



Safe Routes to School - Engineering Studies



Application Webinar



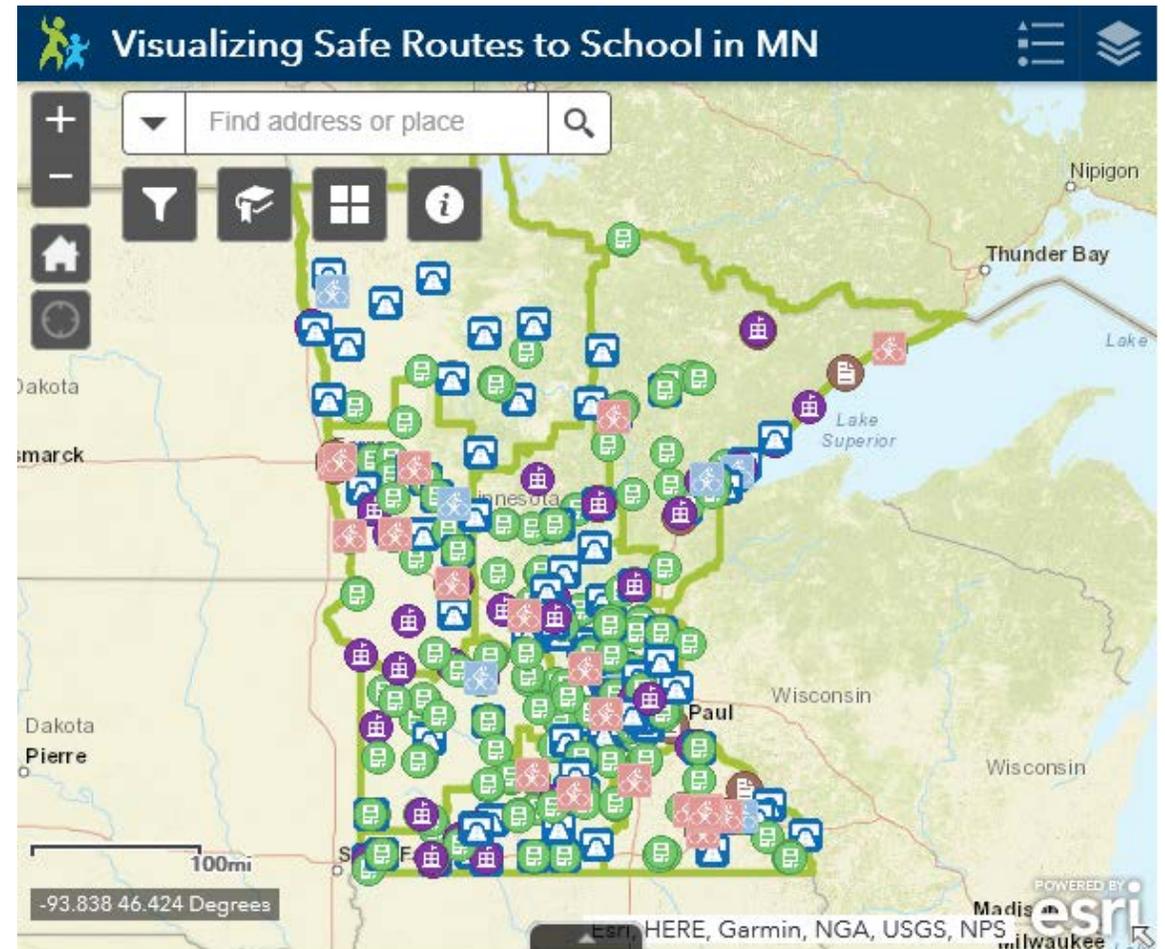
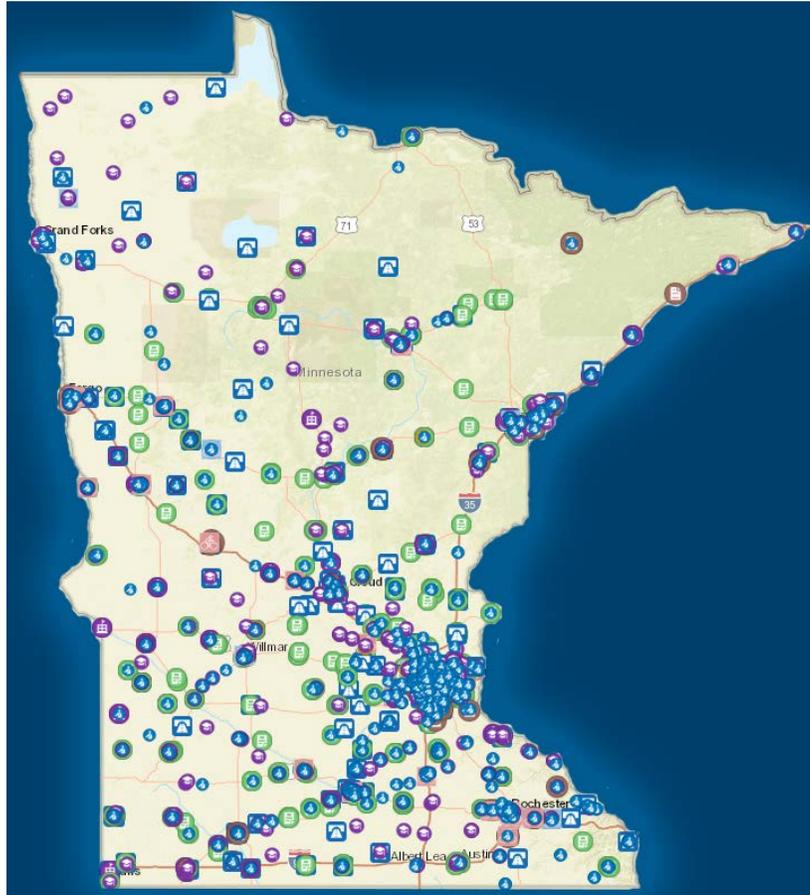
Introduction to SRTS

