Minnesota Safe Routes to School Non-Infrastructure Grant Application Guide

October 2012

Your Destination...Our Priority

Non-Infrastructure Implementation Grant Overview
This application is for non-infrastructure implementation grants. For each K-8 school site, applicants may apply for planning assistance or implementation grants, but not both. For more information visit and a link to the application form: http://www.dot.state.mn.us/saferoutes/

Through non-infrastructure implementation grants, MnDOT will support local implementation of education, encouragement, enforcement and evaluation activities that help more children walk and bicycle safely to school. Applicants for non-infrastructure implementation grants should have a Safe Routes to School (SRTS) team in place and should have done some planning or assessment and goal-setting that has informed the implementation application. See the Minnesota SRTS Handbook for one approach to assessment and goal-setting. Applicants are encouraged to complete MnDOT's SRTS Neighborhood Assessment prior to applying for implementation grants. Detailed information about eligible activities is available from the Federal Highway Administration.

Non-infrastructure implementation awards are intended to begin work in fall 2013 and work should be completed by August 31, 2015.

Eligible Applicants
Eligible applicants for SRTS Non-Infrastructure Implementation grants include nonprofit organizations and all government entities in Minnesota, including tribal nations, schools, school districts, cities, counties and regional planning organizations. Applications must list the specific K-8 schools where implementation will take place for traffic education and enforcement activities. Other non-infrastructure activities do not need to be done at a specific school but applicants should clearly describe how district-wide or regional approaches will increase opportunities to walk and bicycle to school. Both public and private schools are eligible. The selection committee may choose to partially fund applications, therefore applicants are asked to submit a prioritized budget for consideration by the selection committee.

Resolution of Support
Applicants are required to submit a resolution of support from the appropriate governing body (i.e. School Board or City Council). The resolution must indicate that the entity resolves to enter into a contract with MnDOT to receive a grant for Safe Routes to School and that the entity authorizes two individuals by title (not by name) to sign (for example, Principal and Assistant Principal). If you have any questions about obtaining a resolution of support, contact Lisa Bender at 651-366-4195 or lisa.bender@state.mn.us

Role of Regional Planning Organizations
Regional planning organizations in Minnesota provide support for SRTS planning and implementation. Applicants outside of the Twin Cities metro area should contact the relevant regional planning organization early on in the application process to inform them of the intent to apply for SRTS implementation grants so they are aware of applications coming from the region. Applicants in the Twin Cities metro region should not contact the Metropolitan Council. A map of regional planning organizations and contact information can be found
here: http://www.dot.state.mn.us/planning/program/MPORDC.html

If you have any questions about working with your regional planning organization, contact Lisa Bender at 651-366-4195 or lisa.bender@state.mn.us

SWIFT Vendor ID Number
All applicants are required to include your SWIFT vendor ID number in the application. All vendors who contract with the State of MN, including grant recipients, must have a SWIFT vendor ID number. If the applicant has contracted with the State of MN in the past, the agency has a SWIFT vendor ID number. Agency accounting staff are a good source of information about SWIFT vendor ID numbers. If you do not have a SWIFT vendor ID number, you will need to apply for one prior to submitting your application. Please allow at least a week to apply for your SWIFT vendor ID number. Information about SWIFT is available at http://www.mmb.state.mn.us/vendorresources. If you have any questions about finding or obtaining a SWIFT vendor ID number, contact Lisa Bender at 651-366-4195 or lisa.bender@state.mn.us

Detailed Application Instructions
Complete applications will include:

- ☐ A completed application form, available at http://www.dot.state.mn.us/saferoutes/
- ☐ Completed answers to the application questions 1-7, listed below. These should be attached on 8.5x11" paper (in word or PDF) and should not exceed three double-sided sheets with 12 point font and 1" margins.
- ☐ A one-page map for each school site, described in the attachments descriptions below.
- ☐ A letter of concurrence from the administration of each school site applying for planning assistance.
- ☐ An adopted resolution of support from the appropriate governing body, authorizing two individuals, by title, to sign the contract.
- ☐ A detailed budget for your non-infrastructure project.

