



## DELEGATED CONTRACT PROCESS (DCP) FOR LOCAL AGENCY FEDERAL-AID PROJECTS

Always check the State Aid website for current forms and procedures. Refer to the [State Aid Manual Construction Chapter](#) for more information on construction procedures for Federal Aid Projects.

### **\*PLEASE READ THE FOLLOWING BEFORE YOU START\***

#### **APPROVAL IS REQUIRED FIRST!**

Prior approval must be received before expenses are incurred, or they will not be reimbursed.

#### **THIS IS NOT A GRANT PROGRAM!**

Federal funds are released after the expense is incurred. Sponsoring agencies must be financially able to make the contract payments.

#### **THIS LIST CONTAINS TYPICAL FEDERAL AND STATE AID REQUIREMENTS!**

The sponsoring agency is responsible to see that projects are developed & constructed in accordance with all applicable Federal/State/Local laws, whether they are on this checklist or not.

#### **THIS LIST COVERS PLAN DEVELOPMENT AND CONTRACTING PROCESSES ONLY!**

For information on the environmental review process, refer to the [State Aid Manual Environmental and Design Studies Chapter](#)

#### **THIS CHECKLIST IS NOT ALL INCLUSIVE!**

Refer to the State Aid Manual for complete information.

#### **SEND IN ALL THE FORMS!**

The forms linked to in this document contain information needed to comply with federal regulations. Do not alter the forms. Failure to provide all the information could jeopardize your federal funds. PDF versions of the forms are located at the end.

#### **FEDERAL REQUIREMENTS WILL APPLY TO ALL WORK INCLUDED IN THE CONSTRUCTION CONTRACT!**

Other projects included in a Federal contract must follow applicable Federal requirements.

#### **PLEASE CALL IF YOU HAVE ANY QUESTIONS!**

Contact your [District State Aid Engineer](#) or the [SALT Division](#) if you have any questions on your Federal-aid project. Contact [State Aid Finance](#) for questions related to payments.



## PROJECT SPONSOR

In order to be a recipient of a Federal-aid project, the recipient must either be a public agency, or the project must be sponsored by a public agency on behalf of the recipient.

The project recipient/sponsor must be qualified to administer a Federal-aid construction contract. To be qualified, the local public agency must be adequately staffed & suitably equipped to undertake & satisfactorily complete the work. Projects must receive adequate supervision & inspection to insure that projects are completed in conformance with approved plans & specifications.

The District State Aid Engineer will determine if a project sponsor is qualified. Qualification is determined on a **project-by-project basis**.

If a project sponsor cannot qualify on their own, but elects to use consultants for engineering services, the local public agency shall provide a full-time employee of the agency, qualified to be in responsible charge of the project.

## ACRONYMS

CO = Change Orders  
Corps = Army Corps of Engineers  
DBE = Disadvantaged Business Enterprise  
DCP = Delegated Contract Process  
DME = District Materials Engineer  
DNR = Department of Natural Resources  
DSAE = District State Aid Engineer  
FHWA = Federal Highway Administration  
IAS = Independent Assurance Sampler  
LPA = Local Public Agency  
MPCA = Minnesota Pollution Control Agency  
NPDES = National Pollutant Discharge Elimination System  
OJT=On the Job Training  
PDR = Project Development Report  
SA = Supplemental Agreement  
SAF = State Aid Finance  
SALT = State Aid for Local Transportation  
SAM = State Aid Manual  
TRNS\*PORT = Mn/DOT's Bid Management System (old BAMS)



## PART 1: PROJECT DEVELOPMENT

### LOCAL PUBLIC AGENCY

### Mn/DOT

1-1 LPA prepares & submits [Project Memo](#) (PM) or [Environmental Assessment](#) (EA) to DSAE for review/approval and submittal to SALT.

1-2 SALT reviews PM or EA, & requests changes or approves (requests FHWA approval if necessary) & notifies the LPA.

1-3 LPA submits [Request For Contracting Authority \(DCP 01\)](#) (doc) to DSAE for each federal aid project. Reviewed on a project by project basis.

1-4 DSAE reviews the request to determine if the agency is "**adequately staffed & suitably equipped to undertake & satisfactorily complete the work.**" If engineering is to be sublet, DSAE must approve. See [Consultant Use on Federal Aid Projects \(PDF\)](#).

If approved, the DSAE signs & submits [Request For Contracting Authority \(DCP 01\)](#) (doc) to SALT.

1-5 SALT prepares [DCP Agency Agreement](#) (doc) (if one is not on file) & submits to LPA.

1-6 LPA Clerk/Auditor reviews audit requirements:

- Single Audit Act of 1984
- Office of Mgmt & Budget (OMB) Circular A-133
- Contact SALT for further information

1-7 LPA Financial Officer determines if sufficient financial resources are available to bid & award a contract.

1-8 LPA reviews/approves Agency Agreement & forwards to SALT for execution.

1-9 SALT executes & distributes the Agency Agreement.

1-10 LPA prepares plan in conformance with [State Aid Manual Plans and Proposals Chapter](#) guidelines.

- Quantities grouped by federally eligible, non-participating, rural, municipal, storm sewer, etc.
- MUST NOT use proprietary items

1-11 LPA acquires necessary right-of-way in accordance with Federal laws. Prior authorization is required if Federal funds are used for R/W purchase. Refer to the [State Aid Manual Right of Way Chapter](#) for guidance on timing of R/W purchases.



1-12 LPA submits request for R/W certification [R/W Certificate # 1](#) (PDF) & [R/W Certificate #1 Checklist](#) (doc) to the District R/W Engineer.

1-14 LPA processes preliminary & final bridge plans (if any) through State Aid Bridge Engineer.

1-15 LPA submits an [Application for Bridge Funds](#) (doc) to the DSAE (if not already requested), if State Bond funds are anticipated.