- SRTS programs improve safety, reduce traffic and improve air quality near schools through a multidisciplinary approach that is structured around the 6 E's
 - Evaluation
 - Education
 - Encouragement
 - Equity
 - Enforcement
 - Engineering
- Vision - Minnesota is a state where all students can walk and bicycle on routes that are safe, comfortable, and convenient.



Existing SRTS Plans

Over 450 schools



<http://www.dot.state.mn.us/saferoutes/srts-in-mn.html>

SRTS Planning Studies

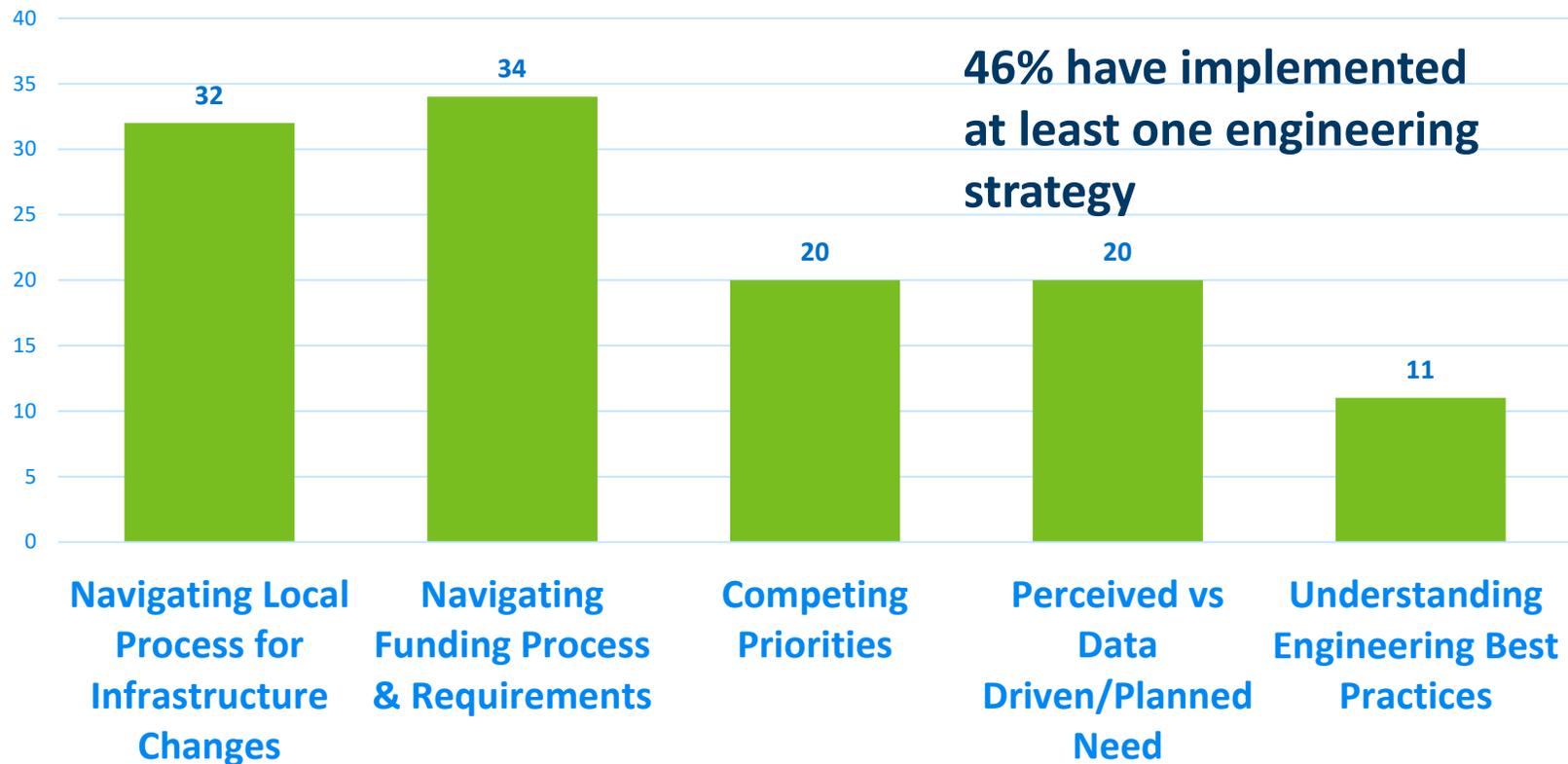
Planning Studies Help:

- engage community members, students, parents and school staff
- evaluate existing walking and bicycling conditions and develop an action plan to address barriers and encourage more students to walk/bike
- develop support and set priorities for increasing walking and bicycling to school
- prepare the community to apply for funding to implement the recommendations