☐ Additional letters of support, photographs, additional maps or other supporting documentation may be provided. Optional attachments should not exceed three double-sided 8.5x11" pages.

Submittal

Applications should be submitted by 12 noon Central Standard Time on Friday, February 15, 2013 via email to SafeRoutes.DOT@state.mn.us. Awards will be announced in March 2013.

Informational Webinars

A series of webinars will be provided to go over SRTS application requirements. Details will be available at http://www.dot.state.mn.us/saferoutes/

Application Questions

Answers to questions 1-7 should be submitted by email on 8.5x11" paper and should not exceed three double-sided sheets with 12 point font and 1" margins. Required and optional attachments should also be submitted by email. Scoring criteria are available at the end of this guide.

1. Project Description (10 points + 2 possible bonus points for innovative projects)

Please describe the proposed SRTS non-infrastructure implementation project and how it will increase bicycling and walking to school. Eligible activities include education, encouragement, enforcement, and evaluation. Please use these categories to describe the proposed work.

2. Planning and Assessment (10 points)

What goals or objectives will this project help meet? Describe Safe Routes to School planning and assessment work done to date. If the community has a SRTS Plan, please include a link to where it is available on the web or include as an attachment to your application.

3. Partnerships (10 points)

Who is included on your SRTS team? Do you have a local SRTS "champion"? Who will lead the team's work?

4. Current Conditions (5 points)

What are the current conditions for bicycling and walking in the school area? Please include any concerns that have been identified through accident data, traffic counts, community or school surveys, speed surveys or other sources. Describe any existing

SRTS activities at the affected schools. (Photos may be included to illustrate the current situation as part of this question or the optional attachments.)

5. Existing Activities (5 points)
Describe any existing SRTS activities in the school or community. These could be engineering changes already undertaken, encouragement or education events, classroom activities, enforcement or anything else that makes walking and biking easier, safer or a preferred transportation choice.

6. Existing Policies (5 points)
Does the community or school(s) have policies limiting or encouraging biking and/or walking to school? If so, please list them. What policies does the community have that relate to the provision of sidewalks, paths or other bicycle and pedestrian facilities? Does the school or community plan to study changing any of these policies?

7. Measuring Success (5 points)
Pre- and post-survey results using the Parent Survey and Student Tally are required of successful applicants. Links to these evaluation tools can be found in the Minnesota Safe Routes to School Toolkit (http://www.health.state.mn.us/srts). Please describe readiness to complete these required evaluation tools and describe additional evaluation activities will be undertaken.

8. Attachments

A. Map (3 points if complete)
Please attach a one page map of each school and the surrounding areas readable on an 8.5x11" sheet. Potential sources for maps include school district facilities planning offices, municipal planning departments, local library, or Web sites such as Google Maps or USGS (http://www.usgsquads.com/mapfinder.html). It is recommended that maps show where residential neighborhoods are located in relationship to the school.

B. Budget (10 points)
Please attach a detailed one-page (8.5x11") budget for your non-infrastructure activities. MnDOT may partially fund projects therefore please rank the elements of your budget in the order of importance to the community.

C. Letters of Concurrence
Please include a letter of support from each school site where non-infrastructure implementation activities will take place. For district-level work, please include a letter of support from the school district.

D. Resolution of Support
Please include a resolution of support from the appropriate governing body for the applicant agency. The resolution must indicate that the entity resolves to enter into a contract with MnDOT to receive a grant for Safe Routes to School

and that the entity authorizes two individuals by title (not by name) to sign (for example, Principal and Assistant Principal). If you are unable to obtain a resolution in time for the application deadline, please submit a draft resolution and indicate the expected hearing date.

E. Optional attachments
Applicants may attach additional letters of support from partners such as local public health agencies, RDCs or MPOs or other local partners, photographs, additional maps or other supporting documentation to inform the scoring of the above application elements. Optional attachments should not exceed three double-sided 8.5x11" pages.

