

STATE OF HAWAII  
DEPARTMENT OF TRANSPORTATION

ADDENDUM NO.1

FOR

SAFE ROUTES TO SCHOOL PROGRAM

APRIL 17, 2020

The following amendment shall be made to the Notice to Providers:

A. SAFE ROUTES TO SCHOOL 6<sup>th</sup> ROUND APPLICATION

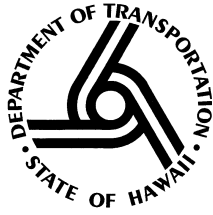
1. Remove and replace the SAFE ROUTES TO SCHOOL 6<sup>th</sup> ROUND APPLICATION with the attached SAFE ROUTES TO SCHOOL 6<sup>th</sup> ROUND APPLICATION dated 4/17/2020.

Note: The following was added to 3.3 Submission of Completed Application

“The Hawaii Department of Transportation Traffic Branch office is currently locked. If submitting an application in person, please make prior arrangements by contacting Tara Lucas by e-mail at [saferoutestoschool@hawaii.gov](mailto:saferoutestoschool@hawaii.gov) or by phone at 692-7696. You can also contact the Traffic Branch secretary by e-mail at [DOT.HWY-T\\_esign@hawaii.gov](mailto:DOT.HWY-T_esign@hawaii.gov) or by phone at 692-7670. Applications can also be mailed.”

Please acknowledge receipt of this Addendum No. 1 by including a statement confirming its receipt in the Proposal.

JADE T. BUTAY  
Director of Transportation



# SafeRoutes

Hawaii Safe Routes to School



## Hawaii Department of Transportation Safe Routes to School Program

### CALL FOR APPLICATIONS

Deadline for submittals: April 30, 2020 at 2:00 p.m.

## Program Guidelines and Application for Non-Infrastructure Projects

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If your organization is interested in submitting an application, please send an e-mail to [saferoutestoschool@hawaii.gov](mailto:saferoutestoschool@hawaii.gov).

If you have any questions, please contact Tara Lucas, Safe Routes to School Coordinator, at 808-692-7696 or e-mail [saferoutestoschool@hawaii.gov](mailto:saferoutestoschool@hawaii.gov).

## 1.0 PROGRAM INFORMATION

### 1.1 Introduction and Background

The State of Hawaii, Department of Transportation (HDOT) is seeking applications to plan, develop, implement and evaluate eligible safe routes to school (SRTS) non-infrastructure projects. Recipients of SRTS federal funds will be responsible for all aspects of project implementation as HDOT's role is as an oversight capacity only.

SRTS is an international effort to increase safety and promote walking and bicycling to/from school. The federally funded SRTS program was established by Section 1404 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), signed into law in 2005. This is HDOT's sixth call for applications to award SRTS federal funds obtained under SAFETEA-LU.

Over the past two to three decades, there has been a significant rise in obesity and physical inactivity in children. The impact on health and health-care costs is high. In 1969, roughly half of all students in grades K-8 walked or biked to school. Now, it's about 15 percent. There is a strong correlation between communities with good bicycle and pedestrian environments, and having more active residents. Air quality and traffic congestion around schools has also become an issue.

### 1.2 Purpose

The goals of the SRTS program are as follows:

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

### 1.3 Scope

The Federal Highway Administration (FHWA) recommends that SRTS efforts be comprehensive in nature and incorporate, either directly or indirectly, the following five components often referred to as the "5 E's":

- Engineering: creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential

conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.

- Education: teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.
- Enforcement: partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, stopping for pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
- Encouragement: using events and activities to promote walking and bicycling.
- Evaluation: monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

Only applications for non-infrastructure projects will be accepted at this time. Non-infrastructure projects address education, enforcement, encouragement and/or evaluation. Engineering improvements can be funded using sources other than SRTS federal funds obtained under SAFETEA-LU.

#### 1.4 Desired Outcomes

Desired outcomes of the SRTS program may include but are not limited to, the following:

- Increased bicycle, pedestrian, and traffic safety
- More children walking and bicycling to and from schools
- Decreased traffic congestion
- Improved childhood health
- Reduced childhood obesity
- Encouragement of healthy and active lifestyles
- Improved air quality
- Improved community safety
- Reduced fuel consumption
- Increased community security
- Enhanced community accessibility
- Increased community involvement
- Improvements to the physical environment that increase the ability to walk and bicycle to and from schools
- Improved partnerships among schools, local municipalities, parents, and other community groups, including non-profit organizations
- Increased interest in bicycle and pedestrian accommodations throughout a community

## **2.0 PROGRAM REQUIREMENTS**

### **2.1 Eligible Recipients**

Eligible recipients of SAFETEA-LU Section 1404 funds to be used for SRTS projects are limited to state, local and regional government agencies, including schools and school districts, and non-profit organizations. Applications will be accepted only from these entities.

