grant Program Project Application Process

### APPLICATION REQUIREMENTS & PROCESS

Step	Description
1	SRTS Construction Program Manager announces available funding for Rapid Response and opens solicitation.
2	Solicitation opens continuously and applicants submit an application on rolling basis. Applicants are strongly encouraged to submit a Letter of Intent or communicate with SRTS Construction Program Manager to discuss eligibility prior to submitting an application.
3	SRTS Construction Program Manager stops accepting applications when all funds are allocated and until funds are available again.

Current application materials can be viewed on the Safe Routes to School Program website. An application must be submitted online through the website, <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>. The Oregon Department of Transportation will provide online templates for submissions and additional supporting documentation may be requested. The application is based on the Safe Routes to School

Competitive Construction Grant application. The Rapid Response Grant Program is an open process where applications can be submitted at any time and evaluated on a rolling basis. Projects will be awarded first-come first-serve based on urgency.

LETTER OF INTENT AND APPLICATION

Applicants may first submit a Letter of Intent. The Letter of Intent will include eligibility information that will be reviewed by the SRTS Construction Program Manager and the Safe Routes to School Rapid Response Subcommittee. The applicant will receive feedback from the program manager that will help them decide to complete the full application if all eligibility requirements are met. The applicant will then complete the application in full. When submitting an application, applicants must:

- Meet the same eligibility as the Competitive Grant Program laid out in Sub-Chapter 2B
- Provide proof of urgency.

ADDITIONAL INFORMATION AND TIPS

See Sub-Chapter 2B.

Sub-Chapter 3C: Rapid Response Construction Grant Program Project Selection

PROJECT SELECTION

In each Safe Routes to School Competitive Construction Grant cycle of funding, the Safe Routes to School Advisory Committee selects a focus area and determines prioritization criteria to be used in the staff scoring of the project that will also be used to prioritize Rapid Response Grants for that cycle. For the structure for selecting prioritization criteria as well as current priorities and focus area, see Sub-Chapter 2C.

DECISION MAKING STRUCTURE AND ROLES:

Step	Role	Description	Opportunity for Public Input
1	Cities, Counties, Tribes, Transit Districts, other Road Authorities, and Oregon Department of Transportation (ODOT) Area Managers	<u>Recommended Letter of Intent submittal or communicate with SRTS Construction Program Manager:</u> Eligible entities are strongly encouraged to submit ODOT-prescribed Letter of Intent found on the website or communicate with the program manager to discuss eligibility.	N/A
2	ODOT staff	<u>When applicable, initial eligibility review of Letter of Intent:</u> ODOT staff reviews Letter of Intent for applications for objective eligibility requirements.	N/A
3	Safe Routes to School Advisory Committee Rapid Response	<u>When applicable, the subcommittee reviews Letter of Intent:</u> Subcommittee reviews Letters of Intent for urgent and safety eligibility	N/A

	Subcommittee (Subcommittee)	requirements and notifies applicant with an invitation to proceed if eligible.	
4	Cities, Counties, Tribes, Transit Districts, other Road Authorities, and Oregon Department of Transportation (ODOT) Area Managers	<u>Application submittal:</u> Eligible entities submit ODOT-prescribed application materials.	N/A
5	ODOT staff	<u>Initial eligibility review application:</u> ODOT staff reviews application for objective eligibility requirements.	N/A
6	Safe Routes to School Advisory Committee Rapid Response Subcommittee (Subcommittee)	<u>Subcommittee reviews applications:</u> Subcommittee reviews and scores all applications (See Appendix B) and considers score and urgency to determine which projects to recommend for funding.	N/A
7	ODOT Director	<u>Final approval:</u> The ODOT Director reviews and has authority to approve Subcommittee recommendations.	N/A
8	Safe Routes to School Construction Program Manager	<u>Notification and contract signed:</u> SRTS Construction Program Manager notifies project applicants of award and works with Grant Recipients to sign the Intergovernmental Agreement or ODOT Region contract, described below.	N/A

Grant Selection Protest Procedure:

The Public Transportation Division (PTD) conducts an appeals process to resolve protests of funding, grant awards, or other decisions.

- Affected Party Responsibilities
- The affected party will address the appeal, in writing, to the PTD Administrator.
- The appeal will be made within the established period allowed or within 30 days of the action appealed.
- The appeal will identify the project or proposal affected by a funding decision or the action taken by PTD that is being appealed.
- The appeal will include any arguments pertaining to the appeal and the requested remedy.
- Within 30 days of receipt of PTD’s written statement of finding the affected agency may file a second appeal, in writing.

