

General Guidance

The guidance below applies to all local and MnDOT projects shown in the STIP.

The project description must clearly identify the specific route, point of reference (from/to/at, taken from construction plan), and the work type(s) being done on the project. The description should be precise, complete, and accurate. It cannot contain “etc.”. Incidental work types are not required in the project description as they are not specific to the purpose and need of the project. It is important that the STIP project description is specific enough to make a determination that the project is consistent with the detailed description on the submittal letter, construction plan, authorization form, and PPMS Header Screen Information. Any variation between these items should be minor.

- *Typical incidental work types include detour agreements, storm sewers, water mains, curb & gutter, drainage, sidewalks, flagging, and rail agreements that are non-federal.*

District Responsibility

The District Planning Director is responsible for making sure STIP project descriptions are correct and updated. The District Planning Director should work with each individual MnDOT and State Aid project manager to ensure the project description is accurate and current. If project changes have occurred since the last approved STIP, the old STIP project description must be updated during the development of the next draft STIP to reflect any changes. STIP project descriptions require updating to reflect changes in route, point of reference (location, length, termini), or work type(s). This will eliminate the need for formal amendments and administrative modifications after the construction plans are submitted to MnDOT Central Office and before federal project authorization.

- *A District may designate another position as the responsible person for STIP descriptions so long as the District informs OTSM of the designation.*

Roadway Project

The STIP project description for roadway projects must include the route, the point of reference, and the work type(s) being done. Route “999” is not acceptable for project located on a specific route, and can only be used on statewide, districtwide, or countywide projects.

Bridge and Culvert Replacement

For bridge and culvert replacement projects, the STIP project description must include the route, the point of reference, work type(s), and the old and the new bridge/culvert number. The bridge name is also required for bridge replacement projects. For culvert only replacement projects, include the old culvert number and new culvert number, if known (note that new culvert number is required at the time of federal authorization).

Bridge Repair and Rehabilitation

For bridge repair and rehabilitation projects, the STIP project description must include the route, point of reference, the bridge number(s) and the work type(s) being done on each bridge. For statewide, districtwide, and countywide bridge repair and rehabilitation projects with 5 or more bridges, provide the total number of bridges and work type(s) being done on the project in lieu of listing the bridge numbers.

Roadway Projects with Bridge Repair and Rehabilitation

For roadway projects that include bridge repair and rehabilitation, where the majority of the work is being done on the roadway, provide the total number of bridges and the work type(s) in lieu of the bridge numbers.

Project Termini

Under current federal guidance, all federally funded projects are required to provide beginning/ending termini and the total project mileage in the STIP, excluding length associated with incidental work. The beginning and ending termini shown in the STIP must be within 0.3 miles of where the project starts and ends. Any variation greater than 0.3 miles between the actual project's start/end and the STIP termini will constitute a project scope change, and will require a formal STIP amendment.

- *Distances should be shown in tenths of miles (i.e., 0.1 miles).*

Rail Safety Projects

STIP project descriptions for railroad safety projects must include the railroad name, the safety improvement type(s), and the point of reference.

Highway Safety Improvement Program Project (HSIP)

For stand-alone HSIP projects, the STIP project description must include the route, point of reference, and work type(s) using the federal HSIP funds. If the HSIP work is part of a larger project, the HSIP work and limits must be identified separately from the larger project and documented on a separate line in the STIP.

- *State Project (SP) Note: The SP number would have an S extension at the end for the HSIP portion.*

Multiple Route Project

For projects that are located on multiple routes (2 to 3 routes), the STIP project description must start with the route number that has the majority of the work. The project description must also identify all the additional routes where work is being done. Route 999 should only be used on statewide, districtwide, or countywide projects with 4 or more routes. Local projects located on a specific route must identify the actual route number; this could be a city street or a township road.

