

Directions For Requesting A State Aid Project Number

Access request form: <http://www.dot.state.mn.us/stateaid/projectdelivery/project-number-request.pdf>

1. Know your funding Types:
 - a. If the project has State Aid Funding the request goes to Rob Wielinski.
robert.wielinski@state.mn.us
 - b. If the project has Federal Funding the request goes to Colleen Brown.
colleen.brown@state.mn.us
 - c. If the project will include Turnback funds please note it in the additional notes box
 - d. If the project is using bonding monies, i.e., LRIP, bridge bonding, note it in the additional notes box on the form
 - e. If the project is using FEMA money, note it in the additional notes box on the form

2. Road System:
 - a. Identify the CSAH Number and Road name
 - b. Identity the MSAS Route Number and Road name
 - c. If the City is a Certified Complete City, note it in the additional notes box on the form
 - d. If it is a City wide or County wide project, note it the additional notes box on the form

3. Project Location:
 - a. Beginning and end of project – Describe work with intersections
 - b. If the termini change before plan is reviewed it can be adjusted, inform Rob.
 - c. Identify the City or County
 - d. Identify Tied Project Numbers

4. Bridges:
 - a. Ideally, you should request a New Bridge Number before you ask for a project number.
 - b. If this is not possible, remember to get “new” bridge numbers to Rob as soon as you receive them.

5. Estimated Construction Start/End Dates are required

6. Additional Notes are helpful i.e.
 - a. The Project is for Force Account
 - b. The Project is City/County wide
 - c. Replacing an existing traffic signal system
 - d. Project is for City Cost Share of County Led Project or vice versa

7. Work Type
 - a. Check all that apply
 - b. If work type or project limits change, before plan review, please inform Rob so that he can update project tracking