



**ANNOUNCEMENT**  
**Minnesota Metropolitan Area**  
**JOINT APPLICATION FOR FEDERAL FUNDS**  
Minnesota Department of Transportation  
and  
Department of Public Safety  
Office of Traffic, Safety and Operations  
in partnership with State Aid for Local Transportation

**INTRODUCTION**

The Office of Traffic, Safety and Operations (OTSO) is soliciting for approximately \$1 million over two years (FY 2009 & FY 2010) of local projects in the Metro area for the Central Safety Fund. The Mn/DOT selection Committee will evaluate each application and prioritize the projects.

Certain requirements must be met to receive that funding:

1. Application must be postmarked on or before **February 29, 2008**.
2. Only Stand-alone projects will be considered. It is recognized that portions of larger projects have elements that improve the safety of an intersection or section of roadway. Safety features, such as guardrail, that are routinely provided as part of a broader project should be funded from the same source as the broader project. Proposals should be limited to those that can be considered legitimate standalone safety projects.
3. All applicants should consult the [2007 Minnesota Strategic Highway Safety Plan \(SHSP\)](#); particular attention should be paid to [Appendix IV: Crash Data Summary by ATP/District; Priority Strategies by County](#), pages A.4-55 through A.4-61. The number of check marks assigned by county to each critical emphasis area should be a starting point for selecting projects for this solicitation.
4. Projects must specify both a beginning and end reference point. This is to expedite the environmental review and historical site evaluation process.
5. Applicants should use the “Proactive Spectrum” ([Appendix A](#)) when selecting a project. This program will fund **ONLY PROACTIVE** projects.
  - A “Proactive Spectrum” has been created to achieve the maximum safety benefit as intended by HSIP. The idea is to address the lower cost/higher payback strategies on the left side of the spectrum prior to implementing the higher cost strategies on the right side of this spectrum.

**NOTE: The Proactive Spectrum is not all inclusive of all safety strategies. Additional strategies may be appropriate for some roadways. Agencies should consult with Dave Engstrom (651-234-7016) for strategies not shown.**

6. Applicants should use the Minnesota Crash Mapping Analysis Tool (MnCMAT) for preliminary crash data and to aid in corridor selection. Non-state aid agencies not currently using this application should contact their District's traffic engineer for assistance. OTSO will supply the final crash data for project evaluation. Requests for final data should be submitted to Julie Whitcher (see below for contact information) no later than **January 25, 2008**. Requests made after January 25, 2008 may be significantly delayed due to limited resources and may not be available until after the application deadline.
7. Road Safety Plans are another tool in safety investigation. Road Safety Plans, as opposed to Road Safety Audits, will compete against other projects for funding. All proposed Safety Plans should follow the attached guidance in [Appendix B](#). High level work plans must be submitted for each Road Safety Plan proposed. The work plan should be a one page document that includes what roadways are included in the plan and what is to be accomplished with the plan.
8. While Road Safety Audits are still useful safety investigation tools that focus on reactive situations, they will not be funded in this solicitation.
9. Maximum Federal Funding is 90% of eligible total project costs up to:
  - \$250,000 for individual proactive projects
  - \$750,000 for proactive projects involving partnerships with more than one county
  - Agencies may submit multiple applications.There is a minimum 10% local match required. The match must be made in non-federal "hard dollars". Soft matches (i.e. volunteer labor, donated materials, professional services) will not be included in the match.
10. Federal funds are available to Metro counties; and agencies within those counties with the ability to receive State Aid. Non-State Aid agencies must be sponsored by their county.
11. Funding for the project will be eliminated from the program if it does not meet its deadline. The deadline is April 15 of the year that it is programmed. [Appendix E](#) contains more information.
12. Agencies must agree to hold a meeting involving safety partners and other community leaders such as law enforcement, emergency responders, Mn/DOT District representatives, school representatives, and township officials during 2009-2010.
13. Before and after summaries (examples provided are available on State Aid for Local Transportation's (SALT) traffic safety page) and data collection forms (available on SALT's traffic safety page) must be completed prior to final payment.

## **CRITERIA FOR PROACTIVE PROJECT FUNDING**

All of the projects awarded to each agency will be proactive. The criteria that will be used to select these projects are detailed in this section of the document.

