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State Aid E-Scene

Safe Routes to School Solicitations

By: Mao Yang, Assistant Project Development Engineer

On Walk to School Day, October 8th, MnDOT announced Safe Routes to School solicitations for infrastructure projects and non-infrastructure mini-grants. Guidance and applications are available on the [SRTS Grants webpage](#).

Infrastructure: \$1 million in state funds are available for capital projects to improve conditions for safe walking and bicycling for students (K-12) within a 2 mile radius of a school. Projects could be funded up to 100 percent of the construction cost. Awarded projects will be administered as a State Aid Project and require a state aid city or county sponsor. **Applications are due January 9, 2015.**

Mini-grant: \$250,000 in state funds are available for non-infrastructure mini-grants. Regional partners working with

multiple schools may apply up to \$10,000 or individual schools may apply for small grants between \$500 - \$2,500 for events, training, materials or other non-infrastructure related activities listed in the guide. **Applications for individual schools are due December 19, 2014 and applications for Regional Partners are due on January 9, 2015.**

For questions about the SRTS infrastructure solicitation, contact MaoYang at 651-366-3827 or



mao.yang@state.mn.us.

For questions on the SRTS mini-grant solicitation, contact Nicole Campbell at 651-366-4180 or nicole.campbell@state.mn.us.



Bike/Walk to School Day, May 2014

Employee news

Retirements

On December 5th, after more than 38 years of state service, Julie Skallman, State Aid Engineer, has retired. Julie served as State Aid Engineer for the State Aid Division for the last 16 years. She started in MnDOT District 1 as a student worker and after college went on the engineering rotation program working in Bemidji, Oakdale and Golden Valley before coming to the central office in St. Paul. Julie joined State Aid in 1986 as Plans Engineer, became Assistant Engineer in 1991, and was appointed State Aid Engineer in 1998. In addition, Julie served on numerous engineering and transportation associations and committees.

Julie is highly respected both within MnDOT, and the local, national and international transportation community. She is recognized as a leader for women in engineering, and through the years has generously shared her knowledge and expertise as a mentor. We would like to thank her for all her hard work and her tireless dedication to further transportation efforts in Minnesota. She has left her mark in countless ways and it will be hard to think of State Aid without her presence.



Julie speaking at her MnDOT retirement party on December 1st.

Longtime District 1 DSAE, Walter Leu retired December 1st from MnDOT. Before beginning at MnDOT, Walter served as County Engineer for Lake of the Woods from 1984-1987, Chisago from 1987-1988, Clearwater from 1988-1990 and in 1990 he headed back north to Lake of the Woods. In 1999, Walter began working for MnDOT District Design in Duluth, and later that year became DSAE for District 1.

Walter's knowledge, experience, good judgment and positive attitude will surely be missed. We wish Walter well in his retirement and thank him for his many years of service to MnDOT.

Todd Campbell will be acting as District 1 DSAE until the permanent DSAE position is filled.

New staff

Mitch Rasmussen is the new State Aid Engineer for the State Aid Division. Mitch started December 8th and most recently served as Scott County Public Works Director/County Engineer for the past nine years. Previous to that, he held positions as Burnsville City Engineer, Dakota County Construction Engineer and Rice County Engineer. Mitch has a bachelor's degree in Civil Engineering from South Dakota State University. His work in both city and county positions, as well as experience in metro and rural counties, brings a great deal of experience to this position. We are pleased to welcome Mitch to State Aid and believe he will be a great addition to the division and the department's senior leadership team.

Mitch can be reached at

mitch.rasmussen@state.mn.us or 651-366-4831.

We'd also like to welcome Christopher (Chuefue) Vang on his new job as Accounting Officer Temporary. Chris joined State Aid Finance on September 10th and has been assisting with federal aid construction projects and reporting. Chris graduated in May 2014 with a bachelor's degree in Accounting from Missouri State University. Previously, Chris was a student worker at the Department of Health and did an internship at the Department of Revenue. We are excited to have Chris on board and he is already becoming a great asset to the team.

Chris can be reached at christopher.vang@state.mn.us or 651-366-4876.



