



# STATE AID GUIDE FOR:

Updated: October 2011

1. **“AFTER THE FACT” RIGHT OF WAY**
  
2. **MISCELLANEOUS “AFTER THE FACT” – Traffic Signals, Lighting, Retaining Walls, Sidewalk, Wetland Mitigation, Railroad Crossing Surfacing, Concrete Paving and Railroad Protection.**
  
3. **“AFTER THE FACT” BRIDGE DECK REHAB**
  
4. **CREDIT FOR LOCAL EFFORT**

The following pages were compiled to act as a **guide** to aid you in your preparation for the submittal of “After the Fact” right of way, lighting, signals, wetland mitigation, Bridge Deck Rehab and Credit for Local Effort. Each sheet lists items that are included and items that are not included for each. This is NOT an all inclusive list and is only to be used as a **guide**.

Please note that it would be very helpful to the State Aid Office if your submittals were separated from each other according to the following:

1. **“After the Fact Right” of Way**
  
2. **Miscellaneous “After the Fact” – Traffic Signal, Lighting, Retaining Walls, Sidewalk, Wetland Mitigation, RR Crossing Surfacing, Concrete Paving and Railroad Protection.**
  
3. **“After the fact” Bridge Deck Rehab**
  
4. **Credit for Local Effort**

Send an abstract of bids with the spec items highlighted for each of the four listed categories. If a single project qualifies for more than one of the four listed categories, separate copies of the abstracts for each, is required. This is needed because each category is processed separately. All submittals must be received by the DSAE by July 1 to be included in the following year’s distribution determination.

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# **COUNTY SCREENING BOARD RESOLUTIONS**

## **Right of Way - June 1984 (Latest Rev. June 2000)**

That needs for Right-of-Way on County State Aid Highways shall be earned for a period of 25 years after the purchase has been made and the documentation has been submitted and shall be comprised of actual monies paid to property owners with Local or State Aid Funds. Only those Right of Way costs actually incurred by the county will be eligible. It shall be the County Engineer's responsibility to submit justification to the District State Aid Engineer. The DSAE approval must be received in the Office of State Aid by July 1 to be included in the following year's apportionment determination.

## **Traffic Signals, Lighting, Retaining Walls, Sidewalk, Railroad Crossing Surfacing, Wetland Mitigation, Concrete Paving and Railroad Protection - June 1984 – June 2003 (Latest Rev. Oct 2007)**

That needs for Traffic Signals, Lighting, Retaining Walls, Sidewalk, Railroad Crossing Surfacing, Wetland Mitigation, Concrete Paving (as eligible for State Aid participation) and Railroad Protection on County State Aid Highways shall be earned for a period of 25 years after the construction has been completed and the documentation has been submitted and shall consist of only those construction costs actually incurred by the county. It shall be the County Engineer's responsibility to justify any costs incurred and to report said costs to the District State Aid Engineer. The DSAE approval must be received in the Office of State Aid by July 1 to be included in the following year's apportionment determination.

## **Bridge Deck Rehabilitation - Dec. 1982 (Latest Rev. Oct. 1992)**

That needs for bridge deck rehabilitation shall be earned for a period of 15 years after the construction has been completed and the documentation has been submitted and shall consist of only those construction costs actually incurred by the county. It shall be the County Engineer's responsibility to justify any costs incurred and to report said costs to the District State Aid Engineer. The DSAE approval must be received in the Office of State Aid by July 1 to be included in the following year's apportionment determination.

## **Mn/DOT Bridges - June 2000**

That, needs for bridge improvements to trunk highway bridges carrying CSAH routes shall be earned for a period of 35 years after the bridge construction has been completed and the documentation has been submitted and shall be comprised of actual monies paid with local or State Aid funds. Only those bridge improvement costs actually incurred by the county will be eligible. It shall be the County Engineer's responsibility to submit justification to the District State Aid Engineer. The DSAE approval must be received in the Office of State Aid by July 1 to be included in the following year's apportionment determination.

**(Only one bridge project has been submitted, therefore, each bridge will be handled on an individual basis.)**

### **Railroad Over Highway Bridges – October 2007**

That, Needs for railroad bridge improvements over CSAH routes shall be earned for a period of 35 years after the bridge construction has been completed and the documentation has been submitted and shall be comprised of actual monies paid with local or State Aid funds. Only those bridge improvement costs actually incurred by the County will be eligible. It shall be the County Engineers responsibility to submit justification to the District State Aid Engineer. The DSAE approval must be received in the Office of State Aid by July 1 to be included in the following year's apportionment determination

### **After the Fact Loops & Ramps – October 2008**

For county state aid highway interchanges with trunk highways; after the fact needs shall be earned for a period of 25 years after construction has been completed for only those costs actually incurred by the county (state aid or county tax levy funds). It shall be the County Engineer's responsibility to submit documentation to justify the costs incurred and report said costs to the District State Aid Engineer. The DSAE approval must be received in the Office of State Aid by July 1<sup>st</sup> to be included in the following year's distribution. Projects that have been completed since June 1, 2001 are eligible for these needs.

