

Using the CMAP online TIP database

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Introduction

The Transportation Improvement Program (TIP) is a five-year program of surface transportation projects throughout northeastern Illinois. Based on federal fiscal years which start on October first, the TIP includes projects expected to receive federal funding. The TIP also includes regionally significant projects funded by nonfederal sources.

The online TIP database is the official record of federal transportation funding and regionally significant state or locally funded projects. The database is a tool for programmers to submit new projects and project changes for consideration by the CMAP Transportation Committee and MPO Policy Committee. The Federal Highway Administration utilizes the TIP database to ensure that projects submitted for federal participation are deemed a priority for the region. The database can also be used by the public to view upcoming transportation projects in their community and the region.

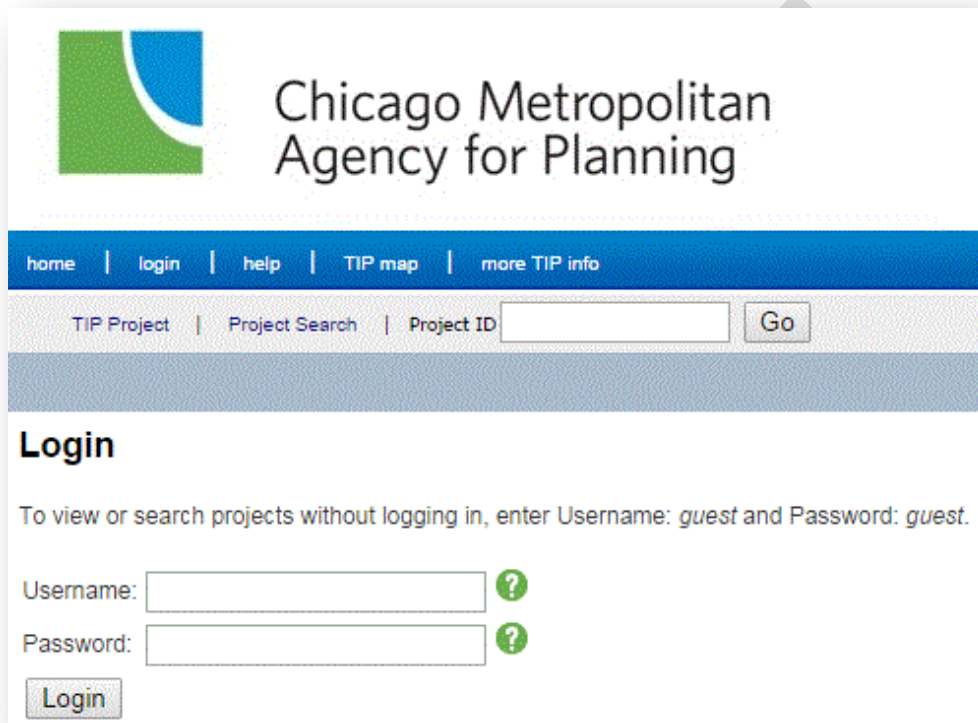
This document serves as a guide for users of all levels to locate and submit changes to projects. The user levels are explained on the next page.



Login

Access to the TIP database begins with the login screen. Individual programmers have been assigned login credentials. Anyone can login to the TIP database as a guest utilizing the username *guest* and password *guest*. Login at <http://tip.cmap.illinois.gov/TIP/login.aspx>.

Figure 1. TIP Database Login



Chicago Metropolitan Agency for Planning

home | login | help | TIP map | more TIP info

TIP Project | Project Search | Project ID Go

Login

To view or search projects without logging in, enter Username: *guest* and Password: *guest*.

Username: ?

Password: ?

Login

User Levels

There are currently four user levels in the TIP database:

Guest – Available to anyone. Guests can search for projects and view project details. Guests cannot view pending TIP changes.

Level 1 – Administrators (CMAP Staff). Level 1 users can search for, view and change project details, approve and deny TIP change requests, place change requests on hold, and perform administrative functions such as adding fund sources, work types, TIP users, etc.



Level 2 – Programmers (Implementing agency staff, regional planning liaisons and federal agency staff). Level 2 users can search for, view and change project details, view the status of TIP changes, and view select reports.

Level 3 – Interested Parties/Regulatory Agencies (CMAP Staff, FHWA staff, partner agency staff or others as determined by CMAP). Level 3 users can search for projects, view project details and pending changes, view the status of TIP changes, and view select reports. Level 3 users cannot submit project changes.

Throughout this document, the user levels able to access the features described are noted.

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Home Page

The TIP Home Page displays upcoming deadlines for the submittal of TIP changes. By default, the home page also displays a listing of all automatically approved project modifications (see [Submitting a TIP change](#) for the definition of modifications) made to the database in the last 7 days, in the order that the changes were made. The list of approved modifications can be filtered by date or programmer(s) and sorted by modification date, TIP ID or Programming Agency and the details of the listed projects can be viewed.

Figure 2. TIP Home Page

WELCOME TO TIP HOMEPAGE

TIP Changes are due 4/16/2014 for approval by the Transportation Committee on 4/3/2014
 Conformity changes are due 4/17/2014 for approval by the CMAP Board and MPO Policy Committee on 10/8/2014

Automatically Approved Changes in the last: **7 Days** 14 Days 1 Month 3 Months Since Last Meeting ?

Or Since: (MM/DD/YYYY) Go

Programmer: ALL
 Central Council of Mayors
 Chicago Department of Transportation
 CMAP ?

Sort By: Modification Date ?

Project ID	Programmer	Submitted By	Date
02-12-0020	North Shore Council of Mayors	Kama Dobbs	1/3/2014 8:41:24 AM
01-00-0059	Chicago Department of Transportation	Holly Ostidick	1/30/2014 12:35:46 PM
01-94-0006	CMAP	Holly Ostidick	1/30/2014 12:39:56 PM
01-94-0006	CMAP	Holly Ostidick	1/30/2014 12:40:59 PM
01-09-0030	IDOT District 1 Division of Highways	Holly Ostidick	1/30/2014 1:55:06 PM
07-10-0003	CMAP	Holly Ostidick	1/30/2014 1:58:05 PM
07-08-0045	IDOT District 1 Division of Highways	Holly Ostidick	1/30/2014 2:03:35 PM
03-11-0020	Cook County Highway Department	Leroy Kos	2/5/2014 10:48:54 AM
08-14-0001	CMAP	Kama Dobbs	2/7/2014 10:07:47 AM
09-09-0072	Kane County Division of Transportation	Kama Dobbs	2/18/2014 11:41:20 AM

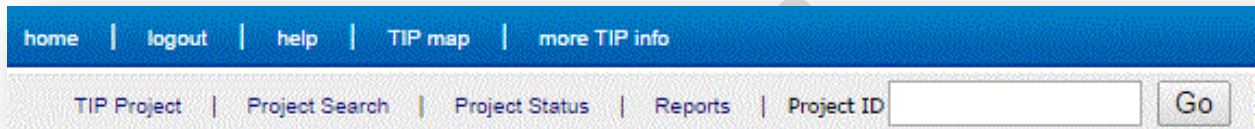
[View Details](#)

To filter and/or sort, select the Programmer and the desired sort order, and then click on the button for the time frame to display. Choose “Since Last Meeting” to view all modifications accepted since the last Transportation Committee meeting. To select a custom date, enter the value (MM/DD/YYYY) in the “Or Since” field and click the “Go” button. Multiple programmers can be selected by holding the Ctrl key while clicking on multiple selections. To view the details of changes made to the displayed projects, click on “View Details” at the bottom of the displayed list.

Menu Structure

Navigation throughout the TIP database is accomplished using the menu bars at the top of each page. The menu choices vary by user level. The figures presented here illustrate the view of Level 2 users. Level 1 views and functions are documented separately for CMAP staff.

Figure 3. Main Menu

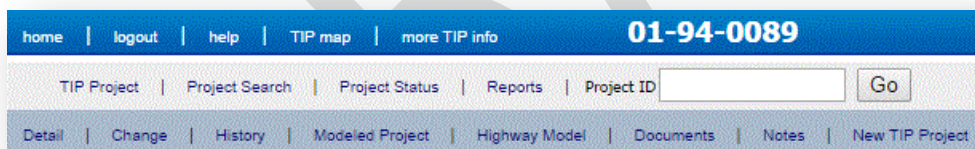


To expand each top-level menu (shown in Figure 3), hover over the menu item to reveal the next menu level, which are described below.

TIP Project Menu

The TIP Project menu contains items related to individual projects. The TIP ID that the menu selection will be applied to is shown at the top of the menu.

Figure 4. TIP Project Menu for TIP ID 01-94-0089 (level 2 user view)



Level 3 users cannot create a New TIP Project. Guest users cannot view Change, History, Documents or Notes and cannot create a New TIP Project.

Detail

The Detail page displays the details of each individual project, as currently adopted, including Project Identification, Contacts, Facility to Be Improved and Project Financing. The Detail page can be printed by selecting the Print link in the top right corner of the page. All user levels can view and print project details.



