Local Solicitation for HSIP Funding

Greater Minnesota, 2026 through 2029

September 2024

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2024 Local Solicitation

The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads.

The Minnesota program is structured to:

1. encourage widespread deployment of safety countermeasures,
2. engage local and state agencies, and
3. emphasize effective treatments

Funds are divided between local agencies and trunk highways based on fatal and serious injury crashes.

Funds Available

The Office of Traffic Engineering (OTE) is soliciting for HSIP funding for the years 2026 through 2029. See tables below for approximate HSIP funds available by ATP.

This solicitation is the only way for HSIP funds to be applied to a project.

OTE strongly encourages submitting more projects than the minimum targets listed as savings can provide more dollars for quality projects. If funds are left unallocated in the first two years of the STIP after this solicitation, those funds may go to a project that can be delivered in the necessary timeframe.

ATP	2026	2027	2028	2029
1	0	400,000	1,000,000	2,300,000
2	0	303,500	0	1,200,000
3	673,000	1,988,000	3,255,500	4,700,000
4	980,000	149,500	1,900,000	1,900,000
6	51,000	367,000	1,549,000	3,300,000
7	230,000	1,206,000	305,000	2,100,000
8	657,000	440,000	1,276,500	1,400,000
Total	**2,591,000**	**4,854,000**	**9,286,000**	**16,900,000**

Solicitation Timeline

Dates	Action
09/03/2024	**2026-2029 SOLICITATION OPENS**
September 2024	Solicitation Open; Application Review available via State Aid
October 2024	Solicitation Open; Application Review available via State Aid
November 2024	Solicitation Open
11/27/2024	**2026-2029 APPLICATIONS DUE to SafetyProject.DOT@state.mn.us**
December 2024	Selection Committee Scoring
January 2025	Selection Committee Scoring
02/07/2025	**FINAL PROJECT AWARD RECOMMENDATIONS**

Checklist for Application Completeness

The following table lists the minimum information required by the Selection Committee for project selection. Applications will be considered complete upon submission. Interpretation regarding the project application shall be determined by the State Traffic Safety Engineer and/or State Aid Traffic Safety Engineer.

Description of Project	Submit
All Safety Projects	Complete Application Form: ☐ Name of lead agency ☐ Name(s) of partner agencies[1] ☐ Map or description of project location ☐ Description of project treatment ☐ Number of miles, intersections, or curves treated ☐ Total project cost[2] ☐ Total requested federal funds ☐ Preferred funding year ☐ Description of site selection (e.g. CRSP ratings, crash history, other systemic considerations)
County Road Safety Plan (CRSP) Project	☐ Project sheet[3] ☐ List of Recommended Projects with the star ratings ☐ Document considerations if project differs from plan
Reactive Project	☐ Number of crashes (2019 to 2023) by severity ☐ Document any unique characteristics as needed
Any portion of project is located within Metropolitan Planning Organization (MPO)	☐ Letter of support or priority from MPO (www.mndot.gov/planning/program/mpordcatp.html)
Any work will be performed in MnDOT right-of-way	☐ Letter of support or recognition from District Traffic Engineer (www.mndot.gov/trafficeng/contacts.html)

NOTE: Due to issues in compatibility and accessibility, please use the Word template rather than a fillable form.

[1] Joint projects between Local Agency and MnDOT District will require selection by both local and district HSIP Selection Committees.

[2] It is recommended to assess CRSP project costs: review recent projects and revise estimates as appropriate to provide more realistic estimates.

[3] Projects directly out of the CRSP have contain most application information on the Project Sheet; minimal supplemental information is needed. Please review and revise cost estimates as appropriate.

Project Selection

Eligibility

1. Applications must be received on or before **November 27, 2024**

2. Application is complete, as described in the checklist above

3. Application specifies roadway and begin/end points
    - This will expedite the environmental review and historical site evaluation process

4. Reactive projects must have a benefit-cost ratio greater than 1.00

5. Only stand-alone projects will be considered
    - It is recognized that portions of larger projects have elements that improve the safety of an intersection or section of roadway. Safety features (e.g. guardrail) that are routinely provided as part of a broader project should be funded from the same source as the broader project.

6. Applicant(s) must agree to maintain any selected project for the life of the treatment

Ineligible Projects

- Conducting a Road Safety Audit
- Overlays
- Guardrail Updates
- Sign Upgrades
- “Force Account”: all projects must be done by a qualified contractor through design-bid-build process

Edgeline restriping projects will be considered for 6-inch edgelines only; these projects will be selected based on risk as identified in the County Road Safety Plans.

