



Safe Routes to School (SRTS) Infrastructure 2024 Solicitation and Project Application Webinar

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State Aid for Local Transportation

September 2024

Agenda

1. Welcome
2. Program Overview & 2024 Safe Routes to School (SRTS)
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. Creating safer environments for students to walk, bike and roll to school
 2. Providing infrastructure improvements that are comfortable to use
 3. Mitigating safety hazards related to interacting with vehicular traffic
- Funds are appropriated by the Legislature by session law, per [Minnesota Statutes 174.40](#) for grants to statutory or home rule cities, towns, counties, schools/school districts, and Federally Recognized Indian Tribes
 - The program was created in 2012 and has held open solicitations in 2014, 2017, 2018, 2020, 2021 and 2023.
 - Federally Recognized Indian Tribes are directly eligible per 2023 legislation.

2. Program Overview, 2 of 2

- The Safe Routes to School (SRTS) Infrastructure Program [Infrastructure Grants - Safe Routes to School - MnDOT \(state.mn.us\)](https://state.mn.us/infrastructure-grants-safe-routes-to-school) is a grant program administered by State Aid for Local Transportation (SALT).
- Non-infrastructure SRTS grants are administered by the Office of Transit & Active Transportation (OTAT).

SRTS INFRASTRUCTURE

2. 2024 Safe Routes to School (SRTS) Infrastructure Funds

- 2024 SRTS Infrastructure Solicitation – up to \$8.5M available
 - \$8.5M in General Funds to SALT for infrastructure in FY 2025 from the 2023 Legislative Session
- Oversight by the Infrastructure Work Group (IWG) of the Active Transportation Advisory Committee (ATAC)



3. Program Details, Eligibility

Eligible Entities for 2024 SRTS Infrastructure Application

- Counties
- State Aid Cities
- Non-State Aid Cities
- Townships
- Schools and School Districts
- Federally Recognized Indian Tribes



3. Program Details, Project Sponsorship

School/School District, 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 to and from a school
- 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 SRTS Infrastructure Grant Amount Range:
 - Minimum Amount: \$50,000
 - Maximum Amount: \$1M
- SRTS Infrastructure funding does not require any local match and grants are paid on a reimbursable basis
- SRTS 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 SRTS 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 SRTS 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 SRTS Infrastructure Selection Pools

