

# Minnesota State Safe Routes to School Program: Infrastructure Solicitation Prompts

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2021-2022 Application





## Safe Routes to School 2021 Application Form State SRTS Program

*This is a competitive solicitation, and each application is scored and ranked. Most headings in this application are noted with a point value to indicate how many points may be earned from that section. Headings noted with a letter “(i)” contain fields that are required but are for informational purposes only. Informational sections do not affect the score of an application. For additional instructions, see the [2021 solicitation guide](#).*

**Do not submit this worksheet. This document is available for applicants to record answers and share with project team members. All applications must be submitted through the online application form. Only applications submitted through the online application form will be accepted.**

The online application form is available on the [SRTS infrastructure grant webpage](#).



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### I. Project Information (i)

*Enter the requested information into the fields below*

| <b>A. Applicant Information</b> |                  |                     |
|---------------------------------|------------------|---------------------|
| Name (First & Last):            | Preferred Title: |                     |
| E-mail:                         | Phone Number:    |                     |
| Agency Name:                    | Agency Type:     |                     |
| Street Address:                 |                  |                     |
| City:                           | County:          | State: MN           |
| Zip Code:                       | MnDOT District:  | School District(s): |

| <b>B. Sponsoring Agency Information</b>  |                  |           |
|--|------------------|-----------|
| <i>This information is only required for school, non-state aid city, and township applicants</i> |                  |           |
| County/State Aid City Engineer Name (First & Last):  | Preferred Title: |           |
| E-mail:  | Phone Number:    |           |
| County/State Aid City Name:  |                  |           |
| Street Address:  |                  |           |
| City:  | State: MN        | Zip Code: |

| <b>C. Project Funding</b>  |                          |
|--|--------------------------|
| <i>Note that applicants must upload an itemized project cost estimate that the total quantities and costs for both SRTS-eligible items and non-eligible items.</i> |                          |
| <i>Funding Source</i>  | Amount (in 2021 dollars) |
| <i>SRTS Request:</i>   |                          |
| <i>Federal Funds:</i>  |                          |
| <i>Other State Aid Funds:</i>  |                          |
| <i>Local or Other Funds:</i>   |                          |
| <b>Total Project Cost:</b>   |                          |



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### D. Brief Project Description

Enter a brief description or title of your project. Maximum 300 characters. Example: "Shared use path along CSAH 12 and curb extensions at intersection of CSAH 12 and Main St"

Will any proposed infrastructure improvements be constructed on the right-of-way or property of a township, city, county, or tribe other than the applicant or project sponsor?

☐ Yes ☐ No

If yes, list the township, city, county, or tribe in which construction is proposed by this project.

### E. Type of Work

☐ Construction of non-federally funded project

☐ Local match for previously awarded federally funded project

List the project number for which additional funds are requested:

Does the city or county have local funds available for the local share of this project? ☐ Yes ☐ No

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### F. School Information

*Provide the names of the schools benefiting from this project and the township, city, county, or tribe in which they are located. Also include the grades available and number of students enrolled at each school.*

| School Name | School Location | Grades Available | Number of Students Enrolled |
|-------------|-----------------|------------------|-----------------------------|
|             |                 |                  |                             |
|             |                 |                  |                             |
|             |                 |                  |                             |
|             |                 |                  |                             |
|             |                 |                  |                             |

### G. Eligibility Check

*Note that if the applicant responds “no” to any of the following questions, the project is ineligible for funding through this program. If any improvements take place on any county or city roadway or right-of-way, then the city or county must have adopted these subdivision regulations.*

Has the applicant’s governing home rule charter city, county, or town has adopted subdivision regulations requiring new and proposed developments within its jurisdiction to have connected pedestrian and/or bicycle infrastructure on or after June 1, 2016?

☐ Yes ☐ No

☐ Not applicable (for school / school district applicants where all improvements will be on school property)

☐ Not applicable (for tribal applicants)

Can the applicant provide a copy of the local agency resolution, certifying that the community benefiting from this project has adopted these subdivision regulations?

☐ Yes ☐ No

☐ Not applicable (for school / school district applicants where all improvements will be on school property)

☐ Not applicable (for tribal applicants)

All items construction eligible for SRTS funds must have an effective useful life of 10 years. Will all SRTS-eligible items in this proposed project have at least a 10-year expected life?

