

CHAPTER 4 FUNDING FOR LOCAL PROGRAMS

I. OVERVIEW

In addition to the annual State Aid allocations, local agencies may receive many other state and federal funds made available through a variety of programs. Each type or source of funds has unique criteria in how and when the funds become available and how they may be spent. The State Aid for Local Transportation Division (SALT) administers these programs by providing oversight and approval of all projects using funds in these programs.

Programs that currently exist are:

- Local Bridge Replacement Program
- Federal Bridge Replacement (BR) or Bridge Replacement Off System (BROS) Funds
- State Transportation Fund (Bridge Bonds)
- Town Bridge Program
- Local Road Improvement Program
- Town Road Account
- Trunk Highway Turnback Program
- State Park Road Program
- Disaster Account
- Federal Emergency Relief
- Federal aid (includes several Federal programs)
- Comprehensive Highway Safety Program

II. LOCAL BRIDGE REPLACEMENT PROGRAM

SALT administers three funding programs exclusively for local bridge projects, the Federal Aid Bridge Replacement Program, Town Bridge Program, and State Transportation Fund (Bridge Bonds).

Although these programs are administered through SALT, the funds made available through these programs are not State Aid funds and must be applied for and approved on a project by project basis.

A. Federal Highway Bridge Replacement and Rehabilitation Program (HBRRP)

Federal bridge funds may be used to replace, rehabilitate, or preserve a bridge. Federal bridge funds must be applied for through the Area Transportation Partnership (ATP) in the respective Mn/DOT district, and must be included in the Statewide Transportation Improvement Plan (STIP). In addition to whatever selection criteria are used by the ATP, each project must also meet the Federal Highway Administration (FHWA) rules for eligibility.

To be eligible for replacement under the Federal Highway Bridge Replacement and Rehabilitation Program (HBRRP), the in-place structure must:

1. Have a clear span over 20 feet
2. Be classified as structurally deficient or functionally obsolete by federal rating criteria (see Figure 4-1)
3. Have a sufficiency rating of less than 50

To be eligible for rehabilitation under the HBRRP, the in-place structure must:

1. Have a clear span over 20 feet
2. Be classified as structurally deficient or functionally obsolete by federal rating criteria (see figure 4-1)
3. Have a sufficiency rating of less than 80

Fig. 4-1 Criteria for Determining Structurally Deficient or Functionally ObsoleteStructurally Deficient

Condition Rating of ≤ 4 for:
 Deck Condition, or
 Superstructure, or
 Substructure, or
 Culvert

OR

Appraisal Rating of ≤ 2 for:
 Structure Evaluation or
 Waterway Adequacy

Functionally Obsolete

Appraisal Rating of ≤ 3 for:
 Deck Geometry, or
 Underclearance, or
 Approach Roadway

OR

Appraisal Rating = 3 for:
 Structure Evaluation or
 Waterway Adequacy

Note that a bridge is not automatically structurally deficient because it is posted for weight restrictions. Likewise, a bridge does not become functionally obsolete when the road is widened. The state-aid rules for width of a bridge to remain in place are not the definition of functionally obsolete. Refer to your NBI coding guide for thresholds for these ratings. The status of a bridge can be found on the bridge inventory sheet.

HBRRP funds can be used for bridge preservation type activities regardless of their sufficiency rating or deficiency status.

Types of bridge preservation work may include:

1. Bridge painting
2. Expansion Joint repair/replacement
3. Bridge deck overlays
4. Railing/barrier repair/replacement
5. Partial deck replacement (to current width)
6. Minor superstructure or substructure repair

Large bridges and bridges on regionally important routes often rank highly for federal funds. Local agencies should apply for federal funds first on these types of bridges. This will leave the state funds available for those projects that are less likely be selected by the ATPs for funding.

Generally, projects selected are funded with 80% federal funds, although the ATP may designate a smaller percentage less than 80% or cap the federal participation. If the

project involves a township bridge, the matching monies are taken from the Town Bridge account first, if available, and secondly from the State Transportation Fund. Matching monies for all other roadways may be from the State Transportation Fund if available or CSAH, MSAS or local funds as appropriate.

For additional guidelines on bridge preservation, improvement, and rehabilitation or replacement, please refer to the [Bridge Preservation, Improvement, and Replacement Guidelines](#) (PDF).

B. State Transportation Fund (Bridge Bonds)

The Local Bridge Replacement Program is funded from the Minnesota State Transportation Fund. General obligation bonds typically fund the State Transportation Fund and the funds are also commonly referred to as bridge bond funds or Fund 29 (for the number of the account). Minnesota Statutes §174.50, Minnesota Rules Chapter 8810, along with the specific session law associated with each appropriation, govern what is an eligible use for State Transportation Funds. However, over the years, eligibility criteria have changed little.

State Transportation Funds may be used to replace, rehabilitate, or remove a bridge. Bridges can be located on a CSAH, MSAS, county road, city street, or township road, but must be owned by the county, city or township. Bridges that carry private rail lines over highways can be eligible if the public agency is the owner of the bridge.

Eligibility criteria for replacement or rehabilitation are the same. For the typical bridge project, ALL of the following must be satisfied:

1. The in-place structure is 10 feet or more in length, and
2. The in-place structure has a sufficiency rating of 80 or less, and
3. The in-place structure is classified as structurally deficient or functionally obsolete by federal rating criteria (see Figure 4-1).

If a project does not meet these three conditions, it still may be eligible if any one of the following is satisfied:

1. The in-place structure is less than 10 feet long but a hydrological survey indicates that the replacement structure must be 10 feet or longer in length.
2. A roadway is being constructed that will eliminate a bridge meeting the above three criteria. This includes installation of a less than 10 foot culvert or low water crossing in place of an existing eligible structure. Participation will be limited to the cost estimate for a replacement structure.

3. An inplace structure meeting the above three criteria is being removed or abandoned. Participation will be limited to the cost estimate for a replacement structure.

Costs of preliminary engineering studies, up to \$300,000, for an eligible bridge replacement project crossing a river that requires extensive environmental evaluations.

Minnesota State Transportation Funds may be used at various percentages to fund local bridges.

CSAH/MSAS bridges are normally funded at 50% of the cost of eligible items. If a county/city has used up their State Aid Construction funds for that year or is advancing construction funds, they may be approved to use bond funds up to 100% of the eligible items.

When federal funds are used for eligible bridge costs, the federal funds will be applied to the State Aid or local share first.

County and city bridges on county roads and city streets may be approved for up to 100% of the eligible items.