1-17 LPA submits plan to DSAE, including:

- [Plan Submittal \(DCP 02\)](#) (doc)
- **Engineer's Estimate** (in Excel spreadsheet with at least 12 pt font)
- [Plan Review Checklist With Federal Aid &/or Bridges](#) (doc)
- [Lab Testing & Plant Inspection Services Request](#) (doc)
- [R/W Certificate # 1](#) (PDF) or [R/W Certificate # 1-A](#) (PDF)
- [Utility Relocations Certificate](#) (doc)
- **Permits** if any: Corps, DNR, MPCA (NPDES), etc
- Information on any tied projects in the contract
- The above items are required by **April 15<sup>th</sup>** in order to meet authorization deadline to use federal STP, BR, TEA, HES, & RAIL program funds in the current fiscal year.
- **LPA must contact DSAE to discuss possible extension if April 15<sup>th</sup> deadline cannot be met.**

1-13 District R/W Engineer certifies the R/W.

1-16 DSAE reviews & approves the **Application for Bridge Funds** & forwards to SALT.

*From this point on, references to "SALT" shall also refer to Metro District State Aid for most projects in the Metro area.*

1-18 DSAE reviews the submittal & recommends the plan for approval, OR performs a complete review & approves the plan for State Aid & Federal aid funding, & forwards the submittal to SALT

1-19 SALT reviews the submittal package & notifies the LPA and DSAE of any missing components.

1-20 LPA revises plan if necessary



**For Assistance in Establishing  
Bid Opening Dates:**

Activity	Off-Peak Duration (cal days)	Peak Workload Duration (cal days)
District Review	7	14
SALT Review *	7	28
Authorization *	7	14
DBE Goal Determination *	7	7
Proposal & Ad Package *	3	7
Advertising **	25	25
Bid Opening	1	1
DBE Certification	10	12
Contract Award/Start Date	1	1
<b>Total Time</b>	<b>68</b>	<b>109</b>

\* Some activities can occur concurrently.

\*\* varies depending on advertising methods & statute requirements.

*Projects submitted at the April 15<sup>th</sup> deadline may receive bid opening dates as late as July, depending upon District set priorities & workload. LPAs should plan accordingly.*

1-21 SALT requests authorization of Federal funds when the following are received:

- Approved environmental documents
- Approved STIP Amendment, if not in current STIP year
- Plans approved by the DSAE
- RW #1 signed by the Dist RW Eng

1-22 SALT submits to Civil Rights Office for DBE goal determination & OJT hours:

- Project description
- Engineer's estimate

1-23 Civil Rights Office sets goal & OJT hours

1-24 SALT reviews plan, if not full District review, & checks conformance with approved PDR

1-25 SALT approves plan & sends for prints

1-26 SALT sends copy of approved plan to DSAE to be scanned.

1-27 SALT must have the following before a bid opening date can be set:

- FHWA Authorization
- Any required permits:
  - Corps, DNR, MPCA, etc.
- Traffic & Erosion Control plans
- Approved Bridge plan
- Approved design exceptions/variances

\_\_\_ 1-28 SALT notifies LPA of project approval by phone.

\_\_\_ 1-29 LPA & SALT discuss & select bid opening date.



**DO NOT PLACE AD WITHOUT SALT NOTIFICATION AND REQUIRED LANGUAGE DISCUSSED BELOW**

1-30 SALT notifies DSAE of bid opening date

1-31 SALT sends State Bridge Bond Grant approval letter to LPA with instructions on submittal of agreement & resolution.



1-32 LPA must notify SALT if the bid opening date is revised.

1-33 SALT forwards to LPA:

- Written notice of authorization
- Approved original plan
- **REQUIRED** special provisions (**Time Sensitive Material**) including Schedule of Materials Control & required forms for Contractor's Request of DBE Goal Certification
- **REQUIRED** advertisement language
- [Contractor DBE Requirements Letter \(DCP 03\)](#) (doc)

1-34 LPA prepares bid proposal

- **MUST** include **REQUIRED** specs received from SALT.
- If more than 2 weeks after receipt, verify if SALT supplied specs are still current, especially federal/state wage rates.
- Do NOT use special provision boiler plates for trunk highway projects. See [SALT Electronic Proposal Document Tool](#).

1-35 LPA prepares ad using **REQUIRED** ad language received from SALT



**DO NOT PLACE AD WITHOUT SALT NOTIFICATION AND REQUIRED LANGUAGE DISCUSSED ABOVE**

## PART 2: BID PROCEDURES

LOCAL PUBLIC AGENCY

Mn/DOT

2-1 LPA sends a copy of the completed ad **as it will be published**, with a list of where it will be published, to SALT, at the same time it is submitted for publication.

2-2 LPA places ad (in accordance with State Statutes) for bid opening in:

- A trade publication OR first class city newspaper, where required, &
- LPA Designated Publication
- LPA website



- LPA may place a link to the ad on [SALT's EAdvert website](#)

*Per [MN Statute 471.345](#) sealed bids shall be solicited by public notice in the manner & subject to the requirements of the law governing contracts by the particular municipality or class thereof.*

*For Counties, advertisements must be published once a week for three successive weeks, with at least 10 days between the last ad date & the bid opening. [MN Statute 160.17](#)*

*For Cities, advertisements must be published at least once & at least 3 weeks before the bid opening. [MN Statute 429.041](#)*

**2-3 LPA sells plan/proposal packages**

**2.4 SALT monitors wage rates for changes & notifies LPAs with affected bid opening dates.**

**2-5 LPA prepares/distributes addendums if needed**

- check currency of wage rates
  - state prior to advertising
  - federal prior to bid opening
- may need addendum
- send copy of addendum(s) to SALT & DSAE

**2-6 DSAE approves addendum for federal funding & for scope change, if applicable, & notifies SALT of approval.**

**2-7 DSAE reviews bid opening procedures with LPA for statewide consistency**

**2-8 LPA receives / opens bids**

**2-9 DSAE attends at his/her discretion**

**2-10 LPA reviews proposals for completeness, errors, & unbalanced bids**



**2-11 LPA notifies SALT of low bidder/amount by phone**

**2-11a** Provide list of bidders, bid amounts and DBE goal from Back Cover of Proposal if the project has a DBE goal

**2-12** If bid is 10% over engineer's estimate &/or if



Federal aid share exceeds approved amount, LPA prepares justification & submits to DSAE.