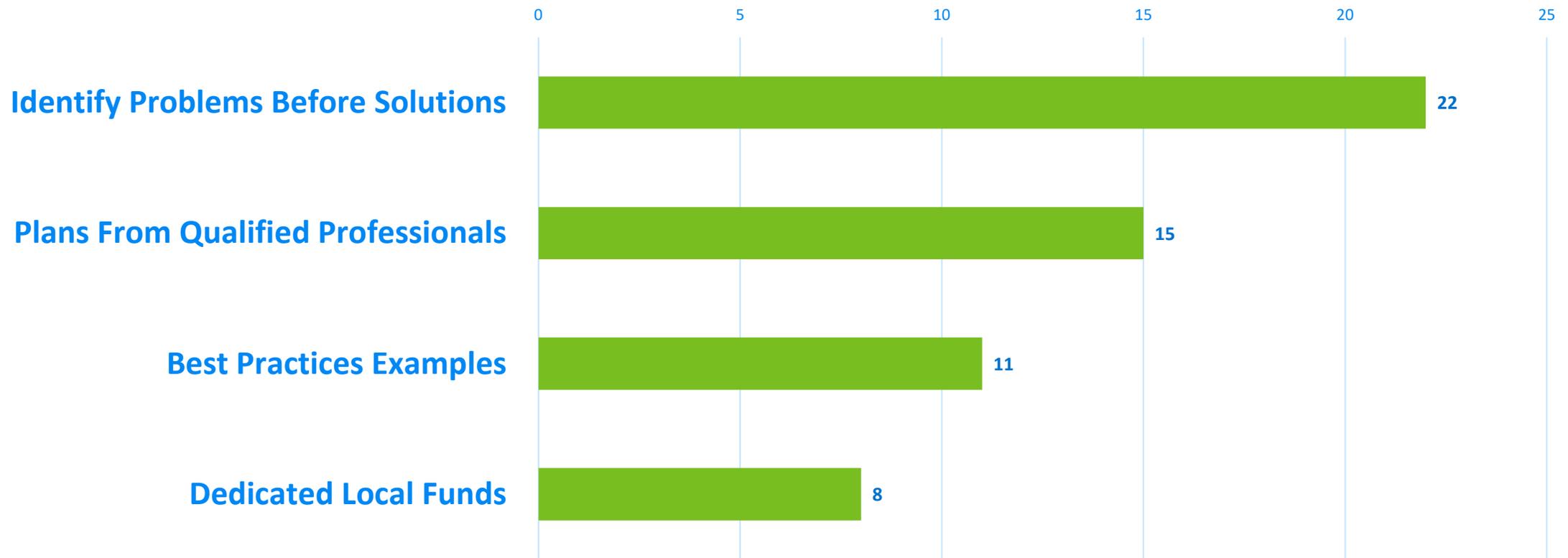
Need for Engineering Studies

Engineering Barriers (MnDOT Plan Survey)



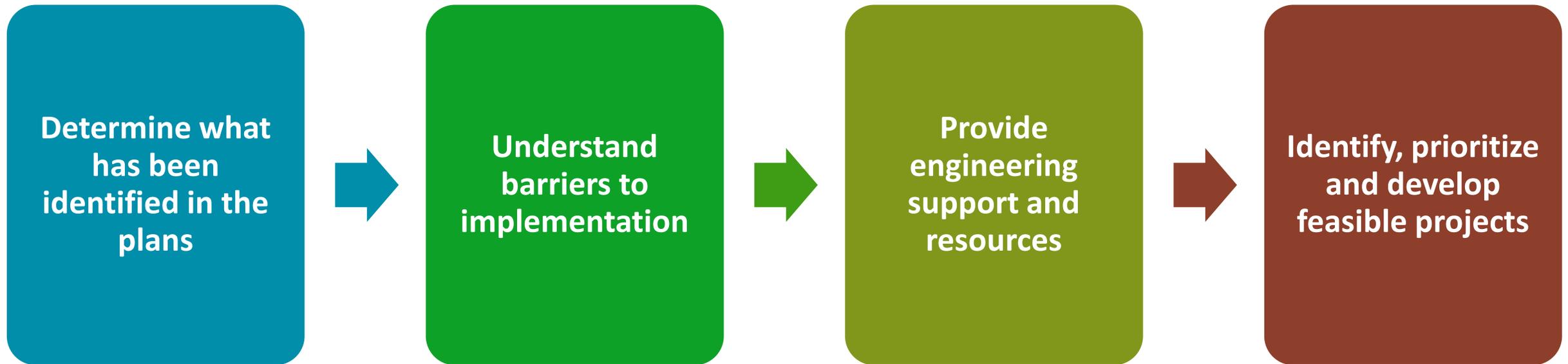
Need for Engineering Studies Continued

Needed to Help Implement Engineering Strategies



SRTS Engineering Studies

Engineering Studies help build on SRTS Plans to:



What makes the engineering plan different? Hibbing Pilot Study

Project Sheet No. 1
INTERSECTION CONCEPT:
East 37th Street and Inner Drive Near Greenhaven Elementary

Recommendations:

- Construct painted or concrete curb extensions on northeast and southeast corners to shorten crossing distance and slow motor vehicle traffic.
- Install high-visibility continental crosswalks, as shown, perpendicular to motor vehicle traffic.
- Move back the vehicle stop bar on the north and east approach to clear crosswalk for pedestrians.
- Establish a sidewalk on the south side of East 37th Street.