### **2.2 Eligible Projects**

Eligible SRTS projects and activities shall directly support increased safety and convenience for students in grades K-8 to walk and/or bicycle to/from school. As previously stated, only applications for non-infrastructure projects will be accepted at this time.

Eligible non-infrastructure projects include, but are not limited to:

- Public awareness campaigns and outreach to press and community leaders.
- Traffic education and enforcement in the vicinity of schools.
- Student sessions on bicycle and pedestrian safety, health, and environment.
- Funding for training, volunteers, and managers of SRTS programs.

All projects that use SRTS federal funds shall comply with applicable federal, state and local provisions including those federal provisions contained in the United States Code (USC) Title 23. Projects not conducted in accordance with applicable federal, state and local provisions shall not be eligible for reimbursement.

### **2.3 Funding**

For each non-infrastructure project, the minimum amount to be awarded shall be \$3,500, and the maximum amount to be awarded shall be \$100,000.

Eligible project costs shall be 100 percent federally funded. No state or local match is permitted.

The SRTS program is a reimbursement program for costs incurred. It is not a “cash up front” program. Recipients of SRTS funds pay for expenses when they are incurred, and then submit for reimbursement on a quarterly basis.

A minimum of 10 percent and a maximum of 30 percent of the total amount of SRTS federal funds apportioned to HDOT under SAFETEA-LU will be used for non-infrastructure projects.

## 2.4 Eligible Expenses

All applicable federal, state and local regulations, including but not limited to the cost principals contained in Title 2 of the Code of Federal Regulations (CFR) Part 200, shall be considered when determining whether project costs are eligible for federal reimbursement. Eligible expenses shall be reasonable and necessary for proper and efficient performance and administration of SRTS projects. Costs incurred prior to receiving written notice to proceed from HDOT shall not be reimbursable.

Fees for professional services provided by a consultant are reimbursable as long as a professional services contract has been procured in accordance with all applicable federal, state and local regulations, including but not limited to:

- United States Code (USC), Title 40, Chapter 11, Sections 1101-1104, otherwise known as the “Brooks Act”, and
- The Hawaii Public Procurement Code, Hawaii Revised Statutes (HRS) Chapter 103D.

Consultant firms that assist in preparing an application shall not be considered during qualifications-based selection processes to procure a professional services contract if that application is selected to receive SRTS funds.

Indirect costs (overhead) are reimbursable. Indirect costs are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project, but contribute to the ability of the applicant to support the program. Samples of indirect costs include but are not limited to: depreciation and use allowances, general administration and general overhead, and operation and maintenance expenses.

Reimbursable expenses for non-infrastructure projects include those associated with the implementation of eligible non-infrastructure projects. Reimbursable expenses for non-infrastructure projects may include:

- Creation and reproduction of promotional and educational materials.
- Bicycle and pedestrian safety curricula, materials and trainers.
- Training, including SRTS training workshops that target school- and community-level audiences.
- Photocopying, duplicating and printing costs, including CDs, DVDs, etc.
- Mailing costs.
- Costs for data gathering, analysis, and evaluation reporting at the local project level.
- Substitute teacher pay, if needed, to cover for faculty attending SRTS functions during school hours.
- Costs for additional law enforcement or equipment needed for enforcement activities.

- Equipment and training needed for establishing crossing guard programs.
- Stipends for parent or staff coordinators. (The intent is to be able to reimburse volunteers for materials and expenses needed for coordination and efforts, not to pay volunteers for their time.)

The following are not considered reimbursable expenses:

- Planning efforts such as a walk or bike audit to identify problem areas and potential projects, or efforts to put together a SRTS plan. These activities should be completed prior to preparing an application for a SRTS project.
- Providing schools with assistance for walk or bike to school days, walking school buses, or bike trains for a period that exceeds one year.
- Providing schools with pedestrian or bike education for the same students for a period that exceeds one year.
- Equipment that will have a significant usable life after the project is completed and can be used for purposes not consistent with SRTS goals, such as computers and cameras.
- Costs for refreshments and incentives for SRTS activities, unless the state determines these expenses to be reasonable and necessary for proper and efficient performance and administration of a SRTS project.