PTD Responsibilities

- PTD will investigate any written appeal and will make a written statement of finding to the protesting agency within 30 days.

January 2, 2024

- If a second letter of appeal is submitted that provides substantive additional information, the Administrator will convene with the SRTS Construction Program Manager and respond within 15 working days with a final action regarding the appeal.
- PTD Administrator will forward investigated appeals to the Safe Routes to School Advisory Committee for a recommendation. SRAC recommended appeals must be approved by the Oregon Transportation Commission.

Rapid Response Subcommittee Role Continued: Three to five members of the Safe Routes to School Advisory Committee in addition to the SRTS Construction Program Manager make up the Rapid Response Subcommittee. This subcommittee reviews Letters of Intent for subjective eligibility requirements and scores each full application using the scoring matrix created for the Competitive Grant Program (Appendix B). The subcommittee considers the project score relative to the scores in the Competitive Grant Program as well as the applicant's description of the project's urgency and determines which projects to recommend for funding. The subcommittee recommends projects monthly or as needed.

Rapid Response program funds that are not allocated before the next Safe Routes to School Competitive Construction Grant cycle will be added to the Safe Routes to School Competitive Construction Grant allocation total.

## Chapter 4: Technical Assistance Services Program

The ODOT Safe Routes to School Technical Assistance Services Program runs in two-year cycles with the first round of services awarded in summer 2019. The program provides services to school communities<sup>9</sup> to identify construction projects that address barriers to students walking and biking to school in a newly created local plan. Consultant services will be provided for up to 20 school communities each cycle depending on funding availability. Technical assistance services subject to change as the programs evolve.

This round of funding includes expanded technical service offerings which includes **Planning Assistance Services** (formerly known as Project Identification Program), **Engineering Assistance Services**, and **Surface Treatments Program** (formerly known as Quick Build Program).

### Construction Technical Assistance

All programs help communities plan and build infrastructure that enables students to walk, bike, or roll to school.



*Diagram includes breakdown of three Technical Services; start with Planning Assistance as a first step if you do not have planning capacity or are not ready to apply to the SRTS Competitive Construction grant. Engineering Assistance and Surface Treatments Services available to applicants who have participated in past Planning Services (formerly PIP), or who have had similar public engagement processes for the requested project(s).*

<sup>9</sup> “School community” means the community of school district staff, parents, students, organizations partnering with the school, transit districts, and road authorities that own roads within a two-mile radius of the school.

## Sub-Chapter 4A: Overview of Services and Eligible Entities

### Planning Assistance Services

Consultant services will assist the community (school representatives, school community, and local road authority representative) to identify construction needs near one school, a cluster of schools feeding into the same middle or high school, or all schools in a community of 10,000 or less, focusing on all streets within a quarter mile of the school, as well as critical issues within two miles of the school. Consultant will coordinate and implement the Planning Assistance Program process in each community for each school. The outcome of each Planning Assistance Program process will be a Safe Routes to School Plan for each school, cluster of schools, or small community that outlines construction and educational needs to address barriers to students walking and biking to school and provides some information needed to apply for the ODOT Safe Routes to School Grants.

Although work will be completed by a consultant and subject to change depending on project specifics, a selected community will:

- Confirm commitment to participate from the road authority and the affected school
- Agree to participate in virtual Project Management Team meetings
- Agree to participate in field visit outreach and field visit

### Planning Assistance Eligibility Requirements

Eligible applicants to the Planning Assistance program must:

- Be a school district, city, county, or other road authority
- Provide at least two letters of commitment, including one from the primary road authority and one from all schools involved.
- Commit to the following (applicant, school contact, and primary road authority contact for each school):
  - Attend monthly Project Management Team (PMT) meetings
  - Attend project partner meetings
  - Assist with field outreach visit
  - Assist with background data collection
  - Attend field visit: School Safety Assessment
  - Provide feedback on draft report
  - Approve final documents

In addition, applicants may list multiple schools that feed into the same high school, or all the schools in the district if in a community of 10,000 or fewer.

### Engineering Assistance Services

New to the 2025-2026 round of SRTS Construction funding, Engineering Assistance provides consultant services in the preparation of technical studies and engineering documents that enable communities to increase their readiness to apply for funding programs such as the ODOT SRTS Competitive Construction Grant. Examples of potential outcomes are a greenway concept design, traffic analysis, lighting study, or hydrology analysis. The outcome of participation will be a technical document and related cost estimate if applicable. Applicants who have completed a prior planning process, such as the ODOT Planning



Assistance/Project Identification Program or a planning effort with similar public involvement can apply to this service. Examples include Transportation System Plans with specific engagement to school communities, School Action Plans, or Area Plans.

