

Oregon Department of Transportation
Safe Routes to School Program

**NON-INFRASTRUCTURE
APPLICATION FORM**
for Federal Program Years 2017, 2018, 2019

To apply for **FY 2017-2018-2019 SRTS Non-Infrastructure Funds**, the following documents are required to be submitted and *postmarked* no later than June 15, 2016, to the ODOT-Transportation Safety Division.

- ☒ Application Form along with support letters
- ☒ A completed BUDGET for each year of the proposed program
- ☐ Completed Oregon SRTS Action Plan **unless** application is for a program to create Action Plans

Before completing these forms, refer to the “Call for Applications” document, posted at the following link:

<http://www.oregon.gov/ODOT/TS/Pages/saferoutes.aspx>

Submit forms to:

**Julie Yip
Safe Routes to School Program, MS#3
ODOT-Transportation Safety Division
4040 Fairview Industrial Drive SE
Salem OR, 97302**

Please answer the following questions:

Yes No

1. ☐ Y Has the applicant received an ODOT Safe Routes to School funded grant in the past?
2. ☐ Y Are any of the program schools Title 1 schools (defined as at least 40% of students are enrolled in the free or reduced lunch program)? If yes, please provide a listing:

Overall, David Douglas School District is 82.1% free or reduced lunch. All of the elementary and middle schools are Title 1 schools:

Elementary Schools

Cherry Park 76.6%
 Earl Boyles 83.6%
 Gilbert Heights 76.2%
 Gilbert Park 70.0%
 Lincoln Park 100.0%
 Menlo Park 76.6%
 Mill Park 100.0%
 Ventura Park 77.3%
 West Powellhurst 100.0%

Middle Schools

Alice Ott 71.7%
 Floyd Light 77.6%
 Ron Russell 100.0%

3. ☐ Y Do any of the program schools have walking and biking infrastructure improvements (e.g., sidewalk, bicycle lanes, bulb-outs, pedestrian islands, walk/bike trails, flashing pedestrian-activated beacons, etc.) within 1 mile of the school site constructed within the last 10 years? If so, please list the school and the improvements:

Portland has made many investments in traffic calming.

General:

Halsey/Weidler protected bike lane currently in process
 Rectangular Rapid Flash Beacon (RRFB) near 106th and Halsey

Traffic Calming:

SE 104th, Holgate to Harold, 6 speed tables
 SE 154th, Aston to Barbara Welch, 5 speed bumps
 SE Mill, 122nd to 130th, 4 speed bumps

Neighborhood Greenways/Traffic Calming:SE Bush, 100th to 148th

- 700 feet of bike path through Ed Benedict Park
- 28 speed bumps
- Pedestrian Hybrid Beacon at 122nd
- Refuge islands and curb extensions at 112th
- Add turn pockets and bike lanes on 112th approaching Powell Blvd.
- RRFB crossing at 136th and Bush

Specific Safe Routes to School Projects:

Gilbert Heights, \$67,000+

- Temporary Sidewalk, Holgate 128th to 200 feet east
- Front driveway loop, curb ramps and marked crossing
- Adjust Holgate crosswalk signing
- Rear Driveway sidewalk
- Holgate north side west of school sidewalk connection
- + Parks developed the 130th frontage of Gilbert Heights Park, including sidewalk

Gilbert Park, \$16,000

- 7 speed bumps
- Narrow lanes on 128th, create shoulder space
- Miscellaneous signing

Mill Park Elementary, \$225,000

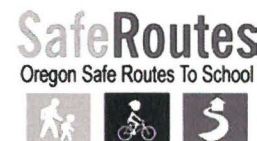
- 122nd and Stephens curb extensions, refuge island and RRFB
- 117th at Market curb extensions
- 122nd and Market countdown pedestrian signals
- 117th and Division countdown pedestrian signals
- 13 Speed Bumps

4. ☐ N Is this proposed project for school(s) or school district(s) implementing existing SRTS Action Plan(s) (updated within three years)?

5. ☐ Y Is this application funding a SRTS Coordinator position?



