

# Safe Routes to School Boost Grants

Take your SRTS program to the next level with a Boost grant!

December 2023



Prepared by

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## Introduction

The Minnesota Department of Transportation's Safe Routes to School program announces a grant solicitation for non- infrastructure projects that support the goals of Safe Routes to School.

[Applications are available online.](#)

**Applications must be submitted by 5 p.m. on Wednesday, February 21st, 2024.**

Please take time to read through these instructions and guidelines to learn more about the application process and helpful tools to complete your application.

## Safe Routes to School Overview

Forty-five years ago, walking and biking to school was the norm – in 1969, roughly half of all 5 to 18 year olds either walked or biked to school. Times changed, and by 2001, nearly 90% of our youth were driven to school either by bus or by individual car. We are beginning to see some small, but positive, reversal of this trend. But until we can get more of our children engaged in active school transportation, we will continue to have increased traffic congestion, poor air quality and the deterioration of our children's physical health.

While distance to school and safety are the most commonly reported barriers to walking and bicycling, private vehicles still account for half of school trips for children living within 1/2 mile from school—a distance easily covered on foot or bike. In 2009, American families drove 30 billion miles and made 6.5 billion vehicle trips to take their children to and from schools, representing 10-14 percent of traffic on the road during the morning commute.

In response to these emerging issues, the Safe Routes to School (SRTS) program was established in 2005 through Federal legislation

- to enable and encourage children, including those with disabilities, to walk and bicycle to school;
- to make walking and bicycling to school safe and more appealing; and
- to facilitate the planning, development and implementation of projects that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

The most successful way to increase bicycling and walking is through a comprehensive approach that includes strategies embedded in each of the "Six E's". [Learn more about the "Six E's" on the SRTS website.](#)

- [Evaluation](#),
- [Equity](#),
- [Education](#),
- [Engineering](#),
- [Encouragement](#), and
- [Engagement](#)

In Minnesota, over \$50 million dollars has been allocated to communities looking to create Safe Routes to School plans, implement projects, and construct infrastructure that makes the walk and bicycle to school safer for students. This SRTS Boost grant solicitation is intended to support communities with existing Safe Routes to School plans, or other comprehensive SRTS approaches, in advancing non-infrastructure strategies that support making it safe, easy and fun for students to walk and bicycle to school.

### SRTS Handbook

[The Minnesota SRTS handbook](#) is an excellent resource for getting started with Safe Routes to School.

The handbook was created in partnership with Minnesota Department of Health, the Minnesota Safe Routes to School Network and Minnesota Department of Transportation. We encourage you to use the handbook to assist in developing a SRTS team and while working your way through this application.

MDH's Statewide Health Improvement Program (SHIP) is working on Safe Routes to School initiatives throughout the state. [Check out the SHIP website](#) for more information and to find your local Coordinator.

### SRTS Resource Center

Looking for more information to get started? [Visit the MnSRTS website](#) to find resources on SRTS planning, training, programs and more.

## SRTS Boost Grant Overview

This guide is for Safe Routes to School (SRTS) Boost grant applications, more information can be found on the [MnDOT SRTS grants webpage](#).

Through these grant awards, the Minnesota Department of Transportation (MnDOT) will support communities with existing Safe Routes to School plans, or other comprehensive SRTS approaches, in advancing non-infrastructure strategies for schools that support making it safe, easy and fun for students to walk and bicycle to school.

This grant cycle, up to \$400,000 is available for Boost SRTS implementation projects, proposed project should be at least \$5,000 and up to as much as \$50,000. Please make a compelling case for your need and use of the funding you are requesting in the grant application.

**SRTS Boost grant awards are intended to begin work in Summer of 2024, completing work by June 30, 2025.**

### Eligible Applicants

To ensure that the SRTS program is available to a broad spectrum of groups that represent schools and students, both public and non-profit entities may submit applications for funding. Eligible groups include (but are not limited to):

- Schools and School Districts, both public and private
- City Government agencies
- County Government agencies
- Tribal Nations
- Regional Development Organizations
- Metropolitan Planning Organizations

Applicants are encouraged to include multiple schools on an application whenever the schools can realistically coordinate on a project by sharing one SRTS team, combining public awareness campaigns, or best leveraging county or regional resources to impact students walking and bicycling. It is up to each applicant to determine what will work best in the community, but effective school clusters would likely share the same city or school district and have some geographic proximity. In these cases, multi-organization collaboration is encouraged, however, each school included in the project would be expected to complete its own parent and student surveys.

