Transportation Advisory Board
of the Metropolitan Council of the Twin Cities

ACTION TRANSMITTAL

No. 2011-22

DATE: February 9, 2011

TO: Transportation Advisory Board

FROM: Technical Advisory Committee

SUBJECT: Approval of the Solicitation for Highway Safety Improvement Program (HSIP) Funds.

MOTION: That the TAB approve the HSIP Solicitation including establishing a 30% set-aside of target funds to be allocated in the next solicitation for "proactive" projects following completion of county safety plans, restricting funds for traffic signals according to new rules, and allowing a new crash reduction factor.

BACKGROUND AND PURPOSE OF ACTION The TAB approves the HSIP Solicitation along with the rest of the federal funding package but Mn/DOT is in charge of administering the application. MnDOT has proposed the attached changes to the HSIP solicitation, which have been modified by actions of the TAC Funding & Programming Committee. Attached are two pages. The first page is the summary of proposed changes to the HSIP solicitation package, and the second page includes the proposed new rules on signal construction as part of recommended change #2.

ROUTING

TO	ACTION REQUESTED	DATE COMPLETED
TAC Funding & Programming Committee	Review & Recommend	January 20, 2011
Technical Advisory Committee	Review & Recommend	February 2, 2011
TAB Programming Committee	Review & Recommend	
Transportation Advisory Board	Review & Approve	

HSIP

Highway Safety Improvement Program

State of Minnesota Program Criteria
Metro District

Minnesota Department of Transportation
Metro District Traffic Engineering
January 2011

Table of Contents

Introduction

This document explains the requirements, and gives guidance for the Highway Safety Improvement Program (HSIP) to applicants desiring to obtain federal funds under the Surface Transportation Program.

General Policies

1. HSIP funds are available to Mn/DOT; the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington; and the Cities and Towns within those Counties. Other local or special governmental agencies that have the ability to receive and administer federal funds must work with these specified governmental units to develop and submit eligible projects.

2 Maximum federal funding is 90% of eligible total project costs up to $2,000,000, with a cap of $1,800,000 federal funds. A minimum local match of 10% of the total project cost is required. After a project is selected for federal HSIP funding, if the project costs go above $2,000,000 the additional costs are the responsibility of the submitting agency. The match must be in "hard dollars". Soft matches (i.e. volunteer labor, donated materials, professional services) can not be included in the match.

3. Projects are being solicited for funding for federal fiscal years 2015 and 2016. The federal fiscal year runs from October 1st thru September 30th.

4. Funding is for roadway construction and reconstruction projects designed to decrease the frequency and/or severity of vehicular crashes. These crashes can involve pedestrians, bicycles, and other non-motorized vehicles. The specifics of the improvement must be related to reducing historical vehicular crashes. The project must be a permanent improvement. Right-of-way (R/W) costs are not fundable and shall not be included in the project cost. With respect to eligibility of funding, Attachment 1: HSIP Prog. Categories of Title 23 U.S.C. 148(g) (http://safety.fhwa.dot.gov/safetealu/hsipreporting.htm) provides a listing of eligible highway safety improvement projects.

5. All public roadways are eligible for funding.

6. The amount of federal funds awarded is based upon the original submission. Any increase in scope or costs will be the responsibility of the applicant.

7. HSIP projects will be eliminated from the program if they do not meet the sunset date. The sunset date for projects is March 31 of the year following the program year identified in the project proposal or as otherwise established by the Met Council Transportation Advisory Board (TAB). Meeting the sunset date established for a project shall be governed by the TAB adopted "Criteria for Meeting Sunset Date" requirements, attached in Appendix H. If the "Criteria for Meeting Sunset Date" requirements (as noted above) for a project have been met, but HSIP funds are not presently available, that particular project will be placed on a waiting list for funds, listed in order of date of approval, and the sunset date would not apply.

HSIP, formerly Hazard Elimination Safety (HES), is a federally funded traffic safety program. The amount of funding for the Twin Cities Metropolitan area is $8,400,000 per year*. The object of the program is to identify, implement, and evaluate cost effective construction safety projects.

*This 2011 solicitation will be for "reactive" projects only for a total of $5.9 million per year for federal FY 2015 and 2016. The remaining 30% ($2.5 million) of the yearly $8.4 million will fund "proactive" projects solicited for in 2013 for funding in federal FY 2015 and 2016.

