



SafeRoutes

City and County of Honolulu

Safe Routes to School



Mini-Grant Application Details

Visit the City and County of Honolulu Safe Routes to School Program website at <http://honolulu.gov/dts> for supplemental information and forms including:

- Mini-grant Application Checklist
- Partner Contact Information Form
- Infrastructure Assessment Request Form
- Project Expenditure Form
- Post-project Evaluation Form

If you have any questions, please contact the City Safe Routes to School Coordinator at cchsrts@honolulu.gov.

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1.0 CCHSRTS GENERAL INFORMATION

1.1 Introduction

The City and County of Honolulu (City) encourages community members and schools to actively participate in creating a safe and encouraging environment for children to walk and bicycle to/from school. The City looks to communities to identify and address issues in their neighborhood which may be preventing or discouraging students from walking and bicycling to/from school.

The City's Safe Routes to School Program (CCHSRTS) is a county-level program administered by the Department of Transportation Services (DTS). CCHSRTS receives funding annually from the safe routes to school program special fund which is allocated by the State of Hawaii Department of Transportation (HDOT). CCHSRTS uses these funds to provide guidance, non-infrastructure mini-grants, and infrastructure improvements that encourage walking and biking to/from school for children including those with disabilities in grades K through 8.

CCHSRTS mini-grants are awarded for non-infrastructure projects only. Grants are not awarded for infrastructure projects since infrastructure projects are implemented by the City. If an infrastructure deficiency is preventing children from walking/biking to school, please report the issue using the Infrastructure Assessment Request Form available on the CCHSRTS website and the condition will be assessed by DTS engineers. The Assessment Request Form may be submitted at any time and does not have to be accompanied by a mini-grant application. Submitting an Assessment Request Form does not impact the evaluation of a mini-grant application.

1.2 Background

Safe Routes to School (SRTS) is an international effort to encourage communities to make walking and bicycling to/from school safe and routine. In 1969, about half of all students walked or bicycled to school.¹ Today, fewer than 15 percent of all school trips are made by walking or bicycling and almost half of all children arrive to school in private automobiles.² This decline in walking and bicycling has had an adverse effect on traffic congestion and air quality around schools, as well as pedestrian and bicycle safety. In addition, a growing body of evidence has shown that children who lead sedentary lifestyles are at risk for a variety of health problems such as obesity, diabetes, and cardiovascular

¹ Federal Highway Administration. (1972). *Transportation Characteristics of School Children* (Report No. 4, Nationwide Personal Transportation Study). Washington, DC.

² 2009 National Household Travel Survey conducted by Federal Highway Administration

disease.³ Although 80 percent of parents believe walking and bicycling is healthy for their children,⁴ safety issues are a big concern and traffic danger is often cited as a reason why their children are unable to bicycle or walk to school.⁵

In 2005, the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) dedicated SRTS funding to all states. This provided HDOT with funds to create and administer a SRTS program within the state of Hawaii. HDOT accepts applications and administers these funds directly to the awarded applicant. CCHSRTS does not administer or oversee SAFETEA-LU funds. To apply for SAFETEA-LU funds for non-infrastructure projects, please visit the State SRTS webpage at <http://hidot.hawaii.gov/highways/srts> or contact the State SRTS Coordinator at SafeRoutestoSchool@hawaii.gov.

In 2012, Act 317 (HB2626) was signed into Hawaii law establishing 1) a state SRTS program and a state SRTS program coordinator position under HDOT (HRS 291C-3); 2) a county-level SRTS programs and county-level SRTS program coordinators (HRS 291C-3); 3) a SRTS program special fund (HRS 291C-4); and 4) funding for the SRTS program special fund from traffic violations (HRS 291C-5).

Please note that although CCHSRTS' and HDOT's SRTS programs share the same objective of increasing the number of children who walk and bike to/from school, they are separate programs with different roles and funding.

1.3 Scope

CCHSRTS aims to:

- educate community groups on the principles of SRTS;
- encourage the general public to create a SRTS program;
- assist the general public with applying for a CCHSRTS mini-grant;
- assess CCHSRTS mini-grant applications;
- award mini-grants for SRTS non-infrastructure initiatives;
- create SRTS infrastructure projects;
- coordinate with appropriate City departments regarding infrastructure delinquencies; and
- apply for federal-aid for SRTS infrastructure projects.

