



Minnesota Safe Routes to School Pilot Bicycle Fleet Solicitation

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Prepared by

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Bicycle fleet overview

These instructions are for Walk! Bike! Fun! curriculum bicycle fleet applications. For more information and a link to the application form visit the [MnDOT SRTS website](#).

Through bicycle fleet awards, the Minnesota Department of Transportation (MnDOT) will support teachers using the Walk! Bike! Fun! curriculum across Minnesota. Successful applicants will receive a bicycle fleet provided by MnDOT. Fleets will include approximately 40 bicycles (targeted towards children in grades 4-6, up to grade 8), helmets, basic supplies and an enclosed trailer to store and move them.

Applicants for bicycle fleets should be prepared to:

- Take ownership of an enclosed trailer with bikes (Enclosed trailer is expected to be approximately 20-25' long and weigh app. 5,000 lbs when loaded)
- Manage a bicycle safety education program
- Provide training for teachers/educators to use the bikes
- Provide a secure storage area for the trailer
- Share the bicycles with other schools and organizations
- Assume liability for use of the bikes and carry any necessary insurance
- Maintain the bicycles, trailer and other equipment for at least five years
- Complete SRTS parent surveys and hand tallies

Applicants should demonstrate a commitment to teaching the Walk! Bike! Fun! lesson plans once the trailer and bikes are delivered. MnDOT will retain interest in the fleets for a period of five years from delivery of the fleet. This interest will require a brief annual report and hand tallies and parent surveys from the school(s) and/or organizations using the fleet. MnDOT reserves the right to redistribute the fleet to another qualified applicant if it is not being used as intended. The report, hand tallies and parent surveys will help us evaluate and improve the curriculum over time.

Fleet awards are intended to begin use in spring 2015.

MnDOT will provide:

1. The trailer/storage system, bikes and related equipment.
2. Arrange for Physical Education and/or other staff to receive training (by Bicycle Alliance of Minnesota) regarding the use of the bikes and related equipment.
3. Arrange for Physical Education and/or other school staff to be trained in The Walk! Bike! Fun! Pedestrian and Bicycle Safety Curriculum and/or other Technical Assistance to assist in using the curriculum.

Applicants may apply for funding by filling out the application available on the MnDOT SRTS website and submitting it with the required attachments to MnDOT. Additional information and instructions for the SRTS application begins on page 7 of this guide.

Background

State program

In 2013 the Minnesota legislature apportioned \$500,000 from the general fund to the Safe Routes to School Program established in [Minnesota Statute 174.40](#). The funds were intended to supplement or replace aid for non-infrastructure projects (SRTS activities that cover education, encouragement, enforcement, evaluation and planning) under the federal SRTS program. The Minnesota Department of Transportation (MnDOT) is responsible for the administration of the state SRTS program and makes a portion of the non-infrastructure funds available to communities through a competitive solicitation process. The remaining non-infrastructure funds are used to support statewide programs including implementing the Walk! Bike! Fun! curriculum and developing a statewide SRTS 5-year implementation plan and resource center.

Funding

In the spring of 2014 the SRTS steering committee voted on how to use the new state SRTS funds. As of fall 2014, the MnDOT SRTS program has approximately \$250,000 of state non-infrastructure funds to award in local grants. MnDOT will award four-five bicycle fleets to communities around the state to teach bicycle safety using the Walk! Bike! Fun! curriculum. MnDOT will also offer a pilot mini-grant solicitation with small grants up to \$2,500 to purchase items to support SRTS activities.

The 2015 state non-infrastructure funds must be spent by June 30, 2015.

Pilot status

This solicitation is a pilot. It is the first bike fleet solicitation to be offered by the MnDOT SRTS program. Inspiration for this grant came from the MnDOT SRTS steering committee. The grant was developed using examples from other local, state, and national Safe Routes to School programs.

