

ACTION TRANSMITTAL
No. 2013-15

DATE: February 6, 2013
TO: Transportation Advisory Board
FROM: Technical Advisory Committee
PREPARED BY: Heidi Schallberg, Senior Planner (651-602-1721)
Ann Braden, Senior Planner (651-602-1705)
SUBJECT: 2014-2016 Highway Safety Improvement Program (HSIP)
Solicitation
REQUESTED ACTION: MnDOT requests that the TAB approve the release of the 2014-2016 HSIP solicitation.
RECOMMENDED MOTION: Recommend that the Transportation Advisory Board approve the 2014-2016 HSIP Solicitation program criteria for the Metro District and the release of the solicitation.

BACKGROUND AND PURPOSE OF ACTION: The Highway Safety Improvement Program (HSIP) is a core federal program defined in MAP-21. HSIP is designed to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-state-owned public roads and roads on tribal lands. HSIP requires a data-driven, strategic approach to improving highway safety on all public roads that focuses on performance. In order to obligate HSIP funds, the state must develop, implement and update a Strategic Highway Safety Plan and produce a program of projects.

MnDOT conducts the solicitation, and the proposed projects are evaluated by a selection committee comprised of transportation professionals that includes members of the TAC. With guidance from its technical committees and a recommendation from this selection committee, the TAB's role is to approve the solicitation criteria and select projects to be awarded HSIP funds. The draft district program criteria and schedule are attached for review and comment.

RELATIONSHIP TO REGIONAL POLICY: The region's Transportation Policy Plan includes transportation safety policies strategies, and the HSIP solicitation is consistent with that plan.

COMMITTEE COMMENTS AND ACTION: At its February 6, 2013, meeting, the TAC unanimously approved a motion to recommend the TAB approve the release of the HSIP solicitation. MnDOT intends to start the solicitation after all the county safety plans have been completed which may affect the schedule contained in the guidance.

ROUTING

TO	ACTION REQUESTED	DATE COMPLETED
TAC Funding & Programming	Review & Recommend	January 17, 2013
Technical Advisory Committee	Review & Recommend	February 6, 2013
Transportation Advisory Board	Review & Approve	
Metropolitan Council	Information	

HSIP

Highway Safety Improvement Program

Metro District Program Criteria

Minnesota Department of Transportation
Metro District Traffic Engineering
January 2013

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

HSIP Application (Form 1)

Project Information Sheet (Form 2)

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 Federal MAP-21 legislation. In MAP-21, the purpose of HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. Projects submitted should have the greatest potential of achieving this objective.

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. **“Proactive”** projects are being solicited for funding for federal fiscal years 2014, 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.

<http://safety.fhwa.dot.gov/hsip/>

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 is a federally funded traffic safety program. The amount of funding available for this 2013 Metro District solicitation is up to \$16,000,000 for the three year period*. The object of the program is to identify, implement, and evaluate cost effective safety projects focused on reducing fatal and serious injury crashes.

***This 2013 solicitation is for "Proactive" projects only for a total of \$16 million split up into Federal Fiscal Years 2014, 2015, and 2016.**

Qualifying Criteria

The objective of the Highway Safety Improvement Program (HSIP) is to identify, implement, and evaluate cost effective construction safety projects with a primary goal of reducing fatal and serious injury crashes on all public roads.

Typically 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, such as guardrail, that are routinely provided as part of a broader project should be funded from the same source as the broader project. Proposals should be limited to those that can be considered legitimate stand-alone safety projects. In some instances, narrow shoulder paving in conjunction with resurfacing projects may be allowed. See Appendix C for these exceptions.

For MnDOT Metro District and the Metro Counties, their Road Safety Plans should be the starting point for selecting projects for this solicitation. Projects that originate from a Road Safety Plan will be given priority. The following crash data is provided to assist Cities to focus on types of projects to submit.

In the Metro District on local roads (MSAS and City Streets) over the last 3 years there have been 272 fatal and serious injury crashes

- 110 (40%) of these crashes involved two or more vehicles colliding
- 56 (21%) of these crashes involved a pedestrian
- 36 (13%) of these crashes involved a bicyclist
- 31 (11%) involved hitting a tree or shrub

89% of the fatal and serious injury crashes fall into these 4 categories listed above, so the focus should be on low cost solutions that are geared toward impacting those types of crashes.

Priority will be given to applications that are making impacts throughout the network (at multiple locations) or a corridor based approach.

Cities are encouraged to provide other levels of support to make their case on why the project is justified. For example, they could cite the high pedestrian volumes or a generator of a high number of non-motorized traffic if they are requesting funds for an improvement in that area.

Signalized intersections in urban areas tend to be more at risk than other types of intersections. A focus on signalized intersections, such as countdown timers, signal retiming, enforcement lights, curb extensions, etc. would have an impact at these target crashes.

The following is a list of example projects that would be considered for funding with this program:

Rumble strips	Ped countdown timers
Rumble stripEs	Construct ped refuge islands & raised medians
Wider striping (6")	Enforcement lights on signals
Embedded wet reflective striping	Turn lanes
Delineation for sharp curves (chevrons)	Reduced Conflict Intersections (RCI's)
Cable median barrier	New guardrail (not replacement)
Active intersection warning systems	Frontage roads (with access removals)
Intersection Lighting	Sidewalks
Curb extensions	Bypass lanes
Roundabouts	Narrow shoulder paving (see App. C)
Sight distance improvements	Signal coordination (interconnect)
Remove hazards in clear zones	Pavement messages
Flashing yellow arrows	Stop Bars

Prioritization Criteria

The HSIP committee listed below, will determine if the submitted projects have met the intent of the qualifying criteria and HSIP. Priority will be given to projects identified in Road Safety Plans, and projects that have the highest possibility of reducing the chance of fatal and serious injury crashes.

