

# MSAS Needs Application Quick Guide

## *Working in the Needs Application*

**For NEW USERS** (to request access to the Needs)

- Go to the SALT website at <http://www.dot.state.mn.us/stateaid/msas.html>
- Send an email request directly to Bill Lanoux at [william.lanoux@state.mn.us](mailto:william.lanoux@state.mn.us). Type “Requesting Needs Account” in the email header. In your email, state the city you represent and supply your contact information. We will send your account information.

**Logging In and Viewing MSAS segment listings for your City**

- Go to the SALT website at <http://www.dot.state.mn.us/stateaid/msas.html>
- Click on “SA NEEDS 3 Application” under the **Application & Information** header.
- Enter ‘User Name’ and ‘Password’. The Login brings you to the **Segments** page for your city.
- When you first log in, the **My City** tab should already be highlighted on the top of page.
- To view your roadway Segments, choose your Municipality then click ‘**Search**’. All segments for the selected city will be listed on one page. (Note: you can view segments for other cities by selecting **All Cities (read-only)** but you can only make edits to your city)
- You can refine searches using the **Control Section**, **Sequence #** and **Status** options.

## **EXAMPLES OF TYPICAL EDITS FOR CITY USERS**

The following are basic tasks to get Users started in the Needs. For more detailed tasks, or for any other specific questions concerning the Needs Application, please feel free to contact the MSA Needs Unit.

**Ex. #1: Create a new segment.**

- From the **Segments** page, Click the **Add Segment** tab. (Note: this tab will not appear if the Needs are closed for editing.)
- Fill in all fields. (Note: that required fields are denoted with \*. Also note that the **green** highlight indicates that field information has been entered, or is acceptable if left blank)
- **Save** when finished. (Note that AADT is entered by the city for new designations)
- On the **Road Segment** page, for any selected segment, you can select the **Saneeds Money** tab to see Need Computations for that segment.
- To return to the **Segments** page, either select ‘Segments’ under the **Needs Data** dropdown, or click ‘**Back to Search**’ from the road segment detail page. ‘**Back to Search**’ will always get you back to your list of segments.

**Ex. #2: Copy a segment.** (This function is useful when the user wants to create a new segment that has similar attributes to an existing segment, or if you would like to split up an existing segment.)

- Click on a segment from the segment listing and then select **Copy**. Enter a ‘Control Section’ and a new ‘Sequence’ number for the new segment. Make any other desired changes and save.

- Return to the **Segments** page ([‘Back to Search’](#)). The new segment is now a part of the city’s segment list.

**Ex. #3: Adding a signal leg**

- Click on segment. add (or revise) the ‘Existing Number of Signal Legs’. Click [Save](#).

**Ex. #4: Add a Bridge** (note that Box Culverts and Bridges are entered similarly.)

- Click on the segment that has a bridge you’d like to input.
- under “Bridge”, click ‘Add’
- Enter information / attributes and save. (Note: ‘Structure Length’ drives the Needs for bridges)
- Note on Culverts: when entering a Culvert, ‘culvert width’ is the field that drives the Needs. For new Culverts, enter the number of barrels, and the width for one barrel.

**\*\*AFTER THE FACT COSTS (ATF)\*\***

ALL *After-the-Fact* costs are managed outside of the Needs application. For ATF adjustments on the following items, please fill out the [After-the-fact Needs](#) request form from our website and then submit it your DSAE.

- Right of Way
- Retaining Walls
- Railroad Crossing Adjustments
- Railroad Bridge over MSAS Adjustments

**RAILROAD CROSSINGS**

Cities do not draw Needs on Railroad Crossings. Only Railroad Crossing Improvement projects are considered for ATF adjustments. Railroad Crossings are in the database for INFORMATION PURPOSES ONLY. Maintaining / Adding railroad crossings in the Needs Application is optional.

**Ex. #5: Add a Railroad Crossing**

- Click on the segment that has a Railroad you’d like to input.
- Under **Railroad**, click ‘Add’
- Enter information and save.

**SUBMIT CITY** when finished. When you are done updating, select ‘[Submit City](#)’ from the [Needs Data](#) tab. Once you submit your Needs, you can no longer make edits. Contact us if you’d like your Needs re-opened.

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## REFERENCE DATA AVAILABLE IN THE NEEDS APPLICATION

### DOWNLOADING A SEGMENT LIST SPREADSHEET

- When viewing all segments, selecting the ‘[List Download](#)’ tab will download a CSV file of your segments.
- When viewing a single segment, the ‘[Segment Report](#)’ tab produces PDF for that segment
- When viewing all segments, the tab ‘[1 to xxx Segments Report](#)’ will produce a PDF report for all segments.

### EXPORTING DATA (FOR DOWNLOADING A DETAILED NEEDS DATA SPREADSHEET)

- under the [Needs Data](#) dropdown, select “[Export Data](#)”
- under the “Municipality” dropdown, select your city, then “[Download](#)” a CSV file.

NOTE: this will download a comprehensive file with over 70 columns. The file shows data *before and after* any revisions made in the Needs cycle that year. To see your most current data, make sure to view any *revised* segments. All revised segments have column headers ending in “\_R”. (EXAMPLE: if you added a signal leg to a segment that previously didn’t have a signal leg, you will want to view the column titled “MSAS\_EXIS\_TRAF\_SGNL\_NBR\_R”.)

