

April 30, 2025

Eric Hanson
City of Marshall
344 West Main Street
Marshall, MN 56258

Re: 2024 Active Transportation (AT) Infrastructure Program Project Selection

Dear Eric Hanson,

Thank you for your application submittal under the 2024 Active Transportation (AT) Infrastructure Program. The East Lyon Street multi-use trail from E. Main Street to Jewett Street project in the City of Marshall was selected for AT Program funds appropriated by the legislature in 2023. We have identified up to \$155,803.00 in AT Infrastructure funds for this project.

Enclosed is a State Fund Grantee User Guide that provides a summary of the process for developing and delivering a state grant bond or general funded project. Your first step will be to request a State Aid Project (SAP) number for this project if you don't already have one (or SP number if you also have federal funding). Please work with your District State Aid Engineer (DSAE) on next steps and throughout the project development process. Please email the SAP/SP number to me immediately after it is issued and include it and the program (AT) on all project correspondence.

Following are a few other important notes:

- Items that are eligible for AT Infrastructure funds include reasonable elements associated with crossing improvements, off-street facilities, on-street facilities, permanent traffic control devices (not mobile), and in-kind replacements, including basic landscaping and turf establishment. Landscaping planters, benches, bike racks, decorative fences, ornamental lighting, and other aesthetic treatments above the standard are generally not eligible. Other items that are not eligible include engineering, construction administration and inspection, right of way acquisition, and water main, sanitary sewer, or private utility work. Additionally, work on trunk highways or on trunk highway right of way is not eligible.
- Your entity will be required to execute an AT Infrastructure grant agreement prior to construction, which includes certification of right of way ownership by the agency and a resolution agreeing to finance any costs in excess of the grant amount before the grant can be authorized for reimbursement.
- The plan and engineer's estimate need to be developed with a separate column that identifies AT Infrastructure participating items only. If more than one agency will ultimately own bond or general funded improvements, there will need to be separate AT Infrastructure participating columns on the Engineer's Estimate for each agency. Additionally, if this is the case, separate AT Infrastructure grant agreements will be required with each agency that will ultimately own bond or general funded improvements.
- Design standards:
 - Work on State Aid routes are subject to State Aid standards
 - Work on non-state aid routes will need to adhere to design standards as identified in [MnDOT State Aid Rules](#), the American Association of State Highway and Transportation Official (AASHTO) A Policy on Geometric Design of Highways and Streets, or other design standards as

identified by the DSAE. Please consult with your DSAE to determine the appropriate design standards for your project.

- The DSAE will need to review, approve, and sign plans prior to advertising the construction contract.
- After DSAE plan approval, you will need a funding letter from the State Aid Programs office before advertising the construction contract. The AT Infrastructure amount in the funding letter will be based on a review of eligible items in the engineer's estimate.
- The State Aid Programs office will provide additional instructions for assembling and executing the AT Infrastructure grant agreement as part of the delivery of the funding letter.
- The final AT Infrastructure amount as included in one or more AT Infrastructure grant agreements will be based on the low bid documents. The AT Infrastructure grant amount is typically capped.
- The AT Infrastructure grant agreement should be fully executed before construction begins.

If you have questions, please contact Steven Prusak at steven.prusak@state.mn.us. I will be your main point of contact for this AT Infrastructure grant selection.

Sincerely,



Steven B. Prusak
Active Transportation Engineer

Digitally signed by Steven Prusak
Date: 2025.04.29 15:50:42 -05'00'

Steven Prusak, P.E.
State Aid Active Transportation Engineer

copy: Todd Broadwell, District 8 State Aid Engineer
enclosure: State Fund Grantee User Guide