

Metro Landscaping Payment Guide

Metro State Aid Landscape Reimbursement Planning/Payment Policy

Planning Stage

Payment for landscape costs are limited to no more than 5% of a local agency's annual construction allotment per State Aid Rules 8820.3100, Subpart 10. This is applied on a calendar year basis.

- The Statement of Estimated Quantities should contain a separate column for landscape items. This column will contain all items which are considered to be decorative landscaping such as decorative features on bridges and walls, wildflowers, shrubs, waste receptacles, etc. By providing an extra landscaping column on the plans, both the Local Agency and Mn/DOT staff will see the bottom line cost for landscaping at a glance.
- Items which are functional but ornamental--such as brick pavers, internally lit street signs, ornamental fences and railings, etc.--will fall into both the roadway and landscaping columns. These items are 100% eligible under the roadway column up to the cost of the average bid price for an equivalent non-ornamental item.
- To split these items between the two columns, Metro State-Aid and the Local Agency will develop a mutually agreeable ratio which reflects the difference in cost between a standard item and a decorative item.

For example, brick pavers for sidewalks are 100% roadway eligible up to the usual cost of a regular concrete sidewalk. The excess cost of pavers over a regular sidewalk is considered a landscape expense. This excess cost will be 100% eligible for landscaping. If the agreed upon percentage for this item was 80% Roadway and 20% Landscaping (with the 20% reflecting a 20% increase in cost for pavers above and beyond the cost for a concrete sidewalk) the Statement of Estimated Quantities would be shown like this:

Item		Unit	Total Estimated Quantity	SAP 345-532-98	
				Roadway	Landscaping
2531.604	Brick Pavers	SF	1000	800	200

Landscape Reimbursement Policy

Payment of landscape costs will be capped at 5% of the annual construction allocation based on calendar year of payment.

When landscaping costs exceed the Local Agency's 5% cap, the Local Agency can send in partial payment requests every year until they have fully recouped the total costs of their landscaping.

Tracking Procedure

1. When a State Aid Payment request is received for a project which contains landscaping items, a copy of the Local Agency's current year construction allocation is obtained and the 5% landscaping cap computed.
2. The cost of Landscaping items will be deducted from the capped amount.
3. As the calendar year progresses each new payment request containing landscaping costs will be deducted from the cap until the balance is zero.
4. If a Local Partner has more landscaping costs than available landscaping capped funds, there are three options:
 - A. Shift the remaining landscaping costs into a non-participating status
Temporarily shift the landscaping items into non-participating status and move them to participating in future years by submitting partial payment requests in those following years. (Local Agency must remember to send them in every year—if a year is missed, we can't pay out two years worth the following year.)

Payments

Landscaping costs are listed on the same lines as your roadway/storm sewer costs when state aid participating.

Landscape costs over your annual cap are listed on the "local" line and combined with non-participating costs.

Local agency can list temporary non-participating landscape items on a separate line by crossing out a nearby line that does not apply to their project—ie the Federal Line, Credit for Local Effort, etc. Cross out existing entry and write "Excess Landscaping Costs" on that line.

Example of a Multi Year Landscape payout request (Example forms attached)

Assume City construction allocation of \$500,000.00. Maximum Landscape payments for Calendar Year 2010 is 5% or \$25,000.00

Landscaping costs are \$55,000.00

First Request—2010

Road/Storm sewer state aid costs of \$225,000.00. Maximum landscape of \$25,000 added to this for total MSAS Contract costs of \$250,000.00

Excess landscapes costs of \$30,000 listed on the crossed out Federal line.

OR

Could be combined with \$5,000 shown on local line which reflects non-state aid costs such as watermain, sanitary sewer costs etc.

Second Request--2011

Increase MSAS Contract costs by \$26,315.79 to arrive at a \$25,000 payout. (Or whatever new capped amount is after 2011 allocations are in place).

**** To maximize landscaping funds usage, we pay out 100% of allowable costs to cap. Because Mn/DOT retains 5% until project is finalized, an extra 5% needs to be requested so landscaping is fully paid out each year up to the capped amount of funds. In this case, \$25,000 divided by 0.95 = \$26,315.79 results in actual payment of \$25,000

Decrease Excess Landscape or Local line by \$26,315.79

Third Request—2011 FINAL

Move remaining landscaping costs to MSAS contract costs. Change requested % to 100%.

STATE AID PAYMENT REQUEST--First Request--2010

County/City _____ Report: Partial Final _____ Proj Type: SP ___ SAP ___ Project #: _____
 Bid Opening Date: _____ Award Date: _____ Tied Projects: _____
 Local Proj. ID (opt) _____ Bond Co. _____ Contractor: _____
 Constr. Completed Date: _____

Project Funding: Funding below is for this project number only. Costs for projects or agreements tied to this project should not be included on this request. A separate State Aid Payment Request must be submitted for each project number. Final reports must include a final estimate detailing quantity, unit price and extension splits for each project number.

