

February 24, 2022

Jay Owens
229 Tyler Road North
Red Wing, MN 55066

RE: 2021 Safe Routes to Schools Infrastructure Project Selection

Dear Mr. Owens:

Thank you for submitting an application for the Minnesota Safe Routes to Schools (SRTS) infrastructure program. Your project in the City of Red Wing to improve safety for students walking and biking to Twin Bluff School and Sunnyside Elementary School was selected for SRTS infrastructure funds appropriated by the legislature in 2020 and 2021. We have identified up to \$240,000 in SRTS funds for this project.

Enclosed is a State Fund Grantee User Guide that provides a summary of the process for developing and delivering a state bond funded project. Your first step will be to request a State Aid Project (SAP) number for this project if you don't already have one (or SP number if you also have federal funding). Please send the SAP or SP number to me immediately after it is issued. Please work with your district state aid engineer (DSAE) throughout project development. Your district state aid contact is Fausto Cabral.

Following are a few other important notes:

- Items that are eligible for SRTS funds include reasonable elements associated with pedestrian and bicycle infrastructure construction, including basic landscaping and turf establishment. Landscaping planters, benches, bike racks, decorative fences, ornamental lighting, and other aesthetic treatments above the standard are generally not eligible. Other items that are not eligible include engineering, construction administration and inspection, right of way acquisition, and water main, sanitary sewer, or private utility work. Additionally, work on trunk highways or on trunk highway right of way is not eligible.
- Your agency will be required to execute an SRTS grant agreement prior to construction, which includes certification of right of way ownership by the agency and a resolution agreeing to finance any cost in excess of the grant amount before the grant can be authorized for reimbursement.
- The plan and engineer's estimate need to be developed with a column that identifies SRTS participating items. If more than one agency will ultimately own bond funded improvements, the cost estimate will need separate columns for SRTS participating costs for each agency. Additionally, if this is the case, separate SRTS grant agreements will be required with each agency that will ultimately own bond funded improvements.
- Regardless of the project location, the design will need to adhere to State Aid standards (which may differ from guidance provided in the MnDOT Bicycle Facility Design Manual), and the DSAE will need to approve and sign plans. Additionally, you will need a funding letter from the State Aid Programs office before advertising the construction contract. The SRTS amount in the funding letter will be based on a review of eligible items in the engineer's estimate.
- The State Aid Programs office will provide additional instructions for assembling and executing the SRTS grant agreement as part of the delivery of the funding letter.
- The final SRTS amount as included in one or more SRTS grant agreements will be based on the low bid documents. The SRTS grant amount is typically capped.

- The SRTS grant agreement must be fully executed before construction begins.

If you have any questions, please contact me at mitchell.kiecker@state.mn.us.

Sincerely,



Mitch Kiecker
Safe Routes to School Infrastructure Program | State Aid Active Transportation

cc: Fausto Cabral, District 6 State Aid Engineer

Enclosed: State Fund Grantee User Guide
Application for reference