



Guidance Manual

For the Southwest Area Transportation Partnership

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Guidance Manual for the Southwest Area Transportation Partnership

MnDOT
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This guidance manual documents the practices and role of the Southwest Area Transportation Partnership (ATP). It provides historical context for why the ATP exists, describes the funding managed by the ATP and process for distributing those funds, outlines the operating procedures for the ATP members and serves as a resource for ATP members and staff for all ATP business.

Upon request, this material will be made available in an alternative format such as large print, Braille or audio recording. Printed on recycled paper.

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Introduction

The Southwest Area Transportation Partnership (ATP), or ATP 8, was formed in 1993 following the passage of landmark federal surface transportation legislation in 1991. The legislation required states to emphasize greater planning, multimodal decision-making, and local and public involvement in the development of transportation plans and programs. The Minnesota Department of Transportation (MnDOT) established ATPs in response to this new legislation as a way of providing a sub-state geographic focus on transportation decisions. Specifically, ATPs focus on the programming of federal highway funding included in the Minnesota State Transportation Improvement Program (STIP).

This Operating Procedures and Policies Guidebook provides policies and guidance to assist ATP 8 in its overall governance and operations. One of the primary roles of ATP 8 is to develop a draft Area Transportation Improvement Program (ATIP) annually. The ATIP is an integrated list of state and local priorities seeking federal transportation funding covering a minimum four-year period recommended for inclusion in the STIP. ATP 8 is also responsible for assisting MnDOT District 8 in managing the ATIP after the STIP has been approved by federal transportation authorities. Program management involves the establishment and enactment of policies and procedures to ensure the orderly delivering and development of the projects in the program.

The objectives of this manual are to:

1. Provide information regarding MnDOT's statewide transportation investment process.
2. Identify ATP 8's membership, roles and responsibilities.
3. Establish consistent policies and procedures for soliciting and selecting projects seeking federal transportation funds.
4. Set a framework for the equitable distribution of federal funds for local projects.
5. Identify policies and procedures to manage projects in ATP 8's ATIP after they have been programmed in the STIP.

While this manual attempts to standardize many recurring activities by establishing specific policies and procedures, there may be instances where ATP 8 is required to act independently from the guidance prescribed herein. In these cases, ATP 8 should conduct its affairs, make decisions, and act in a manner consistent with the purpose and intent of these policies as well as any other state and federal guidance or requirements governing the programming of federal transportation projects.

Background

Transportation Planning & Programming

The current federal surface transportation bill, coupled with previous bills, has created a new and dynamic focus for transportation planning and programming for the nation. As legislatively required, each state must produce a State Transportation Improvement Program (STIP) document. The STIP is a comprehensive four-year schedule of

planned transportation projects eligible for federal transportation funding. It is fiscally constrained based on the funding that each state can reasonably expect to be available for the life of the document.

The STIP must include capital and most non-capital transportation projects proposed for funding under Title 23 (Highway) and Title 49 (Transit) of the U.S. Code. It must also contain all regionally significant transportation projects that require action by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). For informational purposes, the STIP should include all regionally significant projects proposed to be funded with other federal and/or non-federal funds.

Surface transportation legislation requires states and metropolitan areas to emphasize public involvement in developing transportation plans and programs. Since many investment decisions included in the STIP have potentially far-reaching effects, surface transportation legislation requires planning processes to consider such factors as land-use and the overall social, economic, energy, and environmental effects of transportation decisions. Additionally, these planning activities provide input into the programming process, so there must also be reasonable opportunities for public comment in the development of the STIP.

Area Transportation Partnerships

Minnesota has established both decentralized and centralized investment processes. The centralized investment process is for the National Highway System (NHS), for which there are national performance measures that must be met. The decentralized investment process is for the non-NHS and relies upon the input and recommendations of eight Area Transportation Partnerships (ATPs) throughout the state. ATPs bring together the transportation recommendations of MnDOT and other transportation partners into an integrated list of transportation investments called the Area Transportation Improvement Program (ATIP). ATIPs are prepared annually by each ATP and cover a minimum four-year time frame.

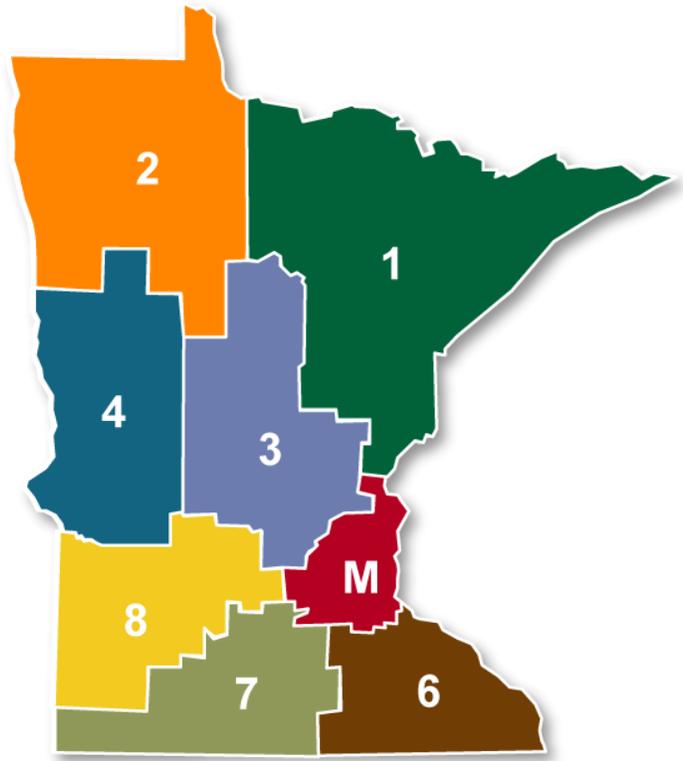
ATPs consider the transportation priorities of the Regional Development Commissions (RDCs), Metropolitan Planning Organizations (MPOs), if applicable, and the MnDOT Districts in preparing their draft ATIPs. Once developed, the draft ATIPs are recommended by the ATPs to their respective MnDOT District Engineer (DE) for inclusion in the draft STIP.

ATPs may establish criteria to help in project selection and may develop separate policies and procedures to manage their individual programs and activities. Creation of this manual serves as ATP 8's official document governing its operations.

ATP boundaries generally follow MnDOT State Aid District boundaries. **Figure 1** is a map illustrating the eight ATP boundaries. The geographic area represented by this partnership is identified by "8" on the map and is also referred to as ATP 8. ATP 8 encompasses a 12-county area of Southwest Minnesota including the following counties:

Figure 1 – ATP Boundaries

- Chippewa
- Kandiyohi
- Lac qui Parle
- Lincoln
- Lyon
- McLeod
- Meeker
- Murray
- Pipestone
- Redwood
- Renville
- Yellow Medicine



Regional Development Commissions

ATP 8 is represented by three active Regional Development Commissions (RCDs):

- Region 6W – Upper Minnesota Valley Regional Development Commission
- Region 6E – Mid-Minnesota Development Commission
- Region 8 – Southwest Regional Development Commission