Township bridges can receive State Transportation Funds for up to 100% of the eligible items if the county's Town Bridge allotment and the Unallocated Town Bridge funds are depleted. The State Transportation Fund may not pay for approach grading or engineering costs on township bridges.

C. Town Bridge Program

The Town Bridge Program is funded from the five percent deducted from the Highway Users Tax Distribution Fund, prior to the distribution to the Trunk Highway and State Aid funds. Minnesota Statutes §161.082, and Minnesota Rules Chapter 8820, govern the Town Bridge Program.

Seventy percent of the funds in the Town Bridge Account are annually apportioned to each county, in proportion to the number of deficient township bridges in their county. The remaining 30 percent is retained in the Unallocated Town Bridge account and used to fund township bridge projects when a county has depleted its own apportionment.

Town Bridge Program funds may be used to replace, rehabilitate, or remove a bridge. Eligibility criteria for replacement or rehabilitation are the same. For the typical bridge project, ALL of the following must be satisfied:

1. The inplace structure is 10 feet or more in length, and
2. The inplace structure has a sufficiency rating of 80 or less, and

3. The inplace structure is classified as structurally deficient or functionally obsolete by federal rating criteria (see Figure 4-1).

If a project does not meet these three conditions, it still may be eligible if any one of the following is satisfied:

1. The inplace structure is less than 10 feet long but a hydrological survey indicates that the replacement structure must be 10 feet or longer in length.
2. A roadway is being constructed that will eliminate a bridge meeting the above three criteria. This includes installation of a less than 10 foot culvert or low water crossing in place of an existing eligible structure. Participation will be limited to the cost estimate for a replacement structure.
3. An inplace structure meeting the above three criteria is removed or abandoned. Participation will be limited to the cost estimate for the replacement structure.
4. A deficient bridge is being replaced by a culvert and is a part of a comprehensive water plan approved by the Board of Water and Soil Resources and the Department of Natural Resources. Participation will be limited to the cost of the replacement structure.
5. The inplace structure does not meet both criterion 2 and 3 of the above three criteria, but there are special circumstances, and the project has been approved by the District State Aid Engineer and the State Aid Programs Engineer. One example of such a project is a bridge narrower than 16 feet with an ADT of less than 100, which will rate as adequate by Federal NBI standards.

Town Bridge Program funds may be used for up to 100% of the cost of eligible bridge construction items. In addition to the usual eligible items, Town Bridge Program funds may also be used to fund approach work and engineering costs.

Approach work is considered to be all the necessary grading work associated with the bridge construction, and Town Bridge Program funds can be used for costs in excess of \$10,000, if the work is included in the approved plan and if requested by the county.

Engineering costs in excess of \$10,000 may be reimbursed if requested by the county. Townships with a net tax capacity of less than \$300,000 are eligible for 100% of the engineering costs.

D. Selection of Bridge Projects and Application for Bridge Funds

Funding for all bridge projects must be applied for on a project by project basis. Federal HBRRP funds must be applied for through the project solicitation process of each respective ATP. Questions should be directed to your DSAE.

State Transportation Fund and Town Bridge Program projects must follow this procedure to apply for funds and to be selected for a grant.

1. The Minnesota Department of Transportation State Aid Division establishes criteria for a bridge to be considered eligible for a grant (see eligibility criteria in Sections (A, B, C). Those criteria establish a pool of candidate bridge replacement projects.
2. Local agencies plan for and select candidate projects from their list of eligible bridge projects. The county board or city council passes a [resolution](#) placing those bridges on their agency bridge replacement priority list, and indicating a commitment to replacing those structures as soon as grant funds are available. Most agencies plan for 2-5 years ahead.
3. The local agency engineer submits an [application form](#) to the Department through the DSAE, for each candidate bridge project. The application contains all the information required by statute to be used to approve a project to receive a grant.
4. The District State Aid Engineer reviews the application and may visit the bridge site to determine if the proposed replacement is the best use of taxpayer dollars. The DSAE may approve or deny the application, or may recommend that other options be considered such as building a smaller structure, building a road in lieu of replacing the bridge, or removing the bridge and closing the crossing.
5. Approved applications are sent to SALT.

Once a project has passed through steps 1-5 it is considered eligible for funding and is placed on the Master Bridge Priority List, however, funding is not yet reserved.

The Master Bridge Priority list is the combination of all the individual agency bridge priority lists, and is primarily used to generate the capital budget request to the legislature. The list identifies each bridge project, the planned construction year, and a tentative cost split. For the purposes of that list, all township bridges are shown to use township bridge funds, regardless of what a county's balance might be. All county road or city street bridges are shown to use 100% bond funds. All CSAH and MSAS bridges are shown to use 50% bonds, even though they may later be funded at a higher amount.

Although the cost figures on the Master Bridge Priority List may not match the 5-year plan of an individual agency, after accounting for factors such as the use of the Unallocated Town Bridge Account, project delays, and program revisions, this method produces an accurate prediction of the amount of State Transportation Funds needed for the capital improvements budgeting process.

E. Plan and Grant Approval

Plans for bridge structures, quadruple box culverts, and non-standard designs must be submitted to the State Aid Bridge Engineer early in the design phase for preliminary plan approval. Final construction plans should be submitted to the DSAE for approval.

Plan requirements for the bridge replacement program are the same as for any regular State Aid plan (see Chapter 5). If approval by the State Aid Bridge Engineer is required, the DSAE will forward the plan to the Bridge Office. Either SALT or the Metro District must approve federal aid plans.

After the plans have been approved, the DSAE or the SALT plan reviewer will request funding approval from the State Aid Program Engineer.

The District ATP will have notified local agencies if their project has been selected to receive Federal HBRRP funds. Selected projects will be listed in the STIP, usually at least three years prior to the planned construction year. Federal funds are subject to availability and the STIP is subject to change, but federal funds can be considered designated for that project once it appears in the approved STIP. Federal funds, however, must still be authorized before a letting date can be established.

The State Aid Program Engineer will notify the local agency directly or through the DSAE that either the grant has been approved, that the grant has not been approved and additional information is needed, or that there are insufficient funds available and the project has been placed on a waiting list. The local agency will also be provided with a tentative cost split based upon the engineer's estimate.

Either the DSAE or the State Aid Program Engineer will provide written notification of the funding approval. Once this notification is received, the project may proceed to letting. Funds are not reserved for any bridge projects until written notification is received.

