

2020 Local Road Improvement Program Solicitation Guide

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Alexandria 44th Avenue project

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Local Road Improvement Program Solicitation Overview

IMPORTANT NOTES:

- If an agency submitted an application in 2019 as part of the unfunded solicitation that was used to gauge demand and for lobbying purposes, that agency will need to submit a new application with updated information and cost estimates to be considered for funding under this solicitation. If the scope has not changed, one method that local agencies can use to update 2019 costs is to apply an inflationary factor appropriate to your region of the state.
- Projects that have received legislatively selected appropriations (“earmarks”) or previous LRIP grants are not eligible for funding under this solicitation.
- Projects that will be awarded and/or under construction before the anticipated LRIP award notifications in May, 2021, are not eligible for funding under this solicitation.

The Local Roads Improvement Program (LRIP) was established by the Minnesota legislature in 2002 and is defined in [Minnesota Statute 174.52](#). The legislature provided \$75,000,000 for LRIP in Laws of Minnesota, 5th Special Session, Chapter 3, Article 1, Section 16, Subdivision 2. Depending on the number and quality of applications, we intend to award projects to counties, state aid cities, non-state aid cities, and townships.

The LRIP provides funding for capital construction costs only – it is not for engineering, right of way, or other non-construction related costs. The statute describes three types of accounts with a specific intent for the types of local road projects that can be considered for program.

1. The Trunk Highway Corridor Account provide funds to assist in paying the local share of trunk highway projects. For consideration under this account, a trunk highway project must be identified and a letter of support from MnDOT must be submitted.

Note that funds from this account are for local road improvements impacted by trunk highway projects where local agencies have cost responsibility. It is not intended to be used for improvements or projects on the trunk highway or within the trunk highway corridor right of way that require local cost sharing per MnDOT’s Cost Participation Policy. Since LRIP is funded by General Obligation bonds, these funds cannot be used for work on a trunk highway or on trunk highway right of way.

2. 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.
3. The Rural Road Safety Account funds capital safety improvement projects on County State Aid Highways (CSAH) primarily to reduce traffic crashes, deaths, injuries, and property damages. Funds from this account are eligible for use on County State Aid Highways only.

The MnDOT 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 Local Road Improvement Program Advisory Committee.

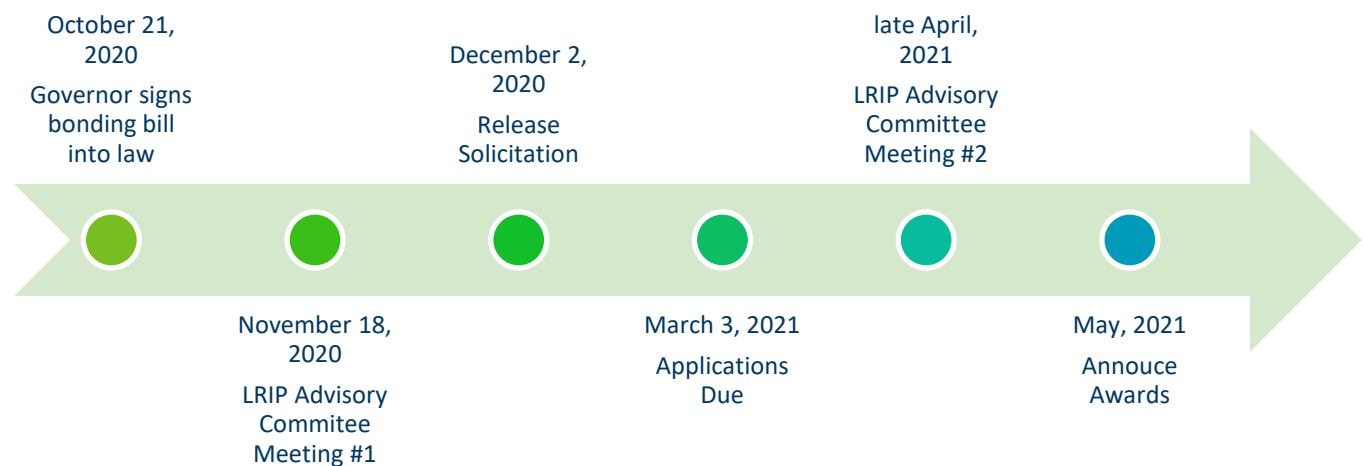
Funding

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 | -- | \$1,250,000 |
| State Aid City (> 5,000) | -- | \$1,250,000 |
| Non-State Aid City (< 5,000) | -- | \$1,250,000 |
| Township | -- | \$1,250,000 |

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

Solicitation Schedule



Note that this schedule is subject to change depending on the number of applications submitted and review time required.

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, utilities, work on trunk highways, or standalone enhancement projects (landscaping, trails, sidewalks, ADA improvements, etc.).
2. Operations and Safety. Address a transportation deficiency and/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 regional system, trunk highway, or a county road.

4. Be supported by agency board or council and other local agencies impacted by the project, including county sponsor if applicable.