Although work will be completed by a consultant and may be subject to change depending on project specifics, a selected community will:

- Confirm commitment to participate from the road authority and the affected school
- Agree to participate in virtual Project Management Team meetings
- Agree to participate in field visit (if needed)
- Provide requested data and review draft documents

#### Engineering Assistance Eligibility Requirements

Eligible applicants to the Engineering Assistance program must:

- Be a school district, city, county, or other road authority
- Provide at least two letters of commitment, one from the primary road authority and one from the school.
- Have previously worked with ODOT SRTS on a Project Identification Program/Planning Assistance project or planning effort with similar public involvement
- Commit to the following (all parties):
  - Attend monthly virtual PMT meetings
  - Attend project partner meetings
  - Assist with field outreach visit (if applicable)
  - Assist with background data collection
  - Provide feedback on draft design
  - Approve final documents

#### Surface Treatment Program

Surface Treatments (formerly known as the Quick Build Program) is a program that provides professional consultant technical support to design and install simple, low-cost infrastructure that enables students to walk or roll (by bike or mobility device) to school. This program provides consultant services to design and support installation of safety improvements such as crosswalks, stop bars, and painted curb extensions. Surface treatment projects are designed by the ODOT SRTS Technical Assistance Team consultant engineer in partnership with the local road authority and installed by a striping subcontractor. The improvements for these projects are made by striping (thermoplastics or paint) and vertical elements such as flexible delineators. Applicants who have completed a prior planning process, such as the ODOT Planning Assistance/Project Identification Program or a planning effort with similar public involvement can apply to this service. Examples include Transportation System Plans with specific engagement to school communities, School Action Plans, or Area Plans.

Although work will be completed by a consultant and may be subject to change depending on project specifics, a selected community will:

- Confirm commitment to participate from the road authority
- Agree to participate in virtual Project Management Team meetings

January 2, 2024

- Agree to support community outreach prior to installation
- Agree to maintain the facility in good condition for seven years

#### Surface Treatments Eligibility Requirements

Eligible applicants to the Surface Treatments program must:

- Be a city, county, or other road authority
- Provide a letter of commitment from the school
- Commit to the following (all parties):
  - Attend a monthly PMT meeting
  - Assist with background data collection
  - Provide feedback on draft design
  - Approve final documents
  - Conduct project partner outreach prior to installation (with materials to be provided)
  - Inspect completed project and provide photographs
  - Maintain the facility in good condition for seven years

Additional eligibility criteria for the projects include:

- Identified in the community's SRTS Plan or a planning effort with similar community input.
- The applicant or the agency delivering the project owns the right-of-way.
- Projects that do not require ADA upgrades or utility locate. The following projects typically do not require the upgrade of sidewalk corners and are appropriate for project selection:
  - Crosswalk upgrades, including those to replace existing crosswalk bars or existing crosswalks;
  - Striped bicycle lanes, which can include temporary infrastructure that adhere to the road surface; and
  - Installation of signs such as a stop sign or crosswalk sign.

#### Sub-Chapter 4B: Technical Assistance Program Application Process

##### APPLICATION REQUIREMENTS & PROCESS

Like in other programs, in January of odd-numbered years, ODOT will announce the schedules to submit grant applications for the Technical Assistance Program. Applications will not be accepted at times outside of announced application periods. ODOT will also announce the opening and closing of application cycles in the weeks prior to the application cycle. The intent of the Technical Assistance Program is to assist communities in planning for Safe Routes to School who are unable to due to lack of funding, capacity, or expertise.

Current application materials can be viewed on the Safe Routes to School Program website. The application must be submitted online through the website, <http://www.oregon.gov/ODOT/Programs/Pages/SRTS.aspx>. The Oregon Department of Transportation will provide online templates for submissions and additional supporting documentation may be requested.

## APPLICATION

In order for an application to be considered, it must be completed in full. When submitting an application for any or all of these technical services, applicants must:

- Be located in a city or a community with a population of 50,000 or under (only implemented if requests for services exceed the amount of funds available for services),
- Provide a problem statement,
- Supply a letter of commitment from the affected public school(s) and road authority (if not the applicant), and ensure participation from all schools listed in the application and affected road authorities
- Provide information about the affected school(s), and
- Provide local information to help prioritize and score application. Examples include but are not limited to:
  - high percentage of students who are low income,
  - details for why the community cannot complete this planning process using local funds,
  - high community collaboration around this issue,
  - small community population size, and
  - high percentage of low-income households in the community.
- Entities in cities of 50,000 population or higher are not encouraged to apply unless there is a compelling reason why the community does not have capacity for Safe Routes to School planning.

