



Active Program Management of STP projects DMMC STP Workshop

December 9, 2021

“The Councils and City agree to use a uniform active program management system for the shared fund and local distributions to ensure projects are obligated in a timely manner...”

Project Management

Designated Project Managers

Technical: The sponsor staff responsible for the implementation, including managing consultants hired

Financial: The sponsor staff responsible for ensuring correct local match is included in the budget

Consultant PM (optional): If using consulting services, the person at the consulting firm responsible for the project

Keep up to date!

Quarterly Status Updates

December, March, June, September

(any day during the month, even if no progress since last update)

Must be submitted by Technical or Financial Manager

Includes all phases/years – not just those using STP

Milestone based – meant to identify early obstacles and facilitate active reprogramming

Project moved from active to contingency or removed from contingency if not completed when required

Quarterly Status Update Form for CMAQ, CRRSAA, STP, and TAP-L projects processed through IDOT/FHWA

Project:	My Sample Project	TIP ID:	08-22-xxxx
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For CMAP/Council use only:

- ☐ CMAQ ☐ CRRSAA-SF ☐ STP-SF
☐ TAP-L ☐ CRRSAA-L ☒ STP-L
☒ Active ☐ Contingency ☐ Deferred

UPDATE INFORMATION

	Completed By:	Date:
Initial Submittal	Kama Dobbs	3/1/2021
Most Recent Prior Update	Kama Dobbs	6/1/2021
Current Update	Kama Dobbs	12/1/2021
Final "Actual" Dates		

PROJECT INFORMATION

Environmental Class of Action:
 Target Construction Letting:
 Current construction cost estimate:
 Change in estimate since prior update:
 Most recent PPI approval:
 Most recent GATA periodic report (BoBS 2832):

CE, Group 1, with report (State Approval)	Anticipated	<date>
Jan-2025	Enter the current target date (m/d/yy)	
\$10,000,000	Enter the current estimate, excluding CE	
\$0	Enter 0 if no change, or enter amount of change (+ or -)	
<date>	If no PPI approved, do not enter a date	
<date>	If no report submitted yet, do not enter a date	

MILESTONE INFORMATION

☐ No changes from prior update

	Milestone (Shaded lines required for federally-funded phases only)	Initial Estimated Date (m/yyyy)	Complete?	Updated Estimated Date (m/yyyy)	Actual Date (m/d/yyyy)	Attachments (R - Required, O - Optional)	Sponsor/Implementer Comments (will be shaded if notes are added)	Notes/Instructions
Pre-phase 1	Project Scoping		yes		3/1/2020			
	Application for ENG1 Funds		yes		4/1/2020			
	Phase 1 QBS Advertisement	4/2021	yes		4/1/2021			
	Phase 1 QBS Closed	4/2021	yes		4/30/2021			
	Consultant Selected by Local Council/Board	5/2021	yes	6/2021	6/15/2021	Meeting minutes (O)		
Phase 1 ENG <input checked="" type="checkbox"/> Federally-funded	Engineering Agreement submitted (BLR 5530)	6/2021	yes	7/2021	7/1/2021			
	LAA submitted (BLR 5310)	6/2021	yes	7/2021	7/1/2021			
	Engineering Agreement Approved (BLR 5530)	12/2021	no	1/2022		Notice to proceed (O)		expected 8-12 months after draft submittal
	LAA approved (BLR 5310)	12/2021	no	1/2022		Approved agreement (R)		expected 8-12 months after draft submittal
	Phase 1 Kick-off Held	1/2022	no	2/2022		Meeting minutes (R)		
	Initial PPI Submittal	1/2022	no	2/2022				
	Initial PPI Approval	1/2022	no	2/2022		PPI Form (R)		expected 5-10 days after draft submittal
	1st State/Fed Coord Meeting	4/2022	no			Meeting minutes (R)		
	Environmental Action Concurrence	4/2022	no			Copy of email/letter/form (R)		
	Environmental Survey Request (ESR) submitted		n/a			Copy of request (O)		See BLRS manual for environmental requirements
	Cultural		n/a					
	Section 4(f) approval		n/a			Copy of approval form/letter (O)		If "n/a" selected, attach form BLR 22410
	Section 6(f) approval		n/a			Copy of approval form/letter (O)		
	Historic Preservation Compliance		n/a			Copy of approval form/letter (O)		
	Noise		n/a					
	Floodplain		n/a					
	Wetland		n/a					
	Wetland Impact Evaluation (WIE)		n/a					
	Bio - USFWS Coordination		n/a					
	EcoCAT submitted		n/a					
	Special Waste		n/a					
	PESA Requested		n/a			Copy of request		
	PESA Completed		n/a					

