



ANNOUNCEMENT
Greater Minnesota
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 \$14 million over two years (FY 2009 & FY 2010) of local projects for three programs: Highway Safety Improvement Program (HSIP), High Risk Rural Roads Program (HRRRP) and Central Safety Fund. In the past, each of these programs was managed separately. In an effort to simplify the process one application with one deadline will be used. The [Mn/DOT selection Committee](#) will evaluate each application, prioritize and determine the best funding source for each.

Independent of the program from which funding will be secured; certain requirements will be met to receive that funding.

1. Application must be postmarked on or before **February 1, 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 B](#)) when selecting a project. A **minimum** of 70% of the projects awarded to each Area Transportation Partnership (ATP) will be proactive. A **maximum** of 30% of projects awarded to each ATP will be reactive projects and must have a benefit-cost ratio (B/C) greater than 1 to be considered for funding.
 - 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 **December 31, 2007**. Requests made after December 31, 2007 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 C](#). 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
 - \$1,000,000 or as much as available by ATP for reactive projects.
 - 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 Greater Minnesota counties; and agencies within those counties with the ability to receive State Aid. Non-State Aid agencies must be sponsored by their county.

Fatal + Serious Injury Crashes (2004-2006)			HSIP and HRRR Distribution per year		
ATP	Total Number of F+ A injury	% F + A Injury	State Portion HSIP/HRRR setaside	Local Portion HSIP/HRRR setaside	Total HSIP/HRRR setaside
1	176	7.96%	785,294	767,647	1,552,941
2	87	3.94%	317,647	450,000	767,647
3	339	15.34%	1,120,588	1,870,588	2,991,176
4	123	5.57%	485,294	600,000	1,085,294
6	268	12.13%	935,294	1,429,412	2,364,706
7	132	5.97%	441,176	723,529	1,164,706
8	127	5.75%	441,176	679,412	1,120,588
Metro	958	43.35%			
TOTAL	2,210	100.00%	\$4,526,471	\$6,520,588	\$11,047,059

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 I](#) 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

A **minimum** of 70% of the projects awarded to each ATP 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 G**
- 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**)

CRITERIA FOR REACTIVE PROJECT FUNDING

A **maximum** of 30% of the projects awarded to each ATP will be reactive. Reactive projects must have a B/C greater than 1 to be considered for funding. The criteria that will be used to select these projects are detailed in this section of the document.

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

- Must have a Benefit/Cost (B/C) ratio of 1.0 or greater.* (Note: The B/C ratio shall exclude right-of-way costs.)

***Only crashes contained within the Minnesota Department of Transportation database can be used to determine the B/C for project submittals. Mn/DOT will provide crash data.**

- Agency agrees to maintain for the life of the project – see [Appendix G](#)

Required Material and Special Instructions for Reactive Projects

Following, is a list of material required to submit per project. Failure to provide this information will exclude the submission from consideration:

- Project plan or preliminary layout/scope of work proposed
- Crash data; include all crashes from calendar years 2004-2006. Only crashes contained within the Minnesota Department of Transportation's database can be shown. This is to insure that all project proposals can be equally compared. All crash data must be obtained from Mn/DOT.

Crash data requests must be made before December 31, 2007. Requests made after December 31st may be significantly delayed due to limited resources and may not be available until after the application deadline.

- HSIP Worksheet – A sample worksheet is included in [Appendix D](#). An Excel version of the HSIP worksheet is available at: <http://www.dot.state.mn.us/trafficeng/safety/index.html>

Each submission should also contain the following:

- Cover Letter – include submitting agency, project manager, description of project, Federal funds required, local match and source
- Location map
- Letter of support from other entities involved in the project.

