



Annual CSAH Needs Update for 2022

MnDOT - State Aid for Local Transportation CSAH Needs Unit

These instructions provide guidance for updating CSAH needs segment and project data using the SA Needs application. To access the SA Needs application, you must obtain a user account from the CSAH Needs Unit.

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Update Road Project Data

It is important for counties to review their existing project data and add projects completed in previous construction years (2017-2021) unit costs are determined by project financial data. The pool of projects that will be used to determine unit costs for the 2023 distribution will be those awarded from 2017-2021. While reviewing your project data please keep the following in mind:

- Enter only projects that are approved to the **construction or reconstruction standard**: rural 8820.9920, urban 8820.9936 & 8820.9981 NPR. Turn lanes, intersection improvements, preservation, mill & overlays and bridge replacements are not included in the road project pool.
- Enter all 2021 awarded construction projects. Add all phased contract costs to the final surfacing project and report as one complete project cost. E.g., grading done in 2019, base and non-wear course done in 2020, final wear course in 2021. Total all three projects (state aid eligible items), enter under the most recent 2020 project number.
- Split projects that change design (rural/urban) or traffic groups. The table below specifies the traffic groups and design types:

Traffic Group	Design Type
0-149	Rural
150-1499	Rural
1500-6999	Rural
7000+	Rural

Traffic Group	Design Type
0-9999	Urban
10,000-19,999	Urban
20,000-34,999	Urban
35,000+	Urban

E.g., A 3.0 mile project starts in a city (curb & gutter and storm sewer) and continues outside the city limits (shoulders and ditches) for 2.2 mi. Enter the 0.80 mi urban design as one project and use the same project number again for the 2.2 mi rural design portion.

- Split out the costs from projects that have both reconditioning and reconstruction. E.g. A 10-mile mill & overlay with 1.5 mile reconstruction segment should be reported as a 1.5 mile reconstruction project with only and all appropriate costs within the reconstruction area.
- The needs unit will enter preservation costs for bituminous. Counties can view projects and should report inaccuracies to the needs unit.

To update Reconstruction Cost data, access the SA Needs at (<http://www.dot.state.mn.us/stateaid/csah.html>) and follow the links to the application.

Once you have successfully logged on, click Needs Data – Road Projects. Click the SEARCH button

Select a project to revise or click Add New Road Project:

County #	Project Type	Project #	Project Awarded Date	Project Length	Project Adt	Traffic Group	Construction Cost per mile	Status
45	SAP	045-630-010	04/16/2013	6.10	44	RURAL : 0 - 149	98,123.05	Revised
45	SAP	045-624-003	04/21/2015	2.86	50	RURAL : 0 - 149	157,410.66	Revised
45	SP	045-607-010	10/21/2014	8.57	49	RURAL : 0 - 149	37,480.23	Original
45	SAP	045-606-029	06/16/2015	14.09	215	RURAL : 150 - 1499	301,217.98	Revised
45	SAP	045-605-025	09/06/2016	10.75	440	RURAL : 150 - 1499	397,303.76	New
45	SAP	045-664-003	07/15/2014	0.49	660	URBAN : 0 - 9999	1,002,882.02	Revised

Update existing project:

Logged in: AUNE1LON - ROLE_CSAH_USER

My County All Counties (read-only)

Needs Data

Back to Search

First

Previous

Next

Last

Road Projects

County: MARSHALL
Submit Status: Needs Office
Project #: 045-605-025
Status: New

Road Project Data

Original

045-605-025
09/06/2016
SAP
10.75
440
RURAL
2: (RURAL : 150 - 1499)
4,271,015.37
397,303.76
103,471.50
9,625.26
045-605-023 PH1 W/O CULVERT FP - \$2,709,576.82
045-605-025 PH2 PAVING 9/21 BID

Project # *

Project Awarded Date *

Project Type

Project Length *

Project ADT *

Design Type *

Traffic Group Code

Construction Cost *

Construction Cost per Mile

ROW Cost

ROW Cost Per Mile

Comments

Current

045-605-025
09/06/2016
SAP
10.75
440
RURAL
2 (RURAL : 150 - 1499)
4,271,015.37
397,303.76
103,471.50
9,625.26
045-605-023 PH1 W/O CULVERT FP - \$2,709,576.82
045-605-025 PH2 PAVING 9/21 BID

Use "Comments" field to indicate all projects involved in the total cost, whether or not you used awarded bid or final cost.