F. Eligible Costs and Cost Split Determination

Cost splits are calculated based upon the items that are eligible for the various funds and the engineer's estimate or bid abstract. In general, Federal HBRRP, State Transportation Fund, and Town Bridge funds may be used for costs of construction of the bridge from abutment to abutment. Costs of grading and surfacing the approach roadway are not eligible, but are considered approach grading costs for purposes of the Town Bridge Program. Costs of purchasing right of way are normally not eligible. Figure 4-2 contains a list of eligible costs for each of the three bridge programs.

For State Transportation Fund or Town Bridge projects, when a road-in-lieu-of-bridge project, a water retention project, or a bridge removal/abandonment project is being proposed, all costs of construction up to the cost of a replacement structure can be eligible, including grading, surfacing, right of way, and engineering costs.

If a bridge is eligible for either Town Bridge or State Transportation funds, the following process is followed to determine which funding source will be used:

1. If a county's Town Bridge account has sufficient funds, those funds are used first. The account will be depleted completely before going to any other source.
2. When the county's Town Bridge account is depleted, the project may be funded from the Unallocated Town Bridge account. Funds are encumbered from the account on a first come first served basis until it reaches a balance of about \$500,000. After that, the funds are reserved for paying approach grading and engineering costs and any other costs not payable with bond funds.
3. After the unallocated account is drawn down, the State Transportation Fund is used for the construction costs. Unallocated funds are still used for the approach grading, engineering, and overrun costs.

For bridges on the State Aid system, 50% of the eligible costs can be paid from the State Transportation Fund. Higher participation, up to 100%, may be approved if there is a financial need. Financial need is considered to exist in the following situations:

1. The county or city's State Aid account balance is negative due to advancing of State Aid fund, or
2. The county or city's State Aid account balance has historically been drawn down to zero in recent past years, and the agency can document that the balance will be drawn down to zero again in the current year.

For bridges on private driveways approaching public roads, the following participation rules will apply:

1. The existing approach road bridge must meet the applicable eligibility criteria (SR < 80, etc.),
2. The existing approach road bridge must be within or partially within public road right of way, and
3. The new bridge must remain in public ownership after completion of the project.

The jurisdiction of the public road determines which funds the approach road bridge is eligible for. If a bridge is on a State Aid route or a township road, State Aid or town bridge funds must be used first before bond funds will be considered.

For bridges using State Aid funds, 100% of the construction and engineering costs are eligible for payment. For bridges using Town Bridge funds, 100% of the structure costs, grading costs over \$10,000, and engineering costs as allowed are eligible. For bridges using bond funds, 50% of the structure costs will be eligible.

Figure 4-2 BRIDGE FUNDING ELIGIBILITY				
ITEM	ELIGIBILITY			CONDITIONS
	BR & BROS	Town Bridge	State Bridge Funds	
GENERAL				
Mobilization	X	X	X	100% eligible unless additional roadwork is included. Pro-rated by participating amount for HBRRP.
Structure Excavation	X	X	X	
Engineering & Surveying		X		See Tech Memos 93-SA-05 for eligibility of historic/archaeological review services with federal planning funds.
Bridge Removal or Salvage		X*		* See note (1) Approach Grading Cost.
Traffic control	X	X	X	100% eligible unless additional roadwork is included. Pro-rated by participating amount for HBRRP.
Right of Way		X*	X*	*May be eligible on road-in-lieu of bridge projects.
BRIDGE STRUCTURES				
Granular Backfill	X	X	X	
Granular Bedding	X	X	X	
Bridge Foundation & Structure	X	X	X	Includes piling, beams, joints, rebar, overlays, bearings...

Slope Prep. & Paving	X	X	X	
Sidewalk on Bridge	X	X	X	If walks exist or if in an urban setting. Up to 6' both sides, 8' if only one side.
Drainage System	X	X	X	On the bridge and/or behind abutments.
Lighting Systems (including conduit)	X	X	X	If lighting is justified. Ornamental units prorated to standards.
Guard Rail	X	X	X	
Ornamental Metal Rail	X	X	X	Prorated to cost of standard railing or chain link fence.
Approach Panels		X*	X*	* Eligible if included in the same plan as the bridge construction.
Architectural Treatments		X*	X*	*Eligible if required by SHPO.
CULVERTS				
Culvert Pipe & Aprons	X	X	X	
Bedding & Backfill*	X	X	X	*Eligible to minimum depth of cover required (usually 2').
OTHER				
Channel Excavation		X	X	To the touchdown point.
Riprap	X	X	X	Granular or geo filter incidental.
Approach Grading		X*		* See note (1) Approach Grading Cost.
Road-in-lieu-of-		X	X	All costs up to the cost of a replacement bridge are eligible.

bridge				
Water Retention Projects		X*		* See note (1) Approach Grading Cost. Needs to replace a deficient bridge.
Applies to Town Bridge Funds only. Approach grading costs are those costs for grading & surfacing the roadway approaches to the bridge, from the bridge to the point where an alignment that meets design standards can match into the existing alignment. Bridge removal is an approach grading cost. Costs in excess of \$10,000 are eligible.				

G. Payments

When a local agency has been notified that the funding for a project has been approved, the funds are encumbered and held in reserve until payments are made. If after a project has been approved for funding, the project is delayed or cancelled, the local agency should immediately notify SALT, so that the funds can be released to other projects.

Funds are reserved based upon a tentative funding split of the engineer’s estimate. After letting, this amount will be revised based upon actual bid prices. The new amount may be higher or lower than the tentative amount.

For requesting payments on federal aid projects, follow the appropriate procedures for regular Federal aid lettings. Payment of matching bond funds can be requested on the DCP forms. Town Bridge funds must be requested separately using the State Aid Payment Request form. Federal aid funds may or may not be capped. Any increase from the STIP amount must be approved in the District.

To request payments on Town Bridge Fund projects, the local agency notifies SALT of the letting date and requests payment following the procedures for a regular State Aid funded project using the State Aid Payment Request form. Town Bridge fund grants are not fixed or capped, and the amount may increase or decrease as needed to cover actual costs of the project, subject to availability of funds.

For State Transportation Fund projects, prior to the release of funds, the following steps must take place:

1. The local agency must notify the SALT Payments Technician of the letting by submitting a copy of the bid abstract.
2. The amount of the grant must be recalculated using actual bid prices. The local agency may make this calculation or request assistance from the SALT Payments Technician.

3. The revised grant amount will then be fixed for that project.
4. The county board or city council must pass a resolution accepting the terms of the grant, agreeing to pay any costs in excess of the grant amount and to return any unused portion. A copy of the resolution must be submitted to SALT.
5. Payments cannot be made until work is completed, but partial payment requests can be made as frequently as they are needed. Payment requests for State Transportation Fund projects without federal aid must be made using the State Aid Payment Request form.