Present Practices

Mn/DOT has gone through numerous changes to effectively implement federal programs in the State. These changes are based on the requirements of the following:

- Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991
- Transportation Equity Act for the 21st Century (TEA 21)
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)

As part of the new changes, the state is required to provide an opportunity to share federal funds (which traditionally were used for the trunk highways) with all local branches of government to improve and protect the investments of the State's transportation infrastructure. To accomplish this, the Metro District of Mn/DOT in conjunction with the Transportation Advisory Board of the Metropolitan Council has developed this solicitation package in which all local transportation authorities that are eligible for state-aid funding can apply for federal HSIP funds.

SAFETEALU - FHWA Safety - Highway Safety Improvement Program Reporting Requirements

Qualifying Criteria

The objective of the Highway Safety Improvement Program (HSIP) is to identify, implement, and evaluate cost effective construction safety projects.

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 federal-aid project should be funded from the same source as the broader project. HSIP proposals should be limited to those that can be considered legitimate stand alone safety projects. If the proposed HSIP project is to be included as part of a broader project, the proposal must clearly identify the entire project as well as the portion that the HSIP funding is being requested for. Costs for the entire project and the selected portion must be clearly identified. This is consistent with the provisions of separate funding for safety projects and with the FHWA's long-standing position on the use of safety funds.

For this solicitation, proposed projects qualify for the HSIP program by meeting the following criteria:

1. 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 Public Safety's database can be used to determine the B/C for project submittals. Mn/DOT Metro District Traffic Office will provide the crash data and collision diagrams. (see page 6)

Traffic Signals

In most cases, traffic signals are not safety control devices. They assign right of way for vehicles and are necessary for operational purposes. However, in some cases they can improve safety. The objective of the Highway Safety Improvement Program is to "reduce the occurrence of and the potential for fatalities and serious injuries resulting from crashes on all public roads" (23 CRF 924.5). Signal projects will be considered for funding provided they meet the following criteria.

1. **New Signals**

   - Warrant 7, Crash Experience from the MMUTCD must be met. Specifically, "5 or more reported crashes, of the types susceptible to correction by a traffic control signal, have occurred within a 12-month

period". Exceptions to meeting this warrant may be made if an adequate case is made on how the new signal will "reduce the number of, or potential for, fatalities and serious injuries" as required by SAFETEA-LU.

- All new signals shall meet current Mn/DOT design standards. If exceptions to incorporating these standards are necessary due to site specific conditions, explanation should be included with the application.

- Installation of red light running (enforcement) lights is strongly encouraged. Installation costs are low when installed with new signals and they provide the benefit of red light running enforcement to be accomplished by one law enforcement officer, instead of two.

- Documentation should be provided confirming that other intersection types were considered but are not feasible. Those considered should include intersection types that reduce the probability of severe right-angle crashes. Roundabouts, restricted crossing u-turn (RCUT) intersections, and some other alternative intersection types fall into this category.

2. Existing Signals

- Rebuilding an existing signal system may be eligible for HSIP funding if it is necessary for implementation of a geometric improvement, where the signal system cost is incidental to the primary geometric safety improvement on the project.

- Rebuilding an existing signal system without geometric improvements may be eligible for HSIP funding if additional safety devices are included, such as: adding mast arms, adding signal heads, interconnect with other signals, etc.

3. Retiming of signal systems

- The development and implementation of new signal timing plans for a series of signals, a corridor or the entire system is eligible.

Prioritization Criteria

As in the past solicitations, the "reactive" projects will be prioritized using the B/C ratio.

The HSIP committee listed below, will determine if the submitted projects have met the intent of the qualifying criteria and HSIP

Project proposals will be reviewed by Mn/DOT's Metro District Traffic Engineering unit initially to determine acceptability and make funding recommendations. The HSIP committee will review these recommendations for funding and modify if necessary. The HSIP committee will consist of:

- Mn/DOT Metro District Traffic Engineer - Program Support
- Mn/DOT Metro District Traffic Safety Engineer
- 4 County/City Engineers which will be determined by the Met Council Transportation Advisory Committee (TAC).