³ U.S. Centers for Disease Control & Prevention. (2004). *Physical activity and the health of young people*. Retrieved from

⁴ National Center for Safe Routes to School. (2015). *Trends in Walking and Bicycling to School from 2007 to 2013*. Retrieved from http://saferoutesinfo.org/sites/default/files/SurveyTrends_2007-13_final1.pdf

⁵ U.S. Centers for Disease Control & Prevention. (2005). *Barriers to Children Walking to or from School* (54,38; 949-952). Retrieved from <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5438a2.htm>

1.4 Desired Outcomes

Desired outcomes of CCHSRTS include but are not limited to the following:

- increased number of children walking and bicycling to and from schools;
- healthier and more active lifestyles;
- increased community involvement in SRTS initiatives;
- increased interest in bicycle and pedestrian activity in a community;
- collaborative partnerships among schools, local municipalities, parents, and other community groups, including non-profit organizations;
- increased bicycle, pedestrian, and traffic safety;
- enhanced accessibility to/from school;
- improved community safety and security;
- reduced fuel consumption;
- improved air quality; and
- decreased traffic congestion.

1.5 Definitions

SRTS Team

A SRTS Team is a group of individuals comprised of a variety of community members and stakeholders. The purpose of a SRTS Team is to create and implement a SRTS Plan to increase the number of students who walk and bike to/from school.

SRTS Plan

A SRTS Plan details past SRTS efforts and provides specifics on proposed SRTS initiatives for one or more schools. A SRTS initiative must be outlined in a SRTS Plan to be considered for a CCHSRTS mini-grant. See section 4.4 for details on what to include in a SRTS Plan.

SRTS Program

A SRTS Program implements the SRTS Plan and brings the SRTS Team's vision to reality. For more information on how to create a SRTS Program, review the eight steps available at <http://guide.saferoutesinfo.org>.

SRTS Special Fund

The SRTS special fund is comprised of fines incurred from specific traffic violations state wide. The funds are distributed by HDOT to the four counties of Hawaii. CCHSRTS receives these funds annually for SRTS initiatives. These funds are administered in accordance with HDOT's Hawaii Administrative Rules Chapter 19-109.

1.6 Copyright

CCHSRTS maintains all copyrights, including but not limited to the right to reproduce, display, make adaptations, and distribute material created by CCHSRTS mini-grant recipients. This includes but is not limited to graphical designs, pamphlets, educational material, and electronic media. The final version of all media created using CCHSRTS funds must be included in the final report. If the media was created digitally, an electronic editable version must be submitted.

2.0 MINI-GRANT GENERAL INFORMATION

2.1 Qualifying Recipients

CCHSRTS provides mini-grants to applicants for non-infrastructure SRTS projects identified in a SRTS Plan. Schools, school districts, Parent Teacher Associations, Parent Teacher Student Associations, non-profit organizations with or without 501(c)3 status, for-profit organizations, and individuals who have not received a CCHSRTS mini-grant within the past six months from the date of application may apply.

Grant recipients must be listed as a vendor with the City prior to receiving SRTS special funds. To become a vendor, please register with the Vendor Self Service (VSS) available at <http://www.honolulu.gov/pur>. For information regarding registration or account maintenance, please contact the Purchasing Help Desk at (808)768-5535 or email bfspurchasing@honolulu.gov. Funds received through CCHSRTS are considered as income and may be subject to taxation. For financial advice, please consult an accountant.

2.2 Project Location

Proposed projects must affect at least one primary or middle school (grades K through 8). Traffic education and enforcement activities must take place within two miles of the school. Other eligible activities do not have a location restriction but must pertain to increasing walking and bicycling to/from a school within the project area.

2.3 Eligible Expenses

Eligible expenses shall be directly related, reasonable and necessary for proper and efficient performance and administration of the proposed SRTS project. Expenses may include but are not limited to:

- creation and reproduction of promotional and educational materials;
- bicycling and pedestrian safety curricula, materials, and trainers;
- photocopying, duplicating, and printing costs, including CDs, DVDs, etc.;
- mailing costs;
- costs for data gathering, analysis, and evaluation reporting;
- substitute teacher pay, if needed, to cover for faculty attending a SRTS function during school hours;
- costs for additional law enforcement or equipment needed for enforcement activities;
- equipment and training needed for establishing crossing guard programs;
- equipment that is directly related to the project but may have a significant usable life after the project;

- initial expenses for recurring costs such as hiring a crossing guard; and
- costs for refreshments and promotional items that are reasonable and necessary for proper and efficient performance.

