

## Getting Started - Highway Safety Improvement Program

This document clarifies the next steps after the award of the HSIP Funds leading up to construction:

1. **Project Numbers:** Project numbers have been pre-assigned to all local HSIP projects. If you have not already received your project number from Office of Traffic Safety, contact Eric DeVoe at 651-234 - 7016 or [eric.devoe@state.mn.us](mailto:eric.devoe@state.mn.us).
2. **Clearance:** State Aid will submit a bulk clearance request to *MnDOT Cultural Resources* and *Office of Environmental Stewardship*.
  - If your project is cleared, State Aid will provide the bulk clearance letter.
  - If your project is not cleared, State Aid will notify you to provide more information and continue the clearance process with *MnDOT Cultural Resources* and *Office of Environmental Stewardship*.
3. **STIP:** Work with your District State Aid Engineer and their assistant to have your project entered into the State Transportation Improvement Program (STIP) ASAP.
4. **Project Memorandum:** Project Memorandums must be approved by SALT on or before April 1<sup>st</sup> of each year. Start your projects now! Information on Project Development can be found on the [State Aid Website](#) and in the [State Aid Manual](#)
5. **Construction Activities:** Detailed steps for the construction activities is found in the [DCP Process Checklist](#).
  - **Plan approval:** Prepare project document and plans and submit these documents to District State Aid Engineer for approval – same as local Federal State Aid projects ([DCP process](#)).
  - **DCP Packet:** State Aid will review and provide the signed plan together with the DCP Packet and authorization. At this point your project should be ready for bid.
  - **Payment Requests** – Please follow the [DCP process](#) for payment and project process for construction projects. **Funding for the project will be eliminated from the program if not submitted to SALT for plan review by April 15 of the year that it is programmed.**

### For More Information

Contact Girma Feyissa, State Aid Traffic Safety Engineer at [girma.feyissa@state.mn.us](mailto:girma.feyissa@state.mn.us) or 651-366-3818