Back to Search

First

Previous

Next

Last

Add New Road Project

The screenshot shows the 'Road Construction Projects' page. At the top left is the logo for the Department of Transportation (m) and the text 'STATE AID NEEDS'. Below the logo, it says 'Logged in: PANT1JOH - ROLE_CSAH_ADMIN'. The main heading is 'Road Construction Projects'. Below this, there are three input fields: 'County' with a dropdown menu showing '52-NICOLLET', 'From Project Awarded Year' with a text input showing '2012', and 'To Project Awarded Year' with a text input showing '2016'. To the right of these fields are two buttons: 'Search' and 'Add New Road Project'.

For new projects:

- Enter project number (there may be multiple entries for the same project number).
- Enter award date for project. When construction is done in multiple years enter the award date for the last (surfacing) project. Projects are considered complete on the award date.
- Update or revise the length (miles) of the new or reconstructed length.
- Enter projected AADT from the plan.
- Enter total state aid **eligible** construction costs regardless of the funding source. Staged construction projects are added together and put in the year of the surfacing project. **Subtract bridge costs, culverts >10', traffic signal costs or any other state aid ineligible items, see list below.** You may use final costs up to year five after the award date. **You may change projects costs to reflect final costs within the five-year window and you must submit documentation to DSAE.**
- Enter only eligible right of way costs associated with the construction project listed. **Eligible costs include all** payments to those with property interests, including utility companies. **Condemnation, commissioner and court awarded payments, payments to property owners for appraisal costs, fees, damages, etc. are eligible costs.**
- Agency incurred abstract fees, appraisal costs, attorney fees, court fees, filing fees, taxes and payroll **are not** eligible needs costs.

The screenshot shows the 'New Road Construction Project' form. It has a title bar with 'Cancel' and 'Save' buttons. The form fields are: 'County' (52-NICOLLET), 'Project #' (xxx-xxx-xxx), 'Project Awarded Date' (MM/DD/YYYY), 'Project Type' (dropdown), 'Project Length' (text input), 'Project ADT' (text input), 'Design Type' (dropdown), 'Traffic Group Code' (0), 'Construction Cost' (text input), 'Construction Cost per Mile' (text input), 'ROW Cost' (text input), 'ROW Cost Per Mile' (text input), and 'Comments' (text area). At the bottom, there are 'Cancel' and 'Save' buttons.

Note: Email all supporting documentation to your DSAE and needs unit for review!!

When entering or revising road project data, the following are considered Ineligible Items:

Ineligible Items

Spec. Item	Description
2011.xxx	Miscellaneous Items
2013.xxx	Miscellaneous Items
2015.xxx	Miscellaneous Items
2016.xxx	Miscellaneous Items
2104.xxx	All removal, salvage, abandon, and relocate items associated with <u>water, gas, and sanitary sewer</u> – storm sewer is Allowed by percentage supported by Hydro Memo
2211.505	Stockpile Aggregate (stockpile items only)
2221.505	Stockpile Aggregate (stockpile items only)
2231.xxx	Bituminous Surface Reconditioning
2355.xxx	Bituminous Fog Seal (2357 is OK)
2356.xxx	Bituminous Seal Coat
2401.xxx	Concrete Bridge Construction
2402.xxx	Steel Bridge Construction
2403.xxx	Timber Bridge Construction
2404.xxx	Concrete Wearing Course for Bridges
2405.xxx	Pre-stressed Concrete Beams
2412.xxx	Box culverts over 10' with a structure number
2433.xxx	Structure Renovation
2452.xxx	Piling
2453.xxx	Drilled Shaft Items
2461.xxx	Structural Concrete
2471.xxx	Structural Metals
2472.xxx	Metal Reinforcement
2476.xxx	Painting Items
2478.xxx	Organic Zinc-Rich Paint System
2479.xxx	Inorganic Zinc-Rich Paint System
2480.xxx	Painting Items
2481.xxx	Waterproofing
2503.xxx	When used for sanitary and water mains
2504.xxx	Water System Items
2514.xxx	Slope Paving
2520.xxx	Lean Mix Backfill
2521.xxx	Special Surfacing
2540.xxx	Landscaping Items
2541.xxx	Historic Items
2545.xxx	Electric Lighting Systems
2550.xxx	Traffic Management System
2557.xxx	Fencing
2560.xxx	Highway-Railroad Grade Crossing Signals
2564.xxx	Traffic Signs and Devices
2565.xxx	Traffic Control Signals
2571.xxx	Plant Installation
2572.xxx	Protection and Restoration of Vegetation
2577.xxx	Soil Bioengineered Systems

***Incentives and disincentives are ineligible items.

Update Road Segment Data

When revising CSAH Segment data please keep the following in mind:

- Update segments based on Commissioner Orders approved in 2021.
- Please revise segments if you had corporate limit changes that fall within an existing segment. This may require an additional segment be added.
- Please split segments by the design type, number of lanes or traffic group changes within an existing segment.
- You **DO NOT HAVE** to split segments because of a project.
- Ensure structures and RR x-ing info are recorded on appropriate segments. (more info below)
- Make sure your signal legs are entered. (one signal per leg of the intersection)
- Use the comment field for project numbers and any other information that pertains to that segment. Typically, a Year, SAP # and Type of work. (i.e., 2019 SAP 004-632-009 M&OL)
- **Please call the CSAH Unit for assistance when entering interchange segments.** When you build or participate in an interchange or MnDOT bridge project you must create a segment for the interchange or bridge. Enter all state aid eligible county costs associated with that interchange or county cost participation on the bridge and the application will compute the appropriate money needs.

To update CSAH Segment data access the SANeeds system (<http://www.dot.state.mn.us/stateaid/cсах.html>) and follow the links to the application. Once you have successfully logged on click Needs Data – Segments.

Road Segment Screen:

Segment 007-605-011 - Original

Segment Report

County: 007 BLUE EARTH
Submit Status: Needs Office
Control Section: 605
Segment: 011
Termini: CHESTNUT ST TO CLEVELAND ST

Bridge		
Structure Number	Mile Point	Status
Add		

Culvert		
Structure Number	Mile Point	Status
90507	0.620	Original
Add		

Railroad Crossing		
USDOT Number	Mile Point	Status
163459P	0.15	Original
Add		

Segment Data

Cancel Save Delete Copy

Original	Current
MANKATO	MANKATO
0.55	0.55
MIXED BITUMINOUS	MIXED BITUMINOUS
4	4
NOT DIVIDED	NOT DIVIDED
CHESTNUT ST TO CLEVELAND ST	CHESTNUT ST TO CLEVELAND ST
6,700	6,700
2013	2013
1.2	1.2
8,040	8,040
URBAN	URBAN
5 - URBAN : 0 - 9999	5 (URBAN : 0 - 9999)
2000	2000
0	0
No Special Message	No Special Message
OVERLAY IN 2004	OVERLAY IN 2004

Cancel Save Delete Copy

Municipality *
Segment Length *
Existing Surface Type *
Existing Surface Lanes
Existing Lane Description
Termini *
Present AADT *
Year of Count
Projection Factor *
Projected Traffic
Design Type *
Design Group
Latest Year SA funds
Number of Signal Legs
Special Message Code
Comments
Interchange Override
Segment Override

Callout: Culvert, Bridge and RRxing Info is now shown on Segment Data Screen
Click on the Structure or RRxing to update

Update Structure Data

The application will compute needs on every existing structure with a bridge number based on the existing size. Please update all bridge and culvert replacements in 2021. Add any missing structures and delete any structures that have been removed or are not on a CSAH. Pedestrian bridges, railroad bridges and TH bridges do not receive needs.