Mini-grants are not for sustaining reoccurring costs. Applications for expenses that are expected to reoccur in future years must include how future costs will be funded and a rationale for how the mini-grant will enable leveraging of future funds. Contingencies are not allowed. Costs incurred prior to receiving the mini-grant are not eligible. Any cost overruns are the responsibility of the applicant.

Indirect (overhead) costs cannot be identified readily and specifically for the SRTS project and are therefore not eligible for this grant. Examples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, facility operation and maintenance expenses.

Funds cannot be used towards projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access. Funds cannot be used for educational programs which focus primarily on bus safety or for bus stop improvements.

2.4 Awards

Mini-grants are awarded to qualifying applicants on a first-come basis while funds are available. The number of mini-grant awards will depend on the number of qualified applications received, cost of proposed projects, and amount of SRTS program special funds available for the fiscal year.

The maximum mini-grant amount to be issued per school per fiscal year (July 1 to June 30) is \$3,500. If \$3,500 in mini-grants have been issued for a school within a fiscal year, no other mini-grants will be issued for the school in the same fiscal year.

Upon the grant recipient's request and subject to availability, DTS will provide one promotional item for each student estimated to participate in the project. Promotional items may include items such as tags, shoelaces, blinkers, or bags. Please visit the CCHSRTS webpage at <http://honolulu.gov/dts> to see what promotional items are available.

Grant recipients will be issued project funds up-front and must expend these funds as described in the application, no later than one year from the date the funds are issued. All SRTS funds expended must be accompanied by a copy of the receipt, itemized, and submitted in the progress reports and final report (see section 3.8 for reporting requirements).

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Once a mini-grant is awarded, any changes to the project, including the project manager, must be approved by CCHSRTS in writing. If a grant recipient is unable to fulfill its obligation to implement a project, the recipient must contact CCHSRTS as soon as possible.

3.0 MINI-GRANT APPLICATION PROCESS

3.1 General Information

The mini-grant application process is designed to encourage the collaboration of parents, students, community members and schools in the creation of a SRTS Plan.

Applications are accepted year round and will be evaluated on a first-come basis. Applicants may request in a single application funding for more than one project and for more than one school if the schools are within one mile from each other. CCHSRTS may fund a portion of the proposed projects without approving the entire application.

3.2 Application Requirements

Applicants must comply with the requirements of CCHSRTS. An application should be concise but must contain sufficient information to enable a committee to fully evaluate the proposed project and determine the applicant's capability to comply with requirements. Failure to provide a complete application at the time of submission may result in the application being deemed unacceptable and removed from further consideration.

A complete application includes the following:

- Contact Information Form (Appendix A)
- Endorsement Form from all schools that will be affected by the project (Appendix B)
- Partner Contact Information Form and letters of agreement (if applicable)
- Infrastructure Assessment Request Form (if applicable)
- SRTS Plan (see section 4.4 for details)
- Expected Project Cost Form or similar (Appendix C)
- School's current traffic safety plan or Traffic Engineering Assistance Program (TEAP) study (if available)
- Pre-project Evaluation Form (Appendix D)
- Pre-project Parent Surveys (if applicable)
- Pre-project Student Tallies (if applicable)

3.3 Endorsement

Applicants must have their application endorsed by all primary and middle schools affected by the proposed project. Please have each affected school complete an Endorsement Form (Appendix B). Additional letters of support from stakeholders are encouraged and may be submitted to showcase strong community support for the application.

3.4 Parent Surveys and Student Tallies

All grant recipients are required to evaluate behavioral change by conducting pre-project and post-project parent surveys and student tallies at every school affected by the project. Please use the Parent Survey and Student Tally forms provided by the National Center for Safe Routes to School (National Center) at <http://www.saferoutesinfo.org/data-central/data-collection-forms>. All hardcopy surveys and tallies must be submitted to DTS. Copies or electronic versions of parent surveys and student tallies are not accepted. An online version of the Parent Survey is available and may be used if a school communicates with parents primarily through email, electronic newsletters, or other digital media. There is no online version of the Student Tally.

Although there is no required minimum parent survey response rate, applicants must make an effort to reach all parents whose child(ren) are likely to be impacted by the project and these efforts should be detailed in the SRTS Plan.

Student tallies should be conducted for all students who are expected to be impacted by the project.