In all other respects, bridge projects with these bridge funds are handled according to the appropriate federal aid or State Aid procedures found elsewhere in this manual.

H. Advancing Town Bridge Funds

State Aid Rule 8820.1500, Subpart 9a, allows the Commissioner to approve requests for advance funding for town bridge projects when the county requires funds in excess of their individual Town Bridge Account balance.

If at the time of the approval of a township bridge plan, there are insufficient funds available to advance the project to letting, the county may choose to advance the project using local funds which will later be repaid from future allocations to the county's Town Bridge Account. At the discretion of the State Aid Program Engineer, advances may also be repaid from future allocations to the Unallocated Town Bridge Account.

The following procedure is used to advance local funds:

1. The county must notify the Program Delivery Engineer by written request (e-mail or letter) that the county intends to advance the project using local funds. A county board resolution is not necessary.
2. The Program Delivery Engineer will encumber any funds that are available, notify the county engineer of that amount, and record that the project was advance funded.
3. The county must submit a payment request each year for the amount of their subsequent allocations that they wish to be released towards the advance.
4. At the discretion of the Program Delivery Engineer, Unallocated Town Bridge Funds may be used to liquidate the outstanding balance, if so requested by the county.
5. There is no limit to the amount that may be advanced using local funds.

If at the time of the approval of a township bridge plan, there are insufficient funds available to advance the project to letting, the county may request to advance funds

from the General Town Bridge Account. Advances will be repaid to the General Town Bridge Account from future allocations to the county's Town Bridge Account. At the discretion of the State Aid Program Engineer, advances may also be repaid from future allocations to the Unallocated Town Bridge Account.

The following procedure is used to advance funds from the General Town Bridge Account:

1. The county must notify the State Aid Program Engineer that they wish to advance funds from the General Town Bridge Account. The request must be in the form of a resolution stating the amount of the advance and the terms for repayment (see example resolution attached).
2. In order to be considered for a general fund advance, the county must agree to let the project prior to the next Town Bridge Fund allocation.
3. Advances may be for no more than 3 times the previous years apportionment OR \$200,000, whichever is more, but not more than \$1 million total; AND the county must reasonably anticipate receiving a town bridge apportionment in the future (i.e., if a county is replacing their last deficient township bridge(s), they will not receive a future apportionment and therefore cannot advance funds).
4. Repayment shall be no longer than 3 years OR the minimum amount of time required to repay the advance using 100% of future allotments if that is more than 3 years. If the payback period is more than five years, prior approval must be obtained from the State Aid Program Engineer, who will use Unallocated Town Bridge Account funds to repay some or all-of-the advance. The repayment schedule must be in the resolution.
5. Requests to advance funds may be submitted at any time, but will not be acted upon prior to plan approval. Plans must still be approved prior to bid opening as required by State Aid rules, but the advance funding resolution need not be submitted until payment of advanced funds is requested.

Upon approval of the fund advance, the State Aid Program Engineer will encumber any funds that are available in the county's account or from other available funds and will reserve funds from the General Town Bridge Account. The county will be notified in writing of the amount of the approved advance.

Repayments will occur automatically each January following the annual apportionments.

At the discretion of the State Aid Program Engineer, Unallocated Town Bridge Funds may be used to liquidate the outstanding advance balance, if so requested by the county.

Advance funding requests will be granted on a first come first served basis until the balance in the General Town Bridge Account reaches \$4 million. (The annual allotment is about \$7 million).

If necessary to increase the amount of the advance, the county may submit a resolution for a supplemental request to advance subject to the limitations above.

If after advanced funds have been reserved, a planned project letting is delayed until after the next allocation of funds, the county must notify the Program Delivery Engineer of the delay so that funds may be released to other counties.

III. LOCAL ROAD IMPROVEMENT PROGRAM

In 2002, the Legislature created the Local Road Improvement Program, Minnesota Statutes §174.52, and established two accounts to provide funding assistance to local agencies in construction, reconstruction, or reconditioning projects with regional significance. The two accounts are the Trunk Highway Corridor Projects Account and the Local Road Account for Routes of Regional Significance. In 2005, the Legislature created a third account called the Rural Road Safety Account.

A. Trunk Highway Corridor Account

This account must be used as a loan or grant to cities, towns, and counties to assist in paying the local share of trunk highway projects that have local costs related to the trunk highway improvement and are not funded or are only partially funded with other state and federal funds. The Legislature authorized General Obligation (GO) Bonds for this account with the purpose to provide loans to local government to help them pay their cost participation share of Mn/DOT projects.

B. Routes of Regional Significance Account

This account must be used as grants or loans for expenditures as specified to cities, towns, and counties to assist in paying the costs of constructing or reconstructing city streets, county highways, or town roads with statewide or regional significance that have not been fully funded through other state, federal, or local funding sources. SALT will establish procedures for the solicitation and criteria for selection in consultation with representatives from the counties, cities, and townships.

The consideration for determining project priority and the amount of the grant or loan is based upon the consideration of:

1. The availability of other state, federal, or local funds;
2. The regional significance of the route;

3. Effectiveness of the proposed project in eliminating a transportation system deficiency;
4. The number of persons who will be positively impacted by the project;
5. The project's contribution to other local, regional, or state economic development or redevelopment efforts; and
6. The ability of the local unit of government to adequately provide for the safe operation and maintenance of the facility upon project completion.

C. Rural Road Safety Account

The legislature in the 2005 session amended the Minnesota Statutes §174.52 by adding a subdivision called the Rural Road Safety Account. This account was established in the local road improvement fund and is appropriated to the Commissioner of Transportation for expenditures to be used as grants. Money in the account must be used as grants to the counties to assist in paying the costs of capital improvement projects on County State Aid Highways (CSAH) that are intended primarily to reduce traffic crashes, deaths, injuries and property damage. Eligibility for project selection must be based on the ability of each proposed project to reduce the frequency and severity of crashes.

The Legislature appropriations fund the Local Road Improvement Program from the bond proceeds account in the Minnesota State Transportation Fund. The session law identifies specific dollar amounts and conditions for construction, reconstruction, or reconditioning of local roads with statewide or regional significance for counties to assist in paying the costs of capital improvement projects on CSAHs that are intended primarily to reduce traffic crashes, deaths, injuries, and property damage.

