

# Action Transmittal

Transportation Advisory Board



**Committee Meeting Date:** April 20, 2023

**Date:** April 13, 2023

## Action Transmittal: 2023-21

2024 Highway Safety Improvement Program (HSIP) Application: Release for Public Comment

**To:** TAC Funding and Programming Committee

**Prepared By:** Steve Peterson, Senior Manager of Highway Planning and TAB/TAC Process  
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### Requested Action

Approve the draft 2024 Highway Safety Improvement Program (HSIP) application for release for public comment.

### Recommended Motion

That the TAC Funding and Programming recommend to the Transportation Advisory Board (TAB) approval of the draft 2024 Highway Safety Improvement Program (HSIP) application for release for public comment.

### Background and Purpose

Staff asks that TAB release the draft 2024 Highway Safety Improvement Program (HSIP) application for review and public comment. The HSIP application will be released for a 30-day comment period, tentatively scheduled for May 19 to June 23. After the public comment period, a revised draft package will be prepared for TAB's July meeting. HSIP applications will be due on February 1, 2024. MnDOT has made some changes for the 2024 HSIP solicitation, including:

- Cover page – Updated cover
- Page 2 – Need to finalize the amount of funding for the 2024 Metro solicitation for 2028 and 2029. Also need to determine if there will be additional funds available in FY 2026 and 2027.
- Page 3 – Updated the 5-year period of available data, crash statistics, and a statement on signal operations related to safety.
- Page 4 – Added two example project types for the proactive project funding category.
- Page 5 – Included a new note requiring a B/C ratio of 1.0 or greater for the reactive project funding category.
- Page 6 – Updated the 10-year time frame for correctable fatal and serious injury crashes.
- Page 8 – Added a requirement to explain why the project was selected and prioritized that is evidence based.
- Page 9 – Added requirement for an ADA transition plan for public agencies that employ 50 or more people. (This is consistent with the Regional Solicitation qualifying criteria.)
- Page 10 – Provided a deadline of December 15, 2023, for crash data requests to MnDOT.

- Page 11 – The application now requires electronic submission and “recognize text” selected in the PDF.
- Appendix C – Added a discussion on traffic signal retiming.

### Relationship to Regional Policy

TAB develops and issues a Highway Safety Improvement Program (HSIP) solicitation for federal funding.

### Routing

| To                                  | Action Requested   | Date Scheduled / Completed |
|-------------------------------------|--------------------|----------------------------|
| TAC Funding & Programming Committee | Review & Recommend | <i>April 20, 2023</i>      |
| Technical Advisory Committee        | Review & Recommend | <i>May 3, 2023</i>         |
| Transportation Advisory Board       | Review & Adopt     | <i>May 17, 2023</i>        |



# HSIP

## *Highway Safety Improvement Program*

For State Fiscal Years **2028 and 2029**

### Metro District Program Criteria

Minnesota Department of Transportation  
Metro District Traffic Engineering  
**October 2023**

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# 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 FAST Act legislation. In FAST Act, 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. See Appendix B for a timeline flowchart of the HSIP solicitation, application, and evaluation process.

## General Policies:

1. HSIP funds are available to MnDOT; the counties of Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott, and Washington; and the State Aid eligible cities and towns within those counties. Applicants that are not State Aid cities or counties in the eight-county metro area with populations over 5,000 must contact the MnDOT Metro State Aid Office prior to submitting their application to determine if a public agency sponsor is required.
2. The maximum HSIP federal award is \$2,000,000 per project. A minimum local match of 10% of the total project cost is required. The match must be in “hard dollars.” Soft matches (i.e., volunteer labor, donated materials, professional services) cannot be included in the match.
3. HSIP funding cannot be used as a “payback” source of funding, whereby local agencies construct a project and anticipate future reimbursement monies from HSIP funds.
4. This solicitation is for both “Proactive” and “Reactive” projects. Distribution of funds between these two project types will depend on a number of factors including the dollar amount and number of projects submitted in each category, types of projects submitted and geographic balance of projects throughout the Metro District.
5. Funding is for roadway construction and reconstruction projects designed to decrease the frequency and/or severity of crashes. These crashes can involve pedestrians, bicycles, and other non-motorized vehicles. The project must be a permanent improvement. Right-of-way, design, and construction engineering costs are not fundable and shall not be included in the project cost. Please refer to <https://safety.fhwa.dot.gov/hsip/>
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. Projects awarded funding through the regional HSIP solicitation are subject to the Region’s “Program Year Policy” and “Scope Change Policy” available at <https://metro council.org/Transportation/Planning-2/Transportation-Planning-Process.aspx?source=child>