New or reconstructed signals will be considered if they meet the criteria contained in Appendix B.

Project Selection Criteria

Applications will be reviewed and scored by Selection Committee comprise of State Aid and OTE staff.

Description	Example Considerations
Is the project identified in a safety plan focusing on fatal and serious injury crashes?	County Road Safety Plan; documented systemic analysis
Is the project a low-cost solution?	Total cost per site or mile treated
Is the project a widely deployed solution?	Number of sites or miles treated
Does the project promote partnership between agencies?	Multi-county; county-city partnership; MnDOT-local partnership
Alignment with Program Goals	Site selection criteria; counter-measure effectiveness; MPO support/priority
BONUS: Does the project incorporate Safe System or safety considerations for people walking and biking?	Proven countermeasure (e.g. FHWA STEP) and demonstrated high risk* or sustained crash location
BONUS: Does the submitted agency provide additional resources to prioritize this project?	Greater than 10 percent match of project costs proposed

* High risk can be demonstrated with a systemic safety plan or a calculated SPACE score available online.

Safety Planning

While all low-cost/high-impact projects will be considered, the County Road Safety Plan should be a starting point for project identification. Both Phase 1 and Phase 2 plans are acceptable. Please include the project sheets from the plan when possible.

Priority will be based on:

1. High priority locations from either Phase 1 or Phase 2 safety plans
    - Risk factors will be considered for sites not included in the CRSP: please document the values
2. Non-priority locations from Phase 2 safety plans
    - Systemic projects
    - County nominated projects
3. Other safety planning focused on Fatal and Serious Injury crashes
    - Road Safety Audits
    - Intersection Control Evaluations
    - Other safety analysis

Reactive Projects

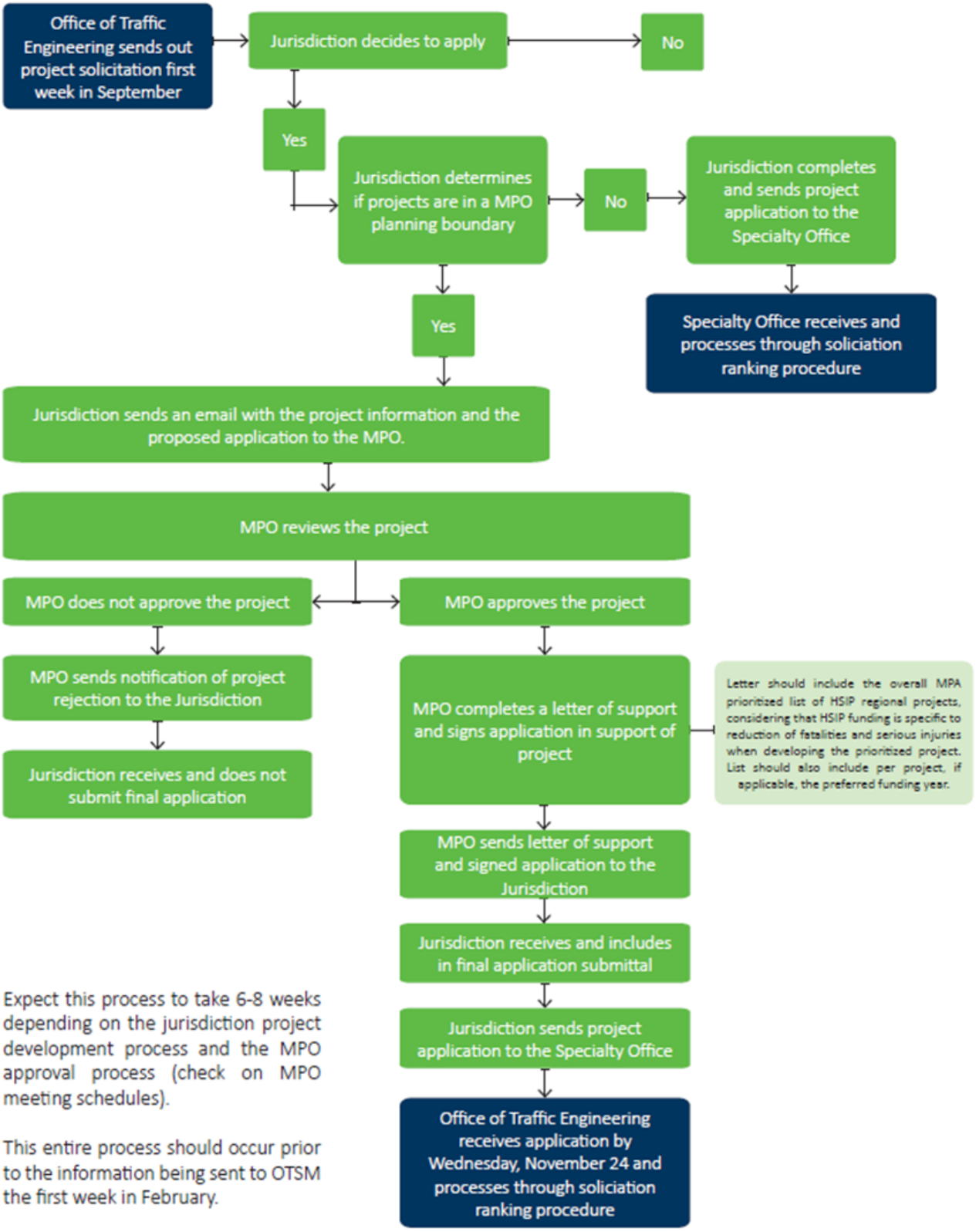
Reactive projects will be considered but must have a B/C greater than 1.00 to be considered for funding. Locations must have a significant crash history that includes a fatal or serious injury crashes in the prior 5 years.