Program Management

Active Reprogramming

Based on status updates, council can move projects forward or backward in five-year program

All years must remain fiscally constrained at all times

Goal is for “ready” projects to move forward to obligation and “delayed” projects to move to a realistic program year

Obligation deadlines

Obligation occurs at the *beginning* of each phase, when funding agreement is executed by sponsor and IDOT

Deadlines only apply to project phases in the current FFY

Current year phases must be obligated by Sept 30

Can request a 6 month extension in April, based on status updates

Obligation deadlines, cont'd

If IDOT agreement review is only reason for delay of extended phase: automatic additional 3 month extension

If proceed without extension, and funds not obligated, funds are lost to sponsor *and* to council

Unobligated funds will be removed from the council's marks and redistributed at the end of the FFY

Always be realistic with status updates and programming to protect individual project and overall council funding

Accessing redistributed funds

If council obligates all allotted funds (including carryover) they may access redistributed funds

Use for cost increases for already obligated phases

Use to advance ready project phases from out years or the contingency program

“First ready, first funded” – all councils, CDOT, and Shared Fund projects have access

Hierarchy of priority if all requests can't be met

Questions?



Using eTIP to apply for STP funding DMMC STP Workshop

- October 24, 2019

Overview

Accessing the Call for Projects in eTIP

Starting a new project or finding an “In Progress” project

Completing the eTIP Application form

Accessing the Call for Projects in eTIP



<https://etip.cmap.illinois.gov/secure/login>

New Users

- Follow password requirements
- First and last name
- Phone number – with area code
- Agency Name: **DuPage Council**
- User Type: **CFP**
- Consultants only: If you will be completing applications within multiple councils select “Not Available/Other” as the Agency Name, then send an email to transportation@cmmap.illinois.gov specifying the councils that you need access to– an alternative approach is to assign a different staff person (with a unique email address) to each council

CMAP - NEW USER ?

PASSWORD REQUIREMENTS:

- Must be at least 7 characters in length
- Cannot be a word that is found in the dictionary
- Cannot contain your username
- Cannot contain the word "CMAP"
- Cannot be on the list of commonly used internet passwords
- Cannot contain " " ; *

USERNAME

yourname@company.com

PASSWORD

RE-TYPE PASSWORD

NAME

EMAIL ADDRESS

yourname@company.com

PHONE NUMBER

AGENCY NAME



USER TYPE ?

CFP

Submit New User Information

Starting a new project or finding an “In Progress” project

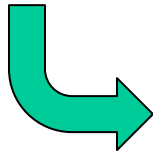
New Projects



CMAP  CFP Tools 


CFP IN PROGRESS 0 CFP IN DENIED 0 CFP SUBMITTED 0 CFP ACCEPTED PRINTER FRIENDLY EXPORT TO EXCEL

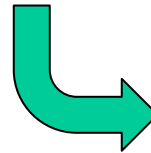
No Records

CONTACT CMAP 2.13s EMAIL ETIPHELP@ECOINTERACTIVE.COM



CMAP  CFP Tools 

- My In Progress CFPList
- My Accepted CFP List
- My CFP List
-  Create/Amend CFP Projects



TIP

- [Create New Project](#)