8. Applicants may apply for both the Regional Solicitation and the Highway Safety Improvement Program (HSIP), but projects can only be awarded funds from one of the two federally funded programs.
9. The amount of funding available for this 2024 Metro District solicitation for State Fiscal Years 2028 and 2029 is approximately **\$XX million** for the two-year period. Additional funding may be available in State Fiscal Year 2026, or 2027.

# Qualifying Criteria

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

Priority will be given to smaller stand-alone, low-cost/high-benefit projects. Applicants should submit focused safety projects and not asset replacement projects unless the replacement project by itself increases safety. See Appendix C for additional traffic signal requirements. Safety features, such as guardrails, that are routinely provided as part of a broader project should be funded from the same source as the broader project. In some instances, narrow shoulder paving in conjunction with resurfacing projects may be allowed. See Appendix D for this exception.

## **FOR PROACTIVE PROJECTS:**

For MnDOT Metro District and the Metro counties, their road safety plans should be the starting point for selecting projects for this solicitation. For state and county roads, projects that originate from a road safety plan will be given priority. For local streets, a city may propose strategies similar to their county's safety plan, if applicable.

The following crash data is provided to assist cities in focusing on the types of projects to submit. On city roads in the Metro District over the latest 5-year period available (**2018-2022, preliminary**) there have been **1,444** fatal and serious injury crashes:

- **971 (67%) involved an intersection**
- **345 (24%) involved a pedestrian**
- **131 (9%) involved a bicyclist**
- **402 (28%) involved lane departure**

**The majority of** fatal and serious injury crashes fall into the four categories listed above, so the focus should be on low-cost solutions that are geared toward impacting these types of crashes.

Projects should propose safety improvements that directly address the types of crashes experienced within the project area.

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

Signalized intersections in urban areas tend to involve more risk than other types of intersections. A focus on signalized intersections, such as countdown timers, enforcement lights, curb extensions, etc. would have an impact on these target crashes. **Other types of upgrades such as Flashing Yellow Arrow (FYA), etc. that are mainly capacity focused are much less likely to address target crashes.**

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

### J-Turns

- Rumble strips
- Rumble stripEs
- Wider striping (6")
- Embedded wet reflective striping
- Delineation for sharp curves (chevrons)
- Cable median barrier
- Crosswalk enhancements (ex. RRFB's)
- Intersection lighting
- Corridor lighting
- Curb extensions (bump-outs)
- Sight distance improvements
- Remove hazards in clear zones
- Pedestrian countdown timers
- Construct ped refuge islands and raised medians
- Enforcement lights on signals
- Turn lanes
- New guardrail (not replacement)
- Frontage roads (with access removals)
- Sidewalks or trails
- Narrow shoulder paving (see Appendix D)
- Signal interconnect (fiber)
- Pavement messages
- Roundabouts
- Stop bars
- Safety edge
- Friction treatments
- Road diets



## **FOR REACTIVE PROJECTS:**

For this solicitation, proposed projects qualify for the HSIP program by having a benefit/cost (B/C) ratio of 1.0 or greater\*. (Note: The B/C ratio shall exclude right-of-way costs. The cost used should be the total project cost, not the amount of requested HSIP dollars.)

Note: a B/C ratio of 1.0 is required to submit a reactive project. Depending on funding available and the number/type of projects submitted, and scores for other categories, a B/C significantly above 1.0 may be needed to compete in the reactive category.

\*Only crashes contained within the Minnesota Department of Public Safety's database can be used to determine the B/C for project submittals. If the agency submitting an application has access to MnCMAT, crash data from that system can be used as part of submittal. MnCMAT data will be reviewed by the HSIP committee to ensure accuracy. Crash data can also be obtained from MnDOT if an agency does not have access to MnCMAT. MnDOT Metro District Traffic Office will provide a crash listing, upon request.

See Appendix A for MnDOT crash data contacts.