OREGON DEPARTMENT OF TRANSPORTATION
Transportation Safety Division



NON-INFRASTRUCTURE APPLICATION

Applicant's Name: Portland Bureau of Transportation (PBOT)
School Name: David Douglas School District (DDSD)

I. Project Description

- A. *Indicate if this is a one, two, or three year proposed project. Identify the project schools and/or school district(s) involved. Briefly describe what the project aims to achieve.*

This three-year project proposes to expand and strengthen the Portland Bureau of Transportation (PBOT) Safe Routes to School (SRTS) program in David Douglas School District (DDSD) with a dedicated SRTS coordinator. We are proposing a unique model that combines the expertise of PBOT with grassroots advocacy within schools. This position will be shared between PBOT and DDSD with staff time being split between schools and downtown. By coordinating this staff position with the \$4.7 million in infrastructure improvements Portland Bureau of Transportation has committed to the district, we will increase the success of implementing the 6 E's of Safe Routes to School.

II. Problem Statement

- A. *Briefly describe the problem(s) this project will try to impact.*

The City of Portland's Routes to School program provides a wide array of services to over 100 partner schools across 5 school districts. With that number, staff is at capacity to develop deep programs at all Portland schools. In addition, David Douglas School District has the most students and the most diverse student body in Portland which makes the need for a dedicated SRTS coordinator key. The Safe Routes to School philosophy has shown that in order to effectively support families to change behavior by adopting more options to their routine; school staff and families must be supported by a coordinator acting as an in-school advocate that understands the community and their needs. In order to be intentional in our work, we are focusing on Title 1 schools first. All 12 of David Douglas School District's elementary and middle schools are Title 1. Also, PBOT has committed over \$1 million in infrastructure improvements specifically for David Douglas School District through Fixing Our Streets Fund (Gas Tax); plus \$3.7 million for infrastructure improvements starting in 2019. We plan to apply for Regional Flex Funds for \$5 million. With all of these improvements, the timing is perfect for a dedicated SRTS coordinator to engage the school community in both outreach, engagement and education.

- B. *Provide summary data about the problem(s):*

(Give summary data highlighting information obtained through evaluation of the in-class tallies, parent surveys, walking and biking assessments, mapping activities, etc.)

All David Douglas elementary & middle schools and their attendance boundaries are sited in outer east Portland (east of I-205). Common in the outer east area is an incomplete grid of streets, many missing curb and sidewalk.

SRTS has collected student travel surveys at five DDSD elementary schools since fall 2009 (Early Boyles, Gilbert Heights, Gilbert Park, Mill Park, and Ventura Park). The most recent data from fall 2015 indicate higher than average school bus mode split (51%) compared to other districts and high school clusters in Portland; the next highest - Lincoln cluster in SW Portland and Parkrose district in outer NE Portland - indicate 31% and 30% respectively). And cumulative average data from fall 2009 through fall 2015 indicates 47% school bus mode share and not much variation over time. The high busing rate is a result, in part, of hazard busing due to major corridors students must cross, including (east/west) Burnside, Stark, Division, Powell, and Foster, and (north/south) 112th, 122nd, and 136th.

The active mode share (walk, bike, and roll) for these elementary schools is also the lowest compared to other high school clusters in Portland at 22% (just below Lincoln cluster in SW Portland at 24%) in the fall 2015 data. Students who biked at least one trip (9%) is half of the city average (18%), and those that walked for at least one trip (23%) is less than half the average (49%). At least 31% of DDSD elementary school students participated in active transportation for at least one trip, compared to 59% citywide.

SRTS has also collected student travel surveys at the three DDSD middle schools (Alice Ott, Floyd Light, and Ron Russell) since spring 2014. The most recent data from fall 2015 indicates a relatively high school bus mode share at 50%, third highest after Lincoln cluster (76%) and Wilson cluster (57%), both in SW Portland.

Active mode share for middle school students is also the third lowest at 30%, again after Lincoln (5%) and Wilson (21%). Looking at fall 2015 data, DDSD middle school students who biked at least one trip is very low (3%) compared to the city average of 13%. Students who walked at least once to DDSD middle schools is higher than the city average (41% vs 38%) and overall active transportation at least once during the week is only slightly lower at 43% compared to 49% citywide.

- C. List current activities and associated agencies already involved in solving the problem(s):
Include all related activities and agencies involved. (Are you a recipient of a planning grant assisting in updating transportation system plans? Is there a public health connection?)