[Appendix E](#) contains “Recommended % Change in Crashes.” Further research is needed to accurately relate to specific safety improvements to crash reduction. In lieu of relying on crash reduction tables, we are asking all proposals contain an estimate of crash reductions based upon logical assumptions. However, if the improvement is specifically listed in the crash reduction table, that data should be used. Whenever possible, the proposal should reference other studies to support the assumptions being made. One example would be the Kentucky Report located at:

[Http://www.dot.state.mn.us/trafficeng/safety/hes/kentucky_report.pdf](http://www.dot.state.mn.us/trafficeng/safety/hes/kentucky_report.pdf)

The proposal will have to demonstrate in a logical fashion how each improvement will impact each type of crash. The Mn/DOT Selection Committee will review the documentation and estimates for accuracy and concurrence with logic. Some examples of acceptable estimates are listed below:

Example 1: A project is proposing closure of a median at an intersection. Logically, all left turning and cross street right angle crashes will be eliminated. (100% reduction in these types of crashes)

Example 2: A project is proposing revision of a signal including creating a protected left turning phase for the minor leg of the intersection. This project should reduce the amount of minor leg left turn crashes significantly (90% reduction).

Example 3: A project is proposing a signal revision including adding left and right turn lanes. Adding turn lanes should reduce read end collisions and some turning collisions depending on proposed versus existing phasing. (20% reduction in impacted rear end collisions is reasonable).

The project initiator should contact Dave Engstrom, 651-234-7016, to discuss crash reduction assumptions for each improvement project prior to submittal.

The most beneficial improvement (as listed in the “Recommended % Change in Crashes” chart, [Appendix E](#)) included in the proposed project should be used to determine the crash reduction factor. The crash reduction factors can be entered directly into the HSIP worksheet.

In the interest of standardizing the calculation of an annual cost associated with a given type of highway safety improvement, the following assumptions are to be used in all calculations for HSIP submissions:

- ✓ Discount Rate = 4.5%
- ✓ Traffic Growth = There is a specific traffic growth rate per county. The rate for your county can be obtained from Dave Engstrom, 651-234-7016.
- ✓ FHWA Recommended Service Life Criteria (see [Appendix G](#))
- ✓ Salvage value of Right of Way and change in maintenance cost are negligible.

Roundabout

Crash reduction percentages are not included in Mn/DOT’s chart or the Kentucky Report. At this time there are a limited number of studies that break down Crash Reduction Factors (CRF) to Urban/Rural, type of roundabout and previous conditions. The factors that are located in [Appendix F](#) were determined using the available studies and engineering judgment. The current data available will be expanded as more studies are completed and published. The Mn/DOT’s CRF’s will be updated and adjusted as new information is available.

Use of Fatal Crashes

Type of Crash	Crash Severity	Cost per Crash
Fatal (F)	K	\$ 3,400,000
Personal Injury (PI)	A Incapacitating	\$ 280,000
	B Non-incapacitating	\$ 63,000
	C Possible	\$ 31,000
Property Damage	N	\$ 4,600

Since fatal crashes are often randomly located, there is considerable debate as to whether they should be treated as personal injury crashes or as fatalities. Furthermore, the value assigned is subject to many considerations. With the above in mind, the following criteria shall be used when computing expected crash reduction benefits:

1. Costs per crash assigned to a fatal crash may be used if there are 2 or more “correctable” fatal crashes within a 3-year period (correctable is defined as the type of crash that the improvement is designed to correct.)

OR

2. The cost per fatal crash may be used when the sum of the correctable fatal and type “A” injury crashes total 3 or more per year.

If the above criteria are not satisfied, the correctable fatal crash shall be treated as two type “A” personal injury crashes ($K = \$560,000 = 2 \times A$) when computing the benefit-cost ratio. To do this, enter the correctable fatal crash as two type “A” personal injury crashes into the “A” category on the HSIP worksheet.