Proposed projects qualify for the **Proactive** Program by the following criteria:

- Meets the intent of the **SHSP** – tell us the critical emphasis area & strategy
  - **Example:** Stearns County has 3 check marks in “Keeping Vehicles on the Roadway and Minimizing the Consequences of Leaving the Road” so Stearns County proposes to use enhanced pavement markings, eliminate shoulder drop off and enhance warnings of sharp curves along County Highway 1.
- Agency agrees to maintain for the life of the project – see **Appendix C**
- Letter of support from other agencies involved in the project (e.g. Otter Tail County submits an application for County-wide lighting improvements at CSAH/TH intersections. They need to include a letter from Mn/DOT District 4, stating that the District is aware of the project and has no objections.)
- The number of Safety Plans funded will be dependent on the number of quality applications received and an evaluation of the work plan.

### **Prioritization**

Projects will be prioritized using the following criteria.

- **SHSP Report Priority list by County (check marks)** – pages A.4-55 through A.4-61 of Appendix IV found at <http://www.dot.state.mn.us/trafficeng/safety/shsp/Appendix2007.pdf>
- Most recently available average daily traffic (ADT) – Provide and credit source of data
- Fatal (K) & serious (A) injury crashes (10 years) - rate per mile
- Cost/mile or Cost/intersection

Bonus points will be assessed for the following situations:

- Part of a longer range plan (**Safety Plan** or Road Safety Audit Recommendations) – include a link to or an excerpt from the existing plan
- Segment is on the “Top 5% List” (**2007 HSIP Report**)

## **Deadlines**

Six (6) copies of the application must be **postmarked no later than February 29, 2008.**

Please mail completed application to:

Julie Whitcher  
Assistant State Traffic Safety Engineer  
Mn/DOT  
1500 County Road B2  
RTMC/MS 725  
Roseville, MN 55113

## **Further Assistance**

Applicants having questions or requiring assistance with this application should contact:

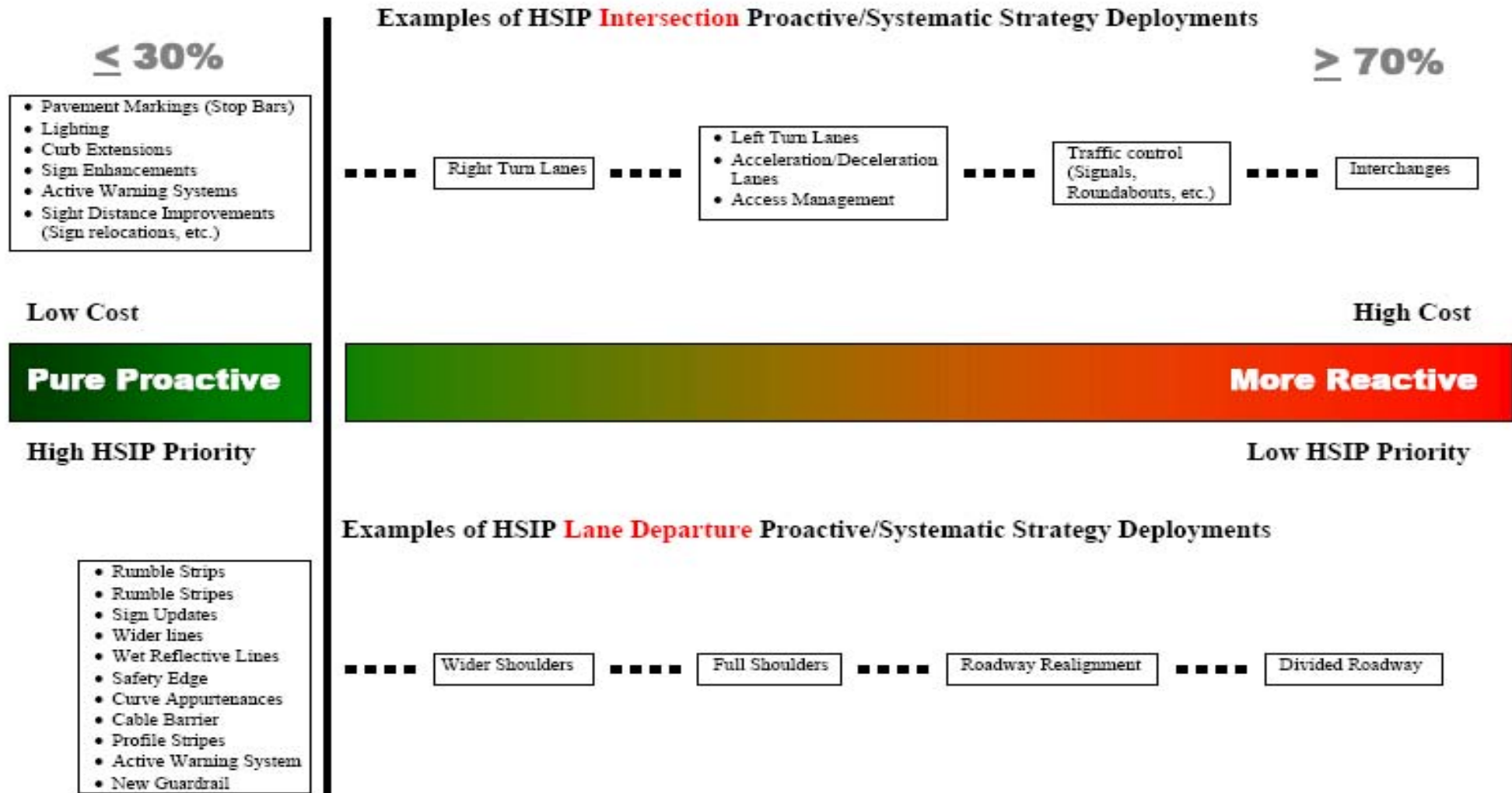
Julie Whitcher, OTSO  
651-234-7019  
[Julie.Whitcher@dot.state.mn.us](mailto:Julie.Whitcher@dot.state.mn.us)