Any other data collection that may support the SRTS project is encouraged.

3.4.1 Pre-Project Evaluation

The pre-project parent surveys and student tallies must be conducted within 365 days prior to submitting an application. SRTS surveys and tallies conducted by others are acceptable if they were conducted within the required time frame and are posted on the National Center's Data Collection System. Visit <http://www.saferoutesdata.org/> to determine when the last surveys and tallies were conducted.

3.4.2 Post-Project Evaluation

The post-project parent surveys and student tallies must be conducted within 14 days of completing the project.

3.5 Confidentiality Request

If the applicant desires certain information in the application to remain confidential (i.e., trade secrets and other proprietary data), the applicant must submit a written request along with the application asking that such information

not be disclosed. Mini-grant amount and applicant's name are not considered confidential and will not be withheld. The information that is requested to be confidential must be readily separable in order to facilitate public inspection of the non-confidential portion. CCHSRTS will make a determination as to whether such information will remain confidential and notify the applicant. If CCHSRTS determines the information will not remain confidential, the applicant must, within ten (10) days after receiving notice of CCHSRTS' determination, notify CCHSRTS in writing of their decision to withdraw the application in its entirety or have the application considered without the purported confidential information.

3.6 Submission of Completed Application

Applications may be submitted either electronically, by mail, or in person. When submitting an application electronically, applicants must submit a single PDF document to cchsrts@honolulu.gov. When submitting an application by mail or in person, please submit the original and three (3) copies. The original shall be clearly marked "ORIGINAL" with copies clearly marked as "COPY".

The Pre-project Evaluation Form (Appendix D) must be submitted for the application to be considered complete. The form is required for every school affected by the project. If the applicant is using data available on the National SRTS Data Collection System, the applicant should submit the form together with all other application documents. If the applicant conducted new parent surveys and student tallies, the applicant should group the same questionnaire type (surveys or tallies) from each school and submit the hardcopy forms by mail or in person with the Pre-project Evaluation Form as the first page. The form and data may be submitted separately from all other application documents. All other documents must be submitted in the order listed in section 3.2. Failure to provide a complete application may result in the application being deemed unacceptable and removed from further consideration.

Applications are accepted at the following address:

Department of Transportation Services
Safe Routes to School Program
Frank F. Fasi Municipal Building
650 S. King Street, 2nd Floor
Honolulu, HI 96813

3.7 Evaluation Notification

CCHSRTS will send an email to the applicant to confirm the receipt of the application. The applicant will receive written notification of the application

evaluation results and CCHSRTS' final decision within four weeks of the initial email confirmation.

DTS reserves the right to reject any or all applications in whole or in part, undertake discussions with applicants and prospective applicants, and accept modified applications or waive defects in applications if DTS determines such action is in the best interest of the City.

3.8 Reporting Requirements

Grant recipients must submit progress reports and a final report to document the progress and expenditures of the project. All expenses must be reported using the Project Expenditure Form (available on the CCHSRTS website) or similar and must be accompanied by supporting documentation such as copies of receipts, timesheets, or other documentation acceptable to CCHSRTS to show the costs incurred. If there is uncertainty on the necessary documentation, please contact the City SRTS Coordinator prior to expending funds.

Reports must be submitted either electronically, in person, or by mail by the deadline provided below. Reports are accepted at cchsrts@honolulu.gov or at the address provided in section 3.6.

3.8.1 Progress Reports

Grant recipients must submit a progress report every 90 days from the date the mini-grant funds are issued until all mini-grant funds are expended. The progress report must detail the current status of all projects funded by the mini-grant, expenditures, and any developments that occurred since the last progress report. Please attach copies of all receipts and use the Project Expenditure Form (or similar) when reporting expenditures.

3.8.2 Final Report

Grant recipients must submit a final report within 30 days of expending all mini-grant funds. The final report must summarize and detail the outcome of each project including:

- 1) Number of children who participated in the project;
- 2) Mini-grant amount per child who participated (the requested mini-grant amount divided by the total number of K through 8 participants);
- 3) Actual timeline of the project and an explanation to any variances from the proposed schedule;
- 4) Post-project Parent Survey and Student Tally efforts; and

5) Any other information deemed relevant.

