

2019 Local Road Improvement Program Solicitation Guide

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Prepared by

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Local Road Improvement Program Solicitation Overview

The Local Roads Improvement Program was established by the Minnesota legislature in 2002 and is defined in [Minnesota Statute 174.52](#). The statute language describes three types of accounts with a specific intent for the types of local road projects that can be considered for program.

The Trunk Highway Corridor Account provide funds to assist in paying the local share of trunk highway projects with local costs related to the trunk highway improvement. For consideration under this account, a trunk highway project must be identified.

The Routes of Regional Significance Account provides funds for the costs of constructing or reconstructing city streets, county highways, or town roads with statewide or regional significance.

The Rural Road Safety Account funds capital improvement projects on County State Aid Highways (CSAH) that are intended primarily to reduce traffic crashes, deaths, injuries, and property damages.

The Minnesota Department of Transportation State Aid for Local Transportation Office administers the Local Roads Improvement Program with guidance from the [Local Road Improvement Program Advisory Committee](#). The process and criteria for determining eligibility and prioritizing projects for the solicitation are established in the statute and recommended with guidance and input from the LRIP Advisory Committee.

At this time, there is no available funding for the program. However, in an effort to demonstrate the need for continued funding and support of the legislature for the program, this solicitation will take place in preparation for future funding. Local agencies can follow the instructions to submit an application to the office of State Aid by March 1, 2019. Applications will be compiled to create a list of potential local road improvement projects that may be used for future funding decisions, demonstrate funding need, and to enlist legislative support for the program.

Funding

There is no minimum amount set but the maximum amount that may be requested vary depending on the road authority.

Road Authority	Minimum Request	Maximum Request
County	--	\$1,000,000
State Aid City (> 5,000)	--	\$1,000,000
Non State Aid City (< 5,000)	--	\$750,000
Township	--	\$750,000

The LRIP funds may be requested for the full construction cost of a project, up the maximum amount, or be leveraged with other funding sources on a project.

Solicitation Schedule

- December 17, 2018 – Open solicitation
- March 1, 2019 – Applications due
- April 2019 – SALT will prepare a list of submitted applications

No projects will be selected for this solicitation as there is no funding available for the program.

Project Selection

Project selection will consider geographical distribution and distribution among jurisdictions along with the following criteria:

- 1) Eligibility. The project must be a local road (street or highway) construction, reconstruction, or reconditioning project under one of the three accounts established in the LRIP.

Note: LRIP bond funds may not be used for right-of-way acquisition, engineering, or enhancement projects (landscaping, trails, sidewalks, ADA improvements, etc.).

- 2) Safety. Address a transportation deficiency or improve safety on local roads.
- 3) Regionally Significant. Demonstrate the regional significance of the route by being classified as a minor collector or higher unless it meets one of the following criteria; a) identified in a regional plan as a farm-market artery, b) part of a 10-ton route system, c) part of an economic development plan, d) serves as a regional tourist destination, e) provides capacity or congestion relief to a parallel trunk highway or county road, and f) is a connection to the IRC system, trunk highway, or a county road.
- 4) Be supported by agency board or council and other local agencies impacted by the project.

Note: Cities that are not a State Aid city (populations less than 5,000) and townships must have a County sponsor and support of the County Board. A city or township resolution in support of the project and a county board resolution for support and willingness to sponsor the project must be included in the application package. The sponsor's task could include but are not limited to:

- *Be the fiscal agent on behalf of the community*
- *Ensure the project meets milestones and dates*
- *Assist local agency in execution of a grant agreement*
- *Develop, review and approve the plan*
- *Submit plan, engineers estimate, and proposal to the DSAE*
- *Let the project*
- *Submit pay requests*
- *Communicate progress and updates with the DSAEs and State Aid Programs Engineer*
- *Assist with project close out*

- 5) Consider availability of other funding sources.
- 6) Be non-controversial.

Note: Projects should have minimum problems or issues that could delay the letting and construction such as right-of-way acquisition, railroad, and historical impacts.