- *State Project (SP) Note: Each route will have its own "control section" identified as an "associated" SP number.*
- *STIP spreadsheet: The "Route Number" column should be the route number that has the most work.*

Transportation Alternative Projects (TAP)

For stand-alone TAP projects, the STIP project description must include the route, point of reference, and work type(s) using the federal TAP funds. For projects on trails, the route may be the name of the trail (e.g., GITCHI-GAMI TRAIL). If the TAP work is part of a larger project, the TAP work and limits must be identified separately from the larger project and documented on a separate line in the STIP.

- *State Project (SP) Note: The SP number would have a TAP extension at the end for the TAP portion.*

Congestion Mitigation Air Quality Projects (CMAQ)

For stand-alone CMAQ projects, the STIP project description must include the route, point of reference, and work type(s) using the federal CMAQ funds. If the CMAQ work is part of a larger project, the CMAQ work and limits must be identified separately from the larger project and documented on a separate line in the STIP.

- *State Project (SP) Note: The SP number would have a Q extension at the end for the CMAQ portion.*

Associated Project

Construction plans typically contain multiple SPs (one main SP and one or more associated SPs). An Associated SP is assigned when the work is being done on a different control section than the Prime SP's control section. Since the project will be authorized under the Prime SP, Associated SPs should not be shown in the project description of the Prime SP unless it has its own line with federal funds programmed in the STIP. Associated SPs are sometimes referred to as associated projects.

- *State Project (SP) Note: Associated projects are not required to be shown as separate projects in the STIP unless they show a local federal share on a MnDOT let project. A project that uses HSIP, CMAQ, TAP or MVST is required to be in the STIP as a separate project.*

Tied Project

Individual projects with their own construction plans, but being let together on the same letting date and under one letting contract are called Tied Projects. Each of the Tied Projects (prime SP) is required to be shown in the STIP as separate projects and the STIP project description for each project should include all the other tied SPs. Likewise, PPMS should show Tied Project with its own header screen and the appropriate funding.

Smart Codes

Smart Codes have been developed to support accurate and consistent tracking for many programs and processes shown in the STIP. Use Smart Codes at the beginning of the project description (e.g., ****ELLA****, ****SRTS****, ****FMP****). If a project has more than one Smart Code associated with it, use ****** in between the codes, (i.e., ****ELLA**FMP****).

- *PPMS Header Screen Note: Smart Code(s) are also required to be coded in the PPMS project description.*

Project Description in PPMS

Project description should be shown in PPMS as it is shown in the STIP. In the event project description is too long, it should be abbreviated and/or summarized so the complete description is documented in PPMS.

For pavement and bridge projects, use the following information as guidance when putting the STIP description together. Indicate clearly in the description if the project is added capacity such as adding additional lanes or widening lanes/bridges to accommodate a sidewalk or a bike trail. Minor works associated to the project such as signing, lighting, railing, painting, drainage, curb & gutter are considered non-primary work types or incidental works; therefore, not required to be listed in the STIP description.

Existing Pavement Work Types	Suggested words use for STIP Description/Abbreviation
mill and overlay bituminous mill and overlay bituminous overlay bituminous mill and paving	bituminous mill and overlay bit m & o
concrete pavement rehabilitation concrete rehab with diamond grinding major cpr and diamond grinding CPR with diamond grinding minor concrete pavement repair	concrete pavement rehabilitation conc pvmt rehab
unbonded concrete overlay mill bituminous pavement bituminous mill and unbonded concrete overlay concrete overlay mill and unbonded concrete overlay	concrete overlay conc ovly
reclamation, bituminous paving	resurfacing
pavement reconstruction reconstruct roadway and correct subgrade and slope failure reconstruct and widen (w/o added capacity) reconstruct a 1st, 2nd, 3rd, ect. lane ramp reconstruction construct auxiliary lanes reconstruct/overlay	construct/reconstruct
construct new roadway, add additional roadway/alignment where never existed before	new construction