When the proposed project funding list has been approved by the HSIP committee, it will be sent to the Met Council TAC for final determination of projects to be funded. To view the timeline for this process see Appendix B.

Required Material and Special Instructions

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

- HSIP application (Form 1) (See Appendix)
- Project information sheet (Form 2) (See Appendix)
- Location map.
- Project plan or preliminary layout/scope of work proposed.
- Collision Diagrams - The diagrams shall include crashes from calendar years 2007-2009. Only crashes contained within the Minnesota's Department of Public Safety'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 (see Appendix A for contact information). Mn/DOT will also provide collision diagrams.

  Crash data requests should be made between March and April 29th of the solicitation year (see Appendix B for solicitation time line). Requests made after April 29th may be significantly delayed due to limited resources.

- HSIP B/C Worksheet - A sample HSIP B/C worksheet is included in Appendix C. An Excel version of the HSIP B/C worksheet is available by contacting one of the Mn/DOT contacts listed in Appendix A.

Crash Reduction Factors

A Crash Reduction Factor (CRF) is the percentage crash reduction that may be expected after implementing a given countermeasure. A CRF should be regarded as a generic estimate of the effectiveness of a countermeasure. The estimate is a useful guide, but it remains necessary to apply engineering judgment and to consider site-specific environmental, traffic volume, traffic mix, geometric, and operational conditions which will affect the safety impact of a countermeasure.

The amount of improvements contained within the Mn/DOT " % Change in Crashes Table", has been severely reduced over previous solicitations. For consistency of submitted projects, if the improvement is specifically listed in the Mn/DOT " % Change in Crashes Table" (Appendix D), that data should be used. The same case is for Roundabout and Lighting projects (see below). For other cases, the proposal should reference the FHWA Desktop Reference for Crash Reduction Factors or the "Crash Modification Factors Clearinghouse" website which can be found at the following locations:

- http://www.transportation.org/sites/safetymanagement/docs/Desktop%20Reference%20Complete.pdf

- http://www.cmfclearinghouse.org/

In the FHWA Desktop reference, there are a number of CRFs to choose from for each countermeasure. The project proposer must use a CRF in **bold** if available, and clearly explain why they chose the CRF they did.

The CRFs to be used for Roundabouts and Lighting projects are described below.

Roundabout

For roundabout CRFs there are a limited number of studies that break down CRFs to urban/rural, type of roundabout, and previous conditions. The factors located in appendix E 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 Metro District CRFs for roundabouts will be updated and adjusted as new information is available. See appendix E for Roundabout CRFs.

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. Night time crashes are crashes on the collision diagrams coded as anything other then "L" for the Light code. 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.

In lieu of relying on crash reduction tables, proposals may contain an estimate of crash reductions based upon logical assumptions. The proposal will have to thoroughly demonstrate in a logical fashion how each improvement will impact each type of crash. The HSIP Committee will review the documentation 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 type of crashes)

Example 2: A project is proposing a traffic signal revision 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). Additionally, any significant improvement in capacity would reduce rear end collisions slightly (10% reduction for minor capacity improvements, 20% for significant improvements).

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

In most cases, the project initiator should contact a member of the Mn/DOT review team (see appendix A), to discuss crash reduction assumptions for each improvement project prior to submittal.

If only one improvement is included in the proposed project, the crash reduction factors from the "Mn/DOT % Change in Crashes Table", the FHWA reference, the FHWA CMF Clearinghouse, or a percentage reduction based on an estimated procedure described above, can be entered directly into the HSIP worksheet. If two or more improvements are included in the proposed project, the overall crash reduction should be determined using the "Dual Safety Improvement Crash

Reduction Formula" described below. If there are more than two improvements for the proposed project, the two improvements which have the greatest impact on safety (whether positive or negative) should be used. If there are two or more improvements, but only one major improvement as represented by cost and scope, use the crash reduction factor for that improvement only.

Dual Safety Improvement Crash Reduction Formula:

CR = 1 – (1 – CR1) x (1 – CR2)
CR equals the overall crash rate reduction expressed as a decimal
CR1 equals the crash rate reduction for the first improvement expressed as a decimal
CR2 equals the crash rate reduction for the second improvement expressed as a decimal

For calculation purposes CR, CR1 and CR2 are decimal equivalents so % change in crash values with the sign changed (a value of –50 from the table is expressed as .50 and a value of +75 from the table is expressed as -.75). A positive CR value would result in an overall crash reduction; while a negative CR value would increase crashes. To input into the HSIP worksheet the CR value should be reconverted to numerical format of the "% change in crashes" by multiplying by 100 and changing the sign.