Benefits:

- Reduces vehicle lane width and turning radii
- Reduces pedestrian crossing distance of East 37th Street

CITYWIDE INFRASTRUCTURE \$5



Project Sheet No. 2
Establish Compliant School Zone Signage: Near Washington Elementary, Lincoln Elementary, Hibbing High School, and Assumption Catholic School

Recommendations:

- Employ MN-MUTCD compliant school zone signage around Greenhaven Elementary School, including marking school crossing with proper advance warning and school crossing assemblies.

See Figure 4.5 below.



Benefit:

- Improves predictability for pedestrians, bicyclists, and motor vehicle drivers

CITYWIDE INFRASTRUCTURE \$5

Figure 4.5: Recommended Placement of Signage Around Washington Elementary School, Lincoln Elementary School, Hibbing High School, and Assumption Catholic School.

HIBBING Safe Routes to School

- General Operations and Network Recommendations
- Citywide Recommendations and Alternatives
- Concept Drawings
- Rough Cost Estimates

SRTS Engineering Study Approach

- A data-driven approach
 - Verify existing strategies suggested in your SRTS plan
 - Identify new engineering strategies to improve routes for students to walk and bicycle to and from schools.
- To include:
 - Public Engagement / Public Meeting
 - Data Collection
 - Traffic Analysis
 - Report / project summary sheets for select projects (could include, concept level drawings, list of potential infrastructure projects prioritized by effectiveness in addressing safety risks, potential usage, and cost).

What are engineering study grants?

- Funding for engineering services to develop your SRTS engineering plan with your guidance
- First, open solicitation for engineering study grants
 - Two pilot studies were completed:
 - Hibbing – Oct 2016
<http://www.dot.state.mn.us/saferoutes/documents/hibbing-srts-final-submittal.pdf>
 - Cottage Grove – March 2017
<http://www.dot.state.mn.us/saferoutes/documents/cottage-grove-elementary-srts-final-report.pdf>

How is it funded?

- \$1 Million in federal SAFETEA-LU funds available
- Up to 20 engineering studies will be funded. The average anticipated study fee is:
 - \$50,000 – Individual schools
 - \$70,000 – District of 2-3 schools
- Solicitation awards 100% funds and does not require a local match
- MnDOT has entered into an agreement with an engineering consultant to provide engineering services to the applicant. **The local community does not receive funding directly from MnDOT.**

Who is eligible?

- All public roads in Minnesota including roads on tribal lands and townships
 - tribes and cities with a population of less than 5,000 will need to work with a City or County lead agency for their engineering study.
- Individual Schools
- School Districts can submit applications for as many individual schools as desired, but it is not guaranteed that more than one will be funded.
 - Recommend that the district prioritize schools when applying.

SRTS Engineering Study Requirements

- A local agency staff member, who is a licensed professional engineer, must serve as the project manager. *(A list of potential Project Manager's responsibilities are listed on page 2 of the [SRTS Engineering Studies Application Guide](#))*
- The school has an existing SRTS plan and is active with their SRTS program
- Engineering Studies will be primarily focused on infrastructure around elementary and middle schools.

Application Award and Timeline

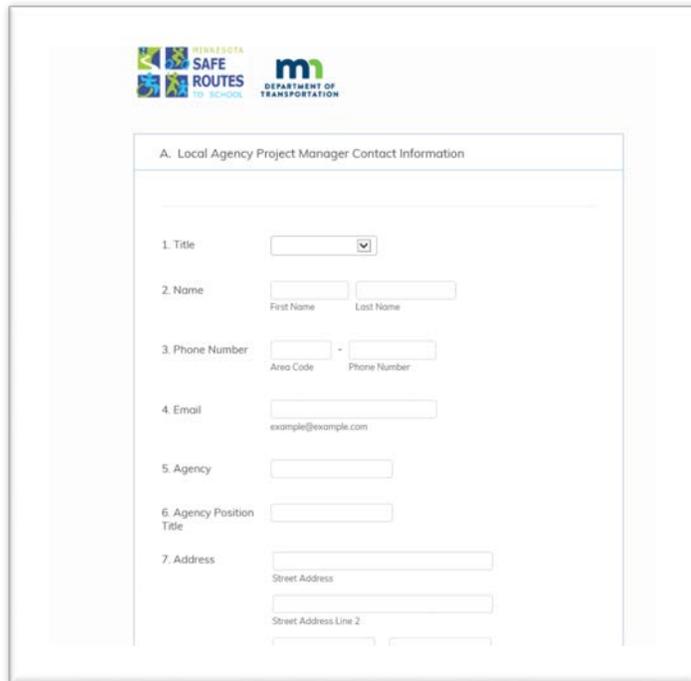
- Timeline
 - October 23, 2019 – Solicitation open
 - **January 17, 2020 at 5:00 p.m. CST – All SRTS Engineering study applications are due**
 - February 2020 – MnDOT will announce selected schools for studies
 - March/April 2020 – School studies kickoff
- School studies will be staggered over 18 months. Each school will take ~ 6 months
- For more information, visit: <http://www.dot.state.mn.us/saferoutes/engineering-studies.html>

How to apply?

Step 1: Review the “SRTS Engineering Studies Application Guide 2019-2020”

<http://www.dot.state.mn.us/saferoutes/documents/srts-eng-studies-application-guide>.