# Prioritization Criteria

The HSIP project evaluation committee will determine if the submitted projects have met the intent of the qualifying criteria and HSIP. This will take into account information regarding how a project was prioritized, including details on how the potential project will improve safety.

Pedestrian and bicycle crashes are a focus area in the Minnesota Strategic Highway Safety Plan. Additional consideration will be given to projects which address pedestrian and bicycle safety. To account for the greater proportion of severe injuries of bike and pedestrian crashes, each bike and pedestrian crash should be entered as two crashes on the B/C worksheet.

## **FOR PROACTIVE PROJECTS:**

For Proactive projects, 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. The following criteria will be used in ranking proactive projects:

- Cost per user exposure
- Connection to the 2020-2024 Minnesota Strategic Highway Safety Plan (SHSP). This Plan can be found at the following link:  
<http://www.dot.state.mn.us/trafficeng/safety/shsp/mn-shsp-2020-24.pdf>
- Correctable fatal and serious injury crashes (10 years, 2013 - 2022)
- Crash reduction factor for the specific strategy
- Part of a plan (safety plan or road safety audit recommendations) – include a link to or an excerpt from the existing plan
- Pedestrian and bicycle safety elements

## **FOR REACTIVE PROJECTS:**

The reactive projects will be prioritized by:

- Highest B/C ratio, based on crash data from 2020-2022.
- The scoring committee will review the projects to determine how well they meet the qualifying criteria and intent of the HSIP program, to achieve a significant reduction in traffic fatalities and serious injuries on all public roads. In addition to crash history, the existence of risk factors and experience with crash types that are risk factors for more severe crashes are relevant here.
- Correctable fatal and serious injury crashes (10 years, 2013 - 2022)

- Pedestrian and bicycle safety elements

**EVALUATION PROCESS:**

Project proposals will be reviewed by MnDOT's Metro District Traffic Engineering unit initially to determine if they meet the qualifying criteria. The HSIP committee will finalize a prioritized list of projects to be funded.

The HSIP committee will consist of:

- MnDOT Metro District Traffic Engineer - Program Support
- MnDOT Metro Traffic Safety Specialist
- MnDOT State Traffic Safety Engineer
- Two County/City Engineers
- Metropolitan Council Regional Highway Planner

# Required Material and Special Instructions

Following is a list of materials **required** to be submitted per project. Failure to provide this information may exclude the submission from consideration:

- HSIP Application (Form 1) (See Appendix for Form 1)
- Project Information Sheet (Form 2) (See Appendix for Form 2)
- Location map
- A paragraph explaining the methods the applicant used to choose the project and how it was selected over other potential projects within the applicant's city or county. The description should focus on any safety analysis or ranking involved in the selection process and explain the methodology used. To meet the intent of HSIP, we want to ensure agencies are selecting projects with the greatest safety benefits rather than responding to public or political pressure.
- A photograph showing the existing conditions within the project area. If awarded funds, this photograph will be utilized in the Metropolitan Council's online mapping tool to show a before-and-after comparison of the improvement. By submitting the application, the applicant is agreeing to allow the Metropolitan Council to use this photograph.
- Project plan or preliminary layout/scope of work proposed.
- Provide the AADT or an average AADT for the project area. If an intersection project, provide the AADT for the minor road too. Due to the potential timing issues with when a traffic count was taken relative to the COVID-19 pandemic (and resulting drop in traffic volumes), applicants may also use a historic AADT volume from the MnDOT Traffic Mapping Application (instructions under the Help Document).
- For intersection projects, provide collision diagrams. MnDOT will not provide collision diagrams.
- Include crash listings (2013-2022) obtained from MnDOT or MnCMAT.
- As part of the Regional Solicitation Before & After Study, Phase 2 (2021), a list of commonly used Crash Modification Factors (CMFs) was created. Applicants have the option to use these CMFs (included in Appendix G) or find a more appropriate one on FHWA's Clearinghouse.
- For applications where a CMF is not chosen from the list, the applicant will provide a reasonable Crash Reduction Factor (CRF) from the FHWA's CMF Clearinghouse (MUST include a printout of the CRF reference page) <http://www.cmfclearinghouse.org/>