Awarded communities must be prepared to:

- ensure participation from all schools to receive the service and applicable road authorities in Project Management Team meetings,
- ensure participation from all schools to receive the service and applicable road authorities in field visit outreach and field visit,
- ensure assistance with data collection,
- ensure participation from all schools to receive the service and applicable road authorities in review and approval of the final Safe Routes to School Technical Service deliverables and outcomes,
- maintain any project outcomes such as installations on the facility in good conditions up to seven years, and
- support community outreach at appropriate and necessary times dictated by service program descriptions and guidelines.

Once an application is selected, the applicant will have a limited amount of time to provide letters of commitment from each school and road authority detailing their commitment to the above list and participate in scheduling the first Project Management Team Meeting. If selected applicant does not complete this task, selected applicant will lose the service for the non-participating schools. This timeframe will be determined by the SRTS Construction Program Manager and detailed in the application.

See [APPENDIX C](#) for Planning Assistance Scoring Criteria

See [APPENDIX D](#) for Engineering Assistance Scoring Criteria

See [APPENDIX E](#) for Surface Treatment Scoring Criteria

## ADDITIONAL INFORMATION AND TIPS

Submitting an application:

- Applicants for communities that are not chosen during an application period may reapply during a subsequent application period.
- Information about a school’s student income and other data sets can be found at <https://geo.maps.arcgis.com/apps/webappviewer/index.html?id=33d00a3d7181433d85abfce78b8ae879>
- Applicants are required to communicate with the school district staff and the affected road authority while applying for the program to ensure participation once the community is selected.

## Sub-Chapter 4C: Planning Assistance Program Selection

### SCHOOL COMMUNITY<sup>10</sup> SELECTION

**Prioritization Criteria:** In each cycle of funding, the Safe Routes to School Advisory Committee determines prioritization criteria and may select a focus area to be used in the staff scoring of the application. Selected applicants will receive the Planning Assistance Program services.

Structure for selecting criteria to prioritize projects starting in 2020:

Step	Role	Description	Opportunity for Public Input
1	Oregon Safe Routes to School Advisory Committee (SRAC)	<u>Criteria selection for project prioritization:</u> The SRAC meets to determine the focus area and priorities for the current round of funding.	SRAC meetings have an opportunity for public comment.
2	Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) and Oregon Transportation Safety Committee (OTSC)	<u>Criteria review:</u> OBPAC and OTSC may be consulted on focus areas and priority criteria prior to each selection cycle.	OBPAC and OTSC meetings have an opportunity for public comment

For the 2025-2026 cycle, the Safe Routes to School Advisory Committee determined the below criteria for project selection. Project ranking will be determined by points and scoring criteria listed in Appendix B.

Criteria	Description
SAFETY: Crash Risk Factors <i>Weighted heavily</i>	A school community with roads with higher speed, number of crossing lanes and crossing distance, average annual daily

<sup>10</sup> “School community” means the community of school district staff, parents, students, organizations partnering with the school, transit districts, and road authorities that own roads within a one-mile radius of the school.

	traffic, and history of school related crashes will be more competitive.
EQUITY: Title I Schools (schools where 40% or more students are low income). <i>Weighted heavily</i>	If the affected school community has 98% students who are low income, the applicant will be more competitive than a school with 40%. Schools that have less than 40% students who are low income will not compete well in this cycle.
CONNECTION/COLLABORATION/ COORDINATION: <i>Eligibility criteria</i>	Applicants ensure that all schools listed in the applications and the applicable road authorities will take part in this process.

Program Targets: If the program is oversubscribed, the Safe Routes to School Advisory Committee will review the staff scoring of each applicant and then determine which applicants to recommend for the service. The Safe Routes to School Advisory Committee will take into consideration “targets” that allow for the equitable distribution of services. The Safe Routes to School Advisory Committee will ensure that a balance of selected applicants is located within and outside of Metropolitan Planning Organizations (MPOs)/Areas and ensure that a balance of selected projects serve students at Title I schools, defined as schools where 40% or more students are low income. More information about the role of the Safe Routes to School Advisory Committee is included in the below chart outlining the steps in decision making and the required roles of entities.