In Progress Projects

CFP IN PROGRESS									
		0 CFP IN DENIED		0 CFP SUBMITTED		0 CFP ACCEPTED		PRINTER FRIENDLY	EXPORT TO EXCEL
TIP ID	LEAD AGENCY	DOC	CFP STATUS	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC
BP01204321	CDOT	20-21		ECO-TEST-PROJECT	Bicycle & Pedestrian	New Project	Fund Match Warning in FY2019		✕
10204322	CMAA	20-21	Unsubmit Final	TEST Project	Road Modernization	New Project			✕
CONTACT CMAA				2.02s				EMAIL ETIPHELP@ECOINTERACTIVE.COM	

Click ID to open project

CFP AMENDMENTS IN PROGRESS

PRINTER FRIENDLY

EXPORT TO EXCEL

SUBMIT

TIP ID	LEAD AGENCY	DOC	CFP STATUS	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC	
BP01204321	CDOT	20-21		ECO-TEST-PROJECT	Bicycle & Pedestrian	New Project	Fund Match Warning in FY2019		X	<input type="checkbox"/>
10204322	CMAA	20-21	Save As Final	TEST Project	Road Modernization	New Project			X	<input type="checkbox"/>
CONTACT CMAA				2.41s				EMAIL ETIPHELP@ECOINTERACTIVE.COM		

Cannot change project if status is “Save As Final” – contact your PL to unlock

Completing the eTIP application form

ADDING A NEW PROJECT

Administrative Area

CALL FOR PROJECTS MODEL CURRENT STATUS EXEMPT STATUS CONFORMITY STATUS CONFORMITY DATE
20-21 CFP 2020-2024

Project Information

PROJECT TITLE [Spell Check](#)PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

PROJECT REQUIRES RIGHT OF WAY

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No

PROJECT TYPE

WORK TYPE

Please click here to select....

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

COUNTY

MUNICIPALITY

Kane/Kendall Council

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

Kane/Kendall Council

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE

SYSTEM

NEAREST CROSS STREET IS MODELING?

[ADD NEW LOCATION]

OTHER PROJECT LOCATION INFORMATION

Proposed Funding Information (\$0)

Prior Fund(s) Funding History

FFY (octsept)	FUND TYPE	ENG I	ENG II	ROW	CON	CE	TOTAL
							\$0
							\$0
GRAND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0

☐ ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

\$0

Schedule Info

CURRENT IMPLEMENTATION STATUS

OPEN TO TRAFFIC

TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH/YEAR)

ENG I ENG II ROW CON/CE SEGMENT

MTH/QTR YEAR MTH/QTR YEAR MTH/QTR YEAR MTH/QTR YEAR

SCHEDULED START

[ADD NEW SCHEDULE]

Project Questions

- ☐ Project is split from another project. The TIP ID is
- ☐ Project is a combination of multiple projects. The TIP ID(s)
- ☐ Project is related to another project(s). The TIP ID(s)
- ☐ Includes an ITS component? Estimated total cost
- ☐ Includes elements to specifically address the movement of freight? Estimated total cost
- ☐ Project is identified in a Pavement Management System. The adopting agency and date of adoption of that plan are
- ☐ Project may influence HIGHWAY SAFETY performance targets
- ☐ Project may influence TRANSIT SAFETY performance targets
- ☐ Project may influence TRANSIT ASSET CONDITION performance targets
- ☐ Project may influence PAVEMENT CONDITION performance targets
- ☐ Project may influence BRIDGE CONDITION performance targets
- ☐ Project may influence TRAVEL RELIABILITY/CONGESTION performance targets
- ☐ Project may influence NON-SOV TRAVEL performance targets
- ☐ Project may influence EMISSIONS REDUCTION performance targets
- ☐ None of the questions above apply to this project

Change Reason

☒ NEW PROJECT.NARRATIVE - GUIDANCE [Spell Check](#)

NARRATIVE (AUTOMATE)