STIP Project Description Guidance
Revised December 14, 2015

Existing Bridge Work Types	Suggested words use for STIP Description/Abbreviation
<p style="text-align: center;"> painting replace or repair joints rehab/replace bearings repair railing or treat with special surface finish epoxy crack seal flood seal or chip seal deck mill and patch deck mill and overlay Deck redeck redeck with superstructure replacement pier and pier cap rehab widening pier struts or infill at piers </p>	<p style="text-align: center;"> bridge rehab, Br. #XXXX br. Rehab, Br. #XXXX </p>
<p style="text-align: center;">remove and replace entire bridge (tear down an old bridge and replace with a new bridge w/o added capacity)</p>	<p style="text-align: center;">replace old br. #XXXX with new br. #XXXX</p>
<p style="text-align: center;">remove an old bridge and replace with a new structure constructed with additional lane(s)</p>	<p style="text-align: center;">Replace old br. #XXXX with new br. #XXXX and add # additional lane(s)</p>
<p style="text-align: center;">new bridge structure (constructing a new bridge that never existed before)</p>	<p style="text-align: center;">construct new br. #XXXX</p>

**Figure 4B
Project Description**

PROJECT TYPE	FORMAT
Advance Construction	<p>**Smart code** route, point of reference, work type, and add “(AC project, Payback in YYYY)”. For a multiple year payback project, add“(AC project, Paybacks in YYYY and YYYY)</p> <p>**AC** MN 247, FROM JCT TH 63 TO TH 42, BITUMINOUS MILL & OVERLAY (AC PROJECT, PAYBACK IN 2018)</p> <p>**AC** CSAH 2, STEARNS CSAH 4 TO CSAH 75, RESURFACING (AC PROJECT, PAYBACK IN 2018)</p>
Advance Construction Payback	<p>**Smart Code** route, point of reference, work type, add (AC Payback X of X)</p> <p>**AC** MN 247, FROM JCT TH 63 TO TH 42, BITUMINOUS MILL & OVERLAY (AC PAYBACK 1 OF 1)</p> <p>**AC**CSAH 2, CSAH 4 TO CSAH 75, RESURFACING (AC PAYBACK 2 OF 2)</p>
Alternate Bid	<p>**Smart Code** route, point of reference, and work type</p> <p>**AB** MN 11, AT INTERSECTION OF TH 11 AND LAKE STREET IN WARROAD, SIGNAL REPLACEMENT</p> <p>**AB** CSAH 7, FROM US 2 TO MN 92, BITUMINOUS MILL AND OVERLAY</p>
Bridge and Culvert Replacement	<p>Route, point of reference, the old and the new bridge/culvert number. For new bridge include route, point of reference, and new bridge with additional work</p> <p>MN 84, 0.2 MILES SOUTH OF LONGVILLE OVER BOY RIVER, REPLACE BRIDGE 984 WITH BOX CULVERT 11X03</p> <p>MN 36, OVER ST CROIX RIVER NEAR STILLWATER & OAK PARK HEIGHTS, ST. CROIX BRIDGE, REPLACE OLD BRIDGE #XXXX WITH NEW BRIDGE #82045, INCLUDING RAMPS ON & OFF TH 95</p>
Bridge Repair and Rehabilitation	<p>Route, point of reference, bridge number, and work type being done on each bridge. For Statewide, districtwide and countywide, provide total number of bridges. & type(s) of work</p> <p>MN 5, FROM MN55 IN MPLS TO DAVERN AVE ST IN ST PAUL – REDECK AND REHAB SIX BRIDGES</p> <p>I 94, WB RAMP OVER LRT AND CITY ST LOCATED JUST E OF JCT OF MN 55 IN MPLS AND ON 1494 OVER 34TH ST IN BLOOMINGTON – PAINT 5 BRIDGES AND APPROPRIATE BEARING WORK</p>
Replacing old bridge with new bridge	<p>Route, point of reference, old bridge number WITH new bridge number</p> <p>MN 23, 15.9 MI NE OF SOUTH CARLSON CO LINE, REPLACE OLD BR 5470 WITH NEW BR 09015 AND APPROACHES</p> <p>TH 10, EB FROM E OF TH 9 TO 150TH ST N - GRADING, BITUMINOUS SURFACING AND REPLACE OLD BR 14003 WITH NEW BR# 14800 OVER THE BUFFALO RIVER (EB)</p>
Replacing old bridge with new culvert	<p>Route, point of reference, old bridge number WITH new culvert number</p> <p>MN 44, FROM 0.142 MI W OF CSAH 12 (CALEDONIA) TO 0.2 MI E OF BUTTERFIELD ROAD (HOKAH), REPLACE OLD BRIDGE 8158 WITH BOX CULVERT 28X07 AND BITUMINOUS MILL & OVERLAY</p> <p>MN 84, 0.2 MI S OF LONGVILLE, REPLACE BRIDGE 984 WITH BOX CULVERT 11X03 OVER BOY RIVER</p>