MN Cities of the First Class

- Minneapolis, Saint Paul, Rochester, and Duluth

MnDOT Metro District Communities

- Excluding Minneapolis and Saint Paul

Greater MN Counties & State Aid Cities

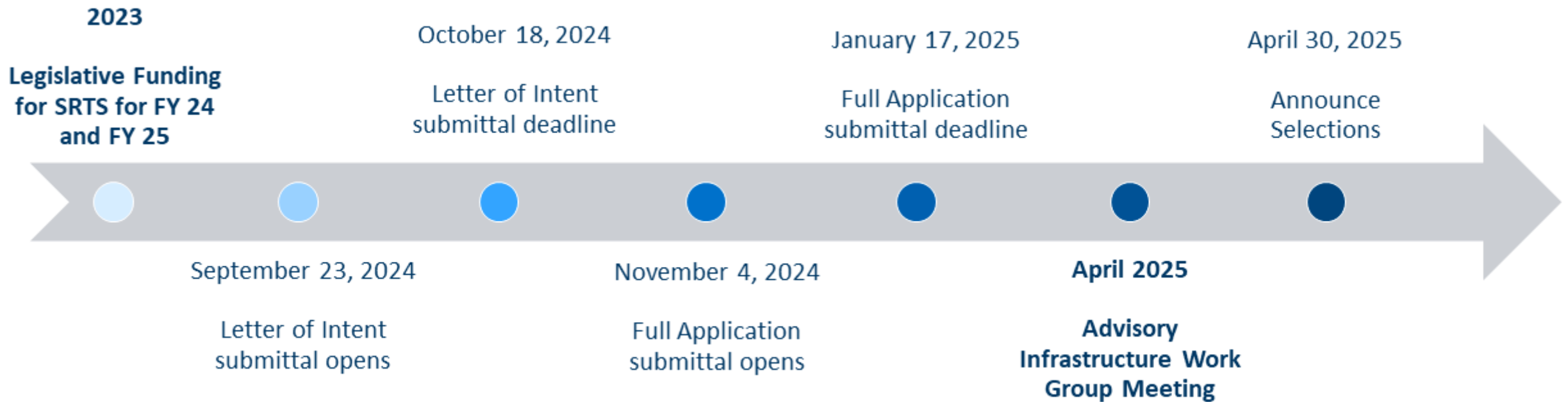
- Excluding Rochester and Duluth

Greater MN Non-State Aid Cities & Townships

Federally Recognized Indian Tribes

- 2024 SRTS Infrastructure selections will strive for equitable distribution across all selection pools and MnDOT Districts.
- Selections will be balanced based on number and quality of submitted applications.

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.

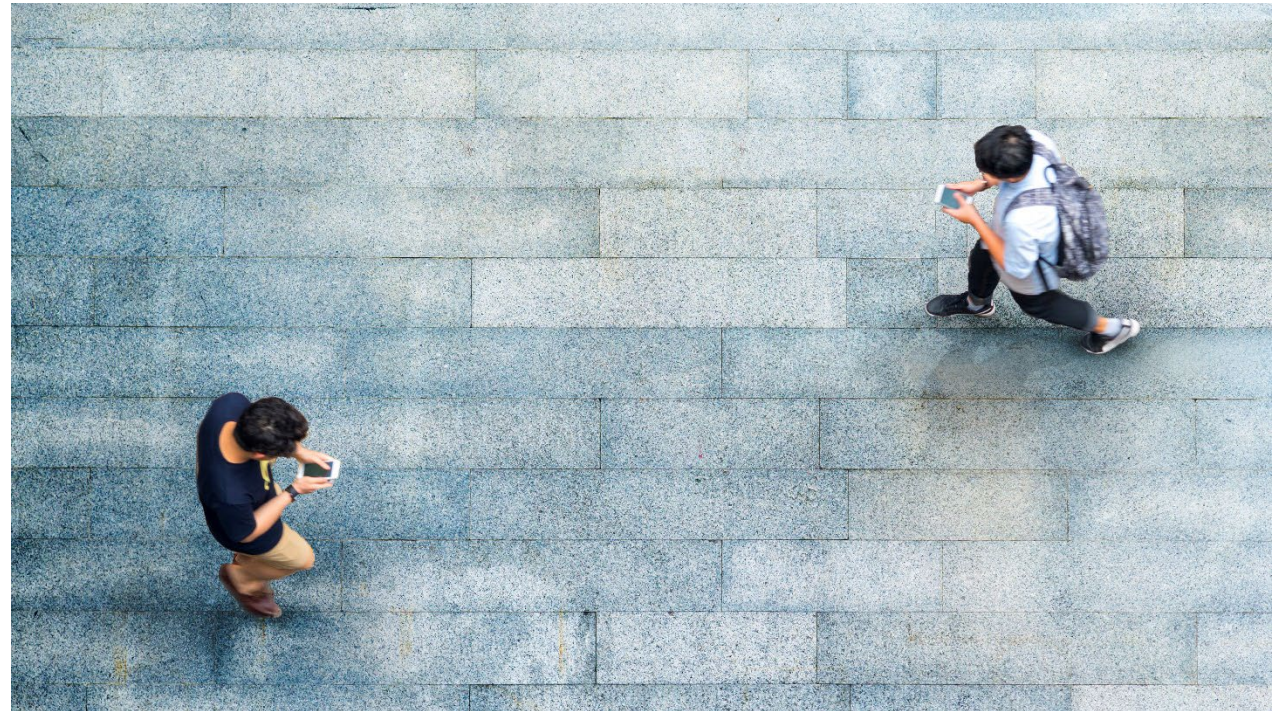
4. Letter of Intent, Contents

- 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. SRTS 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 Contents, 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. School Information
- J. Safety Concerns
- K. Types of Improvements
- L. Project Improvements

