

*Hailey Fire Dept.
617 S. Third Street
P.O. Box 1192
Hailey, Idaho 83333*



*Capt. Michael Baledge
Fire Marshal
Office: 208-788-3147
Fax: 208-788-0279
E-mail:
mike.baledge@haileycityhall.org*

MEMO

Date: June 2, 2010
To: City Council
From: Mike Baledge
RE: Fireworks Stands

The Hailey Fire Department has received two applications from Bruce Weaver of Outlet Fireworks and one from Phantom Fireworks for firework stands. The two stands from Outlet Fireworks will be in locations where stands have been in prior years and the one from Phantom Fireworks will be in a new location at 710 N. Main, across from Wood River Motors. Also, the required applications and documentation has been received and reviewed for the 2010 4th of July fireworks display. The display is located on the Wood River High School Property.

All of the applications are complete with all the information and fees the required by section 5.24 of the Hailey Municipal Code. At this time I would like to recommend to the council that the applications be approved.

Capt. Mike Baledge
Fire Marshal
City of Hailey

Application for Permit for a Public Display of Pyrotechnics

Lantis Fireworks and Lasers

P.O. Box 491
Draper, UT 84020
(800) 443-3040
Fax (801)768-2433

Authority having Jurisdiction:

Hailey Fire Department
115 Main St. South
Hailey, ID 83333

Sponsor

City Of Hailey
115 Main St
Hailey, ID 83333

Lantis Productions, Inc. on behalf of the Sponsor Listed Above requests a permit to conduct a public display of fireworks in accordance with Federal, State and Local Laws and Ordinances.

Date(s): July 4, 2010

Site Information:

Time/Length: 20 min.

Wood River High School

Pyrotechnic Operator(s) Ron Miller

Number:

(where required)

Proof of current **General Liability Insurance** is attached.
A **detailed diagram** of the proposed firing site is attached.

Office contact:

801-571-2444 Fax (801) 768-2433

Description of Display: Areal display.

Fireworks fired electronically and manually in racks.

Aerial Pyrotechnics (>125 foot typical altitude):

20-2.5" Shells

245-3" Shells

170-5" Shells

40- 6" Shells

25- 7" Shells

Indoor Pyrotechnics (Special Effects): None

PERMISSION TO CONDUCT A PUBLIC DISPLAY OF PYROTECHNICS AS SPECIFIED HEREIN

IS HEREBY:

PERMITTED

DENIED

Circle Appropriate

Signature of Permitting Authority

Date

Title

Lantis Fireworks and Lasers Permit Reference No.

Printed 10/2/2001 9:35 PM



HAILEY FIRE DEPARTMENT

APPLICATION FOR SAFE AND SANE FIREWORKS PERMIT

PLEASE RETURN THE COMPLETED APPLICATION FORM WITH THE FOLLOWING ITEMS BEFORE JUNE 1ST:

- \$100.00 PERMIT FEE
- \$50.00 INSPECTION FEE includes required Pre-Installation Inspection, Installation Inspection and Clean-Up Inspection. Any subsequent inspections may be subject to additional inspection fees as outlined in the Hailey Fire Dept. Permit Fee Schedule.
- COMPLETE LIST OF FIREWORKS TO BE SOLD
- LEGAL DESCRIPTION AND SITE PLAN WITH REQUIRED SETBACKS OF FIREWORKS SALE LOCATION
- WRITTEN PROOF OF OWNERSHIP OR AUTHORIZATION TO USE PROPERTY FOR FIREWORKS SALES
- CERTIFICATE OF INSURANCE (5.24.090) ONE HUNDRED THOUSAND DOLLARS PER OCCURANCE
- \$100.00 CLEAN-UP BOND (5.24.080)

APPLICANT'S FULL NAME: Bruce Weaver
 BUSINESS NAME: (If applicable) Outlet Fireworks LLC
 PHYSICAL ADDRESS OF APPLICANT: 1619 Brookfield Ct Twin Falls Id 83301
 MAILING ADDRESS OF APPLICANT: SAV
 (IF DIFFERENT FROM ABOVE)
 APPLICANT PHONE: 208-734-5051 DATE OF BIRTH: 12/13/47
 APPLICANT'S STATE SALES TAX PERMIT NUMBER: 002568351-5
 PROPOSED LOCATION OF FIREWORKS STAND: Albertson's 911 E. Main St
 PROPERTY OWNER NAME: Albertson's Inc
 PROPERTY OWNER MAILING ADDRESS: 250 E Parkcenter Blvd Boise Id 83706
 PROPERTY OWNER PHONE: Store Manager Mr Green 788-6709

Please attach the names, addresses and phone numbers of Principal Officers, Trustees, and or Directors if any, of the Applicant. Bruce Weaver David Weaver LLC
Phyllis Weaver

I declare under penalty of perjury that the above information contained herein is to the best of my knowledge and belief true and correct. I further declare that I have read the rules and regulations which concern the retail sale and storage of fireworks in the City of Hailey and will abide by the contents therein.

Bruce Weaver
 Signature
Bruce Weaver
 Printed Name

Partner
 Title
5-24-10
 Date



HAILEY FIRE DEPARTMENT

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- \$100.00 CLEAN-UP BOND (5.24.080)

APPLICANT'S FULL NAME: Bruce Weaver
 BUSINESS NAME: (If applicable) Outlet Fireworks
 PHYSICAL ADDRESS OF APPLICANT: 1619 Brookfield Ct Tain Falls, Id. 83301
 MAILING ADDRESS OF APPLICANT: same
 (IF DIFFERENT FROM ABOVE)
 APPLICANT PHONE: 208-734-5051 DATE OF BIRTH: 12/13/47
 APPLICANT'S STATE SALES TAX PERMIT NUMBER: 002568351-5
 PROPOSED LOCATION OF FIREWORKS STAND: King's 616 Main St Hailey Id. 83333
 PROPERTY OWNER NAME: Tom King
 PROPERTY OWNER MAILING ADDRESS: 1650 Bedke Blvd Burley Id. 83318
 PROPERTY OWNER PHONE: 208-678-3978

Please attach the names, addresses and phone numbers of Principal Officers, Trustees, and or Directors if any, of the Applicant. Bruce Weaver David Weaver
Phyllis " " LLC

I declare under penalty of perjury that the above information contained herein is to the best of my knowledge and belief true and correct. I further declare that I have read the rules and regulations which concern the retail sale and storage of fireworks in the City of Hailey and will abide by the contents therein.

Bruce Weaver
 Signature
Bruce Weaver
 Printed Name

Partner
 Title
5-24-10
 Date



HAILEY FIRE DEPARTMENT

APPLICATION FOR SAFE AND SANE FIREWORKS PERMIT

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- CERTIFICATE OF INSURANCE (5.24.090) ONE HUNDRED THOUSAND DOLLARS PER OCCURANCE
- \$100.00 CLEAN-UP BOND (5.24.080)

COPY

APPLICANT'S FULL NAME: Joe Witter
 BUSINESS NAME: (If applicable) Big Bear of Utah / Phantom Fireworks
 PHYSICAL ADDRESS OF APPLICANT: 124 W. Burton Ave. LLC, VT 05413
 MAILING ADDRESS OF APPLICANT: _____
 (IF DIFFERENT FROM ABOVE)
 APPLICANT PHONE: 801-486-1516 DATE OF BIRTH: 01/14/1980
 APPLICANT'S STATE SALES TAX PERMIT NUMBER: TWN 002119-5
 PROPOSED LOCATION OF FIREWORKS STAND: 710 N. Main St. Hailey, ID 83333
 PROPERTY OWNER NAME: 710 NORTH MAIN STREET LLC
 PROPERTY OWNER MAILING ADDRESS: P.O. Box 1271 Ketchum ID 83340
 PROPERTY OWNER PHONE: 208-726-1780

Please attach the names, addresses and phone numbers of Principal Officers, Trustees, and or Directors if any, of the Applicant.

I declare under penalty of perjury that the above information contained herein is to the best of my knowledge and belief true and correct. I further declare that I have read the rules and regulations which concern the retail sale and storage of fireworks in the City of Hailey and will abide by the contents therein.

Joe Witter
 Signature
Joe Witter
 Printed Name

Regional Manager
 Title
5-30-2010
 Date

Hailey Fire Department, 617 3rd Avenue South, PO Box 1192, Hailey, ID 83333
 Phone (208) 788-3147/FAX (208) 788-0279

04/07

AGENDA ITEM SUMMARY

DATE: 6/14/10 DEPARTMENT: Engr DEPT. HEAD SIGNATURE: 

SUBJECT: Motion to authorize the Mayor to sign the FY 2011 Safe Routes to School State/Local Agreement for sidewalk along Woodside Blvd.

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The City of Hailey received a SR2S Grant for 2011 for adding sidewalk along Woodside Blvd to connect into the existing sidewalk installed by the School District during Woodside Elementary construction. This work would be constructed in summer, 2011.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: Tom Hellen Phone # 788-9830 Ext 14
Comments: _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)
____ City Attorney ____ Clerk / Finance Director ____ Engineer ____ Building
____ Library ____ Planning ____ Fire Dept. _____
____ Safety Committee ____ P & Z Commission ____ Police _____
____ Streets ____ Public Works, Parks ____ Mayor _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____

City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: Record
Copies (all info.): _____

*Additional/Exceptional Originals to: _____
Copies (AIS only)



IDAHO TRANSPORTATION DEPARTMENT

P.O. Box 7129
Boise ID 83707-1129

(208) 334-8000
itd.idaho.gov

May 19, 2010

Thomas Hellen
Public Works Director
City of Hailey
115 Main Street S
Hailey, ID 83333

RECEIVED

MAY 25 2010

(TH)

Please find enclosed two originals of the State/Local Agreement (S/LA) between the Idaho Transportation Department (ITD) and the City of Hailey for Safe Routes to School Project #12087. The project is funded at \$0 for non-infrastructure and \$90,000 for infrastructure portions of the project.

Please obtain your agency or organization's authorizing signature on both originals and return them to me for final signatures. City sponsors must also sign the Resolution/Certification page. You will receive official authorization to proceed with a copy of the fully executed S/LA. Please contact your local Idaho Transportation Department District Engineer to arrange a pre-project conference for the construction part of your project. Also enclosed, please find a copy of the 2101 SR2S Program Manual; please follow all of the steps from development to reimbursement to ensure your Federal-Aid project is in compliance.

I look forward to working with you and wish you every success with your SR2S project. Please do not hesitate to contact me at 334-4474 should you have any questions, or if I can be of assistance.

Sincerely,

Marge Toler

Marge Toler
Assistant SR2S Coordinator
Office of Highway Operations and Safety
PO Box 7129
Boise, ID 83707-1129
208-334-4474
marge.toler@itd.idaho.gov

**STATE/LOCAL AGREEMENT
FY 11 SAFE ROUTES TO SCHOOL
PROJECT NO. A012(087)
HAILEY WOODSIDE BLVD. SIDEWALK
KEY NO. 12087**

PARTIES

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the IDAHO TRANSPORTATION DEPARTMENT, hereafter called the State and the CITY OF HAILEY, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested funding under the Safe Routes to School (SR2S) Program to provide infrastructure and non-infrastructure projects that benefit elementary and middle school children in grades K-8 as detailed in the project Application. A copy of the project Application is attached as Exhibit A. The purpose of this Agreement is to set out the terms and conditions necessary to obtain Federal-aid participation in the work.

