2018-2021 STIP

ATIP Template Guidance Part I & II

Minnesota Department of Transportation

Office of Transportation System Management (OTSM)

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2018-2021 ATIP TEMPLATE GUIDANCE
PART I & II

Table of Contents

2018-2021 ATIP TEMPLATE GUIDANCE PART I

ATIP Template		
DATA	**COLUMN**	**FORMAT**
Sequence #	A	The column will be assigned by OTSM when the STIP is finalized.
ATP	B	Enter the ATP number from the drop down menu. Metro should use the letter M.
District	C	Enter the MnDOT construction district number from the drop down menu. Metro should use the letter M.
Route System	D	Enter the route system from the drop down menu. **See Figure 1 for list of standard route system abbreviations.** (Use Only One Route System)
Route Number	E	Enter the number associated with the route system. If not applicable, enter 999 for Statewide. (Do not use 999 for Transit Projects (BB), Ped/Bike, Rec Trails, RR, or if not applicable such as intersection improvements, signing, countywide shoulder paving, etc.) (Use Only One Route Number)
Rte_Sys	F	Automatically calculated by formula (Route System & Route Number).
Project Number	G	Enter the project number that identifies the project. **See Figure 2 for standard formats for project number.**
Year	H	From the drop down menu, enter the state fiscal year in which the District/ATP is requesting the project
MnDOT Capital Improvement Program	I	The districts should fill this in for the 2018-2020 STIP **(used for the CIP Plain Language)**
Who	J	From the drop down menu, enter an S to identify MnDOT projects, an L to identify local projects, and an A for all other projects. Transit projects are considered local projects. (See the attached "How to Program Centrally Funded Programs" or contact Trang Chu
Agency	K	Enter the name of the jurisdiction responsible for implementing the project or for opening bids. If the jurisdiction is the MPO/RDC, use MPO/RDC. For transit projects, this can be either MnDOT or the local transit authority. For 5307 transit projects, the Agency is always the local transit authority. For STBGP funded transit projects, MnDOT is the agency unless that project is an urban (MPO) project and then it is the local transit authority. For Rail projects enter MnDOT as the agency. **See Figure 3 for recommended formats.**

ATIP Template		
DATA	**COLUMN**	**FORMAT**
MPO	L	From the drop down menu, enter an indicator to identify projects that are located in an MPO. (Leave blank if not in an MPO) 1 = Duluth-Superior 2 = Grand Forks-East Grand Forks 3 = St. Cloud 4 = Fargo-Moorhead 5 = La Crosse-La Crescent 6 = Rochester-Olmsted 7 = Met Council 8 = Mankato
Description	M	Enter a brief description of the project. See Figure 4A, 4B, 4C and 4D for recommended formats and abbreviations. Enter the Smart Coded at the beginning of the Description if it applies to the project. See Smart Code under the Section titled Project Description.
BEG RP	N	Enter Beg Ref. Pt. using this format: **XXX+XX.XXX**
END RP	O	Enter End Ref. Pt. using this format: **XXX+XX.XXX**
Length	P	Enter the length of the project in miles. Use only one decimal place. Use 0.0 for length of bridges, intersections. See Project Termini under the Section titled Project Description
City	Q	From the drop down menu, enter the name of the city when a project is located in a city.
CountyName	R	From the drop down menu, enter the name of the county (or multi-county/districtwide).
Program	S	From the drop down menu, enter the 2 letter category identifier for the project "program". See Figures 5A and 5B for the list of Program.
Bridge Number	T	Enter the bridge numbers included in project. If there are multiple bridges, please separate using semicolons. Only include existing bridges, NOT the new bridge number. This helps streamline modeling of bridge performance outcomes and mapping bridge projects.
Multi-County	U	Used for CHIP – See CHIP Guidance
Route Direction	V	Used for CHIP – See CHIP Guidance
Primary Work Type1	W	From the drop down menu, enter the primary type of work. Only one primary code can be used for each project. If a project includes more than one work type, the work type that has the greatest cost associated with it. (Enter the new CHIMES Primary Work Type – use drop-down feature)