MnDOT Transportation Investment Process

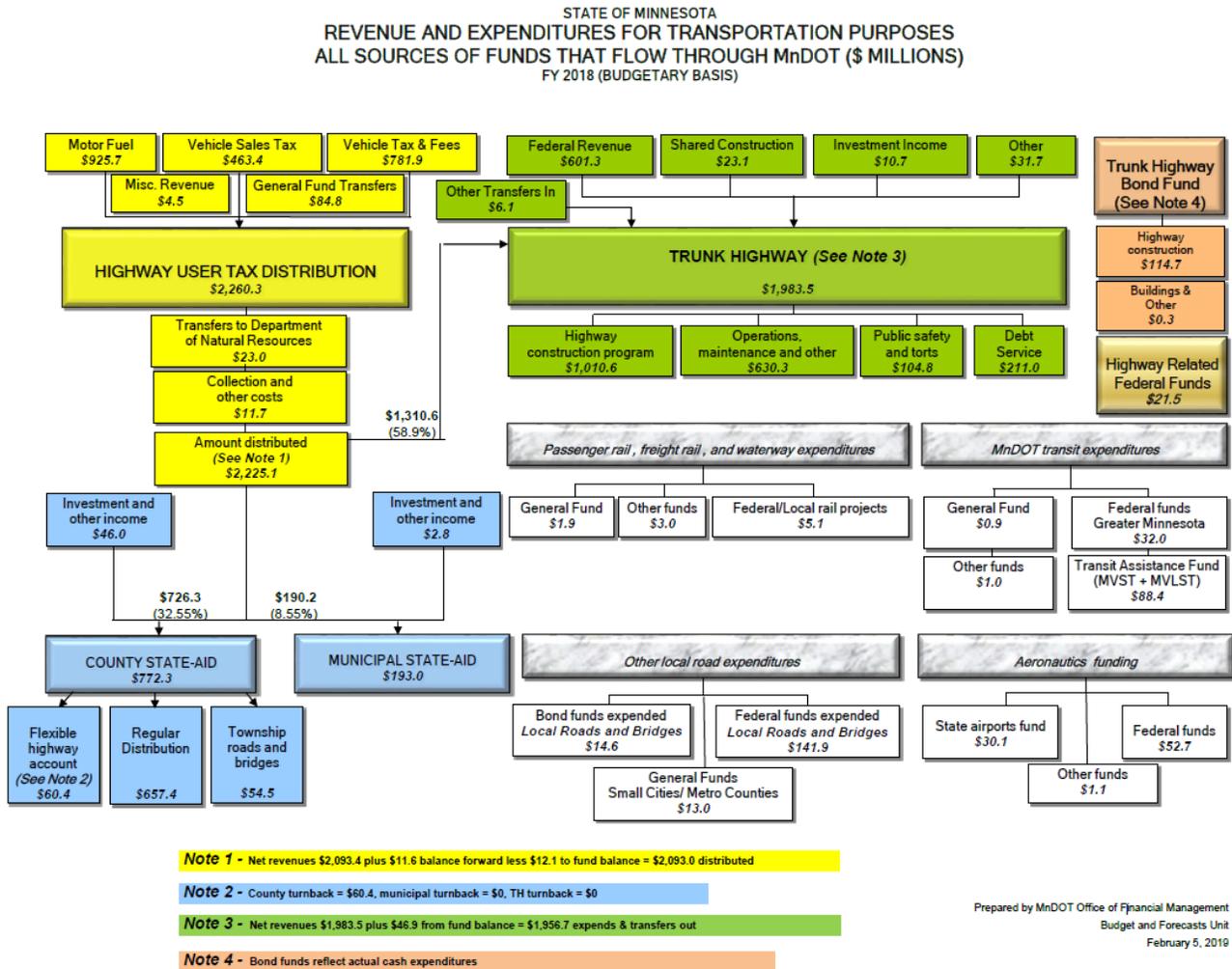
Transportation Funding & Programs

Transportation funding in Minnesota is primarily derived from federal and state sources. In 1956, Congress passed the Interstate Highway Act of 1956, which created the 41,000-mile federal highway system and the program frameworks we work under today. Since the passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991, states have increased the level of local involvement in the planning and programming process. Minnesota’s Area Transportation Partnerships (ATPs) were designed to help facilitate better local involvement in the planning and programming process.

Today, the federal legislation we operate under is the Fixing America’s Surface Transportation (FAST) Act. It is a five-year bill signed into law on December 4th, 2015. The FAST Act largely maintains the program structures and funding shares between highways and transit from the previous bill, Moving Ahead for Progress in the 21st Century (MAP-21).

In addition to federal funding, the State of Minnesota also collects and distributes funding for transportation. **Figure 2** below outlines the various transportation funding as well as how the funds are distributed.

Figure 2 – Minnesota Transportation Revenue & Expenditures (FY 2018)



In fiscal year 2017 (July 1, 2016 – June 30, 2017), Minnesota’s transportation funding came from a variety of state and federal sources, depicted in **Figure 3**. In fiscal year 2017, transportation funding totaled \$3.42 billion.

Figure 3 – Sources of Minnesota Transportation Funds - \$3.42B (FY 2017)

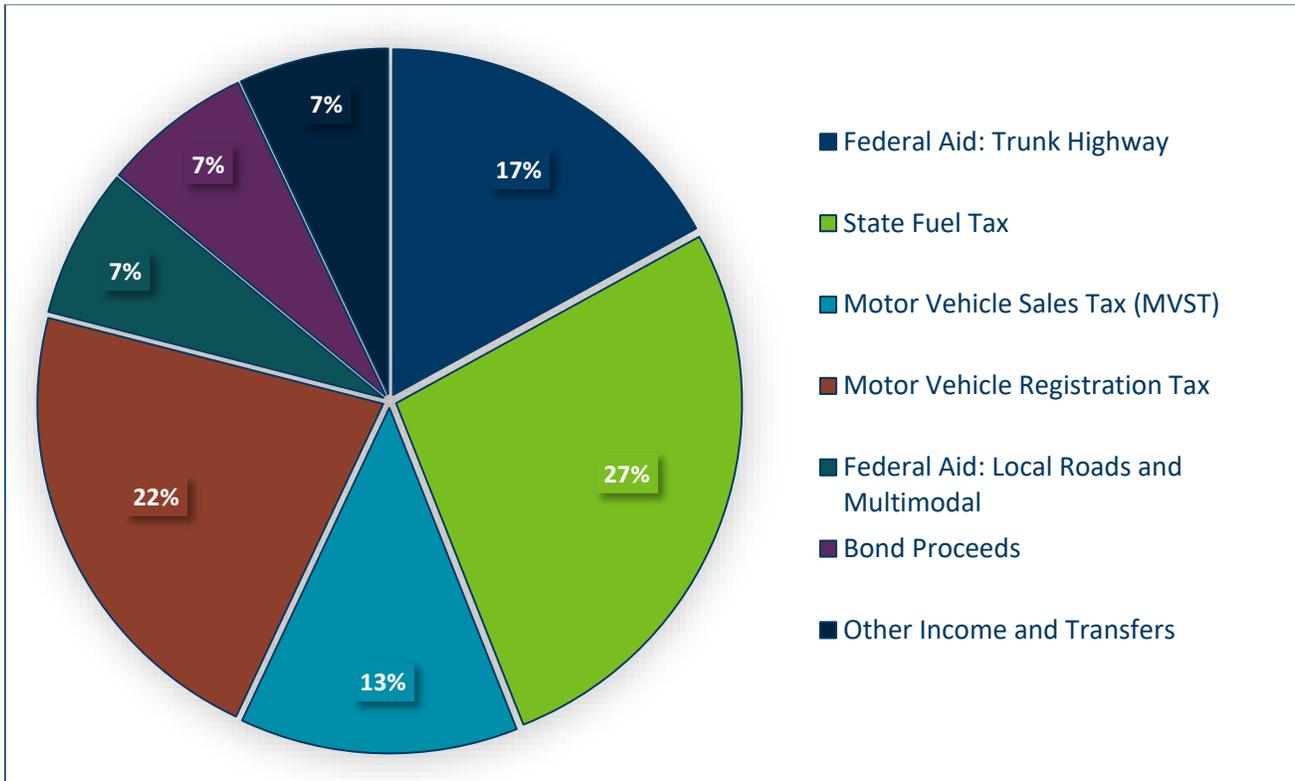
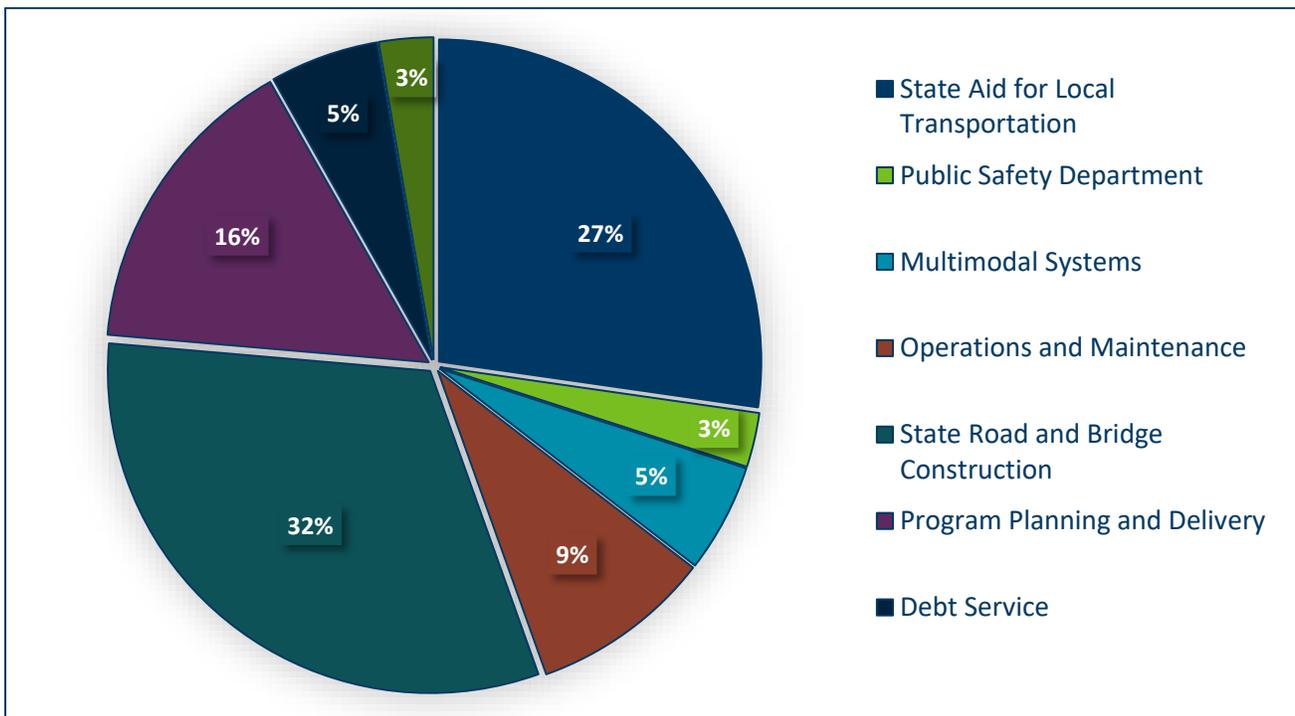


Figure 4 – Uses of Minnesota Transportation Funds - \$3.42B (FY 2017)



Minnesota's transportation investment process responds to new federal transportation regulations requiring states to maintain a performance-based transportation planning process and demonstrate progress toward meeting established performance targets through their transportation investments. To further drill down into MnDOT's investments, we must look at MnDOT's Family of Plans.

MnDOT's commitment to performance-based planning is emphasized throughout the organization and is firmly established in its planning processes. The planning documents highlighted below, which are part of MnDOT's Family of Plans, demonstrate this commitment and illustrate how MnDOT's vision, transportation policies, and capital investment decisions are interrelated and intertwined through its planning and programming processes.