## Financial Review Process

All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher. In order to comply with Policy on the Financial Review of Nongovernmental Organizations

Please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

## Funding Background Information

### Federal Program

The Safe Routes to School program was created as a part of the 2005 federal transportation bill, SAFETEA-LU, that funded SRTS programs and state coordinators in all 50 states. In 2012, SAFETEA-LU was replaced by MAP-21 and the Transportation Alternatives (TAP) which no longer required Safe Routes to School as standalone federal program. Instead, SRTS became an eligible program under the TAP and competes with other types of projects including scenic byways and recreational trails. MnDOT's TAP program is administered through the Area Transportation Partnerships in Greater Minnesota and the Metropolitan Council in the Twin Cities metro area. The TAP program requires a 20 percent local match for SRTS projects. SRTS projects have been successful in securing funding through TAP in both the Metropolitan Council's regional solicitation and in the Greater Minnesota ATP TAP solicitations. In 2015, Congress passed the FAST Act which sustained many of the funding priorities outlined in MAP-21 and the TAP program for five more years.

### State Program

In 2012, a state SRTS program was established in Minn. Stat. 174.40, subd. 2(a), "...to provide assistance in capital investments for safe and appealing non-motorized transportation to and from a school." The law establishes a SRTS account in the bond proceeds fund, as well as an SRTS account in the general fund, although no state funds were allocated for the program at that time. The Minnesota program follows many of the guidelines established in the federal SRTS legislation. The law also provides specific program administration requirements and evaluation criteria, which MnDOT staff have implemented.

**This solicitation awards 100% *State* funds for Safe Routes to School and does not require a local match.**

### Contracting Projects

- If selected, applicants will be required to enter into a grant agreement with MnDOT
- The scope of work for the grant agreement will be based on your application.
- Funds will be provided on a reimbursement only basis.
- Any work performed by the applicant prior to receiving written authorization to proceed is not eligible for reimbursement.

### Reporting Requirements

- Grant recipients are requested to submit a monthly invoice. Progress reports as determined by MnDOT are required with each monthly invoice for your project.
- Grant recipients are required to collect and report information from post-evaluation data, using the Safe Routes to School Student Travel Tally and Parent Survey to be included with the final report. These surveys are available on the evaluation section of [MnSRTS website](#).
- A final report is required within 60 days of the completion of the grant agreement and no later than August 30, 2025.

### Record Keeping and Audit

Generally accepted accounting principles (GAAP) refer to a common set of accepted accounting principles, standards, and procedures that a recipient, and any third-party contractor, and their accountants must follow when they compile their financial statements. (See also Minn. Stat. section 15.17, subd. 1 ) The records must permit audit verification of grantee cost allocations claimed during the contract period. It is important to keep good records for all labor and material expenditures. Only reasonable costs directly related to and necessary for conducting the business of the public transit system are allowed. A cost is considered reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person as ordinary and necessary for the operations. Regardless of when an expense invoice is received or paid by the grantee, the expense must be billed to MnDOT in the grant agreement period in which the expense was incurred. If applicable, the financial records of the recipient must be audited. Audits occur by the MnDOT audit department and when applicable or determined by Administration, as part of an independent audit.



## Project Budget and Justification Guidelines

Use the project budget and justification guidelines outline [below with our template](#) to demonstrate how these funds will be used.

