



Active Transportation (AT) Infrastructure 2024 Solicitation and Project Application Webinar

Steven Prusak, P.E. | State Aid Active Transportation Engineer

State Aid for Local Transportation (SALT)

September 2024

Agenda

1. Welcome
2. Program Overview & 2024 Active Transportation (AT) Infrastructure Funds
3. 2024 Program Details and Solicitation Timeline
4. Letters of Intent (LOI) & Application Contents and Scoring Criteria
5. Process from Selection through Construction
6. Key Takeaways
7. Webinars and Other Resources
8. Questions

2. Program Overview, 1 of 2

- Program Purpose:
 1. Connecting communities and key destinations within them
 2. Boosting public health by creating safer environments for people to walk, bike or roll to their destinations
 3. Mitigating safety hazards related to interacting with vehicular traffic
- Funds are appropriated by the Legislature by session law, per [Minnesota Statutes 174.38](#) for grants to statutory or home rule cities, towns, counties, non-profits, and Federally Recognized Indian Tribes
 - The program was created in 2017 and has held open solicitations in 2022 and 2023 previously.
 - Federally Recognized Indian Tribes are directly eligible per 2023 legislation.

2. Program Overview, 2 of 2

- The Active Transportation (AT) Infrastructure Program ([Infrastructure - Active Transportation Program - MnDOT \(state.mn.us\)](#)) is a grant program administered by State Aid for Local Transportation (SALT).
- Non-infrastructure AT grants are administered by the Office of Transit & Active Transportation (OTAT).

AT INFRASTRUCTURE

2. 2024 Active Transportation (AT) Infrastructure Funds

- 2024 AT Infrastructure Solicitation – **up to \$12.502M available**
 - \$16.5M in General Funds to SALT for infrastructure in FY 2025 from the 2023 Legislative Session
 - **Per 2024 Legislative session, reduced to \$12.502M**
- Oversight by the Infrastructure Work Group (IWG) of the Active Transportation Advisory Committee (ATAC)



3. Program Details, Eligibility

Eligible Entities for 2024 AT Infrastructure Application

- Greater Minnesota Counties (including Chisago County)
- Greater Minnesota State Aid and Non-State Aid Cities (including cities within Chisago County)
- Greater Minnesota Townships (including townships within Chisago County)
- Greater Minnesota 501(c)(3) Registered Non-Profits (including entities within Chisago County)
- Greater Minnesota Federally Recognized Indian Tribes



3. Program Details, Project Sponsorship

Registered Non-Profits, Township, and Non-State Aid City applicants require a project sponsor for their application. The sponsor's tasks can include, but are not limited to:

- Serve as the fiscal agent on behalf of the community
- Request an SAP/SP number for the project
- Ensure the project meets milestones and dates for scheduled completion
- Assist local agency/community in execution of any grant agreement
- Develop, review, and approve the construction plan project
- Ensure that any required environmental documents and permits are received, and requirements are followed
- Submit plan, engineers estimate, and proposal to the DSAE
- Advertise/let/award the project in accordance with state aid and/or federal aid procedures
- Submit the State Aid Pay Requests to the DSAE
- Communicate progress and updates with the DSAEs and State Aid Active Transportation Engineer
- Ensure that the project receives adequate supervision and inspection to ensure that project is completed in conformance with approved plans and specifications
- Assist with project close out and final contract documents
- Retain project documents in accordance with document retention schedule

A Joint Powers Agreement between grantee and project sponsor should clearly indicate who is responsible for what.

3. Program Details, Project Eligibility

Eligible Projects Must:

- 1) Improve safety and ability of people to walk, bike or roll throughout their community
- 2) Have a full resolution from applicant governing board supporting project and application (does not apply to Tribal projects)
- 3) Have a full resolution from sponsor supporting project and establishing sponsorship relationship (if required)
- 4) Have a letter of support from the District Engineer if impacts to Trunk Highway Right-of-Way are proposed
- 5) Have an effective service life of at least 10 years minimum
- 6) Be ready for construction in calendar year 2025 or 2026
- 7) Not have received an earmark for the same project

3. Program Details, Funding

- 2024 AT Infrastructure Grant Amount Range:
 - Minimum Amount: \$50,000
 - Maximum Amount: \$1M
- AT Infrastructure funding does not require any local match and grants are paid on a reimbursable basis
- AT Infrastructure provides funding for capital construction costs only
- Ineligible costs include planning, design, engineering, right-of-way acquisition, construction management, and applicant or project sponsor staff time or personnel costs.