Figure 5. Project Details

TIP Project Details			
Print			
Project Identification			
TIP ID	01-94-0089	Project Creation Date	
Programming Agency	IDOT District 1 Division of Highways	Project Completion Date	
Programming Agency's Project Name	174493	Project Website	
Other Participating Agencies		Conformity Status	NOT REQUIRED
Exempt Status	EXEMPT	Conformity Date	
Project Type	TIP PROJECT		
Contacts			
Contact Name	Agency	Phone	Contact Type
John Fortmann	IDOT District 1 Division of Highways	(847) 705-4118	Primary
Facility to be Improved			
Location Description		Other Project Location Information	
I- 90 I- 190 KENNEDY EXPY FROM EAST RIVER RD (COOK) I- 94 (COOK)			


Change

The change page (TIP Project Form) displays the details of each individual project, in an editable form, including any changes that are pending approval. Change due dates and scheduled approvals are displayed at the top of the page. Each section of the form is described in detail in the [TIP Project Form](#) section later in this document. The form can be printed by selecting the "Print" link in the top right corner of the page. Level 1, 2 and 3 users can view and print the Change form. Level 1 and Level 2 users can make and save changes, including awarding and deleting projects.



Figure 6. TIP Project Form (level 2 user view)










TIP Project Form

For help with any field, hover over the question mark icon .
For more detailed help, refer to the [TIP Online Database User Guide](#). **Print**

TIP Changes are due 11/4/2014 for consideration by the Transportation Committee on 11/14/2014
Conformity changes are due 12/4/2014 for consideration by the CMAP Board and MPO Policy Committee on 3/11/2015

Mark Deleted **Mark Awarded**

Project Identification




TIP ID [Autogenerated]	<input type="text" value="D1-94-0089"/>	Project Creation Date	<input type="text"/>
		Project Completion Date	<input type="text"/>
Programming Agency	<input type="text" value="IDOT District 1 Division of Highways"/>		
Programming Agency's Project Name	<input type="text" value="174493"/>	Project Website	<input type="text"/>
			
Other Participating Agencies	<input type="text" value="--NONE--"/> Addison Addison Township Alden Township		
Exempt Status	<input type="text" value="EXEMPT"/>	Conformity Status	<input type="text" value="NOT REQUIRED"/>
			
Project Type	<input type="text" value="TIP PROJECT"/>	Conformity Date	<input type="text"/>
			

Contacts

<input type="text" value="John Fortmann"/>	<input type="text" value="Primary"/>
<input type="text" value="---Contact Name---"/>	<input type="text" value="---Type---"/>

Facility to be Improved

Location

Name:	<input type="text" value="KENNEDY EXPY"/>
	
System 	Route Number(s) 
<input type="text" value="Interstate"/>	<input type="text" value="90"/>

History

The History page displays a log of project actions from project creation to award. Project history can be viewed by Level 1, Level 2, and Level 3 users. Note that the History report may take several minutes to generate, depending on the age of the project and complexity of changes made over the life of the project.

Figure 7. Project History

Change Made by at 11/4/2009 2:33:18 PM			
Change is: Insert Project			
New Programming Agency: Regional Transportation Authority			
New Contact: Joseph Voccia			
New Participating Agency: Naperville			
New Financial Lines:			
JARC	IMPLEMENTATION	10	742 371
Change Made by at 11/6/2009 10:07:46 AM			
Change is: Update Project			
Old Abbrev Location:			
New Abbrev Location: Community Based Transportation to Work AT City of Naperville			
Change Made by at 11/6/2009 10:34:38 AM			
Change is: Update Project			
Old Work Types:			
New Work Types: Z-OTHEX			
Change Made by at 12/14/2011 2:02:49 PM			
Change is: Update Project			
Old Exempt Status:			
New Exempt Status: EXEMPT			
Change Made by at 2/16/2012 5:32:40 PM			
Change is: Insert Project			
Old Financial Lines:			
JARC	IMPLEMENTATION	10	742 371
New Financial Lines:			
JARC	IMPLEMENTATION	10	742 371
JARC	IMPLEMENTATION	12	1039 519

Modeled Project

The Modeled Project page displays the Completion Year and Project Length for all projects with Not Exempt or Exempt Tested Work Types (see Work Type information on the [TIP Programmer Resources](#) web page) and model input information for Transit Projects. Modeled Project information can be viewed by all user levels and is included in the TIP Project Form view.

Highway Model

The Highway Model page displays model input information for all Highway projects with Not Exempt Work Types (see Work Type information on the [TIP Programmer Resources](#) web page). Highway Model information can be viewed by all user levels and is included in the TIP Project Form view.

Documents



The Documents page contains links to files associated with projects that have been attached to the project by programmers or CMAP staff. Documents can be viewed by Level 1, Level 2 and Level 3 users and added or deleted by Level 1 and Level 2 users. Level 2 users can only delete documents that they added.

Figure 8. Project Documents

Project Documents			
File	Title	Description	Added
09-06-0012 status.pdf	Tollway Status		11/7/2011 10:20:52 AM

Notes

The Notes page contains notes about projects that have been entered by programmers or CMAP staff. Notes can be viewed by Level 1, Level 2 and Level 3 users and added or deleted by Level 1 and Level 2 users. Level 2 users can only edit notes that they created.

Figure 9. Project Notes

Project Notes			
This is a second note.		Kama	11/13/2012
		Dobbs	10:01:25 AM
This is a project note. Use notes for information about projects which is pertinent to the TIP entry, but doesn't fit in any of the regular data fields. It is best practice to include "see project notes" in a regular data field to direct users to this page.		Kama	11/13/2012
		Dobbs	10:01:15 AM

New TIP Project

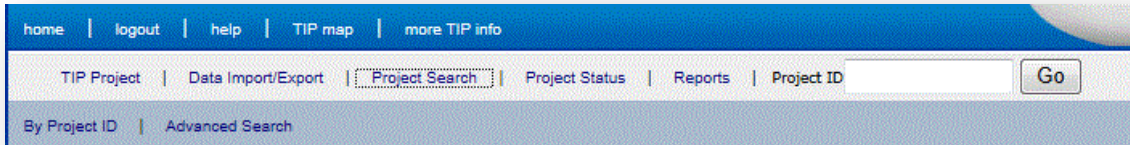
The New Project link opens a Project Change form for data entry. Level 1 and Level 2 users can add new projects to the TIP database. See [Adding a New Project](#).



Project Search Menu

The Project Search menu contains links to two options for searching for TIP projects.

Figure 10. Project Search Menu



By Project ID

The search By Project ID page allows users to enter a TIP ID to locate project details. The search By Project ID is available to all user levels.

Figure 11. Search by Project ID



Advanced Search

The Advanced Search page allows users to locate project details using filters, when the TIP ID is not known or multiple results are needed. Detailed descriptions of the search fields are discussed in the [Finding a Project](#) section later in this document. Advanced Search is available to all user levels.



Figure 12. Advanced Search

The screenshot displays an advanced search form with the following fields and options:

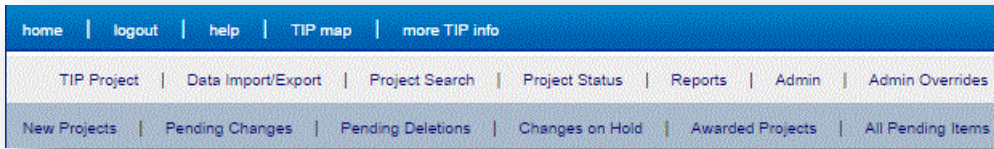
- Status:** A dropdown menu with options: New, Active (highlighted), Pending Deletion, Deleted.
- Programmer:** A dropdown menu with options: Central Council of Mayors, Chicago Department of Transportation, CMAP, Cook County Highway Department.
- Agency Project Name:** A text input field.
- Location:** A text input field.
- Municipality:** A dropdown menu with options: Addison, Addison Township, Alden Township, Algonquin.
- County:** A dropdown menu with options: BOONE, COOK, DE KALB, DUPAGE.
- System:** A dropdown menu with options: County Highway, Federal Aid Urban, Interstate, State Route.
- Route Number:** A text input field.
- Work Type:** A dropdown menu with the option: ALL.
- Fund Source:** A dropdown menu with options: 5307, 5309A, 5309B, 5309C.
- Federal Fiscal Year:** A dropdown menu with the option: ALL.
- Project Segment or Line Item Identifier:** A text input field.
- Section Number:** A text input field.
- State Job Number:** A text input field.
- Federal Project:** A text input field.
- FTA Grant Number:** A text input field.
- FTA ALI Code(s):** A text input field.

At the bottom of the form, there are two buttons: "Search" and "Clear".

Project Status

The Project Status menu contains pages that display the status of projects within the TIP database.

Figure 13. Project Status Menu



New Projects

The Pending New Projects page displays new projects that programmers have added to the TIP since the last amendment action. The list of new projects can be sorted by any column and users may select the “view” action to see details of the pending new project. The default sort order is by TIP ID. Level 1, 2 and 3 users can view pending new projects. Level 2 users’ lists will be restricted to projects that they as an individual entered in the TIP database. See [Adding a New Project](#) for how to enter new projects in the TIP database.