- 1. The Minnesota SRTS program is a cost reimbursement program.** If your project is selected, you must have the funds in place to support your expenses prior to being reimbursed by MnDOT. To be reimbursed, the expense must be identified in your approved SRTS application (scope of work) and budget. If you wish to make purchases that are outside of your grant budget you must submit a request in writing and have it pre-approved by the SRTS coordinator. Some requests may not be allowable or approved. No additional funds will be available beyond the grant agreement amount.
- 2. Indirect costs will not be reimbursed.**
- 3. Contingencies are not allowed.** Any cost overruns are the responsibility of the grantee.
- 4. See [MnSRTS non-infrastructure program ideas](#) for typical projects that are funded by Boost grants.** Innovative projects are encouraged.
- 5. Because low-cost bike helmets are available from many resources, bike helmets used for promotion or giveaways are not allowed as a MnSRTS budget item.** Bike helmets for inclusion in bike rodeo kit or bike fleet are an acceptable budget item.
- 6. Bicycles are allowable expenditures for education purposes and not for giveaways. Multi-seat bike buses are not allowed.** But we ask that you research other sources for bikes such as discounts from bike shops, as a match from partners, bicycle recycling programs, etc. Funds are limited for non-infrastructure projects, and we want to assure the most equitable distribution of funds to as many applicants as possible. The cost of maintenance, check-out procedures, storage, and how bikes will be used after the grant period should all be considered and described – [use the Walk!Bike!Fun! Bicycle Fleet Guide](#) to learn more about these important considerations.
- 7. Staff who spend a significant amount of time on your project can be compensated.** Include in your budget narrative how staff will be selected, how much time they will spend on the project, what their responsibilities will be, etc. The expenses must be reflected in your budget. You will need to follow your organization’s policies and procedures for hiring and paying these individuals. For example, project coordinator salary is an eligible expense. A reminder, any staff time to be reimbursed through this grant must be expended by June 30<sup>th</sup>, 2025.
- 8. When considering incentives for your program** be sure they are used to motivate students to walk and bicycle to and from school, rather than just reward the activity. Incentives must be within a reasonable amount and preferably have a safety education component.

They can not be cash or gift cards.

**9. MnDOT is not responsible for any costs incurred by the applicant** in preparation of the application, or any expenses incurred prior to receiving a contract and letter to proceed.

### Public Data

Pursuant to Minn. Stat. §13.599 Names and addresses of grant applicants will be public data once responses are opened. All remaining data in proposed responses (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed). All data created or maintained by the Minnesota Department of Transportation as part of the evaluation process (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when grant agreements have been fully executed).

### SAMPLE BUDGET FOR NON-INFRASTRUCTURE PROJECT

Item	Qty. (# or Hours)	Unit (e.g., hours, each)	Unit Price or Rate	Total	Budget Justification
<b>Personnel – Internal</b>					
Project Coordination (Salary and benefits)	300	Hrs.	\$35	<b>\$10,500</b>	Staff time for project management.
<b>Personnel – External</b>					
Project Coordination (Salary and benefits)	300	Hrs.	\$35	<b>\$10,500</b>	Staff time for project management.
<b>Contractual Services</b>					
Teacher-Training Workshop for 15 Teachers (train the trainer)	20	Hrs.	\$150	<b>\$3,000</b>	Contracting with consultant to provide training for educators on a walking and bicycling curriculum.
Staff or external personnel at Encouragement Events	50	Hrs.	\$0	<b>In-kind</b>	SRTS Team partners will provide staff time in-kind for education and encouragement

Item	Qty. (# or Hours)	Unit (e.g., hours, each)	Unit Price or Rate	Total	Budget Justification
					events.
Bike Maintenance by local bike shop	18	Hrs.	\$50	<b>\$900</b>	Contracting with local bike shop to provide bike maintenance at bicycle rodeos.
<b>Equipment and Supplies</b>					
Approved Incentives for student encouragement	4	Schools	\$500	<b>\$2,000</b>	Incentives for participating in SRTS activities include reflective stickers, zipper pulls, and bike lights.
Safety signs for bicycle training	4	Set	\$25	<b>\$100</b>	Safety signs for bicycle rodeos will include a stop, yield, and railroad crossing signs.
Safety cones for bicycle training	4	Set	\$20	<b>\$80</b>	Safety cones will be used to outline the bicycle rodeo course segments.
Bicycles for bicycle training	10	Ea	\$250	<b>\$2,500</b>	Bicycles will be purchased at a discounted rate from the local bike shop to ensure equitable access for the bicycle education curriculum in schools and during bicycle rodeos.
Bike & Ped Education Library books	4	Schools	\$150	<b>\$600</b>	Books will be used by English teachers during Bike Month to help layer SRTS efforts throughout the school day.