2-13 DSAE determines if additional federal funds will be authorized for the project & notifies LPA & SALT. DSAE coordinates with Mn/DOT & ATP as needed.

**For Projects WITH a DBE Goal:**

2-14 **Immediately following the bid opening**, LPA notifies Apparent Low Bidder to submit **Request for DBE Certification** to Civil Rights Office, using [Contractor DBE Requirements Letter \(DCP 03\)](#) (doc), & sends forms previously provided by SALT in the DBE Special Provisions pp 14-23 (Parts A thru H) located at: <http://www.dot.state.mn.us/pre-letting/prov/order/dbe-sp11.pdf>

See [Civil Rights Contract Clearance Flow Chart](#) for a quick look at the clearance process.

On-the-Job Training Program Approval (EEO 14) (Required if the project includes On-the-Job-Training)

Send copy of notification to SALT, DSAE & Civil Rights Office.

➔ Contractor **must** submit **Request for DBE Goal Certification** & required forms to Civil Rights Office, including OJT Training Plans, on or before the **5<sup>th</sup> business day** after the bid opening.

LPA e-mails list of all the bidders, bid amount and DBE commitments from their bid packages to SALT Federal Aid Plans Engineer

2-15 **Immediately following the bid opening**, LPA sends [Pre-Award Contract Information \(DCP 04\)](#) (doc) to Civil Rights Office, including:

- **Bid Abstract** (includes all bidders), including the DBE commitment for each bidder.
- **COMPLETE** Bid Proposal Booklet (all pages of the proposal) from low bidder.



**DO NOT AWARD UNTIL NOTIFIED BY CIVIL RIGHTS OFFICE**

2-16 Civil Rights Office reviews/certifies DBE participation & notifies LPA & SALT.

2-17 LPA awards to lowest responsible bidder or rejects bids.

Go To **IMMEDIATELY AFTER AWARD**

**For Projects WITHOUT a DBE Goal (Race Gender Neutral):**

2-18 LPA awards to lowest responsible bidder or rejects bids. *If **no goal** & bid checks out OK, could award the same day as bid opening.*

2-19 LPA sends [Post-Award Contract Information Race Gender Neutral \(DCP 07\)](#) (doc) to Civil Rights Office, including:

- Copy of Award letter
- Bid Abstract

Go To **IMMEDIATELY AFTER AWARD**

See [Civil Rights Contract Clearance Flow Chart](#) (pdf) for a quick look at the clearance process.

**IMMEDIATELY AFTER AWARD:**

2-20 For projects requiring a NPDES permit, that was not obtained by the LPA before bid opening, LPA sends NPDES requirements to Contractor, including:

- [NPDES Application Notice](#) (doc)
- [NPDES Application \(owner portion completed\)](#)
- [NPDES Declaration](#) (doc)



- ➔ Contractor submits NPDES Application & fee to MPCA.
- ➔ Contractor sends copy of the NPDES Application & the NPDES Declaration to LPA.

2-21 LPA sends [Post-Award Documentation-- DSAE \(DCP 05\)](#) (doc) to DSAE, including:

- 3 copies of **COMPLETE Bid Proposal Booklet** from low bidder.
- Final Detailed Estimate: *Summary of low bid only, in engineer's estimate format, in Excel with at least 12 pt font*, showing the breakdown of federal participating & non-participating for each category/group.
- Signed NPDES Application & Declaration

2-22 Upon receipt of signed NPDES Declaration, DSAE sends a [Notice to Proceed](#) to LPA.

2-23 DSAE forwards copy of **Complete Bid Proposal** to:

- District Materials Engineer (DME) / Independent Assurance Sampler (IAS)
- State Materials Engineer (at Maplewood Lab)

2-24 LPA sends [Post-Award Documentation-- SALT \(DCP 08\)](#) (doc) to SALT, including:

- **COMPLETE Bid Proposal Booklet** from low bidder
- Final Detailed Estimate: *Summary of low bid only, in engineer's estimate format, in Excel with at least 12 pt font*, showing the breakdown of federal participating & non-participating for each category/group.
- Copy of Award letter
- Signed NPDES Application & Declaration
- Affidavits of Publication
  - Trade Publication (if used)
  - LPA Designated Publication

See [Post-Award Documentation-- SALT \(DCP08\) Instructions](#) (PDF) for help in completing this package.



- If website used, see [Affidavit of Electronic Publication Sample](#) (doc)
- May be sent electronically to [Mark.Channer@state.mn.us](mailto:Mark.Channer@state.mn.us)
- Subject to Mn/DOT's 20mb email size restrictions.

Note: **Post-award Information** (FORM DCP 06) to Labor Compliance Unit is no longer used.

2-25 SALT prepares Funding Participation Distribution & forwards to SAF, with cc's to LPA, DSAE, Civil Rights & Mn/DOT Programs.

2-26 SALT notifies LPA of State Bridge Bond grant amount, if any.

2-27 LPA reviews Participation Distribution against the **Project Setup** under **Federal Aid Projects** in [SAAS Web Reporting](#).

2-28 LPA sends 2 copies of the **NPDES Permit Card** to the DSAE.