Figure 14. Pending New Projects

Pending New Projects					
Project ID	Agency	Facility to be improved	Change Submitted	By:	Action
05-13-0001	Central Council of Mayors	IL 1000 Main St. N FROM First St. (COOK/Berwyn) TO 2nd St. (COOK/Berwyn)	7/8/2013 12:46:00 PM	Kama Dobbs	view
09-12-0001	Kane/Kendall Council of Mayors	FAU 537 McDonald Road FROM STR 045-3050 OVER OTTER CREEK (KANE/South Elgin)	3/20/2013 9:32:25 AM	Kama Dobbs	view
09-12-0001	Kane/Kendall Council of Mayors	FAU 537 McDonald Road FROM STR 045-3050 OVER OTTER CREEK (KANE/South Elgin)	3/20/2013 9:33:47 AM	Kama Dobbs	view
09-12-0003	IDOT District 1 Division of Highways	IL 47 IL 72 Higgins Rd FROM US 20 (KANE) North Junction		Holly Ostdick	view
09-12-0015**	Kane/Kendall Council of Mayors	test1 FROM test2 (KANE/Batavia) TO test3 (KANE/Batavia)		Kama Dobbs	view
12-12-0007	IDOT District 1 Division of Highways	NEW AVE FROM COUNTY LINE RD (WILL/Lockport) TO IL 171 ARCHER AVE (WILL/Romeoville)		Pam Heurich	view
13-12-0002	Regional Transportation Authority	Regional Transit Signal Priority Integration Plan AT		Doug Ferguson	view

* denotes projects on hold until after the next committee meeting
 ** denotes projects on hold for conformity

Pending Changes

The Pending Changes page displays all changes that require committee approval that were submitted by programmers since the last amendment action, excluding new projects, deleted projects, project awards and projects being held. The list of pending changes can be sorted by any column and users may select the “view” action to see details of the pending change. The default sort order is by TIP ID. Level 1, 2 and 3 users can view pending changes. Level 2 users’



lists will be restricted to project changes that they as an individual entered in the TIP database. See [Submitting a TIP Change](#) for how to change projects in the TIP database.

Figure 15. Pending Changes

Pending Changes					
Project ID	Agency	Facility to be improved	Change Submitted	By:	Action
02-10-0001	CMAP	Lincolnwood Union Pacific (UP) Rail Line/Weber Spur Bike/Multiuse Trail AT	4/23/2013 1:50:10 PM	Kama Dobbs	view
03-95-0001	IDOT District 1 Division of Highways	ELGIN-O'HARE EXPY FROM US 20 LAKE ST (2ND XING) (COOK) TO US 20 LAKE ST (1ST XING) (DUPAGE) 2ND CROSSING NEAR E BARTLETT RD AND 1ST CROSSING NEAR BAR	7/8/2013 2:19:36 PM	Kama Dobbs	view
08-13-0004	CMAP	testing again FROM first st (DUPAGE/Addison) TO second st (DUPAGE/Addison)	3/20/2013 9:35:40 AM	Kama Dobbs	view
08-13-0005	CMAP	Main St. FROM IL 1 First St. (DUPAGE/Addison)	6/6/2013 1:37:14 PM	Kama Dobbs	view
09-12-0001	Kane/Kendall Council of Mayors	FAU 537 McDonald Road FROM STR 045-3050 OVER OTTER CREEK (KANE/South Elgin)	3/20/2013 9:32:25 AM	Kama Dobbs	view
09-12-0001	Kane/Kendall Council of Mayors	FAU 537 McDonald Road FROM STR 045-3050 OVER OTTER CREEK (KANE/South Elgin)	3/20/2013 9:32:25 AM	Kama Dobbs	view
09-12-0001	Kane/Kendall Council of Mayors	FAU 537 McDonald Road FROM STR 045-3050 OVER OTTER CREEK (KANE/South Elgin)	3/20/2013 9:32:25 AM	Kama Dobbs	view

Pending Deletions

The Pending Deletions page displays all projects that programmers have deleted since the last amendment action. The list of pending deletions can be sorted by any column and users may select the “view” action to see details of projects pending deletion. The default sort order is by TIP ID. Level 1, 2 and 3 users can view pending project deletions. Level 2 users’ lists will be restricted to project deletions that they as an individual entered in the TIP database. Note that deleted project records remain in the TIP database and can be found in searches.

Figure 16. Pending Project Deletions

Pending Deletions					
Project ID	Agency	Facility to be improved	Change Submitted	By:	Action
01-00-0024	IDOT-DOH DISTRICT 1	I- 90 94 FROM 15TH ST (COOK/CHICAGO) I- 57 (COOK/CHICAGO)	1/30/2014 12:19:27 PM	Holly Ostidick	view
02-14-0001	CMAP	Test St. from test (COOK/Evanston) to test (COOK/Evanston)	5/30/2014 4:06:40 PM	Kama Dobbs	view
03-10-0041	IDOT District 1 Division of Highways	WOLF RD FROM US 45 IL 21 MILWAUKEE AVE (COOK/Wheeling) MANCHESTER DR	8/19/2013 8:59:42 AM	Pam Govea	view
03-14-0003	CMAP	test from test (COOK/Arlington Heights) to test (COOK/Arlington Heights)	5/30/2014 4:33:03 PM	Kama Dobbs	view
03-95-0002	IDOT District 1 Division of Highways	WOLF RD FROM HINTZ RD (SOUTH OF) (COOK) TO PALATINE RD (COOK)	8/19/2013 8:36:37 AM	Pam Govea	view
04-14-0001	CMAP	test from test (COOK/Bellwood) to test (COOK/Bellwood)	5/30/2014 4:07:49 PM	Kama Dobbs	view



Changes on Hold

The Changes on Hold page displays all changes submitted by programmers that are being held from being considered for approval. There are two types of hold: “Hold for Next Meeting”, which typically applies to project changes entered between the TIP change due date and Transportation Committee approval date, and “Hold for Conformity”, which applies to pending project changes that must be modeled for air quality impacts. The list of pending changes on hold can be sorted by any column and users may select the “view” action to see details of the pending change. The default sort order is by TIP ID. Level 1, 2 and 3 users can view pending changes on hold. Level 2 users’ lists will be restricted to project changes that they, as an individual, entered in the TIP database. Only Level 1 users can release the hold on individual projects. Projects on hold are not included in amendment actions being considered by the Transportation Committee until they are released from hold. Once released from hold, projects will appear as New Projects, Pending Changes, or Project Deletions, as appropriate for the pending change.

Figure 17. Pending Changes on Hold

Changes on Hold					
Project ID	Agency	Facility to be improved	Hold Status	Change Submitted	By:
01-00-0066	CITY OF CHICAGO DOT	FROM CALUMET RIVER (COOK/CHICAGO) TO 130TH (COOK/CHICAGO)	Hold for Conformity	1/30/2014 1:15:20 PM	Holly Ostidick view
01-06-0027	IDOT District 1 Division of Highways	BRYN MAWR AVE FROM NORTHWEST HWY (COOK) TO ELSTON AVE (COOK)	Hold for Conformity	1/30/2014 1:00:06 PM	Holly Ostidick view
01-08-0026	Chicago Department of Transportation	FULLERTON AVE FROM ASHLAND AVE (COOK) TO RACINE (COOK)	Hold for Conformity	6/2/2014 3:12:45 PM	Leroy Kos view
01-11-0001	IDOT District 1 Division of Highways	PULASKI RD FROM AT FORD CITY DR (COOK/Chicago)	Hold for Conformity	6/2/2014 4:18:36 PM	Leroy Kos view
01-90-0002	IDOT-DOH DISTRICT 1	I- 90 94 FROM I- 94 EDENS EXPY (COOK/CHICAGO) TO HUBBARD ST CAVE (COOK/CHICAGO)	Hold for Conformity	1/30/2014 1:08:35 PM	Holly Ostidick view
01-94-0030	CITY OF CHICAGO DOT	PERSHING RD-OAKWOOD BLVD FROM PARK AVE (COOK/CHICAGO) TO COTTAGE GROVE (COOK/CHICAGO)	Hold for Conformity	1/30/2014 1:05:20 PM	Holly Ostidick view
04-00-0022	IDOT District 1 Local Roads	BALMORAL FROM BESSIE COLEMAN (COOK) TO US 12 US 45 EAST OF MANNHEIM RD (COOK)	Hold for Conformity	6/5/2014 11:59:53 AM	Leroy Kos view
04-00-0023	IDOT District 1 Division of Highways	I- 290 EISENHOWER EXPY FROM US 12 45 20 MANNHEIM RD (DUPAGE) TO AUSTIN AVE (COOK)	Hold for Next Meeting	9/17/2013 2:52:37 PM	Leroy Kos view

Awarded Projects

The Awarded Projects page displays all projects that programmers have awarded (approved and pending awards) and all projects which have had line items awarded. In the TIP database, “Awarded” means that funds have been authorized to be spent on the project. The award



status will remain pending until all funds are expended and the project is closed out. Only CMAP staff can change the status from Pending Awarded to Awarded. The list of awarded projects can be sorted by any column and users may select the “view” action to see details of awarded projects. The default sort order is by TIP ID. Level 1, 2 and 3 users can view awarded projects. Level 2 users’ lists will be restricted to project awards that they as an individual entered in the TIP database. Note that awarded projects remain in the TIP database and can be found in searches. Note that the Awarded Projects list can take several minutes to generate.