**The applicant is required to write a brief logical explanation on why they chose a particular CRF.**

- The applicant must include a letter of support from the agency that owns/operates the facility (if different from the applicant) indicating that it is aware of and understands the project being submitted, and that it commits to operate and maintain the facility for its design life.
- The project applicant must send written notification regarding the proposed project to all affected state and local units of government prior to submitting the application.
- Projects on MSAS and CSAH roadways must meet State Aid standards.
- The project must comply with the Americans with Disabilities Act (ADA).
- In order for a selected project to be included in the Transportation Improvement Program (TIP) and approved by USDOT, the public agency sponsor must either have a current ADA self-evaluation or transition plan that covers the public right of way/transportation, as required under Title II of the ADA. The plan must be completed by the local agency before the Regional HSIP Solicitation application deadline. For future funding cycles, this requirement may include that the plan has undergone a recent update (e.g., within five years prior to application). Please document which of these apply:
  - The applicant is a public agency that employs 50 or more people and has a completed ADA transition plan that covers the public right of way/transportation. Date plan completed by governing body and link to plan: \_\_\_\_\_
  - The applicant is a public agency that employs fewer than 50 people and has a completed ADA self-evaluation that covers the public rights of way/transportation. Date self-evaluation completed and link to plan: \_\_\_\_\_

**FOR PROACTIVE PROJECTS:**

- Provide total miles of strategy deployment.
- Number of fatal and serious injuries in the past 10 years (2013-2022) that have occurred where the applicant proposes to implement an HSIP project. If the agency submitting the application has access to MnCMAT, crash data from that system can be used as part of submittal. MnCMAT data will be reviewed by the HSIP committee to ensure accuracy. Crash data can also be obtained from MnDOT if an agency does not have access to MnCMAT. MnDOT Metro District Traffic Office will provide a crash listing, upon request. (See Appendix A for contact information). Crash data should include all crash types and

severities, including pedestrian and bicycle crashes. Projects may be eligible for HSIP even if no fatal or severe injuries have occurred in your implementation area.

- Collision diagrams may be submitted but are not required.
- If on a trunk highway, provide an approved Intersection Control Evaluation (ICE) report for proposed intersection traffic control changes.
- MnDOT and counties, please attach copy of the appropriate page(s) from your highway safety plan for projects submitted that are referenced in your plan.
- Discuss how the project will improve safety for pedestrians and bicyclists. Safety countermeasures for pedestrians and bicyclists can include those identified by the FHWA as part of its Safe Transportation for Every Pedestrian program or others in its Proven Safety Countermeasures (e.g., pedestrian refuge islands, raised crosswalks, pedestrian hybrid beacons, leading pedestrian intervals). More information about pedestrian and bicycle safety best practices is also available in MnDOT's Best Practices for Pedestrian/Bicycle Safety.

#### **FOR REACTIVE PROJECTS:**

- The crash data shall include crashes from calendar years **2020-2022**. Only crashes contained within the Minnesota Department of Public Safety's database can be included. This is to ensure that all project proposals can be compared equally. If the agency submitting application has access to MnCMAT, crash data from that system can be used as part of submittal. MnCMAT data will be reviewed by the HSIP committee to ensure accuracy. Crash data can also be obtained from MnDOT if an agency does not have access to MnCMAT. MnDOT Metro District Traffic Office will provide a crash listing, upon request. (See Appendix A for contact information). Crash data should include all crash types and severities, including pedestrian and bicycle crashes.
- If an individual crash is not in the DPS crash database, it cannot be included in the analysis or the submittal, unless the agency provides acceptable proof of the existence of the crash. Acceptable proof is a copy of the police or citizen accident report. If a crash report was not written, the crash may not be included. If the crash had no injuries and the minimum dollar amount was not met ("N" in the "\$min" box on a police report), the crash cannot be included.

***Crash data requests to MnDOT should be made as soon as possible, but before **December 15, 2023**. Requests made after **December 15<sup>th</sup>** may be significantly delayed due to limited resources. MnDOT will not provide collision diagrams.***

- Number of fatal and serious injuries in the past 10 years (**2013-2022**) that have occurred where the applicant proposes to implement a HSIP project. See explanation above for

acceptable methods and sources of crash data. Projects may be eligible for HSIP even if no fatal or serious injuries have occurred in your implementation area.