The Post-project Evaluation Form (available on the CCHSRTS website) along with hardcopies of post-project parent surveys and student tallies must be submitted prior to or in conjunction with the final report for the report to be considered complete. When submitting the post-project data, group the same questionnaire type (surveys or tallies) from each school and submit the hardcopy forms by mail or in person with the Post-project Evaluation Form as the first page. Copies of parent surveys and student tallies are not accepted.

4.0 APPLICATION EVALATION

4.1 Process

Applications will be evaluated by an evaluation committee composed of DTS staff. The evaluation committee may seek input and advice from other agencies and organizations if needed. DTS may conduct discussions or meetings with any applicant and/or any reference contained in an application for purposes of better understanding the proposed project and/or the applicant's capability to comply with requirements of the proposed project. Applicants must be available for discussions or meetings with prior notice from DTS. Applicants must clarify or correct their application when notified by DTS of the need to do so. Failure to provide clarification or corrections may cause the application to be eliminated from further consideration.

4.2 Criteria

Applications are evaluated based on completeness of application, past SRTS mini-grant performance (if applicable), estimated effectiveness of the project, quality of the SRTS Plan, creativity, parent survey and student tally participation efforts, leveraging of SRTS funds, and funding availability.

4.3 Past SRTS Grant Performance

Applicants who received a CCHSRTS mini-grant in the past four years from date of application are evaluated on their past performance in addition to the current application. Areas of considered are:

- date and amount of past award;
- timeliness and completeness of progress and final reports;
- timeliness, response rates, and effort in conducting pre-project and post-project parent surveys and student tallies;
- adherence to proposed schedules;
- accuracy of participation estimates; and
- accuracy of cost estimates.

4.4 SRTS Plan

The SRTS Plan should be descriptive yet concise. Plans are evaluated based on the answers to the sections below. All required sections must be answered. If a section does not state "Required" and is not applicable, the section should be answered with "Not Applicable". Any additional information pertinent to the project but not listed below should also be included.

City and County of Honolulu Safe Routes to School Program Mini-Grant Application Details

A. Title Sheet

- i. *Required:* Name of the SRTS Program.
- ii. *Required:* Name of school(s) affected by the SRTS Plan.
- iii. *Required:* Date the SRTS Plan was created or last updated.

B. Introduction

- i. *Required:* Summarize the importance of implementing the SRTS Plan.
- ii. *Required:* Briefly describe each proposed project to be considered in the application (50 words or less for each project).

C. SRTS Team

- i. Summarize efforts to create a SRTS team and build community support for your SRTS program.
- ii. *Required:* List the members in the SRTS Team, their affiliation, the role each member plays in the development and implementation of the plan, and their qualifications for the role. Identify any designated program champions or local coordinators, as well as any committees or taskforces if applicable. Teams which include a wide variety of stakeholders within the community are viewed favorably.
- iii. Describe any partnerships, collaborations, and support from the community. Partners are organizations that are contributing to the success of the project. Partnerships are not required but highly encouraged. Partners could include but not be limited to: school officials, law enforcement agencies, public health agencies or organizations, school-based associations, local elected officials, clubs, local businesses, other community groups, non-profit groups, etc. Each partner must complete the Partner Contact Information Form (available on the CCHSRTS website) and provide a letter detailing what their roles and responsibilities are in implementing the project.
- iv. Will services from a consultant be used? If so, describe how a consultant contract will be procured, including the procedure and criteria that will be used to select the consultant.

D. Existing Conditions

- i. *Required:* For each school affected by the project, collaborate with the school's administration to gather the following information for students in grades K through 8. Indicate the data source and the date the data was collected.
 - a. Total student population and breakdown per grade level;
 - b. Number of students and percent of total students receiving a district exemption; and
 - c. Number of households with a student attending the school.
- ii. *Required:* Include results from pre-project parent surveys, student tallies, and any other data that was collected from each school

affected by the project.

For parent surveys, the following information should be included:

- a. Date the data was collected;
- b. Number of surveys completed by parents;
- c. Percentage of households with a student attending the school that completed the survey;
- d. Efforts to encourage parent survey responses.

For student tallies, the following information should be included:

- e. Date the data was collected;
- f. Total number of students tallied per day per grade level.

- iii. *Required:* Describe the current conditions for walking and bicycling within the school area and any assessments that were undertaken. Include the date the assessment was made, the individuals that were involved and the obstacles/issues (physical or perceived) that were identified. Describe the issues in detail but be concise. The inclusion of photos is highly encouraged to assist in illustrating the current situation. Submitting an Infrastructure Assessment Request Form will not impact the evaluation of the mini-grant application.
- iv. *Required:* Provide a map indicating a 2-mile radius of the school and identify the location of the school, proposed project area, residential areas served by the school, and any other relevant information such as designated routes or locations of existing obstacles. One or more maps may be used to show the above information. Please limit map sizes to no larger than 11" x 17".