ATIP Template		
DATA	**COLUMN**	**FORMAT**
Primary Work Type 2	X	From the drop down menu, enter the primary type of work. Only one primary code can be used for each project. If a project includes more than one work type, the work type that has the greatest cost associated with it. (Enter the new CHIMES Primary Work Type – use drop-down feature)
Secondary Work Type 1	Y	From the drop down menu, enter the secondary type of work. Only one secondary code can be used. (Enter the new CHIMES Secondary Type of Work – use drop-down feature)
Secondary Work Type 2	Z	From the drop down menu, enter the secondary type of work. Only one secondary code can be used. (Enter the new CHIMES Secondary Type of Work – use drop-down feature)
Proposed Funds	AA	Automatically calculated by formula.
Fund 1	AB	From the drop down menu, enter the anticipated source of funding. (Updated for the FAST ACT) **See Figure 6 for list of funding sources.**
Fund 2	AC	From the drop down menu, enter the additional sources of anticipated funding for the project. (Updated for the FAST ACT) **See Figure 6 for list of funding sources.**
Fund 3	AD	From the drop down menu, enter the additional sources of anticipated funding for the project. (Updated for the FAST ACT) **See Figure 6 for list of funding sources.**
STIP TOTAL	AE	Automatically calculated by formula. Equals the sum of FHWA EARMARK, Other FHWA, Target FHWA, District C FHWA, HPP & Other FHWA AC Payback, Target AC Payback, District C AC Payback, FTA, State TH, District C TH, BOND, and Other dollars.
FHWA Earmark	AF	Enter the total federal dollars ***available to date*** for all Demo projects
Other FHWA	AG	Enter total FHWA non-formula dollars anticipated to be used.
Target FHWA	AH	Enter total federal target highway dollars anticipated to be used. This includes STBGP funds to be transferred to FTA for Transit projects.
District C FHWA	AI	Enter the total district C federal highway dollars anticipated to be used on the project.
Total FHWA	AJ	Automatically calculated by formula. Total of FHWA Earmark, Other FHWA, Target FHWA, and District C FHWA.

ATIP Template		
DATA	**COLUMN**	**FORMAT**
HPP & Other FHWA AC	AK	The total estimated amount of future FHWA Earmark & Other FHWA federal funds being committed to the project.
Target AC	AL	The total estimated amount of future target federal funds being committed to a project, front-ended by local/state funds.
District C AC	AM	The total estimated amount of future District C federal funds being committed to the project, front-ended by local/state funds.
Total AC	AN	Automatically calculated by formula. Totals HPP & Other FHWA AC, Target AC and District C AC.
HPP & Other FHWA AC Payback	AO	The total estimated amount of Demo & Other FHWA funds converted to federal funds.
Target AC Payback	AP	The total estimated amount of target funds converted to federal funds.
District C AC Payback	AQ	The total estimated amount of district C funds converted to federal funds.
Total AC Payback	AR	Automatically calculated by formula. Equals HPP & Other FHWA AC Payback, Target AC Payback & District C AC Payback.
FTA	AS	Enter total dollars from the Federal Transit Administration.
Program Target 1	AT	From the drop-down menu, choose the Program Target program that is applicable to the project.
STATE TH	AU	Enter total (SRC) state trunk highway dollars anticipated to be used (either state match or state funds; does not include any state-aid funds). Does not include Bond dollars or non-SRC state funds.
District C TH	AV	Enter total District C trunk highway funds anticipated to be used on the project. Does not include Bond dollars.
Total TH	AW	Automatically calculated. State TH + District C TH.
BOND	AX	Enter total state amount of Trunk Highway bond funds anticipated to be used.
OTHER	AY	Local match, local funds, and misc. funds including DNR recreational trail funds

ATIP Template		
DATA	**COLUMN**	**FORMAT**
Project Total	AZ	Automatically calculated by formula. Totals FHWA Earmark, Other FHWA, Target FHWA, District C FHWA, HPP & Other FHWA AC, Target AC, District C AC, FTA, State TH, District C TH, BOND, and Other.
BEG True Mile	BA	Used for Mapping
END True Mile	BB	Used for Mapping
Program Target 2	BC	From the drop-down menu, choose the second Program Target program that is applicable to the project.
Program Target 3	BD	From the drop-down menu, choose the third Program Target program that is applicable to the project.
DISTRICT C CODE (TRANG)	BE	For OTSM use only
OTSM Comments for Draft Version	BF	For OTSM use only
OTSM Comments for Final Version	BG	For OTSM use only
District Comments	BH	Use for additional project information. Other funds- please explain LM, LF, Grant, etc. (Information from the districts to help Central Office better understand the project) Use this column for draft and final.

2018-2021 ATIP TEMPLATE GUIDANCE PART II

Route System

The route system includes the route name. Names of streets should not be used in this column, but may be included in the description column. Below is a list of available Route Systems.

Figure 1 Route System	
ROUTE SYSTEM	**DESCRIPTION**
BB	Transit (buses)
CITY	City
CR	County Road
CSAH	County State Aid Highway (except if a forest highway)
FH	Forest Highway
I	Interstate
IRR	Indian Reservation Road
LOCAL	All other local projects (including project not associated with a road)
MN	Minnesota designated trunk highway (including state project not associated with a road)
MSAS	Municipal State Aid Street
MUN	Municipal Street
PED/BIKE	Pedestrian or Bike Path/Trail (not assigned to a specific road)
REC TRAIL	Recreation Trail Program (administered by the DNR)
RR	Railroad
TWP	Township Road
US	US designated trunk highway

Project Number

A project number identifies the project. Project numbers are assigned through PUMA. Below is a list of the different project number formats.