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 A.

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:

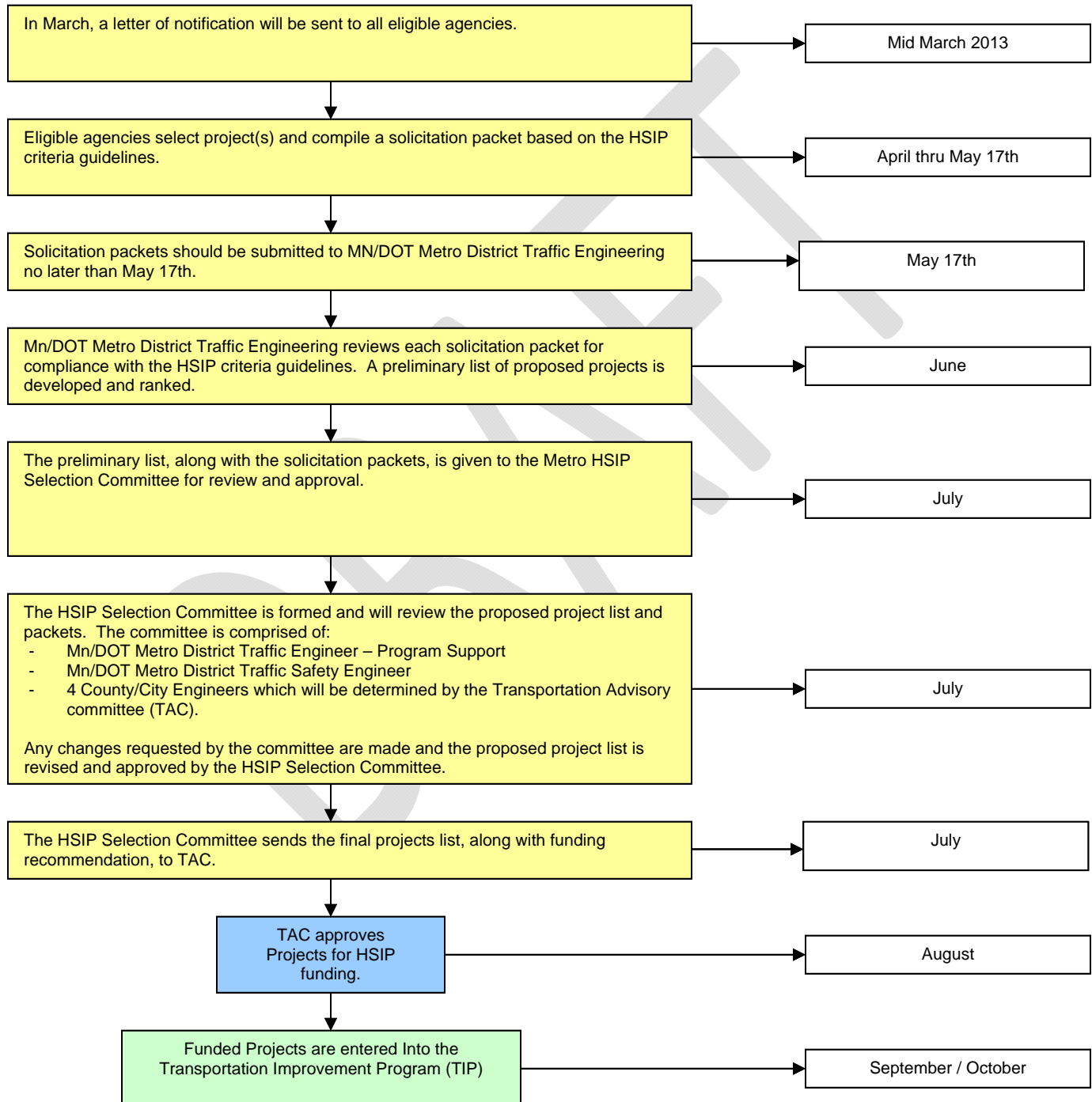
- HSIP application (Form 1) (See Appendix)
- Project information sheet (Form 2) (See Appendix)
- Location map.
- Project plan or preliminary layout/scope of work proposed.
- MnDOT and Counties, attach copy of appropriate page from Highway Safety Plan for projects in Plan submitted.

Mn/DOT Metro District Traffic Engineering Program Support Contacts

<u>Information</u>	<u>Contact</u>	<u>E-Mail</u>	<u>Phone Number</u>
Proposal Content	Gayle Gedstad	Gayle.Gedstad@state.mn.us	651-234-7815
Proposal Content	Lars Impola	Lars.Impola@state.mn.us	651-234-7820

Appendix A

Highway Safety Improvement Program (HSIP) Metro District Process Timeline



Criteria for meeting Sunset Date requirement for all TAB-selected projects:
Adopted 10-20-04

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 MnDOT Metro 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

Appendix C

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

If narrow shoulder paving projects are 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. Work involving the paving of existing aggregate or turf shoulders with 1 to 2 feet of pavement may be allowed within the following guidelines:

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

**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 May 17, 2013. *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. <div style="display: flex; justify-content: space-around; width: 100%;"> Proactive Reactive </div>

III. PROJECT FUNDING

9. Are you applying or have you applied for funds from another source(s) to implement this project? Yes <input type="checkbox"/> No <input type="checkbox"/> 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(S) : <input type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 (Check all boxes if any year is ok.)
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)

ZIP CODE WHERE MAJORITY OF WORK IS BEING PERFORMED _____

APPROXIMATE BEGIN CONSTRUCTION DATE (MO/YR) _____

APPROXIMATE END CONSTRUCTION DATE (MO/YR) _____

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)