**DECISION MAKING STRUCTURE AND ROLES:**

Step	Role	Description	Opportunity for Public Input
1	School Districts, Publicly Funded Agencies, Cities, Counties, Tribes, Transit Districts, and other Road Authorities.	<u>Application process:</u> Eligible entities submit ODOT prescribed application materials before the prescribed deadlines.	N/A
2	ODOT staff	<u>Initial priority criteria score:</u> ODOT staff provides eligibility review and if program is oversubscribed scores the applications using technical and priority criteria. Staff scoring projects will include application review.	N/A
3	Safe Routes to School Advisory Committee (SRAC)	<u>Committee workshop to rank applicants:</u> SRAC reviews all applicants and staff scoring to determine which applicants to recommend for services, taking into account the program Targets.	SRAC meetings have an opportunity for public comment.
4	Safe Routes to School Construction Program Manager	<u>Notification:</u> SRTS Construction Program Manager notifies applicants of award and works with entities to sign the Memorandum of Understanding (MOU).	N/A

5	Program Recipient	<u>Commitment:</u> Within a limited time <sup>11</sup> of notification, program recipient must provide Letters of Commitment from each school listed in the application and applicable Road Authorities. If this step is not completed, ODOT may withdraw, and the Safe Routes to School advisory committee may award the service to another applicant.	N/A
---	-------------------	---	-----

### Sub-Chapter 4D: Technical Services Program Delivery and Agreements

#### PROCESSES FOR SERVICE DELIVERY

The Safe Routes to School Construction Program Manager monitors the Safe Routes to School Construction program and helps resolve issues. Technical Services Program recipients are responsible for participating in the process and ensuring participation of local partners. The delivery steps for program recipient are outlined below.

Step	Process for Program Recipients
1	SRTS Construction Program Manager notifies new Program Recipients
2	Within a limited time <sup>12</sup> of notification, Program Recipient must provide Letters of Commitment from each school listed in the application and applicable Road Authorities. If this step is not completed, ODOT may withdraw, and the Safe Routes to School advisory committee may award the service to another applicant.
3	When necessary, Memorandum of Understanding is signed with Program Recipient as soon as possible and no later than three months of services being awarded.
4	Program Recipient is contacted by consultant hired by ODOT to deliver the Technical Assistance Service and schedule all necessary meetings to ensure the delivery of the service.
5	Program Recipient cooperates with consultant to gather all necessary information and complete community outreach.
6	Safe Routes to School Construction Program Manager monitors program through consultant reports.
7	Consultant completes Safe Routes to School service deliverables and outcomes in cooperation with the Program Recipient.

Technical Assistance Services funds that are not allocated before the next Safe Routes to School Competitive Construction Grant cycle will be added to the Safe Routes to School Competitive Construction Grant allocation total.

<sup>11</sup> Once an application is selected, the applicant will have a limited amount of time to provide letters of commitment from each school and road authority detailing their commitment to the above list and participate in scheduling the first Project Management Team Meeting. This timeframe will be determined by the SRTS Construction Program Manager and detailed in the application.

<sup>12</sup> See above footnote.

### Sub-Chapter 4E: Planning Assistance Performance Measures and Evaluation

The goal of the Technical Assistance Program is to help communities with the following to help them to identify, prioritize, and apply for funding to build projects that address barriers to students walking and biking to school:

- Creation of Safe Routes to School Plans,
- Creation of safety improvement designs and installation support, and
- Preparation of technical studies and engineering documents.

Recipients of this program are strongly encouraged to apply for the Safe Routes to School Competitive Construction and Education Grant Programs.

Oregon Department of Transportation staff is committed to coordinating the Safe Routes to School Education Program that supports education and encouragement programs with the Safe Routes to School Construction Program to ensure that the return on investment for funded and built projects is high and that the number of students and families walking and bicycling to school in Oregon grows.

Transparency: Oregon Department of Transportation is committed to transparency in decision-making and evaluation for the Safe Routes to School Program. ODOT will provide web-based information on funded projects and maintain this information for the public. Oregon Department of Transportation will provide final recommendation documentation to detail what types of applicants were the most and least competitive.

Performance Measures: Starting in 2023, the Safe Routes to School Advisory Committee will identify performance measures and a system for data collection and distribution.

## APPENDIX A- Project Examples

The following are examples of eligible projects. Applicants may submit a project that meets the goals of the Safe Routes to School Construction Program that is not listed below.