NOTE: Local Agencies should refer to the SR2S Project Development Manual for information regarding administration of the Safe Routes to School projects.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

I. NON-INFRASTRUCTURE ACTIVITIES N/A

1. The total funds available for non-infrastructure activities identified in Exhibit A is \$-0-.
2. The State's contact for non-infrastructure activities is as follows:

Jo O'Connor
Safe Routes to School Coordinator
Office of Highway Operations and Safety
Idaho Transportation Department
PO Box 7129,
Boise ID 83707-1129
Telephone: 208-334-4475
Fax: 208-334-4440
e-mail: JOConnor@itd.idaho.gov

THE STATE SHALL:

3. Enter into an Agreement with the Federal Highway Administration covering the federal government's pro rata share of costs of the non-infrastructure activities, up to the Federal-aid maximum identified in Section I, Paragraph 1. above.
4. Through its Safe Routes to School Coordinator, will provide guidance and support to the Sponsor in development of the non-infrastructure portion of this project.
5. Upon receipt of appropriate documentation showing expenditure of funds for the non-infrastructure portion of this project, reimburse the Sponsor up to the Federal-aid maximum identified in Section I, Paragraph 1. above.

THE SPONSOR SHALL:

6. Develop the non-infrastructure activities as detailed in Exhibit A. Upon official notification to proceed, undertake the following items numbered 7-13 to maintain compliance.
7. Seek the written approval of the Safe Routes to School Coordinator before making all non-infrastructure purchases, acquiring services, awarding stipends, or purchasing incidentals, and provide details of all prizes and stipends awarded.
8. Distribute and submit Parent Survey's and Student Tallies on the National Center for Safe Routes To School (NCSRTS) survey forms twice during the school year, for each year of the project following directions in the SR2S Project Manual. Failure to submit surveys could result in termination of the project.
9. Make timely payment of all invoices and provide to the State, along with allowable invoices, receipts and copies of checks as proof of payment of same. The State will reimburse the Sponsor for eligible expenses, up to the Federal-aid maximum identified in Section I, Paragraph 1. above. The Sponsor shall be responsible for all costs of the project that exceed the Federal-aid maximum.
10. Submit progress reports on the dates specified by the Safe Routes to School Coordinator on the form provided by the State. Failure to submit progress reports could result in termination of the project.
11. Upon completion of the project, the Sponsor will provide a final report. The deadline for completion of the non-infrastructure work is two (2) years from the date of this signed Agreement. The final report and invoice shall be received by the State no later than sixty days following the completion date.
12. Failure to submit progress, final reports, and NCSRTS surveys will jeopardize reimbursement.

13. Maintain all project records, including source documentation for all expenditures and in-kind contributions, for a period of three (3) years from the date of final cost accounting. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.

II. INFRASTRUCTURE ACTIVITIES

1. The total funds available for infrastructure activities identified in Exhibit A is \$90,000.
2. The deadline for completion of all infrastructure activities is two years from the date of execution of this Agreement.
3. Contact information for infrastructure activities is as follows:

District SR2S Contact:

Jack Shambaugh
ITD-District 4
216 S. Date St.
Shoshone, ID 83352
Jack.Shambaugh@itd.idaho.gov

Sponsor Contact:

Thomas Hellen
City Engineer
City of Hailey
115 Main St. S
Hailey, ID 83333
(208) 788-9830 x14
Tom.hellen@haileycityhall.org

THE SPONSOR SHALL:

4. At its own cost, provide for the design of the project. Projects shall be designed to an approved standard following guidelines contained in the most recent version of the SR2S Project Development Manual available at www.itd.idaho.gov/SR2S.
5. The Sponsor shall submit completed project development packages following the steps outlined in the SR2S Project Development Manual to ITD by October 1 of the fiscal year in which the project was awarded as reflected in the title of this contract. Failure to comply could jeopardize funding for the project.

6. Bid advertisements must take place within thirty (30) days of receipt the State's authorization of such advertisements and follow the required bid procedures as outlined in the SR2S Project Manual. The Sponsor will submit all bids received to the State. The State will provide approval prior to award of the contract. Failure to advertise the project for bids within 30 days may jeopardize funding for the project.
7. During construction of the project the Sponsor shall follow the guidelines in the SR2S Project Development Manual for construction, inspection diaries, and support to the State Resident Engineer in the administration of the contract on this project. The Sponsor shall prepare all monthly and final contract estimates and change orders, and submit to the State for their approval. During the life of the construction contract, prior approval of the State will be obtained if it is necessary to deviate from the plans and specifications to such a degree that the scope of project and/or required work is significantly changed.
8. Provide for materials testing on the project. Reference the SR2S Project Development Manual for guidelines and requirements.
9. Be responsible for the selection and maintenance of all traffic control devices in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the State.
10. At no cost to the federal-share, cause to be replaced to original, equal or better condition any existing pavement, regulatory signs, and other items damaged as a result of the contractor's operation, except as hereafter stated as obligations of the State.
11. Make timely payment of all invoices and provide to the State allowable invoices and receipts showing payment of same. The State will reimburse the Sponsor for eligible expenses, up to the Federal-aid maximum identified in Section II, Paragraph 1. above. The Sponsor shall be responsible for all costs of the project that exceed the Federal-aid maximum. Reference the SR2S Project Development Manual for additional information.
12. Maintain all project records, including source documentation for all expenditures and in-kind contributions, for a period of three (3) years from the date of final cost accounting. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.
13. Maintain the project upon completion to the satisfaction of the State. Failure to maintain the project in a satisfactory manner will jeopardize the future allotment of federal-aid highway funds for projects within the Sponsor's jurisdiction.
14. Comply with Exhibit B, Non-Discrimination Agreement for Local Public Agencies, attached hereto and made a part hereof. By this agreement the Sponsor agrees to comply with and be bound to the Civil Rights provisions of Title VI of the Federal Code and to generally insert those provisions in all contracts that it enters into that are federally

funded on this project. If property acquired for this project with Federal financial assistance is transferred, the recipient of the property will be subject to Appendix A if the property is used for the same purpose it was originally acquired or for another purpose involving similar services or benefits to the general public. Sponsor should contact the State prior to disposing of any property acquired under this agreement.

15. Comply with all other applicable State and Federal regulations.
16. Indemnify, save harmless and defend regardless of outcome the State from the expenses of and against suits, actions, claims or losses of every kind, nature and description, including costs, expenses and attorney fees that may be incurred by reason of any act or omission, neglect or misconduct of the Sponsor or its consultant in the design, construction and maintenance of the work which is the subject of this Agreement. The Sponsor shall defend and indemnify the State and its employees for all claims and losses arising out of the State's duty of supervision and inspection of the project.

THE STATE SHALL:

17. Enter into an Agreement with the Federal Highway Administration covering the federal government's pro rata share of construction costs, up to the Federal-aid maximum identified in Section II, Paragraph 1. above.
18. Review and approve the project plans, specifications, and rights-of-way certifications, and provide the appropriate environmental clearance.
19. Review and approve bidding documents for conformance to bidding requirements prior to advertisement.
20. Review and approve bids, and provide Sponsor with official authorization to award the contract.
21. Authorize the Sponsor to administer the project and make any necessary changes and decisions within the general scope of the plans and specifications. ITD will review and approve any local procedures prior to executing this agreement.
22. Designate personnel, as the State deems necessary, to review construction in accordance with the plans, specifications and estimates in the manner required by applicable state and federal regulations. The State will review and approve change orders submitted by the Sponsor, and conduct a final inspection and acceptance of the project when completed. The project acceptance shall be made by the ITD District Engineer or their designee.
23. Upon receipt of appropriate documentation showing expenditure of funds for infrastructure work on this project, the State will reimburse the Sponsor up to the Federal-aid maximum identified in Section II, Paragraph 1. above.

24. Maintain complete accounts of all project funds received and disbursed, which accounting will determine the final project costs.
25. Cooperate with the Sponsor in selection and designation of suitable construction traffic control during project construction in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by the State.
26. All information, regulatory and warning signs, pavement or other markings, traffic signals required, the cost of which is not provided for in the plans and estimates, must be erected at the sole expense of the Sponsor upon the completion of the project.
27. The location, form and character of all signs, markings and signals installed on the project, initially or in the future, shall be in conformity with the Manual of Uniform Traffic Control Devices as adopted by the State.

BOTH PARTIES AGREE AS FOLLOWS:

1. This Agreement is entered into for the purpose of complying with certain provisions of the Federal-Aid Highway Act, in obtaining federal participation in the design and construction of the project. Federal participation in the costs of the project will be governed by the applicable sections of Title 23, U.S. Code (Highways) and rules and regulations prescribed or promulgated by the Federal Highway Administration.
2. Federal participation is contingent upon ultimate completion of the project. If for any reason the project is removed from the program without being completed, then the Sponsor shall be responsible for One Hundred Percent (100%) of all project costs, and shall pay back to the State all costs previously reimbursed.
3. Sufficient Appropriation. It is understood and agreed that the State is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State reserves the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.
4. This Agreement shall become effective on the first day mentioned above, and shall remain in full force and effect until amended or replaced upon mutual consent of the State and the Sponsor.

(This space intentionally left blank)

EXECUTION

This Agreement is executed for the State by its Assistant Chief Engineer (Development), and executed for the Sponsor by its Coordinator.

IDAHO TRANSPORTATION DEPARTMENT

APPROVED BY:

Assistant Chief Engineer
(Development)

Approved as to form:
Tim Thomas
Deputy Attorney General
March 3, 2010

RECOMMENDED BY:

Roadway Design Engineer

ATTEST:

CITY OF HAILEY

City Clerk

Mayor

(SEAL)

By regular/special meeting
on _____.

hm: 12087 SR2S.docx

RESOLUTION 2010-07

WHEREAS, the Idaho Transportation Department, hereafter called the **STATE**, has submitted an Agreement stating obligations of the **STATE** and the **CITY OF HAILEY**, hereafter called the **CITY**, for development of the FY11 Safe Routes to School project; and

WHEREAS, the **STATE** is responsible for obtaining compliance with laws, standards and procedural policies in the development of projects when there is federal participation in the costs; and

WHEREAS, certain functions to be performed by the **STATE** involve the expenditure of funds as set forth in the Agreement; and

WHEREAS, The **STATE** can only pay for work associated with the State Highway system; and

WHEREAS, the **CITY** is fully responsible for its share of project costs; and

NOW, THEREFORE, BE IT RESOLVED:

1. That the Agreement for Federal Aid Highway Project A012(087)) is hereby approved.
2. That the Mayor and the City Clerk are hereby authorized to execute the Agreement on behalf of the **CITY**.
3. That duly certified copies of the Resolution shall be furnished to the Idaho Transportation Department.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution passed at a *regular, duly* called special (X-out non-applicable term) meeting of the City Council, City of Hailey, held on _____, _____.

(Seal)

City Clerk

12087

8

Section 1 - Summary - Refer to the Application Guidelines for help completing this form.