QUESTION	In order to get __ points, the response meets these criteria:
1. Project Description (10 points + 2 possible bonus points for innovative projects) Please describe the proposed SRTS non-infrastructure implementation project and how it will increase bicycling and walking to school. Eligible activities include education, encouragement, enforcement, and evaluation. Please use these categories to describe the proposed work.	Bonus points – demonstrates innovation in implementation, such as applies a strategy that is not widely used or engages a specific non-traditional SRTS population. 8 – Clearly describes how specific projects will increase bicycling and walking by addressing identified challenges. Description of activities and categories addresses existing conditions. 5 – Describes specific projects but does not clearly articulate how they will increase bicycling and walking or does not address how they respond to existing conditions. 0 – Does not clearly describe proposed activities or does not tie activities to increasing bicycling and walking.
2. Planning and Assessment (10 points) What goals or objectives will this project help meet? Describe Safe Routes to School planning and assessment work done to date. If the community has a SRTS Plan, please include a link to where it is available on the web or include as an attachment to your application.	8 – Describes clear evidence of past planning and assessment and identifies specific goals/objectives that this project will help meet. 5 – Some evidence of past planning or assessment but there are gaps in or the goals and objectives are not clearly described. 0 – No evidence of past planning or assessment and the goals and objectives are not clearly described.
3. Partnerships (10 points) Who is included on your SRTS team? Do you have a local SRTS "champion"? Who will lead the team's work?	8 – Existing team with members from key areas such as school/district, engineering/public works, health, parents. There is a clearly ID'd champion. 5 – Existing team with missing members but has clearly ID'd champion. 0 – Team missing significant members and no ID'd champion.
4. Current Conditions (5 points) What are the current conditions for bicycling and walking in the school area? Please include any concerns that have been identified through accident data, traffic counts, community or school surveys, speed surveys or other sources. Describe any existing SRTS activities at	4 – Clearly articulates current conditions, including identification of challenges. Has some existing SRTS activities. 2 – Does not have a lot of information about existing conditions but identifies general

the affected schools. (Photos may be included to illustrate the current situation as part of this question or the optional attachments.)	challenges. May have some existing SRTS activities. 0 – Does not articulate challenges and does not have any existing activities.
5. Existing Activities (5 points) Describe any existing SRTS activities in the school or community. These could be engineering changes already undertaken, encouragement or education events, classroom activities, enforcement or anything else that makes walking and biking easier, safer or a preferred transportation choice.	4 – Describes significant existing school or community activities that support bicycling and walking to school. 2 – Describes significant some school or community activities that support bicycling and walking to school. 0 – Does not have any existing school or community activities that support bicycling and walking to school.
6. Existing Policies (5 points) Does the community or school(s) have policies limiting or encouraging biking and/or walking to school? If so, please list them. What policies does the community have that relate to the provision of sidewalks, paths or other bicycle and pedestrian facilities? Does the school or community plan to study changing any of these policies?	4 – The community has policies that supports bicycling/walking OR is interested in changing policies. 2 – The community does not have any policies that support bicycling/walking and does not articulate interest in changing them. 0 – The community has policies that discourage bicycling/walking and does not articulate interest in changing them.
7. Measuring Success (5 points) Pre-and post-survey results using the Parent Survey and Student Tally are required of successful applicants. Links to these evaluation tools can be found in the Minnesota Safe Routes to School Toolkit (http://www.health.state.mn.us/srts). Please describe readiness to complete these required evaluation tools and describe additional evaluation activities will be undertaken.	4 – Demonstrates understanding of evaluation and willingness to do required evaluation. Describes commitment to ongoing evaluation. 2 – Demonstrates willingness to do required evaluation. Describes some ways that progress will be tracked but may not be specific. 0 – Does not demonstrate commitment to do required evaluation and does not articulate how the progress will be tracked.