

# Policy for Collection of Roadway Condition Data on (Paved) Non-Federal Aid Eligible Roads & Streets



The Transportation Asset Management Council adopted this policy on 5.6.2009

## **Introduction:**

The Transportation Asset Management Council (TAMC) was established to expand the practice of asset management statewide to enhance the productivity of investing in Michigan's roads and bridges. Part of the TAMC's mission is to collect physical inventory and condition data on all roads and bridges in Michigan. This document describes the policy and procedures for collecting the physical inventory and condition data on the (paved) non-federal aid eligible roads & streets of the State.

The TAMC encourages all Local Road Agencies to annually collect and report the physical inventory and condition data on their (paved) non-federal aid eligible roads as required by Act 51. The intent of this Policy is two-fold:

1. To provide agencies with guidance on complying with the requirements of Act 51;
2. To establish standards for data collection that allow agencies to be reimbursed by the TAMC.

## **Requirements:**

According to Act 51 (P.A. 499 2002, P.A. 199 2007); each Local Road Agency and the Department of Transportation shall annually report to the TAMC the mileage and condition of the road and bridge system under their jurisdiction and the receipts and disbursements of road and street funds in the manner prescribed by the TAMC.

To assist agencies with this responsibility, the TAMC will annually budget funds to reimburse agencies for data collection on up to one-third of the State's (paved) non-federal aid road system. At the beginning of each year the TAMC will identify and notify those agencies that are eligible to submit data for reimbursement. Agencies must certify in writing by the end of the first week of March that they intend to collect and submit data in the manner established by the TAMC. If following the certification deadline, funds budgeted for this purpose have not been fully committed; the TAMC may approve requests from other local agencies for data collection on the (paved) non federal-aid road system.

Written certification to collect data must be sent to:  
Brian Sanada - Asset Management Coordinator  
P.O. Box 30050  
Lansing, MI 48909 or;  
Email: [sanadab@michigan.gov](mailto:sanadab@michigan.gov)

**Data Collection:**

- Data collection must be consistent with the PASER collection business rules used on the Federal-Aid System.
- The use of the Roadsoft Laptop Data Collector (LDC) is required.
- The first day for field data collection shall be April 1<sup>st</sup> of each year.
- The last day for field data collection shall be the last Friday in November of each year.

**Data Submission:**

In order to be eligible for reimbursement, all agencies that participate in this effort will be required to provide an export shapfile from Roadsoft of the (paved) non-federal aid eligible roads and streets collected. Agencies will be responsible for submitting this Roadsoft export file to their Regional / Metropolitan Planning Organization (RPO/MPO). The RPO/MPO is responsible for initial quality control of the export file and to upload to the Michigan Center for Shared Solutions (CSS), through the Investment Reporting Tool (IRT). The deadline for the RPO/MPO to upload data to CSS is the last Friday in November.

**Data Standards:**

The export file from Roadsoft will be in a shapefile format. It is the user's responsibility to ensure that the correct file type is submitted. Exports containing text files are not accepted.

Instructions on how to prepare the local road network for the LDC and how to submit the collected data can be downloaded at the following web site:

\*See Local PASER Guide: <http://www.roadsoft.org/system/files/localpaserguide.pdf>

**Reimbursement:**

The TAMC will reimburse each participating Local Road Agency for this effort at a rate as determined by the TAMC. Agencies will be reimbursed by the TAMC after confirmation has been received from the CSS that the correct Roadsoft export file has been received. Agency invoices sent to their RPO/MPO must clearly state:

1. The expense (based on mileage rate) for PASER rating collection on (paved) non-federal aid eligible roads and streets; and
2. The total number of miles rated; and
3. The name(s) of each rater.