Save

Save As Final

Upload Project Documents

Project Information

Project Information

Project Information

PROJECT TITLE Spell Check				
<div></div>				
PROJECT DESCRIPTION Spell Check				
<div></div>				
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?		PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?
<div></div>	<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
PROJECT TYPE	WORK TYPE		MAJOR IMP GROUP	
<div></div>	<div>Please click here to select.....</div>		<div></div>	
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY		
<div>Kane/Kendall Council</div>	<div></div>	<div></div>		
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGENCY
<div></div>	<div></div>	<div></div>	<div></div>	<div>Kane/Kendall Council</div>
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER			
<div></div>	<div></div>			
* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE				
SYSTEM	NEAREST CROSS STREET IS MODELING?			
<div></div>	<div></div> <input type="checkbox"/>			
[ADD NEW LOCATION]				
OTHER PROJECT LOCATION INFORMATION				
<div></div>				

Project Title

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

[Please click here to select.....](#)

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

[Kane/Kendall Council](#)

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

[Kane/Kendall Council](#)

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Project Title

DO...

Use a public-friendly title

Include the facility name and limits (that will match IDOT paperwork, including plan sets and agreements)

DON'T...

Use a “branded” name

Project Description

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

[Please click here to select.....](#)

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Project Description

DO...

Be BRIEF – 2 sentences max.
(you can include a longer
description as an attachment)

Include general “work types”,
such as resurfacing and
sidewalks

DON'T...

Repeat the project title

Engineering, ROW and Project Type

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

Please click here to select.....

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

Kane/Kendall Council

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

Kane/Kendall Council

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Work Type

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

Please click here to select.....

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Work Type

DO...

Select *every* work type that is a part of the project scope

Be aware of the exempt status of the work type(s) you are selecting

DON'T...

Select work types that are inappropriate for the project mode/type

Avoid selecting Not Exempt work types just to avoid conformity

“Add Lanes” vs. “Widen”

What’s really being done	Words to use in the project description	Work type to be selected
Adding an additional through lane along a segment	“Add through lanes” or “Add through lanes in the <dir> direction”	H-AL
Adding a center two-way left turn lane	“Add center two-way left turn lane”	H-CLTL
Changing the width of a lane (for example from 11’ to 12’) when resurfacing (typically accomplished by re-striping the pavement)	“Resurface and re-stripe with wider lanes”	H-WRS
Constructing a wider (more pavement, same number of lanes) roadway, with wider lanes (typically accomplished by reducing median width or adding additional outer pavement)	“Reconstruct and widen lanes”	H-RCNST
Reconstructing the roadway with the same number of lanes, all same widths (i.e. ripping out the road and putting it back within the same footprint)	“Reconstruct”	H-RCINKND
Resurfacing	“Resurface” or “LAFO”	H-RS

Major Imp Group

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

Please click here to select.....

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

Kane/Kendall Council

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

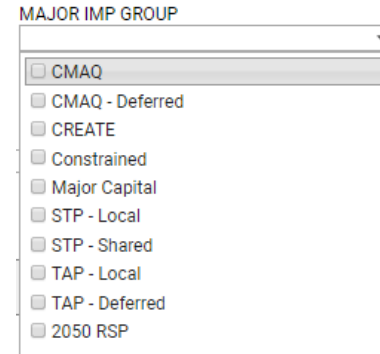
SPONSOR AGENCY

Kane/Kendall Council

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Major Imp Group



DO...

Select STP – Local

DON'T...

Select any other values

Lead Agency

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

[Please click here to select.....](#)

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

[Kane/Kendall Council](#)

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

[Kane/Kendall Council](#)

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Lead Agency

DO...

Select **DuPage Council**

DON'T...

Select any other values

County

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

Please click here to select.....

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

Kane/Kendall Council

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

Kane/Kendall Council

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

County

DO...

Select **DuPage**

DON'T...

Select anything else unless the project physically extends into another county

Municipality

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

Please click here to select.....

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

Kane/Kendall Council

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

Kane/Kendall Council

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Municipality

DO...