## 2.5 Project Location

Traffic education and enforcement activities shall take place within two miles of a primary or middle school (grades K-8). Other eligible non-infrastructure activities do not have a location restriction.

## 2.6 Project Schedule

All non-infrastructure projects must be completed no later than two years following the date of a signed reimbursement agreement between HDOT and the recipient. For each non-infrastructure project that is selected to be funded, the recipient will be required to provide a detailed project schedule for each phase of the project that is acceptable to HDOT and FHWA before funds are obligated. A period of performance for each phase of the project will be established based on this detailed project schedule. Changes to period of performance will require justification and approval by HDOT and FHWA.

## 2.7 Evaluation

All recipients are encouraged to work with schools that are affected by the project to complete the parent survey and student tally forms provided at <http://saferoutesdata.org/>, and input the collected data into the National Center for Safe Routes to School's data system. However, completing these surveys and inputting the collected data is not required.

## 2.8 Reporting Requirements

Recipients shall submit quarterly reports detailing tasks completed and the status and progress of their project no later than 30 days after the end of each quarter. All reimbursement requests must be accompanied by a progress report and supporting documentation such as receipts, timesheets or other documentation acceptable to HDOT showing costs incurred. Timesheets shall identify the individual performing the services, dates that the individual performed the services, description of work performed and the number of hours worked.

## 2.9 Inappropriate Uses of SRTS Funds

SRTS funds shall not be used for projects that do not specifically serve the stated purposes of the SRTS program. The use of SRTS funds for 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 is not permitted. Education programs that are primarily focused on bus safety is not allowed. In addition, improvements to bus stops are not eligible for this funding.

SRTS funds shall not be used for recurring costs except as specifically provided in the legislation. For example, funds may not be used to pay crossing guard salaries, as these are recurring costs, but funds may be used for crossing guard training programs. Funding requests for allowable costs that are expected to be recurring in future years should include plans for how costs will be funded in the future and a rationale for how federal funding of two years or less will enable leveraging of future financial security for the activity. Programs such as walking school bus routes and educational programs that have already been established and are ongoing are not eligible for funding as they are considered a recurring cost.

## 2.10 Project Modifications After Award

After a project is awarded funding, any changes to the project, including the project manager or project team members, must be approved of by HDOT in writing.



### **3.0 APPLICATION PROCESS**

#### **3.1 General Information**

Applicants must comply with the requirements of this application. Each application shall contain sufficient information to enable a committee to fully evaluate the proposed project and determine the applicant's capability to comply with requirements of the proposed project. Applicants shall respond to all questions contained in Section 5.0 – Application Questions clearly and completely. Applicants who fail to respond adequately may be eliminated from further consideration.

#### **3.2 Notification of Interest**

If your organization is interested in submitting an application, please send an e-mail to [saferoutestoschool@hawaii.gov](mailto:saferoutestoschool@hawaii.gov) to notify HDOT of your interest. Organizations without access to e-mail can call 808-692-7696 to indicate their interest. Your contact information will only be used in the event that changes or clarifications are necessary, and is not required for, or part of, the evaluation process.

#### **3.3 Submission of Completed Applications**

Each application shall include one (1) original and three (3) copies. The original shall be cleared, marked, "ORIGINAL" and copies clearly marked "COPY". Applications must be received and time stamped by April 30, 2020 at 2:00 p.m., at the following address:

Department of Transportation, Highways Division  
Traffic Branch  
601 Kamokila Boulevard, Rm 602  
Kapolei, Hawaii 96707  
Attention: Tara Lucas

Failure to provide a complete application at the time of submission may result in the application being deemed unacceptable and eliminated from consideration. Applications that are received or time stamped after the deadline stated above will not be considered.

The Hawaii Department of Transportation Traffic Branch office is currently locked. If submitting an application in person, please make prior arrangements by contacting Tara Lucas by e-mail at [saferoutestoschool@hawaii.gov](mailto:saferoutestoschool@hawaii.gov) or by phone at 692-7696. You can also contact the Traffic Branch secretary by e-mail at [DOT.HWY-T\\_esign@hawaii.gov](mailto:DOT.HWY-T_esign@hawaii.gov) or by phone at 692-7670. Applications can also be mailed.