Item	Qty. (# or Hours)	Unit (e.g., hours, each)	Unit Price or Rate	Total	Budget Justification
Bike helmets – for use with bike fleet	25	Each	\$10	<b>\$250</b>	Helmets will be purchased at a discounted rate to be used during bicycle education events and will not be used for giveaways.
Printing/Promotion/Advertising					
Press release announcing events	2	Ea	\$0	<b>In-kind</b>	Staff time will be provided from partners to develop, disseminate, and address media inquiries.
Social media ads promoting Walk/Bike to School events	3	Ea	\$250	<b>\$750</b>	Ads will be developed for social media to promote local SRTS education and encouragement events with targeted marketing towards school families.
Parent surveys & student tallies	4	Schools	\$200	<b>\$800</b>	Parent surveys will be printed and sent home with each child at the 4 schools. Paper student tally forms will be printed and distributed to each teacher for three days in the fall and again in the spring.
Yard signs, banners or posters	4	Schools	\$200	<b>\$800</b>	Materials will be designed in collaboration with the School District’s communication team to promote safety and encourage walking/bicycling to school using individual

Item	Qty. (# or Hours)	Unit (e.g., hours, each)	Unit Price or Rate	Total	Budget Justification
					school colors and logos. Each school will receive a kit of one banner, 6 yard signs, and 20 posters.
Total Project Budget				\$43,280	

### Budget Justification

In the column to the right of your budget line items, explain and justify the funds requested in your Project Budget Justification by line item using the explanations below to guide you. These expenses should match the details you identified in the rest of the application.

#### Personnel – Internal

If included in application, explain how the salary or hourly rates for each position were determined. Explain the purpose and activities and tasks of each position as it relates to your project and how funds will be expended by contract end date. Be sure to include benefits if those are to be included in the cost of the project.

#### Personnel – External / Contractual Services

If included in the application, explain why proposed consultant services cannot or should not be provided by project staff. Explain the procurement process you will use to select your subcontractor(s). Include details of the sub-contractor’s scope of work (e.g., “Will provide bike rodeos at x# of schools lasting 2 hours each using 2 staff members for grades 2 through 6.”) and how they will be compensated (by task, per hour at what rate?).

#### Equipment and Supplies

List the equipment and/or supplies that you will need to purchase to support your activities. Explain how the costs were determined and justify the need for the various line items.

#### Printing/Promotion/Advertising

Explain how the costs were determined and justify the need for the various activities. Provide an explanation of the link between the promotion and the project outcome. Costs are allowable for communicating with the public and press pertaining to specific activities or accomplishments which result from the performance of your project. If incentives are included in the budget, provide an explanation of the demonstrated link between the incentives and the project outcomes. Incentives items must contain a bicycle and pedestrian activity and/or safety message and be tied to behavioral outcomes as stated in the project description. Describe your distribution plan. Incentives must be pre-approved by the MnSRTS

Project Manager before purchase.

### Allowable/Unallowable Expenses

Be aware that there may be items that are not allowable within the MnSRTS program. Check with the MnSRTS Project Manager if you have questions or find more information here. Food is not an allowable expense and will not be reimbursed. Bike helmets for distribution to students is also not an allowable expense, however, bike helmets purchased for use with a bike rodeo or in- classroom instruction is allowed.

Explain how the costs were determined and justify the need for the various items. Provide an explanation of the link between the item and the project outcomes.

### Other

Explain how the costs were determined and justify the need for any other proposed expenses. Provide an explanation of the link between the item or activity and the project outcomes.

## Application Instructions

Submitted applications must include:

- Completed [online application](#)
- Budget and line-item justification
- Letters of Commitment

The application must be [completed online](#) by 5 p.m. on Wednesday, February 21, 2024. If you are unable to do so, please contact [SafeRoutes.DOT@state.mn.us](mailto:SafeRoutes.DOT@state.mn.us)

### Informational Webinars

Two webinars will be provided to review SRTS application requirements. Join the meeting using the links provided below. Email the SRTS coordinator for more [information here](#). [Both webinars will cover the same material, it is not necessary to attend both.](#)

### SRTS Boost Grants Informational Webinars

#### SRTS Boost Grant Informational Webinar #1

December 18, 2023, at 11:00 a.m. Central Standard Time

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 285 114 048 634

Passcode: 3dE4Pp

[Download Teams](#) | [Join on the web](#)