Select all applicable choices based on the location of the project

DON'T...

Select “regionwide” or “countywide” unless the project sponsor is DuPage County, IDOT, Pace, or Metra and the project is not location-specific

Applicant Contact

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

Please click here to select....

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

Kane/Kendall Council

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

Kane/Kendall Council

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Sponsor Agency

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Sponsor Agency

DO...

For joint applications from multiple sponsors: select the agency that will be the lead agency for IDOT paperwork

Enter additional partner information in the Narrative field at the end of the form

DON'T...

Select DuPage Council

GATA

Project Information

PROJECT TITLE [Spell Check](#)

PROJECT DESCRIPTION [Spell Check](#)

PRELIMINARY ENGINEERING STATUS

PHASE 2 ENGINEERING IS COMPLETE?

☐ Yes

☐ No

PROJECT REQUIRES RIGHT OF WAY

☐ Yes

☐ No

IF YES, HAS OF WAY BEEN ACQUIRED?

☐ Yes

☐ No

PROJECT TYPE

WORK TYPE

MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)

COUNTY

MUNICIPALITY

APPLICANT CONTACT

PHONE (10-DIGIT)

EMAIL

COMPANY NAME

SPONSOR AGENCY

SPONSOR SAM CAGE CODE

SPONSOR GATA REG NUMBER

Now is a good time to save!

Project Information

PROJECT TITLE <small>Spell Check</small>				
PROJECT DESCRIPTION <small>Spell Check</small>				
PRELIMINARY ENGINEERING STATUS <input type="text"/>	PHASE 2 ENGINEERING IS COMPLETE? <input type="radio"/> Yes <input type="radio"/> No	PROJECT REQUIRES RIGHT OF WAY <input type="radio"/> Yes <input type="radio"/> No	IF YES, HAS OF WAY BEEN ACQUIRED? <input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE <input type="text"/>	WORK TYPE <input type="text"/>	MAJOR IMP GROUP <input type="text"/>		
LEAD AGENCY (Programming Lead) <input type="text"/>	COUNTY <input type="text"/>	MUNICIPALITY <input type="text"/>		
APPLICANT CONTACT <input type="text"/>	PHONE (10-DIGIT) <input type="text"/>	EMAIL <input type="text"/>	COMPANY NAME <input type="text"/>	SPONSOR AGENCY <input type="text"/>
SPONSOR SAM CAGE CODE <input type="text"/>	SPONSOR GATA REG NUMBER <input type="text"/>			
* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE				
SYSTEM <input type="text"/>	NEAREST CROSS STREET IS MODELING? <input type="checkbox"/>			
[ADD NEW LOCATION]				
OTHER PROJECT LOCATION INFORMATION <input type="text"/>				

Location Information

Location Information

* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE

SYSTEM	LOCATION TYPE	TRAIL/ PATH	FROM	TO	DIST MILE(S)	IS MODELING?
Local Streets	Trail/Path Segment					<input type="checkbox"/>

[REMOVE LOCATION]

LOCATION TYPE	LOCAL NAME OF ROUTE	BRIDGE #	IS MODELING?
Bridge			<input type="checkbox"/>

[REMOVE LOCATION]

LOCATION TYPE	LOCAL NAME OF ROUTE	PRIM CROSS STREET	SEC CROSS STREET	IS MODELING?
Intersection				<input type="checkbox"/>

[REMOVE LOCATION]

LOCATION TYPE	LOCAL NAME OF ROUTE	NEAREST CROSS STREET	IS MODELING?
Point location			<input type="checkbox"/>

[ADD NEW LOCATION]

OTHER PROJECT LOCATION INFORMATION

--

SYSTEM	TYPE	ROUTE/LOCATION DESCRIPTION	NEAREST CROSS STREET	IS MODELING?
Transit	Train Station			<input type="checkbox"/>

Location(s)

DO...

Include a separate line for each distinct location (non-continuous segments, individual intersection, individual bridges, transit stops/stations, etc.