- 7) Expected useful life. Have a minimum expected life of the project of 10 years.
- 8) High Impact. Provide letters of support from other local agencies or public/private parties impacted by the improvement. For example, letters of support from area businesses regarding the impact and benefit of constructing a road to a 10-ton design standard.
- 9) Projects would be anticipated for construction letting in years **2020- 2021**.

Application Overview

A copy of the application is attached in Appendix A for your reference. Use the guide below to for assistance in filling out the application. Please keep the descriptions clear and concise.

A. Applicant Information

1. Name (First & Last). Provide the name of the contact person at the local agency applying for the funds. This person should be the person to contact with questions about the applications and representing the agency submitting the project. It may be the project sponsor if they are submitting on behalf of a small city or township.
2. Phone Number. The work phone number of the person at the agency applying for the funds.
3. E-mail. The work e-mail address of the person at the agency applying for the funds.
4. Agency. The name of the agency applying for the Local Road Improvement Program funds.
5. Street Address. The number and street name of agency
6. City. The city where the agency is located.
7. State. The State where the agency is located.
8. Zip Code. The zip code where the agency is located.
9. County Sponsor (if applicable): Check yes if the applicant is a sponsor for a township or for a city with a population of 5,000 or less.

B. Project Location

1. MnDOT District. Select the [MnDOT District](#) that the project is within.
2. County. The County that the project is located within.
3. City. Provide the name of the city if a portion or the entire project is on a city road or within the city limits.
4. Township. Provide the name of the township if a portion or the entire project is on a township road.
Note: Cities that are not a State Aid city (populations less than 5,000) and townships must have a County sponsor.
5. Name of Road. Route number or name of the road (County State Aid Highway 5, Main Street S, etc.)
6. Type of Road. Select the type of street the project is on (County State Aid Highway, County Road, Municipal State Aid Street, Local Street, and Township Road)
7. Road Authority. If the road authority is not the agency applying for the fund, identify the name of township, city, or county who owns and has jurisdiction of the road the project is on.
8. Project Beginning location - From. Provide a **short** description of the beginning of the project.
9. Project Ending location - To. Provide a **short** description of the ending of the project.

C. Project Description

1. Type of Project. Select the type of work on this project. For consistency in use with State Aid Programs the definition of reconstruction and reconditioning are taken from the Local State-Aid Route Standards, Chapter 8820, for road projects. Use one or the other.

Reconstruction – the significant full depth replacement or widening of an existing roadway on a similar alignment.

Reconditioning – includes resurfacing, replacement, or rehabilitation of the pavement structure to extend the life of the roadway and effectively address critical safety and operation needs through minor improvements to the existing facility.

2. Project Description. Provide a description and summary of the proposed project.

For Trunk Highway Corridor projects, reference the trunk highway project number, route, and year that local funds are being requested for. **Must have letter of support from MnDOT.**

D. Eligibility

1. LRIP Account. Use the dropdown box to select one of the three LRIP accounts your project is eligible for. If the project is eligible for more than account, select the account that best fits why the project is being implemented. Options listed are:

- Trunk Highway Corridor
Select this option if funds will be used for local costs that are directly or partially related to the trunk highway improvement. Identify the MnDOT project in the project description.
- Routes of Regional Significance
- Rural Road Safety – only County State Aid Highways are eligible

2. Routes of Regional Significance Criteria. Check all criteria that apply to your project. At least one must be identified to be considered a regionally significant route.

3. Economic Development. Describe the project contribution to the local, regional or state economic development or redevelopment efforts. Be specific and reference plans, letters of support, business impacts, community impacts, that this project would have in the region.