**Join with a video conferencing device**

[mn@m.webex.com](mailto:mn@m.webex.com)

Video Conference ID: 115 847 110 0

[Alternate VTC instructions](#)

**Or call in (audio only)**

[+1 651-395-7448,,196966723#](tel:+16513957448,196966723#) United States, St. Paul

Phone Conference ID: 196 966 723#

[Find a local number](#) | [Reset PIN](#)

## **SRTS Boost Grant Informational Webinar #2**

January 10th, 2024, at 11:00 a.m. Central Standard Time

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 288 071 602 731

Passcode: XtqTqY

[Download Teams](#) | [Join on the web](#)

**Join with a video conferencing device**

[mn@m.webex.com](mailto:mn@m.webex.com)

Video Conference ID: 113 920 232 8

[Alternate VTC instructions](#)

**Or call in (audio only)**

[+1 651-395-7448,,165840250#](tel:+16513957448,165840250#) United States, St. Paul

Phone Conference ID: 165 840 250#

[Find a local number](#) | [Reset PIN](#)

### **Application Notification**

Awards for Boost Grants will be announced in Spring 2024. This application does not obligate MnDOT to award any grants, and MnDOT reserves the right to cancel this solicitation or any awards as it deems necessary.

### **Application Guidance**

Use this guide to assist in answering the questions. Information on evaluation criteria will follow this section.

#### **Part 1: Project Lead Information**

Please list the main applicant organization name, type and contact information. Please provide contact information for the main contact for the grant. This person will be notified of final decisions and will be expected to communicate award announcements to the rest of the SRTS team.

## Part 2: Applicant Project Information

Indicate if the identified community has completed a Safe Routes to School plan and/or has received MnDOT funding in the past. *A SRTS plan is not required but helps ensure strategies are working together to advance walking and bicycling and community engagement has been conducted.*

Provide information if your organization or the schools involved have received funding from MnDOT's SRTS program in the past. This does not make you grant ineligible but provides context for the application. *Communities that have received past Boost funding may be considered separately from new applicants.*

Identify the number and type of schools who are planned to be involved in the project.

## Part 3: Project Title

What is the name of your project? Identify the dates the project would ideally start and end (any awarded funds must be spent by June 30, 2025) as well as the total amount requested. *Applicant may wish to first complete the Budget and Justification worksheet before filling in this number.*

## Part 4: School Information Sheet

### A. Equity: Reaching Priority Populations (40 points)

[The 2020 MnSRTS Strategic Plan](#) strives to achieve equitable outcomes by developing and distributing tools, resources, and funding that prioritize communities who are more likely to rely on walking or biking for transportation, are more vulnerable to unsafe traffic conditions, or have experienced historic disinvestment.

The equity score uses seven indicators to best identify priority populations in Minnesota, providing a picture of special need for Safe Routes to School assistance, and in order to be more equitable will award application points based on these measures.

This question requires you to either search for school(s) involved on the [Student Transportation Equity for Priority Populations tool map or download the excel spreadsheet with school names](#), look up the school(s) name and enter the score associated with that school on your application. In the case of multiple schools, please enter the individual score for each school.

[Learn more about equity scoring with the Student Transportation Equity for Priority Populations tool.](#)

Private Schools and Charter Schools may not have data in the STEPP score as there may not have been available data from MDE. These schools may either opt into the lowest STEPP score available for schools or provide the data needed to develop a partial STEPP



score by emailing [saferoutes.dot@state.mn.us](mailto:saferoutes.dot@state.mn.us).

- Percent of students of color
- Percent of English language learners
- Percent of students who are eligible for Free and Reduced lunch
- Percent of population of community that is age 5-17

To find out more data on eligibility requirements for Free and Reduce Lunch please visit the [MDE website on FRL](#).

You may also provide any other information that relates to how your Private or Charter School supports students who are under resourced.

#### B. Opportunity to get more students walking and bicycling safely (10 points)

This section looks at the percent of students currently walking/biking, the population of the school that lives inside the walk zone and who is eligible for busing. In addition, this question needs to know what percent of the students from the school live close enough to walk but are bussed because their route to school is impeded by a “hazard” which can be a busy thoroughfare, river, railroad crossing, and/or other hazards the school district may deem unsuitable for walking or bicycling across.