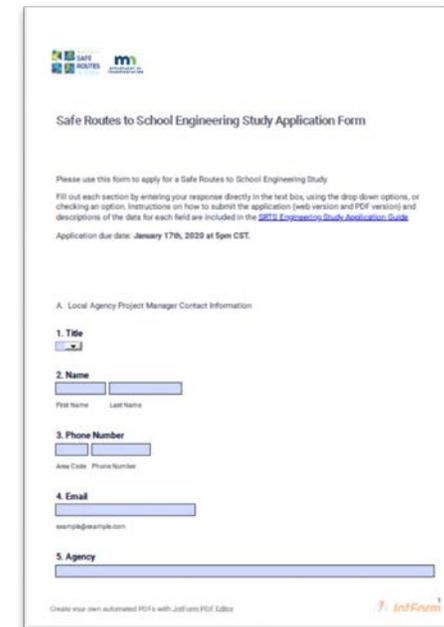
Step 2: Complete the application. Two options found at: <http://www.dot.state.mn.us/saferoutes/engineering-studies.html>



The screenshot shows a web-based application form titled "A. Local Agency Project Manager Contact Information". At the top left, there are logos for "MINNESOTA SAFE ROUTES TO SCHOOLS" and "MNDOT DEPARTMENT OF TRANSPORTATION". The form contains the following fields:

- 1. Title: A dropdown menu with a checkmark icon.
- 2. Name: Two input fields labeled "First Name" and "Last Name".
- 3. Phone Number: Two input fields labeled "Area Code" and "Phone Number".
- 4. Email: One input field with the placeholder text "example@example.com".
- 5. Agency: One input field.
- 6. Agency Position Title: One input field.
- 7. Address: Three input fields labeled "Street Address", "Street Address Line 2", and a third unlabeled field.

An online application



The screenshot shows a PDF version of the application form titled "Safe Routes to School Engineering Study Application Form". At the top left, there are logos for "MINNESOTA SAFE ROUTES TO SCHOOLS" and "MNDOT DEPARTMENT OF TRANSPORTATION". The form contains the following fields:

- 1. Title: A dropdown menu with a checkmark icon.
- 2. Name: Two input fields labeled "First Name" and "Last Name".
- 3. Phone Number: Two input fields labeled "Area Code" and "Phone Number".
- 4. Email: One input field with the placeholder text "example@example.com".
- 5. Agency: One input field.

At the bottom of the page, there is a footer that reads "Create your own automated PDFs with JotForm PDF Editor" and the JotForm logo.

Download a PDF version of application to complete offline

Online Application Basics

- Go to https://form.jotform.com/nbuehne/SRTS_Engineering
- Fill out each section by
 - Entering your response directly in the text box (*longer responses may be pasted from another document*)
 - Using the drop down options
 - Checking an option
- Responses are saved automatically when the applicant clicks “Next” at the bottom of each section.

E. Demographics (5 Points)

Race/Ethnicity (By school or district, which ever this application applies to)

	Count	Percent
Hispanic or Latino	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Black or African-American	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>
All Students	<input type="text"/>	<input type="text"/>

to save automatically

Online Application – Save and return at a later time part 1

Click “Submit” found on the last page of the application form (Section K. Attachments)

K. Attachments

Upload required attachments using the buttons below. Include the school name in the file name for each document and submit in PDF format.

Project location map with routes and schools labeled.

[Browse Files](#)

Baseline Student Travel Tally and Parent Survey reports.

[Browse Files](#)

Letter of support – School (Principal) or School District (Superintendent).

[Browse Files](#)

Letter of support – Local Agency (City Engineer, Administrator, County Engineer or Public Works Director).

[Browse Files](#)

Other - additional letter of support (if applicable)

[Browse Files](#)

[Submit](#) Click “Submit”

Online Application – Save and return at a later time part 2

An automatic email will be sent to the Local Agency Project Manager (Name/email entered on page 1 of the application).

We have received your response for Safe Routes to School Engineering Study Application Form - Message (HTML)

File Message Help BLUEBEAM BLUEBEAM Acrobat Tell me what you want to do

Find Zoom Create PDF Change Settings Select Folders

We have received your response for Safe Routes to School Engineering Study Application Form

JotForm <noreply@jotform.com>
To Nicole Buehne

Fri 10/18/2019 4:46 PM

Reply Reply All Forward

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

To Update Submitted Data: [Edit Submission](#)

Safe Routes to School Engineering Study Application Form

1. Title	Mr.
2. Name	Save Test
4. Email	nbuehne@srfconsulting.com
5. Agency	ABC

Now create your own JotForm - It's free! [Create a JotForm](#)

Click to return to your form

Online Application – Save and return at a later time part 3

There are no limits to submitting an application and returning where applicants left off. A new email will be sent to the Local Agency Project Manager each time the application is submitted. Only the last submitted application will be scored and reviewed.

Re: Safe Routes to School Engineering Study Application Form

JotForm <noreply@jotform.com>
To: Nicole Buehne
Fri 10/18/2019 4:46 PM

Safe Routes to School Engineering Study Application Form

1. Title	Mr.
2. Name	Save Test
4. Email	nbuehne@srfconsulting.com
5. Agency	ABC

You can [edit this submission](#) and [view all your submissions](#) easily.

JotForm. Anywhere. Anytime.  

