

Date: January 15, 2019
To: City Engineers
From: Bill Lanoux
MSAS Needs Unit
Subject: 2019 Needs Reset and Need Updates

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

- 1) Click on '[SA NEEDS3 application](#)' under the **Application & Information** heading.
- 2) From the Login page, enter your *User Name* and *Password*, and then Login.
- 3) If you are a new user, or you have forgotten your password, email Bill Lanoux for access to the application: william.lanoux@state.mn.us
- 4) For other technical help, please contact SALTIRHELP at (651) 366-3838 or SALTIRHELP.dot@state.mn.us

Other helpful information on the MSAS web site can be found under the **Application & Information** heading. This includes a "Quick Guide" to the Application.

GENERAL INFORMATION

Each year, State Aid municipalities are required by statute to report their 25-year construction needs to State Aid. All system revision requests on your MSAS system must be received by the District State Aid Engineer (DSAE) by March 1st (if they are to be included in this year's Needs Study). If you have missed the deadline, please continue to process requests through your DSAE.

City Council resolutions and Needs Updates need to be received by May 1st. If no system revisions are requested for your city this year, we encourage you to send in your Needs Updates before March 31st.

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

Designations:

- Enter new segment numbers or revise existing segments 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 (MSAS route number)
- Designations that are submitted to the District State Aid Engineer by March 1 and a council resolution by May 1, can be included in this year's Needs Study. 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 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 any revoked segments as identified on the Commissioner's Order and approval letter. If a revocation only includes part of a segment, some segments can be revised and adjusted for length, rather than deleted.

GENERAL GUIDELINES FOR NEEDS REPORTING

Roadway Segments:

Needs are on the following items are auto calculated by the Application:

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

Signals Legs require user input. Please input traffic signal legs on a per segment basis.

Structures:

Bridges and Culverts receive Needs on a Municipal Screening Board approved cost per square foot basis. Structures are entered / maintained within the appropriate road segment.

After-the-Fact (ATF) Needs (not managed in the Needs Application)

Because of variable costs for some items (such as right-of-way), Needs for these items are computed based on the *actual project costs* of State Aid eligible items. These costs are then added to the city's Needs for a specific number of years. **After-the-Fact eligible costs should be sent to and approved by the DSAE. State Aid will manage these ATF costs outside of the Needs Application.** (See ATF request form on the website)

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 Abstract of Bids must be submitted to your DSAE. These costs should be sent to and approved by the DSAE.

ATF Railroad Crossings:

All State Aid eligible or local expenditures on a Railroad Crossing are eligible for ATF Needs for 15 years. These costs should be sent to and approved by the DSAE.

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 should be sent to and approved by the DSAE.

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 should be sent to and approved by the DSAE.

Note on Lighting and Engineering:

Every segment receives lighting and project development (Engineering) needs. These are calculated automatically by the program.

Traffic Counts:

For existing MSAS Routes, 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. For new designations, the city should enter the initial traffic count and have it approved by the DSAE until that route gets brought into MnDOT's traffic count rotation.

Non-Existing Routes – please update any non-existing routes that have been constructed.