Please complete the table to the best of your ability. The information can often be gathered by contacting your school district transportation director, school principal or the [Minnesota Department of Education data center](#). Please aim to be as accurate as possible.

If more than 5 schools are applying, a separate sheet may be attached with the information for all schools.

#### Part 5: Project Background

A) Problem Statement: Please define the opportunity, challenges, issues or need for the school/district/city that this proposal addresses. (10 points - 200 word limit)

Describe Safe Routes to School planning and assessment work done to date. If the community has a SRTS Plan, and has [undergone evaluation](#), use the data available to describe the most significant issues identified from parent surveys, School Zone Hazard Observational Assessment, School Environment and Policy assessment and/or other engagement activities.

B) Proposed solution: provide a brief (1-2 paragraph) summary of the work you plan to do. (10 points - 200 word limit) Please describe the proposed SRTS non-infrastructure project and how it addresses the challenges in question 5a to increase students safely bicycling and

walking to school. Eligible activities include equity, education, encouragement, engagement, and evaluation. Please use these categories to describe the proposed work.

C) Equity: Please describe the population served by the project and highlight how the students most affected by the problem will address the needs of priority population (Native Americans, small rural populations, lower income families, people with disabilities, and communities of color). (10 points - 200 word Limit)

Who are the students that are affected by this project? Describe the specific cross section of the school population your project will support in walking and bicycling more. When considering equity as a factor in your project, which priority populations that are specific to your community who will benefit from this work and how will it address their specific needs?

D) Outcomes: How will you know your project has been successful? (10 points - 200 word limit)

Identify key indicators based on previous evaluation tools or through community outreach. Applicants will be required to do post evaluation using the [MnSRTS evaluation tools](#), describe how this information will help you understand if your project was successful.

Part 6: SRTS Team Members & Local Support (10 points)

A robust, well rounded and active Safe Routes to School team is a key indicator of a successfully implemented, comprehensive Safe Routes to School Program. The applicant should aim to demonstrate individual commitment to the team from a variety of sectors.

A) Please provide the following information in the table:

- Provide names and/or titles of active/committed team members
- Provide their role on the team and how they will contribute to grant implementation- team lead, city planning support, parent outreach, etc. More ideas on how various team members can contribute to a SRTS team are [available here](#).
- List if they are existing members of a SRTS team at the time of the application or if they will be added to the team if funded.

Part 7: Existing Safe Routes to School Work (10 Points - 300 word limit)

Using the 6E's- [education, encouragement, engagement, equity, engineering and evaluation](#) - briefly discuss the SRTS activities that currently happen in your school or community. If there has been limited activity, please describe the barriers that have prevented implementation that this grant would overcome.

Examples might include:

- Walk to school day events
- Bike rodeos
- Walking School Buses or Bike Trains
- Warm clothing drives
- Learn to Ride programs
- Family bike rides
- Bus Stop and Walks
- Teaching the Walk! Bike! Fun! Pedestrian and Bicycle Safety Curriculum
- Engagement events/activities
- School patrol and/or crossing guards

Visit [www.mnsaferoutestoschool.org](http://www.mnsaferoutestoschool.org) to learn about other SRTS activities.

#### Part 8: Organizational capability, experience, and partnerships

- A) Describe previous (federal or otherwise) grant-funded projects your organization has completed, your experience in delivering projects on time, within budget and meeting all scope requirements. (2 points)
- B) Describe who will be the primary staff person(s) that will carry out this project. What is their relevant project management experience? Describe the role(s) and amount of time/effort project partnership will contribute carrying out of the project. To what extent will those partnerships benefit the outcomes of the project? (3 Points)

#### Part 9: Budget and Justification (10 points)

Using the Budget and Justification templates and example that can be downloaded on the MnDOT SRTS Grants page fill out a budget by line item for your project. Ensure that the expenses are organized first by line item and include individual cost (hourly rate, cost per page, or per item), the number of items that would be purchased, and the total for each line item. Use the “Justification” to help the review committee understand why the expense is needed to implement the SRTS program.

Please attach the final proposed budget and justification worksheet to the final application.