**Figure 4B
Project Description**

Demo	**MNXXX**, route, point of reference, work type, and add (YYYY Appropriation ACT/Bill)
	MN162 CSAH 3, BENTON DRIVE TO TH 10, RIGHT OF WAY ACQUISITION (SAFETEA-LU)
	MN223 CSAH 42, AT TH 52 INTERCHANGE, PRELIMINARY ENGINEERING FOR RECONSTRUCTION OF THE INTERCHANGE (SAFETEA-LU)
Historic Preservation and Enhancement	Name, point of reference, and work type
	ALONG BOTH SIDES OF TH 57 THROUGH MANTORVILLE, REPAIR AND RESTORATION OF HISTORICAL RETAINING WALLS
	DEPOT IN STAPLES, RESTORATION OF THE EXISTING STRUCTURE
Multi-District Project	Route, point of reference, work type, and add (Designed by District X, Funded by District Y under SP XXXX-XXM, \$)
	MN 46, 5.0 MI N OF SQUAW LAKE, REPLACE BR #8803 (DESIGNED BY DIST 2 SP 3109-40 AND FUNDED BY ATP 1 UNDER SP 3109-40M FOR \$852,382)
	MN 371, WALKER TO 1.5 MI S OF CASS LAKE RD, MILL AND OVERLAY (DESIGNED BY DIST 2, ATP 3 PORTION OF \$4,588,935)
Pedestrian Bike	Route, point of reference, work type
	NEAR ALEXANDRIA, ADJACENT TO HWY 29, DOUGLAS CO RD 85 TO BIRCH BEACH, CONSTRUCTION OF BIKE TRAIL
	CSAH 25 & CSAH 35 FROM CENTENNIAL PARK TO WORTHINGTON MIDDLE SCHOOL AT THE INT OF CSAH 10 & CSAH 35, CONSTRUCT WORTHINGTON TRAIL FOR PEDS AND BIKES
Roadway	Route, point of reference, work type
	MN 11, INTERNATIONAL FALLS, FROM 0.25 MI E CSAH 332 TO E SHORE DOVE ISLAND, 11.3 MILES, MILL & OVERLAY
	TH 63 IN INTERNATIONAL FALLS FR JCT TH 53/CRESCENT DR TO JCT TH53/4TH ST AND TH 11 FR 6TH AVE W TO 3RD AVE W AND TH 11 FR. 3RD AVE W TO 0.25 MI E CSAH 332, 1.8 MILES - MILL/INLAY, ADA, SIGNAL
Roadway W/O mileage	Location, description, work type
	TH 10 AND TH 23 INTERCHANGE AREA, RESURFACING
	US 61, GILMORE AVENUE, WINONA, RECONSTRUCT INTERSECTION AND INSTALL NEW SIGNAL
Setaside	Add "DISTRICTWIDE SETASIDE", work type, and SFY
	DISTRICTWIDE SETASIDE – MUNICIPAL AGREEMENTS – 2014
	DISTRICTWIDE SETASIDE – LANDSCAPING – 2016
TAP	Route, point of reference, and work type. Sample below shows how to separate out the TAP which is part of a larger project.
	Project using TAP XXXX-XXTAP – CSAH 2, FROM RED LAKE CO CSAH 1, (NE OF RED LAKE FALLS) TO THE RED LAKE/PENNINGTON CO LINE, BIT OVERLAY
	Project using Non-TAP (SFs/BFs) XXXX-XX - MN 200, S OF TH 200 (TWP RD OVER MARSH RIVER) REPL BR #6522 WITH BR #54011
Tied Project	Route, point of reference, work type, and add (Tied to XXXX-XX)
	MN 7, AT HENNEPIN CSAH 61, UPGRADE TO A 4-LANE ROADWAY (TIED TO 027-661-046)