Figure 18. Awarded Projects

Awarded Projects						
Project ID	Agency	Facility to be improved	Awarded	Change Submitted	By:	Action
01-00-0005	IDOT-DOH DISTRICT 1	FROM HIGGINS RD (COOK/CHICAGO) TO NORTHWEST HWY (COOK/CHICAGO)	Pending Awarded	5/16/2011 4:34:29 PM	unknown	view
01-00-0008	IDOT District 1 Division of Highways	CERMAK RD FROM OGDEN AVE (COOK) TO ASHLAND AVE (COOK)	Project Awarded		Pam Govea	view
01-00-0008	IDOT District 1 Division of Highways	CERMAK RD FROM OGDEN AVE (COOK) TO ASHLAND AVE (COOK)	Project Awarded		Pam Govea	view
01-00-0030	Chicago Department of Transportation	130TH ST FROM TORRENCE (COOK) TO BRAINARD (COOK)	Project Awarded		Leroy Kos	view
01-00-0036	Chicago Department of Transportation	BIKE FAC - IDNR - BURNHAM GREENWAY FROM WILLIAM POWERS CONSERVATION AREA (COOK) TO BRAINARD AVE (COOK)	Financial Line Awarded		Leroy Kos	view
01-00-0039	CMAP	I-GO SHARE CAR PROGRAM AT	Project Awarded		unknown	view
01-00-0047	Chicago Department of Transportation	FULLERTON AVE FROM OVER THE LAGOON (COOK)	Project Awarded		Leroy Kos	view
01-00-0059	Chicago Department of Transportation	WACKER DR (NORTH/SOUTH) FROM RANDOLPH ST (COOK) TO CONGRESS PKWY (COOK)	Financial Line Awarded		Grant Davis	view

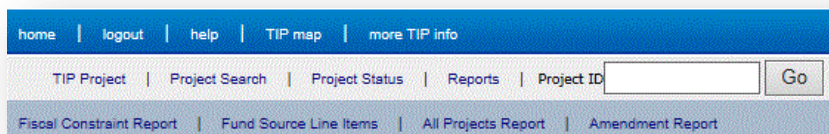
All Pending Items

The All Pending Items page includes all items from the above five categories on a single page. Level 1, 2 and 3 users can view the All Pending Items page and the actions allowed are the same as on the individual pages. Note that the All Pending Items list takes several minutes to generate.

Reports

The reports menu contains standard TIP report choices. The reports menu is available to Level 1, 2 and 3 users.

Figure 19. Reports Menu



Fiscal Constraint Report

The Fiscal Constraint Report displays the constraint applied to federal fund sources by programming agency and year. The report can be filtered to include or exclude pending TIP changes and can be grouped by federal fiscal year (FFY) or Council/Programmer. Fiscal Constraint Reports can be generated by Level 1, 2 and 3 users. See Creating Reports: [Fiscal Constraint Report](#) for details on the report choices.

Figure 20. Fiscal Constraint Report Filter and Grouping Choices

The screenshot shows a web-based filter interface for the Fiscal Constraint Report. It includes the following sections:

- Projects:** Three radio button options:
 - Include all projects in the TIP database, but do not include proposed TIP Change files
 - Include only projects in the approved TIP. Do not include non-conformed projects (except phase-I engineering and alternatives analysis/MIS). Do not include proposed TIP changes.
 - Include projects in the approved TIP, plus proposed TIP Changes.
- Report Selection:** Three radio button options:
 - Year within Council by Selected Fund Source Report
 - Council within Year by Selected Fund Source Report
 - Year by Selected Fund Source Report
- Fund Source:** A dropdown menu currently set to "ALL" with a help icon.
- Generate Report:** A button at the bottom left.

Figure 21. Fiscal Constraint Report

[print](#)

Fiscal Constraint Analysis
All TIP Projects and All Pending Changes
Fund Source: STP-L

FUND SOURCE:		PROGRAM	PROGRAMMED		Advance Funding	Carryover	Adjustments	NOT AWARDED	
STP-L		ALLOTMENT	FEDERAL \$	BALANCE				FEDERAL \$ TOTAL	
COUNCIL/AGENCY:		CITY OF CHICAGO							
YEAR	14	60708	37025	23683	0	0	0	22065	27582
YEAR	15	60708	45507	15201	0	0	0	39973	49966
YEAR	16	60708	8573	52135	0	0	0	8573	10716
YEAR	17	60708	0	60708	0	0	0	0	0
COUNCIL/AGENCY TOTAL:		530366	319861	285877	0	76012	-640	88811	111014

Fund Source Line Items

The Fund Source Line Items Report displays all financial lines for a selected fund source, federal fiscal year (FFY) and Programmer(s) and is a good tool for determining the line items that are included in the totals reported on the Fiscal Constraint reports. The report can be filtered to include or exclude awarded line items and pending TIP changes. Once generated, the report



can be exported to Microsoft Excel. Fund Source Line Items reports can be generated by Level 1, 2 and 3 users. See Creating Reports: [Fund Source Line Items](#).

Figure 22. Fund Source Line Items Report Filter Choices

Figure 23. Fund Source Line Items Report

Project ID	Agency	Fund Source	FFY	Federal Cost	Total Cost	Phase	Project Segment	Abbrev Location	Awarded
01-06-0002	CMAP	STP-L	13	6400	8000	CONSTRUCTION		43RD ST FROM CNMETRA ELECTRIC TRACKS (COOK) TO US 41 LAKE SHORE DR (COOK) 43RD ST BICYCLE-PEDESTRIAN BRIDGE OVER CNMETRA ELECTRIC TRACKS AND LAKE S	
01-96-0031	Chicago Department of Transportation	STP-L	13	7360	9200	CONSTRUCTION		OAKWOOD BOULEVARD VIADUCT FROM ICG RR (COOK)	
03-06-0006	Northwest Council of Mayors	STP-L	13	300	600	ROW ACQUISITION		IL 62 ALGONQUIN RD FROM NEW WILKE RD (COOK) (COOK/ROLLING MEADOWS) ALSO IN ARLINGTON HGTS	
03-09-0063	Northwest Council of Mayors	STP-L	13	2480	3100	CONSTRUCTION		Walnut Ln FROM IL 56 Golf Rd (COOK/Schaumburg) TO Bode Rd (COOK/Schaumburg) Excludes culvert replacement (03-09-0071)	
03-09-0072	Northwest Council of Mayors	STP-L	13	560	800	CONSTRUCTION		Touhy Ave FROM Gross Point/Harts Rd (COOK/Niles)	
03-09-0073	Northwest Council of Mayors	STP-L	13	3500	12000	CONSTRUCTION		IL 19 Irving Park Road FROM Schaumburg Road (COOK/Streamwood) TO Bartlett Road (COOK/Streamwood)	

All Projects Report

The All Projects Report displays location and programming information for all project line items that are within the active years (first five) of the TIP. Illustrative line items that are in earlier or later years and line items with “TBD” or “OTH” fund sources are not displayed. The All Projects Report, with no filters applied, represents the current adopted TIP for the Northeast Illinois region. The report can be generated for a specific list of TIP IDs, or can be filtered by



programmer, exempt status, project type, participating agencies and/or council area and sorted by location, TIP ID or Programming Agency. All Projects reports can be generated by Level 1, 2 and 3 users. See Creating Reports: [All Projects Report](#). The public can view the All Projects report on the [TIP Documentation](#) page of the CMAP web site at any time.

Figure 24. All Projects Report filter and sort choices.

Figure 25. All Projects Report

TIP ID: 01-01-0003		Programming Agency: Chicago Department of Transportation				
15TH ST FROM CAMPBELL AVE (COOK)						
HIGHWAY/ROAD - VERTICAL/HORIZONTAL ALIGNMENT (E.G. CLEARANCE)						
Exempt Status: EXEMPT			Conformity Status: EXEMPT			
HPP	CONSTRUCTION	13	Total Cost:1215	Federal Cost:1001		
TIP ID: 01-03-0002		Programming Agency: Chicago Department of Transportation				
STONY ISLAND AVE FROM MIDWAY PLAISANCE (COOK) TO 95TH ST (COOK)						
SIGNALS - INTERCONNECTS AND TIMING						
Exempt Status: NOT EXEMPT			Conformity Status: CONFORMED			
CMAQ	CONSTRUCTION	13	Total Cost:5440	Federal Cost:4352		
TIP ID: 01-03-0004		Programming Agency: Chicago Department of Transportation				
ROOSEVELT RD FROM WESTERN AVE (COOK) TO US 41 LAKE SHORE DR (COOK)						
SIGNALS - INTERCONNECTS AND TIMING						
Exempt Status: NOT EXEMPT			Conformity Status: CONFORMED			
CMAQ	ENGINEERING	13	Total Cost:430	Federal Cost: 344	A	

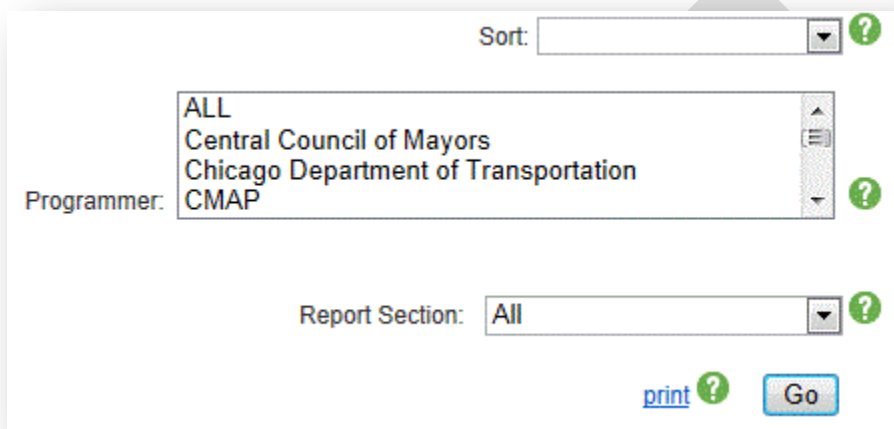
Amendment Report

Amendment Reports show the pending TIP changes, excluding changes being held for next meeting, grouped by the type of action: Conformity Amendments, Amendments and Modifications. The Amendment Report can be filtered by Programmer and type of TIP change and can be sorted by TIP ID or project location. Amendment reports can be generated by Level 1, 2 and 3 users. See Creating Reports: [Amendment Report](#).