Cristina Corrie joined the team on October 8th as part of MnDOT's Phoenix Program. She is currently a senior at Roseville Area High School and will be working on various projects with a focus on quality control on scanned microfilm plans.

Jenny Calubayan also started on October 8th as part of MnDOT's Phoenix Program. She is currently a senior at Eagle Ridge High School in Woodbury. In addition to reviewing and scanning microfilm plans for electronic storage, she also helps to enter data in Project Tracking and assists with mailings.

Employee news continue on pg. 3

continued...Employee news

Promotions

Merry Daher has accepted the position of State Aid Project Delivery Engineer. This position was held open but had been vacant since Jim Koivisto retirement. For the past year, Merry has been working in this position on mobility. Merry has worked in the State Aid office since 2002 as Federal Aid Plans Engineer. Prior to her time in State Aid, Merry has worked in various offices within MnDOT. With this solid background, she brings great experience in local federal aid project delivery, to her new role.

Mark Vizecky has accepted the newly created Program Support Engineer / Disaster Coordinator position. Most of you know Mark through his active role in local road safety highway safety plans. Mark will continue to provide direction,

oversight, and expertise with traffic safety initiatives and programs and will also develop and manage a new focus area within the office by combining the Emergency Relief related programs and funding under his direction.

Sulmaan Khan has agreed to fill the Traffic Safety Program Support Engineer position. Many of you may already be familiar with him because he assisted Mark with the safety program. Prior to coming to State Aid in 2010, Sulmaan began at MnDOT in 2006 as a Seeds worker and was then hired as a Graduated Engineer after receiving his Civil Engineering degree from the University of Minnesota in 2008. Most recently, Sulmaan was reallocated to a Senior Engineer level after he took and passed the professional engineering exam in 2013.

Mobility

Kim Kildal is beginning a new mobility assignment as Budget Director. In her continued absence, Candy Harding and Cindy Degener will continue with split mobility. Candy's term is extended from 12/3/14 to 3/10/15, and Cindy's term will run from 3/11/15 to 6/16/15. John Fox and Sandra Martinez continue to back us up by doing Federal Aid Construction during Candy's mobility, and Federal Aid Agreements and Emergency Relief during Cindy's mobility, in addition to their own job duties.

Contact information for Candy and Cindy can be found on [Finance's Contact Us webpage](#).

Up-to-date staff contact information can be found on the [SALT organizational chart](#) (PDF).

Updated State Aid Manual in progress

By: Alyssa Klossner, Website & Application Support

An updated version of the State Aid Manual is set to be available later this winter.

A draft proposal will be sent out to those on the CEAM and MCEA email lists sometime in January or February in which you can provide comments or suggestions about the proposed version. A list of updates, timeline and directions for feedback will be included once the proposed draft is emailed out.

Local Bridge Program Resolution

By: Patti Loken, State Aid Programs Engineer

This is a reminder to submit your County Board or City Council Resolution with your prioritized bridge replacement list to SALT. Resolutions should be updated annually and preferably before the legislative session's start. The resolution from each county and state aid city is an important source of bridge information for updating the Master Bridge Priority List that SALT uses for the biennial budget request. Also under rules in Chapter 8810 and 8820, if you want to use funds from the Town Bridge Account

and State Transportation Fund (bridge bond) the bridge has to be identified in a resolution for

MnDOT to release the funds. Additional information on this prioritization process and sample resolutions are available on the [LBRP, Sample Resolutions webpage](#).

For questions or further information contact Patti Loken at patti.loken@state.mn.us or 651-366-3803.



Construction Project Engineers: Don't forget Exhibit A's

By: *Elisa Bottos, Metro State Aid Construction Engineer*

The Disadvantaged Business Enterprise Program provides socially and economically disadvantaged individuals with equal opportunities to obtain federal aid contracts and project work. Local Agency and MnDOT projects receiving federal funds must abide by [49 CFR 26](#), participation by DBE in DOT financial assistance programs.

If your federal aid project has a DBE percentage goal rather than a race gender neutral goal, **there are particular requirements that must be met by both the contractor and owner to comply with the contract.** One of these requirements is the completion of Exhibit A by the Project Engineer.