Dave Engstrom, OTSO  
651-234-7016  
[Dave.Engstrom@dot.state.mn.us](mailto:Dave.Engstrom@dot.state.mn.us)

Mark Vizecky, State Aid  
651-366-3839  
[Mark.Vizecky@dot.state.mn.us](mailto:Mark.Vizecky@dot.state.mn.us)

# Appendix A

## METRO DISTRICT PROACTIVE SPECTRUM



NOTE: The Proactive Spectrum is not all inclusive of all safety strategies. Additional strategies may be appropriate for some roadways.

## **Appendix B**

### **ROAD SAFETY PLAN GUIDANCE**

The Road Safety Plan concept is designed to build on the foundation established by Minnesota's Strategic Highway Safety Plan (SHSP). This plan will provide the basis for systematic implementation of safety measures across the entire jurisdiction. Local jurisdictions have several options to develop a Road Safety Plan – the end result of the process should be a document that identifies a gamut of proactive measures, based on current crash trends that will increase the overall safety for roadway users. Each jurisdiction will develop a prioritized list of proposed safety improvements for the entire roadway network or a significant subset by route and location. Development of a Road Safety Plan will be advantageous in securing future safety funds since the systematic identification of crash problems and potential countermeasures will be a focus in the foreseeable future.

The process shall begin by referring to Minnesota's SHSP to determine which Critical Emphasis Areas are problematic based on recent crash analysis that was conducted. The SHSP identifies some potential countermeasures that may reduce the crash frequency; local agencies can supplement these countermeasures based on their successes in implementing safety projects as long as the measure can be systematically installed at low cost throughout the region. It should be noted that the SHSP is a starting point for the analysis. A local agency is not precluded from identifying crash locations and proposing countermeasures that are not noted as a Critical Emphasis Area in the SHSP. The plan should identify the location and approximate installation dates of the proactive measures that have already been implemented. Additionally, the plan should identify what proactive measures have not yet been initiated. Finally, proactive strategies to deploy across a system of roads (i.e., selected corridors, CSAHs, all roads) should be identified.

Since the SHSP utilizes a comparison of crashes within an ATP a county-wide crash assessment may be needed to focus on local crash experiences. If a jurisdiction wide crash analysis is pursued the results should identify trends (i.e., critical emphasis areas) and any locations where a disproportionate number of crashes are occurring. This analysis should also document any roads that appear on a Mn/DOT high crash location list (High Risk Rural Roads, Top 5%, Top 150 intersections, Top 200 segments, etc.). Additionally, the local jurisdiction is encouraged to generate a system wide ranking representing local roads of concern. This ranking should incorporate crash history but also may incorporate traffic characteristics, geometric considerations, or other unique or system wide concerns of interest to the local agency. Finally, a prioritized listing of non-engineering strategies should be developed and any efforts of local safe community coalitions should be documented.