Deadlines

Six (6) copies of the application must be **postmarked no later than February 1, 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:

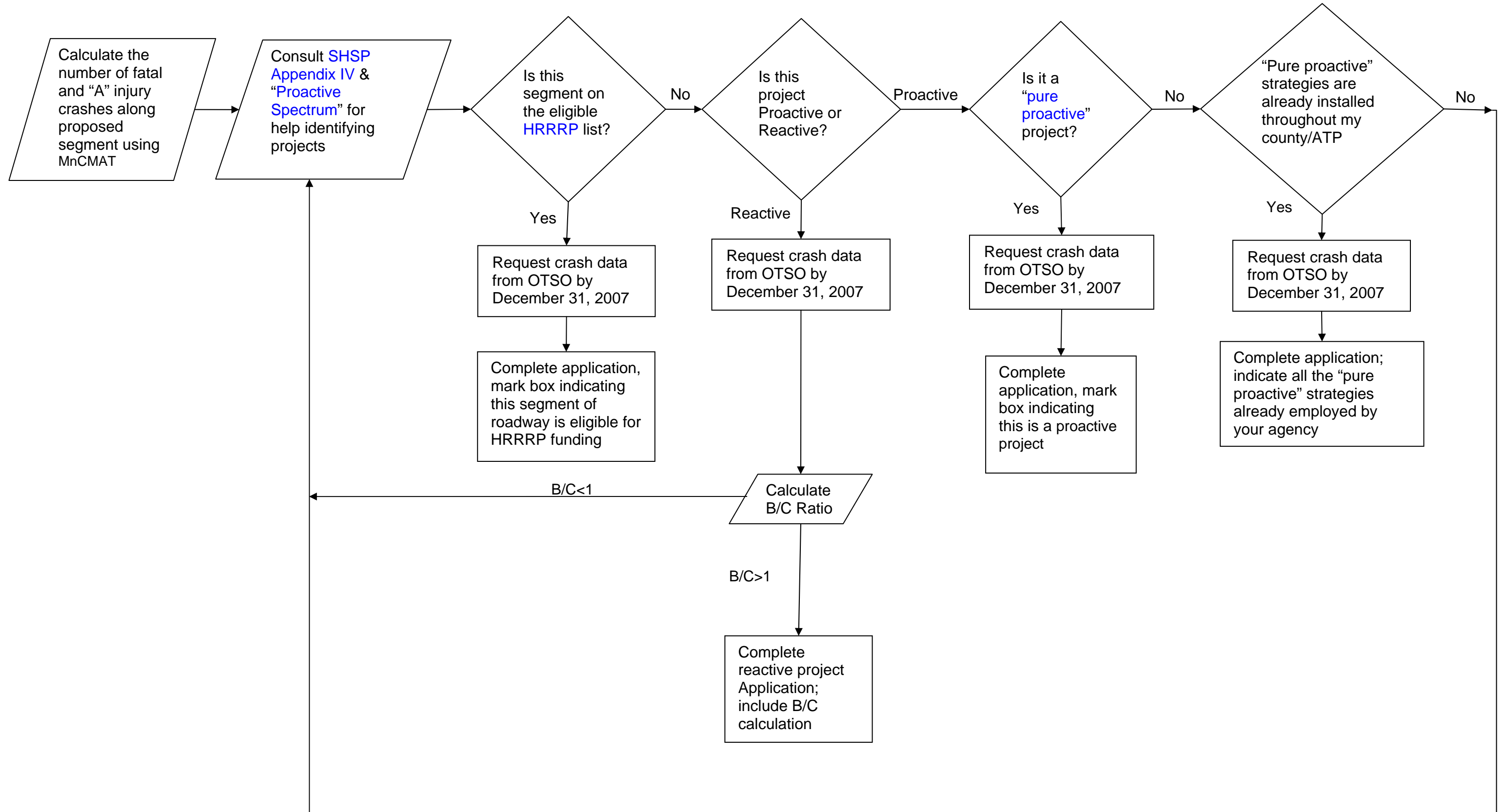
Julie Whitcher, OTSO
651-234-7019
Julie.Whitcher@dot.state.mn.us