- HSIP B/C Worksheet – A sample HSIP B/C worksheet is included in Appendix E. Refer to Appendix F for recommended service life criteria. You can find an Excel version of a [HSIP Benefit Cost Worksheet](#) on this web page under Reference Material.
- If on a trunk highway, provide signed Intersection Control Evaluation (ICE) report for proposed intersection traffic control changes.
- Description of how the project meets the intent of the HSIP program (i.e., reduce fatal and serious injury crashes within the proposed project area).
- Proposed roundabouts must address mini-roundabouts as an option.
- Discuss how the project will improve safety for pedestrians and bicyclists. Safety countermeasures for pedestrians and bicyclists can include those identified by the FHWA as part of its Safe Transportation for Every Pedestrian program or others in its Proven Safety Countermeasures (e.g., pedestrian refuge islands, raised crosswalks, pedestrian hybrid beacons, leading pedestrian intervals). More information about pedestrian and bicycle safety best practices is also available in MnDOT’s Best Practices for Pedestrian/Bicycle Safety.

### **SUBMISSION OF APPLICATION:**

Applicants will send applications electronically. There will be no paper copies needed. Within two business days, applicants should receive notice that their application was received. If no response is received, the applicant should reach out to contacts in Appendix A to verify the application was received.

Documents should have “recognize text” enabled when converting to PDF. This helps the review process by enabling the use of the search function.

Electronic submittal to: [Lars.Impola@state.mn.us](mailto:Lars.Impola@state.mn.us)

# 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 proposal should reference the FHWA Crash Modification Factors (CMF) identified in the Regional Solicitation Before & After Study, Phase 2 (2021) list of commonly used crash modification factors (included in Appendix G) or find a more appropriate one on FHWA's Clearinghouse. The Clearinghouse can be found at the following website <http://www.cmfclearinghouse.org/>.

**For all applications, the applicant is required to write a brief, logical explanation on why they chose a particular CRF.**

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).

The project initiator may contact a member of the MnDOT 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 FHWA CMF Clearinghouse, or a percentage reduction based on an estimated procedure described above can be entered directly into the benefit/cost (B/C) worksheet. If two improvements are included in the proposed project, the overall crash reduction factor should be determined using the “multiple safety improvement crash reduction formula” described below.

**Multiple Safety Improvement Crash Reduction Formula:**

- **Multiple**  $CRF = 1 - [(1 - CRF1) \times (1 - CRF2)]$

CRF is the overall crash reduction factor expressed as a decimal (to two significant digits) to be used on the B/C worksheet.

CRF1 is the crash reduction factor for the first improvement expressed as a decimal.

CRF2 is the crash reduction factor for the second improvement expressed as a decimal.

- **Each crash may only be used on one B/C worksheet.**
- **Use the total cost of the project in the denominator on the B/C worksheet(s).**
- **All individual B/C worksheets must be submitted, and the application must include an overall B/C calculation.**
- **If using multiple CRF's providing your calculation is required.**
- **No more than two CRF's per crash type and location will be allowed.**

# Use of Fatal Crashes

| Type of Crash        | Crash Severity         | Cost per Crash |
|----------------------|------------------------|----------------|
| Fatal (F)            | 1 Fatal Crash          | \$13,300,000   |
| Personal Injury (PI) | 2 Serious Injury       | \$750,000      |
| Personal Injury (PI) | 3 Minor Injury         | \$230,000      |
| Personal Injury (PI) | 4 Possible Injury      | \$120,000      |
| Property Damage (PD) | 5 Property Damage Only | \$13,000       |

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. The cost assigned to a fatal crash may be used if there are two or more correctable fatal crashes being addressed by the same proposed improvement, within the three-year period.

or

2. The cost for a fatal crash may be used when there is at least one correctable fatal crash **and** two or more correctable serious injury crashes being addressed by the same proposed improvement, within the three-year period.

If the above criteria are not satisfied, a correctable fatal crash shall be treated as two serious injury type crashes when computing the benefit-cost ratio. To do this, enter the correctable fatal crash as two serious injury crashes on the HSIP B/C worksheet.

For example, if there is a project with two fatal crashes within the project limits, both being at an intersection that is being modified by a roundabout project that would address both crashes, it would be acceptable to count two fatal crashes at the fatal crash cost.