III. Community Engagement & Trans. Policies

- M. Plans, Policies & Studies

IV. SRTS Equity Score

- N. Implementing the 6E Strategies
- O. Advancing Equity
- P. SRTS Equity Score

4. Application, Sections and Scoring Weights

- Project Improvements & Safety – Application Sections A-L (40%)
 - What is the project?
 - What safety risks exist today?
 - How will the proposed improvements mitigate safety risks?
- Community Engagement & Transportation Policies – Application Section M (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?
- SRTS Equity Score – Application Sections N-P (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 [SRTS Equity Score Tool](#)
 - Objective and relative compilation of socio-economic data to a score for each public school in MN
 - Those schools 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
- Subdivision Regulations (see next slide)
- Letter of Support from District Engineer (if applicable)
- Certification of No Conviction of Felony Financial Crimes

4. Application, Subdivision Regulations

- Required for all non-Tribal applicants
- Considers what entity governs the land uses adjacent to the proposed project
- Subdivision regulations require construction of accessible sidewalks and/or bike infrastructure in some capacity for new development or subdivisions
 - Can be a formal zoning policy or ordinance. Alternatively, can be development review policies, entity standard plans/plates or a Complete Streets Policy.
 - State Aid does not dictate specific language, rules or triggers on such policies.
 - Decisions on compliance with this requirement lies with State Aid.
- Recommend application to AT Infrastructure if this requirement cannot be met

5. Selection Process

- 2024 SRTS 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 all 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 Safe Routes to School (SRTS) Infrastructure Solicitation Program and Project Summary

This document summarizes funding to the Safe Routes to School (SRTS) infrastructure program from the May 2023 omnibus transportation finance and policy bill^{1,2}. The total \$17.697 million in SRTS funding from the bill was split between infrastructure (\$15.697 million) and non-infrastructure (\$2 million) activities. From the \$15.697 million, \$4.797 million in SRTS funding was canceled 2021 funds reappropriated in 2023 and \$10.9 million was designated for the 2023 SRTS infrastructure solicitation.

A solicitation was released for the competitive SRTS infrastructure program on November 27, 2023. Applications were due on the submittal deadline of February 2, 2024. A total of 39 applications were received with requests of \$22.3 million in SRTS infrastructure funding.

On April 24, 2024, the 2023 AT & SRTS Infrastructure Advisory Committee, representing local public organizations and Federally Recognized Indian Tribes statewide, convened, and approved 20 projects for funding through the competitive SRTS infrastructure solicitation. Table 1 is a summary of selections by entity type.

Tables 2-6 include summaries of projects that were selected for funding.

Table 1 Summary of SRTS Infrastructure Project Selections by Entity Type

Selection Pool	Projects Selected	Total SRTS Infrastructure Selections	Percent of Selected Funding
Cities of the First Class	3	\$1,325,710	12.23%
MnDOT Metro District Communities	4	\$3,290,725	30.35%
Greater MN Counties & State Aid Cities	8	\$3,387,483	31.25%
Greater MN Non-State Aid Cities & Townships	5	\$2,837,589	26.17%
Greater MN Federally Recognized Indian Tribes ³	-	-	-
TOTAL	20	\$10,841,507	100.00%

¹ Minnesota 2023 Laws, Regular Session, Chapter 68, Article 1, Section 2, Subdivision 2(c) - \$15.297 million in general funds

² Minnesota 2023 Laws, Regular Session, Chapter 72, Article 1, Section 16, Subdivision 6 - \$2.4 million in GO bonds

³ Tribal project selected for 2023 AT Infrastructure

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 SRTS 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 SRTS Infrastructure Webpage](#).
- SRTS Infrastructure funds are reimbursed as work is completed by submittal of State Aid pay requests through DSAE.



6. Key Takeaways

1. Go to [SRTS Infrastructure - State Aid](#) for 2024 SRTS Infrastructure Solicitation Updates
 - a) Look for solicitation updates on SRTS Infrastructure webpage/emails/resources
2. Project Sponsorship
 - a) Schools, Township and Non-State Aid City applicants need project sponsor
 - b) Project Sponsor acts as fiscal agent, state dollars flow through it
3. 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

- 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~~
- Resources: [SRTS 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

- Active Transportation (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~~
- 2024 AT Infrastructure Solicitation runs concurrently with 2024 SRTS Infrastructure Solicitation
- 2024 SRTS 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 SRTS 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 Grants - Safe Routes to School - MnDOT \(state.mn.us\)](https://state.mn.us)

Thank you!

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