<b>Pedestrian</b>	Install Crosswalk Markings and Advance Pedestrian Warning Signs	Install Curb Ramps and Extensions	Install Median Refuge Island	Install sidewalk	Install Raised Median with Marked Crosswalk
<b>Pedestrian/Bicycle</b>	Provide Intersection Illumination (Bike & Pedestrian)	Convert 4-Lane Roadway to 3-Lane Roadway with Center Turn Lane	Install Advance Pedestrian or Bicycle Warning Signs		
<b>Bicycle</b>	Install Bike Box at Conflict Points	Install Cycle Tracks	Install Bike Lanes and buffered bike lanes		
<b>Signal</b>	Install Bike or Pedestrian Signal	Install Urban Leading Pedestrian or Bicycle Interval	Install Pedestrian Countdown Timer(s)	Install No Pedestrian Phase Feature with Flashing Yellow Arrow	
<b>Beacon</b>	Install Pedestrian Hybrid Beacon	Install Rectangular Rapid Flashing Beacon with or without Median	Install Rectangular Rapid Flashing Beacon		

The following project examples are NOT eligible. Additional projects that are not listed below may be deemed ineligible.

<b>Not in public right of way</b>	Restriping school parking lot	Off road paths not on the public right-of way
<b>Not eligible infrastructure</b>	Road paving that is not <i>required</i> to build bicycle/pedestrian infrastructure	Bike rack installation



	Adding sidewalks to bikeways as part of new road construction or reconstruction	Education and encouragement programs or supplanting funds to pay for cost overages on previously awarded projects
--	---	---

## APPENDIX B- Competitive Construction Program Scoring Matrix

Note: This scoring matrix was approved by the Safe Route to School Advisory Committee on November 16, 2023.

Project Selection Criteria for Safe Routes to School 2025-2026 Competitive Construction Grants		
<p>Projects will be evaluated based on the project selection criteria listed below and consistent with OAR 737-025-0092. The first set of selection criteria listed will be used to determine if the project is eligible for funding. The next set of criteria will be used to create an empirical staff score of the project for consideration in the Safe Routes Advisory Committee (SRAC) recommendations. The last project selection criteria will be used to flag any issues for SRAC consideration.</p>		
Step 1: Eligibility Criteria		Implementation
1	The project description does not appear to address identified problem / hazard (s) and barrier(s) for children walking and rolling to school OAR 737-025-0092(1)(a)(b) and OAR 737-025-0092(1)(a)(c).	ODOT Staff will flag an application for further review when there is no nexus drawn between problem and solution. After an application is flagged, staff will reach out to the applicant with an opportunity to update the application.
2	The project scope and project description appear to be significantly out of alignment OAR 737-025-0092(1)(a)(c).	ODOT Staff will flag an application for further review when the amount requested is out of alignment with the project OR if the information in the readiness criteria was not taken into account in the amount requested. After an application is flagged, staff will reach out to the applicant with an opportunity to update the application.
3	The applicants must check all additional criteria set by statute and the Safe Routes to School Advisory Committee regarding a commitment to outreach, the project alignment with an adopted plan, within one mile of a school, school support, and support of all road authorities involved.	Automation in the application will remove applicants who don't commit to these criteria.

4	A ground conditions review is conducted and a potential issue identified OAR 737-025-0092(1)(a)(B).	ODOT Staff will perform ground conditions to assess whether the information provided in the readiness and crash risk factors portions of the application seem accurate. The use of federal funding as match automatically triggers an in-person ground conditions review. Staff completing ground conditions reviews will also weigh in on the questions in eligibility criteria 1 and 2. After an application is flagged, staff will reach out to the applicant with an opportunity to update the application.
5	An issue is identified at some point during the application review that warrants further discussion.	ODOT Staff will only use this category if there is an unforeseen issue with an application. After an application is flagged, staff will reach out to the applicant with an opportunity to update the application.

The following list the most current selection criteria for the SRTS Competitive Construction Grant. All projects are automatically scored with information from the application. New criteria for the 2024 solicitation, and scores that have been modified from the previous solicitations, are indicated with \*.