Do not show this anymore (X)

Downloadable PDF Basics

- Download the application from the [MnDOT SRTS website](http://www.dot.state.mn.us/saferoutes/documents/srts-eng-study-application-form.pdf) or go to <http://www.dot.state.mn.us/saferoutes/documents/srts-eng-study-application-form.pdf> and save to your personal computer.
- Applications may be filled out in Bluebeam, Adobe, or similar.
- Fill out each section by entering your response directly in the text box (longer responses may be pasted in), using the drop down options, or checking an option.
 - Applicants should save responses periodically.
- To submit, email the final PDF and required documents to saferoutes.dot@state.mn.us with “SRTS Engineering Study Application” in the subject line.
 - Include the **school name in the file name** of each document and submit in **PDF format**

What does the application ask for?

- A. Local Agency Project Manager Contact Information
- B. School Team Lead Contact Information
- C. Project Location
- D. School Information
- E. Demographics
- F. Local SRTS Program
- G. SRTS Engineering Study Need
- H. Safety Concerns
- I. SRTS Project Team
- J. SRTS Evaluation After Completion
- K. Attachments

Selection Criteria

- Effort will be made to select a range of geographically diverse school study areas, depending on the applications received.
- Each project will be reviewed with the following criteria:

Category	Points
School Information	25
Demographics	5
Local SRTS Program	20
Engineering Study Need	20
Safety Concerns	20
SRTS Project Team	10
Total	100

A. Local Agency Project Manager Contact Information

- The Local Agency Project Manager must be a licensed professional engineer.
 - Coordinate with MnDOT and the consultant
 - Provide any existing data on the roadways to be studied
 - Ensure the project meets milestones and dates
 - Engage in project outreach activities
 - Review and approve the engineering study

A. Local Agency Project Manager Contact Information

1. Title

2. Name
First Name Last Name

3. Phone Number -
Area Code Phone Number

4. Email
example@example.com

5. Agency

6. Agency Position Title

7. Address
Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

B. School Team Lead Contact Information

- The School Team Lead is the person representing the school where the project is located. The person should be the main contact for the school.

B. School Team Lead Contact Information

1. Title

2. Name
First Name Last Name

3. Phone Number -
Area Code Phone Number

4. Email
example@example.com

5. School/District

6. School/District Position Title

C. Project Location

- To locate which MnDOT District your school/district is located in, go to:
<http://www.dot.state.mn.us/information/districts.html>

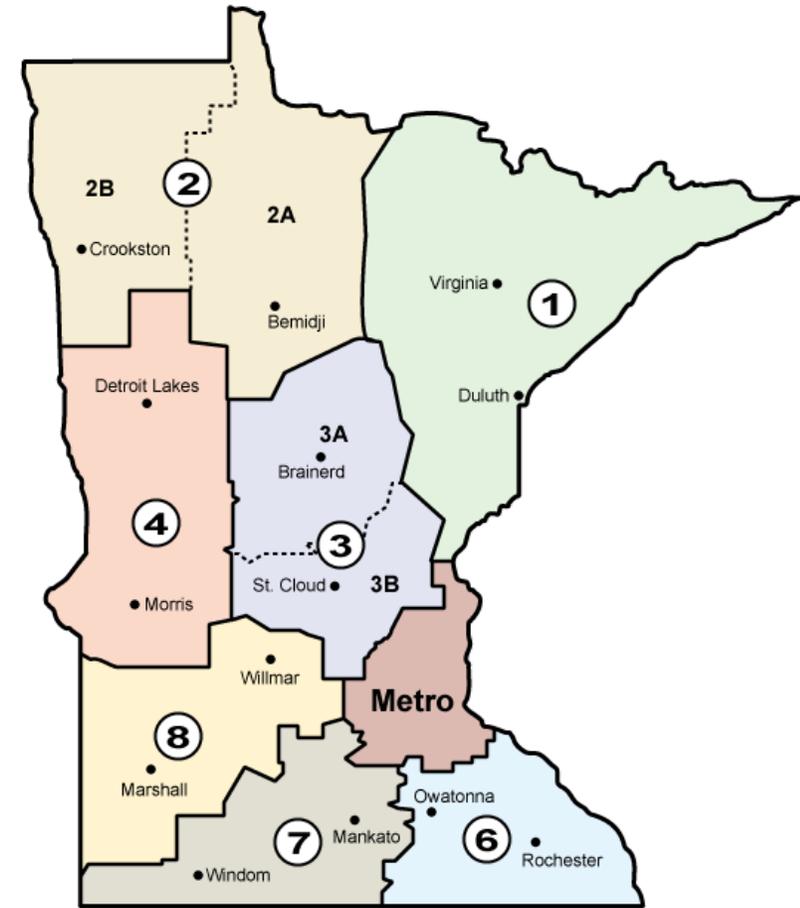
C. Project Location

1. MnDOT District

2. County

3. City or Township

4. School District



D. School Information Part 1

1. If applying for only one school, include information on line 1. For more than one school in a district, list all schools included for the study.

- For each school, list:
 - Provide the range of grades at the school. (Example. K-5)
 - Provide the percentage of students at the respective school currently getting bussed to and from school.
 - Provide the percentage of students that walk and bike to school. Use school survey data from the original SRTS plan or other methods of data collection you have used to obtain this data.
 - Provide the percentage of students at the respective school that qualifies for free or reduced lunch.

D. School Information (25 Points)

1. School Details

	School Name	Grades	Number Students Enrolled	% Bussed	% Walkers	% Free or Reduced Lunch
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D. School Information Part 2

- 2. Describe plans or initiatives in the works to relocate or repurpose the school building at any of the study schools in the next 10 years. If your school will not be moving, write “n/a” in the text box.
- 3. Indicate if the school or school district has a “no walking or bicycling to school policy.” If there is a no walking or no bicycling policy, use the field provided to share the reasons why the policy is in place. If your school has a conditional ban, please explain as well. For example a district might allow walking/biking but will prohibit it for students that must cross certain roadways, or students in certain grades.