The report is generated by CMAP staff one week prior to Transportation Committee meetings (for Amendments) and posted on the [committee web page](#) for public comment. Modifications made since the last meeting are also posted and provided to the Transportation Committee for information. The report (filtered for Conformity Amendments only) is generated at least 90 days prior to March and October [MPO Policy Committee meetings](#) for public comment. These posted reports include the changes that are considered by the committees. Committee action determines whether or not CMAP staff will approve or decline pending changes in the TIP database.

Figure 26. Amendment Report filter and sort choices.



The screenshot shows a web interface for filtering and sorting reports. It includes a 'Sort:' dropdown menu at the top right. Below it is a 'Programmer:' section with a list box containing 'ALL', 'Central Council of Mayors', 'Chicago Department of Transportation', and 'CMAP'. To the right of the list box is a green question mark icon. Below the list box is a 'Report Section:' dropdown menu with 'All' selected and another green question mark icon. At the bottom right, there is a 'print' link with a green question mark icon and a 'Go' button.

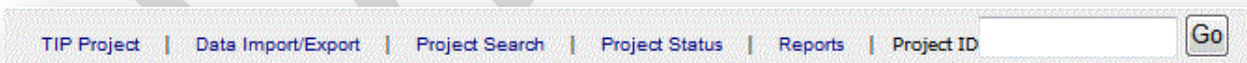
Figure 27. Amendment Report

Amendments						
Project:	Action	Pre-Revision Federal Funds (000)	Post-Revision Federal Funds (000)	Change in Federal Funds (000)	Percentage Change	
02-10-0001	CMAQ Phases Changed	\$0	\$5540	\$ 5540		
Lincolnwood Union Pacific (UP) Rail Line/Weber Spur Bike/Multiuse Trail AT						
Completion Year Before Revision: Unspecified						
Completion Year After Revision: Unspecified						
Project Work Types Before Revision:						
BICYCLE FACILITY						
PEDESTRIAN FACILITY						
Project Work Types After Revision:						
BICYCLE FACILITY						
PEDESTRIAN FACILITY						
Financial Data Before Revision						
	Fund Source	Project Phase	FFY	Total Cost	Federal Cost	Segment
	CMAQ	ENGINEERING-II	CMAQ A	65	52	
	CMAQ	ROW ACQUISITION	CMAQ A	6000	4800	
A	CMAQ	ENGINEERING-I	11	70	56	
	CMAQ	CONSTRUCTION	CMAQ A	860	688	2014
Financial Data After Revision						
	Fund Source	Project Phase	FFY	Total Cost	Federal Cost	Segment
	CMAQ	ENGINEERING-I	11	70	56	
	CMAQ	ENGINEERING-II	13	65	52	
	CMAQ	ROW ACQUISITION	14	6000	4800	
	CMAQ	CONSTRUCTION	15	860	688	2014

Quick Search

A quick search by Project ID can be completed at any time using the search box on the main menu. The search allows users to enter a TIP ID to locate project details. The quick search is available to all user levels.

Figure 28. Main Menu containing search by Project ID



Finding a Project in the TIP Database

There are three ways to locate a project within the TIP database. Users that know the TIP ID of the project can use the Quick Search by TIP ID from the main menu on any page or from the Project Search > By Project ID page. Users that know some project information, but not the ID, can use the Project Search > Advanced Search page. Users that have a general idea where a project is geographically located can use links to the TIP database from the [Interactive TIP Map](#).

Quick Search by TIP ID

Enter the TIP ID, with or without dashes, in the search field on the Main Menu, then click the Go button or enter the TIP ID on the Project Search > By Project ID page then click the Search button.

Advanced Search

For users that don't know a project's TIP ID, or want to find a group of projects in a particular location, of a particular work type, utilizing a particular fund source, etc., the Project Search > Advanced Search page can be used.



Figure 29. Advanced Search Form

The screenshot displays the Advanced Search Form with the following fields and options:

- Status:** A dropdown menu with options: New, Active (highlighted), Pending Deletion, Deleted.
- Programmer:** A dropdown menu with options: Central Council of Mayors, Chicago Department of Transportation, CMAP, Cook County Highway Department.
- Agency Project Name:** A text input field.
- Location:** A text input field.
- Municipality:** A dropdown menu with options: Addison, Addison Township, Alden Township, Algonquin.
- County:** A dropdown menu with options: BOONE, COOK, DE KALB, DUPAGE.
- System:** A dropdown menu with options: County Highway, Federal Aid Urban, Interstate, State Route.
- Route Number:** A text input field.
- Work Type:** A dropdown menu with the option: Select One.
- Fund Source:** A dropdown menu with options: Select One, 5307, 5309A, 5309B.
- Federal Fiscal Year:** A dropdown menu with the option: Select One.
- Project Segment or Line Item Identifier:** A text input field.
- Section Number:** A text input field.
- State Job Number:** A text input field.
- Federal Project:** A text input field.
- FTA Grant Number:** A text input field.
- FTA ALI Code(s):** A text input field.

At the bottom of the form, there are two buttons: **Search** and **Clear**, both with a help icon.

Users can search using one or more fields on the search form. The more fields that are used, the more narrow the results will be. Due to the unpredictable nature of the data entered, it is best to start with a broad search, using one or two fields, then add other fields to narrow down the results. After changing selections, click the Search button to re-generate results.

When using Advanced Search it is important to consider that search results depend entirely on the data entered in the TIP database by programmers. For example, if the programmer did not include the marked state route in the project description, searching by state route will not return any results. Roadway name abbreviations, such as Rd, Ave or Av, Blv or Blvd, etc. are inconsistently entered in the TIP database therefore omitting them from searches will produce better results. Finally, if a programmer misspelled anything when entering the project in the TIP database, the project will not be found unless the misspelling is duplicated in the search



criteria. The available search fields are described below, along with common pitfalls that will prevent the return of good results.

Status: Select one or more project status from the values below. The default selection is “Active”. Select multiple values by holding down the control (Ctrl) key while selecting. If unsure of the status, but sure that the project was recently active, select all choices except “Awarded/Built”.

New	Projects that have been entered in the database, but are not yet approved
Active	Projects in the TIP database that are not in any of the other categories
Deleted	Projects that have been deleted from the TIP database
Awarded	Projects that are complete and have had all funding awarded
Award Pending	Projects that have been marked as awarded, but not yet confirmed as such by CMAP staff)
Awarded/Built	Projects that were completed (built) prior to the launch of the online TIP database (2007)

Programmer: Select one or more programming agency from the list. Select multiple values by holding down the control (Ctrl) key while selecting. The programmer can be related to the combination of the project’s geography, fund sources and work types. Typical programming responsibilities are:

Councils of Mayors	Program STP-L, CMAQ, SR2S, BRR, HPP, TAP, STP-E, RECTP funds and other projects when a local government is the implementing agency.
CDOA	Programs aviation projects
CDOT	Programs all projects within the city of Chicago, except some CMAQ or state funded projects.
CMAP	Programs CMAQ projects that are not programmed by Councils of Mayors, IDOT or CDOT. Also programs Major Capital Projects, Constrained and Unconstrained projects included in GO TO 2040.
Counties	Program STP-C, CMAQ, HPP, BRR, CTEF and MFT-LOC projects
CTA	Programs all CTA sponsored projects, except some CMAQ projects
FHWA	Programs projects located within federal lands
IDOT	Programs most state-funded projects, by district, bureau and division
ISTHA	Programs projects on Illinois tollways
Metra	Programs all Metra sponsored projects, except some CMAQ projects
Pace	Programs all Pace sponsored projects, except some CMAQ projects
RTA	Programs all RTA sponsored projects, except some CMAQ projects

Agency Project Name: Enter any keyword to search local project names or numbers that the programmer may have entered. Programmers may enter a project name that differs from the project location description contained in the TIP database or a project number used internally by their agency.



Location: Enter any keyword that may be contained in any of the project location or limits fields, including the County, Municipality and Other Project Location Information fields. Keywords entered are searched as phrases. For example, entering First Street will not return results for projects on First Av, 1st St , First St., First North Street, etc. Only projects that contain the exact phrase “First Street” will be returned. Municipalities, counties and numbered routes (I-90, US 14, CH 7, IL 62, etc.) can also be entered in this field. See search tips below for more suggestions.