Alternatively, if one of two fatal crashes within the project limits was a right-angle crash that occurred at an intersection being modified by a roundabout project, and the other fatal crash was a run-off-road hitting a tree within the rumble strip installation portion of the same project, the use of a fatal crash cost in the B/C worksheet would not be allowed – in this case each fatal would be entered as two serious injury crashes.

If there are questions about using the full fatal value or the 2 x serious injury crash value, please contact Kaare Festvog or Lars Impola to discuss the issue.

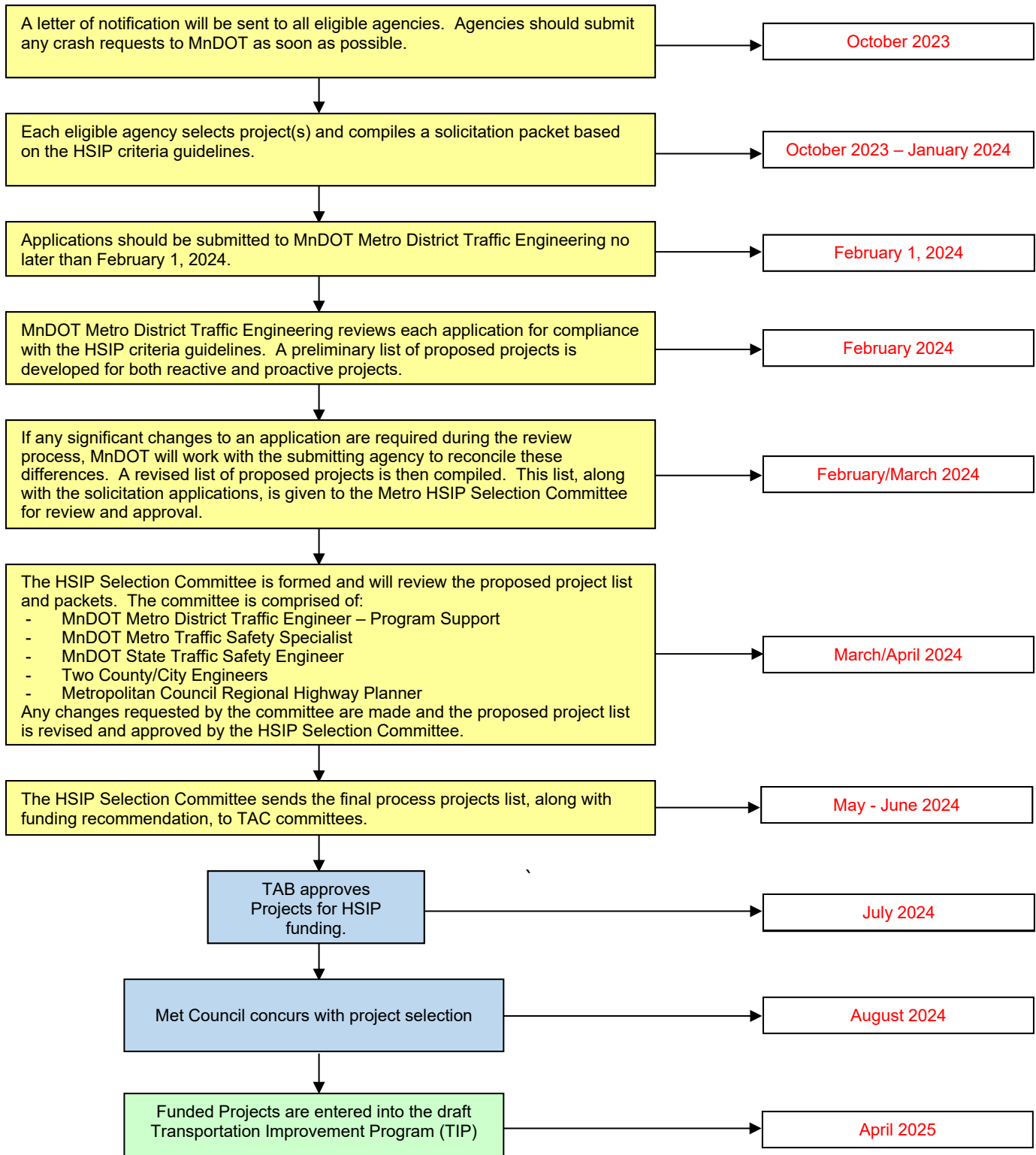
# Appendix A

## MnDOT Metro District Traffic Engineering Program Support Contacts

| <b>Information</b> | <b>Contact</b> | <b>E-Mail</b>  | <b>Phone Number</b> |
|--------------------|----------------|--|---------------------|
| Proposal Content   | Kaare Festvog  | <a href="mailto:kaare.festvog@state.mn.us">kaare.festvog@state.mn.us</a> | 651/234-7814        |
| Proposal Content   | Lars Impola    | <a href="mailto:lars.impola@state.mn.us">lars.impola@state.mn.us</a>     | 651/440-4117        |
| Crash Information  | Cherzon Riley  | <a href="mailto:cherzon.riley@state.mn.us">cherzon.riley@state.mn.us</a> | 612/322-1080        |

# Appendix B

## Highway Safety Improvement Program (HSIP) Metro District Process Timeline (2024)



# Appendix C

## 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 for the Highway Safety Improvement Program is “to significantly reduce 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 Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) must be met. FHWA’s Interim Approval for Optional Use of an Alternative Signal Warrant 7 – Crash Experience (IA-19) should be followed. 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 FAST Act.
- All new signals on a trunk highway 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, J-Turns, and some 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 are not eligible for HSIP funds **if the work is done with internal personnel. If an agency wishes to submit a timing project, the application must**

show how the timing will specifically improve roadway safety. Capacity specific improvements are not HSIP eligible. However, it may be eligible if retiming is required after construction of a project including signals.

# Appendix D

## **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 County Road Safety Plan 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 or mumble strips.
- If a project is required to construct more than 2-foot shoulders per State Aid standards, or if the applicant plans for more than 2-foot shoulders, HSIP funding cannot be used for any additional width beyond 2 feet (local funds may be used for the additional width).
- The applicant should use regular construction dollars to upgrade guardrail and other safety hardware as part of the resurfacing project.

# Appendix E

Updated 01/14/2022

**Traffic Safety Benefit-Cost Calculation**  
 Highway Safety Improvement Program (HSIP) Reactive Project