#### Part 10: Letters of Commitment (5 points)

Please attach the following letters of commitment:

1. Principal or school administrator letter of commitment
2. Letter of commitment from the local government

Additional letters from partners are not required but can be used to support the application and should be unique in nature.



## 2024 - 2025 SRTS Boost Grants Scoring Criteria and Review Process

Applications will be evaluated using the following criteria:

- The application was submitted by the deadline
- The application is complete
- The application meets eligibility requirements

Review committees include internal MnDOT staff and external stakeholders from the SRTS Statewide Steering Committee.

Part 4 - Part 10 will be evaluated using the criteria on page 19-21.

<b>Application Questions</b>	<b>Points Available</b>
<b>Part 1–3: Applicant and project contact information</b> These sections are reviewed by the selection committee but not scored.	<b>N/A</b>

Application Questions	Points Available
<p><b>Part 4: School information sheet</b></p> <p><b>A. Equity: 0-40 points</b>  The number of points received for the equity score are a function of the school’s equity score as a percentage multiplied by the number of points available.</p> <p>An example, if a school (or average of schools submitted in the case of multiple schools) score is 67 the score would be:</p> <p><math>.67 \times 40 = 26</math> (with 26.8 rounded to nearest point) For this example, the application would score 40 points for this section.</p> <p><b>B. Opportunity: 10 points</b></p> <p>0 -5 points- Some of the information is present; there is potential to reach new students from the data provided.</p> <p>5 – 10 points- The information is complete; project would have likelihood of increasing safety for existing walkers/bikers or increasing the number of students who walk and bike.</p>	<p><b>50 points</b></p>

Application Questions	Points Available
<p><b>Part 5: Project background</b></p> <p><b>A) Problem Statement</b>  0–5 points– Applicant has not used evaluation and/or did not articulate clearly the barriers identified through evaluation.  6–10 points– Applicant has used evaluation tools and articulates how they were used to understand real and perceived issues in community.</p> <p><b>B) Proposed Solution</b>  0–5 points– Answer does not address barriers outlined in (5A) and project does not use an eligible activity to address it.  6–10 points– Answer considers barriers and uses eligible activities to increase mode share and/or safety for those walking/bicycling.</p> <p><b>C) Equity</b>  0–5 points– Project does not serve priority populations or use an equity lens in considering solutions.  6–10 points– Project identifies and serves priority populations and addresses their specific barriers to walking/bicycling.</p> <p><b>D) Outcomes</b>  0–5 points– Indicators and evaluation are not included in understanding outcomes.  6–10 points– Applicant clearly draws a line between how evaluation tools or engagement are used to show indicators of success.</p>	<p><b>40 points</b></p>
<p><b>Part 6: SRTS team members and local support</b></p> <p>0–3 points– Most of the team is missing or is not yet identified.</p> <p>4–6 points– There is a good mix of team members, could use more support.</p> <p>7–10 points– There is a good mix of team members, and all necessary partners are involved and have clear roles.</p>	<p><b>10 points</b></p>
<p><b>Part 7: Existing Safe Routes to School work</b></p> <p>0–5 points– Programming for each of the E’s is proposed, but more information is needed. May be lacking Equity or Evaluation.</p> <p>5–10 points– Programming is addressed for all 6 E’s with clear Equity and Evaluation strategies.</p>	<p><b>10 points</b></p>

<b>Application Questions</b>	<b>Points Available</b>
<p><b>Part 8: Organizational capability, experience, and partnerships</b></p> <p>A) 0–2– Primary staff has not managed grants or worked on similar projects.</p> <p>B) 3–5– Primary staff has history and ability to manage grant and a demonstrated experience managing similar projects.</p>	<b>5 points</b>
<p><b>Part 9: Budget and justification</b></p> <p>0–3 points– Most of the budget is missing or is not yet identified. Justification for expenses not provided.</p> <p>4–6 points– Budget is complete and in-kind/donations listed. Budget has a fair level of detail and some justifications for expenses are provided.</p> <p>7–10 points– Budget is complete and in-kind/donations listed. Budget is very detailed and comprehensive justifications for expenses are provided.</p>	<b>10 points</b>
<p><b>Part 10: Letters of commitment</b></p> <p>0–2– Letters provided with minimal content or with minimal participation. Letters do not provide clear project understanding or commitment to future involvement.</p> <p>3–5– Detailed letters provided. Letters provide clear project understanding and commitment to future involvement.</p>	<b>5 points</b>
<b>Application Total</b>	<b>___ points/ 130 points</b>

Review committees include internal MnDOT staff and external stakeholders from the SRTS Statewide Steering Committee.