Municipality: Select one or more municipalities from the list. Select multiple municipalities by holding the control (Ctrl) key while selecting. The list of municipalities also includes townships, and “Uninc” for unincorporated locations. Projects that include the selected municipalities in either of the project limit municipality fields will be returned as search results. If certain the project being searched is located within a specific municipality, but it is not returned when searching on this field, search again by entering the municipality in the Location field search box.

County: Select one or more counties from the list. Select multiple counties by holding the control (Ctrl) key while selecting. The list also includes “Regionwide” as a selection for projects that span multiple counties. Projects that include the selected counties in either of the project limit county fields will be returned as search results. If certain the project being searched is located within a specific county, but it is not returned when searching on this field, search again by entering the county in the Location field search box.

System: Select one or more roadway systems that the project is located on from the choices below:

County Highway	CH
Federal Aid Urban	FAU
Interstate	I-
State Route	IL
Indiana Route	IN
Structure	(bridges/culverts)
Township Highway	TR
US Highway	US
Wisconsin Route	WI

Route Number: Enter the route number (numerals only) that the project is located on. Note that searching “90” will return results containing 90, 190, 290, 900, etc.

Work Type: Select one work type from the list. Select multiple work types by holding the control (Ctrl) key while selecting. Any project that contains the selected work type will be returned.



Fund Source: Select one fund source. Select multiple fund sources by holding the control (Ctrl) key while selecting. Any project that contains *any* financial line (including illustrative lines) with the selected fund source will be returned.

Federal Fiscal Year: Select one federal fiscal year (FFY). Any project that contains *any* financial line in the selected FFY will be returned.

Project Segment or Line Item Identifier: Enter any keyword or project number that the programmer may have entered to identify an individual financial line item, such as "Northern Leg".

Section Number: Enter the IDOT MFT Section Number for the project. If the programmer did not enter this information, or entered it in the wrong format (with/without dashes), the search may return no results.

State Job Number: Enter the State Job Number for the project. If the programmer did not enter this information, or entered it in the wrong format, the search may return no results. It is suggested that you omit the phase letter from this search. For example, enter "91-269-13" instead of "C-91-269-13".

FTA Grant Number: Enter the FTA Grant Number for the project. If the programmer did not enter this information, or entered it in the wrong format, the search may return no results.

Federal Project Number: Enter the Federal Project Number for the project. If the programmer did not enter this information, or entered it in the wrong format, the search may return no results. It is suggested that you omit the letters from this search. For example, enter "9003(135)" instead of "CMM-9003(135)".

FTA ALI Code(s): Enter any FTA ALI Code for the project. If the programmer did not enter this information, or entered it in the wrong format, the search may return no results.

After selecting and entering the search criteria, click the Search button at the bottom of the form. To modify search results, change the desired criteria and click the Search button again. To clear all search criteria, click the Clear button.

Search Tips:

The percentage symbol (%) can be used as a wildcard in any text field. For example, searching for %00074% in the Section Number Field will return all projects that have a section number entered in the database that contains 00074 or searching for %Cermak%DuPage% in the location field will return locations that contain Cermak and DuPage (in that order) regardless of any text in between.



Entering a space in any text field will return all projects that have data in that field. Select multiple values in the Status, Programmer, Municipality, County, System and Fund Source fields by holding the control (Ctrl) key while selecting.

TIP Map

Projects contained in the TIP database that can be represented on a map can be found on the [Interactive TIP Map](#) by selecting the county in which the project is located, then zooming in or out and clicking on the project line or point. The project information that is displayed contains a link (on the TIP ID) to the project details within the TIP database. Projects such as “Various resurfacing in Cook County” or “Purchase Buses” cannot be represented on the map and should be located using the Advanced Search page.



Figure 30. TIP Map Information Window with link to TIP database

Lake ST FROM Washington St TO Belvidere Rd	
TIP ID	10-12-0001
Agency	Lake County Council of Mayors
Work Being Done	Coordinate Traffic Signal Timing
Total Cost	\$675,000.00
Funding	In Future Years
Completion	2015
Type	Highway
Contact	Bruce Christensen
Contact At	bchristensen@co.lake.illinois.gov
Length	1.31



Data Validations

Any time a new project is added to the TIP database, or a change to a project is submitted, a series of data validations occur when the user clicks the Add New Project/Save Change button. Understanding the validations may assist programmers with avoiding frustrating and time consuming errors. Validations fall into three main categories: complete and logical data, fiscal constraint and conformity requirements.

Complete and Logical Data

All projects require the following data in order to be saved:

- Programming Agency
- At least one Project Contact
- Either a Location Name or a System and Route Number pair
- At least one Work Type
- Total Project Cost
- At least one complete financial line (Fund Source, Phase, FFY, Total Cost and Federal Cost)

The following logic applies to projects meeting the conditions described:

- If the location or either limit has a System Type selected, it must also have a Route Number
- If the location or either limit has a Route Number entered, it must also have a System Type
- The value entered in the Total Project Cost field must be greater than or equal to the sum of the Total Cost fields for all line items entered, regardless of fund source, phase or FFY, including illustrative line items.
- Federal fund sources (see [Fund Source list](#)) must have both a Total cost and Federal cost
- Non-Federal sources (see [Fund Source list](#)) cannot have a Federal cost other than 0.
- For projects requiring a completion year, the completion year must be greater than the latest year entered in the financial line items. If any line items are in "MYB", the completion year must be greater than the latest year of the active (first five) TIP years.
- The "After" number of lanes cannot be greater than the "Before" number of lanes unless the project contains an Add Lanes work type.
- The "After" number of lanes cannot be less than the "Before" number of lanes unless the project contains a Remove Lanes work type.



Fiscal Constraint

Federal fund sources are subject to fiscal constraint by federal fiscal year (FFY). Some sources are constrained regionwide and others are constrained by programming agency. The sum of all line items of each fund source within each FFY in the TIP database is compared to the funds available for that source, in that FFY and if applicable, by that programming agency. The sum programmed, including any pending TIP changes (increases *and* decreases in funding), must be less than or equal to the funds available. Funds available can be found by running a [Fiscal Constraint Report](#) for the fund source in question, with pending TIP changes included. If the balance available is less than the amount programmed on a project that is being changed, other TIP changes must be made to decrease programming in order for the current change to be accepted. A list of line items contributing to the programmed amount for any fund source can be found by running a [Fund Source Line Items](#) report.

Conformity Requirements

Projects with Not Exempt or Exempt Tested work types require the following information in order to be modeled for air quality impacts:

Table 1. Required Fields by Work Type

Work Type(s)	Required Fields
Highway Projects:	
I-EXP, I-NEW, S-NEW	Completion Year, Project Length, at least one complete Segment Location (Road Name, 1 st Reference Point Name, 1 st Reference County and 1 st Reference Municipality)
B-NEW, B-RECENFG, H-AL, H-CLTL, H-EXT, H-HOV, H-NEW, H-RCNST, H-RL, H-WRS, S-TIM	Completion Year, Project Length, at least one complete Segment Location (Road Name, 1 st and 2 nd Reference Point Name, 1 st and 2 nd Reference County and 1 st and 2 nd Reference Municipality) and at least one complete Segment Improvement (Before and After Driving Lanes, Lane Widths, Posted Speed and Signal Interconnects)
Transit Projects:	
M-IMP, M-NEW, M-RELOC, J-EXP, J-REP, C-IMP, C-NEW, C-RELOC, X-IMP, X-NEW	Completion Year, Modes Served
R-EXP, R-IMP, R-NEW	Completion Year, Project Length, Modes Served
P-EXP, P-NEW	Completion Year, Before and After Parking Spaces, Parking Price and the Parking Price (Unit)



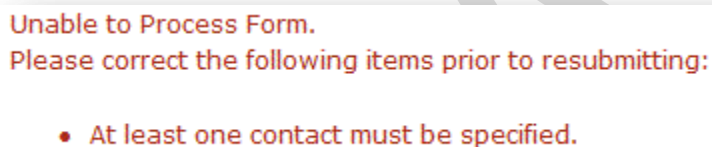
Understanding Error Messages

There are three types of errors that can be received: data validation errors, server errors and browser errors.

Data Validation Errors

If any [data validations](#) fail, error messages will be displayed. Project changes will not be saved until all error messages are addressed. Note that multiple browser tabs (or windows) can be opened for viewing both reports and the change form by right-clicking on the report from the menu and selecting “open link in a new tab (or window)”. Fiscal constraint should be addressed before attempting to address any other error messages. Error messages will be displayed in red text at the top of the project edit form:

Figure 31. Error Message



Unable to Process Form.
Please correct the following items prior to resubmitting:

- At least one contact must be specified.

The below table includes possible error messages, the cause, and the resolution.