2. Describe plans, if any, to relocate or repurpose the school buildings within the next 10 years? (500 character limit)

3A. Does your school or school district have a "no walking and/or bicycling to school" policy?

Yes

No

3B. If yes, please explain why the "no walking and/or bicycling to school" policy is in place. If the policy is specific to the grade students are in, provide the specific grades. (500 Character limit)

D. School Information Part 3

4. Hazard busing is defined as the busing of students that are within the walk and bike zone – that aren't eligible for busing based on their distance from the school - but are offered busing because of a major safety issue (high speed road, railroad crossing, etc.)

Indicate if the school or school district has hazard busing and use the field provided to describe the hazards and an estimated number if students impacts.

5. Describe how infrastructure changes supported by the engineering plan could encourage the school or school district to change school policies.

For example, if your school currently has a no walk policy and the engineering study identified improvements that could be built to improve safety for walkers, would you change your policy to allow walkers?

4A. Does your school or school district provide hazard busing?

Yes

No

4B. If yes, please explain what the hazards are. (500 Character limit)

5. Describe how infrastructure changes could encourage your school to change school policies.(500 Character limit)

D. School Information Part 4

- 6. Estimate the number of students who live within both a half mile and 1 mile of the school or school district.
- 7. List and describe school policies that encourage walking and bicycling to school. Examples of these could be wellness policies that promote physical activities at school, or policies that support crossing guards.

6. Estimate the number of students who live within:

	Number
1/2 mile of the school	<input type="text"/>
1 mile of the school	<input type="text"/>

7. List and describe policies at the school(s) or school district that encourage walking and bicycling. Examples of these could be wellness policies that promote physical activities at school, or policies that support crossing guards. (1,000 character limit)

E. Demographics

- Provide the count and percentage of Students enrolled at the respective school or school district by each Race/Ethnicity. This information can easily be found on the [Minnesota Report Card](https://rc.education.state.mn.us/#mySchool/p--3) website.

<https://rc.education.state.mn.us/#mySchool/p--3>

E. Demographics (5 Points)

Race/Ethnicity (By school or district, which ever this application applies to)

	Count	Percent
Hispanic or Latino	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Black or African-American	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>
All Students	<input type="text"/>	<input type="text"/>

F. Local SRTS Program

1. Use the dropdown box to select the best response regarding whether or not the school/ schools has a SRTS plan and how it was developed. You can confirm if your school has a SRTS plan using the [SRTS interactive map](#). Options listed are:
 - No SRTS plan developed for the school/ schools
 - Yes. A SRTS plan developed with SHIP
 - Yes. A SRTS plan developed with MnDOT
 - Yes. A SRTS plan developed with other partners
2. Identify or list 6E (Education, Encouragement, Enforcement, Evaluation, Engineering and Equity) activities already completed or implemented at the schools. Check all that apply. If you do not see your activity listed, use the available space next to “other” to provide your information.

F. Local SRTS Program (20 Points)

1. Does the school(s) have a SRTS plan?

2. Check or list 6E Strategies implemented at the school(s). (60 character limit)

Education

- Walk! Bike! Fun!
- Crossing Guard/Safety Patrol training
- School flyers
- School newsletter
- Other

Encouragement

- Bike Rodeo
- Walk to School Day
- Bike to School Day
- Winter Walk to School Day
- Other

Enforcement

- Adult Crossing guards
- Student Safety Patrol
- Law enforcement
- Dynamic Speed Signs
- Other

Evaluation

- Baseline Student Travel Tally
- Parent Opinion survey
- Other

Engineering

- Engineering study
- Filled in sidewalk gaps
- Improved route crossings (crosswalk marking/signs)
- Other

Equity

- Multilingual SRTS information
- Prioritized improvements to lower income neighborhoods
- Other

Back Next

G. SRTS Engineering Study Need

1. Explain why you are requesting an engineering study for your school or school district and the need for this type of support for your community.
2. Identify your team's vision for a successful SRTS engineering study. Describe what you are hoping to accomplish during and after the engineering study? Explain how you will ensure implementation of the infrastructure recommendations for the school or school district.

G. SRTS Engineering Study Need (20 Points)

1. Explain why you are requesting an engineering study and the need for this type of support for your community. (1,000 character limit)

2. What is your team's vision for a successful SRTS engineering study? What are you hoping to accomplish during and after the study? How will you ensure implementation of the infrastructure recommendations? (1,000 character limit)

Back Next

H. Safety Concerns

1. Identify the safety risks or hazards students have walking or bicycling to school and describe existing ped/bike infrastructure serving the school. Reference speed studies, speed limits, ADT (Annual Daily Traffic), crash data and other relevant sources of data (if available).
2. Describe any parent or student identified perceived and actual safety risks and hazards at your school and school district. Parent and student identified perceived and actual safety risks and hazards should be identified in the SRTS parent and student survey included in your school's SRTS plan.