The Portland Safe Routes to School program serves 35,000 students at over 100 partner elementary, K-8 and middle schools with encouragement, education, enforcement, engineering and evaluation services with a broad coalition of partners. Key partners involved in the Portland Safe Routes to School program include Portland Police, the Bicycle Transportation Alliance, Oregon Walks, Oregon Impact, ODOT, Portland's five school

districts, Trauma Nurses Talk Tough, and Doernbecher Children's Hospital. Together, this coalition has had notable success in promoting safe and active transportation in Portland elementary, K-8 and middle schools, increasing the walking and biking rate at Portland elementary schools from 31% in 2006 to 43% in 2015. Portland SRTS will leverage the resources of Kaiser Permanente's Thriving School program within DDSD. Together we will offer a comprehensive effort to create a culture of health and wellness through safe and active transportation.

III. Objectives

Objectives are quantifiable products or outcomes that address those problems identified in Section II that should result in the proposed activities. Each should include a beginning and ending date, occurring within the grant period of October 1, 2016, to September 30, 2017 (unless the application is for a two-year program, making the ending date September 30, 2018, or for a three-year program of September 30, 2019).

*Two required objectives have already been listed for you. Replace the **00%** with actual figures determined by the hand-raise tally or the parent survey and fill in the percent increase your School Team identifies as achievable.*

Space is provided, if needed, to add other objectives.

	Start Date	End Date	Objective
1.	10/1/2016	9/30/2019	To establish baseline mode share data for four David Douglas elementary schools not previously surveyed.
2.	10/1/2016	9/30/2019	To increase the percentage of elementary student walking trips to David Douglas School District schools from 23% cumulative average, as measured by the Parent Surveys (fall 2009-fall 2015), to 27% three-year average as measured by Parent Surveys (fall 2016-spring 2019).
3.	10/1/2016	9/30/2019	To increase the percentage of elementary student biking trips to David Douglas School District schools from 2% cumulative average, as initially measured by the Parent Surveys (fall 2009-fall 2015), to 5% three-year average as measured by Parent Surveys (fall 2016-spring 2019).
4.	10/1/2016	9/30/2019	To increase the percentage of elementary students who use active transportation at least once during the survey period from 31%, as initially measured by Parent Surveys (fall 2015), to 36% by the end of the 2018-19 school year.
5.	10/1/2016	9/30/2019	To increase the percentage of middle school student walking trips to David Douglas School District schools from 28% cumulative average, as measured by the Parent Surveys (spring 2014-fall 2015), to 34% three-year average as measured by Parent Surveys (fall 2016-spring 2019).
6.	10/1/2016	9/30/2019	To increase the percentage of middle school student biking trips to David Douglas School District schools from 2% cumulative average, as initially measured by the Parent Surveys (fall 2009-fall 2015), to 5% three-year average as measured by Parent Surveys (fall 2016-spring 2019).

7.	10/1/2016	9/30/2019	To increase the percentage of students who use active transportation least once during the survey period from 49%, as initially measured by Parent Surveys (fall 2015), to 54% by the end of the 2018-19 school year.
8.	10/1/2016	9/30/2019	To have all 12 David Douglas schools participating in Safe Routes encouragement events/activities, such as International Walk+Bike to School Day or Walking School Buses
9.	10/1/2016	9/30/2019	To increase the total number of SmartTrips orders from David Douglas schools from 27 to 50.
10.	10/1/2016	9/30/2019	To create a template Action Plan and Summary for school-based active transportation activities to be completed on an annual basis.
11.	10/1/2016	9/30/2019	To complete the initial Action Plan and Summary Report for each DDSD elementary and middle schools.

IV. Proposed Activities

A. Major Activities

List major activities to be carried out to achieve the objectives stated in Section III above. Include in your description **what** will be done, **who** will do it, and **who** will benefit. List the start and end date for each activity. Remember that the timeline of the funding period is October 1, 2016, to September 30, 2016, 2017, **OR** 2018, and reimbursable expenditures can only be made within this timeline.

NOTE: If you are applying for a multi-year project, list activities in sequential order in this Activity table. Second and third year funding are contingent upon the outcome of the previous year's activities in meeting the stated objectives and approval by the ODOT-Transportation Safety Division Administrator.