E. Project Readiness

1. Construction Year. Use the drop-down box to select the construction year that the project is scheduled for construction. Projects should be ready for construction in 2020 or 2021

2. Railroad Impacts: Indicate if your project has railroad crossings or is adjacent to railroad tracks which may require additional coordination and agreements. Use the dropdown box to select the statement that best fit with the status of the railroad review on your project. Choices listed are:

- No RR crossings or RR tracks within 600'
- Yes. Necessary RR permit(s)/agreement(s) obtained
- Yes. Will obtain RR permit(s)/agreement(s) as needed

3. Project Status. Indicate the status of the design work on the project. Design includes any site surveying or study, developing plan sheets, specifications, and engineering estimates. Use the dropdown box to select the appropriate statement that best reflect the status of the design work on the project. Choices listed are:

- Design work has not started
Select this option if no site survey has been done, project not yet planned/programmed in a CIP or approved by the local jurisdiction.
- Design in progress
Select this option if site survey has been done, project is approved by local jurisdiction to proceed and plans are being developed.
- Design completed (plan completed)
Select this option if your project is approved by the local jurisdiction and the plan is approved by the responsible engineer. The plan is ready to be reviewed and approved by the MnDOT State Aid District Engineer.
- Project is a federal project in the State Transportation Improvement Program (STIP) – year in the STIP.

F. Safety

1. County Safety Plan (County projects only). Many counties have completed county safety plans in which priority safety projects were identified through a data driven process. These projects on rural county roads may be eligible under the Rural Safety Account or Routes of Regional Significance Account. For this question, indicate if the project or components of the project is identified in a county safety plan. Use the dropdown box to select yes, no, or not applicable.

2. Minnesota Strategic Highway Safety Plan. This is an effort to align local safety projects with safety priorities identified in the [Minnesota Strategic Highway Safety Plan](#). The plan was completed with a thorough analysis of statewide crash data and trends affecting transporting with various stakeholders. It identified seven primary focus areas to help establish safety priorities. Three of the seven focus areas, lane departure, intersections, and speed include engineering strategies for partners to consider when championing safety projects. Use the dropdown box to select a focus area that your project or safety components of your project align with. The three choices listed are:

- Intersections
Select if your projects makes improvement to an intersection for approaches to an intersection. Sample engineering strategies from this focus area include: improve visibility of signs/signals, pedestrian countdown timers, clear sight triangle on stop or yield controlled approaches, reduced conflict intersections, or roundabouts. See the full list of strategies from plans and partners in the [Minnesota Strategic Highway Safety Plan](#).
- Lane departures (run-of-road, head-on, sideswipes)
Select this choice if your project will make improvements to address lane departure crashes or minimize damage associated with these crashes. Sample strategies from focus area include: curve speed warning systems, shoulder/centerline rumble strips, improve horizontal curves, guardrails, or remove/relocate objects in the hazardous locations. See the full list from plans and partners in the [Minnesota Strategic Highway Safety Plan](#).
- Speeding (over posted speed, too fast for conditions)
Select this choice if your project or components of your projects will look to address speeding. Sample engineering strategies from this focus area includes: dynamic speed display signs,

automated speed enforcement, or traffic calming measures. See the full list from plans and partners in the [Minnesota Strategic Highway Safety Plan](#).

3. Transportation Deficiency. Describe the issues or problems on your local road that you are attempting to address. Transportation deficiency could include substandard roadway structure, conditions related to certain types of crashes, capacity, and other conditions that negatively impact the public. Be specific on how the problem or issues were identified and what harm it presents to the traveling public. Answer this question even if your project is identified in a county safety plan or the Minnesota Strategic Highway Safety Plan.

4. Improvement. Describe how the project address the transportation deficiencies, improves safety, reduce traffic fatalities, injuries and/or property damage. Be specific as possible in explaining why the project and safety strategy chosen is the most effective and provides the most benefit. Answer this question even if your project is identified in a county safety plan or the Minnesota Strategic Highway Safety Plan.

G. Multimodal/Complete Street

1. Multimodal Improvements. Depending on where and how local roads are improved both vehicle traffic and non-motorized bike and pedestrian movements may benefit. Identify other users of the roadway and describe non-motorized improvements included on the project.

H. Cost Section:

Provide source of funding, amount from each source, and the total estimated cost for the project. LRIP finds will be capped at \$750,000 for non-state aid cities and townships and \$1,000,000 for counties and state aid cities. Any projects less than the capped amount is not required to provide a match.