Figure 2 Project Number		
PROJECT TYPE	**PROJECT NUMBER FORMAT**	**ABBREVIATION**
Trunk Highway	AAAA-NN	AAAA = control section (Excluding Statewide, Districtwide, and countywide SP) AC = AC payback BBBBB = number assigned by the rail office CC = county D = district (M for Metro) E = enhancement portion of project N = NHPP portion F = NHFP portion NN & NNN = unique number P = STBGP PP = program Q = CMAQ portion S = HSIP portion T = STBGTAP portion TRF = FTA funding TRS = FHWA funding YY = state fiscal year
Set-Asides	880D-PP-YY	
State-Aid Roadway (CSAH/MSAS)	State Aid Project Format ###-###-### **Agency-Route/System-Sequence** (See Figure 7B for Route System Numbers)	
Municipal Street Township Road	State Aid Project Format ###-###-### **Agency-Route/System-Sequence** (See Figure 7B for Route System Numbers)	
Railroad Crossing	CC-BBBBB unless a TH, then use TH project number	
Transit	TRF-AAAA-YY TRS-AAAA-YY	
Advance Construction (AC) Payback	AAAA-NNAC Use original project number followed with an "AC". For multi-year payback projects use "AC1" for 1st year of payback, "AC2" for 2nd year of payback, and so on.	
IDIQ	Indefinite Delivery Indefinite Quantity Project 88XX-XX (Use statewide project number)	
NHPP, STBGP, CMAQ, HSIP and STBGTAP Portions of Projects	Show NHPP, STBGP, CMAQ, HSIP, or STBGTAP, etc. costs as a second line for each project when a project has two or more types of federal funds. Use same SP followed by a letter extension.	
Shared Construction – MnDOT let Project	See Shared Construction in the General Guidance	
Cooperative Agreement –Local let Project	See Cooperative Agreement in the General Guidance	
Multi-District Project	See Multi-District Project in the General Guidance	

Agency

The agency is the jurisdiction responsible for implementing projects or for opening bids. County names should be followed by the word “COUNTY”. When the project is a city project, provide only the city name. See Figure 3 below for different agency formats.

Figure 3
Agency

AGENCY	AGENCY FORMAT
Department of Administration	ADMIN
MnDOT	MnDOT
Counties	WASECA COUNTY ANOKA COUNTY AITKIN COUNTY
Cities	WASECA ANOKA AITKIN
Transit Authorities	METRO TRANSIT DULUTH TRANSIT AUTHORITY ST. CLOUD MTC MOORHEAD TRANSIT MVTA MNDOT
Rail Authorities	REGIONAL RAIL AUTH
Districtwide local project	LOCAL
Others (abbreviate if possible)	DNR DNR PARKS AND TRAILS DPS MET COUNCIL METRO BUS ETC.

Project Description

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 (includes state TH and local 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 4 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 5 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.*

Surface Transportation Block Grant-Transportation Alternative Program (STBGTAP)
For stand-alone STBGTAP projects, the STIP project description must include the route, point of reference, and work type(s) using the federal STBGTAP funds. For projects on trails, the route may be the name of the trail (e.g., GITCHI-GAMI TRAIL). If the STBGTAP work is part of a larger project, the 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 T extension at the end for the STBGTAP 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 two or more types of federal funds is required to be in the STIP as a separate lines for each type of federal funds.*

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 / M&O bituminous mill and overlay bituminous overlay bituminous mill and paving	bituminous mill and overlay bit m & o bit mill & ovly
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 pave rehab 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 / concrete overlay	resurfacing
pavement reconstruction reconstruct roadway and correct subgrade and slope failure reconsruct, construct reconstruct and widen (w/o added capacity) reconstruct a 1st, 2nd, 3rd, etc. lane ramp reconstruction construct auxiliary lanes reconstruct/overlay	construct / reconstruct
construct new roadway, add additional roadway/alignment where never existed before	new construction

Existing Bridge Work Types	Suggested words use for STIP Description/Abbreviation
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	bridge rehab, Br. #XXXX br. Rehab, Br. #XXXX
remove and replace entire bridge (tear down an old bridge and replace with a new bridge w/o added capacity)	replace old br. #XXXX with new br. #XXXX
remove an old bridge and replace with a new structure constructed with additional lane(s)	Replace old br. #XXXX with new br. #XXXX and add # additional lane(s)
new bridge structure (constructing a new bridge that never existed before)	construct new br. #XXXX