*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 tasks include but are not necessarily limited to:*

- *Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the county to the contractor*
- *Request SAP/SP number for the project*
- *Ensure the project meets milestones and dates*
- *Assist local agency in execution of a grant agreement*
- *Develop, review and/or approve the plan*
- *Submit plan, engineers estimate, and proposal to the DSAE*
- *Advertise, let, and award the project*
- *Submit pay requests to State Aid*
- *Communicate progress and updates with the DSAEs and State Aid Programs Engineer*
- *Ensure that the project receives adequate supervision and inspection*
- *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. Include permanent elements of the roadway corridor and have a minimum expected life of the project of 10 years. Maintenance type activities such as filling potholes, blading gravel roads, and ditch repairs are not eligible for LRIP.
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 **2021 – 2023**.

Application Overview

The LRIP application is available on the State Aid Local Road Improvement webpage - <http://www.dot.state.mn.us/stateaid/lrip.html>. Use the guide below 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 type. Select the appropriate agency type from the drop down that is submitting the application: Township, Small City (population < 5,000), State Aid City, or County
5. Agency. The name of the agency submitting the application.
6. Street Address. The number and street name of agency
7. City. The city where the agency is located.
8. State. This will always be Minnesota.
9. Zip Code. The zip code where the agency is located.
10. Sponsoring County and County Engineer name (if applicable): Enter the sponsoring county and the county engineer name if the applicant is a township or a city with a population of less than 5,000.

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, or Township Road)
7. Road Authority Type. Identify the agency type (township, small city [population < 5,000], state aid city, or county) of the road authority that 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 from the drop-down box. 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.
 - **New Construction** – new or re-aligned road

- **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. LRIP Account requested for funding. Use the drop-down box to select one of the three LRIP accounts your project is eligible for. If you believe your project falls under more than one possible LRIP Account, select the account that is the best fit. Options listed are:
 - **Trunk Highway Corridor Account.** Select this option if funds will be used for local costs on local roads that are directly or partially related to a trunk highway improvement. This account cannot be used for local costs of trunk highway projects as required by MnDOT’s Cost Participation Policy.
 - **Routes of Regional Significance Account.**
 - **Rural Road Safety Account** – only County State Aid Highways are eligible
 3. Project Description. Provide a description of the proposed project and the transportation deficiencies that will be eliminated. This should include a description of operational and general safety benefits of the project. Projects seeking funding from the Rural Road Safety Account will need to provide a more detailed description of safety issues and benefits under Section D3.

D. LRIP Account Considerations and Eligibility

This section will include additional specific project information. The applicant should complete only the appropriate section or sections based on which LRIP funding account is being sought. It is possible that a project may meet the eligibility requirements for more than one LRIP Account. If that is the case, complete the section below that is the best fit.

D1. Trunk Highway Corridor Account Considerations and Eligibility

1. For Trunk Highway Corridor Account projects, describe the trunk highway project, and include the trunk highway project number, and year that local funds are being requested. Also include a description of how the local road(s) will be impacted by the trunk highway project, why the local work is not being funded by state or federal funds, and potential impacts of not completing the local work as part of the trunk highway project. If applying under this account, the application must include a letter of support from MnDOT.

Note that funds from this account are for local road improvements impacted by trunk highway projects where local agencies have cost responsibility. It is not intended to be used for improvements or projects on the trunk highway or within the trunk highway corridor right of way that require local cost sharing per MnDOT’s Cost Participation Policy.

D2. Routes of Regional Significance Account Considerations and Eligibility

1. 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.
2. Positive Impact. Describe the anticipated number of persons positively impacted by the project and how they will be positively impacted. This should include a quantitative assessment of the

number and type of roadway users impacted. This could also include a qualitative description of who uses the facility and how they will benefit from the project, and how multiple local agencies may benefit.

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

D3. Rural Road Safety Account Considerations and Eligibility

1. Is this project on a County State Aid Highway? The project must be on a County State Aid Highway to be eligible for funding under this account.
2. Is this project or components of this project identified in a County Road Safety Plan (CRSP)? All counties have completed CRSPs that identify priority safety projects through a data driven process. These projects on rural County State Aid Highways may be eligible under the Rural Road Safety Account. Use the drop-down box to select yes or no. If yes, provide a brief description of the elements of the project that are included in the CRSP.
3. **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 several primary focus areas to help establish safety priorities. Three of the focus areas, intersections, speed, and lane departure include engineering strategies for partners to consider when championing safety projects. Use the drop-down box to select a focus area that your project or safety components of your project align with. The three choices 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](#).
 - **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](#).
 - **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](#).

4. **Safety Deficiency.** Describe the issues on the rural County State Aid Highway that you are attempting to address. Transportation deficiencies could include substandard roadway structure, lane or shoulder width, conditions related to certain types of crashes, 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.
5. **Improvement.** Describe how the project will address the safety deficiencies, improve safety, and reduce fatal, injury, and/or property damage crashes. Be specific as possible in explaining why the project and safety strategy chosen is the most effective and provides the most benefit, including the expected crash modification factor. Answer this question even if your project is identified in a county safety plan or the Minnesota Strategic Highway Safety Plan.