2-29 DSAE scans a copy of the **NPDES Permit Card**, saves to State Aid eFiles, & enters the approval date in SALT Project Tracking database.

2-30 SALT monitors elapsed time to flag overdue submittals beyond bid opening date.

### PART 3: CONSTRUCTION

#### LOCAL PUBLIC AGENCY

#### Mn/DOT

3-1 LPA prepares & executes contract, & notifies Contractor to start work.

3-2 LPA holds pre-construction conference

- Send copy of notice to DSAE & Civil Rights Office.

3-3 LPA & Contractor **MUST** maintain bulletin board at the project work site with required posters.

3-4 Information regarding posters & the **Poster Board Request Form** can be obtained at the [Mn/DOT Labor Compliance Poster Boards website](#):

Required Posters include:

- Federal EEO Poster



- Federal Wage Rate Information
- Federal Wage Determinations
- Federal Classification Determinations
- Federal Fraud Notice
- Mn/DOT Notice to Workers
- Mn/DOT Notice of Nondiscrimination in Employment
- Mn/DLI OSHA "Safety & Health"
- Mn/DLI Worker's Compensation
- Mn/DLI State Wage Determinations
- State Truck Rental Rates

3-5 Required Contract Compliance Poster from the [Minnesota Department of Human Rights](#)

- Contractor Non-Discrimination

3-6 LPA verifies the NPDES Permit Card is posted at the construction site.

3-7 If requesting State Aid funds for matching &/or other costs, LPA submits [State Aid Payment Request](#) (xls) to the DSAE.

3-8 DSAE reviews/approves/submits **State Aid Payment Request** to SAF.

3-9 SAF releases funds in accordance with State Aid Rules:

- 95% of State Aid share
- project development costs
- right-of-way costs

3-10 If using State Bridge Bond funds, LPA submits 3 originals of the [State Bridge Bond Grant Agreement](#) (doc) & [Resolution](#) (doc) to SALT.

3-11 SALT executes & distributes the Grant Agreement.

3-12 SAF encumbers the State Bridge Bond funds.

3-13 LPA approves [Request to Sublet Forms](#) (doc) & keeps in file.

*(No longer required to submit the forms to Mn/DOT Labor Compliance or send DCP 09.)*

3-14 LPA provides inspection

- Certified Testers required
- **Schedule of Materials Control required** (see special provisions)



- Notify the Mn/DOT Independent Assurance Inspector of project schedule
- See [State Aid Manual Construction Chapter](#) & [SA Construction website](#) for requirements & guidance.

3-15 Mn/DOT District or Central Lab provides testing, if requested, & will bill the LPA for services, see [Lab Testing & Plant Inspection Services Request](#) (docx).

3-16 Mn/DOT District will provide an Independent Assurance Inspector & will bill the LPA for services

3-17 LPA submits required documentation to DSAE

- [Change In Contract Construction Status](#) (doc)
- [Weekly Construction Diary](#) (doc)  
(If requested by DSAE)

3-18 DSAE monitors progress during construction

3-19 LPA submits [Contractor EEO Documentation \(DCP 10\)](#) (doc) from Contractor, to Civil Rights Office (*do not use EEO-2 form*), including:

- [Contractor Employment Data \(EEO 12\)](#)
- [Monthly Employment Compliance Report \(EEO 13\)](#)
- [On-the-Job Training Program Approval Form \(EEO 14\)](#)
- [On-The-Job Training Program Trainee Assignment Form \(EEO 5\)](#)
- [Certification of On-The-Job Training Hours Form \(EEO 6\)](#)
- [DBE Description of Work \(Exhibit A\) and Field Monitoring Report](#) (PDF)  
{Complete Section (E) when DBE work is  $\frac{1}{3}$  to  $\frac{1}{2}$  complete}
- Requirements are in bid proposal
- Copy to DSAE

3-20 Civil Rights Office monitors project

3-21 LPA reviews contractor payroll reports & trucking reports for compliance with Federal & State Prevailing Wage Rates & truck rental rates.

- See [Certified Payroll Reports](#)
- See [Trucking Information](#)

3-22 Labor Compliance Unit monitors project



3-23 LPA prepares **Partial Estimate** at least monthly

- Must be in engineer's estimate format; showing the breakdown of federal participating & non-participating for each category/group.
- Certified by Project Engineer & Contractor

3-24 LPA pays contractor

**NOTE: LPA may submit DCP Partial Payment Request (see below) after the expense has been incurred **but prior** to paying the contractor, provided they have an approved payment process assuring the contractor is paid promptly upon receiving reimbursement of the Federal share.**

3-25 LPA submits **DCP Partial Payment Request** for Federal Aid share (**required within 11 months of project authorization**) & bridge bonding funds (if any) to SAF.

- The **DCP Payment Request** must be prepared on the [SAF website](#), printed out, signed, & the 1<sup>st</sup> page of the printout submitted with a copy of the **Partial Estimate** to SAF (may be scanned & emailed to [candice.harding@state.mn.us](mailto:candice.harding@state.mn.us) )
- Send copy to DSAE

See the [DCP Payment Request Guide](#) (PDF) for detailed instructions on preparation of the **DCP Payment Request**.

3-26 SAF reimburses the LPA for the Federal Aid & bridge bonding share of the Partial Estimate.

- Typically within one week
- Up to amount encumbered

3-27 LPA may execute change orders, work orders, & supplemental agreements with the contractor. SAs should be executed in the same manner as the original contract, according to LPA procedures.

