



Federal Aid Project Development

MnDOT Metro State Aid

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FEDERAL AID FUNDING PROGRAM

This is a **REIMBURSABLE** Program

The work has to be completed, and payment made to the contractor, before the Federal dollars are reimbursed.

PROCESS OVERVIEW



FOLLOW DELEGATED CONTRACT CONTRACT PROCESS (DCP)

<https://dot.state.mn.us/stateaid/dcp.html>

REGIONAL SOLICITATION APPLICATION

PROJECT SPONSORSHIP

- Metro State Aid Counties and State Aid Cities can sponsor a project
- All others must contact Metro State Aid prior to submitting an application to determine if a sponsor is required.
 - Non-State Aid entity must have approval of project sponsor prior to moving forward with the project.
- Project Sponsor administers project using the State Aid Delegated Contract Process (DCP)

PROJECT INFORMATION FORM

- Form used to assign an SP# and input your project into the TIP if funded – Do not request an SP# through the normal State Aid process
- Termini chosen must be within 0.3 of a mile of all work
- Important to include road system, route # AND roadway name for roadway AND termini points.
 - Ie: Road System – MSAS, Route No – 319, Road Name – 53rd Ave
- If more than one route, provide info for roadway with majority of work
- Include ALL cities or townships within the project limits
- Include only “primary” work types; do not include incidental items

GENERAL FEDERAL ELIGIBILITY - Roadway

Federal Eligible work for a roadway project is generally work necessary to complete the funded project:

- Roadway grading, surfacing and storm sewer
 - Includes retaining walls and noise walls (if noise study required one)
- Signal Revisions and Replacement
- Signing/Striping
- Lighting
 - Ornamental lighting allowed if City or County standard
- Utility replacement due to the project construction
 - Upgrades or replacement due to “convenience” are not eligible
- Landscaping and Turf Establishment
 - 2 to 1 tree replacement and shrubbery if necessary for erosion control

GENERAL FEDERAL ELIGIBILITY – Multi-use trails

Multiuse Trails and Bicycle Facilities primary role is to provide alternative mode of travel for purposeful trips

- Bike/ped trail grading and surfacing/re-surfacing
- Retaining Walls
- Drainage
- Bike amenities such as bike racks, shelters, benches, & wayfinding signs
- Landscaping and Turf Establishment
 - 2 to 1 tree replacement
 - Shrubbery if necessary for erosion control
 - Excessive landscaping such as fountains, elaborate signing, irrigation are not eligible

ITEMS NOT FEDERAL ELIGIBLE

- Preliminary or Construction Engineering
- Right of Way Acquisition - unless part of transit project
- Surplus Materials (items salvaged and not re-installed)
- Work outside of project limits
 - Work outside of NEPA limits will jeopardize fed \$
 - Exception is work necessary to implement the project, ie: traffic control
- Utility work that is not a direct result of the project, and utility betterments
- Excessively expensive treatments – very extravagant roadway or side street appurtenances

PROJECT FUNDING (1)

- Use “Estimate of TAB-Eligible Project Costs” form in the front of the application
- % based on Fed Funds vs. Total Project Cost; not to exceed 80% Federal Funds; 90% HSIP
- Federal funds are capped
- Could require STIP amendment later in process if not accurately computed.

PROJECT FUNDING (2)

Advance Construction (AC)

- Advancing projects to an earlier Fiscal Year
- Agency funds the project
- Federal Funds reimbursed in the year programmed in the STIP
- Requires an Advanced Construct Agreement
- Must be shown as an AC Project in an approved STIP

FUNDING APPLICATION VS PROPOSED PROJECT

DEFINE YOUR PROJECT CAREFULLY...

- Projects are scored & selected based on the benefits they provide.
- Project description in Funding Application and the STIP serve as project scope

FUNDING APPLICATION VS PROPOSED PROJECT (1)

Key items to consider when identifying original project scope...

- Project Termini
- Project Elements/Key Connections
- Total Project Cost

FUNDING APPLICATION VS PROPOSED PROJECT (2)

Project Termini

- Must select a logical termini
 - The project will function properly without requiring additional improvements elsewhere
- Work outside of termini in the funding application (including locally funded projects) will require a scope change and “may” trigger a TIP/STIP Amendment for change in description/costs.
- Reduction in project length may result in reduction of federal funding

FUNDING APPLICATION VS PROPOSED PROJECT (3)

Project Elements/Key Connections

- Work types (ie: rdwy reconst, signals, bridge, trail, etc.)
- # of proposed lanes
- Signals vs Roundabouts
- At grade intersection vs. grade separation
- Connections to parks, schools, historic sites
- Expansion or reduction of parking ramp spaces

FUNDING APPLICATION VS PROPOSED PROJECT (4)

Total Project Cost

- Total cost in application plus inflation is entered into the TIP/STIP.
- Prepare realistic and accurate estimates
- Total cost in STIP is compared to Engineer's Estimate
- Increases/decreases that exceed FHWA Guidelines require TIP/STIP Amendments
 - Amendment approval process can add up to 3 months