DON'T...

Include individual intersections within roadway segments unless the work to be done is “intersection improvement”

Location(s), cont'd

DO...

Split continuous segments if construction is proposed to be staged or if different fund sources will be used for distinct segments

DON'T...

Location(s), cont'd

DO...

Check the “Is Modeling” box for locations subject to travel demand modeling for air quality conformity (segments that will change # of lanes, width of lanes, # of signalized intersections, new/different # of commuter parking spaces)

DON'T...

Funding Request

Proposed Funding Information

Proposed Funding Information (\$0)

Prior Fund(s) Funding History

FFY (OCT-SEPT)	FUND TYPE	ENG I	ENG II	ROW	CON	CE	TOTAL
2019	Local Funds	\$100,000					\$100,000
2020	Requested Federal		\$80,000				\$80,000
2020	Local Funds		\$20,000				\$20,000
2021	Requested Federal			\$160,000			\$160,000
2021	Local Funds			\$40,000			\$40,000
2022	Requested Federal				\$800,000	\$80,000	\$880,000
2022	Local Funds				\$200,000	\$20,000	\$220,000
2022	Local Funds				\$50,000	\$10,000	\$60,000
							\$0

FFY 2019	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Local Funds	\$100,000	\$20,000	\$40,000	\$250,000	\$30,000	\$440,000
Requested Federal	\$0	\$80,000	\$160,000	\$800,000	\$80,000	\$1,040,000
GRAND TOTAL	\$100,000	\$100,000	\$200,000	\$1,050,000	\$110,000	\$1,560,000

☐ ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

\$0

Proposed Funding Information (\$0)

Prior Fund(s) Funding History

FFY (OCT-SEPT)	FUND TYPE	ENG	IMP	CON	TOTAL
					\$0
					\$0

GRAND TOTAL	\$0	\$0	\$0	\$0
-------------	-----	-----	-----	-----

☐ ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

\$0

Proposed Funding Information

DO...

Include all phases of the project, including those completed in the past and those that will be funded locally

Separate required local match from “over match” or non-participating costs

DON'T...

Separate Overmatch and Non-Participating Costs

Proposed Funding Information (\$0)

Prior Fund(s) Funding History 

FFY (OCT-SEPT)	FUND TYPE	ENG I	ENG II	ROW	CON	CE	TOTAL
2019	Local Funds	\$100,000					\$100,000
2020	Requested Federal		\$80,000				\$80,000
2020	Local Funds		\$20,000				\$20,000
2021	Requested Federal			\$160,000			\$160,000
2021	Local Funds			\$40,000			\$40,000
2022	Requested Federal				\$800,000	\$80,000	\$880,000
2022	Local Funds				\$200,000	\$20,000	\$220,000
2022	Local Funds				\$50,000	\$10,000	\$60,000
							\$0

FFY 2019	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Local Funds	\$100,000	\$20,000	\$40,000	\$250,000	\$30,000	\$440,000
Requested Federal	\$0	\$80,000	\$160,000	\$800,000	\$80,000	\$1,040,000
GRAND TOTAL	\$100,000	\$100,000	\$200,000	\$1,050,000	\$110,000	\$1,560,000

☐ ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

Proposed Funding Info., cont'd

DO...

Select the FFY in which you are requesting to *start* each phase

Select “Requested Federal” for the financial line(s) for which you are requesting STP funds

DON'T...

Select STP-Locally Prgmd as the fund source

Existing Projects

Existing projects seeking new funds *in addition to* those already programmed in the TIP should treat the current programmed funds as “committed”

Use “Requested Federal” for the new funding; Include all current funding, exactly as programmed in the TIP

Include existing TIP ID in project questions section

Note intent in Narrative field

Schedule, Additional Information, and Narrative

Schedule Info

Schedule Info

CURRENT IMPLEMENTATION STATUS

OPEN TO TRAFFIC

TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH/YEAR)

ENG I

ENG II

ROW

CON/CE

SEGMENT

MTH/QTR YEAR

MTH/QTR YEAR

MTH/QTR YEAR

MTH/QTR YEAR

SCHEDULED START

[\[ADD NEW SCHEDULE\]](#)

Schedule Info

DO...