☐ Yes ☐ No

Will the proposed project be able to enter construction in either calendar year 2022 or 2023?

☐ Yes ☐ No

Please select which year:

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## H. Project Evaluation

If awarded funds, the school(s) will commit to following up with evaluations, such as the [Student Travel Tally](#) and [Parent Opinion Survey \(English\)](#), [\(Spanish\)](#), [\(Other Available Languages\)](#)

☐ Yes ☐ No

*Enter contact information for follow up evaluations*

|             |        |               |
|-------------|--------|---------------|
| Title/Role: | Email: | Phone Number: |
|-------------|--------|---------------|

## II. Project Improvements & Safety (50 points)

### I. Full Project Description

*Check the boxes below for the SRTS improvements included in the project*

#### Curbs & Medians

|  |   |   |
|--|---|---|
| <input type="checkbox"/> New Curb & Gutter | <input type="checkbox"/> Curb Extensions (Concrete) | <input type="checkbox"/> Curb Extensions (Paint & Bollards) |
| <input type="checkbox"/> Median (Concrete) | <input type="checkbox"/> Median (Paint & Bollards)  |   |

#### Signage & Striping

|  |  |  |
|--|--|--|
| <input type="checkbox"/> New Signage (All Types) | <input type="checkbox"/> RRFB                        | <input type="checkbox"/> Pedestrian Hybrid Beacon        |
| <input type="checkbox"/> New Crosswalk Striping  | <input type="checkbox"/> Bicycle Lane Striping (All) | <input type="checkbox"/> School Zone Signage or Markings |

#### Sidewalks & Trails

|  |                                    |  |
|--|------------------------------------|--|
| <input type="checkbox"/> New Sidewalks             | <input type="checkbox"/> ADA Ramps | <input type="checkbox"/> Trails & Shared Use Paths |
| <input type="checkbox"/> On-Street Striped Walkway |                                    |  |

☐ Other improvement(s). Please describe:

*Provide a full project description including the locations and uses of each improvement identified above. Include any project maps or design exhibits. These exhibits may be uploaded with your application. Maximum of 1800 characters.*

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| <b>J. Safety Concerns</b>   |  |
|---|--|
| Does the school(s) or school district have a no walking and/or bicycling to school policy?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the school(s) provide hazard busing? ( <i>Hazard busing refers to school bus services provided to students who live in the immediate proximity of the school because of a safety hazard to walking or biking near the school</i> )   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the school(s) district have plans relocate or repurpose the school facilities within the next 10 years?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the school(s) or school district promote any activities or policies to encourage students walking and bicycling? If yes, please briefly describe these activities or policies:   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have safety risks or hazards been identified that prevent students from walking or biking to school?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do students still walk or bike to school even though safety risks or hazards have been identified near the school(s) or on routes students take to school?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Percentage of students who walk or bike to school:  |  |
| Percentage of students who take the bus to school:  |  |
| <i>List and describe the safety risks or hazards that have been identified, including the locations of these risks. Applicants may reference any student or parent survey data, crash data, SRTS plan, or other relevant sources. Upload any referenced sources when submitting this application. Maximum of 1600 characters.</i> |  |
| <i>Identify which risks are present and how they affect priority populations. (Definition of <a href="#">priority populations</a>)</i>  |  |

| <b>K. Project Improvements</b>  |
|---|
| <i>Explain how the improvements that were identified in Section I (Full Project Description) would mitigate the risks and hazards identified in Section J (Safety Concerns). Maximum of 1500 characters</i> |