To simplify the benefit-cost analysis, OTE will conduct the calculation. Information required from the applicant for the project includes:

a. Number of sites or miles treated
b. Five years of crash data (i.e. 2019-2023)
    - Fatal (K) crashes
    - Serious Injury (A) crashes
    - Moderate Injury (B) crashes
    - Possible Injury (C) crashes
    - Property Damage (PDO) crashes
c. Estimated project costs (exclude right-of-way)
d. Optional: description of any unique characteristics (e.g. greater average traffic growth)

An example benefit-cost analysis worksheet is available at www.mndot.gov/trafficeng/safety/hsip.html. An electronic copy of the analysis output will be available upon request.

Projects within Metropolitan Planning Areas



Expect this process to take 6-8 weeks depending on the jurisdiction project development process and the MPO approval process (check on MPO meeting schedules).

This entire process should occur prior to the information being sent to OTSM the first week in February.

Key Solicitation Processes

Application Review

Applications will be considered complete upon submission. Interpretation regarding the project application shall be determined by the State Traffic Safety Engineer and/or State Aid Traffic Safety Engineer.

State Aid is providing an opportunity to review applications for completeness and clarity. Consider contacting Girma Feyissa (girma.feyissa@state.mn.us) to arrange a time for discussion.

Funding Match

All federal safety funds require a 10% local match: this includes both HSIP and Section 164 funds.

This solicitation we will be piloting a 100% funding (i.e. 0% local match) on select projects. These will be multi-county, low-cost projects with a preference for uniform roadway systems and smooth transitions between jurisdictions. Please note: this will be at the discretion of the State Traffic Safety Engineer, applicants should always plan for a 10% local match.

Funding Maximum

A maximum of $750,000 per project. For multi-county applications, this maximum is per agency.

Q: Can an agency submit multiple applications?
A: Yes! The maximum applies per project. An agency can submit multiple applications for separate projects. Dividing a single logical project into multiple applications is not in the spirit of the solicitation.

Q: How does the maximum impact multi-agency projects?
A: The maximum applies per agency. An application in coordination with five counties would have a maximum of $3,750,000 available (i.e. $750,000 × 5 counties).

Letter of Support: MPO

Agencies submitting projects within Metropolitan Planning Organization (MPO) boundaries should be discussing, coordinating, and prioritizing projects jointly. A letter of support from the MPO is required if any portion of the project falls within the boundaries one of the eight MPOs. The letter should outline support and/or prioritization for the planning organization.

For information on MPO boundaries and contacts, see www.mndot.gov/planning/program/mpordcatp.html.

Letter of Support: MnDOT

A letter of support from the District Traffic Engineer (DTE) is required if any portion of the project falls within MnDOT right-of-way. For contact information, see www.mndot.gov/trafficeng/contacts.html.

Pilot: Project Development Funds

Multi-county projects may be eligible for project development funds. For specifics and questions, please contact Girma Feyissa (girma.feyissa@state.mn.us).