Figure 4B Project Description	
PROJECT TYPE	**FORMAT**
Advance Construction	**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)
	AC MN 247, FROM JCT TH 63 TO TH 42, BITUMINOUS MILL & OVERLAY (AC PROJECT, PAYBACK IN 2018)
	AC CSAH 2, STEARNS CSAH 4 TO CSAH 75, RESURFACING (AC PROJECT, PAYBACK IN 2018)
Advance Construction Payback	**Smart Code** route, point of reference, work type, add (AC Payback X of X)
	AC MN 247, FROM JCT TH 63 TO TH 42, BITUMINOUS MILL & OVERLAY (AC PAYBACK 1 OF 1)
	ACCSAH 2, CSAH 4 TO CSAH 75, RESURFACING (AC PAYBACK 2 OF 2)
Alternate Bid	**Smart Code** route, point of reference, and work type
	AB MN 11, AT INTERSECTION OF TH 11 AND LAKE STREET IN WARROAD, SIGNAL REPLACEMENT
	AB CSAH 7, FROM US 2 TO MN 92, BITUMINOUS MILL AND OVERLAY
Bridge and Culvert Replacement	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
	MN 84, 0.2 MILES SOUTH OF LONGVILLE OVER BOY RIVER, REPLACE BRIDGE 984 WITH BOX CULVERT 11X03
	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
Bridge Repair and Rehabilitation	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
	MN 5, FROM MN55 IN MPLS TO DAVERN AVE ST IN ST PAUL – REDECK AND REHAB SIX BRIDGES
	I 94, WB RAMP OVER LRT AND CITY ST LOCATED JUST E OF JCT OF MN 55 IN MPLS AND ON I494 OVER 34TH ST IN BLOOMINGTON – PAINT 5 BRIDGES AND APPROPRIATE BEARING WORK
Replacing old bridge with new bridge	Route, point of reference, old bridge number WITH new bridge number
	MN 23, 15.9 MI NE OF SOUTH CARLSON CO LINE, REPLACE OLD BR 5470 WITH NEW BR 09015 AND APPROACHES
	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)
Replacing old bridge with new culvert	Route, point of reference, old bridge number WITH new culvert number
	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
	MN 84, 0.2 MI S OF LONGVILLE, REPLACE BRIDGE 984 WITH BOX CULVERT 11X03 OVER BOY RIVER
Demo	**MNXXX**, route, point of reference, work type, and add (YYYY Appropriation ACT/Bill)

Figure 4B Project Description	
	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
STBGTAP project	Route, point of reference, and work type. Sample below shows how to separate out the STBGTAP which is part of a larger project.
	Project using TAP XXXX-XXT – 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-STBGTAP (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)
	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

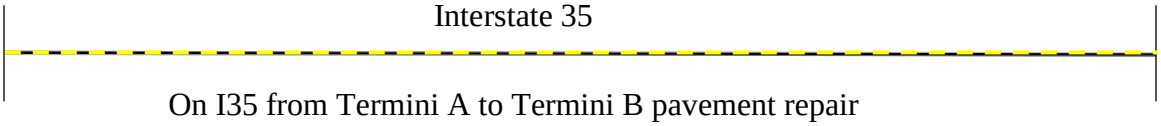
Figure 4B Project Description	
	BNSF, INSTALL GATES & FLASHING LIGHTS, AT SAVANNA RD AND CO RD 186
CMAQ	Route, point of reference, and type(s) of work.
	US 61, FROM 4TH ST IN HASTINGS TO I-94 IN ST PAUL-FREEWAY MANAGEMENT SYSTEM ON TH 61
	MN 252, FROM MN610 IN BROOKLYN PARK TO I694 IN BROOKLYN CENTER-SIGNAL 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:

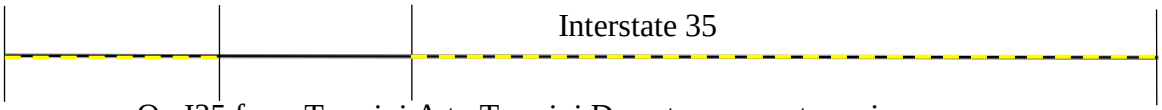
Termini A Termini B



On I35 from Termini A to Termini B pavement repair

Example Description 2:

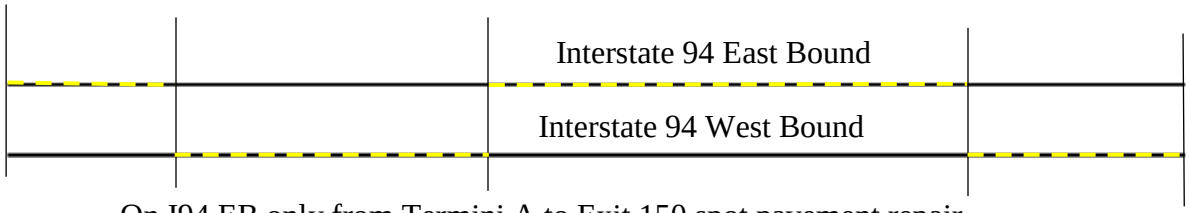
Termini A CSAH B County Rd C Termini D



On I35 from Termini A to Termini D spot pavement repair

Example Description 3:

Termini A CSAH B Mile Post 149 Exit 150 Termini E



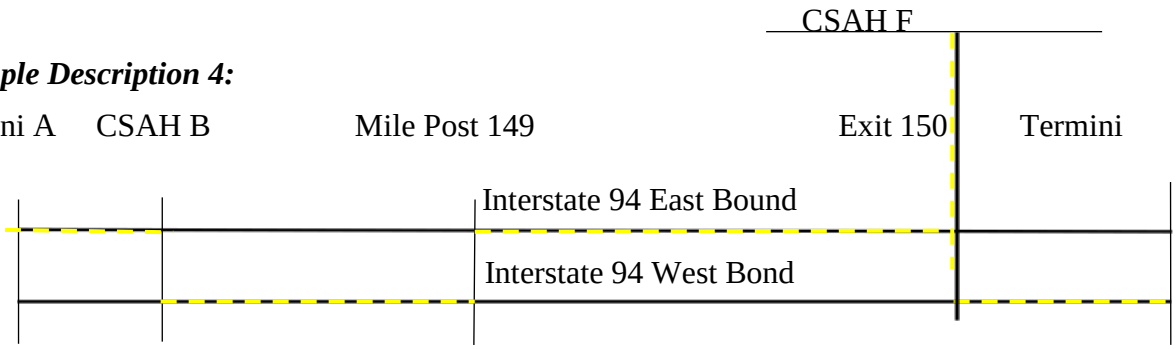
On I94 EB only from Termini A to Exit 150 spot pavement repair

On I94 WB only from CSAH B to Termini E spot pavement repair

On I94 EB and WB from Termini A to Termini E spot pavement repair

Example Description 4:

Termini A CSAH B Mile Post 149 Exit 150 Termini E



On I-94 EB & WB from Termini A to Termini E and at Exit 150 from 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

2018-2021 STIP Figure 4D Project Description Smart Codes	
SMART CODE	**DEFINITION**
AB	Alternate Bid
AC	Advance Construction/Advance Construction Payback
CHAP152	Chapter 152 Bonds
CMGC	Construction Manager General Constructor Project
COCII	Corridors of Commerce II
DeB	Delayed Budget
ELLA	Early Let Late Award
HB	Historic Bridges
HRRR	High Risk Rural Road
HSR	High Speed Rail
IDIQ	Indefinite Delivery Indefinite Quantity
ITS	Intelligent Transportation System Project (funded by District C)
LGA	Local Government Advance/Local Government Advance Payback
MNXXX	HPP Demo
NCIP	National Corridor Improvement Program (only if project is fully funded)
PoDI	Project of Division Interest
SEC164	FHWA Section 164
SEC164DPS	DPS Section 164
SPP	Statewide Performance Program (use this for bridge, mobility & pavement)
SPPF	Statewide Performance Program (use this for freight project)
SRTS	Safe Route to School
TED	Trunk Highway Economic Development Account
TRLF	Transportation Revolving Loan Fund/Transportation Revolving Loan Payback

Highway Program Category

Figure 5A Highway Program Category		
CATEGORY	**CODE**	**DESCRIPTION**
Municipal Agreements	AM	The Municipal Agreements category is MnDOT's share of trunk highway work done by another jurisdiction.
Utility Agreements	AU	The Utility Agreements category is used for standalone utility agreements. (Used in PPMS/Not STIP)
Bridge Improvement and Repair	BI	The Bridge Improvement and Repair category is directed at the maintenance, protection and improvement of safety on existing bridges. The work may consist of deck and substructure repairs, deck overlay, slope protection repair, bridge approach panel repair, bridge painting, minor widening, etc.
Bridge Replacement	BR	The Bridge Replacement category is directed at the elimination or correction of bridges that have been identified as inadequate and/or hazardous because of horizontal and vertical clearances, load restrictions or deterioration. The work may consist of replacing deficient bridges with bridges or culverts, constructing approaches or major bridge rehabilitation of a bridge.
Bike Trail	BT	The Bike Trail category is used for pedestrian and/or bike trails. The work may consist of construction, resurfacing or maintenance.
Consultant Agreements	CA	The Consultant Agreement category includes work tied directly to preparing a project for construction including activities necessary to acquire right-of-way. To be used for MnDOT's planning studies done by consultants.
Detour Agreement	DA	The Detour Agreement category is used for standalone detour agreements.
Drainage	DR	The Drainage category covers stand-alone drainage projects that include repair, replacement or new installation of hydraulic infrastructure and storm water treatment systems. Typical components are piping systems, culvert systems, catch basins, manholes, aprons, ponds, structural pollution control devices, infiltration/filtration basins, ditches and swales. Correction of erosion problems may also be included in this type of work.

