

## Scope of Work

Task 1: Develop a comprehensive understanding of existing student travel patterns to and from school.

- Task a: Analyze the current Hawaii data in the Safe Routes to School Data System (housed at the National Center for Safe Routes) to identify an patterns, opportunities, and general understanding of the past work across Hawaii.
- Task b: Coordinate with the Hawaii Department of Education to obtain the anonymized information to understand likely travel patterns (likely at the zip code level) from homes to school, essentially a student-based origin-destination study. Identify high geographic exception schools along with those that likely have high-bus needs.
- Task c: Conduct additional school/community-based information to identify higher-need schools. These include:
  - Mode share number from SNAP-ED communities and Title 1 census tracts.
  - Number and percent of kids within .5, 1, and 2 miles of schools along with mode split for those tracts.
- Task d: Summarize key findings, including any recommendations to improve the statewide data collection sources, processes, etc.

Deliverable(s):

- Draft and final Task 1 Technical Memorandum.
- Relevant Geographic Information System (GIS) files.

Task 2: Plan and coordinate a one-day summit to convene the statewide SRTS network (including SRTS staff at counties and HDOT, stakeholders, new potential partners, parent organizations, etc.). This summit will directly feed into the Task 3 plan development.

- Task a: Develop the goals/objectives of the summit, and identify and perform outreach to the relevant SRTS staff and stakeholders that can contribute/inform the summit goals
- Task b: Lead agenda and summit material development, customize facilitation approaches to summit goals, and develop activities, prompts, stories, and other relevant materials to support content-specific sessions
- Task c: Lead/organize highly-interactive discussions and sessions during the summit. Utilize strategies to foster inclusive participation, and support problem-solving, brainstorming, and consensus-building
- Task d: Coordinate the logistics for hosting the summit (secure venue/facility, perform outreach to participants, manage summit participant registration, perform day-of coordination, etc.)
- Task e: Summarize key findings that is inclusive of all input received at the summit from participants, and provide insights and recommendations for next steps based on session outcomes.

Deliverable(s):

- Social mapping of current SRTS network partners
- A detailed agenda and facilitation plan for summit (outlines will need to be submitted for review and feedback prior to final facilitation plans being submitted)
- Draft and final Task 2 Summit Summary with documentation of session outcomes, including key points discussed, inputs, decisions made, and next steps.

Task 3: Develop the statewide SRTS strategic plan, and recommendations for stabilizing SRTS program funding for the SRTS program and enabling communities for applying for funding

- Task a: Define the SRTS program goals
- Task b: Develop the strategies and supportive activities to be implemented to achieve the SRTS program goals
  - Identify the SRTS partner who will lead and support implementation based on their role/responsibilities
  - Provide an assessment of the prioritization of actions and estimated timeframe
  - Provide planning-level cost range estimates
- Task c: Identify the performance metrics to measure and collect to monitor/track progress on the SRTS program goals
  - Provide the data collection method, timing/frequency, source, and level/scope
  - Map the performance metrics to the associated SRTS goals and strategies
- Task d: Recommend strategies to streamline safe routes to school program funding to make it easier for schools and communities to apply for and receive funds to implement projects
- Task e: Recommend strategies to optimize the use of available state and federal funds for the SRTS program and projects, including methods to ensure the stability and consistency of the SRTS program special fund.

Deliverable(s):

- Draft and Final statewide SRTS strategic plan in a digital PDF and Microsoft Word format. One zip-drive containing all files, data, photos, etc., compiled and supports the plan.

Task 4: Establish and implement an ongoing process for evaluating the SRTS program, statewide SRTS strategic plan implementation, and projects (for up to 3 years after the completion of the Task 3 SRTS Strategic Plan)

- Task a: Develop the methodology and tools/sources for collecting the performance metrics identified in the statewide SRTS strategic plan
- Task b: Implement the collection of the performance metrics in accordance with the statewide SRTS strategic plan (methodology, timing/frequency, source, and level/scope)
- Task c: Analyze and evaluate the performance metrics, and formulate action-oriented recommendations to improve SRTS program performance
- Task d: Prepare an annual report that includes the performance metrics, progress achieved on the SRTS goals, and recommendations
- Task e: Share and solicit feedback on the annual report and recommendations from the SRTS network partners
- Task f: Develop an effective outreach plan for the annual report (identify the target audience, format (report, presentation, media story, etc.), and channels for sharing the results (newsletter, website, meeting, newspaper, interview, etc.))

Deliverable(s):

- Guide/standard operating procedures for collecting the SRTS performance metrics
- Quarterly progress reports with relevant supportive documentation (Excel, ArcGIS, etc.) for all data collected for this task. This information should be formatted in a way that can be easily understood by all SRTS stakeholders.

## **Project Timeline**

Tasks/Sub-Tasks	1 - 3 Months	4 - 6 Months	7 - 9 Months	10 - 12 Months	13 - 15 Months	16 - 18 Months	19 - 60 Months
<b>Task 1</b>							
Sub-task a							
Sub-task b							
Sub-task c							
Sub-task d							
<b>Task 2</b>							
Sub-task a							
Sub-task b							
Sub-task c							
Sub-task d							
Sub-task e							
<b>Task 3</b>							
Sub-task a							
Sub-task b							
Sub-task c							
Sub-task d							
Sub-task e							
<b>Task 4</b>							
Sub-task a							
Sub-task b							
Sub-task c							
Sub-task d							
Sub-task e							
Sub-task f							