



Minnesota Department of Transportation

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Memo

TO: MnDOT Managers

FROM: Brian Gage
Manager for Capital Programs and Performance Measures
Office of Transportation System Management

DATE: April 21, 2014

SUBJECT: Requests for Transportation Capital Funding

Introduction

The Office of Transportation System Management (OTSM) has updated the process for requesting transportation capital funding. Historically funding requests outside of the normal programming process have been accomplished through various methods:

- Requests made from District C;
- Requests made through special programs (e.g., Destination Innovation Program, General Engineering Contract (GEC));
- Requests made through the Transportation Program Investment Committee (TPIC) or through the Division Directors; and
- Requests made directly to OTSM/OFM.

Under the new approach, all of these methods will be consolidated into one initial on-line request form found at the following web address:

www.mndot.gov/planning/program/capital.html

Why this Change

Under MnDOT's goal of **Enhancing Financial Effectiveness** projects should be well-scoped, and funding clearly identified at the time a project enters the State Transportation Improvement Program (STIP). Once in the STIP changes should be minimal. But, we recognize that this is not always possible, and that emerging issues and unforeseen changes in priorities need to be addressed in the short-term. To effectively capture these short-term issues, and to take advantage of all the existing and potential funding opportunities, OTSM has established a documented process for requesting funds. This process will provide MnDOT districts and offices, and State Aid for Local Transportation (SALT) with a consistent process and format for making funding requests. It will also provide decision-makers with a consistent way to evaluate funding requests with regards to MnSHIP Outcomes, performance, risk, and critical priorities.

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How the Process Works

Starting on May 1, 2014, the process for requesting transportation capital funding outside of the normal programming process (e.g., the STIP development process) and special solicitations (e.g., TED, CIMS) will be as follows:

1. Requestor will fill out the on-line form as completely as possible.

www.mndot.gov/planning/program/capital.html

2. OTSM will add the funding request to the Master List of Funding Requests.
3. OTSM will review the form and let the requestor know which of the following funding paths will be considered (some requests may take multiple paths, some may just be held for the time being):
 - a. District C – Evaluated by District C Engineer or TPIC
 - b. Investment Opportunity Plan (IOP) – Evaluated by IOP Review Team
 - c. General Engineering Contract (GEC) – Evaluated GEC Program Managers
 - d. Special Funding – Evaluated by OTSM & OFM
4. The funding request will be evaluated based on the specific funding path(s) from Step 3.
 - a. OTSM will notify the requestor of a funding decision; and
 - b. If funding is approved OTSM/OFM will request project information needed to track the project and then provide funding strings to the requestor; or
 - c. The request will be placed on a Master List of Funding Requests and re-evaluated at a later time.

Contact Information

We will be using the on-line form starting May 1, 2014 as be the gateway for capital funding requests. Some requests are already in the mix and will be transferred into the new format. The Master List of Funding Requests will be used to track requests and how they are addressed (whether funded or not funded). Mark Fiers from OTSM will be lead for this process and the initial contact person for information regarding requests. For questions regarding the overall process change, please contact Brian Gage.