E. Project Readiness and Ability to Maintain

This section will be used to gauge the readiness of the project. Bond funds will expire and begin the cancellation process after four years, so it is important that projects selected for LRIP funding can be delivered within that timeframe, with minimal risk of delay.

1. **Construction Year.** Use the drop-down box to select the anticipated construction year of the project. Projects should be ready for construction in 2021, 2022, or 2023.
2. **Railroad Impacts.** Use the drop-down box and provide a narrative as necessary to indicate whether your project has railroad crossings or is adjacent to railroad tracks which may require additional coordination and agreements. Choose from the following options:
 - 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.** Use the drop-down box and provide a narrative as necessary to indicate the status of the design work on the project. Design includes any site surveying or study, developing plan sheets, specifications, and engineering estimates. Select from the following choices that best reflects the status of the design work on the project.
 - Design work has not started. Select this option if no site survey has been done, project not yet planned/programmed in a Capital Improvement Plan 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.
4. **Federal Funding.** Use the drop-down box to indicate whether this project been selected for federal funding? If so, in what year is it identified for construction in the State Transportation Improvement Program (STIP)?
5. **Right of Way Acquisition.** Use the drop-down box and provide a narrative of the status of right of way acquisition, including both permanent and temporary acquisitions, if required. The answer from this

question will help gauge the readiness of the project. As a reminder, right of way acquisition costs are not an eligible use for LRIP funds.

- No additional right of way is required
 - Right of way has been acquired
 - Right of way acquisition is underway
 - Right of way acquisition has yet to begin
6. Ability to Operate and Maintain Facility. Describe the local agency's ability to adequately provide for the safe operation and maintenance of the facility upon completion.

F. Multimodal/Complete Streets

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

G. Cost Section:

Provide estimated costs for construction from each potential funding source, including the amount of LRIP funds requested. Cost estimates should be based on planning and engineering principles. All costs listed as coming from agencies other than the applicant must be committed funds as reflected in a letter of support (agency has agreed to provide these funds for the project). Do not include costs for studies, design, right of way acquisition, construction engineering, or soft costs such as staff time. These costs will need to be paid by sources other than LRIP.

LRIP funds will be capped at \$1,250,000 for counties, state aid cities, non-state aid cities, and townships. Projects with total project cost estimates less than the capped amount are not required to provide a match provided that all of the construction items are LRIP-eligible.

Items that are eligible for LRIP funds include reasonable elements associated with roadway construction, including basic landscaping and turf establishment. Landscaping planters, benches, bike racks, decorative fences, ornamental lighting, and other aesthetic treatments above the standard are generally not eligible. Other items that are not eligible include engineering, construction administration and inspection, right of way acquisition, and water main, sanitary sewer, or private utility work. Additionally, work on trunk highways or on trunk highway right of way is typically not eligible.

H. Attachments:

The following attachments must be included with the application:

- At least one project location map with routes and project termini labeled
- Itemized construction cost estimate based on engineering and planning principles
- Project schedule
- Local agency resolution approving project and pledging support to fund engineering, right of way, inspection, and other non-LRIP eligible costs, as well as LRIP-eligible items in excess of the LRIP grant amount.

- Resolution of support from sponsoring county agreeing to be sponsor and agreeing to perform sponsor tasks as identified above in section “Project Selection” (required for applications by townships and cities under 5,000 population)
- Other letters of concurrence or support from MnDOT, other cities/counties that may benefit, businesses, local legislators, and/or other benefiting parties.

Application Submittal

Your agency may submit more than one project for funding, but each project must be submitted under a separate application. The application fillable form that you can complete by typing in the pdf fields is available for download on the State Aid Local Road Improvement Program website, <http://www.dot.state.mn.us/stateaid/lrip.html>.

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.

IMPORTANT

Please complete the application electronically (fill in the pdf fields on your computer). It is important that we receive a “fillable form” of your application, not a scanned version, so we can automatically extract the data in your application. Additional considerations include:

- If you have Adobe Acrobat Pro or a different upgraded version, you can insert project maps, cost estimates, project schedule, resolutions of support, and any other attachments through the ORGANIZE PAGES | INSERT command and submit a single pdf.
- If you have Adobe Acrobat Reader, please submit (1) the electronic fillable form LRIP application and (2) all other attachments as two separate files. Please submit both files in a single email.

The application and attachments are due by 4:00 p.m. on **March 3, 2021**. Applications and attachments should be submitted electronically to saltirhelp.dot@state.mn.us. Please limit the file size transmitted via email to no more than 10 MB. State Aid will send a reply acknowledging receipt of the application. If you haven’t received a reply from State Aid within a few days of submittal, send an email to saltirhelp.dot@state.mn.us to inquire about the status of the application.

More information is available at:

- LRIP website at: <http://www.dot.state.mn.us/stateaid/lrip.html>.
- PowerPoint on LRIP at <http://www.dot.state.mn.us/stateaid/training/lrip.pptx>

If you have questions regarding this solicitation, contact Marc Briese at 651-366-3802 or marc.briese@state.mn.us