Application Submittal

Your agency may submit more than one project for funding support. Complete an application form for each project and attach the following documents:

- At least one project location map with routes and project termini labeled
- Engineer's Estimate with an itemized breakdown
- Project schedule
- Local agency resolution
- Sponsor agency resolution (if applicable)
- Letters of concurrence or support

The application form is available for download on the State Aid Local Road Improvement Program website, <http://www.dot.state.mn.us/stateaid/lrip.html>. To get started download the 2019 application form and save it on a local drive or server.

When you are ready to submit the application, save the application form with LRIP, agency and road in the name of the document; e.g. LRIP_RamseyCounty_CSAH30.pdf.

The application and attachments are due March 1, 2019 and the applications and attachments should be submitted electronically to saltirhelp.dot@state.mn.us.

More information on the program is available on the Local Road Improvement Program website, <http://www.dot.state.mn.us/stateaid/lrip.html>. If you have questions regarding this solicitation, contact Patti Loken at 651-366-3803 or patti.loken@state.mn.us.

Appendix A




Local Road Improvement Program
2019 Application Form
State Aid For Local Transportation

A. Applicant Information		
1. Name (First & Last):	2. Phone Number:	
3. E-mail:	4. Agency Name:	
5. Street Address:		
6. City:	7. State: MN	8. Zip Code:
9. Is the applicant a sponsor on this project? - please select - <input type="text"/>		

B. Project Location		
1. MnDOT District: - please select - <input type="text"/>	2. County:	
3. City:	4. Township:	
5. Name of Road:	6. Type of Road: - please select - <input type="text"/>	
7. Road Authority (who owns and has jurisdiction of the road): - please select - <input type="text"/>		
8. Project Termini: From	9. To	

C. Project Description	
1. Select type of project. - please select - <input type="text"/>	
2. Provide a description and summary of the proposed project	
SAMPLE	

D. Eligibility	
1. Select the LRIP Account your project is eligible under. - please select - <input type="button" value="v"/>	
2. Does your project meet one or more of the Routes of Regional Significance Criteria (select all that apply)?	
<input type="checkbox"/> Farm to Market route	<input type="checkbox"/> Part of a 10-ton route network
<input type="checkbox"/> Part of an economic development plan	<input type="checkbox"/> Connect to regional tourist destination
<input type="checkbox"/> Provides capacity or congestion relief to a parallel trunk highway system or county road	<input type="checkbox"/> Is a connection to the IRC system, trunk highway or a county road
3. Describe the project contribution to the local, regional or state economic development or redevelopment efforts.	
	

E. Project Readiness	
1. Construction Year: - please select - <input type="button" value="v"/>	
2. Are there railroad impacts (railroad crossings or railroad tracks within 600' of the project)? - please select - <input type="button" value="v"/>	
3. What is the status of the engineering and design work on the project? - please select - <input type="button" value="v"/>	

F. Safety
1. Is this project or components of this project identified in a County Safety Plan? - please select - <input type="text"/>
2. Select the appropriate focus area your project/safety strategy align with in the Minnesota Strategic Highway Safety Plan . - please select - <input type="text"/>
3. Identify the transportation deficiency, type of crash, or safety hazard this project is trying to address. Respond even if project is in a county safety plan or the Minnesota Strategic Highway Safety Plan.
4. Describe how this project improves safety, reduce traffic crashes, fatalities, injuries, and property damages. Respond even if project is in a county safety plan or the Minnesota Strategic Highway Safety Plan.

SAMPLE

G. Multimodal/Complete Street

Identify infrastructure improvements for non-motorized users on this project.

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H. Estimated Project Cost

Source of Funding

- 1. LRIP Request:
- 2. Federal Funds:
- 3. State Aid Funds:
- 4. Local/Other Funds:
- 5. Total Project Cost:

I. Attachments

- At least one project location map with routes labeled
- Engineer estimate with itemized breakdown
- Project schedule
- Local agency resolution
- Sponsor agency resolution (if applicable)
- Letters of concurrence or support

When you are ready to submit the application, save the application form with LRIP, agency and road in the name of the document; e.g. LRIP_RamseyCounty_CSAH30.pdf.

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