D. Criteria for Selecting Local Road Improvement Projects

1. Local Roads of Regional Significance Account must meet the following eligibility criteria:
 - a. Be a local road construction, reconstruction, or reconditioning project.
 - b. Eliminate a transportation deficiency,
 - c. Demonstrate the regional significance of the route by being classified as a minor collector or higher unless it meets one of the following criteria:
 - (1) Identified in a regional plan as a farm to market artery,
 - (2) Part of a 10 ton route system,
 - (3) Part of an economic development plan,

- (4) Serves as a regional tourist destination,
 - (5) Provides capacity or congestion relief to a parallel trunk highway or county road, and
 - (6) Connects to the IRC system, trunk highway, or a county road.
- d. Be supported by agency board or council and other local agencies impacted by the project.
 - e. Consider availability of other funding sources.
 - f. Have a minimum expected life of the project of 10 years.
 - g. Be located on a CSAH, MSAS, county road, city street, or township road and owned by the county, city or township.
 - h. Provide letters of support from other local agencies or public/private parties impacted by the improvement. For example, letters of support from area businesses regarding the impact and benefit of constructing a road to a 10 ton design standard.
2. Rural Road Safety Account must meet the following eligibility criteria:
- a. Is on a designated county state aid highway, as defined in the Minnesota Rules State Aid Operations Chapter 8820.
 - b. Reduce or eliminate a safety related road transportation deficiency which will reduce traffic crashes, deaths, injuries, or property damage.
 - c. Be supported by county board and other agencies if impacted by the project.
 - d. Operate and maintain the highway for the useful life of the improvement.
 - e. Provide letters of support from other local agencies and public/private parties impacted by the improvement (desired, not required).

E. Selection of Local Road Projects and Application for Funds

Funding for all local road projects must be applied for and occurs when funding is appropriated by the legislature. The SALT staff advertises when an open solicitation period begins and closes. The Local Road Improvement Program Advisory Committee provides guidance to the SALT office staff in the administration of the program. Local agencies apply for project funding by submitting an application during an open solicitation period. Based on the established criteria for each account, projects are selected. The application can be found on the [State Aid Local Road Improvement Program webpage](#).

Local agencies who are not identified as a State Aid city or county must be sponsored by the county in which they reside. The sponsor must complete these minimum requirements on behalf of a non State Aid city or township; award of the contract, make payments to the contractor, receive the funds for the project. The county board or city council must pass a resolution accepting the terms of the grant, agreeing to pay any costs in excess of the grant amount and to return any unused portion. A copy of the resolution must be submitted to SALT.

Project are designed and processed through the District State Aid Engineers and the normal State Aid plan review and approval.

V. STATE PROGRAMS

A. Turnbacks

1. A county, city, or Mn/DOT may initiate turnback discussions. The Mn/DOT contact person is typically the District State Aid Engineer. A common reason a county or city may initiate a trunk highway turnback is that the city or county is interested in improving the roadway. A route on the trunk highway system may play a significant local role, but may be a minor regional or inter-regional transportation route. Turning the road over to the appropriate jurisdiction allows the city or county to control improvements. In some cases, Mn/DOT may initiate an exchange of minor trunk highway segments for higher functioning segments of a city or county system.
2. Eligibility for Turnback Funds: Turnback funds may only be used on released trunk highway routes that have been added to a county's or municipality's State Aid system. After the route has been released from the Trunk Highway system, it is no longer eligible for Trunk Highway funding. Turnback funds may pay for any costs that are eligible for regular state aid funding, such as road or bridge construction, right of way, engineering, utility relocation, railroad adjustment, and locally furnished materials or labor.
3. Eligibility Time Frame: State Aid Operations Rules Chapter 8820.2900 states "approval of plans for the construction of a turnback project is limited to a period of 15 years from the date of reversion. Each approved project must be advanced to construction status within one year after notification to the county or urban municipality that sufficient funds are available for constructing the project. Payment for repair and restoration or reconstruction and improvement of a section terminates eligibility for repair and restoration or reconstruction and improvement of that section with turnback funds."
4. Lump Sum Payment: State Aid Operations Rules Chapter 8820.2300; Subp. 6a states "In lieu of contracting work or force account work, the commissioner, with concurrence of the receiving agency, may enter into an agreement to pay a lump

sum payment from the turnback account to the receiving agency's road and bridge account equal to the net value of eligible turnback costs for a project to be constructed within 20 years of the release date".

5. This allows the receiving agency the option to use the additional funds to construct some other state aid route that may be in greater need than the route turned back. This way the receiving agencies road system reconstruction priorities may be managed in the best possible way regardless of which account gas tax funds come from.
6. Turnback Maintenance Funds: Counties and cities that include a trunk highway turnback receive annual maintenance funds until turnback funds are expended on the route. The annual maintenance payments may continue up to a maximum of 15 years if no turnback construction project is started. The turnback maintenance payment is made each January.

For counties, maintenance is based on average daily traffic (ADT) and lane miles as follows:

<u>Existing ADT</u>	<u>Turnback Maintenance/Lane Mile/Lane</u>
0 – 999	Current lane mileage apportionment/lane (\$1,592)
1,000 – 4,999	2 X current lane mileage apportionment/lane
for each add'l 5,000	Add current lane mileage apportionment/lane
(for example: 6,000 ADT would get 3 times the current lane mileage apportionment/lane)	

For cities, maintenance is based on a fixed amount of \$7,200 per mile.

7. Drawing Needs in Lieu of a Construction Project: State Aid Operations Rules require that turnback projects begin within 15 years of the date of release of the roadway to the city or county. In cases where a road will not need a major repair within the 15 year limit, the city or county may simply add it to their system as a normal State Aid road instead of receiving turnback funds for a construction project. In these cases, no turnback maintenance funds would be included in their apportionment.
8. Long Term Maintenance: The city or county is responsible for the on going maintenance of the routes.

B. State Park Projects

As provided by Law, a portion of the County State Aid Highway fund is set aside and used for the construction, reconstruction, and improvement of County State Aid Highways, county roads, city streets, and town roads that provide access to public lakes, rivers, state parks, state campgrounds, and other outdoor recreation units as defined in Minnesota Statutes, [section 86A.04](#). These funds may be expended for this

purpose only on request from the Commissioner of Natural Resources. Projects so selected will be approved by the Commissioner of Transportation in accordance with the procedure established for other State Aid projects , and must also receive the approval of the appropriate screening board.

C. Disaster Account

Each year the Commissioner, pursuant to law, shall set aside from the County State Aid Highway fund an amount equal to 1% of the county apportionment sum to provide for a Disaster Account.