### 3.4 Confidentiality Request

If the applicant desires certain information in its application (i.e., trade secrets and other proprietary data) to remain confidential, the applicant shall submit a written request to HDOT along with the application asking that such information not be disclosed. The information that is requested to be confidential shall accompany the application and be readily separable in order to facilitate public inspection of the non-confidential portion. Price is not considered confidential and will not be withheld. HDOT will make a determination as to whether such information will remain confidential and notify the applicant. If HDOT determines the information will not remain confidential, the applicant must, within ten (10) days after receiving notice of HDOT's determination, notify HDOT in writing of their decision to withdraw the application in its entirety or have the application considered without the purported confidential information.

## 4.0 PROJECT SELECTION

### 4.1 Selection Process

Applications will be evaluated by an evaluation committee, which at a minimum will be composed of representatives from HDOT. The evaluation committee may seek input and advice from other agencies and organizations.

The evaluation committee or members of the evaluation committee may conduct discussions or meetings with any applicant, and contact 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 shall be available for discussions or meetings with prior notice from HDOT. Applicants who fail to clarify or correct their application after having been notified or questioned may be eliminated from further consideration.

The number of awards will depend on evaluation of the proposed projects, number of qualified applications received, cost of proposed projects, and amount of SRTS federal funds available.

HDOT reserves the right to reject any or all applications in whole or in part, to undertake discussions with applicants and prospective applicants, and to accept additional applications or modified applications which, in HDOT's judgment, will be most advantageous to the State of Hawaii, cost and other factors considered. HDOT reserves the right to waive defects in any application if such action is in the best interest of the state.

### 4.2 Scoring Criteria

Points will be awarded based on how effectively each application satisfies the following criteria, with a maximum possible point total of 100.

#### Existing Conditions *(15 points possible)*

- Identified obstacles and issues, and supporting information such as traffic counts, community and school surveys or audits, speed surveys, speed limits, number of traffic lanes, width of lanes and shoulder (if present), environmental factors, land owner issues, etc. *(0-10 points)*
- Number of students in grades K-8 who currently walk or bicycle to or from school compared to number of students in grades K-5 who live within one mile of school and number of students in grades 6-8 who live within 1.5 miles of school. Higher percentage receives more points. *(0-3 points)*
- Affected schools are Title I schools. *(0-2 points)*

**Existing SRTS Efforts (10 points possible)**

- A SRTS plan has been developed, and the proposed project is consistent with the SRTS plan. (0-8 points)
- Existing programs and activities are in place to support and encourage walking and bicycling to/from school. (0-2 points)

**Project Scope (30 points possible)**

- Potential for the project to solve or mitigate the identified obstacles and issues. (0-9 points)
- Potential for the project to increase the number of students in grades K-8 walking and bicycling to/from school. (0-7 points)
- Potential for the project to reduce the likelihood of injuries and fatalities for students in grades K-8. (0-7 points)
- The usefulness or necessity of the project. (0-7 points)

**Schedule (5 points possible)**

- The project schedule is efficient and realistic. (0-5 points)

**Project Team (30 points possible)**

- The project team is qualified to implement the project and has the capacity to adhere to the project schedule. (0-10 points)
- The project team members have experience managing similar projects. (0-5 points)
- The project team members have demonstrated good performance on past SRTS projects and/or federal-aid projects. (0-10 points)
- Partnerships and collaborations have been developed with organizations important to the success of this project. (0-5 points)

**Cost Estimate (10 points possible)**

- All costs are reasonable and related to project activities. (0-5 points)
- Cost per student. Consider the amount of SRTS funding requested compared to number of K-8 students that will be directly influenced by the project. Lower cost receives more points. (0-5 points)

**4.3 Notification of Award**

All applicants will be notified by HDOT in writing whether or not they have been selected to receive SRTS funds. Awards may be made in stages as funds are obligated or made available.

## 5.0 APPLICATION QUESTIONS

For each application, provide responses to the following. If a question is not applicable to your particular situation, please indicate by stating “n/a”.

### 5.1 Contact Information Sheet

Please complete the contact information form in Appendix A and include this form as the first page of your application. The person identified as the applicant's contact on the contact information sheet will be the main point of contact for HDOT staff.

### 5.2 Summary

Briefly describe, in 50 words or less, the proposed project that will be implemented if selected to receive safe routes to school (SRTS) funds.