Use of Fatal Crashes

Type of Crash	Crash Severity	Cost per Crash
Fatal (F)	K	$7,100,000
Personal Injury (PI)	A Incapacitating	$415,000
Personal Injury (PI)	B Non-Incapacitating	$137,000
Personal Injury (PI)	C Possible	$91,000
Property Damage (PD)	N	$12,000

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. Cost benefits 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 benefit per fatal crash may be used when there is at least one correctable fatal crash **and** two or more type "A" injury crashes within a 3-year period.

If the above criteria are not satisfied, the correctable fatal crash shall be treated as two type "A" personal injury crashes (K = 2 x A) when computing the benefit-cost ratio. To do this, enter the correctable fatal crash as two type "A" personal injury crashes in the "A" category on the HSIP B/C worksheet.

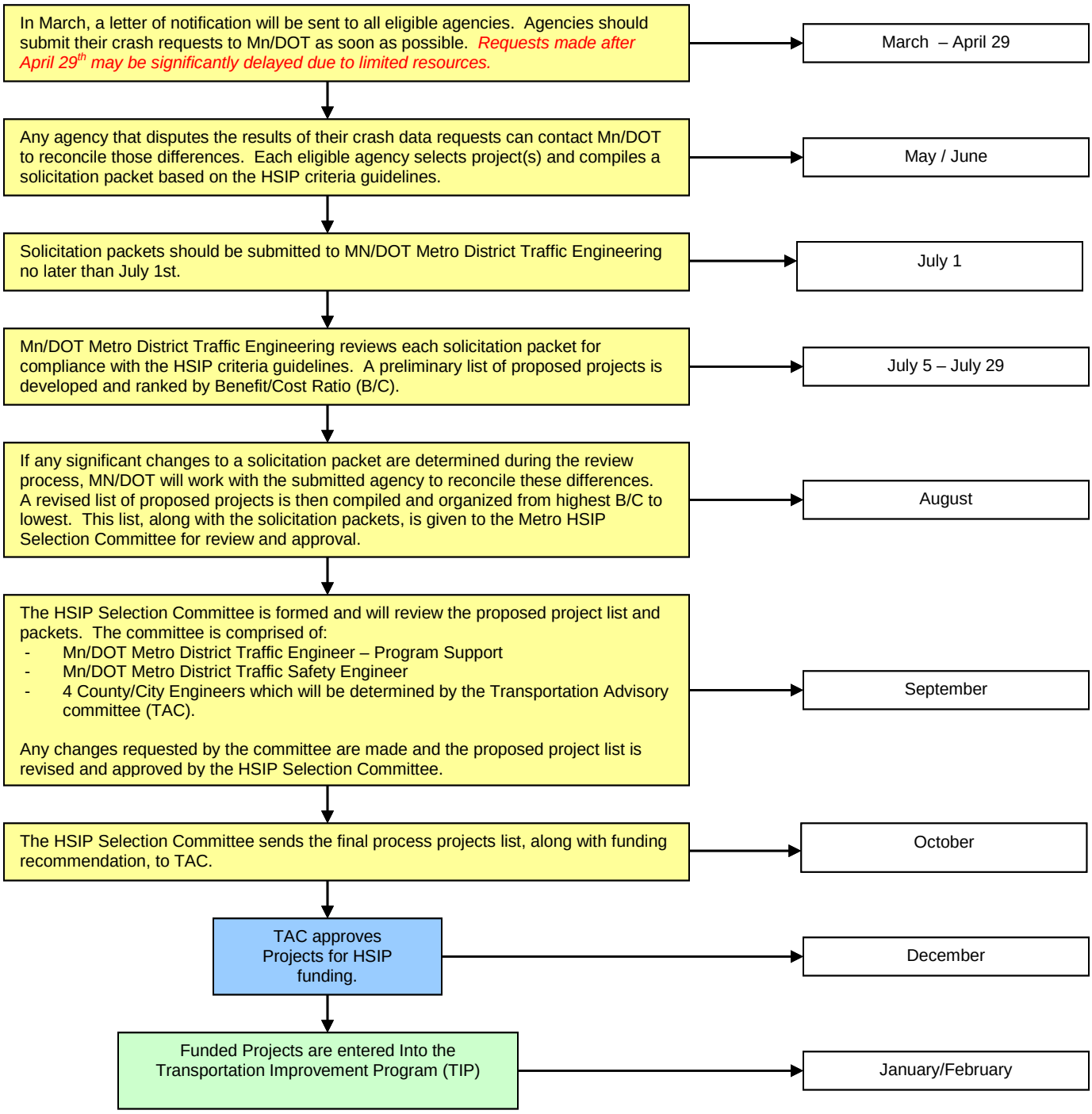
Appendix A

Mn/DOT Metro District Traffic Engineering
Program Support Contacts

Information	Contact	E-Mail	Phone Number
Proposal Content	Gayle Gedstad	Gayle.Gedstad@state.mn.us	651/234-7815
Proposal Content	Lars Impola	Lars.Impola@state.mn.us	651/234-7820
Crash Information	Ryan Coddington	Ryan.Coddington@state.mn.us	651/234-7841

Appendix B

Highway Safety Inprovement Program (HSIP)
Metro District Process Timeline



Appendix C

B/C worksheet	Control Section	T.H. / Roadway	Location	Beginning Ref. Pt.	Ending Ref. Pt.	State, County, City or Township	Study Period Begins	Study Period Ends
	2713	US 12	Intersection with CSAH 90	144+00.968	144+00.969	Hennepin	1/1/2007	12/31/2009
	Description of Proposed Work		Add left turn lanes on US 12					

Accident Diagram Codes			1	2	3	5	4, 7	8, 9	Pedestrian	6, 90, 98, 99 Other	Total
Study Period: Number of Crashes	Fatal	**F**									
	Personal Injury (PI)	**A**									
		B									