This bike fleet grant program will be evaluated after completion for future changes. Future bike fleet solicitations will depend on the Minnesota SRTS five-year implementation plan results (beginning fall 2014) and the success of the 2014 solicitation.

Eligible applicants

To ensure that the bike fleet program is available to a broad spectrum of groups that represent students, both public and non-profit entities may submit applications for funding. More information about sponsors is below. Eligible groups include:

Schools, both public and private
School Districts
Cities
Counties

Federally Recognized Tribes
Regional Development
Commissions or Metropolitan
planning agencies
Non-profit organizations

Applicants are encouraged to include multiple schools and other potential partners on an application in order that maximize the use of the bike fleet in their community. It is up to each applicant to determine what will work best in the community, but effective school clusters with other partners would likely share the same city or school district and have some geographic proximity.

Minnesota Walk! Bike! Fun! pedestrian and bicycle safety curriculum and Safe Routes to School handbook

Walk! Bike! Fun!

Minnesota Walk! Bike! Fun! is a comprehensive curriculum that teaches safe traffic behavior through classroom activities and on-the-bike skills practice. The goals of the extensive lesson plans teach skills to children to walk and bicycle safely- building confidence and helping them stay safe, active, and healthy.

<http://www.bikemn.org/education/srts-education-curriculum>

The Minnesota Walk! Bike! Fun! Pedestrian Safety Curriculum was developed by the Bicycle Alliance of Minnesota (BikeMN) through a federal Safe Routes to School grant provided by the Minnesota Department of Transportation and in collaborations with the Center for Prevention at Blue Cross and Blue Shield of Minnesota. This safety curriculum was modeled using national best practice programs and materials. Special thanks to the Curriculum Advisory Team and the Safe Routes to School National Partnership for their role in development of the curriculum.

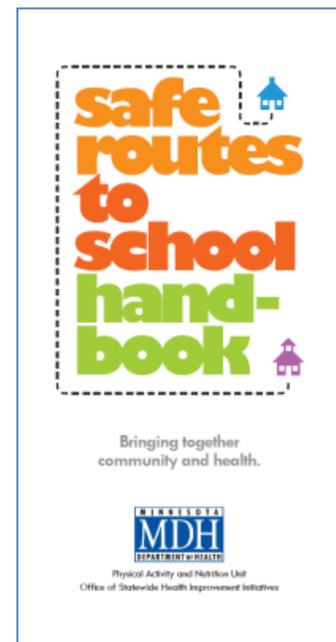
SRTS Handbook

The Minnesota SRTS handbook is a great overview of Safe Routes to School.

<http://www.health.state.mn.us/divs/oshii/docs/SRTShandbook.pdf>

The handbook was created in partnership with Minnesota Department of Health, the Minnesota Safe Routes to School Network and Minnesota Department of Transportation.

MDH's Statewide Health Improvement Program (SHIP) is working on Safe Routes to School initiatives throughout the state. Check out <http://www.health.state.mn.us/ship/> for more information.



Selection criteria

Each project will be scored on the following criteria from the state statute and recommendations from the SRTS Steering Committee. The application criteria include:

- Supports existing SRTS programs in your community
- Project support- Supported by school board resolution
- Ability to meet grant requirements
- Geographical distribution
- Student Reach- # of students, # within walking/biking distance, free and reduced lunch numbers
- The plan to maintain and share the use of the bike fleet with other students, staff, community groups, and other schools.

Bike fleet schedule

| | |
|---------------------------|-------------------------------------|
| October 2014 | Solicitation announced |
| December 5, 2014 | Application deadline |
| January 2015 | Awards announced |
| March 2014 | Fleets distributed and used |
| June 30 - annually | Summary Report Due (5 years) |

How to apply

Step 1: Complete the application form

Organization Information/Contact Information:

Please provide basic information about the organization and contact information for the applicant.