Date Submitted 3/30/09	School(s) Included Woodside Elementary	SR2S Use Only FY11	
Brief Description of Project Provide additional sidewalk along Woodside Blvd, a major city collector street, and provide additional education and encouragement programs through Mountain Rides Transportation Authority activities and events.			
<input checked="" type="checkbox"/> Proposed Project Directly Supports a K-8 School	Infrastructure Funding Request \$90,000	Non-Infrastructure Funding Request \$6,000	Previously Funded Year(s) 2007, 2008, 2009
Project Leader (Name of person filling out t000he application) Thomas Hellen		Title Public Works Director/City Engineer	Project Leader's E-mail Address Tom.hellen@haileycityhall.org
Address 115 Main St S	City Hailey	Zip 83333	Phone Number 208-788-9830 X14

ITD District (check one)

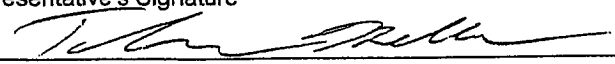
- District 1 - Boundary, Bonner, Kootenai, Benewah, and Shoshone counties
- District 2 - Latah, Nez Perce, Clearwater, Lewis, and Idaho counties
- District 3 - Adams, Valley, Washington, Payette, Gem, Boise, Canyon, Ada, Elmore and Owyhee counties
- District 4 - Camas, Blaine, Gooding, Lincoln, Jerome, Minidoka, Twin Falls, and Cassia counties
- District 5 - Bingham, Caribou, Power, Bannock, Oneida, Franklin, and Bear Lake counties
- District 6 - Lemhi, Custer, Butte, Jefferson, Clark, Fremont, Madison, Teton, and Bonneville counties

Section 2 - Project Partners Partners may include, but are not limited to law enforcement, healthcare, education, PTO volunteers, etc.

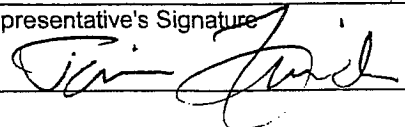
Sponsor - Projects with infrastructure improvements must be sponsored by the agency with jurisdiction over the project. Projects with only non-infrastructure improvements may be sponsored by any organization, including non-profits. (Refer to the Application Guidelines for assistance.)

Sponsoring Agency's Name City of Hailey		Representative's Name (Printed) Thomas Hellen		Title Public Works Director/City Engineer	
Address 115 Main St S	City Hailey	Zip 83333	Email Address Tom.hellen@haileycityhall.org	Phone Number 788-9830 X14	

I certify that the above named sponsoring agency supports the proposed Safe Routes to School project. The Sponsor has the legal authority to apply for and pledge the funds required to receive reimbursement for the requested Safe Routes to School funds, and shall enter into a State/Local Agreement with ITD. I further certify that the Sponsor will provide maintenance for all infrastructure improvements upon completion. I understand that this is not a grant; this is a reimbursement program, and that all federal rules for contracting, auditing, and reimbursement will apply to the project.

Representative's Signature 	Date 3/24/09
---	-----------------

Partnering Organization/Agency Add additional partners if more than four. (Attach a letter indentifying this partner's role)

Organization/Agency Name Mountain Rides	Representative's Name (Printed) Jim Finch	Title Safe Routes Coordinator	
Representative's Signature 		Email Address jim@mountainrides.org	

Partnering Organization/Agency (Attach a letter indentifying this partner's role)

Organization/Agency Name Blaine County Public Schools	Representative's Name (Printed) Dr. Jim Lewis	Title Superintendent of Schools
Representative's Signature <i>SEE ATTACHED LETTER</i>		Email Address jlewis@blaineschools.org

Organization/Agency Name Blaine County Rec. District	Representative's Name (Printed) Jim Keating	Title Executive Director
Representative's Signature <i>SEE ATTACHED LETTER</i>		Email Address

Partnering Organization/Agency (specify) (Attach a letter indentifying this partner's role)

Organization/Agency Name St. Luke's Wood River Med.Center	Representative's Name (Printed) Bruce Jensen	Title CEO
Representative's Signature <i>SEE ATTACHED LETTER</i>		Email Address

Section 3 – Project Information

Part 1 - Students Provide details on each school involved. Attach additional sheets of information if more than 3 schools are involved. **FALL 2008 STUDENT AND PARENT SURVEY DATA ATTACHED**

Number of students that attend each affected school(s)	State how students are currently traveling to school and anticipated increase in both numbers and percentage if project is funded.
<p>1. School Name: Woodside Elementary</p> <p>Total Students: Fall 2008 Data Collected 340 Students enrolled 45 parent surveys 230 students surveyed</p> <p>Number receiving free lunch.:</p>	<p>Walk – Current/Anticipated increase percentage and number 11%(25) 15% (35) +10 students from South Woodside area</p> <p>Bike - Current/Anticipated increase percentage and number 10%(23) 15% (35) +12 students from neighborhoods w/ infrastructure improvements</p> <p>Car - Current/Anticipated change 29% (65) -15% -10vehicles :</p> <p>Bus - Safety Bussed=0 Pre project: 0 Post project:</p> <p>Other – Sch bus= 51% (117 students) Explain:</p>
<p>2. School Name: Wood River Middle Sch.</p> <p>Total Students: 663 Fall Data Collection Students Survey 575 students</p> <p>Number receiving free lunch :</p>	<p>Walk - Current/Anticipated increase percentage and number 6% (37) Increase 5%= 35 students total 11% (72)</p> <p>Bike - Current/Anticipated increase percentage and number 12% (67) Increase 10%= 57 students total 22% (125 students)</p> <p>Car - Current/Anticipated change 30% (220) reduce 50 vehicles=23% of current through carpool, walk/bike, transit promotion and events</p> <p>Bus - Safety Bussed Pre project: Post project:</p> <p>Other - Explain:</p>

3. School Name:	Walk - Current/Anticipated increase percentage and number
Total Students:	Bike - Current/Anticipated increase percentage and number
Number receiving free lunch :	Car - Current/Anticipated change :
	Bus - Safety Bussed Pre project: Post project:
	Other - Explain:

Part 2 - Barriers List the top three reasons why children can not safely walk and bicycle to this school
Traffic volume and vehicle speeds in the school zone are a major barrier to walking and biking to Woodside Elementary
Woodside Blvd is a major collector in the City of Hailey serving the entrance to Woodside elementary.

There is a cultural and language barrier to providing adequate educational outreach to Hispanic population (65% of students)

There is a lack of sidewalks beyond the 2 blocks at school entrance

Part 3 - Current Efforts What is currently happening to increase awareness about the need for SR2S at each school? Applicants previously funded must describe current projects in detail and/or attach their current School Travel Plan.
See attached draft of Woodside Elementary School Travel Plan

Section 4 – Project Goals

Part 1 – Goals Describe the project's long and short term goals, and give details about the time frame being allowed for each.
Implement and Promote a comprehensive, progressive and affordable school transportation plan
Minimize contribution to global warming through promotion and encouraged use of alternative transportation choices (walking, biking, carpooling, public and school bus)
Improve overall health, safety and well being of Woodside Elementary students and the Hailey community at large

Part 2 - Describe the strategies being considered to reach these project goals.
See School travel Plan page10.

Section 5 – Community Support Building sustainable SR2S projects takes the commitment of a whole community.

A - Advocacy Are you aware of any type of advocacy efforts for bicycle and pedestrian related issues in your community? If yes, are these individuals involved in your project, and if yes, show how they are involved.
MRTA, Citizens for Smart Growth, Papoose Club, Blaine County Rec District, Wood River Bicycle Coalition, St. Luke's Medical Center, Wood River YMCA, Scott USA, Sturtevant's, The Elephant's Perch, Backwoods Mountain Sports, Sun Summit Cycles, Sun Valley Co. are all cooperatively involved in advocating and promoting Walking and Biking as transportation choices. All local governments have included SR2S in their Transportation Master Plans. The Wood River Valley has been awarded the Silver Award for Bike Friendly Community by the League of American Cyclists. All of these organizations donate manpower, provide donations, actively participate in events and activities.

B - Existing Policies Are there existing bicycle and pedestrian policies or community based plans? If yes, provide details.
City of Hailey Transportation Master Plan
Ongoing- City of Hailey Advisory Committee for Complete Streets Design

Section 6 – Engineering Only projects that meet the environmental requirements of a Categorical Exclusion shall be considered. Refer to guidelines for tips on success for infrastructure projects.

A – Proposed solution Describe the project's proposed improvements to the infrastructure within two miles of the K-8 Grade school. Is this the only solution that was considered, and who was consulted? If the project involves utilities, canals or railroad please attach evidence of support, copies of agreements and details on who will pay for changes as a result of the project.
Provide additional sidewalk along Woodside Blvd allowing more children a safe route for walking or biking to school.

B – Routes Will the project help establish shorter or more direct walking routes, or enhance existing routes? Have neighbors been informed about the project? Explain.
The route will provide a safe walking or biking environment separated from Woodside Boulevard..
A neighborhood meeting was held with Woodside Subdivision residents to discuss sidewalks, stop signs and traffic control in general.

C – Congestion Do you believe this project will help reduce motor vehicle congestion in the vicinity of the school? If Yes, show how, including information about how school bus and parent pick-up /drop-off policies and procedures will be affected by the project.
Fall 2008 (27%) thru winter 2009(43%) student surveys showed an increasing reliance on Family vehicles as the transportation choice at Woodside Elementary School. The shift was due to the seasonal impacts on the neighborhood infrastructure. Parents opted to put students on School Buses or Family Vehicles due to many reasons shown on page 7 of the School travel Plan. Biking to school declined from 10% to 1%- if 25-30 more students walk or bike to school year around there will be fewer cars in the school zone. School Bus policy is not a topic of current discussions. Students are bused from less than ½ mile away.

Section 7 – Pedestrian/Bicycle Safety and Skills Education

A – Proposal Describe the project's proposed educational efforts; include information about on-going efforts and what changes will be made.
MRTA will begin Bike Ed classes at Woodside Elementary in the Spring of 2009. All 3rd, 4th, and 5th grades will receive in-classroom education on an annual basis. Educational activities through SR2S Information Boards is an ongoing effort, Parent Workshops- Neighborhood Leader Development are scheduled annually.

B – Training Does your community plan to provide pedestrian safety and bicycle skills/safety training this year for students in Kindergarten through 8th grade? If so, when and what kind of activities are planned?
MRTA and local law enforcement members with LAB Instructor Certification conduct Bike and Pedestrian Safety Training to grades 3-5 at all elementary schools. The classes are scheduled in late March prior to the Spring Walk/Bike to School Month. Day 1 is inside- helmet fitting, ABC check and other activities that fit in 30 min class time. Day 2 is Skills training in the parking lot.

C – Maps Will maps showing preferred routes to school be created by the end of the project be distributed to students and parents? The attached Travel Plan has an aerial photo of Woodside El. School and the adjacent neighborhoods. MRTA and BCRD produce a Walk/Bike Guide highlighting preferred routes to school. The "Guide" is distributed at all schools. MRTA's FY2010 & FY2011 Non-infrastructure applications include school specific map creation and distribution.

