

MINNESOTA SAFE ROUTES TO SCHOOL

2023-25 SAFE ROUTES TO SCHOOL COORDINATOR GRANT APPLICATION

This document is provided for offline use in developing answers to grant application questions. Final applications should be [submitted via online form](#) by 5 p.m. on Wednesday, February 21, 2024.

Please see the [MnDOT SRTS grants page](#) for instructions and resources to fill out this application.

PART 1: APPLICANT INFORMATION

Applicant Organization Name	
Applicant Organization Type (city, school, tribal, non-profit - please specify)	
Contact Name	
Contact Title	
Street Address	
City, State, ZIP Code	
Phone	
E-mail Address	

Are you reapplying for a Coordinator that previously was not funded by MnDOT SRTS?

Yes, we applied but were not funded in 2019

Yes, we applied and were funded in 2019

No, we have not applied for SRTS Coordinator grant funding before

Has your organization been funded by MnDOT in the past 5 years? *This could include Planning Assistance, Boost funding, Infrastructure, Bike Fleets, Engineering Studies, Demonstration Projects, or Mini-Grants please list years.*

Yes

No

PART 2: PROJECT INFORMATION

Do you have a Safe Routes to School Plan? If yes, provide a link to the plan.	
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How many total public and/or private schools will be involved? __

PART 3: SCHOOL INFORMATION SHEET (50 POINTS)

The following demographic information is **REQUIRED** for Schools the SRTS Coordinator will be supporting. Coordinators should be supporting multiple schools within a district, districtwide, or multiple school districts. Please be thorough, points will be deducted for answers such as Unknown or N/A. If more than 5 schools are included, use the additional spreadsheet to complete the data for all schools that will be included in the plan.

__ 1-8 schools would benefit from this project

__ 9 or more schools would benefit from this project

	School One	School Two	School Three	School Four	School Five
School Type (public/charter, private)					
School name					
Street Address					
City, State, Zip Code					
County					
School population					
Grades at school					
City population					

A. EQUITY: REACHING PRIORITY POPULATIONS (40 POINTS)

Equity scores for individual schools can be found using the [Student Transportation Equity for Priority Populations tool](#). Private Schools and/or Charter Schools may not have data in the STEPP tool as there may not have been available data from MDE. These schools may either opt into the lowest STEPP score available for public schools or provide the data needed to develop a STEPP score. More information can be found in the SRTS Coordinator Guide.

	School One	School Two	School Three	School Four	School Five
School Equity Score (see application guide for instructions on how to determine)					

B. OPPORTUNITY TO GET MORE STUDENTS WALKING AND BICYCLING SAFELY (10 POINTS)

	School One	School Two	School Three	School Four	School Five
% students currently walking/biking					
% of students living within the school's walk zone and not eligible for bussing					
Distance eligibility for busing (ie. 2 miles away from school or all students eligible upon request)					
% students in hazard bus areas (students within walk zone who are bussed because of hazards on their route)					

PART 4: COORDINATOR POSITION (5 POINTS)

Full- Time Coordinator Request	<p><i>SRTS Coordinators should be full-time positions for the school year or year-round depending on need and local policies.</i></p> <p><i>Those looking for part-time funding or project based coordinator funding are encouraged to apply for MnSRTS Boost Grant Funding.</i></p>
Hours per week (estimate)	
School year (10 month) or year round position proposed	
Coordinator's Supervisor and Department they will be housed in with a desk	
Will you be able to hire and maintain staff from Fall of 2024 to Spring of 2027?	
Total Dollar Amount Requested	
Please describe position wage, benefits and indirect costs that make up the total amount requested.	

- A) What organization will hire the coordinator and be responsible for oversight of this grant funding? Provide an explanation of why the proposed Coordinator will be housed in this organization, how will that lead to successful outcomes.

PART 5: PROJECT BACKGROUND

- A) Problem Statement: Please define the opportunity, challenges, issues, or need for the school/district that this proposal addresses with an overarching goal to increase the number of students safely walking or bicycling. Please use data collected from school or community engagement activities, planning efforts, or evaluation reports to justify your response. (10 points)

- B) Proposed Solution: Provide a summary of the work you plan to accomplish with the funding to implement all 6 E's within the schools and/or school districts. This may include high level projects, goals, and support the coordinator will receive to achieve these proposed projects. (10 points)

- C) Equity: Please describe the population served by the project and highlight how the project will address the needs of priority population(s). Additionally, please include any existing partnerships or prior outreach with priority populations (Native Americans, small rural populations, lower-income families, people with disabilities, and communities of color). (10 points)

Equity in SRTS means that every student is able to safely, comfortably, and conveniently walk and bike to school, regardless of race, cultural identity, tribal affiliation, immigrant or refugee status, language, gender or sexual identity, income, religion, and whether or not a student receives special education, has a physical or mental disability, or is homeless or highly mobile. An equity approach requires working with local partners to tailor programs and allocate resources to meet the unique needs of the community.

D) Outcomes: How will sustainability of the projects and goals of the SRTS Coordinator be sustained beyond the 3 years of funding? (10 points)

PART 6: SRTS TEAM MEMBERS & LOCAL SUPPORT (10 POINTS)

Members of a local SRTS team should include key stakeholders within the school and community for a successful SRTS program. Please mark the following individuals currently on your SRTS team. Please provide names where available.

Is your SRTS committee established?

Yes, we have a team pulled together who has met about SRTS

No, the list below is proposed partners for this project

Name and title of team leader:

Team Members:	Please list first and last name	Title	How will this team member contribute to implementation of the proposed project?	Existing or new member?
School Principal	<i>John Doe</i>		<i>John is responsible for coordinating with school staff on the implementation of our bus stop and walk program.</i>	<i>Existing.</i>

Team Members:	Please list first and last name	Title	How will this team member contribute to implementation of the proposed project?	Existing or new member?
School/District Transportation Staff				
Local Road authority (public works, county engineer, MnDOT)				
City staff (planners, elected officials, city manager)				
SHIP/public health practitioners				
School District Reps				
Parents, Community Members				
Students, Teachers				
Bicycling or walking group representative				
Other team members (write-in):				

PART 7: EXISTING SAFE ROUTES TO SCHOOL WORK (10 POINTS)

- A) History: Using the 6E’s—Equity, Education, Encouragement, Engagement, 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.

PART 8: ORGANIZATIONAL CAPABILITY, EXPERIENCE AND PARTNERSHIPS (5 POINTS TOTAL)

- 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.

B) Successful SRTS Coordinators are not isolated in their efforts, but supported by internal and external champions.

Describe who will be the primary staff person(s) that will carry out this project or support hiring and supervision of the SRTS Coordinator. What is their relevant SRTS experience? Describe the role(s) and amount of time/effort project partners will contribute carrying out the project. To what extent will those partnerships benefit the outcomes of the project?

PART 9: BUDGET AND JUSTIFICATION (10 POINTS)

Please attach the proposed budget and justification showing how much is being requested by line item and providing a justification for how the funds will be utilized:

- 1. Budget and Justification Template

PART 10: LETTERS OF COMMITMENT (5 POINTS)

Please attach the following letters of commitment:

1. Principal or school administrator letter of support
2. Letter of support from external partner