### **Needs Credit for Local Effort - Oct. 1989 (Latest Rev.Oct., 1997)**

That annually a needs adjustment for local effort for construction items which reduce State Aid needs shall be made to the CSAH 25 year construction needs.

The adjustment (credit for local effort) shall be the local (not State Aid or Federal Aid) dollars spent on State Aid Construction Projects for items eligible for State Aid participation. This adjustment shall be annually added to the 25 year County State Aid Highway construction needs of the county involved for a period of twenty years beginning with the first apportionment year after the documentation has been submitted.

It shall be the County Engineer's responsibility to submit this data to their District State Aid Engineer. The DSAE submittal and approval must be received in the Office of State Aid by July 1 to be included in the following year's apportionment determination.

# **STATE AID “AFTER THE FACT” RIGHT OF WAY COSTS**

**The following items qualify for "After the Fact" R/W needs.**

Payment to property owners for land and Improvements taken or damaged.

Payment to owners/occupants of utility cost for permanent easement.

**The following items qualify for reimbursement with State Aid funds.**

Owners/occupants relocation costs.

Payment to utility companies for utility movement required by construction.

Costs necessary to bring an abstract up to date by reason of the taking but not costs necessary for the property owner to clear title to make the property merchantable.

Filing fees (recording of deed, satisfaction of mortgage).

Demolition Expenses

Trial Expenses

State Deed tax.

Title searches.

Condemnation costs.

Appraisal costs to the local road authority.

(Must be State Aid or Local Money) - Federal Project, also if on a State Aid Route

**The following items are not reimbursable and do not qualify for "after the fact" needs as they are considered administrative costs or local options:**

Taxes.

Engineering/construction cost

Work done by local forces as a compromise to the negotiations.

“After the Fact” needs on Trunk Highway Turnback projects

Administrative overhead costs - such as building expenses and administration and supervision staff not directly charged.

Equipment/labor cost

Permit fees.

**The following items qualify for reimbursement as preliminary engineering costs (but not as “After the Fact” needs):**

Contaminated Site Investigation

Archaeological dig costs (Federal Projects)

Staking right-of-way

**STATE AID MISCELLANEOUS “AFTER THE FACT”**  
**TRAFFIC SIGNAL COST**

**The following items qualify for “After the Fact Misc.” Traffic Signal needs:**

Loop Detector

Revise or Replace Signal System

Salvage Signal System

Conduit

Hand Holes

Full Traffic Actuated Signal System

Traffic Control Interconnect

Emergency Vehicle Pre-emption System – Safety Related, S/B included, State Law for Wiring, 12/16/03

Mast Arm Substitution

County Supplied Controller Cabinet

(Shall consist of only those construction costs actually incurred by the county)

**The following items do not qualify for “After the Fact Misc.” Traffic Signal needs:**

Sign Panels

Temporary Signals

Engineering

# **STATE AID MISCELLANEOUS “AFTER THE FACT” LIGHTING**

**The following items qualify for “After the Fact Misc.” Lighting needs:**

- Lighting Unit
- Light Base Design
- Conduit
- Wire
- Hand Hole
- Equipment Pad
- Service Cabinet
- Service Equipment
- Photocell
- Meter Socket
- Safety Switch
- Inspection Fee
- Pull Box
- Salvage Lighting Unit
- Relocate Lighting Unit
- Revised Lighting Unit
- Junction Box
- Electrical System (Maybe lump sum package cost)

**The following items do not qualify for “After the Fact Misc.” Lighting Needs:**

- Flashing Beacon Lights
- Traffic Control Interconnection

## **STATE AID MISCELLANEOUS “AFTER THE FACT” RETAINING WALL**

**The following items qualify for “After the Fact Misc.” Retaining Walls Including:**

- Concrete Retaining Wall
- Stone Retaining Wall
- Modular Block Retaining Wall
- Concrete Block Retaining Wall
- Wood/Timber Retaining Wall
- Keystone Retaining Wall
- Block/Brick Retaining Wall
- Stone Retaining Wall
- Gabion
- Mechanically Stabilized Earth Wall
- Earth Walls

**NOT included:**

- Temporary Retaining Wall

# **STATE AID MISCELLANEOUS “AFTER THE FACT” SIDEWALK**

**The following items qualify for “After the Fact Misc.” Sidewalk needs:**

Pedestrian curb ramps

Remove sidewalk – Allowed when not part of a grading project.

Remove Pavement – Allowed when not part of a grading project.