- [The Minnesota GO Vision articulates a 50-year statewide vision for transportation.](#)
- [The Statewide Multimodal Transportation Plan translates the Vision into policy direction for all transportation partners in Minnesota.](#)
- [The Minnesota 20-Year State Highway Investment Plan represents MnDOT's capital investment priorities for the state highway system over the next 20-years.](#)
- [MnDOT's 10-Year Capital Highway Investment Proposal provides a summary of the department's committed projects for years 1-4 and planned investments for years 5-10.](#)

Transportation Investment Goals

The state's transportation investment process starts with its 50-year vision for transportation contained in Minnesota GO. The vision is supported by eight principles that are used to guide future policy and investment decisions within MnDOT. MnDOT's 20-year Statewide Multimodal Transportation Plan applied Minnesota GO's guiding principles to develop objectives and strategies to inform the development of MnDOT's Statewide Highway Investment Plan (MnSHIP) and other statewide plans and studies.

MnDOT districts apply the investment direction set forth in MnSHIP, plus any additional guidance provided by the MnDOT Central Office, by annually updating the draft STIP and their individual district ten-year Capital Highway Investment Plans (CHIPs). Development of the district CHIP is important in the identification and programming of future projects to be listed in the STIP by the MnDOT districts. Similarly, locally and regionally-prepared transportation plans and capital improvement programs are useful in programming funds under the ATP managed program for locally sponsored projects.

ATP 8 may elect to develop additional investment goals that more closely reflect the transportation needs of the area, as long as they are consistent with statewide direction. If the ATP elects to do so, it should derive these goals from a comprehensive planning process that considers the use of federal and state performance measures and is characterized by substantial public involvement.

Funding Distribution & Programming

MnDOT's goal of meeting its statewide transportation objectives, as documented in the aforementioned plans, serves as the foundation for the department's strategy in distributing funds to the MnDOT District Offices and ATPs. Therefore, MnDOT employs both decentralized and centralized programming processes. Accordingly,

MnDOT has structured its present funding distribution methodology around four primary investment programs, which are detailed below. These investment programs have been established to ensure attainment of federal and state transportation goals, while ensuring sufficient investment in other local transportation needs.

Statewide Performance Program

The Statewide Performance Program (SPP) consists of federal funding provided under the National Highway Performance Program (NHPP), intended for use on the National Highway System (NHS), including the required state/local matching funds. Funding under the NHPP may be used on any route designated on the NHS. The NHS includes Interstates, most U.S. highways, and other routes functionally classified as a principal arterial. MnDOT has approximately 97 percent of the statewide mileage included on the NHS. The remaining three percent of the NHS is on the local system. MnDOT established the SPP to ensure progress in meeting federal performance requirements for pavement, bridge, safety, and congestion on the NHS system. Selection of projects for the SPP involves collaboration between the MnDOT district offices, specialty offices, and the central office. Typical projects include pavement, bridge and roadside infrastructure rehabilitation and replacement.

District Risk Management Program

The District Risk Management Program (DRMP) consists of federal funding from the Surface Transportation Block Grant Program (STBGP), statewide funding and additional state trunk highway funds targeted to the Districts. The DRMP funding distribution is based on a formula that takes into account each District's share of non-principal arterial bridge needs (30 percent) and pavement needs (30 percent), number of miles of non-principal arterials (24 percent), and population (16 percent). Project selections are made at the District level and then evaluated statewide through a collaborative process to ensure each district is balancing District-level risks, while making progress toward achieving statewide investment goals. The DRMP focuses on pavement, bridge, and roadside infrastructure on lower-volume roads (non-NHS routes) and is responsible for funding the majority of safety and mobility projects proposed by the districts.

Highway Safety Improvement Program

The Highway Safety Improvement Program (HSIP) is a federally funded safety program. The object of this program is to identify, implement and evaluate cost-effective construction safety projects. This program is administered centrally by the MnDOT Office of Traffic Safety and Technology (OTST). OTST solicits MnDOT Districts and local jurisdictions (e.g. cities and counties) for qualifying safety projects eligible under HSIP. Typically these include projects that have been identified and recommended in the safety plans prepared by the local agencies and MnDOT and are consistent with the critical emphasis areas and strategies communicated in Minnesota's Strategic Highway Safety Plan. Activities selected for HSIP funding are generally lower cost, high return on investment strategies designed to reduce the most fatal and serious types of crashes. Funding to each ATP is determined by its share of serious and fatal crashes on the state and local system.

Area Transportation Partnership Managed Program

The ATP managed programs consist of federal funding provided under the STBGP Urban, Small Urban, and Rural population programs within the FAST Act. As the name implies, it includes funding from these STBGP program sources that can be used by the ATPs to address local transportation needs qualifying for federal reimbursement in the areas served by the different programs comprising the ATP managed programs. Distribution of funds to the ATPs is accomplished based on the following factors:

- 50% – Distributed by ATP population consistent with the most recent census, distributed by the definitions for rural, small urban, and urban as defined by federal transportation planning regulations.
- 50% – Distributed by the average of the ATPs’ county and municipal state aid needs as calculated by MnDOT’s State Aid for Local Transportation (SALT) process.

ATPs are responsible for project solicitation and selection of projects to be funded under the ATP managed program. There are **two main solicitations** that take place through ATP 8’s subcommittees: **Transportation Alternatives and local road and bridge projects, and transit bus replacements.**

1. **Transportation Alternatives:** Under the FAST Act, the Transportation Alternatives (TA) program is a set-aside from the Surface Transportation Block Grant Program (STBGP). It operates in much the same way as the former Transportation Alternatives Program (TAP) and Transportation Enhancements (TE). This program has evolved over the years with each new federal transportation bill.

Under ISTEA and subsequent bills, the TE program operated as a set-aside from the Surface Transportation Program (STP) to fund projects in the areas of bicycle and pedestrian facilities, landscaping or other roadway beautification, scenic or historic projects, among others. After the passage of MAP-21, the Transportation Alternatives Program (TAP) was created to streamline and restructure several previous programs into one.

Previous federal programs, such as TE, Safe Routes to School (SRTS), National Scenic Byways, and several other discretionary programs were combined under the new TAP umbrella. However, the latest federal transportation bill, the FAST Act, eliminated TAP and replaced it with a set-aside of STBGP funding. These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects, such as pedestrian and bicycle facilities, recreational trails, SRTS, Scenic Byway projects, community improvements, such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity.

2. **Local Roads and Bridges:** Federal local road and bridge funds are distributed to the State Aid eligible counties and cities from the STBGP through the ATP. City and county State Aid entities (counties and cities with a population over 5,000) are eligible to apply for local road and bridge funds to repair and replace **eligible** roads and bridges on their local systems.

Transit bus replacements have traditionally been solicited and programmed through the ATP process and with ATP funds. However, since FY 2016 MnDOT's Office of Transit and Active Transportation has centrally supplied the funds for transit bus replacements, allowing ATP funds to be used in the other ATP managed programs. It is anticipated the transit bus replacements will be funded centrally for the foreseeable future and will not be funded through the ATP managed program. Update with new process.

Federal Funding

Regional federal funding targets provided by MnDOT are an important planning tool to assist ATPs in developing their fiscally constrained draft ATIPs. Targets are the maximum amount of funding a District or ATP can receive for a given year. It is important to note that targets may vary throughout the time frame of the STIP and beyond. MnDOT uses different methodological approaches in distributing funding to the ATPs and the MnDOT Districts. The funding amount to each ATP for the four previously identified primary investment programs are each calculated using a different formula and set of criteria.

Each year, MnDOT's Office of Transportation System Management (OTSM and sometimes mentioned in this manual as "Central Office") updates the STIP funding guidance. This guidance contains the estimated federal highway aid and state trunk highway funding available for developing the draft STIP. The funding guidance is broken out by each major investment category with the amounts targeted to each ATP.

ATPs and the MnDOT Districts apply the targeted federal and state funds in the STIP guidance to help them identify the transportation investments to recommend in their fiscally constrained Draft ATIPs. Projects funded with the State Aid funding distributed to counties and municipalities with populations over 5,000 are not required to be included in the STIP unless these funds are needed to match federal transportation funding being requested for projects programmed in the STIP.

Public Participation

Federal Surface Transportation Legislation emphasizes strong public participation in the development of transportation plans and programs. ATP 8's decentralized process for developing its draft ATIP helps fulfill the spirit and intent of the legislation. The decision to involve the regional planning partners in the development of the Draft ATIP strengthens ATP 8's public involvement goals. Collectively, these agencies perform a wide array of programs and services that integrate well and contribute to ATP 8's programming activities.

The regional planning partners involved in ATP 8's ATIP development process are responsible for making their products, processes, and services accessible to the public. The organizational structures of these bodies provide a link to various constituencies within the regions they serve. The meetings that are held by these bodies in delivery their programs and services are open and accessible to the public.

MnDOT District 8 also uses the processes established by these bodies in executing its public participation activities. In addition, MnDOT District 8 staff regularly meet and receive input from the public, local governments, and other special interests in the development and execution of its trunk highway construction

program. MnDOT also uses a robust public involvement process in the development of various agency transportation plans and studies that help inform future investments.

In addition to these public involvement activities, ATP 8 holds its own set of meetings, meeting on average five times per year. ATP 8 posts its meeting materials on the MnDOT District 8 website.