NOTE #2: Column Headers on the Data Export are computed generated and not always intuitive. The following is a **Column Header Guide**, which provides brief descriptions for each header from the Export Data spreadsheet.

### COLUMN HEADER GUIDE

<u>Export Header</u>	<u>Description</u>
MSAS_RD_SEG_ID	Segment Sequence Number
MSAS_CITY_ID	City ID
MSAS_CITY_NM	City Name
MSAS_CITY_NBR	MSAS City Number
MSAS_CNTY_ID	County Number
MSAS_CNTY_NM	County Name
DIST_ID	N/A
DIST_CD	District Number
DIST_NM	District Name
SA_ROUTE_ID	N/A
START_MP	N/A
MSAS_SEG_LEN_NBR	Segment length
END_MP	N/A
MSAS_CNTRL_SECT_NBR	MSAS Route Number (control sections)
MSAS_SEG_SEQ_NBR	Segment Sequence Number

MSAS_TERMINI_TXT	Segment Termini
MSAS_ST_NM	Street Name
MSAS_SURFC_TYP_ID	N/A
MSAS_SURFC_TYP_DESC	Roadway Type (improved, unimproved, or non-existing)
MSAS_LN_CD_ID	N/A
MSAS_LN_CD_DESC	Lane Description (undivided, divided, etc)
MSAS_EXIS_TRAF_SGNL_NBR	Number of signal legs
MSAS_EXIS_TRAF_NBR	AADT
MSAS_TRAF_GRP_ID	Traffic Group
MSAS_TRAF_GRP_DESC	Traffic Group Range
MSAS_TRAF_CNT_YR	AADT Count Year
MSAS_MASS_TRNST_RTE_FLG	N/A
MSAS_HPMS_FLG	N/A
MSAS_CMN_BND_DSGNTN_FLG	Common Boundary (Y/N)
MSAS_SHARED_CITY_NBR	Shared City Number (if common boundary, Y)
MSAS_TRNBCK_MILE_FLG	Turnback segment (Y/N)
MSAS_TRNBCK_TYP_ID	N/A
MSAS_TRNBCK_TYP_DESC	Turnback type (CSAH, TH, etc)
MSAS_HWY_FUND_ELIG_FLG	N/A
MSAS_OUTSD_CITY_LMT_FLG	Outside city limits (Y/N)
MSAS_OUTSD_CITY_LMT_LEN_NBR	Length outside the city limits if "Y"
MSAS_LATEST_SA_FUND_YR	Last year of State Aid funding
MSAS_OVRRD_COST	N/A
MSAS_RD_SEG_COMMENTS	Comment Field
MSAS_RD_SEG_STAT_CD	Segment Status (original, revised, new, deleted)
CREATED_USER_ID	N/A
CREATE_USER	N/A
CREATED_DT	N/A
MOD_USER_ID	N/A
MOD_USER	N/A
MOD_DT	N/A

***AFTER CHANGES***

MSAS_TERMINI_TXT_R	Segment Termini
MSAS_ST_NM_R	Street Name
MSAS_SEG_LEN_NBR_R	Segment length
MSAS_SURFC_TYP_ID_R	N/A
MSAS_SURFC_TYP_DESC_R	Roadway Type (improved, unimproved, or non-existing)
MSAS_LN_CD_ID_R	N/A
MSAS_LN_CD_DESC_R	Lane Description (undivided, divided, etc)
MSAS_EXIS_TRAF_SGNL_NBR_R	Number of signal legs
MSAS_EXIS_TRAF_NBR_R	AADT
MSAS_TRAF_GRP_ID_R	Traffic Group
MSAS_TRAF_GRP_DESC_R	Traffic Group Range
MSAS_TRAF_CNT_YR_R	AADT Count Year

***The following fields will reflect any changes made that year***

MSAS_MASS_TRNST_RTE_FLG_R	N/A
MSAS_HPMS_FLG_R	N/A
MSAS_CMN_BND_DSGNTN_FLG_R	Common Boundary (Y/N)
MSAS_SHARED_CITY_NBR_R	Shared City Number (if common boundary, Y)
MSAS_TRNBCK_MILE_FLG_R	Turnback segment (Y/N)
MSAS_TRNBCK_TYP_ID_R	N/A
MSAS_TRNBCK_TYP_DESC_R	Turnback type (CSAH, TH, etc)
MSAS_HWY_FUND_ELIG_FLG_R	N/A
MSAS_OUTSD_CITY_LMT_FLG_R	Outside city limits (Y/N)
MSAS_OUTSD_CITY_LMT_LEN_NBR_R	Length outside the city limits if "Y"
MSAS_LATEST_SA_FUND_YR_R	Last year of State Aid funding
MSAS_OVRRD_COST_R	N/A
MSAS_RD_SEG_COMMENTS_R	Comment Field
MSAS_RD_SEG_STAT_CD_R	Segment Status (original, revised, new, deleted)
MSAS_CURB_GUTR_CNT	N/A
MSAS_CURB_GUTR_CNT_R	N/A
MSAS_CMN_BND_ID	N/A
MSAS_CMN_BND_ID_R	N/A
MSAS_NEEDS_SEG	Full Segment Number (xxx-xxx-xxx)