<b>Step 2: Scoring</b>		
<b>Categories</b>	<b>Sub-categories</b>	<b>Score</b>
<b>Addressing Transportation Disparities</b>		<b>175</b>
Low Income Students <sup>13</sup>	10-19%	15
	20-29%	30
	30-39%	45
	40-49%	60
	50-59%	80
	60-69%	100
	70-79%	120
	90-100%	160
Social Equity Index*	Low/Medium	5
	Medium/High	10
	High	15
<b>Other Vulnerability Assessment</b>		<b>25</b>
Other Vulnerability Assessment Data Points	Ever English Learner (students learning English as a second language) rate is above state average (18%)	5

<sup>13</sup> Title I schools will be prioritized by measuring the rate of low income in addition to Ever English Learners, race demographics, students with disabilities, and chronic absenteeism. OAR 737-025-0010(26)

Revised Safe Routes to School Construction Program Guidelines 2025-2026

January 2, 2024

Step 2: Scoring		
Categories	Sub-categories	Score
	Black, Indigenous, People of Color (BIPOC) student rate is above state average (41%)	5
	Students with disability is over the state average (16%)	5
	Chronic Absenteeism rate is above state average (38.1%)	5
	Native American students above state average (1%)	5
<b>Readiness<sup>14</sup></b>		<b>85*</b>
Former SRTS PIP Participant*	The applicant previously completed a PIP grant with ODOT SRTS	5*
Right-of-Way (ROW)	The applicant is aware they do not own the ROW and in the process of figuring out potential options	10
	The applicant or the agency delivering the project owns the ROW, have an easement, or has permission to purchase the ROW.	20
Public Process	The applicant has done outreach but it was a long time ago (for example 5 years) or if the community was opposed the project but the applicant has identified measures to mitigate those concerns	10
	The applicant has completed a public process or has done due diligence, or is currently in the process.	20
Environmental	Applicant knows there is an issue but hasn't figured out all the details on how to address it yet.	10
	The applicant doesn't need to address environmental issues or they have figured out an approach to address them.	20
Stormwater	Applicant knows there is an issue but hasn't figured out an approach to address it yet.	5
	The applicant doesn't need to address stormwater or they have figured an approach to address it.	7
Utilities	Applicant knows there is an issue but hasn't figured out an approach to address it yet.	5
	The applicant doesn't need to move utilities or they have figured out an approach to address it.	7
Design	The applicant has started conceptual design.	3
	The applicant has attached design or conceptual design documents.	6
<b>Crash Risk Factors</b>		<b>195</b>
Bicyclist/Pedestrian crash between 6am and 9pm	Non-serious injury	20*
	Fatality/serious injury	40*
Speed (50 <sup>th</sup> percentile if available, or posted speed)	25 mph	30*
	35 mph +	35*

<sup>14</sup> Scoring will be assessed based on the risk factors associated with readiness. Partial completion/mitigation will earn a project half a credit for addressing the risk(s). The total number of credits for addressing risks dictates the score. OAR 737-025-0092(1)(d)(B)

Step 2: Scoring		
Categories	Sub-categories	Score
Lanes/ crossing distance (curb to curb)	3 lanes, or greater than 30 feet	30*
	4 lanes + or greater than 40 feet crossing	40*
Average Annual Daily Traffic	3000-5,999	30*
	6000+	40*
Priority Safety Corridor <sup>15</sup>	Yes/No	40*
<b>Relationship to School</b>		<b>20</b>
1 mile or less		5*
1/2 mile or less		10*
1/4 mile or less (not additive to the 5 points from 1/2 mile or less)		15
Within school attendance boundary		5
The project addresses an area that has supplemental bussing (hazard bussing)		5
<b>TOTAL SCORE</b>		<b>500</b>

<sup>15</sup> Projects that are on an identified Priority Safety Corridor (PSC) will receive 40 points then receive additional points for the aspects of PSC that they have. All projects will receive points for including any aspects of a PSC, in accordance with the scores shown. OAR 737-025-0092(1)(b)(C)

Step 3: Safe Routes to School Advisory Committee Review and Recommendation		Implementation
<p>In addition to the scoring criteria and eligibility criteria, projects will go through final process with the Safe Routes to School Advisory Committee before recommendation to the Oregon Transportation Commission. This set of priority lenses a may be used to assess projects in the 100% list and 150% list in the 2025- 2026 Safe Routes to School Competitive Construction Grant Cycle.</p>		
1	<p><b>Maximum Award-</b> The Advisory Committee may decide that each applicant can only receive \$3 million total. For example, if an applicant has multiple selected projects, they can still only receive \$3 million total in each funding cycle.</p>	<p>The Safe Routes to School Advisory Committee may choose to use this lens to recommend projects at its meeting scheduled in fall 2024.</p>
2	<p><b>Funding New Entities/Rewarding Persistence-</b> If two or more applicants' scores are close and located near the funding cut line, the Safe Routes to School Advisory Committee (SRAC) may use whether the applicants have received a competitive grant last cycle as a way to determine whom gets funded this cycle unless a project is substantially complete. For example, the SRAC may decide to fund a new applicant, as opposed to an applicant that received funds in 2019 with a project that is still not substantially complete. Also, if two or more applicants' scores are close and located near the funding cut line, the SRAC may prioritize an applicant that has unsuccessfully applied for this project in a previous cycle.</p>	<p>The Safe Routes to School Advisory Committee may choose to use this lens to recommend projects at its meeting scheduled in fall 2024</p>
3	<p><b>Cost Effectiveness-</b> If two or more applicants' scores are close and are located near the funding cut line, the SRAC may use cost effectiveness as a way to determine what applicant gets funded. For example, the SRAC may decide to fund several small projects (for example, under \$500,000 with timeline of 18 months completion) instead of one large project (for example, over \$ 1 million).</p>	<p>The Safe Routes to School Advisory Committee may choose to use this lens to recommend projects at its meeting scheduled in fall 2024</p>