<u>Contract Costs (this SAP only)</u>	<u>Total Obligated Costs</u>	<u>% Requested</u>	<u>Amount Requested</u>	<u>Less Previous Payments</u>	<u>Pay at this time</u>
FUND					
Municipal (MSAS > 5000)	\$ 250,000.00	95%	\$ 237,500.00	\$ 237,500.00	\$ -
Regular (CSAH)			\$ -		\$ -
Municipal (CSAH < 5000)			\$ -		\$ -
Town Bridge			\$ -		\$ -
Special Town Bridge			\$ -		\$ -
Turnback			\$ -		\$ -
State Park			\$ -		\$ -
Disaster			\$ -		\$ -
Other _____ specify			\$ -		\$ -
State Aid Bonds					
Federal Excess Landscape	\$ 30,000.00				To be claimed in future years
Local	\$ 5,000.00				
Credit for Local Effort (attach abstract detailing items)					
BrBnd/Oth Bnd Prgms					\$ -
Acct#	Total Grant Amount		Certified & Paid To Date		
Sub-Total	\$ 285,000.00		\$ 237,500.00	\$ 237,500.00	\$ -
Other Costs					
FUND	<u>Total Oblig/Paid</u>	<u>% Requested</u>	<u>Amount Requested</u>	<u>Less Previous Payments</u>	<u>Pay at this time</u>
<u>*Description</u>			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
TOTAL	\$ 285,000.00		\$ 237,500.00	\$ 237,500.00	\$ -

Remarks: _____

***Other Cost Description:** Right-of-Way (ROW), Engineering (ENG)-Max 25%, Maintenance Facility (MF), Force Account (FA). FA includes work not performed by contractor such as work by city, county, or Mn/DOT forces, R/R or utility work, or agency furnished materials and must include a FA agreement.

I certify that: (a) Engineering & ROW costs requested above are a reimbursement for costs incurred. (b) Wage rates specified in the contract were paid and are equal or exceed the minimum hourly rates required for work on state funded projects as determined by the MN Dept of Labor and Industry. (c) Inspection on the state-aid funded portions of this project was performed by personnel certified in accordance with state-aid directives. (d) Work required by this contract was completed in accordance with and pursuant to the terms of this contract. (e) Payment and performance bonds for the full amount of the contract have been provided with aggregate liability of the bond(s) to twice the full amount of the contract.

I certify all costs are reasonable. For finals I accept all work performance was in compliance with the approved plans and specifications. DSAE signature for Maintenance Facilities is not required on this form; prior approval was received.

Approved by: County/City Engineer _____ Date _____

Approved by: District State Aid Engineer _____ Date _____

Approved by: State Aid Finance _____ Date _____

STATE AID PAYMENT REQUEST --Second Request--2011

County/City _____ Report: Partial Final _____ Proj Type: SP ___ SAP ___ Project #: _____
 Bid Opening Date: _____ Award Date: _____ Tied Projects: _____
 Local Proj. ID (opt) _____ Bond Co. _____ Contractor: _____
 Constr. Completed Date: _____

Project Funding: Funding below is for this project number only. Costs for projects or agreements tied to this project should not be included on this request. A separate State Aid Payment Request must be submitted for each project number. Final reports must include a final estimate detailing quantity, unit price and extension splits for each project number.

<u>Contract Costs (this SAP only)</u>	<u>Total Obligated Costs</u>	<u>% Requested</u>	-----Optional fields for County/Municipal Use-----			
FUND			<u>Amount Requested</u>	<u>Less Previous Payments</u>	<u>Pay at this time</u>	
Municipal (MSAS > 5000)	\$ 276,315.79	95%	\$ 262,500.00	\$ 237,500.00	\$ 25,000.00	
Regular (CSAH)			\$ -		\$ -	
Municipal (CSAH < 5000)			\$ -		\$ -	
Town Bridge			\$ -		\$ -	
Special Town Bridge			\$ -		\$ -	
Turnback			\$ -		\$ -	
State Park			\$ -		\$ -	
Disaster			\$ -		\$ -	
Other _____ specify _____			\$ -		\$ -	
State Aid Bonds						
Federal Excess Landscape	\$ 3,684.21				To be claimed in future years	
Local	\$ 5,000.00					
Credit for Local Effort (attach abstract detailing items)						
BrBnd/Oth Bnd Prgms					\$ -	
Acct#	Total Grant Amount		Certified & Paid To Date			
Sub-Total	\$ 285,000.00		\$ 262,500.00	\$ 237,500.00	\$ 25,000.00	
Other Costs						
FUND	<u>*Description</u>	<u>Total Obliq/Paid</u>	<u>% Requested</u>	<u>Amount Requested</u>	<u>Less Previous Payments</u>	<u>Pay at this time</u>
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
	TOTAL	\$ 285,000.00		\$ 262,500.00	\$ 237,500.00	\$ 25,000.00

Remarks: _____

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Approved by: District State Aid Engineer / /
Date

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