Southwest Area Transportation Partnership

Overview

Sound planning and public involvement provide the basis for good transportation decisions. Planning processes must appropriately involve special interests, citizens, non-traditional partners, professionals, and regional and local governments. The products derived from these processes become the foundation for project selection. A group that respects these processes can best accomplish priority setting, involving tradeoffs between competing needs within an Area Transportation Partnership's (ATP's) programming area.

ATP 8's primary role is to bring together the transportation improvement recommendations of local units of government, the Minnesota Department of Transportation (MnDOT), and other transportation partners into an integrated and prioritized list of transportation investments called the Area Transportation Improvement Program (ATIP). In addition, ATP 8 is expected to review, comment, and approve its portion of the draft Statewide Transportation Improvement Program (STIP). It is the task and responsibility of ATP members to approach investment from a jurisdiction-blind position on the candidate projects.

Membership

The success of the ATP rests with its members. Individuals serving on the ATP should have broad, multimodal, and multi-jurisdictional perspectives regarding transportation issues.

Members should be familiar with and/or involved in planning processes, such as those referenced above and be representative of the area served. Membership should include representation from MnDOT, Regional Development Commissions (RDCs), cities, counties, and tribal governments. Other transportation stakeholders may also be represented, as determined by the individual ATPs.

Overall, there are 15 voting members of ATP 8, approved by ATP 8. Members shall attempt to resolve issues by consensus. To vote on ATP business, there shall be a quorum, a quorum shall be more than 50 percent, or eight members. If a vote is needed, but a quorum is not established, voting may take place via an email to all members.

Terms and Appointments

There are no prescribed terms or limits on service length for ATP members and terms can be changed by ATP 8 over time to meet the changing needs and dynamics of the group. Most functional groups represented on the ATP review their membership annually, even if the representatives remain the same, with the exception of

Transit and State Aid Cities, who rotate membership every two years. In instances where a member is required to terminate their membership on the ATP before their term would otherwise expire, they should contact their respective RDC and/or MnDOT Planning staff as early as possible to notify them of their decision so a new member can be selected.

MnDOT Representation

MnDOT District 8 will have four representatives on the ATP. Those four representatives will be: the District Engineer (DE), Assistant District Engineer (ADE) of Program Delivery, State Aid Engineer, and Planning Director. The MnDOT representatives will bring both a statewide and district-wide perspective to the table, along with their individual technical expertise. Membership of MnDOT representatives will be reviewed periodically, as staff may change, but there are no term limits for MnDOT representatives serving as voting members on the ATP.

Regional Development Commission Representation

The three RDCs will each appoint two elected officials, excluding township and school board officials, to serve on the ATP. Terms should begin with the first ATP meeting of the STIP development year, usually around September of each year. The process of choosing officials and their terms shall be left up to the discretion of each RDC. The RDC Executive Director or Transportation Planner may fill in as a voting alternate for one of the elected representatives in their absence.

In general, the RDC Executive Director and/or Transportation Planner serves as a technical advisor to the ATP, but does not vote. Membership of RDC representatives and technical advisors will be reviewed annually, but there are no term limits for RDC representatives serving as voting members on the ATP or the RDC staff technical advisors to the ATP.

County Engineer Representation

Three County Engineers serve on the ATP and are appointed by their respective RDCs. It is left to the RDC's discretion as to how this selection takes place and the terms of office. The County Engineers are encouraged to select another County Engineer as an alternate member from their region. Membership of the county engineers will be reviewed each year.

State Aid City Representation

One representative of the State Aid cities – cities with a population over 5,000 – serves on the ATP. This representative shall be an elected official or an appointed official, at the discretion of the City, from one of the seven State Aid cities in the district. This position will be rotated on every two years, in accordance to **Table 1** below. The alternate will come from the city that was the previous representative in the rotation. Rotation of the representatives will follow an alphabetical order process. The seven State Aid cities are the following: Glencoe, Hutchinson, Litchfield, Marshall, Montevideo, Redwood Falls, and Willmar.

Table 1 – State Aid Cities Rotation

City	Rotation Years
Glencoe	FY 2021 & 2022
Hutchinson	FY 2023 & 2024
Litchfield	FY 2025 & 2026
Marshall	FY 2027 & 2028
Montevideo	FY 2029 & 2030
Redwood Falls	FY 2031 & 2032
Willmar	FY 2019 & 2020

Transit Representation

Transit membership to the ATP is selected with a vote of the transit system managers. As of March 2017, the transit systems that provide service within District 8 are: Granite Falls Heartland Express, Central Community Transit, Prairie Five RIDES, Trailblazer Community Transit, and Western Community Transit. The Transit ATP member term is for two years. Near the end of the term, the next committee member and an alternate are selected at a quarterly transit system meeting. The alternate may replace the member at the end of the committee member’s term and a new alternate is elected, but that is ultimately determined by the transit systems. Membership of the transit representative is reviewed every two years.

Total ATP Membership

The total number of voting members in ATP is 15. Membership should be reviewed annually to ensure the right mix of stakeholders is represented on the ATP. The ATP may choose to add or change membership as it sees fit. Changes to ATP membership should happen at the beginning of a STIP development cycle, typically the fall ATP meeting. **Table 2** shows an overview of all ATP 8 voting members.

Table 2 – ATP 8 Voting Members

SW ATP Voting Members	Number of Members
MnDOT District 8	4
Upper Minnesota Valley Regional Development Commission	2
Mid-Minnesota Development Commission	2
Southwest Regional Development Commission	2
County Engineer from UMRDC	1
County Engineer from MMRDC	1
County Engineer from SRDC	1
State Aid Cities Representative	1
Transit Representative	1
Total ATP 8 Voting Members	15

Roles and Responsibilities

The primary role of the ATP is focused on developing the Draft ATIP within the ATP 8 area. This involves establishing and maintaining a process for soliciting and selecting candidate projects to include in the Draft ATIP. An important aspect of soliciting projects for the draft ATIP involves developing relevant criteria and application materials and process to aid the ATP in screening, evaluation and ranking of projects.

Another role of the ATP is to manage the implementation of the ATIP following the approval of the STIP. The ATP manages the program by developing and enacting various policies and procedures to govern such activities as changes in project scope or cost estimates that may result in modifications or amendments to the STIP. Policies are also adopted to manage increases or reductions in the federal or state funding that has been targeted to ATP 8.

The voting members of the ATP play a direct role in establishing and approving policies and procedures for the development and management of the ATIP. They attend regular meetings of the ATP and serve on various subcommittees of the ATP. Technical advisors also play a critical role in advising the voting members on transportation planning and programming related matters. Technical advisors are encouraged to attend all regular and subcommittee meetings of the ATP. MnDOT non-voting staff and the technical advisors carry out many of the key program development functions of the ATP between meetings.

The following sections outline the roles and responsibilities of each of the represented groups serving as members or support to ATP 8.

MnDOT District 8 Planning Staff

- Serve as staff support to ATP 8.
- Coordinate all ATP activities and meetings.
- Provide policy, financial, planning, and programming advice to ATP 8.
- Develop the ATIP and manage the STIP, including STIP amendment process.
- ~~Serve as staff support and advisor to the transit managers group.~~
- In conjunction with MnDOT District 8 State Aid staff, coordinate the yearly local balancing meeting for transit, Transportation Alternatives (TA), road and bridge projects.
- Coordinate the TA solicitation process with assistance from the RDCs.
- Assist the RDC Transportation Planners with public involvement meetings.
- Serve as a liaison between the ATP, transit providers and MnDOT's Office of Transit and Active Transportation.
- Facilitate and prescreen the development of local TA project candidates.
- Attend ATP 8 Meetings.

MnDOT District 8 State Aid Engineer

- Coordinate the solicitation of local road and bridge candidate projects.
- Provide guidance to cities and counties regarding the use of federal funding.
- Facilitate and prescreen the development of local road and bridge, rail crossing, and TA project candidates.
- Provide recommendations to ATP 8 regarding the deliverability of locally sponsored federal aid projects.
- Approve the use of the Delegated Contract Process for project delivery and the funding sources for local projects and federally funded projects.
- Serve as liaison for ATP 8 with MnDOT Office of State Aid.
- Advise ATP 8 regarding state aid standards and other local engineering issues.
- Attend ATP 8 meetings.

RDC Transportation Planners

- Serve as technical advisor to ATP 8 and serve as an alternate voting ATP member in the absence of one of the RDC Commissioners.
- Coordinate the solicitation of TA projects from the RDC region, including assisting local governments with applications.

- Coordinate, sponsor, advertise, and encourage public attendance at the regional public involvement meetings on the Draft ATIP.
- ~~Chair and coordinate the TA committee (rotated between RDCs annually).~~
- Participate in ATP subcommittees, such as the Transportation Alternatives Subcommittee.
- Advise ATP 8 of transportation planning issues of concern to the region.
- Attend ATP 8 Meetings.

ATP 8 Voting Members

- Attend all ATP 8 meetings.
- Bring a regional transportation perspective to the ATP as well as to the local units of government they serve.
- Advise ATP 8 of transportation planning issues of concern to the region.

MnDOT District 8 Staff

MnDOT District 8 staff provide support to ATP 8 to assist it in its day-to-day operations. Some of the specific duties performed by district staff in support of ATP 8 include (illustrative only):

- Preparing agendas, meeting materials, and minutes pertaining to ATP meetings.
- Producing and presenting necessary information and materials to assist ATP 8 in conducting its operations.
- Working with the RDCs and ATP 8 to help in candidate project solicitation and selection associated with ATIP development.
- Participating in and facilitating meetings to assist ATP 8 and its committees in performing their duties.
- Managing revisions to cost estimates, and increases, surpluses, and reductions in state or federal funding.
- Processing modifications and amendments to the STIP for both local and state projects.