Reactive Projects

To simplify the benefit-cost analysis, OTE will conduct the calculation. Information required from the applicant for the project includes:

a. Number of sites or miles treated
b. Five years of crash data (i.e. 2019-2023)
    - Fatal (K) crashes
    - Serious Injury (A) crashes
    - Moderate Injury (B) crashes
    - Possible Injury (C) crashes
    - Property Damage (PDO) crashes
c. Estimated project costs (exclude right-of-way)
d. Optional: description of any unique characteristics (e.g. greater average traffic growth)

NOTE: remember to set the filters to 2019 through 2023 in MnCMAT (www.mndot.gov/stateaid/mncmat2.html) if you submit an Intersection Report or a Section Report.

An example benefit-cost analysis worksheet is available at www.mndot.gov/trafficeng/safety/hsip.html. An electronic copy of the analysis output will be available upon request.

Requests for Additional Funds

If you are applying for additional safety funds to an already awarded project it will be necessary to review by Selection Committee. Please contact Girma Feyissa (girma.feyissa@state.mn.us) regarding the process.

Resources

Appendix A – Glossary and Links

Annual HSIP Report

FHWA maintains annual reports on the Highway Safety Improvement Program within each state. These reports highlight successes and challenges in administering the program and meeting performance measures. www.safety.fhwa.dot.gov/hsip/reports

Crash Modification Factor (CMF)

Crash Modification Factors, i.e. recommended percent change in crashes, should be referenced from FHWA's CMF Clearinghouse: www.cmfclearinghouse.org. If multiple CMFs are provided, please provide a brief one to three sentence explanation of how the CMF provided was selected.

HSIP Benefit-Cost Analysis Values

Values used for crash cost by severity, real discount rate, and traffic growth factor will use the MnDOT Office of Transportation System Management, Standard Value Tables, July 2023. NOTE: for the purposes of this solicitation, the cost of a fatal crash will be equal to double that of a serious injury (A) crash and not the value published online. http://www.mndot.gov/planning/program/appendix_a.html.

Minnesota Crash Mapping Analysis Tool (MnCMAT2)

Five years of crash data is appropriate, 2019 to 2023. http://www.mndot.gov/stateaid/mncmat2.html.

Minnesota Strategic Highway Safety Plan (SHSP)

The current 2020 SHSP outlines countermeasures and statewide focus areas in fatal and serious injury crashes. www.mndot.gov/trafficeng/safety/shsp/index.html. For a statewide summary of focus area trends and crash characteristics, see "Appendix A: Focus Area Fact Shseets" (page 39) of the prior 2014-2019 SHSP.

MnDOT Office of Traffic Engineering (OTE)

www.mndot.gov/trafficeng/safety/index.html

MnDOT State Aid for Local Transportation

www.mndot.gov/stateaid/trafficsafety.html

Suitability of Pedestrian And Cyclist Environment (SPACE)

An online mapping app is available which allows users to summarize weighted average SPACE scores (by area/polygon or length/line). This score is a measure of non-motorist latent demand and environmental justice. Scores 50 or higher have a greater risk of non-motorist fatal or serious injury crash. https://mndotspace.mn.gov/

Traffic Engineering Manual (TEM)

www.mndot.gov/trafficeng/publ/tem/index.html

Traffic Safety Fundamentals Handbook (2015)

www.mndot.gov/trafficeng/publ/fundamentals/2015-mndot-safety-handbook-reduced.pdf

Appendix B – HSIP and Signals

Revised October 10, 2012

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 (HSIP) 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.

Section 4 of the Minnesota Manual on Uniform Traffic Control Devices can be found at the link below:
www.mndot.gov/trafficeng/publ/mutcd/mnmutcd2014/mnmutcd-4.pdf

New Signals

Warrant 7, Crash Experience from the MMUTCD must be met. Specifically, "Five 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.

All new signals shall meet current MnDOT 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.

Existing Signals

Rebuilding an existing signal system is only eligible for HSIP funding if it is necessary for implementation of a geometric improvement (constructing new lanes). The signal system is incidental to the primary safety improvement on these projects, which is geometric.

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.

Appendix C – Narrow Shoulder Paving Guidelines

Guidelines for HSIP-funded narrow shoulder paving in conjunction with county resurfacing projects.

The HSIP steering committee agrees that when narrow shoulder paving projects have been funded through HSIP, it makes sense under certain circumstances to do the work in conjunction with a resurfacing project, rather than as a separate, stand-alone project. The steering committee is proposing revised guidelines on this issue that will affect future project selection.