The DBE goal will be included in your special provisions and would have been provided by the Office of Civil Rights through the State Aid office during project development. Goals are set by OCR based on value of contract, type of work and availability of DBE contractors in the area.

Prime contractors must take necessary and reasonable steps to ensure that DBE contractors and suppliers have the maximum opportunity to compete for and perform this contract. The prime contractor commits to using the goal percentage of DBE contractors and suppliers for the project as part of the bidding requirements. After the OCR has cleared the contractor for award, they will send the [DBE description of Work and Field Monitoring Reports \(Exhibit A\)](#) (PDF) to the local agency holding the contract. Sections A

through D will have already been completed by each DBE subcontractor or supplier, and the OCR prior to award. Each DBE performing work or supplying material on the project will have a separate Exhibit A.

The Local Agency Construction Project Engineer **must complete part E of the Exhibit A when each DBE has completed 1/3 to 1/2 of their portion of the work.** The Project Engineer states whether or not the DBE contractor or supplier is performing the contract work satisfactorily and under their own power. **Exhibit A's must then be sent to the OCR when completed in order for the OCR to provide the DBE final contract clearance of the**

project. If there are any changes to the DBE commitment, whether percentage of work, subcontractors or suppliers, the prime contractor and the owner should correspond and have official written documentation from the OCR before that change is made.

As extra work becomes necessary on the construction project, it's encouraged to have DBE contractors and suppliers perform as much work as possible. This would then increase the DBE percentage and ideally meet or exceed the goal set for the project.

If you have questions about any of the DBE process, please contact your District State Aid Office or the Office of Civil Rights.

Fiscal year end cut-off State Aid Payment Requests

By: *Candy Harding, State Aid Accounting Supervisor*

Our cut-off date for State Aid Payment Requests is **Wednesday, December 24, 2014 at 4 p.m.** Any complete and correct payment requests received by this date will be processed on or before December 30, 2014. If there is a problem with the payment request or if it's received after this date, it will not be processed until the next fiscal year.

Please keep in mind, transactions processed in our office are transferred to SWIFT and reviewed by

Minnesota Management and Budget, before the actual remittance is issued. If a payment is transacted on December 30, 2014, the local agency will not receive the funds until 2015. It's in your best interest to get payment requests to us between the week of December 15- 19, or before to ensure receipt of the funds in 2014.



Digital (laser) test roller update

By: Joel Ullring, Pavement Engineer

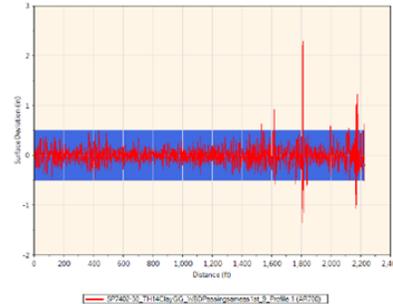
Rebecca Embacher of the Advanced Materials and Technology Unit of the MnDOT Office of Materials and Road Research has been working on the implementation of a laser test roller system to replace the current method of



proof rolling road grades. The digital test rolling system is being developed to overcome problems associated with traditional test rollers which are large and cumbersome with no permanent record of the testing being generated. This technology utilizes two laser sensors mounted to each wheel hub of the steering axle on a standard tandem dump truck loaded to the maximum allowable load. She desired to do further testing of the

ProVAL analysis

- 10 ft straightedge



system in 2014, but because of equipment manufacturing delays, no progress was achieved.

Therefore, on her behalf, I am requesting any city or county interested in having Rebecca use the system on their grading project in 2015, to contact Joel Ullring at joel.ullring.state.mn.us or 651-366-3831, or Rebecca Embacher at rebecca.embacher@state.mn.us or 651-366-5525.