Dave Engstrom, OTSO
651-234-7016
Dave.Engstrom@dot.state.mn.us

Mark Vizecky, State Aid
651-366-3839
Mark.Vizecky@dot.state.mn.us

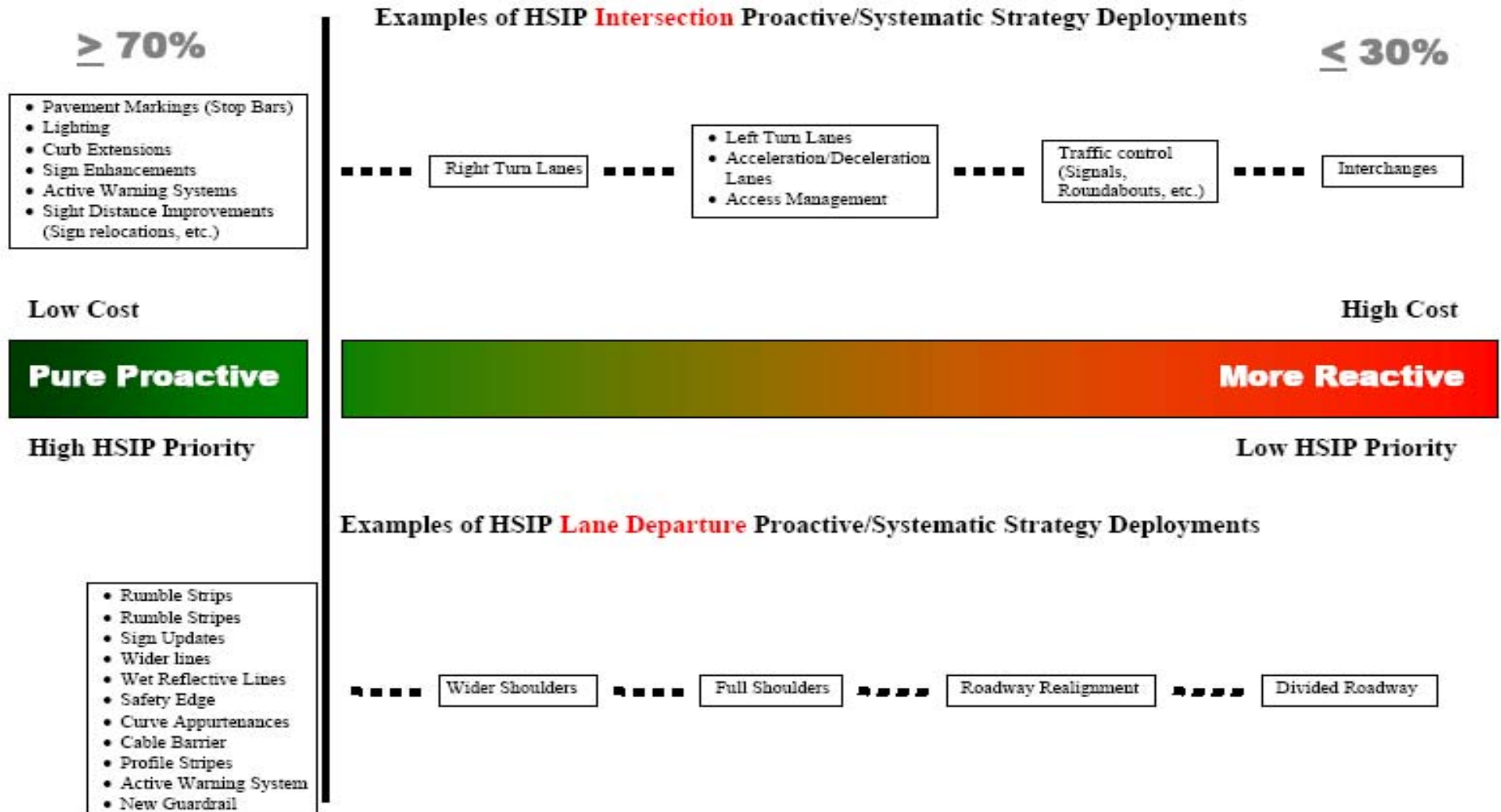
Appendix A

Project Selection Process



Appendix B

GREATER MN PROACTIVE SPECTRUM



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

Appendix C

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 D

Sample HSIP Worksheet

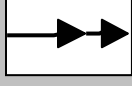
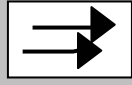
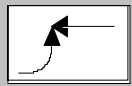