## APPENDIX C- Planning Assistance Scoring Criteria

New criteria for the 2024 solicitation, and scores that have been modified from the previous solicitations, are indicated with \*.

Categories	Sub-categories	Score
<b>Addressing Transportation Disparities</b>		<b>175*</b>
Same as Competitive Construction Grant		
<b>Other Vulnerability Assessment</b>		<b>25*</b>
Same as Competitive Construction Grant		
<b>Crash Risk Factors</b>		<b>195*</b>
Same as Competitive Construction Grant		
<b>Readiness</b>		<b>0</b>
NOT INCLUDED		
<b>Information to prioritize applicants without capacity for SRTS planning (PIP-specific)</b>		<b>Up to 100</b>
Population or Unincorporated area	10,001-50K	60
	5,001-10K	75
	2,501-5K	85
	2,500 or under, or unincorporated community	100
<b>Extra Credit</b>		
Applicant's description of need for the program.	SRTS Construction Program Manager can provide up to 25 points of extra credit total for relevant items mentioned in the application that make this community process urgent and that were not already given points for. Examples: TSP update timeline, no planner on staff.	25 (extra credit)
<b>TOTAL SCORE</b>		<b>495</b>
Additional Review: SRTS Construction Program Manager will review the answer to the question "why is the community unable to create this plan on its own" and red flag any applications that don't describe a meaningful need for the service. Once the application is red flagged ODOT staff will reach out to applicant for clarification. If red flag is not mitigated, the issue will be noted for the Safe Routes to School Advisory Committee to review.		

## APPENDIX D - Engineering Assistance Scoring Criteria

New criteria for the 2024 solicitation, and scores that have been modified from the previous solicitations, are indicated with \*.

Categories	Sub-categories	Score
<b>Addressing Transportation Disparities</b>		<b>175*</b>
Same as Competitive Construction Grant		
<b>Other Vulnerability Assessment</b>		<b>25*</b>
Same as Competitive Construction Grant		
<b>Crash Risk Factors</b>		<b>195*</b>
Same as Competitive Construction Grant		
<b>Readiness</b>		<b>0</b>
NOT INCLUDED		
<b>Information to prioritize applicants without capacity for SRTS planning (new)</b>		<b>100</b>
Population or Unincorporated area	10,001-50K	60
	5,001-10K	75
	2,501-5K	85
	2,500 or under, or unincorporated community	100
<b>TOTAL SCORE</b>		<b>495</b>

## APPENDIX E – Surface Treatment Scoring Criteria

New criteria for the 2024 solicitation, and scores that have been modified from the previous solicitations, are indicated with \*.

Categories	Sub-categories	Score
<b>Addressing Transportation Disparities</b>		<b>175*</b>
Same as Competitive Construction Grant		
<b>Other Vulnerability Assessment</b>		<b>25*</b>
Same as Competitive Construction Grant		
<b>Crash Risk Factors</b>		<b>195*</b>
Same as Competitive Construction Grant		
<b>Readiness (modified)</b>		<b>100</b>
Permitting process	Project location requires permitting fees that will not be covered by applicant	0
	Applicant will cover or waive permitting fees, or they are not required for the project location	50
Public Process	The applicant has done outreach through the SRTS Planning process only	0
	The applicant has done outreach for the specific improvements under consideration (indicated by letters of support or documented outreach)	50
<b>Information to prioritize applicants without capacity for SRTS planning (new)</b>		<b>100</b>
Population or Unincorporated area	10,001-50K	60
	5,001-10K	75
	2,501-5K	85
	2,500 or under, or unincorporated community	100
<b>TOTAL SCORE</b>		<b>595</b>