SALT is accepting applications for LRIP

By: Patti Loken, State Aid Programs Engineer

The solicitation with \$54 million for Local Road Improvement Program projects that meet the requirements of the Routes of Regional Significance and Rural Road Safety Accounts is still open. A project may be eligible under the Routes of Regional Significance account if the road project meets at least one of the criteria:

- Is a farm to market artery
- Is part of an economic development plan
- Provides capacity or congestion relief to a parallel trunk highway system or county road

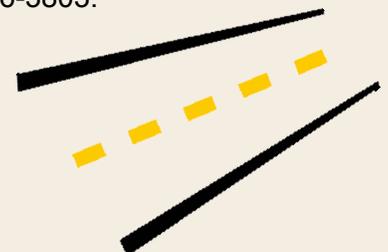
- Is part of a 10-ton route system
- Serves as a regional tourist destination
- Is a connection to the IRC system, trunk highway or a county road

County state aid highways are eligible under the Rural Road Safety account and the project should demonstrate that improvements are primarily to reduce traffic crashes, deaths, injuries and property damage.

Cities, counties and townships may propose projects for LRIP

funding. The two page application and guidance are available on the [LRIP webpage](#). Applications must be submitted with the required attachments by **January 2, 2015** to Patti Loken.

For additional information or questions contact Patti Loken at patti.loken@state.mn.us or 651-366-3803.



Federal Lands Access Program — Round Two

By: Lynnette Roshell, Federal Aid Agreement & Special Programs Engineer

Applications are now open for round two of the FLAP applications. Applications are due February 15, 2015. Qualified projects are those which improve access, mobility, and promote economic development in and around federally owned properties. Applications are being taken for about \$1.3 million in funding in each of federal fiscal years 2015, 2016, 2017 and 2018. We suggest projects of at least \$700,000 in size for construction costs.

Please explore the [Eastern Federal Lands FLAP website](#) and follow the links to Minnesota's FLAP website to download the application, review the state's program goals and view the call for projects standard operating procedure and associated scoring criteria.

Applications must be emailed to EFL.planning@dot.gov by February 15, 2015.

Applications may be submitted to Lynnette Roshell at lynette.roshell@state.mn.us for a preliminary review prior to February 6, 2015. This is highly suggested, but not required.

A Federal Lands access transportation facility is defined as a public highway, road, bridge, trail, or transit system that is located on, adjacent to, or provides access to Federal lands for which title or maintenance responsibility is vested in a state, county, town, township, tribal, municipal, or local government. Proposed projects must be located on a public highway, road, bridge, trail or transit system that is located on, is adjacent to,

or provides access to Federal lands for which the facility title or maintenance responsibility is vested with a state, county, city, township, tribal, municipal, or local government. Generally, a 20 percent matching share of the project total is required for this program. Other Federal (non-title 23 or 49, with the exception of FLTP) funds may be used as match. Safety related portions of a project may be funded at 100 percent, but applicants should plan on a straight 80-20 cost share when filling out the application. "Bonus" awards for safety elements will be made by the project selection team.

FLAP will be administered through MnDOT's SALT Division and the EFL Division rather than the Minnesota FHWA Division, but the rules are pretty much the same. From the guidance we have received it can be any federally owned property, although the scoring is more targeted to federal recreational land and economic generators.

Eligible applicants are the owners of the access facilities such as cities, counties, and tribal governments. Applicants must be State Aid Agencies, Tribal governments, or have a State Aid Agency as a sponsor. Projects must have the support of the federal landowner that the project will provide access to. If more than one project is submitted related to a federal landowner, the owner will be asked to prioritize the projects.

The Program Decision Committee is also defined in the law. It is

made up of a representative of EFL, Minnesota's State Aid Engineer, and a representative of MCEA. The PDC will review applications and select from two to seven projects to utilize this money. Future calls for projects will occur assuming that the program is renewed in future federal transportation legislation. Projects must be Title 23 eligible and must comply with all rules and regulations related to a normal DCP project. Non State Aid Agencies will need to have a sponsor who is a State Aid Agency. Successful applicants will be asked to sign an agreement with EFL and SALT which commits the applicant to the project.

Questions about this program, eligibility or any other issues may be directed to Lynnette Roshell at lynette.roshell@state.mn.us or 651-366-3822 or Lewis Grimm at lewis.grimm@dot.gov or 703-404-6289.