Select the latest milestone that has been accomplished in the Current Implementation Status field

Select a target month/quarter and year for every phase that has not yet started

DON'T...

Select a milestone that hasn't been accomplished yet

Project Questions

Project Questions

- ☐ Project is split from another project. The TIP ID is
- ☐ Project is a combination of multiple projects. The TIP ID(s)
- ☐ Project is related to another project(s). The TIP ID(s)
- ☐ Includes an ITS component? Estimated total cost
- ☐ Includes elements to specifically address the movement of freight? Estimated total cost
- ☐ Project is identified in a Pavement Management System. The adopting agency and date of adoption of that plan are
- ☐ Project may influence HIGHWAY SAFETY performance targets
- ☐ Project may influence TRANSIT SAFETY performance targets
- ☐ Project may influence TRANSIT ASSET CONDITION performance targets
- ☐ Project may influence PAVEMENT CONDITION performance targets
- ☐ Project may influence BRIDGE CONDITION performance targets
- ☐ Project may influence TRAVEL RELIABILITY/CONGESTION performance targets
- ☐ Project may influence NON-SOV TRAVEL performance targets
- ☐ Project may influence EMISSIONS REDUCTION performance targets
- ☐ None of the questions above apply to this project

Project Questions

DO...

Review all questions

Review Performance Targets guidance in the eTIP User Guide before selecting these questions

DON'T...

Select every performance target choice

Forget to check “None...” if no other choices are selected

Change Reason Narrative

Change Reason

☒ NEW PROJECT.

NARRATIVE - [GUIDANCE_Spell Check](#)

[NARRATIVE \(AUTOMATE\)](#)

Save

Save As Final

Upload Project Documents

Change Reason Narrative

DO...

Use this space to clarify responses if necessary, such as listing project partners that are not the lead sponsor

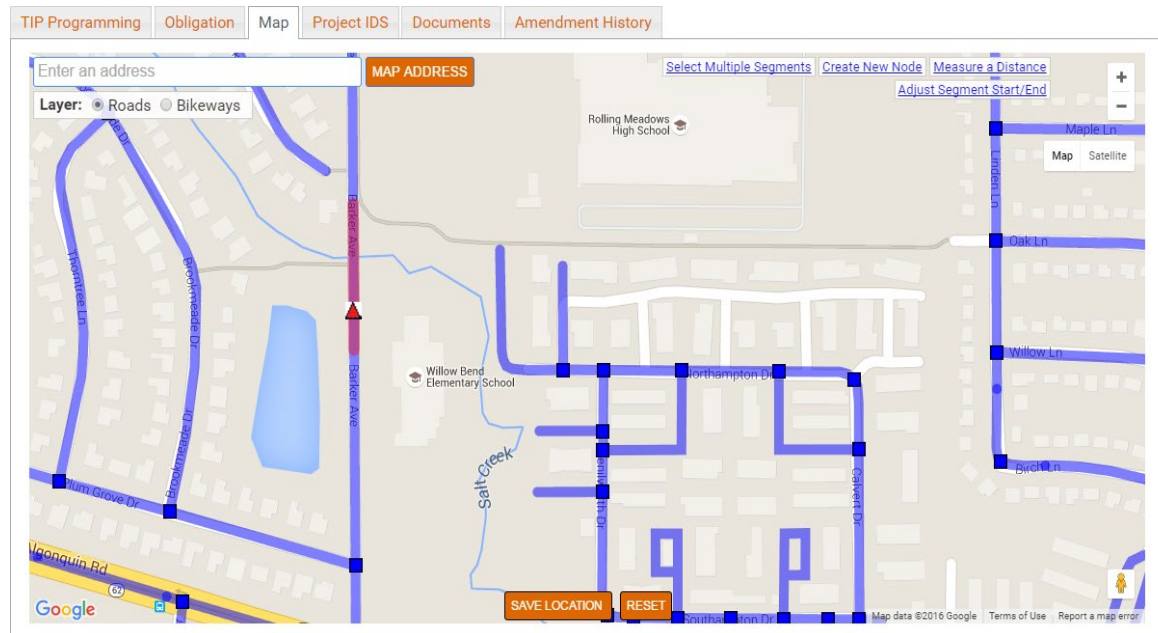
DON'T...

