Minnesota Safe Routes to School State Infrastructure Program

In the 2017 and 2018 sessions the Minnesota legislature apportioned $1 million in bond funds to the Safe Routes to School Program established in Minnesota Statute 174.40.   The funds were intended to supplement or replace aid for infrastructure projects under the federal SRTS program. The Minnesota Department of Transportation (MnDOT) is responsible for the administration of the state SRTS program and makes the funds available to communities through a competitive process.

This solicitation provides $2 million in **state bond funding** for the development and implementation of infrastructure projects which will enable students to walk and bicycle to and from schools. Funds from this program are reimbursed to communities after the work is complete. All SRTS infrastructure applications require a State Aid city or county as the lead agency or sponsor.

Infrastructure projects chosen in this solicitation must be implemented in 2019, 2020, or 2021. Awarded applicants will have to execute a grant agreement and work with the MnDOT State Aid for reimbursement.

Applicants may apply for funding by completing the application and submitting it with the required attachments to MnDOT electronically. Additional information and instructions for the SRTS infrastructure application begins on page 3 of this guide.

Eligibility Applicants

To ensure that the SRTS program is available to a broad spectrum of groups that represent students, both public and non-profit entities may submit applications for infrastructure funding with a State Aid sponsor. Eligible groups include (but not limited to):

- Schools, both public and private
- School Districts
- Cities
- Counties
- Federally Recognized Tribes
- Townships

Lead Agency or County/City Sponsor

School Districts, townships and cities with a population of less than 5,000 will need a State Aid City or County sponsor for their infrastructure projects. If the city in which the project is taking place is not listed as a State Aid City, the City must work with the County as a sponsor.   The sponsor's task could include but not limited to:

- Be the fiscal agent on behalf of the community
- Ensure the project meets milestones and dates
- Assist with the execution of a grant agreement
- Review and approve the plan, engineer's estimate, and specifications
- Submit and coordinate plan review with the DSAE
- Let the project
- Submit pay requests for reimbursement
- Communicate progress and updates with the DSAEs and State Aid Programs Engineer

- Assist with project close out

Project Options

This year to promote use of different sources of funding, three project types are available for communities to select from. Communities may submit multiple projects but only one project type for each project location. Projects awarded funds must be implemented by June of 2021.

Local Match

Funds may be used for the local share on SRTS federal projects already programmed in the Statewide Transportation Improvement Program (STIP). To be considered for a local match, the project must from a SRTS plan, and listed in an approved Statewide Transportation Improvement Program (STIP).

Construction (with TA or SRTS Funding)

This option is available for communities that have a project identified in their SRTS Plan and only need funds to implement the improvements. SRTS funds may be used for one or more of the following improvements:

- Pedestrian and bicycle crossing improvements: intersections or midblock crossings, median refuges, raised crossings, raised intersections, speed humps and curb extensions.
- Off-street bicycle and pedestrian facilities: exclusive multi-use bicycle and pedestrian trails, sidewalk, and pathways that are separated from a roadway.
- On-road facilities: bicycle lanes or bicycle boulevards
- Traffic control devices: signs, bicycle and pedestrian activated signals, and pavement marking
    Note: Electronic devices must be permanent - **not** mobile.

The infrastructure applications may represent one school or multiple schools that are in close proximity to one another (schools on the same or adjacent campuses, neighborhood or block).
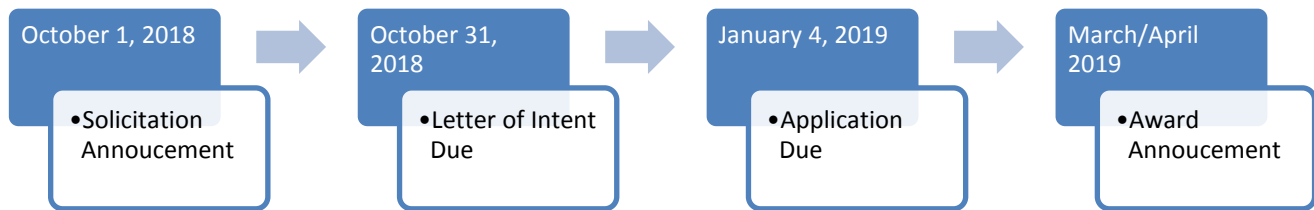
Selection Criteria

Similar types of project will be scored against each other. Each project will be reviewed with the following criteria. The application criteria include (but are not limited to):

Type of Project	Criteria
Local Match	Eligibility School Support Local SRTS Program
Construction	Eligibility School Support Local SRTS Program Improves Safety Number of Students Impacted

Solicitation Schedule

The solicitation schedule for funding is provided below.