D – Effectiveness How will this project make children more comfortable or confident about walking and bicycling to school? The sidewalk will connect to existing infrastructure along Woodside Blvd and provide a safer, separated route to school. Students and parents will no longer be forced to walk or bike in the roadway. As more students walk or bike to school from this neighborhood the groups will grow in number of participants and all families will feel more comfortable about creating walking or biking groups. As this group gains promotion and recognition more groups will be encouraged in other parts of Woodside.

E – Assistance Does your school/community need additional assistance to help implement your SR2S education/encouragement program if funded? If so, describe additional assistance needed.
MRTA is the current Ed/Encouragement partner. The current efforts have gained a foothold in the neighborhoods. The Hailey PD has agreed to attend planned Parent Workshops to address "other safety issues such as crime/violence".

Section 8 – Encouragement and Community Involvement

A – Proposal Describe the projects proposed encouragement efforts. Include information on current encouragement efforts. Spring and Fall events have been successful in the past and will continue through MRTA's Non-infrastructure projects. Woodside students turn out in big numbers for Events with lots of giveaways- 39 to 46% last two years October events! Woodside students were very active participants in the Spring 08 Bike Month- 58 students tracked 2025 walk/bike trips! These efforts will continue through this project proposal. More parent workshops are planned. Map project/travel plan meetings are planned. Special Recognition efforts will reward outstanding efforts.

B – Community Describe the kind of encouragement activities being provided by community partners to encourage participation? PTA, Papoose Club, BCRD, BCSD and local businesses all provide giveaways, time, volunteer efforts to create fun, kid friendly events at the schools. MRTA's Encouragement program includes monthly individual recognition and promotion at all participating schools. The Spring event has budgeted a grand prize of a kid's mountain bike for each school. The bikes are provided at cost through local merchants. Hundreds of dollars of donations are provided at all events. The community is highly supportive of the SR2S program in the Wood River Valley.

C – Law Enforcement Describe how local law enforcement plans to participate encourage more students to walk or bicycle to school.
Hailey PD will join efforts to provide Bike Ed skills enhancement. Hailey PD will be present in the school zone on a regular basis. Hailey PD will participate in Parent Workshops to address safety concerns. Hailey will provide necessary support to enhance safety and comfort level of parents, students, staff and the residents of Hailey.

D – Crossing Guards Does the school have a crossing guard program? If not, will there be a program in place by the end of this project?
School utilizes Para-pros as the crossing guard on Woodside Blvd 7:30-8am 2:30-2:45pm

Section 9 – Evaluation

NCSRTS Survey forms and instructions are located at www.saferoutesinfo.org/Resources/Evaluation. An example progress report and a Travel Plan outline are available in the SR2S Guidelines.

I certify that this project will meet the evaluation requirements for the Idaho Safe Routes to School program, including pre-mid- and post-project NCSRTS surveys, ITD quarterly progress reports, and a commitment to compile an Idaho School Travel Plan during the one or two-year program. I understand that failure to submit survey information and progress reports could result in the termination of the project. Based on our project timeline, I have identified the month and year that the plan will be submitted.

Date Travel Plan is Due (month/year)	Sponsor's Authorized Representative's Signature
June 2010- Final	

Attachments - The following documents must be attached to your application.

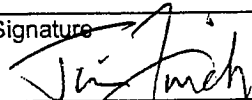
- A map and/or aerial photograph (8.5"x11") showing a two-mile radius around your school(s). These should be in color and in a scale that shows existing conditions (sidewalks, bike lanes, crosswalks, school zones, etc.), the location of the school(s), the most popular walking and bicycling routes, and the location of proposed improvements. Maps/photographs are required for applications with infrastructure improvements and highly recommended for all other applications.
- Cost Estimates – Infrastructure improvement costs and non-infrastructure improvement costs must be estimated separately.
- ITD Environmental Evaluation (ITD 0654 attached) Must be signed by ITD District Environmental Planner.
- Concept report (ITD 0190 attached) Must be signed by ITD District SR2S Contact.
- Letters of Support from partners describing their roles and responsibilities
- Each document/form must have applicable signatures.
- Copies of agreements or letters of support from stakeholders (including utility companies or canals companies) affected by the proposed project.

Section 10 – Funding Requests

Cost Estimate for Non-Infrastructure Efforts: Local funds and in-kind donations are encouraged, but not required.

Education/Encouragement Activities	Item Description	Costs (\$)	Value of Donated Items	ITD Use Only
Spring Event Prizes/Awards Hailey Schools	1. Bike and giveaways	\$1500	\$300	
Fall International Walk/Bike to school Day-Hailey Schools	2. Giveaways	\$1500	\$500	
Safe Route to School "Effort of the Month"	3. Gift Certificate- local merchant 8 months \$25/month	\$200	\$120	
Newsletter/Woodside/WRMS/Hailey	4. Fall and Spring newsletter (\$400 each) production/copy/translation	\$800		
Woodside Map	5. Design/produce kid friendly SR2S map \$500 Distribute \$500	\$1000	\$200	
Wood River Middle School Travel Plan Development Task Force	6. 2-4 Meetings, materials, rentals copies/supplies	\$500		
Parent Workshop Woodside Neighborhood group formation	7. Twice annual Parent workshops on how to lead bike and walk groups (food, materials)	\$500	\$100	
	8.			
	9.			
	10.			
	11.			
	12.			
	Totals	\$6000	\$1200	

Indirect costs The SR2S Advisory Committee may choose not to allow indirect costs. Indirect costs include, but are not limited to, general administration and general overhead, project administration expenses, operation and maintenance expenses, depreciation and use allowances, etc.

Printed Name of Person Completing this Section Jim Finch, SR2S Coordinator	Signature 	Title COORDINATOR
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Cost Estimate for Infrastructure improvements – Local funds and in-kind donations are encouraged, but not required.

Items (If quantity and unit price are not applicable, only fill in Cost.)	Quantity (Q)	Unit Price (UP)	Cost (Q x UP)	Value of Donated Items	ITD Use Only
1. Demolition/Removal of Existing					
2. Clearing/Grubbing	175	\$20.00	\$3,500		
3. Grading	170	\$25.00	\$4,250		
4. Drainage/Irrigation	2	\$5,000	\$10,000		
5. Permanent Signs or Displays					
6. Erosion/Pollution Control					
7. Utility/Sewer					
8. Pavement and Base	450	\$45.00	\$20,250		
9. Curb and Gutter					
10. Slope Protection					
11. Retaining Walls					
12. Pedestrian Crossing Signals and Illumination					
13. Striping					
14. Bicycle Storage Systems					
15. Footings/Foundations					
16. Electrical					
17. Barriers					
18. Concrete	650	\$50.00	\$32,500		
19. Inflation 5% per year			\$7,500		
20. Other (list) 15% Contingency			\$12,000		
Totals (Maximum allowed \$100,000)			\$90,000		

Any cost overruns are the responsibility of the project sponsor. It is recommended that a licensed engineer complete this estimate.

Printed Name Thomas Hellen	Signature 	Title Public Works Director/City Engineer
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Section 11 – Forms

Environmental Evaluation (ITD 0654)



This form must be filled out for all projects that include infrastructure improvements.

Date 3/30/09	District 4	Route #	City/County Blaine
Project Name Woodside Elementary Sidewalk Project		Project Number	Key Number
Work Authority		Program Year	Terminals (Mp To Mp)

Acres of New Public R/W 0	Acres of New Private R/W 0	(Discuss the existing use of R/W to be acquired, plus adjacent land use, zoning, development plans, etc. on attached Environmental Summary Sheet)
Tribal Impact <input type="checkbox"/> Cultural <input type="checkbox"/> Archeological <input type="checkbox"/> Reservation <input checked="" type="checkbox"/> None		Public Interest Expected? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Air Quality X Attainment Area <input type="checkbox"/> Non-Attainment Area <input type="checkbox"/> CO <input type="checkbox"/> PM Exempt Project <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Type One Project (i.e., New Location, Substantial Alignment Change, Addition of a Through-Traffic Lane)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Construction Impacts Requiring Special Provisions (Enter Details on Reverse Side)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Year ADT DHV % Trucks Posted Speed 25		Design Year ADT DHV % Trucks Posted Speed 25
Distance of Nearest Noise Receptor to Centerline Existing N/A Proposed N/A		

Project Purpose and Benefits

Double mark (xx) only the item that best describes the Primary Reason for Proposing this Project
Single mark (x) all Other Relevant Items

- | | |
|---|--|
| <input type="checkbox"/> Maintain/Improve User Operating Conditions | <input type="checkbox"/> Enhance Accessibility for the Disabled/Safety |
| <input type="checkbox"/> Maintain/Improve Traffic Flow | <input checked="" type="checkbox"/> Enhance Pedestrian Safety and/or Capacity |
| <input type="checkbox"/> Time Savings | <input checked="" type="checkbox"/> Enhance Bicycle Safety and/or Capacity |
| <input type="checkbox"/> Increase Capacity | <input type="checkbox"/> Traffic Composition Enhancement (e.g., Truck Route, HOV Lane, Climbing Lane) |
| <input type="checkbox"/> Reduce Congestion | <input type="checkbox"/> Visual/Cultural Enhancement (e.g., Landscaping, Historic Preservation) |
| <input type="checkbox"/> Reduce Hazard(s) | <input type="checkbox"/> Environmental Enhancement (e.g., Air Quality, Noise Attenuation, Water Quality) |
| <input type="checkbox"/> Reduce Highway User Operating Costs | <input type="checkbox"/> Economic Prudence (e.g., Repair Less Expensive than Replacement, B/C Ratio) |
| <input type="checkbox"/> Other, List | |

Check Any of the Following That Require Avoidance, Minimization, or Discussion (If Yes, describe in the Environmental Document or CE)

- | | Yes | No | | Yes | No |
|---|--------------------------|-------------------------------------|---|--------------------------|-------------------------------------|
| 1. Noise Criteria Impacts* | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 17. Threatened/Endangered Species* | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Change in Access or Access Control | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Listed <input type="checkbox"/> Proposed | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Change in Travel Patterns | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 18. Air Quality Impacts | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Neighborhood or Service Impacts | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 19. Inconsistent With Air Quality Plan | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Economic Disruption | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> SIP <input type="checkbox"/> TIP | | |
| 6. Inconsistent W/Local or State Planning | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 20. Stream Alteration/Encroachment** | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Minorities, Low Income Populations | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> IWDR <input type="checkbox"/> F&G <input type="checkbox"/> COE (404) | | |
| 8. Displacements* | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 21. Flood Plain Encroachment* | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

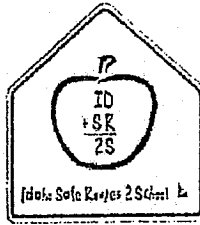
(ITD 0654 Rev. 1-08)

Safe Routes To School (SR2S) Project Concept Report



See instructions on page 2, or click on [Go to Instructions](#)