3. Program Details, 2024 AT Infrastructure Eligible Costs

ELIGIBLE IMPROVEMENTS

CROSSING IMPROVEMENTS

Pedestrian curb ramps | Intersections or midblock crossings | Speed humps | Median refuges | Raised crossings | Raised intersections | Curb extensions

OFF-STREET FACILITIES

Trails | Sidewalks | Bicycle paths | Multi-use or shared-use paths | ADA-compliant curb ramps | Pedestrian bridges | Other separated pathways

ON-STREET FACILITIES

Bicycle lanes | Bicycle boulevards | Cycle tracks | Rural pedestrian lanes


TRAFFIC CONTROL AND SAFETY DEVICES

Signage | Bicycle and pedestrian activated signals | Flexible bollards | Pavement markings | Pedestrian-scale lighting

IN-KIND REPLACEMENTS

Curb replacements | Roadway & bituminous replacements | Basic turf | Other replacements due to required removals

3. Program Details, 2024 AT Infrastructure Ineligible Costs

INELIGIBLE IMPROVEMENTS	
ORNAMENTAL IMPROVEMENTS	Ornamental lighting Decorative benches Decorative landscaping Trees & plantings
REMOVABLE OBJECTS	Benches Bike racks or bike parking Fix-it stations Drinking fountains Wayfinding Signs Other non-permanent improvements
AESTHETIC TREATMENTS	Treatments, landscaping, or finishes above the standard
NON-CONSTRUCTION	Engineering costs Construction administration & inspection costs Right-of-way acquisition Water main or sewer work Private utility work
 TRUNK HIGHWAY IMPACTS	Work on trunk highways or trunk highway right-of-way <u>without a letter of support from the MnDOT District Engineer</u>

1. Work on trunk highways is allowed only if the applicant has explicit approval from the MnDOT District Engineer in a letter of support

3. Program Details, 2024 AT Infrastructure Selection Pools

Greater MN Counties & State Aid Cities

- Including Chisago County & State Aid Cities within Chisago County

Greater MN Non-State Aid Cities & Townships

- Including Non-State Aid Cities and Townships within Chisago County

Greater MN Federally Recognized Indian Tribes

- 2024 Solicitation will focus exclusively on Greater Minnesota beyond the jurisdictional boundary of the Met Council
- The seven-county Metro area is receiving large and increasing annual amounts for AT through 3/4 cent metro sales tax and Transportation Advance Account (auto parts sales tax and retail delivery fee), estimated at \$50M in FY24 and increasing to \$125M by FY33

3. Solicitation Timeline



4. Letter of Intent, Schedule & Details

- 1 month period – September 23 to October 18, 2024
- The goal of a Letter of Intent is to provide an initial review to ensure project eligibility and determine project readiness prior to submittal of the full application
- Responses to Potential Applicants – By Friday, November 1, 2024
- Full Application Submittal Opens Monday, November 4, 2024
- Letters of Intent are strongly encouraged for smaller or first-time applicants but are not required for experienced applicants
- Letters of Intent will be submitted via an online form