October 1, 2018		October 31, 2018		January 4, 2019		March/April 2019
•Solicitation Annoucement	→	•Letter of Intent Due	→	•Application Due	→	•Award Annoucement

SRTS Infrastructure Application

A copy of the application is attached in Appendix A for your reference. Use the guidance in the following section to assist in filling out the application. Please keep the description clear and concise.

School Information

1.   Name of School: Provide the name(s) of the school where students attending will benefit from this project.

2. Grades: Provide the grades at the school.

3. Number of Students Enrolled: Provide the total number of students enrolled at the respective school.

4. Percentage of Students Bussed. Provide the percentage of students at the respective school currently getting bussed to and from school.

5. Percentage of Students of Walkers: Provide the percentage of students that live within 1 mile radius of the respective school.

6. Percentage of Students Qualified for Free or Reduced Lunch: Provide the percentage of students at the respective school that qualifies for free or reduced lunch.

7. School Moving: Describe plans or initiatives in the works to move any of the schools in the next 10 years. (500 character limit).

8. No Walk/Bike Policy: Indicate if the school or school district have a no walking or bicycling policy. If there is a no walking or no bicycling policy, use the field provided to share the reasons why the policy is in place.

9. Hazard Busing: Describe any busing done within the 1 or 2 mile radius of the school due to a hazardous condition. Describe the hazardous condition and how it was determined.

10. Encouraging School Policies: List and describe school policies that encourages walking and bicycling at the schools. Additional examples could include school policy to vary dismissal and arrival times to improve traffic flow and safety for walkers and bikers.

11. Policy Changes: List policies at the school(s) or school district that may potentially change with this project.

Local SRTS Program

    1. SRTS Plan: Use the dropdown box to select the best response regarding whether or not the school(s) has a SRTS plan and how it was developed.

    2. Identify or list 6E activities completed or implemented at the schools. Check all that applies. If you do not see your activity listed, use the available space next to "other" to provide your information.

Type of Work

    1. Type of Work. Select the option that you like funding assistance for.

- **Local Match**
  To be considered for this option, the applicant must have been awarded federal funds in an earlier solicitation. Complete Estimated Project Costs for the amount of SRTS funds, federal funds, local funds, and total for the project. In Project Information Section question 3, identify the assigned MnDOT project number for the project. Include a copy of the awarded application.
- **Construction**
  To be considered for this option, applicants must have completed a SRTS plan.

Project Information

    1. SRTS Plan: Indicate if the specific project proposed in the application is identified in a SRTS plan.

    2. Construction Project: Provide a detailed description of the project. Be specific in explaining what is being removed, changed, or added on the project. Reference layouts, plans, or typical sections if available. There is a 2,000 character limit for this question.

    3. Local Match Project: Identify the MnDOT project number assigned to the project and explain why additional funds are needed.

Safety

    1. Safety Risks: Identify the safety risks or hazards students have walking or bicycling to school. Reference student and parent survey data, crash data, or other relevant sources where these safety risks are identified. (1,000 character limit)

    2. Strategy: Explain how this project address the safety risks and makes the routes to and from school safer for students who walk and bike. (1,000 character limit)

    3. Potential Usage: Estimate the number of students using the using the route the project is on to walk and bicycle to school.

Estimated Project Costs

    1. Cost Estimate: Identify the source of the funding for the project and enter the amount from each source. Attach a more detail itemized cost estimate with the application.

I. SRTS Evaluation

    1. After Evaluation: Indicate if the school district or school are willing to completing after evaluations for this project.

J. Attachments

Verify that the application is complete with each of the required attachments.

__ School board resolution, certifying that:

    i) the governing body of the school supports the project

    ii) funds, if any, required to be supplied by the school to complete the project are available and committed.

__ Local agency resolution, certifying that the community benefiting from this project has adopted subdivision regulations that require safe routes to school infrastructure in developments authorized on or after June 1, 2016.Map(s) of the project location(s)

__ Sponsor resolution (if applicable)

__ At least one project location map with routes and school labeled

__ Baseline Student Travel Tallies and Parent Survey results

__ Project Schedule with milestone dates (plan submittal, construction start, and construction completion)

__ Engineer's estimate with itemized breakdown of the project cost

__ Typical Sections (if applicable)

__ Awarded SRTS application (if requesting local match)

__ SRTS plan or link to SRTS plan online

Optional Attachments

__Letters of support from partners

Application Submittal

Please follow the steps below when ready to submit the application.

1. Saved a copy to your local drive or server. Save the application as a word document with SRTS, Agency and School District or school name in the name; e.g. SRTS_StPaul_CapitolHill.docx.
2. Attach the application and required documents to an email and submit it to your ATP if in greater MN, or saferoutes.dot@state.mn.us with "SRTS infrastructure application" in the subject line if in the Metro ATP.

Applications and attachments are due January 4, 2019.