Table 2. Project Change Related Error Messages

Error	Cause	Resolution
Programming Agency is a required field.	No Programming agency was selected	Select a programming agency. The agency is typically the agency that you work for.
At least one contact must be specified.	No contact name was selected.	Select at least one contact name.
Location is a required field.	Both the Location Name field and the System/Route Number fields were blank.	Enter <i>either</i> a Location Name or a System and Route Number pair.
Both route type and route number must be specified.	A System was selected, but no Route Number was entered or a Route Number was entered,	Enter a complete pair to identify a numbered route.



	but no System was selected.	
You must specify at least One(1) Work Type	No work type was selected.	Select at least one work type.
Total Project Cost is a required field.	No total project cost was entered.	Enter the total project cost (all phases, all fund sources).
Total Project cost must be greater than or equal to the sum of all financial lines	The total project cost is less than the sum of the total cost of all line items.	Increase the total project cost, or decrease line item totals to be less than the total project cost.
You must specify a Federal Cost for funding source XXX	No federal funding was entered for a federal fund source.	Enter the federal funding amount or select a non-federal fund source. A list of fund sources is available here .
You cannot specify a Federal Cost for funding source XXX	Federal funds were entered for a non-federal fund source.	Remove the federal funding or select a federal fund source. A list of fund sources is available here .
You must specify a Fund Source	No fund source was selected.	Select a fund source.
You must specify a Phase	No phase was selected.	Select a phase.
You must specify a Federal Fiscal Year	No FFY was selected.	Select a FFY.
You must specify a Total Cost	No total cost was entered.	Enter a total cost.
At least one financial line must be specified.	No financial information was entered.	Enter at least one complete financial line. A complete line includes a fund source, phase, FFY, total cost, and federal cost.
You must specify Highway Model Information for a Non-Exempt Project	One or more of the required Highway Project Segments fields is blank.	Enter/select data in all of the required fields. See Conformity Requirements for more information.
You must specify a completion year for the specified work type(s).	No completion year was entered.	Enter a completion year.
You must specify Project Length for the specified work type(s)	No project length was entered.	Enter a project length (in miles).
Completion Year must be greater than YYYY	The completion year selected is earlier than the last year of funding entered. If any financial lines are in MYB, the completion year must be	Select a later completion year.



	greater than the last year of the current TIP.	
Only Add Lanes or Remove Lanes projects may have a different number of lanes	The before/after number of lanes was different for a work type other than Add Lanes (H-AL) or Remove Lanes (H-RL).	Correct the number of lanes or change the work type.
You must specify a greater number of lanes after for an Add Lanes Project	The after number of lanes was less than or equal to the before number of lanes for an Add Lanes (H-AL) project.	Correct the number of lanes or change the work type.
You must specify a lower number of lanes after for a Remove Lanes Project	The after number of lanes was greater than or equal to the before number of lanes for a Remove Lanes (H-RL) project.	Correct the number of lanes or change the work type.
You must specify Modes Served for the specified work type(s).	The modes served field was blank.	Enter the modes served.
You must specify a Service Contract for the specified work type(s).	The service contract field was blank.	Enter the service contract information.
You must specify Project Model Data for the specified work type(s).	At least one transit model field (parking related) was blank.	Enter data in all of the required fields. See Conformity Requirements for more information.

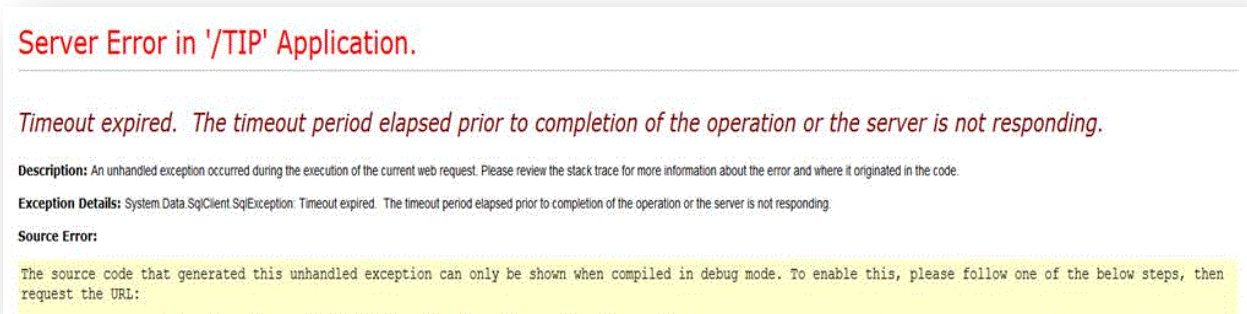
Server Errors

From time to time, server errors occur. Generally these errors are not caused by user actions. Some common errors are:

Timeout: Your browser page did not refresh before reaching either the database server timeout limit or your browser's timeout limit. In most cases, the action requested (typically saving a change) was completed, your browser was just unable to refresh. If you were saving a change, use your browser's back button to return to the TIP database, and enter the TIP ID in the main menu search box. View the change record to confirm that your changes were retained.



Figure 32. Server Error - Timeout



Server Error in '/TIP' Application.

Timeout expired. The timeout period elapsed prior to completion of the operation or the server is not responding.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

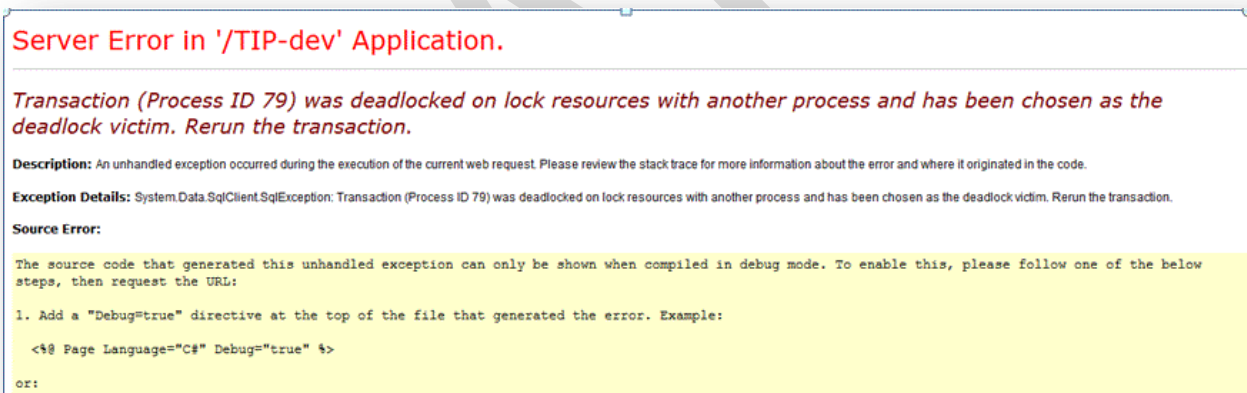
Exception Details: System.Data.SqlClient.SqlException: Timeout expired. The timeout period elapsed prior to completion of the operation or the server is not responding.

Source Error:

The source code that generated this unhandled exception can only be shown when compiled in debug mode. To enable this, please follow one of the below steps, then request the URL:

Deadlock: Too many users were attempting the same action simultaneously, causing cancellation of your action. Use your browser's back button to return to the previous screen (typically the change form), verify the data you entered and try the action (typically "save") again. You may need to refresh the page and reenter your data if you receive a second error.

Figure 33. Server Error - Deadlock



Server Error in '/TIP-dev' Application.

Transaction (Process ID 79) was deadlocked on lock resources with another process and has been chosen as the deadlock victim. Rerun the transaction.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.Data.SqlClient.SqlException: Transaction (Process ID 79) was deadlocked on lock resources with another process and has been chosen as the deadlock victim. Rerun the transaction.

Source Error:

The source code that generated this unhandled exception can only be shown when compiled in debug mode. To enable this, please follow one of the below steps, then request the URL:

1. Add a "Debug=true" directive at the top of the file that generated the error. Example:

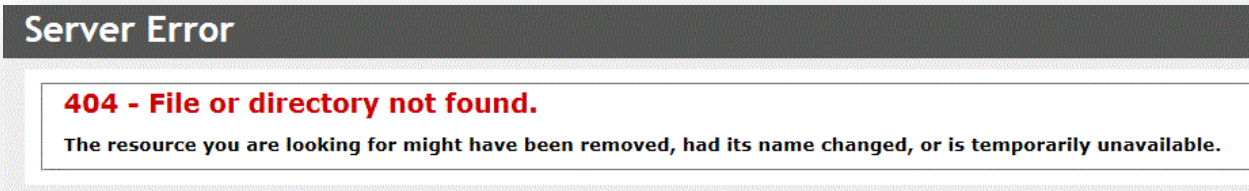
```
<? Page Language="C#" Debug="true" %>
```

or:

Resource cannot be found: There is an error in the web address (URL) or the web page does not exist or is not available. Check your browser's address bar and correct any obvious mistakes (cmap.com versus cmap.gov, for example). Refresh the web page. Notify CMAP staff if the error continues.