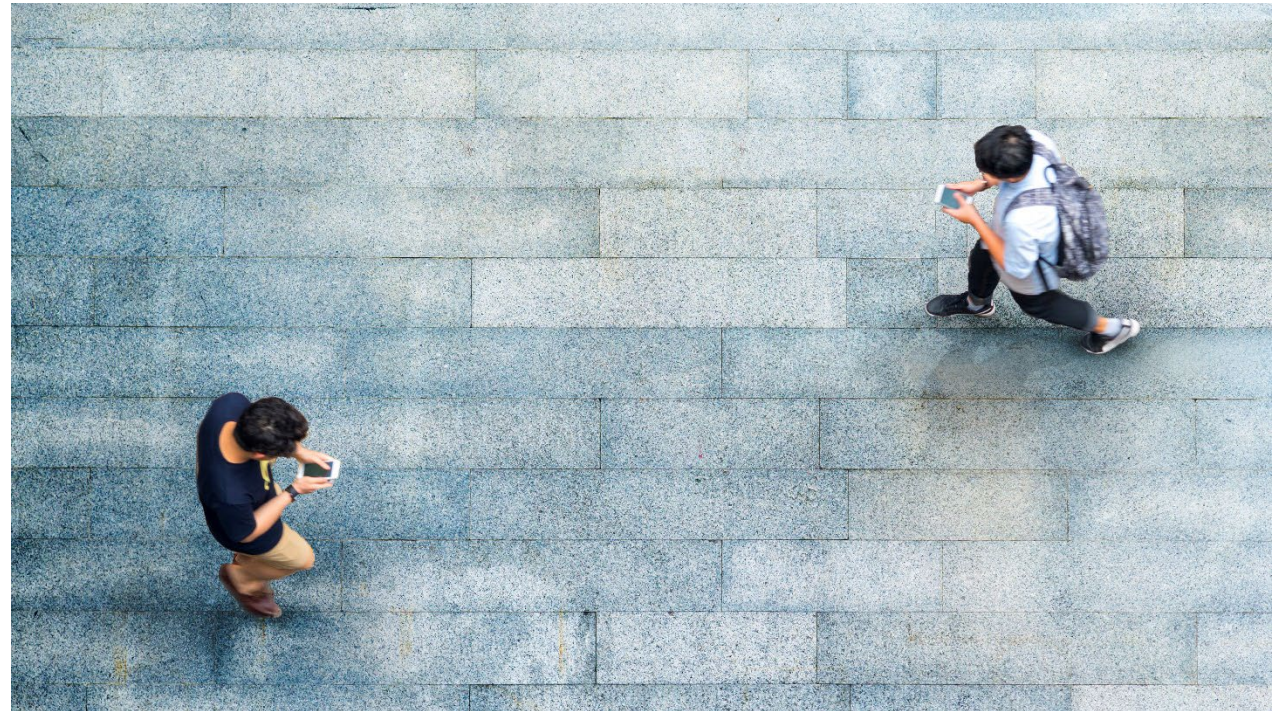
4. Letter of Intent, Contents

- A. Applicant Information
- B. Project Information
- C. Project Location
- D. Funding Sources
- E. Eligibility Check
- F. Project Improvements
- G. Planning, Experience & Public Engagement



4. Application, Schedule & Details

- Open for about 2.5 months
- Full Application Submittal Opens Monday, November 4, 2024
- Full Application Submittal Closes Friday, January 17, 2025
- Application will be submitted via an online form only



4. Application, Contents

- I. Project Information
- II. Project Improvements & Safety
- III. Community Engagement & Transportation Policies
- IV. AT Equity Score
- V. Attachments (25 MB Max Total, No JPEGs)
- VI. Conflict of Interest Disclosure
- VII. No Conviction of Felony Financial Crime Disclosure



4. Application, Sections

I. Project Information

- A. Applicant Entity Information
- B. Project Sponsor Information
- C. Project Funding
- D. Brief Project Description
- E. Project Location
- F. Funding Sources
- G. Eligibility Check
- H. Project Evaluation

II. Project Improvements & Safety

- I. Safety Concerns
- J. Types of Improvements
- K. Project Improvements

III. Community Engagement & Transportation Policies

- L. Plans, Policies & Studies

IV. AT Equity Score

- M. Advancing Equity
- N. AT Equity Score

4. Application, Sections and Scoring Weights

- Project Improvements & Safety – Application Sections A-K (40%)
 - What is the project?
 - What safety risks exist today?
 - How will the proposed improvements mitigate safety risks?
- Community Engagement & Transportation Policies – Application Section L (20%)
 - What is the level of planning and priority?
 - How have stakeholders been engaged?
 - What policies does the applicant employ to encourage walking, biking and rolling?
- AT Equity Score – Application Sections M & N (40%)
 - How is equity advancing with this project?
 - What populations are being served?
 - What are the transportation needs of the specific location?