Each year the Commissioner shall set aside from the Municipal State Aid Street fund an amount equal to 2 percent of the municipal apportionment sum to provide for a Disaster Account; except that the total amount of money in said Disaster Account shall never exceed 5 percent of the total funds currently available for distribution to urban municipalities.

The Disaster Accounts shall be used to provide aid to any county or urban municipality encountering floods or other disasters affecting the County State Aid Highway or Municipal State Aid Street systems.

Damage estimates must exceed 10 percent of the county's or urban municipality's current annual State Aid allotment before Disaster Account funds can be utilized. Any county desiring aid by reason of disaster shall request such aid in writing, after which the Commissioner will appoint a board consisting of two county engineers or county commissioners from other counties and one representative of the Commissioner. This board shall investigate the matter and report its findings and recommendations in writing to the Commissioner.

Any urban municipality desiring aid by reason of disaster shall request such aid in writing, after which the Commissioner will appoint a board consisting of two city engineers or members of the governing bodies of other cities having a population of over 5,000 and one representative of the Commissioner. This board shall investigate the matter and report its findings and recommendations in writing to the Commissioner.

Any disaster appropriation approved by the Commissioner will be promptly paid to the county or urban municipality. The funds so allotted and paid can only be used for the purpose for which they were authorized and within a reasonable time period specified by the Commissioner. Immediately upon completion of the work or the expiration of the time specified for doing the work, whichever occurs first, the county or urban municipality shall file a report certifying the extent of the work performed and the total expenditure made. If the total allotment was not required or used or if federal disaster aid is later received, the remainder shall be promptly returned to the Commissioner for re-deposit into the County State Aid Highway fund or Municipal State Aid Street fund and apportioned by law.

General rules for use of federal funds for enhancement projects are the same as for regular STP funds.

3. [Highway Safety Improvement Program \(HSIP\)](#)
This is a new core program in SAFETEA-LU. The intent is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads in the United States. Each state is required to have a Strategic Highway Safety Plan (SHSP), Mn/DOT's plan is called the [Comprehensive Highway Safety Plan](#). It outlines strategies to improve safety on all types of roadways in Minnesota. The amount of funds per state will be based on the funding formula listed in the guidance, however, each state will receive at least one half of one percent of the funds apportioned for HSIP.
4. Bridge Funds (BR and BH) (see section II.A)
5. Congestion Mitigation Air Quality (CMAQ) was established to fund programs and projects which reduce air pollution, mitigate congestion and improve air quality. In Minnesota, the only areas eligible to receive CMAQ funds are the Twin Cities and Duluth. Much of the solicitation for projects is handled through Metropolitan Council project solicitations.
6. Railway-Highway Crossing program is also known as [Minnesota Rail Safety Program](#). Projects are programmed in conjunction with the Mn/DOT Office of Freight, Railroads and Waterways and the local Area Transportation Partnership. Plans and environmental documents for projects proposed by local agencies are handled through the state aid project processing process.
7. Others not generally used by local agencies
 - a. [National Highway System \(NHS\)](#) includes the Interstate Highway System as well as other roads important to the nation's economy, defense, and mobility. The NHS was developed by the Department of Transportation (DOT) in cooperation with the states, local officials, and metropolitan planning organizations (MPOs). There are only a couple segments of the National Highway System in Minnesota that are owned by local agencies as shown on the [Minnesota Map](#). Local routes however intersect the NHS and when improvements to those routes impact the NHS, a higher level of oversight is required by the FHWA. NHS roadways are governed by 23 USC 104(b)(1)
 - b. [Interstate Maintenance \(IMD\)](#) program provides funding for resurfacing, restoration, rehabilitation and reconstruction (4R) on the Interstate System. Projects selected for funding under this program are funded at a 90 percent Federal share except projects for added lanes, other than high occupancy vehicle lanes and auxiliary lanes, which are funded at 80 percent. They are governed by 23 USC 104(b)(4). These programs are

almost always handled by Mn/DOT due to the impact on the Interstate system.

- c. [Ferry Boat Discretionary \(FBD\)](#) program provides funding for ferry facilities (either vehicular or passenger) that are on a non Interstate public road and are publicly owned, publicly operated, or majority publicly owned providing substantial public benefits. Projects selected for funding under this program are funded at an 80 percent federal share, but have had very limited use in Minnesota.

C. Allocated Funds

1. Overview. Allocated funds are funds which are set aside specifically for certain types of projects which fit into the criteria. Most have a separate and distinct project selection process and are not included in the ATP target.
2. [Public Lands Highways Funds \(PLH\)](#) discretionary program provides funding for any kind of transportation project eligible for assistance under Title 23, United States Code, that is within, adjacent to, or provides access to federal public land areas. Projects selected for funding under this program are funded at a 100 percent federal share. Requests for solicitations are usually announced in December. Federal public land areas include: Indian Reservations, National Parks, National Forests and grasslands etc.
3. [Indian Reservation Roads Funds \(IRR\)](#) program addresses transportation needs of tribes by providing funds for planning, designing, construction, and maintenance activities. The program is jointly administered by the Federal Highway Administration's Federal Lands Highway Office and the Bureau of Indian Affairs (BIA) in accordance with an interagency agreement. The Indian Reservation Roads (IRR) are public roads which provide access to and within Indian reservations, Indian trust land, restricted Indian land, and Alaska native villages. Nationally approximately 25,000 miles are under the jurisdiction of BIA and tribes and another 24,000 are under State and local ownership. IRR funds can be used for any type Title 23 transportation project providing access to or within federal or Indian lands and may be used for the state/local matching share for apportioned federal aid highway funds.
4. [Forest Highway Funds \(PFH\)](#) are for projects which provide access to and within the National Forests. In Minnesota these are the [Chippewa](#) and [Superior](#) National Forests. Most forest highways in Minnesota are owned by the counties which they are in. Funds are allocated by the Federal Lands Highway Division. Representatives of Mn/DOT, FHWA, East Regions, counties which have national forests within their boundaries, and the national forests, meet twice per year to program the projects and discuss status of projects under construction.