The image shows a screenshot of a web-based application form titled "Eastern Federal Lands Access Program Project Application". The form is divided into several sections with various input fields and checkboxes. Key sections include: "Project Name" and "Route Number" fields; "Facility Owner" and "Facility Maintainer" fields; "Requested Project Delivery Agency" with checkboxes for Eastern Federal Lands (EFLHD), State DOT, Local Agency, and Other; "Functional Classification" with checkboxes for National Highway System, Arterial, Major Collector, Minor Collector, Local Road, and Other; "Type of Project Proposed" with checkboxes for New Project, Rehabilitation, Expansion/Enhancement, and Other; "Construction" section with checkboxes for Preliminary Engineering, Construction Engineering, Right-of-Way, and Other; "Planning/Technical Study or Research" section with checkboxes for Other (e.g., Intermodal or transit facilities, ITS, environmental mitigation); "Project Location" section with fields for City, County, State, Longitude/Latitude, and Congressional District(s); "Project Applicant" section with fields for Name, Position, Agency, Phone, E-mail, and Address; and a "Benefiting Federal Land Unit(s)" section with a dropdown menu for selecting the appropriate agency (e.g., Bureau of Land Management, Fish and Wildlife Service, Forest Service, National Park Service, U.S. Army Corps of Engineers, Other (EFL)). There are also fields for "Estimated Project Budget", "Requested FLAP Funds", "Estimated Match", "Total Project Cost", and "Calculated Match Percent". At the bottom, there are buttons for "Print Form", "Submit by E-mail", and a page number "Page 2 of 6".

Page 2 of the FLAP Project Application

Asphalt Binder Specification update to include MSCR

By: Joel Ulring, Pavement Engineer

John Garrity of the MnDOT Bituminous Office has announced a change with bituminous binders which may affect cities and counties in a [memo](#) (PDF) from October 31st.

FHWA and the asphalt industry are encouraging the implementation of the Multiple Stress Creep Recovery test. The MSCR test is the latest improvement to the Superpave Performance Graded binder specification. It includes a new high temperature binder specification that more accurately indicates the rutting performance of the asphalt binder. A single MSCR test can provide information on both performance and formulation of the asphalt binder. MnDOT and other members of the Combined State Binder Group (Midwestern states) have decided

to implement MSCR in two phases between 2015 and 2016.

This has come about because of the need for increased fatigue and rutting resistance of the asphalt mixture. To accomplish this, polymer modification of Performance Grade binders PG 58 -34 or PG 64 -28 binders may be specified.

The need to insert the additional specifications is only needed for cities and counties if they choose to require polymer modified PG 58 -34 or PG 64 -28 binders. If not requiring this, there is no change for 2015.

Therefore, for the 2015 construction season, if requiring the use of polymer for increased fatigue and rutting resistance of the asphalt mixture when specifying PG 58 -34 or PG 64 -28 binders -- you will

need to insert a couple of new Special Provisions in the standard bituminous specification. In addition to identifying asphalt grades PG 64 -34, or PG 70 -28 as polymer modified grades. The Special Provision inserts can be in the [Special Provisions - SP2014 Book](#) (PDF).

For 2016 construction season, full implementation of the MSCR will require re-designation of the current binder grades which are polymer modified and redoing the MnDOT PG Binder Guidelines. Its John Garrity's hope the current PG Binder Grade lettering system (A, B, C, etc.) can be maintained.

Requesting a new bridge number

By: Dave Conkel, State Aid Bridge Engineer

If you're replacing a structure which meets the state definition of a bridge per [Minnesota Administrative Rules 8810.8000](#), you will need to request a bridge number for identification and reporting purposes. The new bridge number is assigned by the Bridge Office and

according to [section 1.2.3 of the MnDOT LRFD Bridge Design Manual](#) (PDF).

When requesting a new bridge number, use the [New Bridge Number Request Form](#) (Word). Please submit the request form to

one of the person(s) listed at the bottom of the form. Please do not hesitate to call any of these bridge data management team members if you have questions.



State Aid for Local Transportation

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Happy Holidays

from all of us in State Aid