| A. Roadway Description |                |              |  |
|------------------------|----------------|--------------|--|
| Route _____            | District _____ | County _____ |  |
| Begin RP _____         | End RP _____   | Miles _____  |  |
| Location _____         |                |              |  |

| B. Project Description                   |                             |  |  |
|--|-----------------------------|--|--|
| Proposed Work _____                      |                             |  |  |
| Project Cost* _____                      | Installation Year _____     |  |  |
| Project Service Life _____               | Traffic Growth Factor _____ |  |  |
| * exclude Right of Way from Project Cost |                             |  |  |

| C. Crash Modification Factor       |                  |  |  |
|------------------------------------|------------------|--|--|
| _____ Fatal (K) Crashes            | Reference _____  |  |  |
| _____ Serious Injury (A) Crashes   |                  |  |  |
| _____ Moderate Injury (B) Crashes  | Crash Type _____ |  |  |
| _____ Possible Injury (C) Crashes  |                  |  |  |
| _____ Property Damage Only Crashes |                  |  | <a href="http://www.CMFclearinghouse.org">www.CMFclearinghouse.org</a> |

| D. Crash Modification Factor (optional second CMF) |                  |  |  |
|--|------------------|--|--|
| _____ Fatal (K) Crashes                            | Reference _____  |  |  |
| _____ Serious Injury (A) Crashes                   |                  |  |  |
| _____ Moderate Injury (B) Crashes                  | Crash Type _____ |  |  |
| _____ Possible Injury (C) Crashes                  |                  |  |  |
| _____ Property Damage Only Crashes                 |                  |  | <a href="http://www.CMFclearinghouse.org">www.CMFclearinghouse.org</a> |

| E. Crash Data     |                          |                      |  |
|-------------------|--------------------------|----------------------|--|
| Begin Date _____  | End Date _____           | o years              |  |
| Data Source _____ |                          |                      |  |
| Crash Severity    | < enter target crashes > | < optional 2nd CMF > |  |
| K crashes         |                          |                      |  |
| A crashes         |                          |                      |  |
| B crashes         |                          |                      |  |
| C crashes         |                          |                      |  |
| PDO crashes       |                          |                      |  |

| F. Benefit-Cost Calculation   |                         |                        |
|---|-------------------------|------------------------|
| \$o _____   | Benefit (present value) | <b>B/C Ratio = N/A</b> |
| \$o _____   | Cost                    |                        |
| <i>Proposed project expected to reduce o crashes annually, o of which involving fatality or serious injury.</i> |                         |                        |