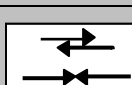
HSIP Worksheet

Control Section	T.H. / Roadway	Location	Beginning Ref. Pt.	Ending Ref. Pt.	State, County, City or Township	Study Period Begins	Study Period Ends
8825	MN999	MN 999 @ CSAH 999(Main Street)	000+00.000	000+00.122	St. Louis	1/1/1997	12/31/2006
Description of Proposed Work		Install median along CSAH 999; Construct 2nd exclusive left turn lane on east approach; signal rebuild to include protected left turn phase for CSAH 999					

Project Diagram	Codes	1 Rear End	2 Sidewipe Same Direction	3 Left Turn Main Lane	4 Right Angle	4.1 Run-off Road	5, 6 Road Cnt' Sidewipe Opposite Direction	Pedestrian	Other	Total	
Study Period: Number of Crashes	Fatal (F)										
	Personnel Injury (BI)		3	3						6	
	Property Damage (PD)				9	3		6	3	21	
			9		15						24
			18		54	18	3	6			90
% Change in Crashes <small>*Recommended using MnDOT's % Change in Crashes</small>	F										
	A		-33%	-48%							
	B			-48%	-41%			-53%	-40%		
	C		-32%	-48%							
	PD		-41%	-48%	-62%	-63%	-60%				
Change in Crashes = No. of crashes x % change in crashes	F										
	A		-0.99	-1.44						-2.43	
	B			-4.32	-1.23			-3.15	-1.20	-9.93	
	C		-2.88	-7.20						-10.08	
	PD		-7.35	-25.92	-11.16	-1.59	-3.60			-48.95	

Year (Safety Improvement Construction)		2009					B/C= 4.21
Project Cost (exclude Right of Way)	\$ 9,500,000	Type of Crash	Study Period: Change in Crashes	Annual Change in Crashes	Cost per Crash	Annual Benefit	
Right of Way Costs (optional)		F			\$ 3,400,000		Using present worth values, B= \$ 40,028,963 C= \$ 9,500,000
Traffic Growth Factor	3%	A	-2.43	-0.24	\$ 280,000	\$ 68,021	
Capital Recovery		B	-9.93	-0.99	\$ 63,000	\$ 62,542	
1. Discount Rate	4.5%	C	-10.08	-1.01	\$ 31,000	\$ 31,239	See "Calculators" sheet for amortization.
2. Project Service Life (n)	20	PD	-48.95	-4.99	\$ 4,600	\$ 22,971	
		Total				\$ 184,773	Office of Traffic, Safety and Operations October 2007

Appendix E

Recommended % Change in Crashes (from Mn/DOT before/after studies) All numbers indicate percentages											
Diagram	New Signal No Channel	New Signal + Channel	New Signal w/Channel Inplace	AWF	Signal Rebuild	Double Left Turn Lane	2Way Left Turn Lane	T-int. Turn Land & Bypass Lane	+Int. Turn Lane & Bypass	Add Through Lanes	
1 	+35	0	+120	+80	-20	-30	+20	-15	-15	-55	
	-15	-15	+30	-15	-30	-30	-40	-20	-15	-55	
2 	0	+60	-55	-35	-50	-50	-30	0	+35	-35	
	+150	+10	0	-85	-30	+90	-35	-30	-10	-65	
3 	+435	-40	+25	-65	-25	-45	-15	-35	-35	-70	
	+270	-5	-25	-80	-20	-70	-40	-30	-35	-65	
5 	+65	-55	-65	-65	-30	-20	-30	-25	-15	-15	
	+35	-60	-65	-60	-30	-10	-25	-55	-45	-45	
4,7 	+65	-30	-35	-40	-35	-10	-90	0	-25	-25	
	-55	0	0	-55	-50	-15	-15	-40	-25	-50	
8,9 	0	-65	+20	-65	-45	-75	-65	+35	-15	-95	
	+35	-50	-25	0	-60	+35	-65	-15	0	-50	
Total Crashes	+55	-35	-25	-40	-25	-30	-40	-20	-20	-50	
	+15	-30	-30	-55	-30	-25	-35	-15	-25	-50	
Number of Studies	10	70	65	10	105	25	5	40	45	10	