4. Application, Equity Segment

Equity segment is based on two components – Applicant Narrative & Equity Score

- Applicant Narrative
 - Applicant checks boxes of common equity-based indicators
 - Then supplements with specific references and statistics for the immediate project area
- Equity Score
 - Extracted by MnDOT from publicly available [AT Equity Score Tool](#)
 - Objective and relative compilation of socio-economic data to a series of hexagons covering MN
 - Those hexagons with the greatest needs will yield the highest scores from the tool

4. Application, Required Attachments

Missing or incomplete submittals of these documents can be grounds for disqualification

- Applicant Entity Resolution of Support
- Project Sponsor Resolution of Support (if applicable)
- Resolutions of Support from all other impacted entities (if applicable)
- Project Estimate
- Project Schedule/Timeline
- Project Map
- Letter of Support from District Engineer (if applicable)
- Certification of No Conviction of Felony Financial Crimes

5. Selection Process

- 2024 AT Infrastructure applications will be reviewed and scored by State Aid Programs with assistance from the Office of Transit and Active Transportation (OTAT) and Office of Traffic Engineering (OTE)
- Selections will strive for equitable distribution across the program selection pools and Greater MN MnDOT Districts
- State Aid will consult with DSAEs and Tribal Affairs on scores and draft project recommendations
- State Aid Active Transportation Engineer and Tribal Affairs make project selection recommendations to the ATAC IWG
- ATAC IWG provides input on project recommendations and then selects and approves projects for funding
- 2024 selections to be announced in April 2025

5. After Project Selection

- All applicants receive notice of project selections/non-selections from State Aid Active Transportation Engineer or Tribal Affairs.
- All projects are required to follow the State Aid process for project/plan approval.
 - MnDOT District, project sponsor, grantee to determine appropriate design standards for non-state aid routes
- Grantees begin the plan development process working with DSAE to request a State Aid Project Number.



2023 Active Transportation (AT) Infrastructure Solicitation Program and Project Summary

This document summarizes funding to the Active Transportation (AT) infrastructure program from the May 2023 omnibus transportation finance and policy bill^{1,2}. The total \$20.7 million in AT funding from the bill was split between infrastructure (\$17.7 million) and non-infrastructure (\$3 million) activities.

A solicitation for Greater Minnesota³ entities only was released for the competitive AT infrastructure program on November 27, 2023. Applications were due on the submittal deadline of February 2, 2024. A total of 49 applications were received with requests of \$25.3 million in AT infrastructure funding.

On July 17, 2023, the AT Infrastructure Advisory Committee approved \$4.5 million in awards to additional 11 high-scoring projects from the 2022 AT infrastructure solicitation and designated the remaining \$13.2 million for the 2023 AT infrastructure solicitation.

On April 24, 2024, the 2023 AT & SRTS Infrastructure Advisory Committee, representing local public organizations and Federally Recognized Indian Tribes statewide, convened, and approved 30 projects for funding through the competitive AT infrastructure solicitation. Table 1 is a summary of selections by entity type.

Tables 2-4 include summaries of projects that were selected for funding.

Table 1 Summary of AT Infrastructure Project Selections by Entity Type

Selection Pool	Projects Selected	Total AT Infrastructure Selections	Percent of Selected Funding
Greater MN Counties & State Aid Cities	22	\$8,220,139	63.51%
Greater MN Non-State Aid Cities & Townships	6	\$3,198,400	24.71%
Greater MN Federally Recognized Indian Tribes	2	\$1,523,990	11.78%
TOTAL	30	\$10,841,507	100.00%

¹ Minnesota 2023 Laws, Regular Session, Chapter 68, Article 1, Section 20(b) - \$19.5 million in general funds,