Figure 5A Highway Program Category (Continued)		
CATEGORY	**CODE**	**DESCRIPTION**
Enhancement	EN	The Enhancement category is used for those projects that qualify for Surface Transportation Block Grants-Transportation Alternative Program
Indian Reservation Roads	IR	The Indian Reservation Roads category is intended for those roads constructed on Indian reservations and identified in the IRR TIP.
Miscellaneous Agreements	MA	The Miscellaneous Agreements category can be used for any agreement other than a municipal agreement.
Major Construction	MC	The Major Construction category is directed toward improvements that increase the operational characteristics of a highway facility by decreasing congestion, increasing the operating speed and/or reducing accidents by adding through lanes, passing lanes, or by building a new roadway. The projects consist of grading, surfacing, and may include all or combinations of the following: interchanges, bridges, signals, lighting, signing, fencing and landscaping.
Not Applicable	NA	Not Applicable
Noise Walls	NO	The Noise Walls category is intended for the construction of noise walls.
Planning	PL	The Planning category is intended for long-range studies of options along or within transportation corridors. This cannot be used for MnDOT's planning projects done by internal staff. MnDOT's planning studies done by consultants should use "CA", but, should **not** use SRC budget.
Preventive Maintenance	PM	The Preventive Maintenance category is intended for projects that protect the pavement structure, slow the rate of pavement deterioration and/or correct pavement surface deficiencies. PM projects should be done on roads in GOOD condition and not as a quick fix to buy time until rehabilitation or reconstruction is needed.
Recreational Trails	RT	The Recreational Trails category is intended for projects that are administered by the DNR and are funded through the FHWA Recreational Trails Program.

Figure 5A Highway Program Category (Continued)		
CATEGORY	**CODE**	**DESCRIPTION**
Rest Area/Beautification	RB	The Rest Area/Beautification category is intended for the installation and/or upgrade of Roadside Rest Areas or preservation of Historical sites. The Beautification portion of the category is intended for those activities to improve the appearance of the roadside and state entrances, such as Landscape Partnerships.
Reconstruction	RC	The Reconstruction category is intended to bring sections of the highway that and are inadequate with respect to grades (deficient horizontal and/or vertical sight distances) and cross section (steep slopes and narrow shoulders) to an acceptable standard with a 20 year minimum life expectancy. These projects may also provide for the upgrading of sections with load capacity restrictions. The reconstruction category is not meant to include the addition of through traffic lanes. The projects consist predominantly of grading or heavy regrading, base, surfacing, and bridges/culverts where necessary including un-bonded concrete overlay.
Reconditioning	RD	The Reconditioning category is intended to correct conditions that have been identified as critically deficient without involving major changes to the cross section. The projects usually consist of a combination of two or more of the following: widening, resurfacing, recycling, reclamation, concrete pavement rehab, turn lanes, drainage correction or shouldering. The work may also involve major ditch restoration, isolated geometric corrections, as well as projects with road strengthening as an objective. Geometric improvements include corrections to the horizontal (with, curvature) and vertical (grade) design elements of the highway. White topping/thin concrete overlays are included in this category.
Resurfacing	RS	The Resurfacing category is intended to restore the roadway surface and/or shoulders. The projects may consist of removing and replacing the top layer of the roadway, placing an additional layer on the existing roadway or shoulder, maintenance emergencies or minor improvements (e.g., joints, culverts, and slopes).
Right-of-Way	RW	These projects are intended to provide for the purchase of property needed for highway construction and to relocate utilities and railroad facilities.
Road Repair	RX	Also referred to as BARC, the road repair category is used for minor preservation work. Work must be more than ordinary maintenance and be necessary to achieve the normal life expectancy of the roadway.

Figure 5A Highway Program Category (Continued)		
CATEGORY	**CODE**	**DESCRIPTION**
Supplemental Agreement and Cost Overrun	SA	The supplemental agreement/cost overrun category is intended to cover unanticipated items that appear during construction of the project.
Safety Improvements	SC	Safety Capacity (SC) – this includes any safety projects that are not funded with federal HSIP funding. Although these are typically state funded, they can be funded by federal funding other than HSIP.
Safety Improvements	SH	Safety HSIP (SH) -federally funded safety projects using HSIP funding. (This category relates directly to the federal Highway Safety Improvement Program (HSIP).
Safety Rail	SR	The purpose of the Safety Rail category is to promote and enhance safety at all public railroad-highway grade crossings in the state. These projects can be funded by the federal Highway Safety Improvement Program.

