

SRTS Project Development and Delivery

Safe Routes to School (SRTS) projects funded with state funds are administered as State Aid projects similar to Bridge Bond projects and Local Road Improvement projects. Projects must comply with all applicable federal (such as ADA), state, and local regulations. Responsibility for compliance rests entirely with the local unit of government.

This is a general overview of State Aid project requirements and delivery processes outlined in the State Aid Manual. For detailed information regarding the processes and documentation requirements, agencies should review the information in the [State Aid Manual](#). Additional guidance and assistance will also be provided through the District State Aid Offices and State Aid staff. **Agencies are encouraged to contact the State Aid Office or the District State Aid Engineer (DSAE) for additional information and questions.**

State Aid Project Requirements

- Plans must be prepared under the supervision of the local public agency engineer, or under agreement with a consultant, or by another public agency.
- Railroad grade crossing information within project limits or close to its termini must be provided.
- Projects must meet minimum State Aid standards and use the latest approved MnDOT Standard Specifications for Construction and any supplemental specifications.

General State Aid Project Delivery Steps

- 1. Local agency requests a project number.**
 - Use the [Request for State Aid Number](#) (PDF) from on the [SALT Project Delivery webpage](#).
- 2. Local agency prepares and submits construction plans.**
 - Review and use the basic plan requirements in the State Aid Manual
 - Construction plan must be submitted to the DSAE with the following documents, as applicable.
 - i. Engineer's Estimate. See [Chapter 5.4, VIII. B. Engineer's Estimate](#).
 - ii. State Aid Plan Review Checklist
 - iii. Additional documents applicable to the project. For a detailed list see [Chapter 5.4 Plans and Proposals](#) in the State Aid Manual.
 - iv. Draft special provisions.

Note: State Aid projects can be approved for construction only after the submittal of suitable plans and required documentation. All plans are to be submitted to the DSAE well in advance of the desired bid opening date.
- 3. DSAE reviews and approves construction plan.**

- 4. DSAE notifies the SRTS Program manager of approved plan.**
- 5. State Aid sends out funding letter with the approved plan to the local agency.**

The SRTS Program Manager sends a funding letter to move the project forward to the local agency. The letter will include instructions regarding the cost estimate and a grant agreement number for the local agency to include in their grant agreement.
- 6. Local agency finalizes special provisions for the project.**

The Project Engineer prepares special provisions for the project. For more information on special provisions see [Chapter 5.4, VIII. L. Special Provisions](#) in the State Aid Manual.
- 7. Local agency prepares a proposal.**

The Project Engineer prepares a proposal for the project. For more information on project proposals see [Chapter 5.4, VIII. H. Proposals](#) in the State Aid Manual.
- 8. Local agency bids the project.**

The Project Engineer prepares advertisement and schedules bid opening date with consultation with State Aid staff. Plans and proposal should be made available at the local agency office and the Project Engineer is responsible for publishing the advertising and sending out addenda if necessary. The local agency and Project Engineer are responsible for receiving and opening bids.
- 9. Local agency submits low bid to the DSAE and State Aid.**
- 10. State Aid Finance sends Encumbrance Letter to the local agency.**

The letter must be included in the executed SRTS grant agreement.
- 11. Local agency executes grant agreement with MnDOT.**

The local agency submits the executed agreement with required resolutions and attachments. A template of the grant agreement along with grant agreement instructions will be available on the [SRTS website](#) for awarded applicants.
- 12. Local agency awards the construction project contract.**

The Project Engineer submits the low bid to the State Aid Programs Engineer and an executed proposal is submitted to State Aid as requested by DSAE
- 13. Local agency proceeds with construction.**

Local agency and Project Engineer administer and supervise work on the construction project. See [Chapter 5.6 Construction](#) in the State Aid Manual for construction procedures and requirements. Additional construction tools and resources are available on the [State Aid Construction webpage](#).
- 14. Local agency submits pay request.**

See [State Aid Finance website](#) for the Payment Request form. Pay request will not be processed until an executed grant agreement is in place.
- 15. Local agency and MnDOT final the project.**
- 16. Local agency completes and submits after-implementation surveys.**

Local agency and school selects a date during the school year after the project is complete and conducts student travel tallies and parent surveys. Survey data should be entered into the [National Center for Safe Routes to School](#) or be mailed in.