Preliminary findings should be presented to the project manager from the local agency. The project manager will provide guidance on producing a brief report that identifies:

- current safety status of the roadway network (crash locations, etc.)
- crash history
- proactive safety measures (implemented and not implemented)
- non engineering measures that are commensurate with the crash characteristics in the study area
- any other appropriate topic as determined by the project manager

Findings should be presented in a formal presentation to the appropriate oversight committee. This presentation should highlight the findings of the written report and encourage input from the decision makers. These decision makers should communicate a willingness to implement the recommendations and take ownership of the document upon completion of the Road Safety Plan.

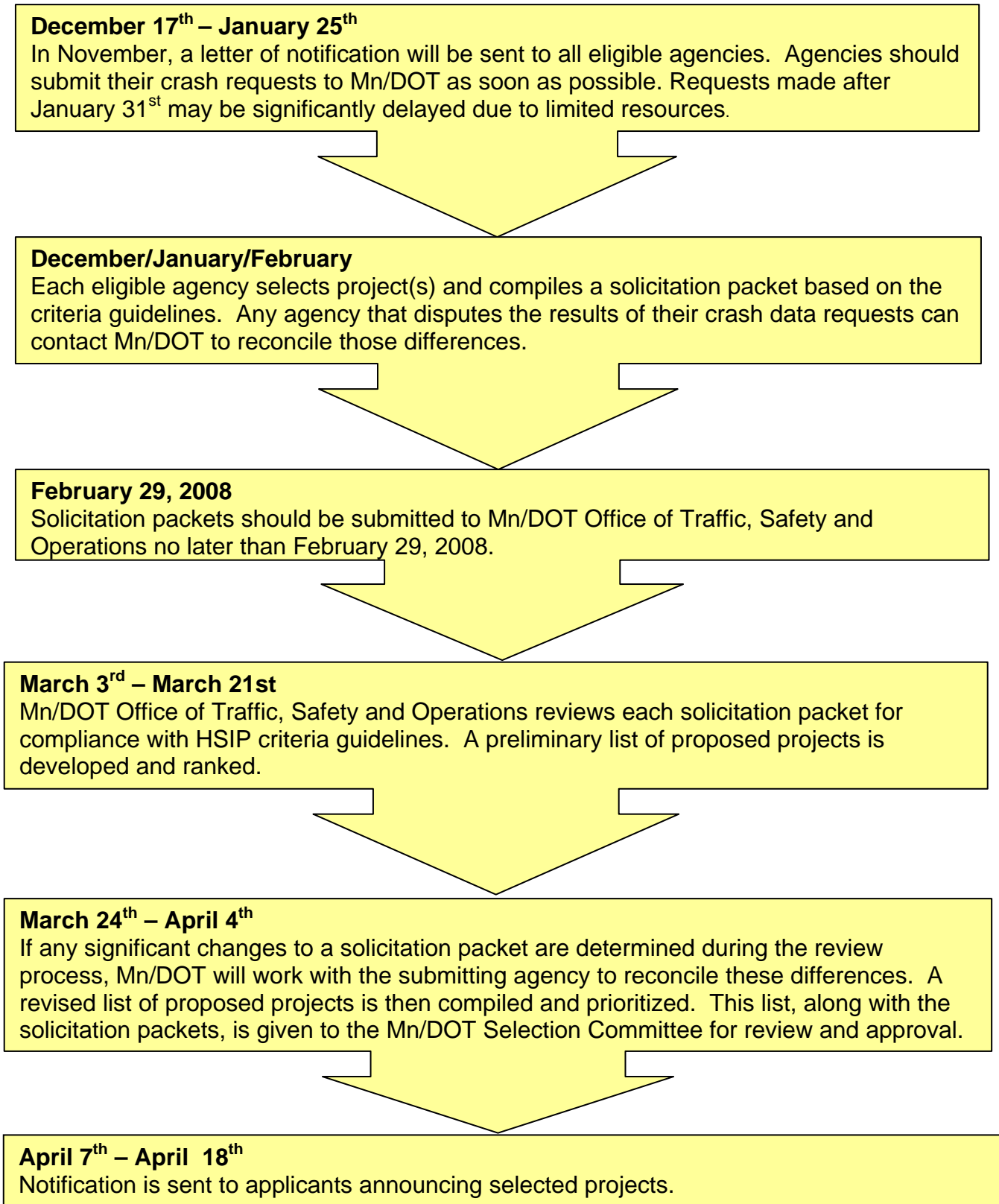
## Appendix C

### FHWA Recommended Service Life Criteria

<u>Description</u>	<u>Service Life (Years)</u>	<u>Description</u>	<u>Service Life (Years)</u>
<b><u>Intersection &amp; Traffic Control</u></b>		<b><u>Pedestrian &amp; Bicycle Safety</u></b>	
Construct Turning Lanes	10	Construct Sidewalk	20
Provide Traffic Channelization	10	Construct Pedestrian and Bicycle Overpass/Underpass	30
Improve Sight Distance	10	Install Fencing and Pedestrian Barrier	10
Install Traffic Signs	6	Construct Bikeway	20
Install Pavement Marking	2	Other Non-construction Bikeway Improvement	4
Install Delineators	2		
Install Illumination	15		
Upgrade Traffic Signals	10	<b><u>Railroad-Highway Crossings</u></b>	
Install New Traffic Signals	10	Install RR Signs and Markings	10
		Install RR Crossbucks	10
<b><u>Structures</u></b>		Install RR Crossing Illumination	10
Widen or Modify Bridge for Safety	20	Upgrade RR Crossing Flashing Lights	10
Replace Bridge for Safety	30	Install New RR Crossing Flashing Lights	10
Construct New Bridge for Safety	30	Install New RR Crossing Gates and Flashing Lights	10
Replace or Improve Minor Structure for Safety	20	Install RR Crossing Gates (lights already exist)	10
Upgrade Bridge Rail	10	Install New RR Track Circuitry	10
		Improve RR Crossing Surface	10
<b><u>Roadway &amp; Roadside</u></b>		Improve RR Crossing Alignment	10
Widen Traveled-Way (no lanes added)	20	Improve RR Crossing Sight Distance	10
Add Lanes(s) to Traveled-Way	20	Close RR Crossing	30
Construct Median for Traffic Separation	20	Construct RR Grade Separation	30
Widen or Improve Shoulder	20	Relocate or Consolidate RR for Safety	20