When revising structures please keep the following in mind:

- For bridges, please verify the structure number, length, width, mile point on route, year bridge built and type of structure.
- For Culverts (10' or larger only) please verify the structure number, length, barrel width and height, number of barrels (e.g. 1=single, 2=double, 3=triple), culvert length, area of waterway opening
- Indicate whether or not the structure is on the county line and shared with another county or state.
- Use the comment field to enter project number or any information related to the structure.

Structure Screen:

Bridge Data

Original	Current
07526	07526
3.810	3.810
1969	1969
STREAM	STREAM
31.000	31.000
46.500	46.500
100%	100%
1 (0-149)	1 (0-149)

Culvert Data

Original	Current
90507	90507
0.620	0.620
1963	1963
STREAM	STREAM
STREAM CROSSING	STREAM CROSSING
1	1
12.000	12.000
12.000	12.000
141.000	141.000
113.0004896	113.0004896
100%	100%
1 (1)	1 (1)

Update Railroad Data

Each railroad crossing on a CSAH will receive needs for the length of one track of crossing surface and the existing protection.

RR crossings:

- Choose a rail company
- Fill in the USDOT number
- Enter the mile point on the route, not the segment
- Choose your existing protection type
- Enter last year of upgrade on crossing protection
- Enter the crossing material length
- Last year crossing surfaced
- Is it a shared crossing on county line

Use the comment field to enter project number or any information related to the crossing.

Railroad Crossing Screen:

Segment 007-605-011 - Original

County: 007 BLUE EARTH
Submit Status: Needs Office
Control Section: 605
Segment: 011
Termini: CHESTNUT ST TO CLEVELAND ST

Structure Number	Mile Point	Status
Add		

Structure Number	Mile Point	Status
90507	0.620	Original
Add		

USDOT Number	Mile Point	Status
193459P	0.15	Original
Add		

Cancel Save Delete

Original

UNION PACIFIC RAILROAD
193459P
0.15
2
SIGNALS & GATES
0
65.00
0
100%

RailRoad Name
USDOT Number
Located at Milepoint
Mainline Tracks
Protection Type
Last Year Protection Upgraded
Crossing Length
Last Year Surfaced
Percentage of Cost
Comments