E. Existing SRTS Efforts

- i. Describe any existing activities or conditions at the affected school(s) that enhance biking or walking to/from school. These could be events, classroom activities, curriculum, enforcement, engineering changes already undertaken, or other items that encourage walking or biking.

F. Action Plan

- i. *Required:* Provide strategies involving one or more of the 5 E's (Education, Encouragement, Enforcement, Evaluation or Engineering) that address the issues previously described in section D(iii). Prioritize these strategies in order of importance. To learn about the five E's, review the SRTS Guide at <http://guide.saferoutesinfo.org>.
- ii. Include the following information about each proposed project:
 - a. *Required:* Describe the proposed project in detail. How will the proposed project increase the number of students walking and bicycling to/from school? Creative and innovative projects are evaluated favorably.
 - b. Explain what other alternatives were investigated if any and why they were not valid solutions.

- c. *Required:* Explain who will manage the project and a brief summary of their qualifications.
- d. Is there a target grade level for the project? If so, which grades?
- e. *Required:* Estimate how many children in grades K through 8 will participate in the activity or will be impacted by the project?
- f. Explain if participants will receive promotional items provided by DTS. How and when will these promotional items be distributed to participants? How will these promotional items impact the project?
- g. *Required:* Is the project expected to continue after CCHSRTS mini-grant funds are expended? If so, how will it continue?

iii. Schedule

- a. *Required:* Describe the project schedule from start to finish.
Example:
Planning: Start Date_____ Completion Date_____
Implementation: Start Date_____ Completion Date_____
Evaluation: Start Date_____ Completion Date_____
Identify the individual or organization responsible for leading the effort for each phase and if applicable, include a short-term, mid-term, long-term implementation schedule. Schedules which seem reasonable and obtainable will be evaluated favorably.
- b. Include whether or not the project has a specific date the project will take place.

G. Expected Project Cost

- i. *Required:* Submit an itemized budget for all expected project costs using the Expected Project Cost Form or similar. Local funds and in-kind donations are not required but should be included if available in order to give a better understanding of all project costs. Specify the person who prepared the cost information.
- ii. *Required:* Provide the expected cost per student per project (the requested mini-grant amount divided by the total number of estimated K through 8 participants).
- iii. If more than one school is included in the application, provide the total amount of funds being allocated for each school.

H. Evaluation

- i. Aside from the post-project parent survey and student tally which are required, explain any additional methods that will be used to measure success.

APPENDIX A



CCHSRTS-A

SafeRoutes

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CONTACT INFORMATION FORM

This form is required when applying for a City and County of Honolulu Safe Routes to School Program (CCHSRTS) mini-grant. Include this form as the first page of your application. The applicant will be the point of contact for all CCHSRTS correspondence.

Applicant's Name: _____

Name of applicant's SRTS Program: _____

Applicant's Affiliation Organization: _____

Check organization type: School Non-Profit For-Profit Individual PTA/PSTA Other

Phone Number: _____ E-mail: _____

School(s) Affected by Project(s): _____

Brief Description of Project(s): _____

Total amount of SRTS funding requested in this application: \$ _____

(Note: maximum allowed is \$3,500 per school per fiscal year)

The Data Collection Form: (check one) has been sent by mail has been submitted in person
 is attached has not yet been submitted

Are you partnering with other organizations? (check one) No
 Yes, with _____ other organization(s)

The award of Safe Routes to School funds; any subsequent funding or the furnishing of materials for this project shall not involve direct or indirect interest of any state, county or city official, elective or appointive. All of the above are prohibited by Hawaii Revised Statute §84-11, §84-11.5, §84-13, §84-14, §84-15. Any award of funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of Safe Routes to School funding and authorize a complete recovery of any funds previously disbursed.

Certification

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the applicant. I understand the following OFFICIAL ENDORSEMENT binds the applicant to assume responsibility for Safe Routes to School funds for this project.