		C				2	1				**3**
	Property Damage	**PD**	2	1				1		5	**9**
% Change in Crashes *Use Desktop Reference for Crash Reduction Factors	Fatal	**F**									
	PI	**A**									
		B									
		C				-58%	-58%				
	Property Damage	**PD**	-58%	-58%				-58%		-58%	
Change in Crashes = No. of crashes **x** % change in crashes	Fatal	**F**									
	PI	**A**									
		B									
		C				**-1.16**	**-0.58**				**-1.74**
	Property Damage	**PD**	**-1.16**	**-0.58**				**-0.58**		**-2.90**	**-5.22**

		Type of Crash	Study Period: Change in Crashes	Annual Change in Crashes	Cost per Crash	Annual Benefit
Year (Safety Improvement Construction)	**2015**					
Project Cost (exclude Right of Way)	**$ 600,000**	**F**			**$ 7,100,000**	
Right of Way Costs (optional)		**A**			**$ 415,000**	
Traffic Growth Factor	**3%**	**B**			**$ 137,000**	
Capital Recovery		**C**	**-1.74**	**-0.58**	**$ 91,000**	**$ 52,780**
1. Discount Rate	**4.5%**	**PD**	**-5.22**	**-1.74**	**$ 12,000**	**$ 20,880**
2. Project Service Life (n)	**20**	**Total**				**$ 73,660**

B/C= 2.15

Using present worth values,

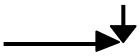
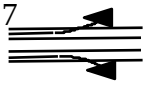
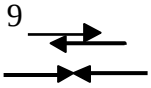
B= $ 1,288,602

C= $ 600,000

See "Calculations" sheet for amortization.

Appendix D

% Change in Crashes
(from MnDOT Before & After Studies
All numbers indicate percentages

Diagram	*New Signal + Channel*	*T-Int. Turn Lane & Bypass Lane*	*+ Int. Turn Lane & Bypass Lane*	*Signal Rebuild*
1 	0 -15	-15 -20	-15 -15	-20 -30
2 	+60 +10	0 -30	+35 -10	-50 -30
3 	-40 -5	-35 -30	-35 -35	-25 -20
5 	-55 -60	-25 -55	-15 -45	-30 -30
4, 7 	-30 0	0 -40	-25 -25	-35 -50
8, 9 	65 -50	+35 -15	-15 0	-45 -60
Total Crashes	-25 -30	-20 -25	-20 -25	-25 -30
Number of Studies	70	40	45	105

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.