5. [Scenic Byways Funds \(SB\)](#) program recognizes roads having outstanding scenic, historic, cultural, natural, recreational, and archaeological qualities and provides for designation of these roads as National Scenic Byways, All-American Roads or America's Byways. In Minnesota, there are currently six National Scenic Byways and one All - American Road, the North Shore Scenic Byway, in addition there are fifteen other [state designated](#) scenic byways in Minnesota. Projects are solicited on a national level and prioritized by the Minnesota Scenic Byways Commission. The list is then forwarded to Washington for approval and selection of projects. Funds are allocated by the FHWA per state. Byways groups generally need a sponsor to act as the fiscal agent for the disbursement of these funds.
6. [Safe Routes to School \(SRTS\)](#) is a new program in SAFETEA-LU which is intended to encourage walking and biking to school by elementary age children. Funds can be used for projects within a 2 mile radius of any school which has students enrolled in kindergarten through eighth grade. In Minnesota, the project is just getting underway, more up to date information can be found on the [State Safe Routes to School website](#). Projects are solicited for on a statewide basis and are awarded based on competition with others submitted in the category. Although almost any group is eligible to put together an application, a State Aid agency sponsor is required for assistance in preparing infrastructure projects.
7. [Nonmotorized Transportation Pilot Program \(NTP\)](#) is another new program in SAFETEA-LU. The purpose of the program shall be to demonstrate the extent to which bicycling and walking can carry a significant part of the transportation load, and represent a major portion of the transportation solution, within selected communities. Minneapolis and its surrounding communities have been selected as one of four nationwide locations for this project. In Minneapolis, the project is just getting underway, day to day operations will be handled by the nonprofit organization [Transit for Livable Communities \(TLC\)](#) with the City of Minneapolis acting as the State Aid agency sponsor. This program is funded over the life of SAFETEA-LU. TLC will be soliciting projects at various times between now and 2009. Funding is limited to projects which encourage walking and biking as viable transportation modes. These projects are to be located in Minneapolis or projects connecting Minneapolis to one of the 18 communities immediately adjacent.

D. Designated Funds

Designated funds are funds provided for projects which are specifically designated in federal legislation.

1. [High Priority Projects \(HPP\)](#) program provides designated funding for specific projects identified in SAFETEA-LU. A total of 5,091 projects nationwide are identified, each with a specified amount of funding over the 5 years of SAFETEA-LU. In Minnesota, there were approximately 125 projects which received

designated funding. Many of these projects intended for local agencies. FHWA guidance allows for HPP funding to be used only for the activities listed in the language of the bill or clarified by conference committee or additional legislation. The amount of funding listed in the bill is slightly misleading as the legislation allows for the release of on 20% of the funds each year of the bill and does not include reductions in this amount constraints do not allow Mn/DOT to make these funds whole as they have in years past.

2. [Transportation Community Systems Planning \(TCSP\)](#) program provides funding for a comprehensive initiative including planning grants, implementation grants, and research to investigate and address the relationships between transportation, community, and system preservation and to identify private sector-based initiatives. States, metropolitan planning organizations, local governments and tribal governments are eligible for TCSP Program discretionary grants to plan and implement strategies which improve the efficiency of the transportation system, reduce environmental impacts of transportation, reduce the need for costly future public infrastructure investments, ensure efficient access to jobs, services and centers of trade, and examine development patterns and identify strategies to encourage private sector development patterns which achieve these goals. The Federal Highway Administration has not solicited applications in FY 2005 for the TCSP Program. The Congressional Conference Report accompanying the FY 2005 Omnibus Appropriations Act designated \$25 million for 39 TCSP Program projects. The TCSP Program has solicited only those applications for projects specified by Congress in the Conference Reports accompanying the Omnibus Appropriations Act.

At times projects are designated in the annual federal appropriations bill. These projects are specifically mentioned in the legislation facilitating the spending for each federal fiscal year. These projects are subject to basically the same rules as the HPP funds, except as noted in the specific legislation. Sometimes these funds need to be authorized in the same federal fiscal year as they are appropriated.

3. [Highways for Life](#) is a new discretionary program that provides funding to demonstrate and promote state of the art technologies, elevated performance standards, and new business practices in the highway construction process that result in improved safety, faster construction, reduced congestion from construction, and improved quality and user satisfaction. For the period 2005 – 2009, at least 1 project in each State shall be approved for program participation, if possible. In FFY 2007 the Trunk Highway 36 at McKnight Road was chosen as a recipient of the funding.
4. [Projects of National and Regional Significance \(PNRS\)](#)
Minnesota project designate for this type of funding is “Union Depot Multimodal Transit Facility.”

5. [National Corridor Infrastructure Improvement \(NCI\)](#)
Minnesota project designate for this type of funding is “The Falls to the Falls Corridor.”

E. Miscellaneous Federal Funds

1. [Emergency Relief \(ER\)](#) Congress authorized in Title 23, United States Code, Section 125, a special program from the Highway Trust Fund for the repair or reconstruction of federal aid highways and roads on Federal lands which have suffered serious damage as a result of (1) natural disasters or (2) catastrophic failures from an external cause. This program, commonly referred to as the emergency relief or ER program, supplements the commitment of resources by States, their political subdivisions, or other Federal agencies to help pay for unusually heavy expenses resulting from extraordinary conditions. The applicability of the ER program to a natural disaster is based on the extent and intensity of the disaster. Damage to highways must be severe, occur over a wide area, and result in unusually high expenses to the highway agency. Applicability of ER to a catastrophic failure due to an external cause is based on the criteria that the failure was not the result of an inherent flaw in the facility but was sudden, caused a disastrous impact on transportation services, and resulted in unusually high expenses to the highway agency. Specific rules and procedures are covered in the [Emergency Relief Manual](#). Damages which are covered by [Federal Emergency Management Agency \(FEMA\)](#) funds are not eligible for reimbursement with ER funds.
2. [Federal Emergency Management Agency \(FEMA\)](#) program is handled through the National Department of Homeland Security. FEMA Funding is not handled by SALT.
3. [Comprehensive Highway Safety Plan \(CHSP\)](#) Central Safety Fund was established by the Minnesota Department of Transportation, Office of Traffic, Security and Operations and the Minnesota Department of Public Safety (DPS), Office of Traffic Safety in 2005 to provide funding for safety projects that focus on County and District-wide deployment of low cost, systematic improvements at the state, county, and local level. This program was established in recognition that historically over 70% of fatal crashes occur on rural roads and 45% of fatal crashes occur on local (county, township, and city) roadways. It is anticipated that this program will continue into subsequent years. When funding becomes available it is used as reimbursable grants to assist counties in conducting road safety audits and for paying the costs of constructing safety projects or funding activities to reduce the number of fatal and severe crashes on local roads. Local labor, materials and equipment may be included as part of the project cost, but are not reimbursable. The Mn/DOT Office of Traffic, Security and Operations partners with SALT to solicit Counties through an application process for projects and activities eligible for funding under this program.