	Start Date	End Date	Activity
1.	10/1/2016	9/30/2017	Conduct Parent Survey in the fall and spring by mailing home survey along with postage-paid return envelope to the parents of elementary and middle school students.
2.	10/1/2016	9/30/2017	Collect baseline data for four DDSD elementary schools that have never been surveyed (Cherry Park, Lincoln Park, Menlo Park, and Ventura Park).
3.	10/1/2016	9/30/2017	Develop a template action plan/calendar for school-based active transportation activities (including but not limited to encouragement events, engineering projects, education classes, and travel surveys) to complete alongside school staff.
4.	10/1/2016	9/30/2017	Engage DDSD elementary and middle schools in existing SRTS encouragement activities and events, such as International Walk+Bike Day, Walk+Bike Challenge Month, and Walking School Buses

5.	10/1/2016	9/30/2017	Evaluate action plan/calendar template for school-based active transportation activities and refine based on success and feedback.
6.	10/1/2016	9/30/2017	Produce school-based reports for travel survey data at all DDSD elementary and middle schools including four new ones at Cherry Park, Lincoln Park, Menlo Park, and Ventura Park.
7.	10/1/2017	9/30/2018	Continue to conduct Parent Survey in the fall and spring by mailing home survey along with postage-paid return envelope to the parents of elementary and middle school students.
8.	10/1/2017	9/30/2018	Continue to engage DDSD elementary and middle schools in existing SRTS encouragement activities and events, such as International Walk+Bike Day, Walk+Bike Challenge Month, and Walking School Buses
9.	10/1/2017	9/30/2018	Continue to evaluate action plan/calendar template for school-based active transportation activities and refine based on success and feedback.
10.	10/1/2017	9/30/2018	Produce school-based reports for travel survey data at all DDSD elementary and middle schools.
11.	10/1/2018	9/30/2019	Continue to conduct Parent Survey in the fall and spring by mailing home survey along with postage-paid return envelope to the parents of elementary and middle school students.
12.	10/1/2018	9/30/2019	Continue to engage DDSD elementary and middle schools in existing SRTS encouragement activities and events, such as International Walk+Bike Day, Walk+Bike Challenge Month, and Walking School Buses
13.	10/1/2018	9/30/2019	Continue to evaluate action plan/calendar template for school-based active transportation activities and refine based on success and feedback.
14.	10/1/2018	9/30/2019	Produce school-based reports for travel survey data at all DDSD elementary and middle schools.

Plans for sharing the project activities with others:

Results of this project will be shared on the City of Portland's Safe Routes to School program website (www.saferoutesportland.org) and shared widely throughout the state via Oregon's Walk + Bike network and Safe Routes website (www.oregonsaferoutes.org). Results will also

be published in our Safe Routes print newsletter that goes out to 10,000 households 4 times a year and shared with national partners such as the Safe Routes National Partnership and the National Center.

B. Coordination

List the groups and agencies with which you will be cooperating to complete the activities of the project. Explain how you will be working together. Include Letters of Commitment in Exhibit C if you will be relying on other agencies to accomplish the objectives of the project. In those projects not requiring the involvement of other agencies, include a statement justifying the ability of the applicant to carry out the project independently.

Is coordination with outside agencies or groups required? If **yes**, check here:

☒

1) If you checked the box above, fill in the following box. Otherwise skip to item 2) below:

Name/role of groups and agencies involved:

David Douglas School District is an important partner in the delivery of this project. The Portland Safe Routes to School program has preexisting and current IGAs with DDSD that will ensure this project will be a success.

2) Fill this box if you did not check the box above:

Ability to complete the project independently:

N/A

C. Continuation

Plans to continue the project activities after funding ceases:

The Portland Safe Routes to School program knows that it takes time to develop meaningful relationships and impactful programs in a school. Once the relationships and programs are built, you must nourish them for sustainable growth. For this reason, PBOT is committed to support DDSD after funding ceases from this grant. Since PBOT has \$3.7 million dedicated for infrastructure improvements in DDSD available 2019; we will use said programs and lessons learned through this grant to engage the families of DDSD for the planning, education and encouragement of these new infrastructure projects.

V. Evaluation Plan

A. Evaluation Questions

You will be reporting on your objectives in your Project Evaluation for September 30, at the end of every federal grant year requested. At a minimum, each objective should be rephrased as an evaluation question. Add questions that demonstrate expected or potential impact of the project on the state or jurisdiction's traffic safety environment. Avoid yes/no evaluation questions.