Current

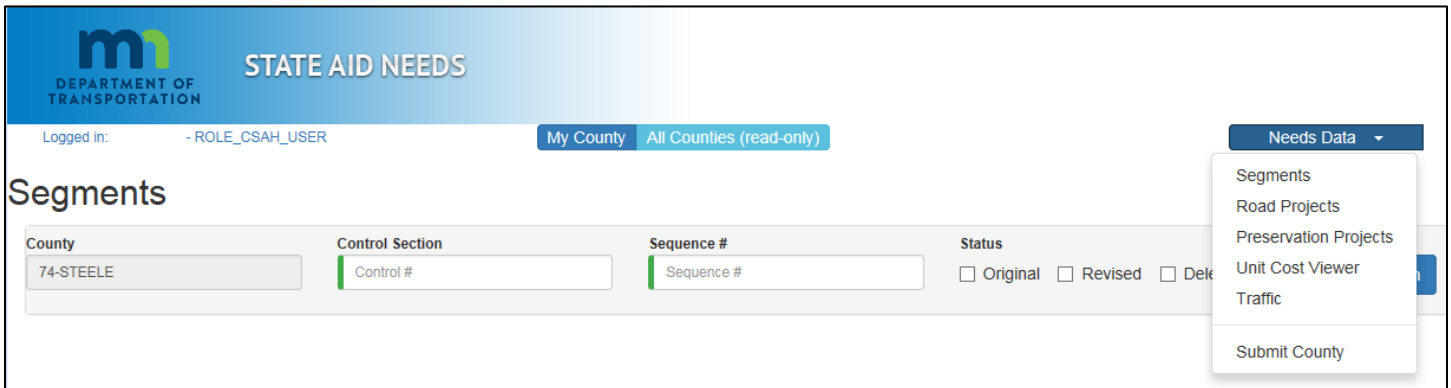
UNION PACIFIC RAILROAD
193459P
0.15
2
SIGNALS & GATES
0
65
0
100%

Cancel Save Delete

Submit Project and Segment Data

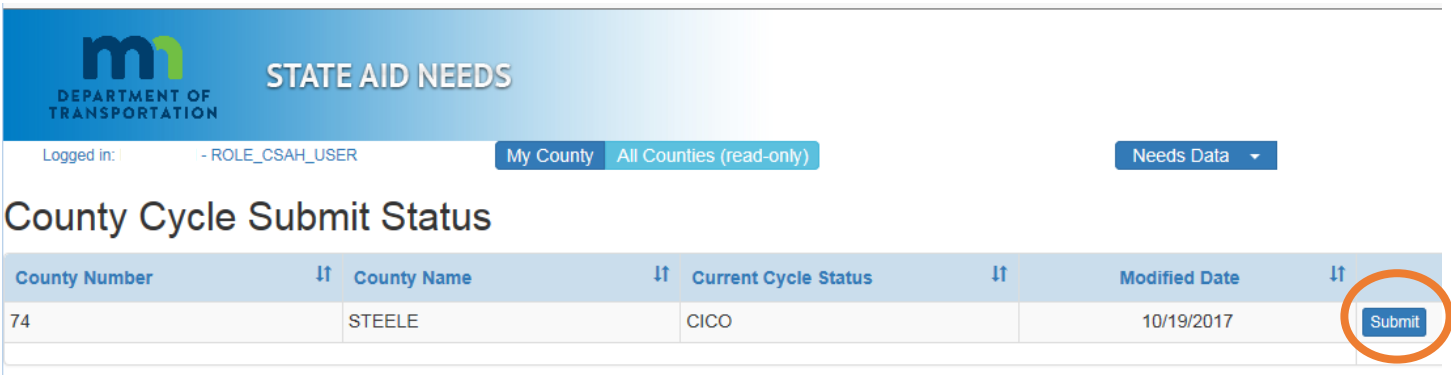
Please submit changes to your District State Aid Engineer by April 1, 2022. You must login to the program and submit your county even if you had nothing to update.

From the main menu select Needs Cycle – Submit County:



The screenshot shows the 'STATE AID NEEDS' application interface. At the top left is the logo for the 'DEPARTMENT OF TRANSPORTATION'. The page title is 'STATE AID NEEDS'. Below the title, there is a 'Logged in:' field showing '- ROLE_CSAH_USER' and two tabs: 'My County' and 'All Counties (read-only)'. A 'Needs Data' dropdown menu is open, showing options: 'Segments', 'Road Projects', 'Preservation Projects', 'Unit Cost Viewer', 'Traffic', and 'Submit County'. The 'Segments' section contains a form with fields for 'County' (74-STEELE), 'Control Section' (Control #), and 'Sequence #' (Sequence #). There are also checkboxes for 'Original', 'Revised', and 'Delete' under the 'Status' label.

Your county should appear on the list. Under the Action column, click Submit. Once submitted the DSAE will have the ability to review.



The screenshot shows the 'STATE AID NEEDS' application interface. At the top left is the logo for the 'DEPARTMENT OF TRANSPORTATION'. The page title is 'STATE AID NEEDS'. Below the title, there is a 'Logged in:' field showing '- ROLE_CSAH_USER' and two tabs: 'My County' and 'All Counties (read-only)'. A 'Needs Data' dropdown menu is open. The 'County Cycle Submit Status' section contains a table with the following data:

County Number	County Name	Current Cycle Status	Modified Date	Action
74	STEELE	CICO	10/19/2017	Submit

The 'Submit' button in the table is circled in orange.