SRTS Program Information Section:

SRTS plans: A SRTS plan collects existing conditions at a school and makes an action plan that covers all 5e's (engineering, encouragement, enforcement, education, evaluation).

Existing SRTS activities: We want to know if the schools using the fleets have existing SRTS programs. A comprehensive SRTS program covers all 5e's.

SRTS team champions: Are there people or organizations in the community who are champions for SRTS? They might organize SRTS planning meetings, plan walking events, or even be the school principal!

For more information about SRTS planning and programs to help in answering the above questions, check out the [SRTS website](#).

Number of students who will be reached: Tell us about how many schools, youth programs and students will benefit from this grant? Do they currently live walking or biking distance from the school? How many students qualify for free and reduced lunches?

SRTS Bike Fleet Information Section:

Sharing the fleet: Tell us about the plan to share the use of the bike fleet with other students, staff, community groups, and other schools. This may include, but is not limited to, bike clubs, school-sponsored field trips, sports teams, other extracurricular/school sponsored groups, and interested community groups. Community usage might include events such as bike rodeos and groups such as the YMCA, faith-based groups, or youth/senior groups, etc. Creativity in making the bikes accessible to the greater community is encouraged.

Maintaining the fleet: Describe the plan to maintain the bikes and trailer for a minimum of five years.

Evaluation section:

Commitment to evaluation: Tell us about your commitment to evaluation.

Step 2: Submit a school administrator resolution of support

Submit a resolution of support to enter into a contract from the school board or other governing body to meet the state program requirements. An example will be posted on the [SRTS website](#) with this application packet.

Application submittal

The complete application needs to be submitted by the deadline.

The school form should be e-mailed to the Safe Routes to School e-mail address provided below by end of business day on **December 5, 2014**.

Applications can also be mailed to MnDOT.

Postal Mail:

Lisa Austin
Office of Transit
Transportation Building
395 John Ireland Blvd.
Mail Stop 315
St. Paul, MN 55155

E-mail: saferoutes.dot@state.mn.us

Appendix A: Evaluation

| Criteria | Scoring |
|---|--|
| Does this school have a SRTS plan? | Yes – 5 points |
| Briefly describe existing SRTS activities (SHIP school support, Walk! Bike! Fun! Curriculum taught, SRTS planning, annual evaluation with student hand tallies etc.) at this school (Limit 250 words): | All 5e's -- 10 points 2-3 activities – 5 points 1 activity – 2 points None – 0 points |
| Please list the names of people and organizations that champion SRTS in the communities that will be served. | Yes – 5 points |
| School Question- reach of grant - # schools benefiting -# of youth programs benefiting -# of students benefiting - grades affected - # of students eligible for free and reduced lunches -# of students within 2 miles | Applications will be ranked in order of their student reach by region. Up to 10 points for grants that reach large student populations, have students within 2 miles, have a high # of students eligible for free and reduced lunches, and reaches multiple grades |
| Briefly describe your plan for storing, scheduling, sharing and moving the bikes to schools and other organizations. (Limit 500 words) | Proposal is clear and answers all questions – 5- 10 points Proposal is weak and needs clearer information – 0-5 points |
| Briefly describe your plan to maintain the bicycle fleet for at least 5 years. Estimated annual parts and service are anticipated to range from \$2,000-4,000. (Limit 250 words) | Proposal is clear and answers all questions – 5- 10 points Proposal is weak and needs clearer information – 0-5 points |
| <p>Evaluation</p> <p>Successful applicants will be required to collect surveys about student travel behavior and hand tallies on how students travel to school.</p> <p>Is your school willing to assist in collecting this data? ___ Yes ___ No</p> <p>Is your school currently collecting this data or evaluating additional SRTS activities? (working with SHIP, previous MnDOT grants, other) ___ Yes ___ No</p> | <p>For question 1: No points awarded</p> <p>For question 2: Yes- 3 points No- 0 points</p> |
| Able to meet grant requirements? | Yes ___ No ___ |