ATP 8 has enacted various policies and procedures contained in this manual to assist MnDOT District 8 with these activities.

Meeting Protocols

ATP 8 follows standard business meeting structure, which includes: minutes, agendas, formal motions, membership designations, formal voting, and election of a Chair and Vice Chair. The following paragraphs outline the ATP guidance in relation to officers, attendance, voting and committees. The ATP can amend this guidance at any time, with a vote of the ATP.

Officers

ATP 8 shall appoint a Chair from its membership to preside over meetings and represent the body at various functions. A simple majority vote of the voting members present shall decide the appointment of the Chair. Every other year, ATP 8 shall determine selection of the Chair at the final meeting of the annual ATIP development process cycle, usually occurring in June. The Chair's term shall be a period of two years and shall commence at the next scheduled meeting of ATP 8 following appointment.

ATP 8 shall appoint a Vice Chair from its membership to preside over meetings and represent the body at various functions in the Chair's absence. Appointment of the Vice Chair shall be determined in the same manner and during the same time frame as the Chair unless otherwise directed herein. The Vice Chair's term shall be a period of two years and shall commence at the next scheduled meeting of ATP 8 following appointment.

In the event ATP 8's Chair must vacate his or her office prior to the expiration of the term, the Vice Chair shall automatically be appointed as the Interim Chair to serve out the remainder of the vacating Chair's term. ATP 8 shall then take action to appoint an Interim Vice Chair by a simple majority vote of the voting members present to serve out the remainder of the vacating Vice Chair's term.

Similarly, if ATP 8's Vice Chair must vacate his or her office prior to the expiration of the term, ATP 8 shall appoint an Interim Vice Chair from its membership by simple majority vote of the voting members present. The appointed Interim Vice Chair will perform the duties of this position for the remainder of the vacating Vice Chair's term.

If both ATP 8's Chair and its Vice Chair must vacate office at the same time before their respective terms have expired, ATP 8 shall take separate action to first appoint an Interim Chair and next an Interim Vice Chair to serve out the remainder of each officer's service term. A separate nomination for each position will be held. An ATP 8 staff facilitator will preside over the nominations. Appointment for these positions will be by a simple majority vote of the voting members present.

Attendance

ATP 8 encourages maximum attendance and participation by members at its meetings. The Chair shall initiate introductions at the beginning of each meeting. MnDOT staff will record attendance at the ATP meetings in the minutes. The Chair shall alert ATP 8 of members who have two or more absences within a one-year period. ATP 8 may take appropriate action to encourage attendance that may include verbal or written notices to the functional group appointing the absentee member.

When a voting member is unable to attend a meeting for any reason, it is their responsibility to notify the ATP 8 staff facilitator prior to the meeting of this fact. Voting members unable to attend a meeting **may are encouraged to** send an alternate member to represent them in their absence as provided in the Terms and Appointments section of this document. Alternate members, when needed, shall have all of the rights and privileges of the voting member they are substituting.

Non-voting members are encouraged to attend regular meetings of ATP 8. Non-voting members shall be identified during introductions at the beginning of each meeting.

Voting

Voting members shall be entitled to one vote on any matter submitted to ATP 8 for decision. Voting shall be by voice and/or show of hands, except that any member, including the Chair, may orally request a roll call vote. As to all votes, the names of members abstaining and numerical results of roll call votes, if taken, shall be recorded in the minutes of the meeting. Voting by proxy is permitted. Alternate members shall be entitled to vote. Non-voting members shall not be entitled to vote unless they have been designated to serve as proxy for an absent voting member (e.g. the RDC Transportation Planners occasionally fill in when both the voting member and alternate are absent). A quorum is required for a vote to be valid.

Committees

ATP 8 currently has three subcommittees that provide recommendations to the ATP for (1) TA projects, (2) local road and bridge projects and (3) transit projects. These subcommittees are responsible for reviewing and ranking submitted projects for the ATP. Once all projects are ranked by their respective subcommittees the ATP is then responsible integrating candidate projects into the ATP.

Transportation Alternatives (Set-Aside of the STBGP): TA is administered jointly between the MnDOT Central Office and the ATPs as part of a competitive application process. Applicants interested in applying to the TA must first complete a Letter of Intent (LOI) to determine their eligibility and preparedness. ATPs send out full applications to applicants who have completed the LOI, meet the basic eligibility requirements, and successfully demonstrate potential to receive federal TA funding. ATPs are responsible for evaluating each of the applications they receive, and select from those the ones that they wish to recommend for funding. Most ATPs, including ATP 8, have established special committees to assist in this process.

Projects are reviewed, scored and ranked by the TA subcommittee. The committee is composed of planners from the three RDCs, the District State Aid Engineer, a MnDOT District Planner, MnDOT's statewide TA coordinator, or specialty program coordinators – Safe Routes to School (SRTS) or Scenic Byways, if available – and two county or city engineers from the ATP area. Unlike other subcommittees, the TA committee is led by the RDCs, whom take turns on a rotational basis.

In addition to staffing and reviewing applications, the RDCs are also responsible for soliciting TA projects. All applications must go through a two stage submittal process to be considered for ranking. First applications must be submitted to their respective RDC for a preliminary application review. This is done to ensure that applications are complete and that projects will be competitive later in the process. Once reviewed, final applications may be submitted to the RDC responsible for staffing that year's TA application process. The applications are then reviewed and scored at a subcommittee meeting in which project representatives are asked to present and answer questions on their projects. A final ranked list is then submitted to the ATP for federal funding.

ATP 8's TA subcommittee is established to assist ATP 8 in the annual solicitation and selection of projects eligible for federal TA funding. Among its responsibilities, the TA committee develops and updates project selection criteria and application materials to ensure consistency with ATP 8's policies and applicable statewide program objectives. This committee is responsible for conducting a formalized review and evaluation of TA candidate projects sufficient to recommend a prioritized list to ATP 8's ATIP development committee for inclusion in the Draft ATIP. The committee shall consider the regional prioritization of TA candidate projects in its review and evaluation.

Membership on the TA committee shall consist of the following members:

- District 8 State Aid Engineer
- Two engineer representatives from within ATP 8, selected by the city and county engineers
- One representative from MnDOT's District 8 Planning & Programming Unit
- One planner from each RDC in District 8
- One person representing SRTS (statewide, if available)
- One person representing Scenic Byways (statewide, if available)
- Other representation deemed necessary by ATP 8
- Additional MnDOT District 8 staff may be assigned, as needed, to facilitate the activities of the TA subcommittee but will not be considered part of the official membership

Local Roads and Bridges: The local road and bridge subcommittee is composed of a representative from each county and municipality, usually the county or city engineer ~~or their respective consultant~~, and the District State Aid Engineer serving has the committee's chair. Project solicitation starts in the months of September through November of each fiscal year.

The distribution of local road and bridge funds are based upon a competitive solicitation process within District 8. When an eligible city or county decides to apply for funding, the agency, through their engineer, submits a project candidate to the ATP 8 local road and bridge subcommittee. All local projects are solicited through the Office of the District State Aid Engineer.

State Aid County Engineers are responsible for identifying candidate projects on the ~~County State~~ Federal Aid eligible system. The State Aid City Engineers are responsible for identifying candidate projects on the Municipal State Aid eligible system. RDCs may provide technical assistance to project proponents. A list of projects is reviewed by the subcommittee and then sent to the ATP for review and approval into the ATIP.

Area Transportation Improvement Program

The Area Transportation Partnership (ATP) 8 values the role that the regional planning partners play in identifying transportation needs and priorities. Regions are responsible for participating in the regional solicitation and selection of local projects seeking federal transportation funding and for recommending a prioritized list of transportation needs to ATP 8 in the preparation of the Draft Area Transportation

Improvement Program (ATIP). Eligible projects include all projects requesting funding under Title 23 of the United States Code (USC) (highway) and Title 49 USC (transit). MnDOT District 8 is responsible for overseeing the ATIP development process and ensuring its completion (via the use of ATP 8) in the ATP 8 programming area.

For most projects, the Federal Highway Administration (FHWA) requires a non-federal match of at least 20 percent of project costs. There are programs where the FHWA requires a non-federal match of less than 20 percent. Highway Safety Improvement Program (HSIP) and Rail Safety projects, for example, require a 10 percent non-federal match. Regions reserve the right to limit the amount of federal funds being recommended on any local project. Applicants may be requested to exceed the minimum 20 percent matching requirements to maximize and leverage available federal funds targeted to the region. MnDOT permits overmatching of federal funds but limits this type of matching option to only locally sponsored projects. In these instances, federal participation should not be less than 30 percent as a rule unless approved first by MnDOT and FHWA. State projects seeking federal funds generally are funded at the maximum federal level allowed pursuant to the specific program being pursued and programmed.

Federal Surface Transportation Block Grant Program (STBGP) funds provided to local agencies under the ATP managed program provide a flexible source of funding that may be used by MnDOT, cities and counties for projects on any federal-aid eligible highway or street. They may also be used for bridge projects on any public road and for transit capital requests. Federal and state trunk highway funds provided under MnDOT's Statewide Performance Program (SPP) and District Risk Management Program (DRMP) are targeted to the MnDOT Districts to ensure attainment toward federal and state performance requirements and district goals.