Definitions:

- New Signal, plus channelization – Permanently installed signals at a new location with added lanes (turn or bypass) and/or medians (painted or concrete).
- T-intersection turn and bypass lane – Addition of right turn and/or bypass lanes to a three-legged intersection.
- Cross-street intersection turn and bypass lanes – Addition of right turn and/or bypass lanes at a four-legged intersection.
- Signal Rebuild – Signal revision plus a change of signal location and other components at an intersection. Installation of additional heads to intersection signals (i.e., turn arrows).

Appendix E

Rural Environment

Converted From	Converted To	Crash Reduction Factor	
		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%	-65%
Stop Controlled	Multi-Lane	-70%	-55%

Urban Environment

Converted From	Converted To	Crash Reduction Factor	
		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%	-65%
Stop Controlled	Multi-Lane	-70%	-55%
Signalized	Single Lane	-70%	-40%
Signalized	Multi-Lane	-65%	-35%

NOTE: At this time there is a limited number of studies that break down Crash Reduction Factors (CRF) to Urban/Rural, type of roundabout 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 Metro District roundabout CRF's will be updated and adjusted as new information is made available. The "Stop Controlled" in the tables above is referring to a 2-way stop condition.

Appendix F

Recommended Service Life Criteria

Description	Service Life (years)
Intersection & Traffic Control	
Construct Turning Lanes	20
Provide Traffic Channelization	20
Improve Sight Distance	20
Install Traffic Signs	10
Install Pavement Marking	2
Install Delineators	10
Install Illumination	20
Upgrade Traffic Signals	20
Install New Traffic Signals	20
Retime Coordinated System	5
Construct Roundabout	20
Pedestrian & Bicycle Safety	
Construct Sidewalk	20
Construct Pedestrian & Bicycle Overpass/Underpass	30
Install Fencing & Pedestrian Barrier	10
Construct Bikeway	20
Structures	
Widen or Modify Bridge for Safety	20
Replace Bridge for Safety	30
Construct New Bridge for Safety	30
Replace/Improve Minor Structure for Safety	20
Upgrade Bridge Rail	20

Description	Service Life (years)
Roadway & Roadside	
Widen Traveled Way (no lanes added)	20
Add Lane(s) to Traveled Way	20
Construct Median for Traffic Separation	20
Wide or Improve Shoulder	20
Realign Roadway (except at railroads)	20
Overlay for Skid Treatment	10
Groove Pavement for Skid Treatment	10
Install Breakaway Sign Supports	10
Install Breakaway Utility Poles	10
Relocate Utility Poles	20
Install Guardrail End Treatment	10
Upgrade Guardrail	10
Upgrade or Install Concrete Median Barrier	20
Upgrade or Install Cable Median Barrier	10
Install Impact Attenuators	10
Flatten or Re-grade Side Slopes	20
Install Bridge Approach Guardrail Transition	10
Remove Obstacles	20
Install Edge Treatments	7
Install Centerline Rumble Strips	7

Appendix G

Crash Rate

The formula to compute actual crash rates for locations where there were clusters of crashes during the study period:

Section:
$$\frac{1{,}000{,}000 \times \text{CRASHES}}{\text{ADT} \times \text{Length} \times \text{DAYS}}$$

Intersection/Spots:
$$\frac{1{,}000{,}000 \times \text{CRASHES}}{\text{Entering ADT} \times \text{DAYS}}$$

CRASHES = Total Number of crashes
DAYS = Number of days for the study
ADT = Average Daily Traffic
Length = Length of Section of road

Severity Rate

The severity rate is calculated as:

Section:
$$\frac{1{,}000{,}000 \times 5(\text{FAT})+4(\text{A})+3(\text{B})+2(\text{C})+\text{N}}{\text{ADT} \times \text{Length} \times \text{DAYS}}$$

Intersection/Spots:
$$\frac{1{,}000{,}000 \times 5(\text{FAT})+4(\text{A})+3(\text{B})+2(\text{C})+\text{N}}{\text{Entering ADT} \times \text{DAYS}}$$

