



Minnesota Department of Transportation  
State Aid Division  
395 John Ireland Boulevard  
Saint Paul, MN 55155

Date: February 26, 2015  
To: Municipal Engineers  
From: Bill Lanoux  
MSAS Needs Unit  
Subject: 2015 Needs Updates

The Needs application is now ready for updating your needs. To update your needs, click on this link <http://www.dot.state.mn.us/stateaid/msas.html> and then:

- 1) Click on 'Needs Application' under the **Application and Information** heading.
- 2) This will bring you to the Login page.
- 3) If you have already registered, enter your User Name and Password, and then click the Login button.
- 4) If you are a new user, click on the "**here**" link in the sentence and follow the instructions.
- 5) If you have forgotten your password or need other technical help, please contact SALTIRHELP at (651) 366-3838 or [SALTIRHELP.dot@state.mn.us](mailto:SALTIRHELP.dot@state.mn.us)

Other helpful information on the MSAS web site can be found under the **Application & Information** heading that includes instructions and a training module.

### GENERAL INFORMATION

As in the past, every State Aid municipality is required by statute to report their 25-year construction needs to State Aid. All revision requests on your MSAS system must be received by the District State Aid Engineer (DSAE) by March 1st to be included in that year's Needs Study. If you have missed the deadline, please continue to process them through DSAE's.

City Council resolutions and Needs updates (in the Needs Application) need to be received by May 1<sup>st</sup>. If no system revisions are requested, we encourage you to send in your Needs Updates before March 31st.

### **Segment Revisions must be reported on the following types of revisions:**

#### **System Revisions on new designations:**

- Enter new segment numbers or revise the existing segment for any new designations that had a resolution passed by the city council and submitted to the District State Aid Engineer. Refer to the Commissioners Orders or the State Aid designation approval letter sent to the city engineer for the control section number (M.S.A. route number)
- Designations that are submitted to the District State Aid Engineer by March 1 and a council resolution by May 1, 2015 can be included in this year's Needs Study.

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The needs can be included with the normal update. The needs data will be validated first by the DSAE before they submit to the MSAS Needs Unit.

- Segments should be numbered from **west to east or south to north**. (010, 020, 030, etc.). If a segment must be subdivided, use a segment number between the two segments. For example, 015, 017 etc. would be included between 010 and 020. This leaves a space for future use.
- **Include the total length for segments that are on the boundary and jointly designated with another city. The Needs application will divide the Needs proportionally between the two cities.**

**Revocations** - Delete revoked segments by accessing the appropriate segment and clicking on the Delete tab. If the revocation only includes part of the segment, some segments will need to be adjusted for length, rather than deleted.

## **GENERAL GUIDELINES FOR NEEDS REPORTING**

### **Roadway Segment:**

Needs are based on the following items:

- Bituminous
- Gravel Base
- Excavation
- Storm Sewer
- Curb & Gutter
- Sidewalk
- Street Lights
- Traffic Signal Legs
- Engineering

**All of these items, EXCEPT SIGNAL LEGS, are now AUTO CALCULATED by the application and do not require any user input.**

**Please input the number of traffic signal legs on a per segment basis.**

### **Structures:**

All structures except Railroad Bridges over MSAS routes receive Needs on a Municipal Screening Board approved cost per square foot basis.

### **After-the-Fact (ATF) Needs**

Because of variable costs for some items, such as right-of-way, the Needs are computed based on the actual project costs of State Aid eligible items. These costs are then added or subtracted to the city's Needs for a specific number of years. **In the new application, all ATF eligible costs are input by the city user and approved by the DSAE.**

### **ATF Railroad Bridges over MSAS routes**

With DSAE's approval project development and construction engineering (PE/CE) and construction costs expended for a railroad bridge over a MSA street are eligible for ATF needs for 35 years after construction or reconstruction. A rehabilitation project will receive ATF needs for 15 years. Documentation of the local fund expenditure along with an

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Abstract of Bids must be submitted to your DSAE. These costs are input by the city user at the segment level by clicking on the Structure tab.

### **ATF Railroad Crossings:**

All State Aid eligible or local expenditures on a Railroad Crossing are eligible for ATF Needs for 15 years. These costs are input by the city user at the segment level by clicking on the RR Crossing tab.

### **ATF Right of Way:**

Most local funds expended for right of way on an MSA street are eligible for "After the fact" needs for 15 years. These costs also have to be approved by the DSAE and are input by hovering over Needs Cycle, then Needs Data and selecting Citywide ATF Adjustments.

### **ATF Retaining Walls:**

Local and State Aid construction of Retaining Walls on an MSAS route are eligible for "After the fact" needs for 15 years. These costs also have to be approved by the DSAE and are input by hovering over Needs Cycle, then Needs Data and selecting Citywide ATF Adjustments.

### **Signals, Lighting and Engineering:**

Every segment receives lighting and project development (Engineering) needs. These are calculated automatically by the program and no user input is required. Traffic signal Needs are calculated on a per leg basis and the number of legs on the MSAS route must be input by the city user.

### **Traffic Counts:**

It is not necessary to update traffic counts. The MSAS Needs Unit updates the traffic counts when they are received from the MnDOT traffic forecast and analysis section.

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