	Evaluation Question
1.	What is the baseline mode share measurement for the four new DD survey schools Cherry Park, Lincoln Park, Menlo Park, and Ventura Park? How does this compare to the mode split at other DD elementary schools?
2.	Was there an increase in the percentage of elementary student walking trips to David Douglas schools from the cumulative average of 23%, as initially measured by the Parent Surveys? What did the Parent Surveys indicate for the percentage of elementary student walking trips?
3.	Was there an increase in the percentage of elementary student biking trips to David Douglas schools from the cumulative average of 2%, as initially measured by the Parent Surveys? What did the Parent Surveys indicate for the percentage of student bicycling trips?
4.	Was there an increase in the percentage of elementary student active transportation trips from 31% as initially measured in the Fall 2015 Parent Surveys? What did the Parent Surveys indicate for the percentage of elementary student participation?
5.	Was there an increase in the percentage of middle school student walking trips to DD schools from the cumulative average of 28% as initially measured by the Parent Surveys? What did the Parent Surveys indicate for the percentage of middle school student walking trips?
6.	Was there an increase in the percentage of middle school student biking trips to David Douglas schools from the cumulative average of 2%, as initially measured by the Parent Surveys? What did the Parent Surveys indicate for the percentage of middle school student bicycling trips?
7.	Was there an increase in the percentage of middle school student active transportation trips from 49% as initially measured in the Fall 2015 Parent Surveys? What did the Parent Surveys indicate for the percentage of middle school student participation?
8.	Was there an increase in the number of DD schools participating in SRTS encouragement events? How many schools participated?
9.	Was there an increase in the number of SmartTrips orders from DD families? How many orders were there? What percentage of all orders came from David Douglas schools?
10.	Was a template Action Plan/Annual Record for school-based active transportation activities created? How frequently should this report be completed for each school?
11.	Were Action Plans and Summary Reports created for each David Douglas school? How were these shared with school communities and what was the reception. Is this a valuable tool?

B. Data Requirements

1. Data to be collected: The Data Table presented as Exhibit A will be the reports generated by the National Center for SRTS online DataTool <http://www.saferoutesdata.org/> for the Student Tallies and the Parent Surveys. These reports will be submitted with the January and June quarterly reports. *(All applicants receiving SRTS reimbursement funds will be required to conduct the Student Tally at the beginning of the school year, and the Student Tally **and** Parent Survey at the end of the school year. The forms used must be the National Center for Safe Routes to School's "Student Hand Tally" and the "Parent Survey." Surveys (<http://saferoutesinfo.org/data-central/data-collection-forms>)*

2. Data System

Describe how the data will be collected, stored, and tabulated:

We will conduct the Parent Surveys at the beginning and at the end of the school year. The Parent Surveys will be mailed to the homes of students along with a postage-paid return envelope. The data will then be entered and tabulated into an Excel spreadsheet. This spreadsheet is linked to a reporting form that generates individual reports for each of the schools. Examples of the final reports are available here:

<http://www.portlandoregon.gov/transportation/article/537953>.

School participation in encouragement events (such as Walk + Bike to School Day) will be collected via online sign-up forms. On-going activities (such as a walking school bus) will be recorded as they occur.

C. Evaluation Design

Describe how the data will be analyzed:

We will continue to report on the data we collect as a whole and per individual school. Examples of our current reporting format are available here:

<http://www.portlandoregon.gov/transportation/68040>.

D. Project Evaluation Preparation

A Project Evaluation Report will be submitted to TSD following the requirements given in the Agreements and Assurances/Project Director's Responsibilities (6).

VI. Grant Project Budget Summary

- A. List of major budget items (Personal Services, Travel, Equipment and Supplies, Law Enforcement Overtime, Contractual Services, and Other Direct Costs. Include Source of Match.

Staff: full-time Transportation Demand Management (TDM) Assistant, \$50,000 per year, \$150,000 over the three-year project. PBOT will provide a 45% match, \$120,780 over the three-year project.

B. Budget Allotment

The agency named in this document hereby applies for \$150,000 in Transportation Safety - Safe Routes to School funds to carry out a traffic safety project described in this document.