1. Project Title Woodside Elementary SR2S Sidewalk		Location Hailey, Woodside Blvd	
Located on National Highway System <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Impacts Roadway Prism (see instructions) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2. Proposed SR2S Improvements		<input checked="" type="checkbox"/> Separated Pathway <input checked="" type="checkbox"/> Sidewalks	
<input type="checkbox"/> Part of Road Widening		<input type="checkbox"/> Curb and Gutter	
<input type="checkbox"/> Drainage		<input type="checkbox"/> Other (describe) _____	
3. Right-of-Way is Established (if No, see instructions)		4. Maps (attach as appropriate)	
a. ITD Ownership <input type="checkbox"/> Yes <input type="checkbox"/> No		X a. Vicinity Map	
b. Private Ownership <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> b. Signage	
c. Local Governmental Ownership <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> c. Historic District	
5. Standards <input type="checkbox"/> AASHTO <input type="checkbox"/> ITD <input type="checkbox"/> Idaho State Public Works Construction (ISPWC)			
<input checked="" type="checkbox"/> Local (meets ISPWC minimum) <input type="checkbox"/> Other (specify) _____			
6. Proposed Work – check appropriate activities (Note: ADA work items listed separately in Part 8, below)			
<input type="checkbox"/> Excavation	<input type="checkbox"/> Bike Lanes	<input type="checkbox"/> Curb and Gutter	<input checked="" type="checkbox"/> Sidewalk
<input type="checkbox"/> Drainage	<input type="checkbox"/> Utilities (move/modify)	<input type="checkbox"/> Base	<input type="checkbox"/> Bridge
<input type="checkbox"/> Guard Rails	<input type="checkbox"/> Fence	<input type="checkbox"/> Bike Racks	<input type="checkbox"/> Benches
<input type="checkbox"/> Other (specify) _____			<input type="checkbox"/> Lighting
			<input type="checkbox"/> Surfacing
			<input type="checkbox"/> Striping
7. Canal and/or Railroad Right-of-Way is Impacted <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If Yes, attach site plans (including narrative) and/or indicate when plans and agreements will be available _____			
8. Americans With Disabilities Act (ADA) Improvements Planned <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, provide site plans indicating location and graphics.			
If No, explain: _____			
9. Signatures and Concept Report			
ITD SR2S District Contact Name (Printed)		Signature	Date
Sponsor's Name (Printed)		Signature	Date
RICK DAVIS - MAYOR - CITY OF HAILEY			3/23/09
Concept Report Narrative (200 words or less)			



Safe Routes to School Proclamation of Support

For Woodside Elementary School 2011 Infrastructure Application

Whereas, the safety of Hailey children can be improved by improving the pedestrian and cycling infrastructure around our schools.

Whereas, a lack of physical activity plays a leading role in rising rates of obesity, diabetes and other health problems among children and being able to walk or bicycle to school offers an opportunity to build activity into daily routine.

Whereas, driving students to school by private vehicle contributes to traffic congestion and air pollution.

Whereas, it is important to teach children about pedestrian safety and become aware of the difficulties and dangers that children face on their trip to school each day and the health and environmental risks related to physical inactivity and air pollution.

Whereas, our community has been actively involved in making it easier and safer for children to walk and bicycle in our communities, and this project will further these efforts.

Whereas, children, parents and community leaders around the world are joining together to walk and bike to school and evaluate walking and bicycling conditions in their communities.

Now Therefore, Be It Resolved that the undersigned agree to be partners in making it safer to bike and walk to school and, in particular, to the success of the Woodside Elementary 2011 Infrastructure Application.

Rick Davis
Mayor, City of Hailey


Tom Hellen
Director of Public Works, City of Hailey

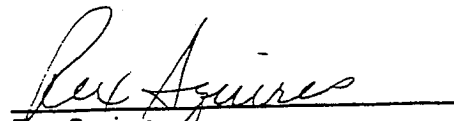
Jeff Gunter
Chief of Police, City of Hailey

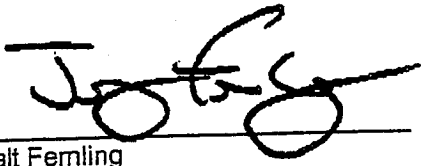
Gary St. George
Principal, Woodside Elementary

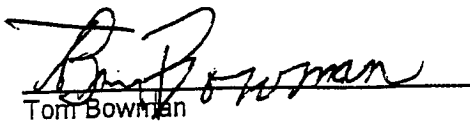
Jason Miller
Director, Mountain Rides Transportation


Tiffany Lago
Chair, Woodside Elementary PTA

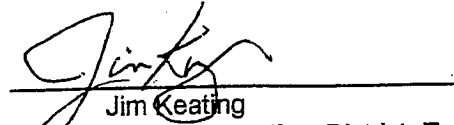

Dr. Jim Lewis
Superintendent, Blaine County School District

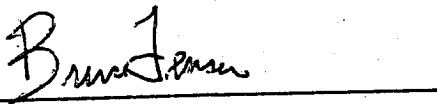

Rex Squires
Transportation Director, Blaine County School District



Walt Femling
Blaine County Sherriff


Tom Bowman
Co-Chairman, Blaine County Commissioners


Vanessa Cossgrove Fry
Citizens for Smart Growth, Exec. Director


Jim Keating
Blaine County Recreation District, Exec. Director


Bruce Jensen
St. Luke's Wood River Medical Center
CEO


Teresa Beahen
Wood River Community YMCA
Executive Director



ADDENDUM CITY OF HAILEY SR2S 2011 INFRASTRUCTURE APPLICATION

Partner Organizations' Support EDUCATION AND ENCOURAGEMENT

Blaine County Public Schools

The Board of Trustees and The Superintendent of Schools encourages the School Principals and staff to continue to provide access to students and facilities for promotion of Safe Routes to School. Blaine County Schools have provided bulletin boards and space available for MRTA's SR2S Information Boards. Fall 2008 the Board of Trustees Declared October 8th as International Walk or Bike to School Day at all Blaine County schools. Additionally, BCSD staff will assist with the required data collection for the SR2S projects (In classroom tallies, Parent surveys, and other necessary information gathering). BCSD schools and facilities are available for public outreach, meetings, training activities and assemblies. We recognize Safe Routes to School as an important community program and encourage students, parents and staff to participate on a regular basis. In 2010-2011, The BCSD will continue to promote and support the Education, Encouragement and Evaluation activities of Mountain Rides and the Engineering activities of the City of Hailey to construct and improve the infrastructure and amenities in school zones and in the adjacent neighborhoods.

Dr. Jim Lewis, Superintendent of Schools

Blaine County Recreation District will encourage volunteers as manpower and resources at events including October Walk or Bike to School Day and other promotional events; Trail Ambassadors for School Assemblies as needed for Bike/Pedestrian Safety Education. BCRD will continue to share the cost of producing and distributing the Walk or Bike to School Guide & Map. Our facilities (including the Wood River Trail) are available for training and public outreach events.

Jim Keating, Executive Director

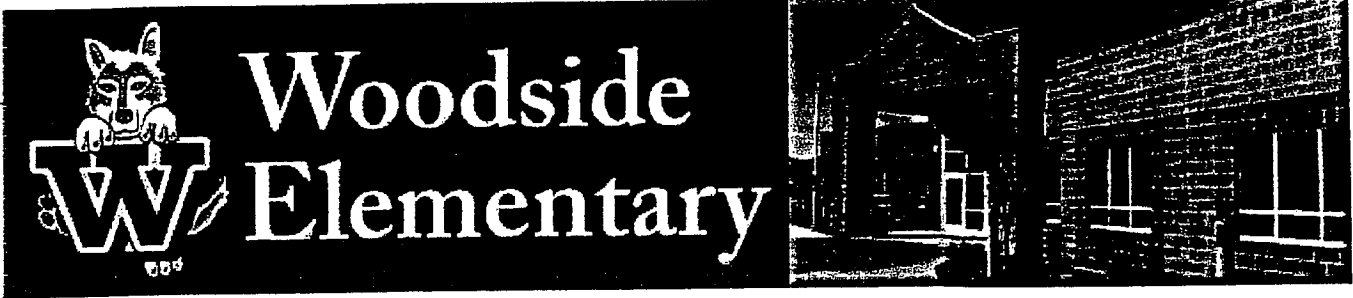
Wood River Bicycle Coalition supports and encourages active participation in the Hailey/MRTA Safe Routes to School projects. Hailey SR2S Infrastructure projects are a key component to the development and growth of bicycle programs in the Wood River Valley. SR2S is a vital program for sustaining the Silver Award for Bike Friendly Community. Expansion of bicycle infrastructure is vital the needs of our growing bicycle community. Our members will assist with bicycle education and school assembly presentations as well as promote bicycling and the proper use of infrastructure throughout the Wood River community.

WRBC is a member of the City of Hailey Complete Streets Advisory Committee.

Sean McLaughlin, Coordinator

Citizens for Smart Growth continues to support the development and promotion of Safe Routes to School programs. SR2S programs are instrumental in the development of Master Transportation Plans for the City of Hailey and the City of Bellevue. MRTA is represented and actively participates on the City of Hailey Complete Streets Advisory Committee. The City of Hailey SR2S Infrastructure project is a vital ingredient to building a walkable and bikeable community.

Vanessa Cossgrove Fry, Executive Director



**WOODSIDE ELEMENTARY SCHOOL
SCHOOL TRAVEL PLAN 2009-2011**

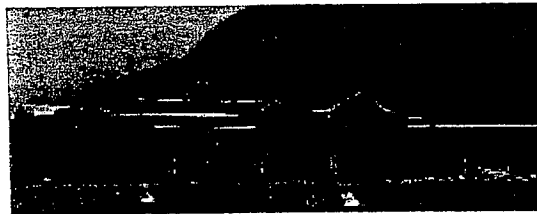
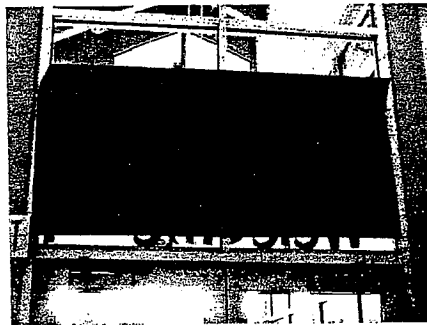


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WOODSIDE ELEMENTARY SCHOOL

INTRODUCTION

Purpose of this School Travel Plan:

Goals:

- Implement and Promote a comprehensive, progressive and affordable school transportation plan
- Minimize contribution to global warming through promotion and encouraged use of alternative transportation choices (walking, biking, carpooling, public and school bus)
- Improve overall health, safety and well being of Woodside Elementary students and the Hailey community at large

Objectives:

- Increase number of students using non-motorized (walking, biking, etc) transportation for school related trips
- Reduce number of Family Vehicles in school zone by encouraging alternative transportation modes (carpooling, public transit)
- Minimize exposure to vehicle conflicts through comprehensive Street and intersection designs; visible school zone signage; pathway construction; Crosswalk painting; crossing guard training and parent
- Maximize Safe Routes to School funding for improving Infrastructure and Education and Encouragement projects and activities at Woodside Elementary such as: Provide adequate facilities for bike storage, Information outlets, Bike/Ped Safety Education Classes, Spring and Fall promotional events

School Description:

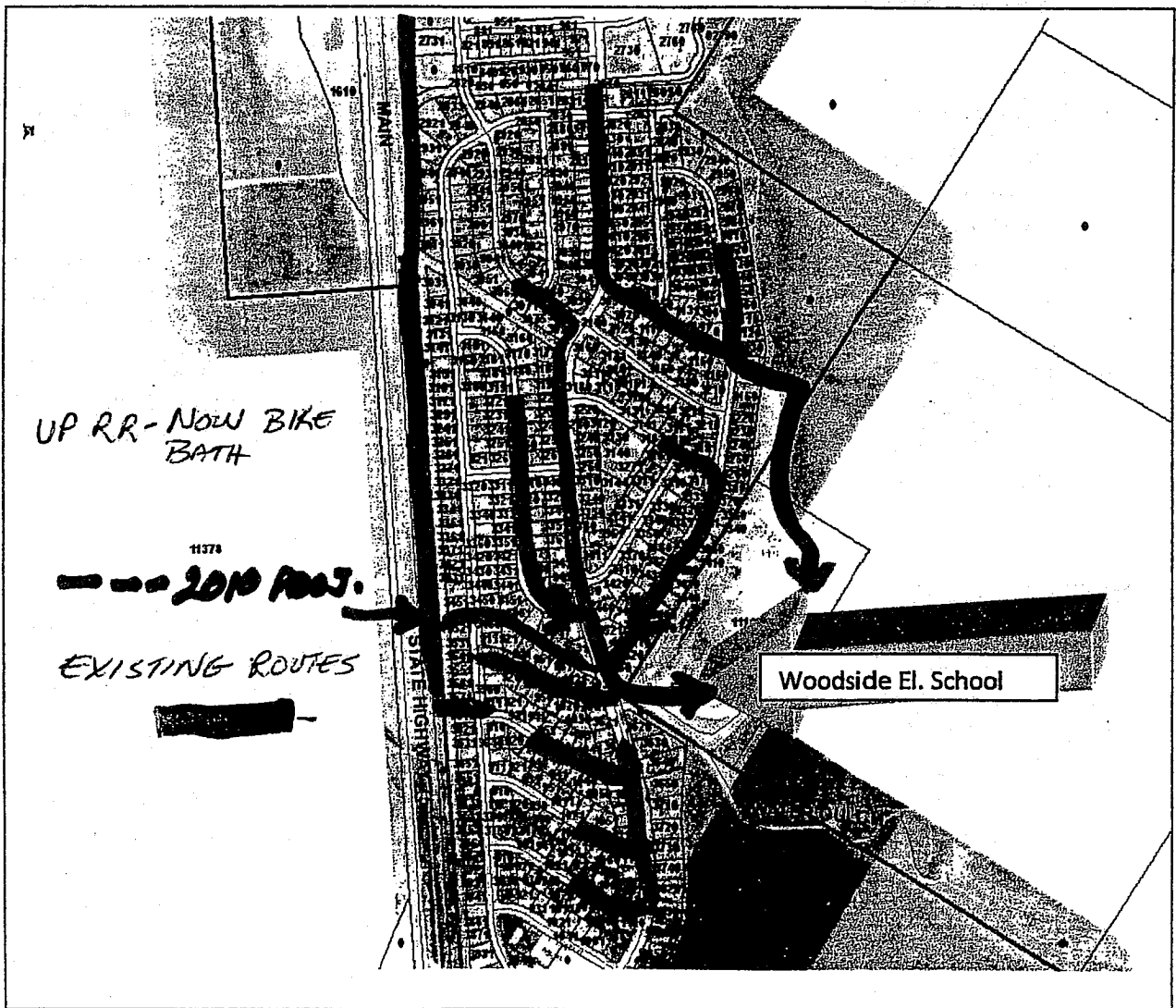
Blaine County Public School District of Idaho includes 5 Elementary Schools ; 2 Middle Schools ; and 2 High Schools with a total enrollment of 3380 students in the Fall of 2008.

Woodside Elementary School is located at 1111 Woodside Elem. Lane in Hailey, Idaho. WES is one block off of Woodside Boulevard and one-half mile from the Wood River Trail (Bellevue to Ketchum bike path)

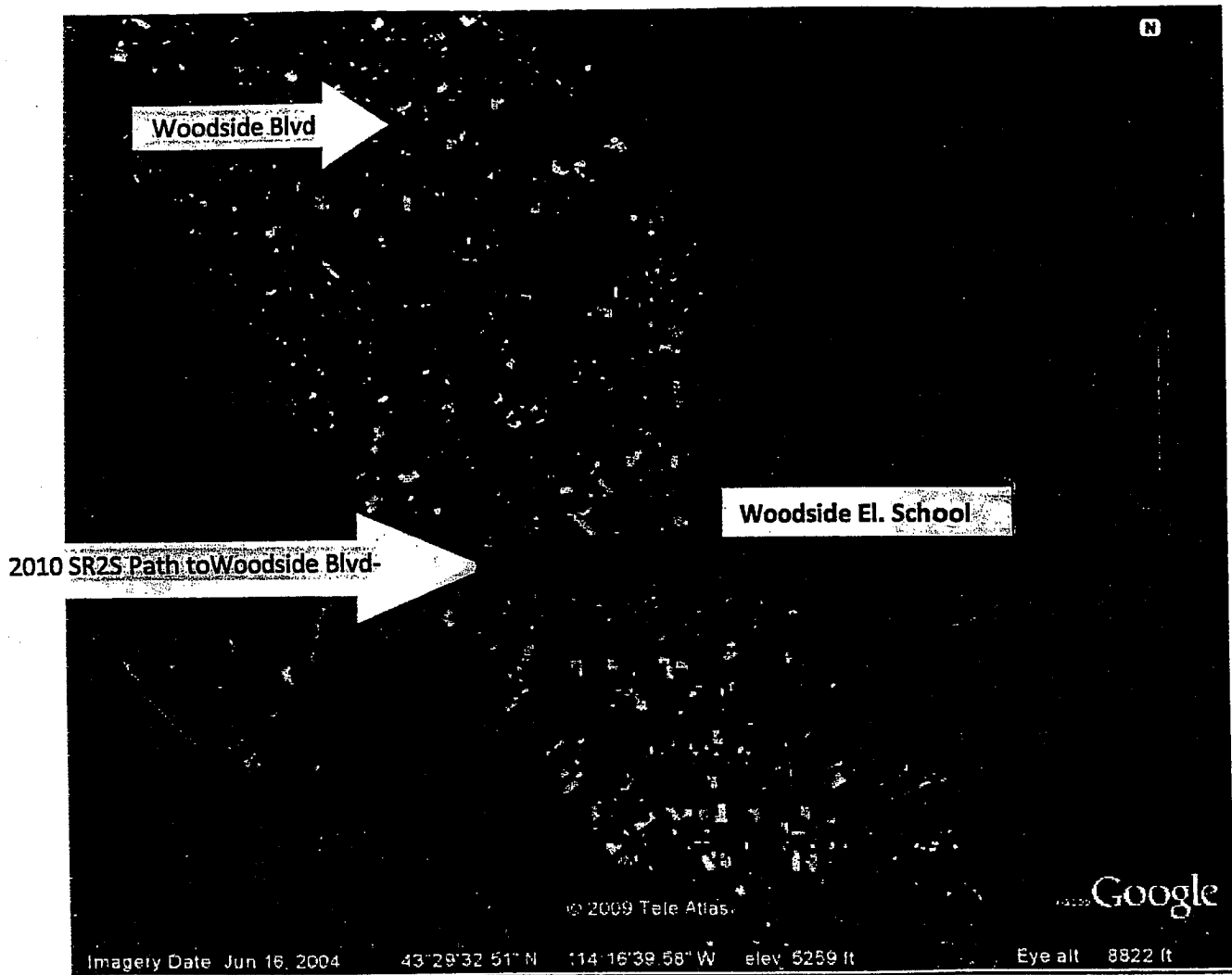
- WES is the newest school in Blaine County. WES opened in September 2006 as a neighborhood school with a total attendance of 390 students in grades PreK-5
- School Hours: 8:00am-2:30pm Dual Immersion 7:50am-2:20pm
- The 65 staff members are led by Principal Gary St. George. School Secretary Andrea Jost and PE teach Craig Eastop are also active contacts for all E&E outreach activities.
- The PTA is active in all programs at Woodside Elementary School and many members are active in other civic organizations in the City of Hailey and Blaine County.

- No bike trains are organized and “dispersed” walking groups have been developing in surrounding neighborhoods. Biking is the preferred non-motorized transportation mode at WES. Heavily promoted events bring out the best of Woodside! Woodside won “Outstanding Achievement Award for 2007 International Walk or Bike to School Day” with 46% participation!
- 200 students participate in reduced or free lunch program
- 55% Hispanic student enrollment
- School buses transport 40-50% (150-190) 117 are safety based due to lack of safe infrastructure.

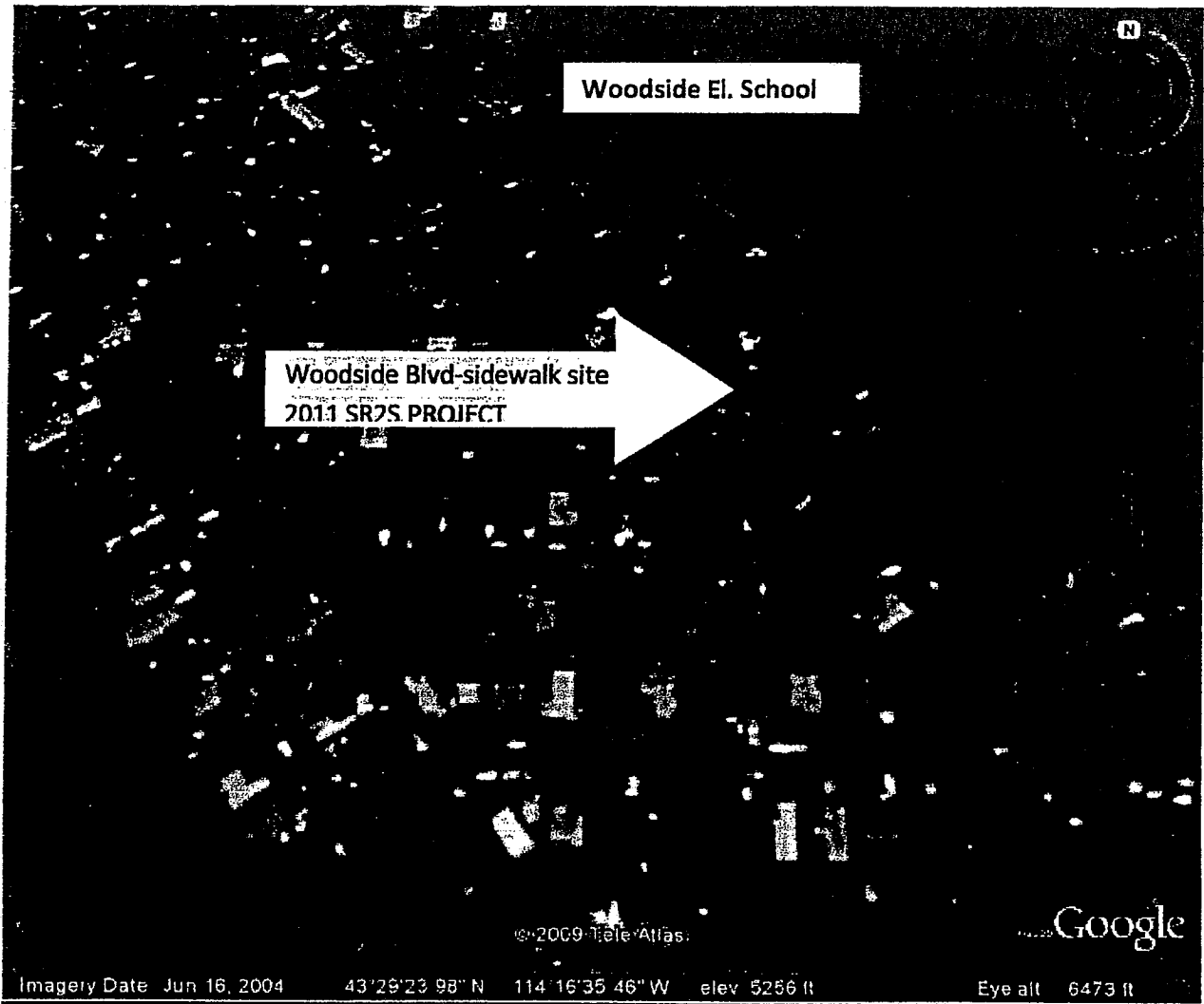
School Site- WOODSIDE ELEMENTARY SCHOOL 1111 Woodside El. Lane