- See [Contract Changes Flow Chart](#) (doc) and the [State Aid Manual Construction Chapter](#) for guidance on which method to use.
- [Change Order](#) (doc)
- [Work Order For Minor Extra Work](#) (doc)
- [Supplemental Agreement](#) (doc)



3-28 LPA submits CO, and SA, to DSAE for information, & approval of federal participation, if requested. When requesting additional federal funds and on Full Federal Oversight projects:

- Must include costs by category/group.
- **Work is not eligible until** approved by DSAE
- An [Overrun Justification](#) (doc) must be submitted to the DSAE to encumber funds for Contract cost overruns.

3-29 DSAE reviews CO & SA for compliance with federal regulations, & notifies LPA of acceptability.

- SA that changes the scope of the Federal project requires FHWA approval.
- DSAE notifies the LPA if the SA is eligible for Federal funding
- DSAE signs the SA, noting "For Funding Only".
- DSAE forwards copy to SALT if additional encumbrance required.

3-30 LPA may grant time extensions or suspend work.

3-31 LPA may request Federal participation in claims. Requests should be sent to the DSAE.

3-32 DSAE reviews claim for compliance with federal regulations, & notifies LPA of acceptability.

- Notifies LPA & SALT if additional federal funds will be authorized for the project.
- Coordinates with Mn/DOT Programs & ATP as needed.

## PART 4: COMPLETION

**LOCAL PUBLIC AGENCY**

**Mn/DOT**

4-1 LPA notifies DSAE of project completion

- Final [Change In Contract Construction Status](#) (doc)



4-2 Contractor submits **DBE Total Payment Affidavit** (pdf) to Civil Rights Office (Spec 1908)

- Copy to LPA

4-3 Civil Rights Office reviews/approves **DBE Total Payment Affidavit** & notifies the LPA & SALT that final payment can be made.

4-4 LPA submits copy of **Materials Certification Exceptions Summary** (doc) to DSAE

- See **Tech.Memo. No. 02-SA-01** (PDF) dated 4/4/02, for "Process for Certification of Materials."

4-5 DSAE conducts final inspection

- Use **Final Inspection Report** (docx) form.

4-6 LPA contacts Labor Compliance Unit regarding labor holds.

4-7 LPA prepares **Final Estimate**

- **Must** be in engineer's estimate format, showing the breakdown of federal participating & non-participating for each category/group.
- In Excel, at least 12 pt font
- Certified by Project Engineer
- Documented & adjusted for:
  - liquidated damages
  - surplus materials
  - materials failures
  - incentives/disincentives

\_\_\_LPA makes final payment to the Contractor.

**NOTE: If finaling process & payment to Contractor is anticipated to exceed 90 days, process a DCP Partial Payment Request.**

4-8 LPA submits **DCP Final Payment Request** for Federal Aid share & bridge bonding funds (if any) to **DSAE**.

- The **DCP Final Payment Request** must be prepared on the **SAF website**, printed out,

See the **DCP Payment Request Guide** (PDF) for detailed instructions on preparation of the **DCP Final Payment Request**.



signed, & submitted with the following required documents to the DSAE

- All the pages of the payment details report should be sent with the payment request to the DSAE in Districts 2, 6 & 7.
- **Required documents to attachment:**
  - **Final Contract Voucher** including a copy of the **Final Estimate** (adjusted as stated above). See [Final Contract Voucher Sample](#) (doc)
  - [Contractors Certificate of Final Contract Acceptance](#) (doc)
  - [Materials Certification Exceptions Summary](#) (doc)
  - [Overrun Justification](#) (doc)
  - **Supplemental Agreements**, if applicable.
  - **Change Orders**, if applicable.
  - If requesting State Aid funds for matching &/or other costs, include [State Aid Payment Request](#) (xls).
- *While it is no longer required to submit the Certificate of Performance form to State Aid, note that [MN Statute 160.17 Subd.3](#) requires that the work be certified to the county board or the town board, & the certificate filed in the office of the county auditor or town clerk.*

See the [DCP Final Payment Request Sample Packet](#)(PDF) for additional help in preparing the final submittal packet.

4-9 DSAE reviews/approves/submits **DCP Final Payment Request** package, including signed copy of [Final Inspection Report](#) (docx) & any missing SAs, COs & WOs, to SALT.

4-10 DSAE reviews/approves/submits **State Aid Payment Request** to SAF. (*Include **Bid Abstract** if this is the first State Aid Payment Request.*)

4-11 SALT reviews/approves/forwards **DCP Final Payment Request** to SAF.

4-12 SAF reimburses the LPA for the final Federal aid & bridge bonding share.

4-13 SAF releases funds in accordance with State Aid Rules.



4-14 LPA retains records according to Mn/DOT retention schedule--7 yrs from date of final Federal action—project is not finalized if it appears on the **Construction Aging Report** under **State Aid County and Municipality Reports** in [SAAS Web Reporting](#).

4-15 Audit may be conducted by FHWA or Mn/DOT

**DCP FORMS IN PDF:**

[Request For Contracting Authority \(DCP 01\)](#) (PDF)

[Plan Submittal \(DCP 02\)](#) (PDF)

[Contractor DBE Requirements Letter \(DCP 03\)](#) (PDF)

[Pre-Award Contract Information \(DCP 04\)](#) (PDF)

[Post-Award Documentation--DSAE \(DCP 05\)](#) (PDF)

[Post-Award Contract Information Race Gender Neutral \(DCP 07\)](#) (PDF)

[Post-Award Documentation--SALT \(DCP 08\)](#) (PDF)

[Post-Award Documentation--SALT \(DCP08\) Instructions](#) (PDF)

[Contractor EEO Documentation \(DCP 10\)](#) (PDF)