VII. Budget and Cost Sharing

(Form 737-1003, Budget and Cost Sharing) **To be completed ONLY AFTER applicant has been notified that SRTS Proposed Project is selected for grant award.**

VIII. Exhibits

- A. Exhibit A: Data Table
*SUBMIT hard copies of the summary data **reports** for the Student Tally and the Parent Survey generated by the NCSRTS online DataTool <http://www.saferoutesdata.org/>. If SRTS Application is approved, subsequent Student Tally and Parent Survey reports are to be developed at a later date.)*
- B. Exhibit B: Job Descriptions
Provide copy of job descriptions of all positions assigned to the project with 500 hours or more to be paid with grant funds.
- C. Exhibit C: Letters of Commitment
Provide copies of letters of commitment from those agencies you will be relying upon to accomplish the objectives of the project (e.g., school district superintendent, principal, law enforcement, public health department, etc.)
- D. Exhibit D: Conditions of Approval
To be developed at a later date.

IX. Agreements and Assurances

*(**READ**, but do not sign until grant is approved by TSD and returned to you for signature. **Do not attach to the grant project application.**)*

X. Approval Signatures

I have read and understand the Agreements and Assurances stipulating the conditions under which the funds for which are being applied will be available and can be utilized. **The agency named in this document is prepared to become a recipient of the funds should the grant funds be awarded.**

A. Agency Information

Agency Name*: Portland Bureau of Transportation
 Street Address: 1120 SW 5th Ave., Suite 800
 City: Portland
 State: OR
 Zip: 97204

C. Project Director

First Name: Janis Last Name: McDonald
 Title: Safe Routes to School Organizer Email: Janis.McDonald@portlandoregon.gov
 Phone: 503-823-5358 Fax: 503-823-7576
 Street Address: 1120 SW 5th Ave., Suite 800
 City: Portland

State: ORZip: 97204

Signature: _____ Date: _____

D. Authorizing Official of Agency Completing Application

First Name: MargiLast Name: BradwayTitle: Active Trans. and
Safety Division
ManagerEmail: Margi.Bradway@portl
andoregon.govPhone: 503-823-5667Fax: 503-823-7576Street Address: 1120 SW 5th Ave., Suite 800City: PortlandState: ORZip: 97204

Signature: _____ Date: _____

***Non-profit agencies** must submit proof of exempt status under Code Sec. 501(c)(3)**Mail TWO (2) signed copies, along with CD containing electronic copies of application & other required electronic files to:**

Julie Yip
Safe Routes to School Program, MS# 3
ODOT-Transportation Safety
4040 Fairview Industrial Drive SE
Salem, OR 97302

Julie Yip, (503) 986-4196
Email: Julie.a.yip@odot.state.or.us

Agreements and Assurances**Project Director:**

Margi Bradway, Active Trans. Division
Manager

Signature

Date

Designated Alternate:

Janis McDonald, Active Trans. Division
Safe Routes to School

Signature

Date

Authorizing Government Official:

Steve Novick, Commissioner

Signature

Date

TO BE COMPLETED BY TSD

Project No.: HU-17-10-10

Title: PORTLAND BUREAU OF
TRANSPORTATION SRTS

OTC approval date: June 16, 2016

Total project cost: \$270,993.43

TSD grant funds: \$135,000.00

All matching funds: \$135,993.43

Matching source(s): Local agency

Authority to approve modifications to this
agreement is delegated to the Transportation
Safety Division grant manager.

Manager, Transportation Safety Division Oregon
Department of Transportation

Date



Oregon

Kate Brown, Governor

Department of Transportation
Transportation Safety Division, MS #3
4040 Fairview Industrial Drive SE
Salem, OR 97302-1142
Phone: (503) 986-4190
Fax: (503) 986-3143

August 25, 2016

To whom it may concern:

The Transportation Safety Division (TSD) Safe Routes to School Program is in the process of awarding \$135,000 to the Portland Bureau of Transportation (PBOT) Safe Routes to School Program for a non-infrastructure grant project. This is contingent upon the signing of the Agreements & Assurances by PBOT and TSD and confirmation of the federal funding obligation. The grant will cover a three year period, 2017-2019.

Sincerely,

Julie Yip, Program Manager
Safe Routes to School Program
Transportation Safety Division