Transit Program Category

Figure 5B Transit Program Category		
CATEGORY	**CODE**	**DESCRIPTION**
Traffic Management	TM	Activities to reduce SOV use by Van Pools, Car Pool and Ride Matching Programs, Marketing, Transit Ridership Incentives, etc.
Transit	TR	The Transit category is used for transit capital projects that are funded using FHWA STBGP, FTA or CMAQ.
Urbanized Area Formula	B9	Section 5307 - The Urbanized Area Formula. This category provides FTA formula funding for capital and operating assistance.
Capital Program	B3	Section 5309 - Major Capital Programs - New Starts/Small Starts. These are major capital projects funded by appropriations through the US Treasury General Fund and include New Start and Small Start discretionary programs.
Elderly and Persons with Disabilities	NB	Section 5310 - The Elderly and Persons with Disabilities. This category provides FTA formula funds for capital assistance.
Non-urbanized Areas	OB	Section 5311 - Section 5311(f) – The Non-urbanized Areas. This category provides FTA formula funds for capital and operating assistance for Public Transit.
State of Good Repair	GR	Section 5337 - State of Good Repair. This category provides FTA formula funds for High Intensity Motorbus and High Intensity Fixed Guide way Modernization capital projects.
Bus and Bus Facilities	BB	Section 5339 - Bus and Bus Facilities. This program provides FTA formula funds for capital projects to replace, rehab and/or purchase buses and bus-related capital equipment and/or transit facilities.

Proposed Fund

Proposed fund is a preliminary fund assignment to a project. The table below provides a list of all the available funding codes made by OTSM to ensure optimal use of all transportation funding. Projects on the interstate route can go up to 90/10 split.

Figure 6
Fund Code

FUND PROGRAM	FUND CODE	FUND DESCRIPTION	FEDERAL SPLIT
TH Bond	BF	MnDOT's Trunk Highway Bond Funds	N/A
Coordinated Border Infrastructure Program	CBI	Coordinated Border Infrastructure Funds	80/20 (could be up to 100)
Congestion Mitigation & Air Quality	CMAQ	Congestion Mitigation & Air Quality	Interstate Route: 90/10 NHS Route: 80/20
Off-System Bridge Replacement Program	BROS	Off-System Bridge Replacement (SAFETEA-LU)	80/20
FHWA Demo project	DEMO*	HPP, Earmarked, National Corridor Improvement Program, Projects of National & Regional Significance, and all projects that have Demo ID	80/20 on House/Senate project. Others based on Allocation Memo
Highway Safety Improvement Program-Repeat Offenders Law	DPS	Repeat Offenders Law – money transfers through the Department of Public Safety	N/A
Federal Transit Administration	FTA	Federal Transit Administration	80/20 on Capital project 50/50 on Operating project
High Risk Rural Road Program	HRRR	High Risk Rural Road	90/10
Highway Safety Improvement Program	HSIP	Highway Safety Improvement Program - ATP and MnDOT	90/10
Local Funds/Other Funds	LF	Local Funds/Other Funds	N/A
Federal Fund Miscellaneous	FFM**	Federal Funds that are not formula or DEMO	Vary based on Allocation Memo
National Corridor Infrastructure Program	NCIP	National Corridor Infrastructure Program	80/20
National Highway Performance Program	NHPP	Interstates, NHS, and Principal Arterials – bridge resurf/preserv/reconst on non-NHS federal highways now eligible.	Interstate Route: 90/10 NHS Route: 80/20
National Highway Freight Program	NHFP	Interstate - National Highway Freight activities	90/10

Figure 6 Fund Code (Continued)			
FUND PROGRAM	**FUND CODE**	**FUND DESCRIPTION**	**FEDERAL SPLIT**
Public Lands Highway Discretionary	PLHD	Public Lands Highway Discretionary	N/A
Rail Highway Crossing Hazard Elimination	RRS	Highway Rail Grade Crossings and Rail Safety	N/A
Recreational Trail Program	RT	Transportation Alternatives Program – Recreational Trail Program - Department of Natural Resources	80/20
Safe Route to School Program	SRTS	Safe Route to School	N/A
State Road Construction	SF	MnDOT's State TH Funds	N/A
Off-System Bridge	BROS	Off-System Bridge	80/20
Surface Transportation Block Grant Program	STBGP<5K	STBGP Rural (less than 5,000 population) - Projects outside of urban areas	80/20
Surface Transportation Block Grant Program	STBGP 5K-200K	STBGP Small Urban (5,000 to 200,000 population) - Projects located within Greater Minnesota urban areas	80/20
Surface Transportation Block Grant Program	STBGP >200K	STBGP Urban (greater than 200,000 population) - Projects located within the Twin Cities Metro Area	80/20
Surface Transportation Block Grant Program	STBGP Statewide	STBGP Flex (For Setasides only, all other STBGP funds should be specified as one of the population categories shown above)	80//20
Transportation Access	TA	Use for projects on federally owned public land	80/20
Surface Transportation Block Grant-Transportation Alternative Program	STBGTAP<5K	STBGTAP Rural (less than 5,000 population) - Projects outside of urban areas	80/20
Surface Transportation Block Grant-Transportation Alternative Program	STBGTAP 5K-200K	STBGTAP Small Urban (5,000 to 200,000 population) - Projects located within Greater Minnesota urban areas	80/20
Surface Transportation Block Grant-Transportation Alternative Program	STBGTAP>200K	STBGTAP Urban (greater than 200,000 population) - Projects located within the Twin Cities Metro Area	80/20

