



WisDOT Safe Routes to School: Non-Infrastructure Training

Transportation Alternatives Program
State Fiscal Year 2014-2018 Award Cycle



Contact Information

Tressie Kamp

Statewide Multi-Modal Programs Manager

tressie.kamp@dot.wi.gov

(608) 266-3973



Learning Objectives

- ▶ Sponsors will be able to define requirements applicable to WisDOT Safe Routes to School (SRTS) non-infrastructure award
- ▶ Sponsors will be able to identify resources to utilize when developing and carrying out their project



THE BIG PICTURE

- ▶ WisDOT and Sponsors must comply with all applicable federal requirements, regardless of award or purchase
- ▶ Contact WisDOT with questions BEFORE to purchasing to avoid loss of project funding



Introduction to SRTS

- ▶ CAPPED project costs, cyclical (not ongoing) requests for additional funding
- ▶ Please refer to WisDOT [SRTS](#) and [TAP](#) websites
 - Broadly, SRTS encourages children in grades K-8 to walk and bike to school by creating safer walking and biking routes
 - No federal eligibility changes under TAP



Introduction to SRTS

THE FIVE Es

- **Engineering**
- Education
- Enforcement
- Encouragement
- Evaluation



SRTS Partners

- ▶ [FHWA](#) = source of federal funds
 - Provides useful federal guidance and information
- ▶ WisDOT = administrator of federal funds
 - Central Office
 - [Regional Offices](#)
- ▶ Sponsor



SRTS: Important Updates

- ▶ No funding set-aside: SRTS applications competed with other TAP applications (bike-ped)
- ▶ SRTS projects now funded at 80/20
 - Each invoice processed at this percentage.



SRTS: Important Updates

- ▶ WisDOT must receive your first reimbursement request by 8/1/2018
 - Four years from 8/1/2014 approval letter
 - Leave plenty of time for WisDOT to review and request additional documentation before your deadline



SRTS: Important Updates

- Non-profit organizations are not eligible sponsors.
 - All invoices must come from project sponsor
 - Responsibility of the sponsor to pay all invoices, including any from non-profit/secondary sponsor, and seek reimbursement from WisDOT with proper proof of payment



Resources

[WisDOT SRTS Website](#)



- Non-Infrastructure Guidance
- Sponsor's Guide
 - Infrastructure versus non-infrastructure

Resources

- ▶ [SRTS National Partnership](#)
- ▶ [National Center for SRTS](#)

Federal partners provide webinars and other resources

- ▶ Wisconsin SRTS leaders
 - Start collaborating today!
 - Work with WisDOT, [current and previous sponsors](#)



Step 1: State-Municipal Agreement

- ▶ Non-infrastructure SMAs = contract between Sponsor & WisDOT Central Office
 - Signature from head of appropriate local unit of government
- ▶ Project summary
- ▶ Funding table
- ▶ Terms & conditions



Step 2

Authorization to Receive Federal Funding



Step 2: Authorization

- ▶ Project award ≠ Sponsor can expend funds
- ▶ Signed SMA ≠ Sponsor can expend funds
- ▶ Project must be in TIP/STIP
- ▶ Wait for receipt of Authorization to Incur Costs form from Multi-Modal PM

***Avoid risk of losing project funds



Your project is authorized...



- ▶ Record Keeping
- ▶ Purchasing
- ▶ Reimbursement
- ▶ Project Changes
- ▶ Project Completion

Record Keeping

- ▶ Maintaining a project file is essential
- ▶ When in doubt, retain information
 - Default = 7 years
 - File is the measure of project success in event of audit



Purchasing Overview

- ▶ \leq \$5,000: choose vendor based upon ability to supply
Exception: PRINTING
- ▶ \$5,000 - \$25,000: follow Equipment Purchasing Process
- ▶ \geq \$25,000: use sealed bid/competitive RFP
- ▶ [Consult WisDOT SRTS non-infrastructure guidance](#)



Equipment Purchasing Process

- ▶ Use for the following type of purchases:
 - \$5,000 - \$25,000
 - Whether purchasing equipment or not
 - Speed trailers
 - Moveable signs
 - Multiple bike racks
 - Purchases of bicycle fleets
 - Etc.



Equipment Purchasing Process

- ▶ Send request to advertise email
 - Vendors that have or will be contacted
 - Any product specifications sheet
 - For signs/bike racks, include a map/sketch of where they will be located
- ▶ Receive initial approval from Multi-Modal PM
- ▶ Send request to award form
- ▶ Receive final approval from Multi-Modal PM
- ▶ Make purchase



Reimbursement

- 1) Sponsor pays project costs
- 2) Sponsor submits reimbursement request.
WisDOT cannot process request from other entity
- 3) WisDOT reimburses sponsor



Reimbursement

- ▶ Send WisDOT form [DT 1713](#) to Multi-Modal PM
 - Attach all necessary documentation, including proof of payment
 - See WisDOT SRTS non-infrastructure guidance for specific requirements
 - SRTS Coordinator
 - Bike Racks
 - Etc.



Reimbursement

Expend award within project budget categories

	Allowable Amount	Previously Invoiced	Current Invoice Amount	Total to Date	Balance to Finish
SRTS Coordinator	\$134,630.00	\$76,647.20	\$6,971.18	\$83,618.38	\$51,011.62
SRTS Planning	\$85,280.00	\$1,591.53		\$1,591.53	\$83,688.47
Education	\$14,480.00	\$117.45	\$0.00	\$117.45	\$14,362.55
Encouragement	\$17,375.00	\$6,236.90		\$6,236.90	\$11,138.10
Bike Racks	\$24,375.00	\$0.00	\$0.00	\$0.00	\$24,375.00
Signage	\$3,770.00	\$456.27		\$456.27	\$3,313.73



Project changes

▶ Scope Changes

- See [Sponsor's Guide](#) § 5.4
- Send non-infrastructure scope change requests to Statewide Multi-Modal PM



Project completion

- ▶ Your project agreement will require completion by 8/1/2021
 - FHWA tracks inactive projects
- ▶ Limited possibility for extension
 - See [Sponsor's Guide](#) § 5.12
 - Send requests to Statewide Multi-Modal PM



Project completion

- ▶ Final reimbursement request should include [Project Completion Certificate](#)
 - Submit to Multi-Modal PM
- ▶ Mark as “final”
- ▶ [Survey Requirements](#)
 - Pre & Post Surveys:
<http://www.dot.wisconsin.gov/localgov/aid/saferoutes-surveys.htm>



Next steps...



- ▶ Wait for authorization to incur costs before spending funds
- ▶ Don't hesitate to contact WisDOT with future purchasing questions to ensure that your community's expenses are reimbursable

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