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### III. Local Safe Routes to School Program (25 points)

| L. Safe Routes to School Plan   |  |
|---|--|
| Does the school(s) have a Safe Routes to School plan?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, in which year did the local governing agency adopt the plans?   |  |
| If yes, provide link to the most recent plan:   |  |
| If yes, when submitting your application, upload any updates, addendums, surveys, public engagement sessions, or any other changes or community feedback that have occurred since the plan was adopted. |  |
| Are the improvements in this project identified in a Safe Routes to School Plan?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If yes, provide the page number(s) on which the project is identified.  |  |
| If no, explain how improvements were identified, planned, and prioritized. Maximum of 500 characters.   |  |

| M. Implementing the 6E Strategies   |   |   |
|---|---|---|
| <i>Check or list any of the 6E strategies implemented at the school(s) or school district(s)</i>  |   |   |
| <b>Evaluation</b><br><input type="checkbox"/> Baseline Student Travel Tally<br><input type="checkbox"/> Parent Opinion survey<br>Other:   | <b>Equity</b><br><input type="checkbox"/> Multilingual SRTS information<br><input type="checkbox"/> Community engagement with priority populations<br>Other:  | <b>Engagement / Enforcement</b><br><input type="checkbox"/> Adult crossing guards<br><input type="checkbox"/> Dynamic Speed Signs<br>Other:   |
| <b>Education</b><br><input type="checkbox"/> Walk! Bike! Fun!<br><input type="checkbox"/> Crossing Guard/Safety Patrol training<br><input type="checkbox"/> School flyers<br><input type="checkbox"/> School newsletter<br>Other: | <b>Encouragement</b><br><input type="checkbox"/> Bike Rodeo<br><input type="checkbox"/> Walk to School Day<br><input type="checkbox"/> Bike to School Day<br><input type="checkbox"/> Bus Drop-off and Walk<br><input type="checkbox"/> Winter Walk to School Day<br>Other: | <b>Engineering</b><br><input type="checkbox"/> Engineering study<br><input type="checkbox"/> Filled in sidewalk gaps<br><input type="checkbox"/> Improved route crossings (crosswalk marking/signs)<br>Other: |





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### N. Project Team Information

*Check the boxes below for the project team member roles. When submitting your application, upload a list of project team members, their organizations (school, city, county, parent/caregiver, etc.) and their roles.*

|  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> County Engineer         | <input type="checkbox"/> Other County Staff             | <input type="checkbox"/> City/Township Staff                     | <input type="checkbox"/> Public Works Staff |
| <input type="checkbox"/> School Principal        | <input type="checkbox"/> School District Superintendent | <input type="checkbox"/> Law Enforcement / Public Safety Officer |   |
| <input type="checkbox"/> Additional School Staff | <input type="checkbox"/> Parents / Caregivers           | <input type="checkbox"/> Other Roles (not listed)                |   |

## IV. Equity Score (25 points)

### O. Student Transportation Equity for Priority Populations

*The Student Transportation Equity for Priority Populations (STEPP) Tool was developed to support equitable scoring during the Safe Route to School grant application process. No action is needed from the applicant. A score is assessed for each public school in the State. These scores are used in the project evaluation process for this solicitation and can be found here:*

[Equity Atlas - Safe Routes to School - MnDOT \(state.mn.us\)](http://www.dot.state.mn.us/saferoutes/infrastructure.html)

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## V. Attachments (i)

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Ensure to upload and submit all requested materials with your application. Note that materials which are requested under *II. Project Improvements & Safety* and *III. Local Safe Routes to School Program* are required and affect the overall score of the application. Ensure to include:

- a) Required attachments that do not affect the final application score:
  - School board resolution, certifying that:
    - the governing body of the school supports the project
    - funds, if any, required to be supplied by the school to complete the project are available and committed.
  - Submitting agency resolution of support, including certification, regulations, or ordinances 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. (This is not required of tribal applicants.)
  - A sponsor resolution (if applicable)
  - Engineering or planning based cost estimate with itemized breakdown
  - A timeline indicating major milestones of the project and their anticipated completion dates
  - Awarded SRTS application and federal award letter (if requesting local match for federal project)
- b) Required attachments that may affect the final application score:
  - SRTS plan or link to SRTS plan online, or other planning document identifying the project
  - Any updates, addendums, surveys, etc. that show updates to SRTS plan within the last 5 years
  - At least one project location map with routes and schools labeled
  - List of project team members, including their organizations and roles
- c) Additional project attachments (if applicable or available) that may affect the final application score
  - Other planning documents that identify the proposed project
  - Project design exhibits
  - Typical section of the proposed project
  - Student or parent survey data (related to safety concerns)
  - Crash data summary
  - Baseline Student Travel Tally
  - Project Schedule with milestone dates (plan submittal, construction start, and construction completion)
  - Letters of support