The criteria for selecting projects are:

- a. The project must be completed and reimbursement applied for by date established each time funding becomes available
 - b. The project must qualify as a safety project under the Comprehensive Highway Safety Plan (CHSP), and
 - c. Counties must agree to hold a meeting involving safety partners and other community leaders such as school representatives, township officials, law enforcement and emergency responders to explain the CHSP and Towards Zero Death (TZD) goals and objectives. The goal of the community safety meeting is to develop a local safety coalition that will be instrumental in developing future strategies encompassing engineering, enforcement, education, and emergency services.
 - d. Maximum grant amounts are established with each solicitation. These funds are considered federal funds and the federal process must be followed for project approval.
4. [Transportation Revolving Loan Fund \(TRLF\)](#) was established a State Infrastructure Bank (SIB) program in 1995 through the National Highway System Designation Act. A SIB is a state or multi-state fund that can be used by eligible borrowers to finance eligible transportation projects. Minnesota's SIB, known as the Transportation Revolving Loan Fund (TRLF), was established in 1997. The TRLF operates much like a commercial bank providing low interest loans to cities, counties, and other governmental entities for eligible transportation projects. When the loans are repaid, the funds are returned to the TRLF and used to finance additional transportation projects. Because the funds were initially Title 23 federal funds, the rules for use of these funds remains the same as regular Title 23 funds. Eligible projects are selected and jointly administered by the Minnesota Department of Transportation and the Minnesota Public Facilities Authority. Minnesota Statutes, [section 446A.085](#), authorizes the Minnesota Public Facilities Authority to manage and administer the fund and establishes the transportation committee of the Minnesota Public Facilities Authority to review and approve financial assistance to projects certified by the Commissioner of Transportation. [Parts 7380.0705 to 7380.0775](#) provide for the authority's administration of its duties under [Minnesota Statutes, section 446A.085](#). [Minnesota Rule Parts 8805.0050](#) outlines Mn/DOT's responsibilities.
5. [Recreational Trails Program \(RTP\)](#) is an assistance program of the Department of Transportation's Federal Highway Administration (FHWA). Federal transportation funds benefit recreation by making funds available to the States to develop and maintain recreational trails and trail-related facilities for both nonmotorized and motorized recreational trail uses. The RTP funds come from

the Federal Highway Trust Fund, and represent a portion of the motor fuel excise tax collected from nonhighway recreational fuel use: fuel used for off-highway recreation by snowmobiles, all-terrain vehicles, off-highway motorcycles, and off-highway light trucks. The RTP funds are distributed to the States by legislative formula: half of the funds are distributed equally among all States, and half are distributed in proportion to the estimated amount of nonhighway recreational fuel use in each State. In Minnesota these funds are administered through the [Department of Natural Resources](#). RTP funds may be used to match other Federal program funds for purposes that would be eligible under the Recreational Trails Program.

F. Matching Funds

1. In general, Federal Title 23 funds cannot be used to match other Federal Title 23 funds. There are some specific exceptions, but they are very limited. In general other types of federal funds can be used to match Title 23 funds, but the legality of such a match should be confirmed before the project is very far along in the development process.
2. A soft match may be used for the local share of a project when the project is using certain types of federal funds. Most commonly these types of federal funding are Enhancement funds or High Priority funds. Soft matches must be approved by the FHWA and the ATP prior to authorization of the project. It is best to address any proposed soft match in the funding section of the project memorandum this generally allows time for FHWA approval of the proposed match prior to authorization.

Soft matches may be provided by private donors or local governments. Soft matches are not currently allowed by State agencies under federal law. See [23 U.S.C. 133\(e\)\(5\)\(C\)](#) and [23 U.S.C. 323](#). for laws which define soft match.

- a. The following items can be used as a soft match:
- b. Calculating soft match.
The value credited for the soft match can be up to the amount of the local share of the project.

	No Soft Match	Partial Soft Match	Full Soft Match
Estimated Project Cost	\$100,000.00	\$ 90,000.00	\$ 80,000.00
Soft Match	\$ 0.00	\$ 10,000.00	\$ 20,000.00

Total Project Cost	\$100,000.00	\$100,000.00	\$100,000.00
Federal Funds	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
Local Match Cash	\$ 20,000.00	\$ 10,000.00 #	\$ 0.00 #

Cash match only does not include soft match amount

It is important that the amount and types of soft match to be allowed on a project be approved by the FHWA prior to authorization of the project or the soft match may not be eligible to count toward the match. Soft match items donated prior to authorization and approval may not be credited to the project. Work with the DSAE, and SALT federal aid section to determine eligibility while developing the project.

3. State funds (DNR, Mn/DOT, or other state agency funds) and State bonding, as well as, city or county State Aid funds can be used to match federal funds. In cases where an item is not eligible for federal funds the local agency will need to supply other funds to pay for that specific portion of the project. These funds must be eligible for the type of reimbursement they are being applied to.

VI. COMPREHENSIVE HIGHWAY SAFETY PROGRAM

The Comprehensive Highway Safety Plan - Central Safety Fund was established by the Minnesota Department of Transportation, Office of Traffic, Security and Operations and the Minnesota Department of Public Safety (DPS), Office of Traffic Safety in 2005 to provide funding for safety projects that focus on County and District-wide deployment of low cost, systematic improvements at the state, county, and local level.

This new program was established in recognition that historically over 70% of fatal crashes occur on rural roads and 45% of fatal crashes occur on local (county, township, and city) roadways. It is anticipated that this program will continue into subsequent years. When funding becomes available it is used as reimbursable grants to assist counties in conducting road safety audits and for paying the costs of constructing safety projects or funding activities to reduce the number of fatal and severe crashes on local roads. Local labor, materials and equipment may be included as part of the project cost, but are not reimbursable. The Mn/DOT Office of Traffic, Security and Operations

partners with State Aid for Local Transportation to solicit Counties through an application process for projects and activities eligible for funding under this program.

The criteria for selecting projects are:

1. The project must be completed and reimbursement applied for by date established each time funding becomes available
2. The project must qualify as a safety project under the Comprehensive Highway Safety Plan (CHSP), and
3. Counties must agree to hold a meeting involving safety partners and other community leaders such as school representatives, township officials, law enforcement and emergency responders to explain the CHSP and Towards Zero Death (TZD) goals and objectives. The goal of the community safety meeting is to develop a local safety coalition that will be instrumental in developing future strategies encompassing engineering, enforcement, education, and emergency services.

Maximum grant amounts are established with each solicitation. These funds are federal funds and the federal process must be followed for project approval.