Concrete Sidewalk pavement

Bituminous Sidewalk Pavement

4” Concrete walk (if used for median)

2” Bit. Path (if used for sidewalk)

Truncated Domes

**The following items that DO NOT qualify for “After the Fact Misc.” Sidewalk needs:**

Temporary Sidewalk

Curb & Gutter

# **STATE AID MISCELLANEOUS “AFTER THE FACT” WETLAND MITIGATION**

**The following items qualify for “After the Fact Misc.” Wetland Mitigation needs:**

Wetland Mitigation at a cost/acre

Common Excavation

Seeding

Seed, Mixture

Mulch Material

Fertilizer

Equipment Rental

Labor Cost

Clearing

Grubbing

Trees

Mobilization (Pro-rated)

**NOTE:** These items do not qualify for After the Fact if part of grading cost comparison.

# **STATE AID MISCELLANEOUS “AFTER THE FACT” RAILROAD CROSSING SURFACING and RAILROAD PROTECTION**

The following items qualify for “After the Fact Misc.” Railroad crossing surfacing needs:

- Ballast (Class 5)
- Track Spikes
- Plates
- Rail
- Anchors
- Switch Ties
- Freight for Ties
- Freight for Delivery Ballast

**DO NOT** include sales tax.

The following items qualify for “After the Fact Misc. Railroad Protection needs for 2007 or newer projects:

- Signals
- Signs & Gates (an invoice from the Railroad Company is eligible for ATF)
- Traffic Control

## **STATE AID MISCELLANEOUS “AFTER THE FACT”** **CONCRETE PAVING**

The following items qualify for “After the Fact Misc.” Concrete Paving needs:

Concrete paving

Structural Concrete

Expansion joints

Reinforcement bars

Dowel Bars

Headers - Permanent/Temporary

**NOTE:** After the Fact Credit is given for the difference between the cost of concrete and bituminous needs.

## **STATE AID “AFTER THE FACT” BRIDGE DECK REHAB**

“After the Fact” Bridge Deck Rehab is allowed **only on Adequate Bridges**. Bridges with full needs are not eligible. Deficient bridges are already drawing needs.

The following items qualify for “After the Fact” Bridge Deck Rehab needs:

- Mobilization (Prorated)
- Scarify Bridge Deck
- Structural Steele
- Reinforcement Bars
- Structure Concrete
- Concrete Pavement
- Wear Course
- Expansion Joints
- Surfacing
- Removals
- Sandblast
- Anchorage

**NOT** included:

- Approach Work
- Shoulders
- Sidewalks
- Lighting
- Railing
- Special Surface Finishes
- Traffic Control
- Sign Salvage
- Curb and Gutter
- Any “After the Fact” items

# STATE AID CREDIT FOR LOCAL EFFORT

Updated October 2011

## Process

1. Credit for Local Effort will only be accepted on **final** payments.
2. The County submits a state-aid plan to the District for approval. The District will process the plan as usual. Even if no state-aid funds are used, **an approved State Aid Plan is required to claim Credit for Local Effort.**
3. After receiving plan approval, the County submits a request for credit for local effort and supporting documentation to the District State Aid Engineer. Required documentation includes any or all of the following:
  - a. An abstract of bids or final, which ever we receive first. One submittal only.
  - b. A funding breakdown detailing which items reduce the needs (required for most projects unless the splits are clearly evident on the bid abstract).
  - c. A copy of the segment summary from the Needs database. (The segment must be deficient in the needs.)
  - d. Force account agreements and invoices.

**NOTE:** Filling in the Credit for Local Effort line on the State Aid Payment Request form does **NOT** report credit for local effort for Needs purposes. A separate submittal package for the CSAH Needs must be submitted at the same time as requesting payment. Send 2 copies with your payment request and the payment technician will forward the needs packet for local effort. There is no standard form.
4. Requests for credit for local effort must be approved by the District and submitted to the CSAH Needs Unit by July 1<sup>st</sup> to be included in the following years apportionment.
5. The CSAH Needs Unit will verify that the items requested **do reduce the needs** and are eligible for credit for local effort. (Bridge construction, grading, base, initial surfacing or complete shoulders reduce the needs. Overlays **do not** reduce needs.) If approved, CSAH Needs will enter the costs into the Needs Study.

6. After-the-fact needs are reported and calculated in the Needs study separately. Must be local dollars spent (Not State Aid, Federal Aid or Bond dollars).

This list includes **some** of the items **eligible** for inclusion in Credit for Local Effort:

All grading items	Temporary Erosion Control	Bale Check
Clearing/Grubbing	Guide Posts	Seeding
Common Excavation	Permanent Traffic barriers	Storm Sewer
Removal	All Base items	Curb & Gutter
Bit. Material (no overlays)	Turf establishment	Traffic control

This list includes **some** of the items **NOT eligible** for Credit for Local Effort:

Engineering	Retaining Walls	Overlays
Bond Funds	Sidewalk/Driveway Pavement	Wages
Fencing	Turn lanes	Lighting
Maintenance	Overhead	Buildings
Storm Sewer Ponds	Paved Medians	

City local dollars spent on CSAH roads are eligible if **NOT** paid with SA Dollars  
CSAH Needs will verify: Split Regular/Municipal (Cities under 5,000)