Box Legend: Top Factor - Use for Fatal and Injury Crashes (A,B,C)
Bottom Factor - Use for Property Damage Crashes

Before/After studies based on 3 calendar years prior to construction and 3 calendar years after construction completion.

Lighting

For lighting projects, the following values should be used (unless the proposal includes documentation to support a different conclusion). For projects that propose lighting intersections or interchanges, use -50 as the % change in crashes for all night crashes. For projects that propose lighting segments of roadways, use -45 as the % change in crashes for all night crashes. These reduction factors were derived from "Comparison of the Safety of Lighting Options on Urban Freeways" by Michael S. Griffith, published by FHWA, Autumn 1994, Volume 58, Number 2.

[Http://www.tfrc.gov/pubrds/fall94/p94au8.htm](http://www.tfrc.gov/pubrds/fall94/p94au8.htm)

Appendix F

Mn/DOT Roundabout Crash Reduction Factors

Rural Environment

		Crash Reduction Factor	
Converted From	Converted To	Injury crashes only (Apply to injury crashes. NO application for Property Damage crashes.)	All Crashes (Apply to Injury AND Property Damage crashes.)
Stop Controlled	Single Lane	-75%	-60%
Stop Controlled	Multi-Lane	-65%	N/A

Urban Environment

		Crash Reduction Factor	
Converted From	Converted To	Injury crashes only (Apply to injury crashes. NO application for Property Damage crashes.)	All Crashes (Apply to Injury AND Property Damage crashes.)
Stop Controlled	Single Lane	-80%	-70%
Stop Controlled	Multi-Lane	-70%	N/A
Signalized	Single Lane	-70%	-40%
Signalized	Multi-Lane	-65%	N/A

Note: At this time there is a limited number of studies that breakdown Crash Reduction Factors (CRF) to Urban/Rural, type of roundabouts and previous conditions. The factors in the above tables were determined using the available studies and engineering judgment. The current data available will be expanded as more studies are completed and published. The Mn/DOT roundabout CRF's will be updated and adjusted as new information is made available.