PROGRAM YEAR POLICY

- Program year follows the same timeline as the State Fiscal Year, which is July 1st to June 30th (ie: FY 2030 = 7/1/2029 to 6/30/2030)
- Intended to manage timely delivery of projects
- Projects not receiving authorization approval by June 30th will not be carried over into the next year in STIP without an approved extension
- Program Year extension must be requested by December 31st of the program year
- Program Year Policy on TAB webpage:
<https://metro council.org/Council-Meetings/Committees/Transportation-Advisory-Board-TAB/Policies.aspx>

PROGRAM YEAR CRITERIA

The following dates/deliverables help ensure all projects receive authorization by June 30th

December 1st

First draft of Environmental Document submitted for review

February 28th

File for condemnation (if applicable)

June 1st

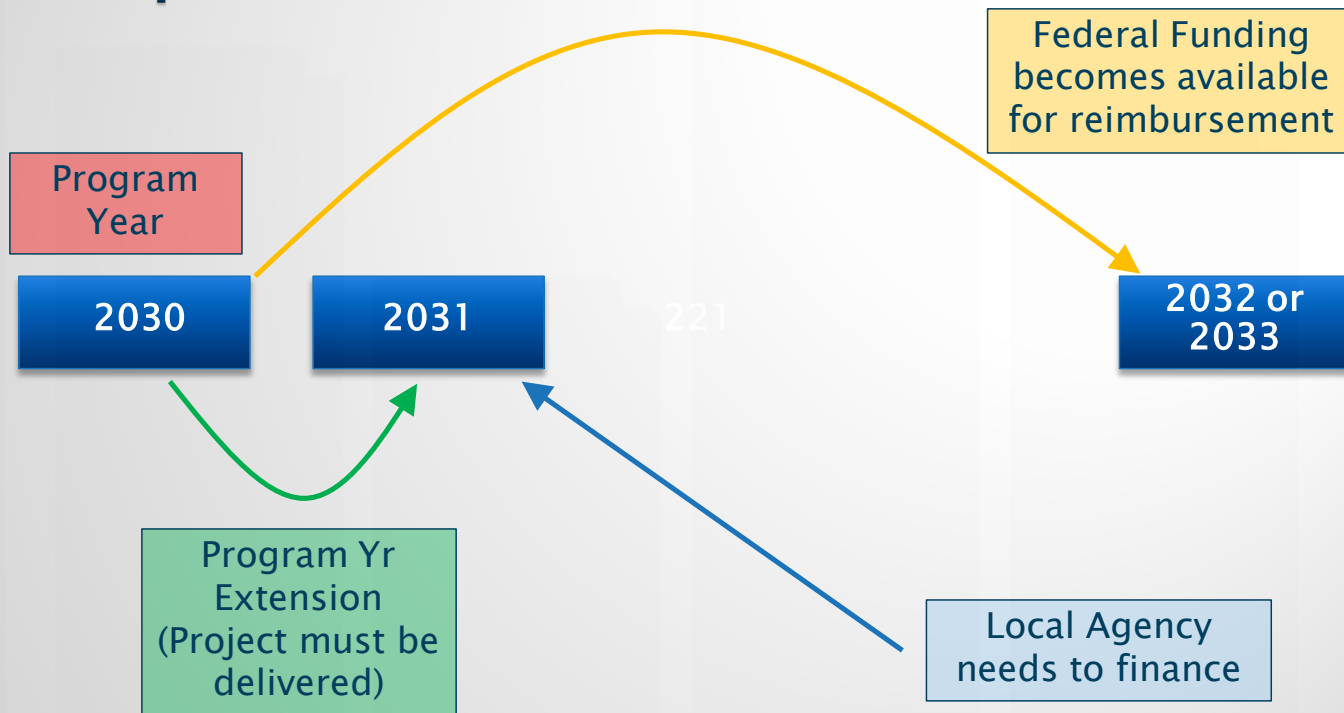
- Environmental Document Approved
- R/W cert. approved
- Final plans and permits or permit applications

PROGRAM YEAR EXTENSION (1)

- Request must be made by December 31st of program year & requires TAB Approval
- Agency must demonstrate they have made significant progress and unique circumstances have caused delay
- Financial implications if extension is granted
 - Agency must deliver project in the next program year, however, federal funds are contingent on the availability of future federal funds
 - Agency will need to Advance Construct project
- Maximum length of extension is one year
- Only one extension may be granted per project
 - Exceptions to limitations can be made due to extraordinary circumstances

PROGRAM YEAR EXTENSION (2)

Program Year Extension Financial Implications



SCOPE CHANGE POLICY

3 Levels of Scope Changes

- Administrative Scope Change – approved by MnDOT Federal Aid Program Coordinator
- Informal Scope Change-Consultation between Federal Aid Program Manager and Met Council
- Formal Scope change – formal committee process and approval by TAB

Link to Scope Change Policy on TAB Website:

<https://metro council.org/Council-Meetings/Committees/Transportation-Advisory-Board-TAB/Policies.aspx>

Thank you!

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