**LINKS:**

Loc	LINK TEXT	LINK WEB ADDRESS
<b>PART 1: PROJECT DEVELOPMENT</b>		
Pg1	State Aid Manual Construction Chapter	<a href="http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-6/index.html">http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-6/index.html</a>
Pg1	State Aid Manual Environmental and Design Studies Chapter	<a href="http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-1/index.html">http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-1/index.html</a>
Pg1	District State Aid Engineer	<a href="http://www.dot.state.mn.us/stateaid/sa_dsae.html">http://www.dot.state.mn.us/stateaid/sa_dsae.html</a>
Pg1	SALT Division	<a href="http://www.dot.state.mn.us/stateaid/sa_roster.html">http://www.dot.state.mn.us/stateaid/sa_roster.html</a>
Pg1	State Aid Finance	<a href="http://www.dot.state.mn.us/safinance/contactus.html">http://www.dot.state.mn.us/safinance/contactus.html</a>



**STATE AID FOR LOCAL TRANSPORTATION  
DELEGATED CONTRACT PROCESS (DCP) CHECKLIST**

Pg2	PROJECT SPONSOR	<a href="http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-3/5-3-10.html">http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-3/5-3-10.html</a>
Task 1-1	Project Memo	<a href="http://www.dot.state.mn.us/stateaid/sa_environmental_forms.html">http://www.dot.state.mn.us/stateaid/sa_environmental_forms.html</a>
1-1	Environmental Assessment	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/Environmental/templates.html">http://www.dot.state.mn.us/stateaid/ProjDeliv/Environmental/templates.html</a>
1-3	Request For Contracting Authority (DCP 01)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/RequestForContractingAuthorityDCP01.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/RequestForContractingAuthorityDCP01.doc</a>
1-4	Consultant Use on Federal Aid Projects	<a href="#">ConsultantUseOnFederalAidProjects.pdf</a>
1-4	Request For Contracting Authority (DCP 01)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/RequestForContractingAuthorityDCP01.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/RequestForContractingAuthorityDCP01.doc</a>
1-5	DCP Agency Agreement	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/DCPAgencyAgreementSample.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/DCPAgencyAgreementSample.doc</a>
1-10	State Aid Manual Plans and Proposals Chapter	<a href="http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-4/index.html">http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-4/index.html</a>
1.11	State Aid Manual Right of Way Chapter	<a href="http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-2/index.html">http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-2/index.html</a>
1-12	R/W Certificate # 1	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/ROW/ROWCERT1.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/ROW/ROWCERT1.pdf</a>
1-12	R/W Certificate #1 Checklist	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/ROW/FA_ROW_Cert1_Chklst.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/ROW/FA_ROW_Cert1_Chklst.pdf</a>
1-15	Application for Bridge Funds	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/saprograms/localbridge/br_app_form.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/saprograms/localbridge/br_app_form.doc</a>
1-17	Plan Submittal (DCP 02)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PlanSubmittalDCP02.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PlanSubmittalDCP02.doc</a>
1-17	Plan Review Checklist With Federal Aid &/or Bridges	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/SA-FA-BridgePlanReviewChecklist.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/SA-FA-BridgePlanReviewChecklist.doc</a>
1-17	Lab Testing & Plant Inspection Services Request	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/forms/LabTestingandPlantInspectionServicesRequest.docx">http://www.dot.state.mn.us/stateaid/ProjDeliv/forms/LabTestingandPlantInspectionServicesRequest.docx</a>
1-17	R/W Certificate # 1	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/ROW/RWCertificate1.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/ROW/RWCertificate1.pdf</a>
1-17	R/W Certificate # 1-A	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/ROW/RWCertificate1A.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/ROW/RWCertificate1A.pdf</a>
1-17	Utility Relocations Certificate	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/UtilityRelocationCertificate.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/UtilityRelocationCertificate.doc</a>
1-33	Contractor DBE Requirements Letter (DCP 03)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorDBERequirementsLetterDCP03.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorDBERequirementsLetterDCP03.doc</a>
1-34	SALT Electronic Proposal Document Tool	<a href="http://www.dot.state.mn.us/stateaid/sa_electprop.html">http://www.dot.state.mn.us/stateaid/sa_electprop.html</a>
<b>PART 2: BID PROCEDURES</b>		
2-2	SALT's EAdvert website	<a href="http://www.dot.state.mn.us/stateaid/sa_eadvert.html">http://www.dot.state.mn.us/stateaid/sa_eadvert.html</a>
2-2	MN Statute 471.345	<a href="https://www.revisor.mn.gov/statutes/?id=471.345">https://www.revisor.mn.gov/statutes/?id=471.345</a>
2-2	MN Statute 160.17	<a href="https://www.revisor.mn.gov/statutes/?id=160.17">https://www.revisor.mn.gov/statutes/?id=160.17</a>
2-2	MN Statute 429.041	<a href="https://www.revisor.mn.gov/statutes/?id=429.041">https://www.revisor.mn.gov/statutes/?id=429.041</a>
2-14	Contractor DBE Requirements Letter (DCP 03)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorDBERequirementsLetterDCP03.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorDBERequirementsLetterDCP03.doc</a>
2-14	Civil Rights Contract Clearance Flow Chart	<a href="http://www.dot.state.mn.us/civilrights/documents/flowchart.pdf">http://www.dot.state.mn.us/civilrights/documents/flowchart.pdf</a>