### 5.3 Existing Conditions

- A. Describe the current conditions for walking and bicycling in your school area. What are the obstacles and issues (physical or perceived) which prevent more students from walking and bicycling to/from school? Photos may be included to assist in illustrating the current situation.
- B. Provide relevant information such as traffic counts, community and school surveys or audits, speed surveys, speed limits, number of traffic lanes, width of lanes and shoulder (if present), environmental factors, land owner issues, etc. as appropriate.
- C. Provide a map indicating a two-mile radius around affected school(s) and identify the location of neighborhoods served by the school(s), proposed project, and any other relevant information such as designated routes or locations of existing obstacles. Please limit map size to no larger than 11"x17".
- D. Provide the following information about student population for each affected school with students in grades K-8 if available. Also, for items 6-9 below, indicate the data source, such as parent surveys, student tallies, pedestrian counts or estimates, and date data was collected.
  1. School name
  2. Grades of students at school
  3. Number of K-8 students enrolled at school
  4. Number of K-5 students living within one mile of the school
  5. Number of grade 6-8 students living within 1.5 miles of the school
  6. Number of K-8 students who currently walk to or from school
  7. Number of K-8 students who currently bicycle to or from school
  8. Number of K-8 students currently driven to or from school
  9. Number of K-8 students currently bussed to or from school

10. Is the school a Title I school?

- E. Provide any other pertinent demographic information about the community and/or school.

#### 5.4 Existing SRTS Efforts

- A. Describe any existing activities or conditions at the affected school(s) that enhance biking or walking to/from school. These could be engineering changes already undertaken, events, classroom activities, enforcement or other items that make walking and biking easier, safer or a preferred transportation choice.
- B. Does your school or community have a SRTS plan? If so, please attach a copy to your application. If not, describe any assessments of walking and bicycling conditions that were undertaken, including the date the assessment was completed, and the individuals and organizations that were involved.

#### 5.5 Project Scope

- A. Describe the proposed project in detail, including project objectives.
- B. How will the proposed project address the current obstacles and issues, increase the number of students walking and bicycling to/from school, and/or improve student safety?
- C. Explain what other alternatives were investigated if any and why they were not valid solutions.
- D. How will the project continue after the SRTS grant period?

#### 5.6 Project Schedule

Describe your project development schedule from start to finish. Upon receiving written notice to proceed (NTP) from HDOT, how quickly can you begin your project? Please include the following information in your discussion.

Estimated Project Development Schedule (time from NTP):

Planning:	Start_____	Finish_____
Implementation:	Start_____	Finish_____
Evaluation:	Start_____	Finish_____

Reminder: Costs incurred prior to receiving written NTP from HDOT are not eligible for reimbursement. Also, all non-infrastructure projects must be completed no later than two years following the date of a signed reimbursement agreement between HDOT and the recipient.

## 5.7 Project Team

- A. If awarded SRTS funds, who will manage each phase of the project? Describe their qualifications and experience managing other projects that are similar in nature.
- B. List similar SRTS and/or recent federal-aid projects that the project team members have successfully completed. Include a description of the project and responsibilities of the project team members for those previous projects.
- C. 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 a consultant.
- D. Who are your partners, and what would their roles and responsibilities be to ensure the success of your project? Partners could include but are not limited to: school officials, local traffic engineers, law enforcement agencies, public health agencies or organization, school-based associations, local elected officials, non-profit groups, bicycle clubs, local businesses, other community groups, etc. Attach a letter of agreement from each partnering organization to your application that documents that organization's support of the project, and identifies in detail what their roles and responsibilities would be to implement the project. For applicants other than schools who are applying for projects that include school activities, attach a letter of support from the affected schools that states the school activities will be allowed.

## 5.8 Cost Estimate

- A. Submit an itemized budget for all project costs using the format of the example shown in Appendix B.
  1. Separate costs into the following categories as shown in Appendix B:
    - a. External Personnel
    - b. Internal Personnel
    - c. Equipment and Supplies
    - d. Promotion/Advertising
    - e. Postage
    - f. Printing
    - g. Facility Rental
    - h. Other
  2. Local funds are not allowed.
  3. In-kind donations are allowed but not required.
  4. Contingencies are not allowed. Any cost overruns are the responsibility of the applicant.
  5. Cost estimates shall not include cost of review and oversight by HDOT.
- B. Specify who prepared the cost estimate.