² Minnesota 2023 Laws, Regular Session, Chapter 72, Article 2, Section 16, Subdivision 7 - \$1.2 million in GO bonds

³ Only entities outside of the seven metropolitan counties represented by the Metropolitan Council were eligible for this solicitation

For more information visit: <http://www.dot.state.mn.us/active-transportation-program/infrastructure-grants.html>
 Or contact: Steven Prusak, State Aid Active Transportation Engineer, 651-366-3827
 steven.prusak@state.mn.us

5. Project Development

- [State Fund Grantee User Guide \(PDF\)](#)
- Local entity completes plans and cost estimates;
- DSAE reviews and approves, and provides notice to State Aid Active Transportation Engineer for review and verification of eligible items
- State Aid Active Transportation Engineer reviews and verifies eligible items, and provides funding approval letter [based on engineer's estimate](#)
- Local entity advertises construction project and opens bids

5. On To Construction

- Local entity submits low bid documentation to DSAE and State Aid Finance for final AT funding determination.
- Grant agreement should be fully executed before construction starts, and grantee is responsible for assembling the grant agreement
 - Agreement templates and guidance on the [State Aid AT Infrastructure Webpage](#).
- AT Infrastructure funds are reimbursed as work is completed by submittal of State Aid pay requests through DSAE.



6. Key Takeaways

1. AT solicitation will focus exclusively on Greater Minnesota
2. Go to [AT Infrastructure - State Aid](#) for 2024 AT Infrastructure Solicitation Updates
 - a) Look for solicitation updates on AT Infrastructure webpage/emails/resources
3. Project Sponsorship
 - a) Registered Non-Profits, Township and Non-State Aid City applicants need project sponsor
 - b) Project Sponsor acts as fiscal agent, state dollars flow through it
4. No local match required
 - a) 100% of eligible construction costs are reimbursable
 - b) Contractors incur costs, grantee or project sponsor submits pay requests to State Aid for reimbursement



7. Webinars and Other Resources, 1 of 2

- AT Infrastructure Webinar Dates, via MS Teams (webinar links and calendar appointments: [AT Infrastructure - State Aid](#))
 - ~~Thursday 9/5: 1:30 PM – 2:30 PM~~
 - ~~Monday 9/9: 11:00 AM – 12 Noon~~
 - ~~Wednesday 9/11: 9:30 AM – 10:30 AM~~
- Resources: [AT Infrastructure - State Aid](#)
 - Guides and information
 - Program Guide – To be posted with full application opening (Monday 11/4)
 - Solicitation Guide – To be posted with full application opening (Monday 11/4)
 - FAQs – Coming soon

7. Webinars and Other Resources, 2 of 2

- Safe Routes for School (SRTS) Infrastructure Webinar Dates, via MS Teams (webinar links and calendar appointments: [SRTS Infrastructure - State Aid](#))
 - ~~Thursday 9/5: 2:30 PM – 3:30 PM~~
 - ~~Monday 9/9: 1:00 PM – 2:00 PM~~
 - ~~Wednesday 9/11: 10:30 AM – 11:30 AM~~
- 2024 SRTS Infrastructure Solicitation runs concurrently with 2024 AT Infrastructure Solicitation
- 2024 AT Infrastructure Solicitation also overlaps Federal 2024 Transportation Alternatives (TA) Solicitation for Greater Minnesota [Transportation Alternatives - Minnesota Department of Transportation \(state.mn.us\)](#) **NOTE: NOT ADMINISTERED BY STATE AID**
 - Critical dates not yet posted but will be approximately concurrent with 2024 AT Infrastructure

8. Questions?



- Are there any general questions on the program or 2024 solicitation today?
- State Aid is happy to meet with you individually upon request. Your County and/or District State Aid Engineer are also excellent resources to consult.
- Please see the FAQ document posted soon on [Infrastructure - Active Transportation Program - MnDOT \(state.mn.us\)](https://www.state.mn.us/infrastructure/active-transportation-program)

Thank you!

Steven Prusak, P.E.

State Aid Active Transportation Engineer | State Aid for Local Transportation

steven.prusak@state.mn.us

651-366-3827