



## MEMORANDUM

**Date:** February 16, 2016  
**To:** Transportation Agencies of Michigan  
**From:** Michigan Transportation Asset Management Council (TAMC)

### **RE: 2016 Collection of Paved Non-Federal Aid Eligible (PNFA) Roads and Streets**

On May 6, 2009, the Transportation Asset Management Council (TAMC) established a policy to set aside a portion of the annual data collection budget to reimburse transportation agencies for collecting PASER data on Paved Non-Federal Aid (PNFA) roads. Many local road agencies have taken part in this reimbursement program to the extent funds have allowed. The TAMC is also aware of many local road agencies that periodically collect PASER data on PNFA roads without reimbursement from the TAMC. For 2016, funds for reimbursement of PNFA roads will be allocated in a first come-first served order until the budget of \$25,000 is exhausted.

For locally collected PNFA PASER data collection expenses to be reimbursed by TAMC it must meet these following additional requirements:

- Agencies request in writing to the TAMC Coordinator **by the end of the first week in March** that they intend to collect and submit data in the manner established by the TAMC. The request shall include the total number of miles anticipated in the data collection and the name of the Act 51 Agency that owns the roads that are to be rated.
- The season schedule for field data collection shall begin the first week of April and terminate on the last Friday in November.
- All agencies that participate in the data collection effort will be required to provide an export shapefile form RoadSoft of the PNFA roads and streets collected. Agencies will be responsible for submitting this RoadSoft export file to their regional or metropolitan planning (RPA/MPO) agency 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) **by the first Friday in December**.

- The TAMC will reimburse each participating transportation agency for this effort at a rate of \$11.65 per mile for 2016. Agencies will be reimbursed by the TAMC after confirmation has been received from CSS that the correct RoadSoft export file has been received.
- Invoices must be sent by the agency that did the actual data collection to the TAMC Coordinator stating the expense (based upon mileage rate) for PASER data collection, the total number of miles rated, and the names of each person on the data collection team.

**The TAMC would like to request submission of PNFA PASER data that local or regional agencies may have collected for their own purposes. If an agency is currently collecting PNFA PASER data without TAMC reimbursement, the TAMC would like to kindly request submission of this data. Your submission of PNFA data, with or without reimbursement, allows the TAMC to have a better indication as to the status of the State's local road system. Data submitted before December 15<sup>th</sup> of each year can be included in the TAMC Annual Report.**

For locally collected PNFA PASER data to be accepted by TAMC and included in the 2016 TAMC Annual Report, it must meet the following requirements:

- Data Collection must be consistent with business rules taught in the annual TAMC PASER training. Business rules can be found in the current TAMC PASER Training Manual on the Michigan Tech University, Center for Technology and Training (CTT) web site. The latest version of this document can be found here:  
<https://www.ctt.mtu.edu/sites/default/files/resources/paser/paser-training-manual.pdf>.
- The use of the RoadSoft Laptop Data Collector (LDC) is required. See *Section 2: Data Collection Procedure* in the current TAMC PASER Training Manual for information on the use of RoadSoft and the LDC for this data collection, or call CTT's technical assistance line at (906) 487-2102 for assistance or clarification of any of these steps.
- Data collectors must be current on PASER training educational requirements consistent with other data collected by the TAMC.

The TAMC will continue to review our policy for collection of data on the PNFA roads. We appreciate local and regional transportation agencies commitment to asset management data collection to enhance the productivity of investing in Michigan's roads and bridges through coordination and collaboration among state, regional and local transportation agencies.

If you have any questions on requirements or how to submit data, please contact Roger Belknap, TAMC Coordinator, at (517) 373-2249.