



Planning & Programming (P&P) Grant Q&A

The following questions and answers are from Safe Routes to School (SRTS) discussions at the [Walk Bike Roll Kansas Active Transportation Summit](#) and the P&P grant webinars that were held on September 28th and 29th. More information about the P&P grants and webinar recordings can be found on the [Resources page](#) on KDOT's Safe Routes to School (SRTS) website.

If you have additional questions that aren't included below, feel free to email Ann Katt, KDOT Safe Routes to School Coordinator, at ann.katt@ks.gov. We will continue to update this page as we receive additional questions.

Q. Can the same applicant apply for both a Planning and a Kick Start grant?

A. Yes! That said, the applicant will need to fill out [the application](#) twice - once for their Planning grant submittal and another for their Kick Start submittal.

Q. How many grants are available?

A. There are two types of P&P grants - Planning and Kick Start. For the Planning grants, there will be up to five grants available for the 2023-2024 grant cycle, depending on the size and scope of each proposal. Each Planning grant can support from one to eight schools within a single school district.

KDOT will award up to 10 Kick Start grants. Individual grants have a maximum of \$1,500.

Q. What role will the consultant team ([Toole Design](#) and [Burns McDonnell](#)) have in these projects? What role will the grantees have?

A. P&P grants are designed to make it as easy as possible for communities to develop a Safe Routes to School (SRTS) Plan without having to provide matching funds or go through the sometimes challenging process of finding a consultant for a small-scale planning project.

Planning Grant Roles

Recipients of Planning Grants will receive direct consultant services instead of grant funding. KDOT has already gone through a competitive process to select a team of planners and engineers with extensive Safe Routes to School experience who will develop SRTS plans at the schools that are awarded Planning Grants.

The consultants will:

- Manage the project
- Gather data
- Facilitate meetings

- Conduct fieldwork and analysis
- Make recommendations for infrastructure and programmatic improvements working collaboratively with the applicant.

Recipients of planning grant awards will be expected to:

- Support plan development by providing basic information to the consultant team
- Survey parents and students
- Help arrange and publicize public workshops
- Review and provide input on the consultant's recommendations
- Assemble a team of dedicated stakeholders
- Assist with coordination and communication
- Demonstrate a commitment to implementing the plan once it is complete,

Kick-Start Grants Roles and Responsibilities

For kick-start grants, the consultant team may serve as a resource for questions but will not play a direct role in implementing the funded activities. After approval, grantees will receive an initial check for half of the awarded amount. A second check for the remaining amount will be provided upon completion of the activities and a short final report. The second check will be a reimbursement check for documented expenses above the initial check amount. Grantees must:

- **Complete the activities by May 1, 2023.**
- **Write and submit a final report.** KDOT will create a report template for the grantee to use which will include project background, process, successes and challenges, and next steps.
- **Take photos.** The final report requires three high-resolution photos of the mini-grant activities.

A Memorandum of Understanding (MOU) will be created for each of the grant recipients to ensure that they (and the consultant team!) is clear on and fully understands their role in the project's success.

Q. Can the P&P Planning grants be used to develop construction documents or engineering designs?

A. No, the P&P grants are only to be for planning work. If your community is looking to design or construct an already-planned Safe Routes to School infrastructure project, the [Transportation Alternatives](#) (TA) program may be a better fit. It is important to remember, though, that communities are more likely to receive TA funding if they have completed SRTS Plans (which can be funded through P&P Planning grants).

Q. When will the grant announcements be made?

A. KDOT is anticipating notifying grant recipients by the beginning of 2024 (slightly later than what was described in the webinar). Project scoping and work will begin in early 2024.

Q. If materials (such as temporary bollards, planters, cones, paint, etc.) are purchased as part of a Kick Start grant project to support a demonstration project or safety education efforts, who keeps the materials once the project is complete?

A. The materials become the property of the applicant when the project is complete. The materials can continue to be used by the school(s) and/or community for future projects!

Q. SRTS work looks different in rural communities than it does in urban communities. Does KDOT have any specific guidance for SRTS efforts in rural communities?

A. In 2022, KDOT developed the [Active Transportation Planning Toolkit for Small- and Mid-Sized Communities](#) (for populations up to 20,000) as part of the Kansas Active Transportation Plan. This is a great place to start to help you think of what you could do in your community. There are also resources - [Rural Communities: Best Practices and Promising Approaches for Safe Routes](#) or [Small Town, Big Impact: Exploring Safe Routes Projects in Rural Communities](#) - that have been developed by the Safe Routes to School National Partnership. If you have a specific effort that you would like to work through for a rural community (e.g., Walking School Bus planning), a Kick Start grant would be a great fit!

Q. For the Planning grants, is it better to start with your top few schools or better to do all eight?

During this pilot program year, we want to learn from funding a diverse set of schools across the state of various sizes and settings. If you have a large district, we suggest you narrow down schools to a small number of priority schools since during this pilot program (2023-2024) year, there is a limited number of schools we can support. Factors such as crash rates (especially bicycle and pedestrian), student demographics (e.g., students of color, free and reduced lunch recipient rates, etc.), and existing transportation factors (e.g., school surrounded by high-speed/volume roads) should be considered when selecting the highest priority schools. Feel free to reach out to Ann Katt, KDOT's Safe Routes to School Coordinator, at ann.katt@ks.gov if you need assistance selecting priority schools.

Q. Does a plan require collaboration between the schools and local government?

A. Yes! Local governments are important partners in a SRTS work and are often in charge of whether recommended projects can be implemented. The P&P application has a section where letters of support from local government(s) can be uploaded to display this support and collaboration.

Q. Do I need to have a SRTS or other active transportation plan in place to apply for a P&P grant?

A. No! P&P Planning grants are for communities and school that either do not have a SRTS plan in place or have one that's in need of updating. Kick Start grants also do not need a plan in place, although there is a question in the application that asks if a plan is present to see if the proposed Kick Start project helps to support plan recommendations.

Q. Can kick-start grants be used to pay crossing guards?

P&P funds cannot be used for recurring costs, such as crossing guard salaries. However, P&P funds may be used for crossing guard program development (training, supplies, etc.).

Q. Are match funds required for P&P grants?

A. No. P&P grants do not require match fund by the community, jurisdiction, or school(s).

Q. Do we get to pick our own consultant?

A. The consultant team - Toole Design and Burns McDonnell - is already selected for recipients of the P&P grants. [Transportation Alternatives \(TA\)](#) funding can be used to hire consultant support.