Geographic parity will be considered prior to funding the same community multiple times.

Additionally, we will be evaluating applicants by [League of Minnesota Cities classifications](#) so we are accurately comparing similar communities in lieu of just dividing applicants by metro and greater Minnesota.

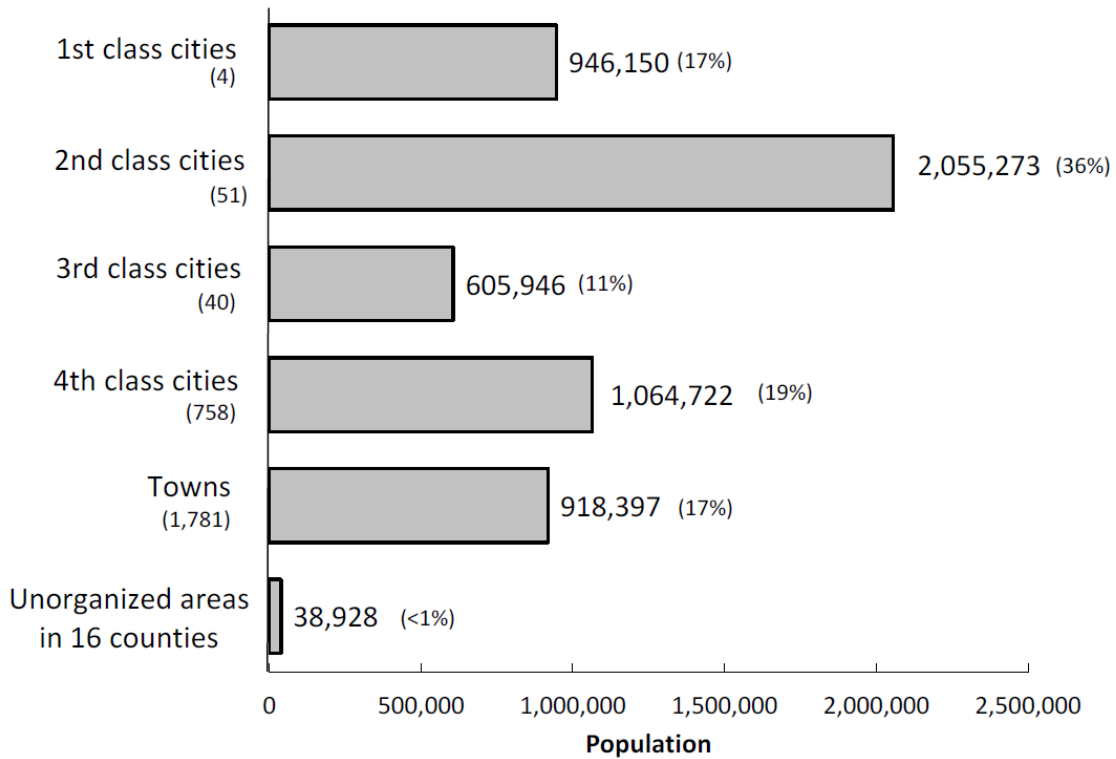
Cities are classified by population under Minnesota Statutes, section 410.01. Cities are divided, for legislative purposes, into four classes.

1. **First class:** Cities with more than 100,000 inhabitants. Once a city is in the first class, it is not reclassified unless its population decreases by 25 percent from the census figures that last qualified the city as first class.
2. **Second class:** Cities with a population between 20,001 and 100,000
3. **Third class:** Cities with a population between 10,001 and 20,000



4. **Fourth class:** Cities with not more than 10,000 inhabitants

Population by Type of Local Government and Class As of the state demographer's 2018 estimates, the state's total population is 5,629,416 and is distributed among these classifications of cities, and in towns or unorganized areas as follows:



Note: Based on 2010 census and 2018 estimates data from the [state demographer's website](#)