Representing the _____
(name of organization or write "Self" if you are applying as an individual)

Signature

Date

Print Name

Title (if applicable)

APPENDIX B



CCHSRTS-B



ENDORSEMENT FORM

This form is required when applying for a City and County of Honolulu Safe Routes to School Program (CCHSRTS) mini-grant. CCHSRTS funds are awarded year-round to qualifying projects on a first-come basis while funds are available. Schools on Oahu with students in grades K through 8 can be awarded up to a maximum of \$3,500 in CCHSRTS mini-grants per fiscal year.

(Name of applicant's SRTS Program)

is applying for a mini-grant to implement a SRTS project which will affect the students of

(Name of school)

The total mini-grant amount being requested in the application is \$ _____ of which \$ _____ will be allocated for the school named above.

The school understands the benefits of students walking and biking to/from school. The school has reviewed the applicant's SRTS Plan and proposed project which will be submitted to CCHSRTS for evaluation. This endorsement form demonstrates the school's support of the application and associated SRTS Plan. The school understands the proposed project is intended to affect the school's student body to walk and bicycle to/from the school more often and finds the project to be a worthwhile effort to increasing such activity. The school understands that if the application is awarded, the project must be implemented and the amount allocated for the school will be counted towards the maximum amount allowable for the school for the fiscal year the funds are issued. Once CCHSRTS receives the application, the school principal will be contacted to confirm the endorsement of the application.

School Principal's Signature

Date

School Principal's Printed Name

School Principal's Contact Information:

Email: _____

Phone: _____

APPENDIX C.1



CCHSRTS-C.1

SafeRoutes

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Safe Routes to School



Expected Project Cost Form

Use this form or similar to submit a breakdown of expected costs. Other funds and in-kind donations are not required but should be included if they will be used in order to give a better understanding of the total project costs.

This cost information was prepared by _____.

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Other Funds	Value of Donated Goods or Services	Total Cost (SRTS Funds + Other Funds + Donated Goods)
TOTAL	-	-	-				

Indirect (overhead) costs cannot be identified readily and specifically for the SRTS project and are therefore not eligible for this grant. Examples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, facility operation and maintenance expenses. Contingencies are not allowed. Any cost overruns are the responsibility of the applicant. See section 2.3 to ensure all expected costs are eligible for the grant.

APPENDIX C.2



CCHSRTS-C.2



(SAMPLE) Expected Project Cost Form

Use this form or similar to submit a breakdown of expected costs. Other funds and in-kind donations are not required but should be included if they will be used in order to give a better understanding of the total project costs.

This cost information was prepared by Sarah Wallace

Item	Quantity	Unit	Unit Price	Requested SRTS Funds	Other Funds	Value of Donated Goods or Services	Total Cost (SRTS Funds + Other Funds + Donated Goods)
Walk to School Day banner	1	each	\$200	\$200			\$200
Walking School Bus Sign	4	each	\$40	\$160			\$160
Laminated punch cards for participants	5	100 per pack	\$37	\$185			\$185
Walking School Bus Vests	4	each	\$20		\$ 80		\$ 80
Walking School Bus Mascot	1	each	\$75			\$75	\$ 75
TOTAL	-	-	-	\$545	\$80	\$75	\$700

Indirect (overhead) costs cannot be identified readily and specifically for the SRTS project and are therefore not eligible for this grant. Examples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, facility operation and maintenance expenses. Contingencies are not allowed. Any cost overruns are the responsibility of the applicant. See section 2.3 to ensure all expected costs are eligible for the grant.

APPENDIX D



CCHSRTS-D

SafeRoutes

City and County of Honolulu
Safe Routes to School



PRE-PROJECT EVALUATION FORM

This form is required when applying for a City and County of Honolulu Safe Routes to School Program (CCHSRTS) mini-grant. Complete this form for each school that is affected by the project. This form provides a summary of the data collected at a school prior to the project. See section 3.6 for details on how to submit this form.

Applicant's name: _____

Name of applicant's SRTS Program: _____

Name of the school: _____

Check one:

- Attached are _____ completed parent surveys and _____ student tally forms.
(number) (number)
- Parent surveys and student tallies were previously conducted within 365 days of this application and are available on the National SRTS database system.

Parent surveys were conducted on _____
(date the surveys were conducted)

_____ percent of total households with a student attending the school completed the survey.

Student tallies were conducted on _____
(date the tallies were conducted)

Number of students tallied per grade per day			
Grade	Tuesday	Wednesday	Thursday
K			
1			
2			
3			
4			
5			
6			
7			
8			
Total			