Figure 6 Fund Code (Continued)			
FUND PROGRAM	**FUND CODE**	**FUND DESCRIPTION**	**FEDERAL SPLIT**
Surface Transportation Block Grant-Transportation Alternative Program	STBGTAP Statewide	For Setasides and statewide funded projects only. All other STBGTAP funds should be specified as one of the population categories shown above	80/20
Transportation Revolving Loan Funds	TRLF	Transportation Revolving Loan Funds	N/A

When to use fund code DEMO

Proposed fund code DEMO should be used for all DEMO projects. The description should include Demo ID Number (Smart Code **MNXXX**) in the beginning of the description and the year of the appropriation bill at the end of the description (i.e., 2012 Appropriation Bill).

****When to use fund code Federal Funds Miscellaneous (FFM)***

Proposed fund code FFM should only be used for those projects funded with miscellaneous federal funds that are not target formula or DEMO funds.

State Aid project numbers consist of 3 sets of 3 numbers (adding leading zeros as necessary): ### - ### - ###

Agency Number – Route/System Number - Sequence Number
i.e., St. Cloud (city number 162) will use state aid funds to recondition a segment of MSAS 132, the 4th project on that route; the project number assigned is SAP 162-132-004.

Figure 7-A
State Aid Project Number Format

AGENCY NUMBER	DESCRIPTION
001 - 087	Counties
088	Across County boundaries, but within the State of Minnesota
090	Transit related projects sponsored by non-State Aid transit agency
091	Projects sponsored by miscellaneous non-State Aid agencies (i.e. Park Boards, Historical Societies, Townships, etc.)
092	Other State Agencies (i.e., DNR)
094	Minnesota Historical Society
095	Water related agencies (i.e., COE, harbor authorities, etc.)
09	U of M or another educational institution
098	Cities under 5000 Population
101 - 499	Cities with population over 5000
089, 093, 096, 099 and 100	no longer used

Figure 7-B State Aid Project Number Format	
ROUTE/SYSTEM NUMBERS	**DESCRIPTION**
010	Municipal State Aid projects on the Trunk Highway system
020	Municipal State Aid projects on County State Aid Highway system
030	System wide projects on multiple State Aid routes – when the work does not affect the County's/City's NEEDS (i.e. traffic signals, seal coat, guardrails, studies, etc.)
035	Lump sum of dollars for Trunk Highway Turn Back projects
040	Money spent on maintenance building used to maintain State Aid roads backed by bond
050	Work on city streets when Municipal State Aid Streets meet NEEDS
060	Federal Scenic Byways
070	Project throughout a city or county – not necessarily related to the State Aid system (i.e. HSIP, studies)
080	City projects off the State Aid system (same use as the county numbers 596 - 598)
090	Multiuse Trail (if outside CSAH or MSAS right of way)
091	Federal Livable Communities Grant (Safety Projects for Pedestrians)
101 - 499	Municipal State Aid Street (MSAS) route number
500 - 589	No longer used (501 – 510 are being eliminated)
591	Safe Routes to School Program
592	Local road bonding on township road projects
593	Local road bonding on county road projects
594	Local road bonding on city streets
595	Federal Enhancement project (i.e. landscaping, buildings, trolley cars, museums, etc.)
596	County project off the State Aid system
597	County bridge or flood bonding on a non-State Aid city street

Figure 7-B State Aid Project Number Format (continued)	
ROUTE/SYSTEM NUMBERS	**DESCRIPTION**
598	County bridge or flood bonding on a county road
599	County bridge or flood bonding on a township road (includes town bridge account)
600	State Park Road Account projects (DNR projects on non-State Aid roads)
601 – 899	County State Aid Highway (CSAH) route number + 600
900 – 995	Not in use
996	No longer used (formerly Bonding Funds set aside by the Legislature for State Disasters)
997	No longer used (formerly State Aid Disaster Account)
998	No longer used (formerly Federal emergency relief (ER) emergency repair projects)
999	No longer used (formerly Federal emergency relief (ER) permanent repair projects)

For an electronic version of the State Aid Project Number Format contact MnDOT State Aid Office or go to:
http://www.dot.state.mn.us/stateaid/projectdelivery.html