Program Development

MnDOT District 8 receives federal and state funding for developing its four-year construction program to be included in the Draft ATIP and distributed through the SPP and the DRMP. The SPP funds are allocated to the districts based on the investments necessary to achieve performance targets established for pavement and bridges on the designated National Highway System (NHS) through the 20-year Minnesota State Highway Investment Plan (MnSHIP). The NHS includes Interstates, most U.S. highways, and other routes functionally classified as a principal arterial. Selection of projects for the SPP involves collaboration between the MnDOT district offices, specialty offices, and Central Office.

The DRMP funds are provided to MnDOT District 8 for improvements primarily on non-NHS roadways (e.g. routes functionally classified as minor arterials and below) though improvements to NHS routes with these funds may be allowed. Project selections are evaluated statewide through a collaborative process to ensure each district is balancing district-level risks while making progress toward statewide goals. The DRMP focuses on pavement, bridge, and roadside infrastructure on lower-volume roads, and is responsible for funding the majority of safety and mobility projects proposed by the districts.

MnDOT District 8 begins its process for identifying new projects to be added into the fourth year of the ATIP by reviewing the planned investments included in its 10-year Capital Highway Investment Plan (CHIP), which includes the first four years of the State Transportation Improvement Program (STIP) and years five through ten,

which constitute the remainder of the CHIP. MnDOT views projects in the STIP as commitments while projects in years five through 10 have more uncertainty but are planned to be delivered.

The district's 10-year CHIP is updated annually and contains a listing of the district's transportation investments by year that have been identified to help MnDOT meet its required national and statewide performance targets as well as other transportation goals. The planned investments identified in the work plan received prior concurrence from MnDOT Central Office and the appropriate specialty offices as part of the annual update cycle. The CHIP is shared with local partners to inform them of potential upcoming MnDOT projects in their area.

MnDOT functional group leaders with responsibility for pavements, bridges, traffic and safety, and maintenance in the district are responsible for reviewing the projects in the work plan and recommending any changes or adjustments to the program that may be necessary. After verifying the projects and activities to be recommended for both SPP and DRMP funding, district planning staff organize a meeting with key leaders to discuss changes to the program and seek agreement on the projects to recommend for advancement into the ATIP.

Proposed projects recommended for further programming consideration are assigned a project manager. Project managers are responsible for conducting a pre-program scoping of the projects they are assigned to determine a more definitive scope and cost for the project. Individuals from other functional groups within the district are given the opportunity to provide input into scoping decision for the proposed project. Project managers consider this input in finalizing the scope and cost for the projects. District planning staff ensures the proposed program is properly vetted internally and that the program remains fiscally constrained.

Programming of funds for several set-aside categories is also determined as part of the development of MnDOT District 8's four-year construction program. Set-asides are necessary for delivery and support of the district's overall construction program. Set-aside categories generally include the following: right of way, supplemental agreements and cost overruns, cooperative construction agreements for participation in local projects, landscape partnerships, road and bridge repair and rehabilitation, and miscellaneous activities associated with construction (e.g. detours, utilities). These activities are generally funded with state trunk highway funds provided to MnDOT District 8 through the DRMP.

MnDOT District 8 staff performs the ranking of trunk highway projects. Functional group leaders, responsible for recommending the projects to be programmed, rank the projects they have identified. Each group leader uses a different set of criteria to rank projects within their area of responsibility. They use these criteria to develop a rank-ordered listing of projects that will be used later for integrating MnDOT's program and the local program in development the Draft ATIP.

Following the development of its proposed program, MnDOT District 8 provides its listing of recommended projects for the fourth year of the program along with changes to existing programmed projects that will be included in the district's four-year construction program and the Draft ATIP.

Program Management

MnDOT District 8 staff is primarily involved in the day-to-day management of the ATIP. Management activities include ensuring the implementation of MnDOT District 8's trunk highway program and the locally sponsored federal projects in the ATIP. The MnDOT District 8 Planning and Programming Unit is responsible for managing the trunk highway program and the District 8 State Aid Engineer, with input from regions and affected local agencies, is responsible for managing the local projects in the ATIP.

While the overall responsibility for managing the ATIP rests with MnDOT District 8, ATP 8 has approved guidance and policies to assist in managing changes affecting projects that have been selected for implementation in the ATIP. Possible changes to the ATIP include: dealing with revisions to project cost estimates, managing changes in project scope, and managing increases or reductions in federal funding. The level of direct ATP involvement may vary depending on the change that is being requested.

ATP 8 has adopted the following general policies to ensure the orderly delivery of projects and management of the ATIP.

- The project development process shall be initiated as soon as possible after final STIP approval.
- Local jurisdictions should provide an annual update to their respective region and the District 8 State Aid Engineer regarding the project development status for their programmed projects.
- Local jurisdictions should provide cost and project delivery updates on programmed projects to their respective region and the District 8 State Aid Engineer during the annual project solicitation period.
- Regions with a local project that has been removed from the ATIP because of project delivery failures or eligibility shall be granted the first right of refusal for programming new projects with the unexpended funding.

STIP Amendments

Amendments to the STIP are needed for a variety of reasons, including but not limited to the following examples:

- A project is not listed in the current, approved STIP and must be added to the current (first) year.
- There is an increase in the total cost of the project warranting an amendment.
- A phase of work (e.g. preliminary engineering, right of way, construction, etc.) is added to the project and increases the project cost.
- The project scope is changed (e.g. changing a bridge project from rehab to replace, changing a highway project from resurface to reconstruct, etc.)
- There is a major change in the project termini/length warranting amendment.

ATP 8 worked to clarify its amendment requirements, streamline the decision-making process, and minimize potential delays to projects that would otherwise require formal action by ATP 8. The policy provides guidance on when formal action by ATP 8 is required to amend the STIP and when such action is not warranted. The policy is as follows:

When ATP Action is NOT Required:

- The total cost of a project increases to warrant an amendment under MnDOT Central Office guidance. The increase is not caused by a scope change. The lead agency agrees to fund the difference in project cost. Fiscal constraint of the ATIP is maintained. For state projects, MnDOT District 8 may approve cost and scope changes so long as local federal projects are not adversely affected.
- There is a minor change in the scope of a project whereby the changes to the project scope remain consistent with the original intent of the programmed project. The lead agency agrees to fund the difference in project cost, thereby allowing fiscal constraint of the ATIP to be maintained.
- Advancements and deferrals of local projects recommended by the District 8 State Aid Engineer necessary to maintain fiscal constraint of the local federal aid program in the first year of the ATIP.
- Advancements, deferrals, and additions of the state trunk highway projects recommended by MnDOT District 8 to maintain fiscal constraint of the state trunk highway construction program in the first year of the ATIP.
- A new project is being recommended for inclusion in the STIP, whereby the funding source(s) for this project do not involve the use of federal formula funds targeted to ATP 8. These projects may include: federal high priority, appropriations, and earmark projects determined by Congress and the President, Federal Transit Administration (FTA) Section 5309 transit capital projects, Public Lands, Forest Highways, Scenic Byways, and various state funded projects determined by the State Legislature and Governor.
- A new project is being recommended for inclusion in the STIP, whereby ATP 8 is not granted the opportunity to participate in the project solicitation and selection process. These types of projects include those previously listed, but may also include any federal or state funded projects where MnDOT is chiefly responsible for project selection. Recent examples include projects funded by the American Recovery and Reinvestment Act (ARRA), Minnesota Chapter 152, Certain Allocated Funds, Safe Routes to School (SRTS), Highway Safety Improvement Program (HSIP), etc.

When ATP Action IS Required:

- The scope of a local project is changed to warrant an amendment under MnDOT Central Office guidance. The change in scope is significantly different from the original programmed project. The lead agency is not seeking additional federal funding.
- The total cost of a project increases to warrant an amendment under MnDOT Central Office guidance. The change in total project cost may affect either the original programmed project or is caused by a scope change to this project. The lead agency is seeking additional federal formula funding from ATP 8 to cover the difference. ATP 8 meets to consider the request and, if approval is granted, ensures fiscal constraint of the ATIP is maintained.
- ATP 8 experiences an increase or reduction in its federal funding target that cannot be addressed as part of its normal ATIP update process. ATP 8 is asked to manage the increase or reduction in federal funding to ensure fiscal constraint of the ATIP is maintained. The changes required to the program are complicated and do not otherwise neatly conform to ATP 8's existing policy on managing increases and reductions in federal funding. ATP 8 meets to consider these requests and takes action as it deems appropriate.
- Any unforeseen requirements necessitating an amendment that is not already covered by this policy

Glossary

Definitions that are germane to the understanding of this manual are listed below. The definitions are intended to establish consistency in the interpretation of the various terms used throughout this document as well as other commonly used transportation terms.

Access/Accessibility – The opportunity to reach a desired location within a certain time frame, without being impeded by physical or economic barriers.

Americans with Disabilities Act – The 1990 Americans with Disabilities Act (ADA) is a federal act that provides a framework and approach for ending discrimination in employment and access to services against persons with disabilities. The goals of the ADA are to assure that persons with disabilities have equality of opportunity, a chance to fully participate in society, are able to live independently, and can be economically self-sufficient.

Area Transportation Improvement Program – The Area Transportation Improvement Program (ATIP) covers four years and includes all state and local projects using federal highway or transit assistance, other regionally significant projects, and all projects on the trunk highway system. Each Area Transportation Partnership (ATP) prepares a Draft ATIP for consideration and inclusion in the State Transportation Improvement Program (STIP). Once in the STIP, projects from the ATIP become eligible for federal transportation funding.

Area Transportation Partnership – ATPs are groups that have been established in each of MnDOT's eight districts to integrate state and local priorities and recommend area-wide transportation investment for a minimum four-year program.