Repeat any information provided elsewhere on the form or in any attachments

Provide a full narrative description of the project (attach as a document instead)

Mapping, adding IDs, and attaching documents

Project Map



Project Map

DO...

Zoom in to ensure all segments of the project are selected and all locations listed on the form are included in the map

Select all features (roads, bridges, etc.) included in the project

DON'T...

Select intersections along a roadway project unless there is separate/distinct work being done there

Forget to “save” your map on the mapping page

Project IDs

TIP Programming	Obligation	Map	Project IDS	Documents	Amendment History
-----------------	------------	-----	--------------------	-----------	-------------------

Project Alternative IDS - For multiple ids, add commas following each ID

FTA GRANT	FTA ALI CODES	STATE JOB #
<input type="text"/>	<input type="text"/>	<input type="text" value="C-91-279-16"/>
FEDERAL PROJ #	PPS #	SECT #
<input type="text" value="4003736, 4003737, WXJJ747"/>	<input type="text"/>	<input type="text" value="16-00313-00-MS"/>
SPONSOR ID	SRTS ID	CMAQ ID
<input type="text"/>	<input type="text"/>	<input type="text" value="TI09164051"/>
ITEP	REC TR ID	HPP ID
<input type="text"/>	<input type="text"/>	<input type="text"/>
CREATE ID	SEG NOTES	PROJECT WEBSITE
<input type="text"/>	<input type="text"/>	<input type="text"/>
SECTION NAME		
<input type="text"/>		

Project IDs

DO...

Enter any IDs that have been assigned to the project prior to application

DON'T...

Forget to “save” your entries on the IDs page

Documents

TIP Programming

Obligation

Map

Project IDS

Documents

Amendment History

Project Document

No Documents Uploaded To This Project.

Upload Project Documents

Enter A Description And Then Select The Document You Want To Upload By Clicking On The "Choose File" Button.

Document Date	Document Description (Optional)	Document Type	Filename
<input type="text"/>	<input type="text"/>	<div></div>	<div>Choose File</div> No file chosen
<input type="text"/>	<input type="text"/>	<div></div>	<div>Choose File</div> No file chosen
<input type="text"/>	<input type="text"/>	<div></div>	<div>Choose File</div> No file chosen
<input type="text"/>	<input type="text"/>	<div></div>	<div>Choose File</div> No file chosen
<input type="text"/>	<input type="text"/>	<div></div>	<div>Choose File</div> No file chosen
<input type="text"/>	<input type="text"/>	<div></div>	<div>Choose File</div> No file chosen

Upload Selected

Documents

DO...

Attach documents one at a time
for best results

Give each document a unique
name

DON'T...

Attach multiple copies of the
same document

Documents, cont'd

DO...

Use numbering in the name for sequential attachments

DON'T...

Attach documents over 5 MB
(split into multiple files if needed
or email directly to DMMC)

Saving and Submitting to DMMC

Saving your work

DO...

Save your work often, but not before entering the Project Title, Project Description, Lead Agency, County, & Municipality

Save at least once before adding a map or attaching documents

DON'T...

Navigate away from the project without saving your work

Click on “Save As Final” until your application is complete (including all attachments)

Submitting your application

DO...

Click on “Save As Final” to submit your application to DMMC

DON'T...

Click on “Save As Final” until the project has been mapped, IDs have been added, and all documents have been attached

Questions?



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