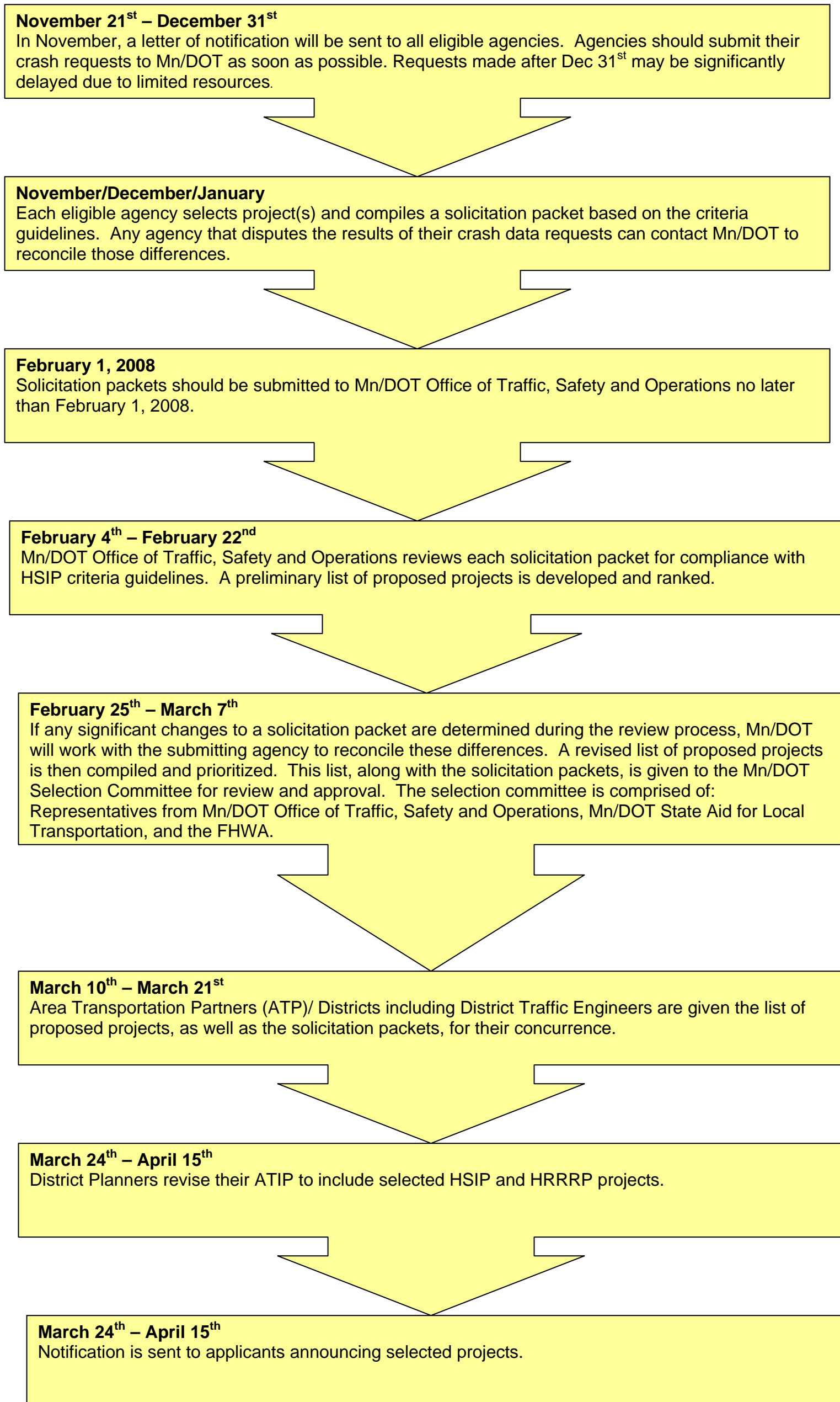
Appendix G

FHWA Recommended Service Life Criteria

<u>Description</u>	<u>Service Life (Years)</u>	<u>Description</u>	<u>Service Life (Years)</u>
<u>Intersection & Traffic Control</u>		<u>Pedestrian & Bicycle Safety</u>	
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	<u>Railroad-Highway Crossings</u>	
Install Illumination	15	Install RR Signs and Markings	10
Upgrade Traffic Signals	10	Install RR Crossbucks	10
Install New Traffic Signals	10	Install RR Crossing Illumination	10
<u>Structures</u>		Upgrade RR Crossing Flashing Lights	10
Widen or Modify Bridge for Safety	20	Install New RR Crossing Flashing Lights	10
Replace Bridge for Safety	30	Install New RR Crossing Gates and Flashing Lights	10
Construct New Bridge for Safety	30	Install RR Crossing Gates (lights already exist)	10
Replace or Improve Minor Structure for Safety	20	Install New RR Track Circuitry	10
Upgrade Bridge Rail	10	Improve RR Crossing Surface	10
<u>Roadway & Roadside</u>		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		

Appendix H

Combined Program for HSIP, HRRRP and Central Safety Fund Greater Minnesota Local Solicitation



Appendix I

A brief overview of the Delegated Contract Process (DCP) has been provided below. The outlined criteria must be completed to meet the April 15th 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

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 or (651) 366-3821.