The County Road Safety Plans (CRSPs) are identifying **6 miles per county per year** for narrow shoulder paving. This work involves the paving of existing aggregate or turf shoulders with 1 to 2 feet of pavement and the addition of a safety edge and a shoulder rumble strip or edgeline rumble stripe. The following guidelines are proposed for the selection of future HSIP projects on the local system:

- Narrow shoulder paving can be done in conjunction with resurfacing if the project is along one of the segments specifically identified in the CRSP for this type of work.

- The project can be at a different location than those identified in the CRSP if it is along a higher-risk segment, as identified in the CRSP. The CRSP assigns a risk rating to highway segments based on the following criteria: traffic volume, rate and density of road departure crashes, curve density and edge assessment. The risk rating ranges from 0 (lower risk) to 5 (higher risk). **If the proposed project is along a highway segment with a rating of 4 or 5, then it can be done in conjunction with a resurfacing project.** This process ensures that narrow shoulder paving is being done at locations of higher risk rather than being driven by the schedule of pavement rehabilitation projects.

- The shoulder paving must include a safety edge and either shoulder or edgeline rumble strips.

- The County should use regular construction dollars to upgrade guardrail and other safety hardware as part of the resurfacing project.

At this time, all other HSIP-funded project types on the local system will continue to be funded as separate, stand-alone projects.

Appendix D – Delegated Contract Process

A brief overview of the Delegated Contract Process (DCP) has been provided below. The outlined criteria must be completed to meet the April 15th deadline requirement for all selected projects:

1. Environmental document prepared by sponsoring agency and approved by DSAE and SALT.
2. Right of Way and Utility Relocation certificate approved or condemnation proceedings have been formally initiated*.
3. District State Aid Engineer (DSAE) approval of plans and a satisfactory review by State Aid that project plans are complete and reflect the project that was selected.
4. Engineer's Estimate and working days estimate including how working days were computed*.
5. Request for Lab Services form*.
6. Permits received or NPDES permit application filled out by sponsoring agency*.
7. SALT requests DBE goal.
8. Plans reviewed and approved by SALT and returned to sponsoring agency with suggested changes.
9. SALT requests authorization for HSIP or HRRRP projects.
10. Bid opening can be set after authorization by SALT and sponsoring agency.
11. Sponsoring agency prepares proposal, sells project documents and advertises per State Statute (required ad language provided by SALT).
12. Bid opening should be within 90 days of authorization.
13. DBE clearance must be given by MnDOT Office of Civil Rights before project is awarded by sponsoring agency (if applicable).
14. Submit above information for all projects that will be included in the construction contract. Above Federal requirements will apply to all work included in the construction contract.

* These items are all submitted to SALT along with DSAE approved plan set.

Additional Resources

For detailed information about the FEDERAL (DCP) process, please visit our website: www.mndot.gov/stateaid/projectdelivery/pdp/dcp/dcp-checklist.pdf

For questions about the Federal Aid process, please contact Girma Feyissa (girma.feyissa@state.mn.us) or your DSAE (www.mndot.gov/stateaid/dsae.html).

Appendix E – Preliminary and/or Construction Engineering with HSIP Funds

HSIP funds that are used for preliminary engineering (PE) and construction engineering (CE) will require additional steps before work can begin and federal funds can be reimbursed.

NOTE: PE and CE work must be in the STIP. While PE will usually have its own SP number, CE can be included in construction's but will need to be specifically called out.

Who Will Do The Work?

- Process 1 = Local Public Agency (LPA), Railroad, Utility
- Process 2 = Consultant

Process 1

1. LPA submits a project memo (PM)
   - PE will have its own separate two-page minor impacts project memo, CE will be part of the construction project memo
2. LPA submits PIF
   - NOTE: a PIF is not needed if a railroad or utility company is doing work on their own system.
3. SALT requests federal authorization
4. Agreements routed and executed: PE or CE and force account (FA) agreement
   - SALT drafts agreements; LPA Council or Board resolution needed
5. Work can begin

Process 2

1. LPA submits a project memo (PM)
   - PE will have its own separate two-page minor impacts project memo, CE will be part of the construction project memo
2. SALT requests DBE goal from MnDOT Office of Civil Rights to be used in consultant solicitation
3. SALT requests federal authorization
4. Agreements routed and executed: PE or CE agreement
   - SALT drafts agreements; LPA Council or Board resolution needed
5. LPA solicits for consultant
6. Pre-award Audit of chosen consultant done by MnDOT before contract is finalized if it is greater than $50,000
7. LPA finalizes contract and work can begin

This is an overview: please contact Rachel Broughton (rachel.broughton@state.mn.us) or Girma Feyissa (girma.feyissa@state.mn.us) to help guide you through the process.