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2-14	Certificate of Good Faith Efforts	<a href="http://www.dot.state.mn.us/civilrights/documents/dbe/certificategoodfaithefforts.pdf">http://www.dot.state.mn.us/civilrights/documents/dbe/certificategoodfaithefforts.pdf</a>
2-14	Good Faith Efforts Affidavit	<a href="http://www.dot.state.mn.us/civilrights/documents/dbe/goodfaitheffortsaaffidavit.pdf">http://www.dot.state.mn.us/civilrights/documents/dbe/goodfaitheffortsaaffidavit.pdf</a>
2-14	Bidders List	<a href="http://www.dot.state.mn.us/civilrights/documents/dbe/bidderslist.pdf">http://www.dot.state.mn.us/civilrights/documents/dbe/bidderslist.pdf</a>
2-14	DBE Description of Work (Exhibit A)	<a href="http://www.dot.state.mn.us/civilrights/documents/dbe/dbedescriptionofwork.pdf">http://www.dot.state.mn.us/civilrights/documents/dbe/dbedescriptionofwork.pdf</a>
2-14	On-the-Job Training Program Approval (EEO 14)	<a href="http://www.dot.state.mn.us/civilrights/forms.html">http://www.dot.state.mn.us/civilrights/forms.html</a>
2-15	Pre-Award Contract Information (DCP 04)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PreAwardContractInformationDCP04.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PreAwardContractInformationDCP04.doc</a>
2-19	Post-Award Contract Information Race Gender Neutral (DCP 07)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardContractInformationRaceGenderNeutralDCP07.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardContractInformationRaceGenderNeutralDCP07.doc</a>
2-20	NPDES Application Notice	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/NPDES_ApplicationNotice.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/NPDES_ApplicationNotice.doc</a>
2-20	NPDES Application	<a href="http://www.pca.state.mn.us/index.php/water/water-types-and-programs/stormwater/construction-stormwater/construction-stormwater.html">http://www.pca.state.mn.us/index.php/water/water-types-and-programs/stormwater/construction-stormwater/construction-stormwater.html</a>
2-20	NPDES Declaration	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/NPDES_Declaration.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/NPDES_Declaration.doc</a>
2-21	Post-Award Documentation-- DSAE (DCP 05)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationDSAEDCP05.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationDSAEDCP05.doc</a>
2-24	Post-Award Documentation-- SALT (DCP 08)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationSALTD CP08.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationSALTD CP08.doc</a>
2-24	Affidavit of Electronic Publication Sample	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/AffidavitOfElectronicPublicationSample.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/AffidavitOfElectronicPublicationSample.doc</a>
2-24	Post-Award Documentation-- SALT (DCP 08) Instructions	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationSALTD CP08Instructions.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationSALTD CP08Instructions.pdf</a>
2-27	SAAS Web Reporting	<a href="http://dotapp7.dot.state.mn.us/SAAS/saaslogon.asp">http://dotapp7.dot.state.mn.us/SAAS/saaslogon.asp</a>
<b>PART 3: CONSTRUCTION</b>		
3-4	Mn/DOT Labor Compliance Poster Boards website	<a href="http://www.dot.state.mn.us/const/labor/posterboards.html">http://www.dot.state.mn.us/const/labor/posterboards.html</a>
3-5	Minnesota Department of Human Rights	<a href="http://www.humanrights.state.mn.us/employers/forms.html">http://www.humanrights.state.mn.us/employers/forms.html</a>
3-7	State Aid Payment Request	<a href="http://www.dot.state.mn.us/safinance/forms/gen_payment_request_form.xls">http://www.dot.state.mn.us/safinance/forms/gen_payment_request_form.xls</a>
3-10	State Bridge Bond Grant Agreement	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/saprograms/localbridge/LBRP_GrantAgreementMarch23_2010.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/saprograms/localbridge/LBRP_GrantAgreementMarch23_2010.doc</a>
3-10	Resolution	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/saprograms/localbridge/SampleBondFundResolution(4-5-10).doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/saprograms/localbridge/SampleBondFundResolution(4-5-10).doc</a>
3-13	Request to Sublet Forms	<a href="http://www.dot.state.mn.us/const/labor/documents/contractdocs/requesttosublet.doc">http://www.dot.state.mn.us/const/labor/documents/contractdocs/requesttosublet.doc</a>
3-14	State Aid Manual Construction Chapter	<a href="http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-6/index.html">http://www.dot.state.mn.us/stateaid/manual/sam07/chapter5-6/index.html</a>
3-14	SA Construction website	<a href="http://www.dot.state.mn.us/stateaid/sa_construction.html">http://www.dot.state.mn.us/stateaid/sa_construction.html</a>
3-15	Lab Testing & Plant Inspection Services Request	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/Plans/forms/LabTestingandPlantInspectionServicesRequest.docx">http://www.dot.state.mn.us/stateaid/ProjDeliv/Plans/forms/LabTestingandPlantInspectionServicesRequest.docx</a>
3-17	Change In Contract Construction Status	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ChangeInContractConstructionStatus.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ChangeInContractConstructionStatus.doc</a>