Area Transportation Partnership managed program – The ATP managed program consists of federal funding distributed to ATPs for local agencies to fund qualifying transportation projects under the Surface Transportation Program (STP) Urban, Small Urban, and Rural population programs. Distribution of funds to the ATPs is accomplished based on the following factors:

- 50% – Distributed by ATP population consistent with the most recent census, distributed by the definitions for Rural, Small Urban, and Urban as defined by federal transportation planning regulations.
- 50% – Distributed by the average of the ATPs' county and municipal state aid needs as calculated by MnDOT's State Aid for Local Transportation (SALT) process.

Bikeway – A facility intended to accommodate bicycle travel for recreational or commuting purposes. Bikeways are not necessarily separated facilities, they may be designed and operated to be shared with other travel modes.

Busways – A two-lane facility (one lane per direction) on exclusive right of way dedicated for buses only. Grade separation at high volume cross streets and gate crossing arms at low volume crossings are assumed.

Circulator Service – A means of movement provided within a major activity center, such as a regional business concentration or community, for going from place to place within the center. Such a system may be entirely pedestrian or may include transit.

Collector Streets – The streets that connect neighborhoods to regional business concentrations.

Complete Streets – The planning, scoping, design, implementation, operation, and maintenance of roads in order to reasonably address the safety and accessibility needs of users of all ages and abilities. Complete streets considers the needs of motorists, pedestrians, transit users and vehicles, bicyclists, and commercial and emergency vehicles moving along and across roads, intersections, and crossings in a manner that is sensitive to the local context and recognizes that the needs vary in urban, suburban and rural settings.

Context Sensitive Solutions – Context Sensitive Solutions (CSS) is a collaborative, interdisciplinary approach to building transportation facilities that fit their settings. It is an approach that leads to preserving and enhancing scenic, aesthetic, historic, community, and environmental resources, while improving or maintaining safety, mobility and infrastructure conditions.

Control Section – A segment of the state highway road system that is divided into shorter, more manageable parts for record keeping within MnDOT.

Cost-Sharing – A contractual arrangement whereby a local unit of government or other governmental body enters into an agreement to pay for part of a physical facility or a service, including subscription transit service.

County Road – County roads (CRs) are locally maintained by county highway departments in Minnesota, span a wide variety of road types, varying from A-minor arterials that carry large volumes of traffic to an improved road.

County State-Aid Highway – A specialized form of county road that is part of the state aid system. **Many, but not all,** County State Aid Highway (CSAH) routes are eligible for funding from the County State Aid Highway Fund.

Developing Area – The developing area is the portion of the region that is in the path of urban growth. It includes the communities beyond the fully developed area up to the metropolitan urban service area boundary.

Dial-A-Ride – A demand-responsive transit service in which the vehicle is requested by telephone and vehicle routing is determined as requests are received. Origin-to-destination service with some intermediate stops is offered. Dial-A-Ride is a version of the taxicab using larger vehicles for short-to-medium-distance trips in lower-density sub-regions.

District Risk Management Program – The District Risk Management Program (DRMP) is the share of the state and federal formula funds provided to the MnDOT districts. The distribution is based on the following factors:

- 20% – Non-Principal Pavement Needs
- 20% – Non-Principal Bridge Needs
- 30% – Trunk Highway Lane Miles

- 24% – Trunk Highway Vehicle Miles Traveled (VMT)
- 6% – Trunk Highway Heavy Commercial Vehicle Miles Traveled (HCVMT)

The “Needs” factors are updated each year.

Environmental Justice – Environmental Justice (EJ) is a 1994 executive order that requires analysis of the effects of federally funded programs, plans and actions on racial minority populations and low-income populations.

Fixing America’s Surface Transportation Act – This federal act, known as the FAST Act, is the current transportation act that establishes federal assistance to the states. The five-year bill was signed into law in December 2015.

Fixed-Route Transit – A transit service that follows a specified route of travel with identified stops for passengers and an established schedule. It is also referred to as regular-route transit.

Federal Highway Administration – The Federal Highway Administration (FHWA) is the agency that administers federal funds and issues policy and procedure timetables for implementation of federal legislative directives. However, they do not have a direct role in the development of urban transportation plans or their development. The FHWA use Transportation Systems Management’s (TSM) continuous count data, annual average daily traffic (AADT), and vehicle miles traveled (VMT) estimates in federal-level travel analysis and determination of funds.

Functional Classification – Functional classification is the grouping of streets and highways into classes or systems according to the character of service they are intended to provide. Basic to this process is the recognition that most travel involves movement through a network of roads. Functional classification defines the role that any particular road or street plays in serving the flow of trips through an entire network.

Greater Minnesota – The area of Minnesota that lies outside the seven-county Twin Cities Metro Area.

Highway Performance Monitoring System – The Highway Performance Monitoring System (HPMS) is a national-level highway information system that includes data on the extent, condition, performance, use, and operating characteristics of the nation’s highways. MnDOT’s Office of Transportation System Management (OTSM) submits state-level traffic data to HPMS on a monthly and yearly basis.

Highway Safety Improvement Program – The Highway Safety Improvement Program (HSIP) is a federal aid funding program designed to reduce traffic fatalities and serious injuries on all public roads. The object of this program is to identify, implement and evaluate cost effective construction safety projects. HSIP was formerly known as Hazard Elimination Safety (HES).

Infrastructure – Fixed facilities, such as roadway or railroad tracks; permanent structures.

Intermodal – A concept generally defined as a "seamless" delivery of freight by more than one mode from point of origin to point of destination. The delivery is accomplished under one bill of lading, but may include truck/rail/truck, truck/air/truck, or truck/rail/vessel.

Level of Service – As related to highways, the different operating conditions that occur on a lane or roadway when accommodating various traffic volumes. It is a qualitative measure of the effect of traffic flow factors, such as speed and travel time, interruption, freedom to maneuver, driver comfort and convenience, and indirectly, safety and operating costs. It is expressed as levels of service "A" through "F." Level "A" is a condition of free traffic flow where there is little or no restriction in speed or maneuverability caused by presence of other vehicles. Level "F" is forced-flow operation at low speed with many stoppages, with the highway acting as a storage area.

Legislative Route – A highway number defined by the Minnesota State Legislature. Routes 1 to 70 are constitutional routes and route numbers greater than 70 may be added or deleted by the Legislature.

Local system roads – Any road not on the Interstate or Trunk Highway system can be designated as a CSAH, CR, Municipal State Aid Street (MSAS), township, or municipal road.

Major Construction – Roadway improvements that increase the operational characteristics of a highway facility, including decreasing congestion, increasing operating speed and reducing crashes.

Moving Ahead for Progress in the 21st Century Act – This federal act, known as MAP-21, is a former transportation act that established federal assistance to the states. It also restructured core transportation programs and institutes a performance-based transportation program. Note: MAP-21 was superseded by the FAST Act.

Metro Area – The seven-county Twin Cities Metropolitan Area comprised of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties.

Metropolitan Planning Organization – Metropolitan Planning Organizations (MPOs) are regional planning agencies designated by federal law with the lead responsibility for the development of a metropolitan area's transportation plans and to coordinate the transportation planning process. All urban areas over 50,000 in population are required to have a MPO if the agencies spend federal funds on transportation improvements. There are eight Metropolitan Planning Organizations in Minnesota. Primary functions of a MPO include: maintain a long-range transportation plan, develop a Transportation Improvement Program (TIP), and develop a Unified Planning Work Program (UPWP). There are no MPOs in District 8.

Municipal State Aid Street – Similar to the County State Aid system, this is a system of designated municipal streets in cities above 5,000 in population that are not already on the state highway or CSAH systems. **Many, but not all**, Municipal streets on the Municipal State Aid Street (MSAS) system are eligible for funding from the Municipal State Aid Highway Fund.

Minnesota State Highway Investment Plan – The 20-Year Minnesota State Highway Investment Plan (MnSHIP) supports the guiding principles from the Minnesota GO Vision and link the policies and strategies laid out in the Statewide Multimodal Transportation Plan (SMTP) to improvements on the state highway system. The state highway system is a network of roads that includes Interstates, U.S. Highways, and State Highways. MnDOT maintains the state's 12,000-mile highway system. MnSHIP guides future capital improvements on Minnesota's state highway system; it does not affect local or county roads.

Mobility – The ability of a person or people to travel from one place to another.

Mode – Different forms and means of transportation for moving people and freight. Examples include highways, transit, rail, air, waterways, bicycles, and pedestrians.

Multimodal Link – The connection between two or more passenger transportation methods, such as bicycle, walking, automobile, and transit.

National Highway System – The National Highway System (NHS) consists of roadways important to the nation's economy, defense, and mobility, and was developed by the U.S. Department of Transportation (U.S. DOT) in cooperation with the states, local officials, and MPOs. Recent federal legislation elevated the priority of the NHS system by increasing the share of federal aid dollars targeted to the system and by requiring regular reporting of performance for the condition and the function of this system. The largest federal funding program is the National Highway Performance Program (NHPP). The NHS includes the following sub-systems of roadways (Note: a specific highway route may be on more than one subsystem):

- **Interstate** – The Eisenhower Interstate System of highways retains its separate identity within the NHS.
- **Other Principal Arterials** – These are highways in rural and urban areas, which provide access between an arterial and a major port, airport, public transportation facility, or other intermodal transportation facility.
- **Strategic Highway Network** – This network, known as STRAHNET, is a network of highways, which are important to the United States' strategic defense policy and which provide defense access, continuity and emergency capabilities for defense purposes.
- **Major Strategic Highway Network Connectors** – These are highways, which provide access between major military installations and highways which are part of the Strategic Highway Network.
- **Intermodal Connectors** – These highways provide access between major intermodal facilities and the other four subsystems making up the NHS.