Aerial photo of School site (preconstruction)



Proposed 2011 SR25 Infrastructure



Community Involvement in Safe Routes to School

Mountain Rides Transportation Authority and its predecessor organization, Wood River RideShare started a Safe Routes to School program at Woodside Elementary School on International Walk to School Day in October, 2005. As a result of this Kick-off event, Parent Surveys and Community input was collected through Workshops and outreach programs. These initial program assessments are the foundation for the developing Walk and Bike programs at Woodside Elementary School. Since 2005, a comprehensive Neighborhood Walk or Bike group campaign has been implemented to meet the needs of SR2S families in surrounding neighborhoods.

Parent Surveys have been collected and analyzed Annually (Fall & Spring). Results are shared with School Principal and Staff; School District Office; Parent Organizations; Hailey City Council and Staff.

City of Hailey staff, Planning and Zoning Commission and City Council have been involved in policies and projects related to Safe Routes to School since 2004. Early exposure to the principles of SR2S started with P&Z discussions of the Woodside Elementary Construction project. The history of "who builds sidewalks" in Hailey was a controversial topic. Blaine County School District installed 750 feet of sidewalks along Woodside Boulevard as part of the school construction.

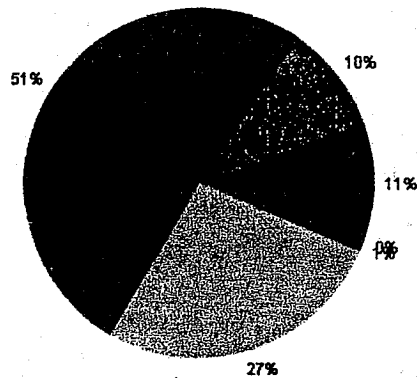
The City of Hailey was awarded a 2010 SR2S infrastructure project for \$71,500. This project funds pathway construction between Glenbrook Drive and Woodside Blvd. Ground breaking is to commence in the Summer of 2009. Parent Surveys, On-site monitoring and polling, and results from Parent Workshops indicate a continued priority for connectivity to the Wood River Trail System (2+ blocks from bike path to the school sidewalks).

School Survey Results:

The National Center for Safe Routes' Parent Surveys and Travel Behavior Surveys are used for evaluation of the SR2S performance. Parent and student surveys were conducted in Spring 2008, Fall 2008 and Winter 2009. Woodside Elementary is committed to meeting Idaho SR2S Evaluation efforts required in funded SR2S projects. Bilingual Parent surveys are distributed through the school (3 of 120 returned in Nov 08). These are some interesting details:

2008 Fall Student Tally (September 16-18) 230 STUDENTS RESPONDED

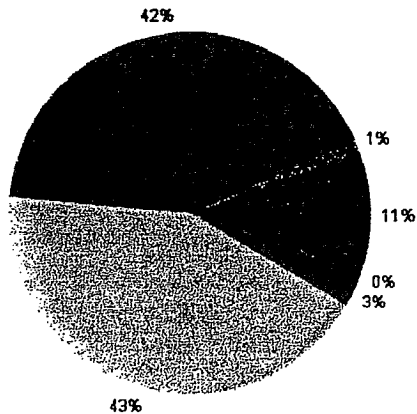
Walk Bike School Bus Family Vehicle Carpool Transit Other



2009 Winter Student Tally (Feb 11-13) 129 STUDENTS RESPONDED

Average number of students per day responding to in-class tally counts: 128.8

Walk Bike School Bus Family Vehicle Carpool Transit Other



Parent Survey completed November, 2008 (45 of 368 surveys completed- 3 Spanish)

Issues which Affect Parent's Decision to Allow or Not Allow Their Child to Walk or Bike to/from

School Separated by: Children who Do and Do Not Already Walk or Bike To/From School:

Issue	Child walks/bikes to school	Child does not walk/bike
Distance	8 (57.1%)	12 (38.7%)
Convenience of driving	3 (21.4%)	3 (9.7%)
Time	3 (21.4%)	8 (25.8%)
Before/after-school activities	3 (21.4%)	2 (6.5%)
Traffic speed along route to school	3 (21.4%)	7 (22.6%)
Traffic volume along route	5 (35.7%)	12 (38.7%)
Adults to walk/bike with	2 (14.3%)	4 (12.9%)
Sidewalks or pathways	3 (21.4%)	5 (16.1%)
Safety of intersections & crossings	3 (21.4%)	5 (16.1%)
Crossing guards	3 (21.4%)	1 (3.2%)
Violence or crime	5 (35.7%)	12 (38.7%)
Weather or climate	7 (50.0%)	14 (45.2%)

Recognized Barriers to Walking or Biking to School: SURVEY RESULTS

- **Woodside Elementary School is surrounded by streets that lack adequate amenities for walking or biking to school.** Excluding the School property and one block in each direction on Woodside Blvd, there are no sidewalks, inadequate crosswalks, a lack of proper signage and minimal speed limit enforcement.
 - Results from Parent Surveys compiled in the Spring and Fall of 2008 indicate a significant need for connectivity to the Wood River Trail to the east and access along Woodside Blvd to higher density housing to the north.
 - High traffic volume and traffic speeds within the school zone and adjacent neighborhoods are a safety concern for students walking or biking to school
 - **Inclement weather,** lack of daylight, snow removal and storage create a significant seasonal reduction in walking and biking participation Nov-April.
 - Lack of bicycle and pedestrian safety education by students, motorists, parents and the general public are a barrier.
 - 27-50% of Woodside Parents continue to chose the Family Vehicle as the preferred and convenient mode of transportation for Woodside Elementary trips- **THEREBY CREATING THEIR OWN TRAFFIC BARRIER.**
 - A language barrier does exist at Woodside Elementary School and in the surrounding neighborhoods. Outreach efforts have included *bilingual production* of all materials distributed, Spanish newspaper advertising and use of interpreters at PTA meetings, SR2S Parent Workshops.
- 9 • Lack of neighborhood champions and Parent involvement is a barrier

Action Plan

Targets for Woodside Elementary Travel Plan

- Reduce number of family vehicles in dropoff/pickup to 75 vehicles from Fall '08 average of 85 vehicles. Winter 2009/history= /115

2008/09 Fall average= 85 vehicles
 2009 Spring goal=75 vehicles (-10)
 2009/10 goal= 70 vehicles (-5)
 2010/11 goal= 65 vehicles (-5)

Strategy: 1) Campaign, outreach and promotion of SR2S activities at the Drop-off. 2) Publicize car counts and promote the goal of 75 cars or less.

- Increase number of students biking to school on a regular basis (3 days/wk) by 12 students per season

2008/09 Fall Event= 76 biked 26% of attendance
 Fall average for days monitored= 29 bikes
 Spring Trip Tracking average 2008= 32
 2009 Spring Event= GOAL 44
 2009/10= 56

2010/11= 68 students biking to school
 Strategy: Recognize and promote active participation by students through "Wolf Paw" certificates for "Good Citizenship"

- Increase number students walking to school on a regular basis (3 days/wk). During 2008/09 Fall Event = 62 walkers/ 13% of attendance Fall average for "average" days monitored= 28 students

- 2009/10= 50 students
- 2010/11= 60 students

Strategy: Promote, educate, and encouragement of walking to school. Utilize "Wolf Paw" Certificates-school drawings.

Increase number of carpools at dropoff/pickup to 10 vehicles per year

- Fall '08 average of 6 Carpool vehicles
- Spring 09= 10
- 2009/10= 15
- 2010/11= 20

Strategy: Survey and Identify neighborhoods with active carpools and high frequency of family vehicles. Promote Rideshareonline service at HES and BCSD.

Increase participation in Bike and Pedestrian Safety Education programs:

- Program starts with 2009 Spring Classes
- 2010/11 +10% completion

Develop and Increase Parent leaders for Neighborhood groups:

- Neighborhood workshops
- Parent outreach through PTO- attend monthly meetings

Increase participation in Promoted SR2 S Events by 10%+/year

- 2007 FALL EVENT= 162=46%
- 2008/09 Fall event= 138= 39% (MORE CONTROLS)
- Goal: Spring TRIPS 2009=2500 trips! (2008=2025 trips recorded)
- Fall 2009= GOAL: 160 total participants
- Spring 2010=GOAL: 3000 TRIPS!

Projects/Funding/Work Plan 2009/2011

Task	Responsible Party	Cost	Funding Source	Target Date	Completion Date
Woodside TravPln	MRTA/BCSD/AdvCom	\$200	ITD 11505	3/31/2009	
2009 Bike/Ped Ed Class	MRTA	\$500	ITD 11505	3/26/2009	
Promote/Parent-students	Principal/staff				
design curric/lead class	MRTA	\$500	ITD 11505		
curriculum/space	PE Teachers				
2009 Walk/bike Month	BCSD, BCRD, MRTA	\$3/student	11505/Cities'07	4/22/2009	
Promote/Prizes-students	BCSD, BCRD, MRTA	\$1,800	11505/Cities'07	5/29/2009	
End of year tally/surveys	BCSD, MRTA	\$300	ITD 11505	5/10/2009	
2009 Map/brochure	MRTA/BCRD/	\$2,000	ITD 11505	5/15/2009	
2009 Fall Event	BCSD, BCRD, MRTA	\$2/student	ITD 11887		
Surveys/tallies 3Xyear	MRTA, BCSD	1000		Sep-09	
2010 Bike/Ped Ed Class	BCSD/MRTA				
2010 Walk/Bike Month	BCSD, BCRD, MRTA				
2010 Infrastructure	City of Hailey	\$71,500		summer 09	

Monitoring and Review (Quarterly)

Education- MRTA, BCSD and partner organizations will provide necessary support and facilities to create a positive learning environment for Walking and Biking

Encouragement- All of the listed supporting partners will actively participate in encouragement activities and events as necessary to maximize positive outcomes

Enforcement- City of Hailey (traffic/speed)
BCSD-Crossing guards selection and training

Evaluation- MRTA, BCSD, PTA, School Staff, volunteers as needed to monitor and collect surveys, traffic data, etc

Engineering- City of Hailey will construct SR25 Infrastructure connections that meet AASHTO standards and provide seamless connectivity throughout Hailey

Travel Plan Agreement and Proclamation of Support

We support the development and successful implementation of the Woodside Elementary School Travel Plan.