H. Safety Concerns (20 Points)

1. Identify the safety risks or hazards students have walking or bicycling to school and describe existing pedestrian/bike infrastructure serving the school. Reference speed studies, speed limits, crash data, ADT, and other relevant sources of data (if available). (1,000 character limit)

2. Describe the parent or student identified perceived and actual safety risks and hazards (from your SRTS Plan parent or student survey) (1,000 character limit)

Back Next

I. SRTS Project Team

- Provide names and/or titles of active/committed team members. State N/A if the role is not part of your team.
- Provide their role on the team and how they will contribute to plan development and implementation – team lead, city planning support, parent outreach, etc. More ideas on how various team members can contribute to a SRTS team are [available on this stakeholder list](#). State N/A if the role is not part of your team.

I. SRTS Project Team (10 Points)

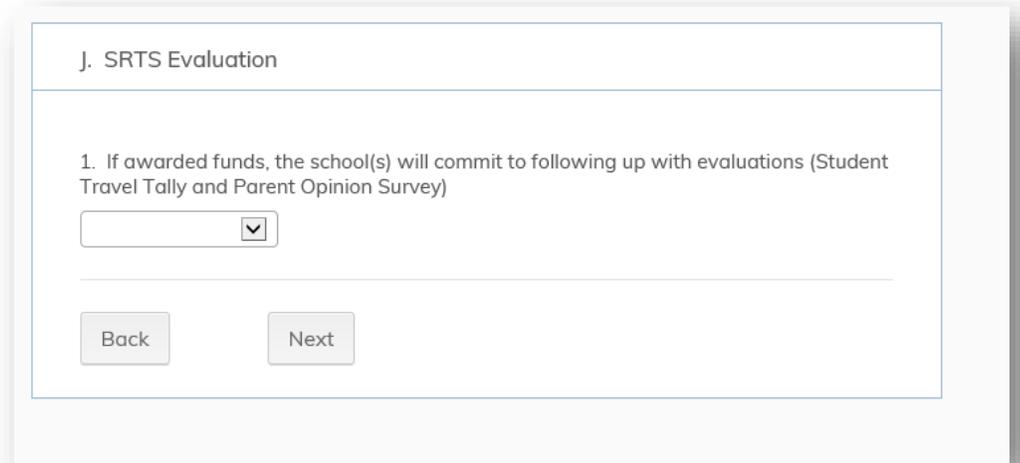
In addition to the local agency project manager and school lead listed on page 1 of this application, members of a local SRTS team should be involved before, during, and after the SRTS engineering study process. Please list the additional individuals that will be involved as part of this project. (enter N/A if the role is not part of your team)

Team Members

	Name and/or title:	How will this team member contribute to engineering study and implementation?
School Principal	<input type="text"/>	<input type="text"/>
School/District Transportation Staff	<input type="text"/>	<input type="text"/>
Affected road authorities (public works, county engineer, MnDOT)	<input type="text"/>	<input type="text"/>
City staff (planners, elected officials, city manager)	<input type="text"/>	<input type="text"/>
SHIP/public health practitioners	<input type="text"/>	<input type="text"/>
School District Reps	<input type="text"/>	<input type="text"/>
Parents, Community Members	<input type="text"/>	<input type="text"/>
Students, Teachers	<input type="text"/>	<input type="text"/>
Bicycling or walking group representative	<input type="text"/>	<input type="text"/>
Law Enforcement	<input type="text"/>	<input type="text"/>
Other team members	<input type="text"/>	<input type="text"/>

J. SRTS Evaluation after Completion

- Use the drop down and indicate if the school district is willing to complete an evaluation after this project is complete. Options include:
 - Yes, school(s) will follow up with SRTS partners.
 - No, school(s) cannot commit at this time.



J. SRTS Evaluation

1. If awarded funds, the school(s) will commit to following up with evaluations (Student Travel Tally and Parent Opinion Survey)

Back Next

K. Attachments

- All uploads must be in PDF format.
- All attachments are required.
- Include the school name in the file name of each PDF.
- For Letters of Support – School/School District or Local Agency
 - Multiple letters welcome. Please include them as one PDF.

The screenshot shows a web form titled "K. Attachments". At the top, it says "Upload required attachments using the buttons below. Include the school name in the file name for each document and submit in PDF format." Below this, there are four sections, each with a "Browse Files" button:

- Project location map with routes and schools labeled.
- Baseline Student Travel Tally and Parent Survey reports.
- Letter of support – School (Principal) or School District (Superintendent).
- Letter of support – Local Agency (City Engineer, Administrator, County Engineer or Public Works Director).

At the bottom, there is a "Submit" button and a fifth "Browse Files" button labeled "Other - additional letter of support (if applicable)".

- SRTS Engineering Studies Application Guide 2019-2020
<http://www.dot.state.mn.us/saferoutes/documents/srts-eng-studies-application-guide.>
- Online application https://form.jotform.com/nbuehne/SRTS_Engineering
- Downloadable PDF version of the application
<http://www.dot.state.mn.us/saferoutes/documents/srts-eng-study-application-form.pdf>
- SRTS Interactive Map <http://www.dot.state.mn.us/saferoutes/index.html>
- Minnesota Report Card <https://rc.education.state.mn.us/#mySchool/p--3>
- SRTS Team Stakeholder List
\\VS-GIS1\Projects\external\mnsaferoutes\assets\downloads\stakeholdersposter_0617.pdf



Contacts

SRTS Engineering, Infrastructure Grants and Solicitations

Sara Pflaum, MnDOT Office of State Aid for Local Transportation

651-366-3827

Safe Routes to School Coordinator

Dave Cowan, MnDOT Office of Transit & Active Transportation

651-366-4180