# Appendix F

## Recommended Service Life Criteria

| <u>Description</u>                               | <u>Service Life</u><br><u>(years)</u> | <u>Description</u>                         | <u>Service Life</u><br><u>(years)</u> |
|--|---------------------------------------|--|---------------------------------------|
| <b><u>Intersection &amp; Traffic Control</u></b> |                                       | <b><u>Roadway &amp; Roadside</u></b>       |                                       |
| Construct Turning Lanes                          | 20                                    | Widen Traveled Way (no lanes added)        | 20                                    |
| Provide Traffic Channelization                   | 20                                    | Add Lane(s) to Traveled Way                | 20                                    |
| Improve Sight Distance                           | 20                                    | Construct Median for Traffic Separation    | 20                                    |
| Install Traffic Signs                            | 10                                    | Widen or Improve Shoulder                  | 20                                    |
| Install Pavement Markings                        | 2                                     | Realign Roadway (except at railroads)      | 20                                    |
| Install Delineators                              | 10                                    | Overlay for Skid Treatment                 | 10                                    |
| Install Illumination                             | 20                                    | Groove Pavement for Skid Treatment         | 10                                    |
| Upgrade Traffic Signals                          | 20                                    | Install Breakaway Sign Supports            | 10                                    |
| Install New Traffic Signals                      | 20                                    | Install Breakaway Utility Poles            | 10                                    |
| Retime Coordinated System                        | 5                                     | Relocate Utility Poles                     | 20                                    |
| Construct Roundabout                             | 20                                    | Install Guardrail End Treatment            | 10                                    |
|  |                                       | Upgrade Guardrail                          | 10                                    |
|  |                                       | Upgrade or Install Concrete Median Barrier | 20                                    |
| <b><u>Pedestrian &amp; Bicycle Safety</u></b>    |                                       | Upgrade or Install Cable Median Barrier    | 10                                    |
| Construct Sidewalk                               | 20                                    | Install Impact Attenuators                 | 10                                    |
| Construct Pedestrian & Bicycle                   |                                       | Flatten or Re-grade Side Slopes            | 20                                    |
| Overpass/Underpass                               | 30                                    | Install Bridge Approach Guardrail          |                                       |
| Install Fencing & Pedestrian Barrier             | 10                                    | Transition                                 | 10                                    |
| Construct Bikeway                                | 20                                    | Remove Obstacles                           | 20                                    |
| Curb extensions and medians                      | 20                                    | Install Edge Treatments                    | 7                                     |
|  |                                       | Install Centerline Rumble Strips           | 7                                     |
| <b><u>Structures</u></b>                         |                                       |  |                                       |
| 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                                    |  |                                       |

Source: Federal Highway Administration (FHWA)



## Federal HSIP Funding Application (Form 1)

**INSTRUCTIONS:** Complete and return completed application to Lars Impola, MnDOT, Metro District, 1500 West County Road B2, Roseville, Minnesota 55113. (651) 440-4117.  
**Applications must be received by 4:30 pm on February 1, 2024.**  
**\*Be sure to complete and attach the Project Information form. (Form 2)**

### 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 complete description can be submitted separately):

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

Proactive

Reactive

### III. PROJECT FUNDING

9. Are you applying, or have you applied for funds from other source(s) to fund 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(S): **SEE NOTE BELOW\*\***

2028     2029     Either year

16. SIGNATURE:

17. TITLE:

**\*Would you accept a federal award that covers 80% of the total project cost if non-HSIP federal funds were awarded? Yes  No**

**\*\*NOTE: If funding becomes available in 2025, 2026, or 2027 could this project be advanced to meet this schedule? Yes  No  Which years would work?  2026  2027**

## 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, County Road, Township Road, City Street)

Name of road \_\_\_\_\_ (Example: 1<sup>st</sup> Street, Main Avenue)

Zip code where the majority of work is being done \_\_\_\_\_

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.)