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3-17	Weekly Construction Diary	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/WeeklyConstructionDiary.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/WeeklyConstructionDiary.doc</a>
3-19	Contractor EEO Documentation (DCP 10)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorEEODocumentationDCP10.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorEEODocumentationDCP10.doc</a>
3-19	Contractor Employment Data (EEO 12)	<a href="http://www.dot.state.mn.us/civilrights/forms.html">http://www.dot.state.mn.us/civilrights/forms.html</a>
3-19	Monthly Employment Compliance Report (EEO 13)	<a href="http://www.dot.state.mn.us/civilrights/forms.html">http://www.dot.state.mn.us/civilrights/forms.html</a>
3-19	On-the-Job Training Program Approval Form (EEO 14)	<a href="http://www.dot.state.mn.us/civilrights/forms.html">http://www.dot.state.mn.us/civilrights/forms.html</a>
3-19	On-The-Job Training Program Trainee Assignment Form (EEO 5)	<a href="http://www.dot.state.mn.us/civilrights/forms.html">http://www.dot.state.mn.us/civilrights/forms.html</a>
3-19	Certification of On-The-Job Training Hours Form (EEO 6)	<a href="http://www.dot.state.mn.us/civilrights/forms.html">http://www.dot.state.mn.us/civilrights/forms.html</a>
3-19	DBE Description of Work (Exhibit A) and Field Monitoring Report	<a href="http://www.dot.state.mn.us/civilrights/documents/dbe/dbedescriptionofwork.pdf">http://www.dot.state.mn.us/civilrights/documents/dbe/dbedescriptionofwork.pdf</a>
3-21	Certified Payroll Reports	<a href="http://www.dot.state.mn.us/const/labor/certifiedpayroll.html">http://www.dot.state.mn.us/const/labor/certifiedpayroll.html</a>
3-21	Trucking Information	<a href="http://www.dot.state.mn.us/const/labor/trucking.html">http://www.dot.state.mn.us/const/labor/trucking.html</a>
3-25	DCP Payment Request Guide	<a href="http://www.dot.state.mn.us/safinance/dcp_process.pdf">http://www.dot.state.mn.us/safinance/dcp_process.pdf</a>
3-25	SAF website	<a href="http://www.dot.state.mn.us/safinance">http://www.dot.state.mn.us/safinance</a>
3-27	Contract Changes Flow Chart	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractChangeFlowChart.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractChangeFlowChart.doc</a>
3-27	Change Order	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ChangeOrder.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ChangeOrder.doc</a>
3-27	Work Order For Minor Extra Work	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/WorkOrderForMinorExtraWork.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/WorkOrderForMinorExtraWork.doc</a>
3-27	Supplemental Agreement	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/SupplementalAgreement.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/SupplementalAgreement.doc</a>
3-28	Overrun Justification	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/OverrunJustification.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/OverrunJustification.doc</a>
<b>PART 4: COMPLETION</b>		
4-1	Change In Contract Construction Status	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ChangeInContractConstructionStatus.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ChangeInContractConstructionStatus.doc</a>
4-2	DBE Total Payment Affidavit	<a href="http://www.dot.state.mn.us/civilrights/documents/dbe/totalpaymentaffidavit.doc">http://www.dot.state.mn.us/civilrights/documents/dbe/totalpaymentaffidavit.doc</a>
4-4	Materials Certification Exceptions Summary	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/MaterialsCertificationExceptionsSummary.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/MaterialsCertificationExceptionsSummary.doc</a>
4-4	Tech.Memo. No. 02-SA-01	<a href="http://www.dot.state.mn.us/stateaid/techmemo/02-sa-01.pdf">http://www.dot.state.mn.us/stateaid/techmemo/02-sa-01.pdf</a>
4-5	Final Inspection Report	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/FinalInspectionReport.docx">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/FinalInspectionReport.docx</a>
4-8	DCP Payment Request Guide	<a href="http://www.dot.state.mn.us/safinance/dcp_process.pdf">http://www.dot.state.mn.us/safinance/dcp_process.pdf</a>
4-8	SAF website	<a href="http://dotapp7.dot.state.mn.us/SAAS/saaslogon.asp">http://dotapp7.dot.state.mn.us/SAAS/saaslogon.asp</a>
4-8	DCP Final Payment Request Sample Packet	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/FinalPaymentRequestSamplePacket.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/FinalPaymentRequestSamplePacket.pdf</a>
4-8	Final Contract Voucher Sample	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/FinalContractVoucherSample.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/FinalContractVoucherSample.doc</a>



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4-8	Certificate of Final Contract Acceptance	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorCertificateofFinalContractAcceptance.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorCertificateofFinalContractAcceptance.doc</a>
4-8	Materials Certification Exceptions Summary	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/MaterialsCertificationExceptionsSummary.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/MaterialsCertificationExceptionsSummary.doc</a>
4-8	Overrun Justification	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/OverrunJustification.doc">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/OverrunJustification.doc</a>
4-8	State Aid Payment Request	<a href="http://www.dot.state.mn.us/safinance/forms/gen_payment_request_form.xls">http://www.dot.state.mn.us/safinance/forms/gen_payment_request_form.xls</a>
4-8	MN Statute 180.17 Subd.3	<a href="https://www.revisor.mn.gov/statutes/?id=160.17">https://www.revisor.mn.gov/statutes/?id=160.17</a>
4-9	Final Inspection Report	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/FinalInspectionReport.docx">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/FinalInspectionReport.docx</a>
4-14	SAAS Web Reporting	<a href="http://dotapp7.dot.state.mn.us/SAAS/saaslogon.asp">http://dotapp7.dot.state.mn.us/SAAS/saaslogon.asp</a>
Pg17	Request For Contracting Authority (DCP 01)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/RequestForContractingAuthorityDCP01.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/RequestForContractingAuthorityDCP01.pdf</a>
Pg17	Plan Submittal (DCP 02)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PlanSubmittalDCP02.PDF">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PlanSubmittalDCP02.PDF</a>
Pg17	Contractor DBE Requirements Letter (DCP 03)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorDBERequirementsLetterDCP03.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorDBERequirementsLetterDCP03.pdf</a>
Pg17	Pre-Award Contract Information (DCP 04)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PreAwardContractInformationDCP04.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PreAwardContractInformationDCP04.pdf</a>
Pg17	Post-Award Contract Information Race Gender Neutral (DCP 07)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardContractInformationRaceGenderNeutralDCP07.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardContractInformationRaceGenderNeutralDCP07.pdf</a>
Pg17	Post-Award Documentation-- DSAE (DCP 05)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationDSAECP05.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationDSAECP05.pdf</a>
Pg17	Post-Award Documentation-- SALT (DCP 08)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationSALTDPCP08.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationSALTDPCP08.pdf</a>
Pg17	Post-Award Documentation-- SALT (DCP 08) Instructions	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationSALTDPCP08Instructions.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/PostAwardDocumentationSALTDPCP08Instructions.pdf</a>
Pg17	Contractor EEO Documentation (DCP 10)	<a href="http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorEEODocumentationDCP10.pdf">http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/ContractorEEODocumentationDCP10.pdf</a>