Blaine County Public School District/School Principal-

The Board of Trustees and The Superintendent of Schools encourages the School Principals and staff to continue to provide access to students and facilities for promotion of Safe Routes to School. Blaine County Schools have provided bulletin boards and space available for MRTA's SR2S information Boards. Additionally, BCSD staff will assist with the required data collection for the SR2S projects (In classroom tallies, Parent surveys, and other necessary information gathering). BCSD schools and facilities are available for public outreach, meetings, training activities and assemblies. We recognize Safe Routes to School as an important community program and encourage students, parents and staff to participate on a regular basis. In 2010-2011, The BCSD will continue to promote and support the Education, Encouragement and Evaluation activities of Mountain Rides and the Engineering activities of the City of Hailey to construct and improve the infrastructure and amenities in school zones and in the adjacent neighborhoods.

Mountain Rides Transportation Authority - MRTA will provide personnel and leadership for all Education and Encouragement activities as the Blaine County SR2S Coordinating agency. MRTA will facilitate data collection for evaluation activities and promote utilization of Infrastructure projects as they are completed.

Woodside Elementary School PTA- pledges to provide a platform for outreach and parent recruitment at PTA meetings and functions such as the Back to School Picnic, Book Fair, etc

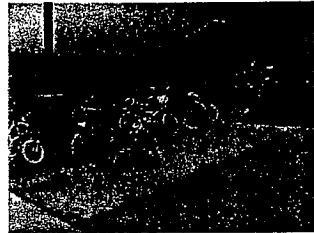
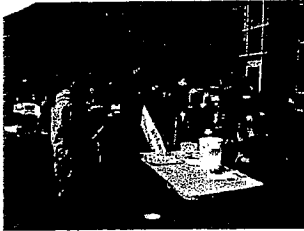
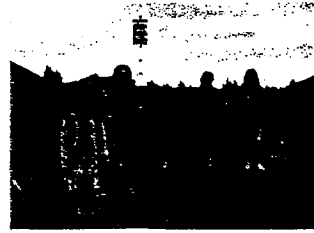
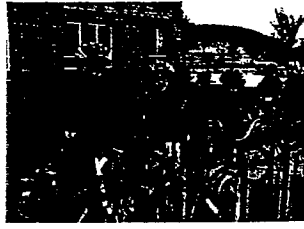
City of Hailey: our community has been actively involved in making it easier and safer for children to walk and bicycle in our communities, and this project will further these efforts. Children, parents and community leaders around the world are joining together to walk and bike to school and evaluate walking and bicycling conditions in their communities. City of Hailey staff and officials actively support development of SR2S infrastructure projects supporting Woodside Elementary School's SR2S efforts and events. City of Hailey Transportation Master Plan and Complete Streets Design Standards both include SR2S references, coordination and documentation.

Papoose Club in 2007 contributed funds for helmet distribution and strongly advocated and encouraged members to actively participate in Safe Routes to School programs. In 2008 we provided funding for four bike racks for schools in need of racks. In 2009 we will provide a financial donation to buy more bike or pedestrian safety items. Amount of contributions to be determined in the FALL of 2009. The Papoose Club recognizes the outstanding community support for Safe Routes to School projects and will promote member participation in all SR2S events and activities.

Blaine County Recreation District will encourage volunteers as manpower and resources at events including October Walk or Bike to School Day and other promotional events; Trail Ambassadors for School Assemblies as needed for Bike/Pedestrian Safety Education. BCRD will continue to share the cost of producing and distributing the Walk or Bike to School Guide & Map. Our facilities (including the Wood River Trail) are available for training and public outreach events.

Hailey Police Department will provide enforcement support and Bike/Pedestrian training through the departments School Resource Officer. Regular patrols through the neighborhoods and school zones are scheduled as manpower and resources permit. Our commitment to Safe Routes to School includes patrol and educational efforts at Wood River Middle School, Hailey Elementary School, Woodside Elementary School and Wood River High School.

Photo Gallery 2007 to Present



**FY 2010 Infrastructure project: Neighborhood
“path/connector” between Glenbrook and
Woodside.**



EXHIBIT B
Non-Discrimination Agreement for Local Public Agencies

Title VI Program

Organization and Staffing

Pursuant to 23 CFR 200, the City of Hailey has designated a Title VI Coordinator who is responsible for monitoring practices, procedures, policies, and documents for compliance with Title VI. This individual is the designated liaison for Title VI program activities and for coordinating compliance monitoring with the Idaho Transportation Department Equal Employment Opportunity Office.

Assurances

49 CFR Part 21.7

The Sponsor hereby gives assurances:

1. That no person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the Sponsor regardless of whether those programs and activities are Federally funded or not. The Federal-aid Highway Transportation Act of 1973 added sex to the list of prohibitive factors. Disability was added through Section 504 of the Rehabilitation Act of 1973. Age was subsequently added in 1975 under the Age Discrimination Act. Minority populations and low-income populations were added by Presidential Executive Order 12898. Limited English proficient persons were added by Presidential Executive Order 13166. Activities and programs which the Sponsor hereby agrees to carry out in compliance with Title VI and these related statutes include, but are not limited to:
 - List all major Transportation programs and activities of the Sponsor and Title VI responsibilities for each one of them (label Attachment 2).
2. That it will promptly take any measures necessary to effectuate this agreement.
3. That each Transportation program, activity, and facility (i.e. lands change to roadways, park and ride lots etc.) as defined at 49 CFR 21.23(b) and (e), and the Civil Rights Restoration Act of 1987 will be (with regard to a program or activity) conducted, or will be (with regard to a facility) operated in compliance with the nondiscriminatory requirements imposed by, or pursuant to, this agreement.
4. That these assurances are given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Sponsor by the Idaho Transportation Department (ITD) under the Federally-Funded Program and is binding on it, other recipients, subgrantees, contractors, sub-contractors, transferees, successors in interest and other participants. The person or persons whose signatures appear below are authorized to sign these assurances on behalf of the Sponsor.
5. That the Sponsor shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federally-Funded programs and, in adapted form all proposals for negotiated agreements: *The (Sponsor), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.*

6. That the Sponsor shall insert the clauses of Attachment 1 of this Agreement in every contract subject to the Act and the Regulations.
7. That the Sponsor shall insert the clauses of Attachment 2 of this Agreement, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
8. The Sponsor agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this agreement.

Implementation Procedures

This agreement shall serve as the Sponsor's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Sponsor, or in recognition of the public interest to be served by such sale or lease to the Sponsor, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The Sponsor shall:

1. Issue a policy statement, signed by the Sponsor's authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Sponsor's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by ITD or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The Sponsor's authorized representative shall be held responsible for implementing Title VI requirements.
3. Designate a Title VI Coordinator who has a responsible position in the organization and easy access to the Sponsor's authorized representative. The Title VI Coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. The Title VI Coordinator shall adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin or sex, the nature of the complaint, the date the complaint was filed, the date the investigation was completed, the disposition, the date of the disposition, and other pertinent information. A copy of the complaint, together with a copy of the Sponsor's report of investigation, will be forwarded to ITD's EEO Office – External Programs within 10 days of the date the complaint was received by the Sponsor.

6. Collect statistical data (race, color, national origin, sex) of participants in, and beneficiaries of the Transportation programs and activities conducted by the Sponsor.
7. Conduct Title VI reviews of the Sponsor and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Attend training programs on Title VI and related statutes conducted by ITD's EEO Office.
9. Prepare a yearly report of Title VI accomplishments for the last year and goals for the next year. This report is due one year from the date of approval of the Non-Discrimination Agreement and then annually on the same date.

a) Annual Work Plan

Outline Title VI monitoring and review activities planned for the coming year; state by which each activity will be accomplished and target date for completion.

b) Accomplishment Report

List major accomplishments made regarding Title VI activities. Include instances where Title VI issues were identified and discrimination was prevented. Indicate activities and efforts the Title VI Coordinator and program area personnel have undertaken in monitoring Title VI. Include a description of the scope and conclusions of any special reviews (internal or external) conducted by the Title VI Coordinator. List any major problem(s) identified and corrective action taken. Include a summary and status report on any Title VI complaints filed with the Sponsor.

Discrimination Complaint Procedure

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Sponsor. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Sponsor's Title VI Coordinator for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Sponsor or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Sponsor, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the Sponsor's investigative procedures.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as ITD and USDOT.

The Sponsor will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ITD:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex)
- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the Sponsor.
- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the Sponsor has taken or proposed to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Sponsor's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the Sponsor's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ITD, or USDOT, if they are dissatisfied with the final decision rendered by the Sponsor. The Title VI Coordinator will also provide ITD with a copy of this decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

Idaho Transportation Department
Equal Employment Opportunity Office -- External Programs
Karen Sparkman, EEO Manager
PO Box 7149
Boise, ID 83707-1129
208-334-8852

Federal Highway Administration
Idaho Division Office
3050 Lakeharbor Lane, Suite 126
Boise, ID 83703
208-334-9180

Sanctions

In the event the Sponsor fails or refuses to comply with the terms of this agreement, the ITD may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the Sponsor under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Sponsor.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Sponsor.;
4. Refer the case to the Department of Justice for appropriate legal proceedings.

Attachment 1

This Attachment is to be inserted in every contract subject to Title VI of the Civil Rights Act of 1964 and associated Regulations.

During the performance of this contract, the contractor/consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations

The contractor shall comply with the Regulations relative to non-discrimination in federally assisted programs of United States Department of Transportation (USDOT), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination

The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-contractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Sub-contracts, Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiations made by the contractor for work to be performed under a sub-contract, including procurement of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, sex, or national origin.

4. Information and Reports

The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the contracting agency or the appropriate federal agency to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to ITD or the USDOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Non-compliance

In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the contracting agency shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to:

- Withholding of payments to the contractor under the contract until the contractor complies, and/or;
- Cancellation, termination, or suspension of the contract, in whole or in part

Incorporation of Provisions

The contractor shall include the provisions of paragraphs (1) through (5) in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contractor or procurement as the contracting agency or USDOT may direct as a means of enforcing such provisions including sanctions for non-compliance.

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request ITD enter into such litigation to protect the interests of the state and, in addition, the contractor may request the USDOT enter into such litigation to protect the interests of the United States.

Attachment 2

The following clauses shall be included in any and all deeds affecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

GRANTING CLAUSE

NOW THEREFORE, Department of Transportation, as authorized by law, and upon the condition that the state of Idaho will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of Federal Aid for Highways and the policies and procedures prescribed by the United States Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation ITD (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252: 42 USC 2000d to 2000d - 4) does hereby remise, release, quitclaim, and convey unto the state of Idaho all the right, title, and interest of the Department of Transportation in and to said land described in Exhibit A attached hereto and made a part thereof.

HABENDUM CLAUSE

TO HAVE AND TO HOLD said lands and interests therein unto the state of Idaho, and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which the federal financial assistance is extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the state of Idaho, its successors, and assigns.

The state of Idaho, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed (,)(and)* (2) that the state of Idaho, shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Non-discrimination of federally assisted programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.¹

¹ Reverter Clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.