- C. Provide the total amount of SRTS funding requested divided by the total number of K-8 students who will directly benefit from the project. For example, if the project consists of bicycle education for grades 4-6 only, provide the total amount of SRTS funding requested divided by the number of students in grades 4-6. If a non-infrastructure project will directly benefit the entire student body, provide the total amount of SRTS funding requested divided by the number of students in grades K-8 at all affected schools.

Reminder: The minimum amount to be awarded for each project shall be \$3,500, and the maximum amount to be awarded shall be \$100,000.



**Appendix A:**  
**Contact Information Form**



## Hawaii Safe Routes to School Program Contact Information

Please complete the information below and **include this form as the first page of your application**. The person identified as the contact for the applicant will be the main point of contact for Hawaii DOT staff. Only applications for non-infrastructure projects will be accepted at this time.

### PROJECT INFORMATION

Project Title: \_\_\_\_\_

Brief Description of the Project: \_\_\_\_\_

School(s) Affected by the Project: \_\_\_\_\_

Amount of SRTS Funding Requested: \_\_\_\_\_

### APPLICANT INFORMATION

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Organization: \_\_\_\_\_

(check one) ☐ School ☐ School District ☐ Government Agency ☐ Non-Profit

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Best Phone # to Call: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

### PARTNERING ORGANIZATION INFORMATION

Complete this section with contact information from each partnering organization if applicable. Partnering with other organizations is optional. Attach additional sheets if necessary.

#### PARTNERING ORGANIZATION 1

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Organization: \_\_\_\_\_

(check one) ☐ School ☐ School District ☐ Government Agency ☐ Non-Profit ☐ Other

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_



Best Phone # to Call: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

## PARTNERING ORGANIZATION 2

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Organization: \_\_\_\_\_  
(check one) ☐ School ☐ School District ☐ Government Agency ☐ Non-Profit ☐ Other

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Best Phone # to Call: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

The award of Safe Routes to School funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement or maintenance; and 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 adequate maintenance of any new or improved facilities.

I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Department is required prior to authorization of funds.

Representing the \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**Appendix B:**

**Sample Project Cost Estimate  
for a Non-Infrastructure Project**

### Sample Project Cost Estimate for a Non-Infrastructure Project

Task or Item	Approx. Quantity	Unit	Unit Price	Total Cost
<b>EXTERNAL PERSONNEL</b>				
Consultant to develop bicycle and pedestrian safety lesson plans, and train PE teachers to teach bicycle and pedestrian safety to students.	40	Hours	\$ 100.00	\$ 4,000.00
Certified Cycling Instructor to offer bike rodeos to grades 4-6	200	Students	\$ 15.00	\$ 3,000.00
Graphic Designer to design pamphlets, banner and newspaper ads to promote bike and pedestrian safety	10	Hours	\$ 40.00	\$ 400.00
<b>INTERNAL PERSONNEL</b>				
Alice Aloha, Executive Director	20	Hours	\$ 30.00	\$ 600.00
John Doe, Pedestrian and Bicycle Safety Specialist	80	Hours	\$ 20.00	\$ 1,600.00
Richard Roe, Clerical	16	Hours	\$ 10.00	\$ 160.00
<b>EQUIPMENT AND SUPPLIES</b>				
Markers for mapping project	10	Pkg	\$ 5.00	\$ 50.00
Maps for children's bike and walk study	20	Each	\$ 5.00	\$ 100.00
Rental fee for bicycles and bicycle helmets to be used by students during bicycle education classes	24	Each	\$ 10.00	\$ 240.00
<b>PROMOTION AND ADVERTISING</b>				
Ad space for newspaper ads promoting driver safety	4	Each	\$ 200.00	\$ 800.00
<b>POSTAGE</b>				
Mail pamphlets to households surrounding school	200	Each	\$ 0.45	\$ 90.00
<b>PRINTING</b>				
Pamphlets	500	Each	\$ 2.00	\$ 1,000.00
Banner for sign waving awareness campaign	1	Each	\$ 200.00	\$ 200.00
<b>FACILITY RENTAL</b>				
City Center Rec Room	15	Hours	\$ 10.00	\$ 150.00
<b>OTHER</b>				
<b>TOTAL PROJECT COST</b>				<b>\$ 12,390.00</b>

Estimated costs are shown for demonstration purposes only.