Realign Roadway (except at railroads)	10	Relocate Highway to Eliminate RR Crossing	30
Overlay for Skid Treatment	10		
Groove Pavement for Skid Treatment	10		
Install Breakaway Sign Supports	10		
Install Breakaway Utility Poles	10		
Relocate Utility Poles	10		
Install Guardrail End Treatment	10		
Upgrade Guardrail	10		
Upgrade Median Barrier	15		
Install New Median Barrier	15		
Install Impact Attenuators	10		
Flatten or Re-grade Side Slopes	20		
Install Bridge Approach Guardrail Transition	10		
Remove Obstacles	20		
Shoulder Rumble Strips	15		

## Appendix D

### **Combined Program for HSIP, HRRRP and Central Safety Fund Metro Minnesota Local Solicitation**



## Appendix E

A brief overview of the Delegated Contract Process (DCP) has been provided below. The outlined criteria must be completed to meet the April 15<sup>th</sup> deadline requirement for all selected projects:

1. Environmental document prepared by sponsoring agency and **approved** by SALT.
2. Right of way certificate approved or condemnation proceedings have been formally initiated\*.
3. District State Aid Engineer (DSAE) approval of plans and a satisfactory review by State Aid that project plans are complete and reflect the project that was selected.
4. Engineer's Estimate and working days estimate\*.
5. Special provision information\*.
6. Utility relocation certificate\*.
7. Permits received or NPDES permit filled out by sponsoring agency\*.

*\*These items are all submitted to SALT along with DSAE approved plan set.*

8. SALT requests DBE goal.
9. Plans reviewed and approved by SALT.
10. SALT requests authorization for HSIP or HRRRP projects.
11. Bid opening can be set within 90 days of authorization, notification will be provided to sponsoring agency by SALT.
12. Sponsoring agency prepares proposal and sells project documents.
13. Sponsoring agency advertises per State Statute (required ad language provided by SALT).
14. DBE clearance must be given by Mn/DOT Office of Civil Rights before project is awarded by sponsoring agency (if applicable).

### Additional Resources:

For detailed information about the FEDERAL (DCP) process, please visit our website:  
[www.dot.state.mn.us/stateaid/dcp/dcpchecklist.htm](http://www.dot.state.mn.us/stateaid/dcp/dcpchecklist.htm)

If you have any questions about the Federal Aid process, please contact your DSAE or Merry Daher with SALT at [Merry.Daher@dot.state.mn.us](mailto:Merry.Daher@dot.state.mn.us) or (651) 366-3821.