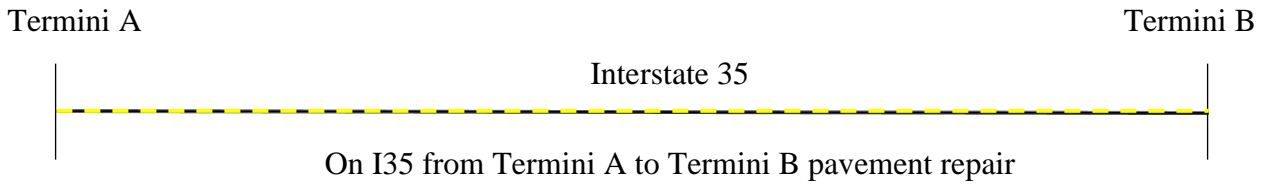
**Figure 4B
Project Description**

	MN 101, FROM DIAMOND LAKE RD TO HENNEPIN/WRIGHT COUNTY LINE, BITUMINOUS MILL & OVERLAY (TIED TO 2738-28 AND 238-010-003)
Rail	Rail name, work type, and point of reference
	CP/SOO, INSTALL GATES AND FLASHING LIGHTS AT CSAH 40
	BNSF, INSTALL GATES & FLASHING LIGHTS, AT SAVANNA RD AND CO RD 186
CMAQ	Route, point of reference, and type(s) of work.
	US 61, FROM 4TH ST IN HASTINGS TO I-94 IN ST PAUL-FREEWAY MANAGEMENT SYSTEM ON TH 61
	MN 252, FROM MN610 IN BROOKLYN PARK TO I694 IN BROOKLYN CENTER-SIGNAL COORDINATION, DEPLOY CC CAMERAS, AND DYNAMIC MESSAGE SIGNS
HSIP	If HSIP is part of a bigger project, the HSIP portion should have its own line in the STIP with an S on the end of the SP (XXXX-XXS) and the description should be for the HSIP portion only
	Non HSIP description, SP XXXX-XX, US 12, W OF US 71 TO E OF US 71, REMOVE & REPLACE CONCRETE PAVEMENT AND 6TH STREET TO LAKELAND AVE, ADA WORK
	HSIP description, SP XXXX-XXS, US 12, AT JCT OF US 12 & KANDIYOHI CSAH 9, FREE RIGHT TURN LANE
Multiple Route Project	All the routes, point of reference, work type
	CSAH 96, FROM I35E TO US61 AND ON US61 FROM CSAH 96 TO I-694, PAVEMENT REPAIR
	CSAH 13, FROM I35W TO CLIFF RD AND ON I35E FROM CLIFF RD TO CSAH 11, MILL AND OVERLAY
Transit-FHWA	Description, bus class number, and add "Bus related Equipment or Transit Facility and Transit related Equipment" at the end
	ARROWHEAD TRANSIT – PURCHASE 1 BUS (400) AND BUS RELATED EQUIPMENT
	CITY OF HIBBING – PURCHASE 2 BUSES (500) AND BUS RELATED EQUIPMENT.
	TRI-VALLEY TRANSIT - TRANSIT FACILITY AND TRANSIT RELATED EQUIPMENT
Transit-FTA	Section number, description, bus class number and add "Bus related Equipment or Transit Facility and Transit related Equipment" at the end
	SECT 5309: CENTRAL CORRIDOR OR SOUTHWEST CORNER LIGHT RAIL TRANSIT PROJECT-NEW START FFGA 2015 APPROPRIATION
	SECT 5310: POLK CO DEV ACHIEVE CTR, PURCHASE 2 BUSES (500) AND BUS RELATED EQUIPMENT
	SECT 5311(f): INTER-CITY BUS PROGRAM; INVOLVES OPERATING (50%), CAPITAL VEHICLE PURCHASES (80%), CAPITAL VEHICLE REHAB (80%), MARKETING (80%) AND PILOT OPERATING (100%)