Operational Improvement – A capital improvement consisting of installation of traffic surveillance and control equipment, computerized signal systems, motorist information systems, integrated traffic control systems, incident management programs, and transportation demand and system management facilities, strategies and program.

Paratransit Services – Transit service that provides generally more flexible and personalized service than regular-route transit. Paratransit uses a variety of vehicles, such as large and small buses, vans, cars, and taxis. It can serve a particular population, such as people with disabilities, or can be assigned to serve the general population. Paratransit is frequently provided in less densely populated areas, and used at times and in areas where trip demands are less concentrated, such as during weekends and evenings in urban settings. Paratransit services are of several types:

- **Ridesharing** – Car and van pooling intended primarily to serve the work trip.

- **Demand-Response** – This is any type of public transportation involving flexibly scheduled service that is deployed upon a person's request for a trip. There are three types of demand response:
 - **Dial-A-Ride Services** – The best known and most common type of paratransit, involving advance request pickup and drop-off at desired or designated destinations. Dial-a-ride may deploy vans, small buses, or shared-ride taxis.
 - **Cycled Services** – A zonal demand-response service in which the vehicles are scheduled to arrive and leave a major activity center on a regular basis; and in between scheduled stops, passengers are picked up and dropped off at their doors.
 - **Flexible Fixed-Route or Deviation Services** – Either point deviation or route deviation where vehicles stop at specific locations on a regular schedule but do not have to follow a set route between the stops. They can deviate from the route to pick up or drop off passengers upon request.

Performance Measures – A quantifiable representation of an outcome or process. Performance measures can be used as a management tool to track and assess progress. They can be used address stakeholders' desire for accountability and transparency in decision making.

Preservation – Preservation activities are directed toward the elimination of deficiencies and major cost replacement of existing facilities. Preservation is not meant to include work that will increase the level of service by the addition of traffic lanes.

Regional Development Commission – Regional Development Commissions (RDCs) are involved in soliciting and evaluating projects, seek to integrate regional priorities in planning and project selection; and coordinate transportation with MnDOT following a work program framework. There are 12 RDCs in Minnesota, three of which are in District 8.

Regular-Route Transit Service – A transit service that operates on a predetermined, fixed route and schedule. The types of vehicle used in regular-route service are generally large buses or small buses. Regular-route service is usually classified as four types:

- **Local Service** – Buses make frequent pickups and drop-offs, stopping at almost every street corner.
- **Urban Local** – Buses operate primarily in central cities and include regular-route radial service (i.e. routes start or end in one or both of the two major downtowns), crosstown (i.e. providing connecting links between radial routes), and limited stop (i.e. buses make limited stops along a route or "skip stops," achieving faster service to selected destinations).
- **Suburban Locals** – Buses operate in suburban environments, many times as suburban circulators, and include regular-route crosstowns (often as feeder routes to radial services) and para-transit services.
- **Express** – Buses operate nonstop on highways or dedicated transitways for at least four miles and include peak only and all-day express. Express routes provide travel times competitive with driving in an automobile. Most express routes operate longer distances (8-25 miles) and during peak times, and are destined to and from one of the two major downtowns.

Rehabilitation – Roadway improvements intended to correct conditions identified as deficient without major changes to the cross section. These projects should consist of removal and replacement of base and pavement, shouldering and widening and drainage correction as needed.

Right of Way – Right of way (ROW) refers to a strip of land which is used as a transportation corridor. The land is acquired as an easement or in fee, either by agreement or condemnation. It may also refer to temporary rights needed to construct a transportation facility.

Routine Maintenance – Roadway maintenance consisting of snow and ice control, mowing, sweeping, periodic applications of bituminous overlays, seal treatments, milling, crack routing and filling and base repair. These treatments are intended to help ensure the roadway can be used to the end of its design life.

Stakeholders – A person or group that may be affected or perceives that they may be affected by a decision, plan, program or project.

Statewide Performance Program – The Statewide Performance Program (SPP) consists of federal funding provided under the NHPP intended for use on the NHS including the required state/local matching funds. MnDOT established the SPP to ensure progress in meeting federal performance requirements for pavement, bridge, safety, and congestion on the NHS system.

State Transportation Improvement Program – The State Transportation Improvement Program (STIP) is Minnesota’s four-year transportation improvement program. The STIP identifies the schedule and funding of transportation projects by state fiscal year, which is July 1 through June 30. It includes all state and local transportation projects with federal highway and/or federal transit funding along with 100 percent state funded transportation projects. Rail and port projects are included for information purposes. The STIP is developed/updated on an annual basis.

Surface Transportation Block Grant Program – The Surface Transportation Block Grant Program (STBGP) is one of the five core federal highway funding program. The STBGP provides flexible funding that may be used by states and localities for projects on any federal-aid highway, including the national highway system, bridge projects on any public road, transit capital projects, and intra-city and intercity bus terminals and facilities.

Transportation Alternatives – Under MAP-21, transportation enhancements, scenic byways, safe routes to school, and several other discretionary programs were grouped together under the Transportation Alternatives Program (TAP). Under the FAST Act, this program has become a set aside of the STBGP and is now referred to as just Transportation Alternatives (TA), but the function of the program has remained the same.

Transportation Economic Development Program – The Transportation Economic Development (TED) Program is a joint effort of MnDOT and the Minnesota Department of Employment and Economic Development (DEED). The program’s purpose is to fund construction, reconstruction, and improvement of state and local transportation infrastructure in order to:

- Create and preserve jobs.
- Improve the state’s economic competitiveness.

- Increase the tax base.
- Accelerate transportation improvements to enhance safety and mobility.
- Promote partnerships with the private sector.

The program provides state funding to close financing gaps for transportation infrastructure improvement construction costs. These improvements will enhance the statewide transportation network while promoting economic growth through the preservation or expansion of an existing business, or development of a new business.

Trunk Highway – The Trunk Highway (TH) system includes major roadways such as Interstates, U.S. Highways, and State Highways.

Urban Areas – As defined in Federal Aid Highway Lay (Section 101 of Title 23, U.S. Code) as follows:

- Urban Area means an urbanized area, or in the case of an urbanized area encompassing more than one State, that part of the urbanized area in each such State, or urban place as designated by the Census Bureau having a population of five thousand or more and not within any urbanized area, within boundaries to be fixed by responsible State and local officials in cooperation with each other, subject to approval by the Secretary. Such boundaries shall, as a minimum, encompass the entire urban place designated by the Census Bureau.
- Small Urban areas are those urban places, as designated by the Census Bureau having a population of 5,000 or more and not within any urbanized area. Urbanized areas are designated as such by the Census Bureau.
- Rural Areas comprise the areas outside the boundaries of small urban and urbanized areas, as defined above.

Urban/Rural Status – Delineation of geographical areas by the Census Bureau. Urban areas represent densely developed territory and encompass residential, commercial, and other non-residential land uses. Areas are redefined after each decennial census by applying specified criteria. Rural areas encompass all population, housing, and territory not included within an urban area.

Vehicle Miles Traveled – Vehicle Miles Traveled (VMT) is commonly used to measure the demand on our transportation network, computed by multiplying the annual average daily traffic (AADT) by the centerline road miles.

Acronyms

AADT: Annual Average Daily Traffic

ADE: Assistant District Engineer

ADA: Americans with Disabilities Act

ATIP: Area Transportation Improvement Program

ATP: Area Transportation Partnership

CHIP: Capital Highway Investment Plan

CMAQ: Congestion Mitigation and Air Quality

CIMS: Corridor Investment Management Strategy

CR: County Road

CSAH: County State-Aid Highway

CSS: Context Sensitive Solutions

DE: District Engineer

DEED: Minnesota Department of Employment and Economic Development

DRMP: District Risk Management Program

EJ: Environmental Justice

FAST Act: Fixing America's Surface Transportation Act

FHWA: Federal Highway Administration

FTA: Federal Transit Administration

HCVMT: Heavy Commercial Vehicle Miles Traveled

HES: Hazard Elimination Safety

HPMS: Highway Performance Monitoring System

HSIP: Highway Safety Improvement Program

ISTEA: Intermodal Surface Transportation Efficiency Act

LOI: Letter of Intent

MnSHIP: Minnesota State Highway Investment Plan

MAP-21: Moving Ahead for Progress in the 21st Century Act

MMRDC: Mid-Minnesota Regional Development Commission

MPO: Metropolitan Planning Organization

MSAS: Municipal State Aid Street

NHPP: National Highway Performance Program

NHS: National Highway System

OTSM: MnDOT Office of Transportation System Management
OTST: MnDOT Office of Traffic Safety and Technology
RDC: Regional Development Commission
ROW: Right of Way
SALT: State Aid for Local Transportation
SMTP: Statewide Multimodal Transportation Plan
SPP: Statewide Performance Program
SRDC: Southwest Regional Development Commission
SRTS: Safe Routes to School
STBGP: Surface Transportation Block Grant Program
STIP: State Transportation Improvement Plan
STP: Surface Transportation Program
TA / TAP: Transportation Alternatives / Transportation Alternatives Program
TE: Transportation Enhancements
TED: Transportation Economic Development Program
TH: Trunk Highway
TIP: Transportation Improvement Program
UMVRDC: Upper Minnesota Regional Development Commission
UPWP: Unified Planning Work Program
USC: United States Code
VMT: Vehicle Miles Traveled

