

**Jon Kaplan, P.E.**  
**Bicycle and Pedestrian Coordinator**  
**State of Vermont**  
**Operations and Safety Bureau**  
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*Agency of Transportation*

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September 20, 2022

VIA EMAIL

TO: Interested Parties  
FROM: Jon Kaplan, Bicycle and Pedestrian Coordinator  
RE: 2022 VTrans Safe Routes to School Spot Improvement Program

I am happy to announce that we are soliciting applications for spot improvement projects using Safe Routes to School funding still available to VTrans. The intent of this project opportunity is to make important spot improvements to make it easier for children to walk or bike to school.

Improvements may include any of the following facilities:

- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Shoulders (generally a minimum of 3-feet wide to accommodate bicyclists)
- Sidewalks
- Pedestrian crossing improvements, including median pedestrian refuge islands
- Pedestrian signals
- Improvements that address requirements of the Americans with Disabilities Act
- Shared-use paths (designed for use by both bicyclists and pedestrians)

Projects may be combinations of any of the above facilities.

The ideal project will be on a municipally maintained road and will not require right of way acquisition, utility relocation or complex structural elements. Projects specifically identified in a school travel plan or other municipal planning document will be favored.

**Eligible applicants** for the SRTS Spot Improvement projects include the following:

- A school district or school that is identified as a partner school actively working on SRTS with Local Motion (Partner schools listed here - [https://www.localmotion.org/safe\\_routes\\_to\\_school\\_vt](https://www.localmotion.org/safe_routes_to_school_vt) ).
- A municipality in which a school meeting the above criteria is located.

More details about this opportunity and application documents may be found [here](#). You may also obtain a copy or ask any questions about the program or application process by contacting me by phone at (802) 498-4742 or email at [jon.kaplan@vermont.gov](mailto:jon.kaplan@vermont.gov).

All applications must be submitted in electronic format as Adobe .pdf files. Hard copy applications will NOT be accepted. Complete applications are due on November 10, 2022.

I strongly urge you to work with your Regional Planning Commission. These organizations are valuable resources and can help you refine your project. Additionally, VTrans staff are available to consult regarding potential projects and to conduct a site visit, if necessary, to help ensure a successful application. Please contact me as soon as practicable regarding possible site visits.

Selected projects will be designed, put out to bid as a single project, and overseen by VTrans. **Funds will not be granted to the town/school. All project costs (design, construction, etc.) will be paid with Federal Safe Routes to School funds that do not require local match. After improvements have been completed, the improved infrastructure will become the maintenance responsibility of the applicable municipality/school.**

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon Kaplan". The signature is fluid and cursive, with a large initial "J" and "K".

Jon Kaplan, P.E.  
Bicycle and Pedestrian Coordinator