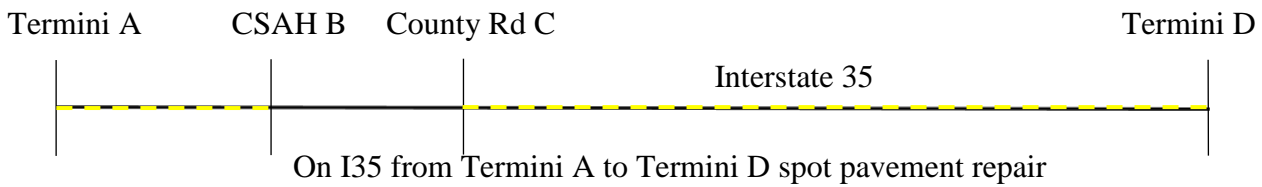
Figure 4C

Additional Highway Project Description Format

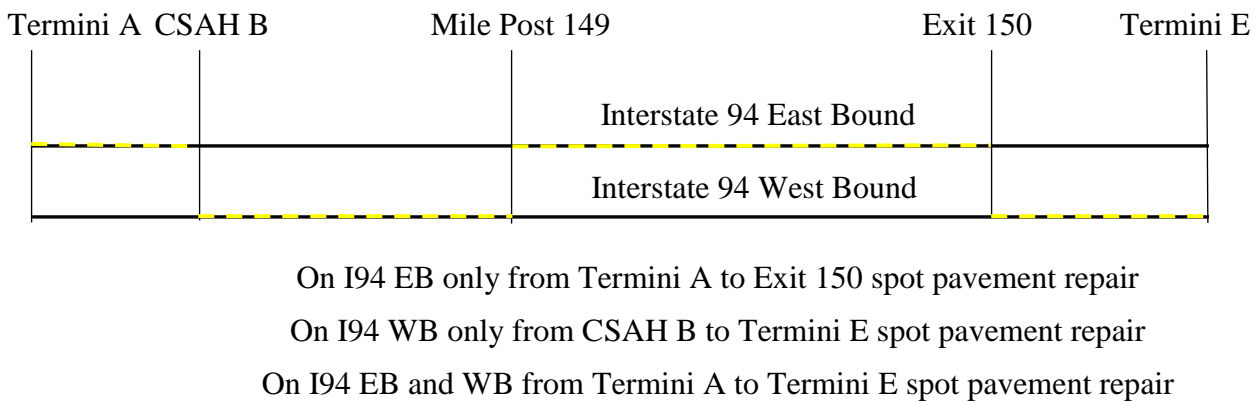
Example Description 1:



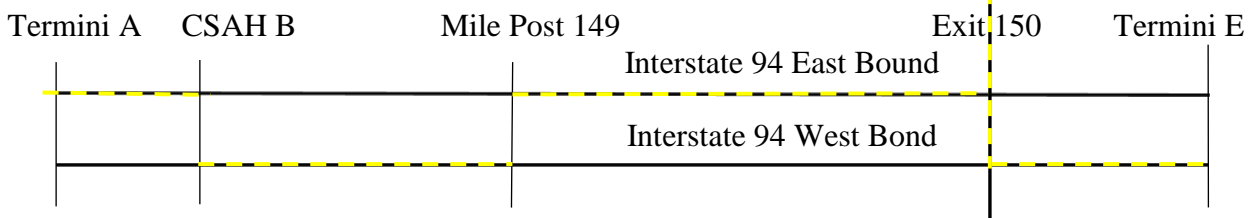
Example Description 2:



Example Description 3:



Example Description 4:



On I-94 EB & WB fr. Termini A to Termini E and at Exit 150 fr. I-94 to CSAH F spot pavement repair. Note: Hwy D has its own Control Section; therefore, the work being done on Hwy D requires an additional Associated/Tied SP. An additional SP is also required if the work is more than incidental work.

Work Bring Done
Work Not Being Done