FAT = Number of Fatal crashes
A = Number of A injury crashes
B = Number of B injury crashes
C = Number of C injury crashes
N = Number of property damage only crashes
DAYS = Number of days for the study
ADT = Average Daily Traffic
Length = Length of Section of road

Appendix H

Adopted 10-20-04

Criteria for meeting Sunset Date requirement for all TAB-selected projects:

Construction Projects through the FHWA Process

- Environmental document approved
- Right of way certificate approved or condemnation proceedings have been formally initiated
- District State Aid Engineer approval of plans
- Engineer's estimate
- Special provision information
- Utility relocation certificate
- Permit applications submitted
- Letting date can be set within 90 days

Construction Projects through the FTA Process

- Environmental document completed; reviewed by Metro State Aid for completeness
- Satisfactory review by Metro State Aid that project plans are complete and reflect the project that was selected
- Letting date can be set within 90 days
- FTA notification that grant approval imminent

Right of Way Only Projects through FHWA Process

- Environmental document approved
- OIM/SALT authorization to proceed

Right of Way Only Projects through FTA Process

- Environmental document completed; reviewed by Metro State Aid for completeness
- Appraisals over $250,000 approved by FTA; under $250,000 reviewed by MnDOTMetro State Aid/Right of Way Section
- FTA notifies that grant approval is imminent
- OIM transfers funds
- Offers made/condemnation initiated if offers refused

Program Project

- Grant application submitted to FTA; includes workplan
- Notification from FTA that grant approval is imminent
- Work will begin within 90 days after grant approval
- Agreement executed between MnDOT and proposer once funds are transferred

Federal HSIP Funding Application (Form 1)

INSTRUCTIONS: Complete and return completed application to Lars Impola, Mn/DOT, Metro District, 1500 West County Road B2, Roseville, Minnesota 55113. (651) 234-7820. **Applications must be received by 4:30 PM or postmarked on July 1, 2011. *Be sure to complete and attach the Project Information form.** (Form 2)	Office Use Only

I. GENERAL INFORMATION

1. APPLICANT:			
2. JURISDICTIONAL AGENCY (IF DIFFERENT):			
3. MAILING ADDRESS:			
CITY:	STATE:	ZIP CODE:	4. COUNTY:
5. CONTACT PERSON:	TITLE:		PHONE NO. ( )
CONTACT E-MAIL ADDRESS:			

II. PROJECT INFORMATION

6. PROJECT NAME:

7. BRIEF PROJECT DESCRIPTION (Include location, road name, type of improvement, etc... A more complete description can be submitted separately):

8. HSIP PROJECT CATEGORY – Circle which project grouping in which you wish your project to be scored.

The 2011 HSIP solicitation is for Reactive projects only

III. PROJECT FUNDING

9. Are you applying or have you applied for funds from another source(s) to implement this project?
Yes ☐ No ☐

If yes, please identify the source(s):

10. FEDERAL AMOUNT: $	13. MATCH % OF PROJECT TOTAL:
11. MATCH AMOUNT: $	14. SOURCE OF MATCH FUNDS:
12. PROJECT TOTAL: $	15. REQUESTED PROGRAM YEAR : ☐2015 ☐2016
16. SIGNATURE:	17. TITLE:

PROJECT INFORMATION (Form 2)

(To be used to assign State Project Number after project is selected)

Please fill in the following information as it pertains to your proposed project. Items that do not apply to your project, please label N/A. **Do not send this form to the State Aid Office. For project solicitation package only.**

COUNTY, CITY, or LEAD AGENCY _____

FUNCTIONAL CLASS OF ROAD _____

ROAD SYSTEM _____ (TH, CSAH, MSAS, CO. RD., TWP. RD., CITY STREET)

NAME OF ROAD _____ (Example: 1st Street, Main Avenue)

LOCATION: From: _____

To: _____

(DO NOT INCLUDE LEGAL DESCRIPTION)

TYPE OF WORK _____

_____

(Examples: GRADE, AGG BASE, BIT BASE, BIT SURF, SIDEWALK, CURB AND GUTTER, STORM SEWER, SIGNALS, LIGHTING, GUARDRAIL, BIKE PATH, PED RAMPS, BRIDGE, PARK AND RIDE, ETC)