Figure 34. Server Error - Page Not Found



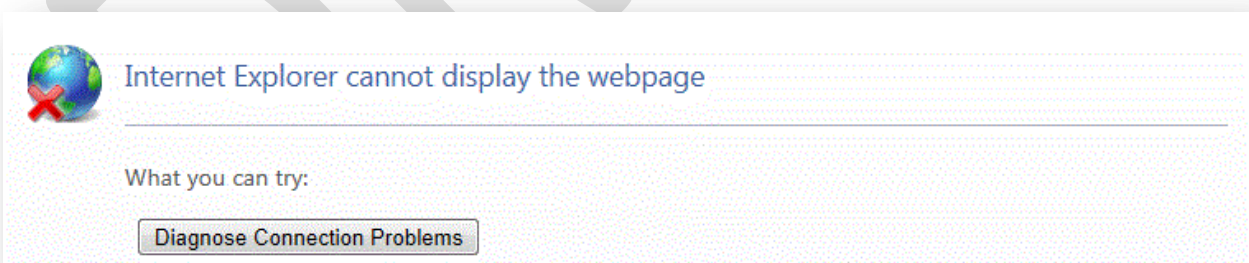
If you receive a server error, please report it to CMAP as soon as possible. Include a screen shot of the error, and a description of what action you were attempting when you received the error. Such as "I entered a financial line change on TIP ID 01-13-XXXX, clicked the save button, and received the attached error. I returned to the home screen, searched for the project and my change was/was not retained."

Browser Errors

From time to time, browser errors occur. Generally these errors are due to using an out-of-date browser version or your individual or agency internet browser settings. Some common browser errors are:

Cannot display (or find) the webpage: There is an error in the web address (URL), the page is not available or you do not have an internet connection.

Figure 35. Browser error - cannot display the webpage



If you receive any of these errors, you can try the following:

- Check the URL and correct any errors found
- Use a different browser (Internet Explorer, Firefox, Google Chrome, Safari, etc.)
- Do a "hard refresh" of the page by holding the Control (CTRL) key while clicking the F5 key
- Restart your browser



- Restart your computer


DRAFT



TIP Project Form

The below sections describe each field in the TIP Project Form. At the top of the form is a reminder of due dates for submitting changes for consideration by the Transportation Committee and MPO Policy Committee.

Figure 36. TIP Change Due Dates



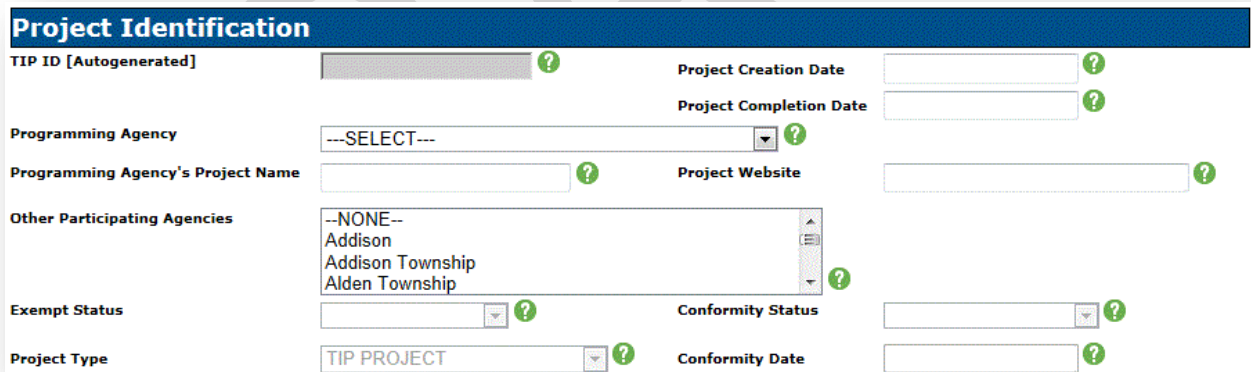
TIP Project Form

TIP Changes are due 7/23/2013 for approval by the Transportation Committee on 8/2/2013
Conformity changes are due 7/17/2013 for approval by the CMAP Board and MPO Policy Committee on 10/9/2013

Project Identification

The Project Identification section contains basic information about the project.

Figure 37. Project Identification



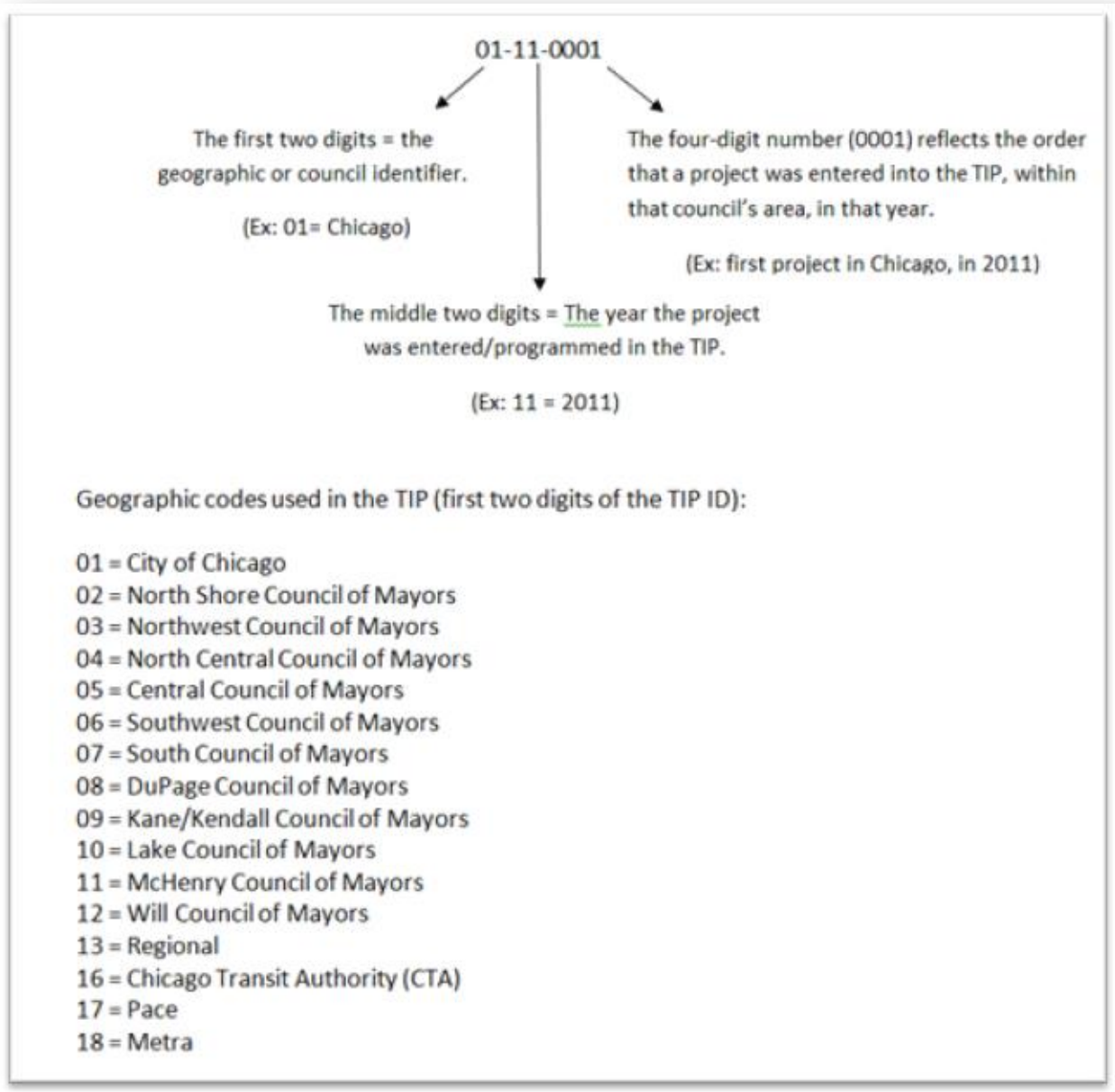
Project Identification

TIP ID [Autogenerated]	<input type="text"/>	Project Creation Date	<input type="text"/>
Programming Agency	--SELECT--	Project Completion Date	<input type="text"/>
Programming Agency's Project Name	<input type="text"/>	Project Website	<input type="text"/>
Other Participating Agencies	--NONE-- Addison Addison Township Alden Township		
Exempt Status	<input type="text"/>	Conformity Status	<input type="text"/>
Project Type	TIP PROJECT	Conformity Date	<input type="text"/>

TIP ID [Autogenerated]: The TIP ID is the unique identification number for the project within the TIP database. The ID is autogenerated based on the Programming Agency, County and Municipality in which the project is located. A TIP ID consists of three parts. The first two numbers indicate the geographic area of the project by Council or programming agency; the middle two numbers indicate the FFY the project was initially created in the TIP database (Note the year indicated here is not necessarily the first year the project was funded in the adopted TIP); the last four numbers are sequential. For example: 08-12-0003 was the third project within DuPage county entered in the TIP database in FFY 2012.



Figure 38. TIP ID



Project Creation Date: The date that the project was first entered into the TIP database. This field is auto-populated when the new project is saved.

Project Completion Date: The date the project was completed and closed out.



Programming Agency: The agency responsible for the programming of the project within the TIP database. The programming agency is typically the implementing agency, except in the case of locally sponsored projects, which are programmed by the appropriate regional Council of Mayors. Select one programming agency from the drop-down list. This is a required field for all projects. This field is searchable using the Advanced Search.

Programming Agency's Project Name: Programming agencies, sponsors and implementers may use an internal project name and/or ID number for a project. Enter the programming agency name/ID. This field is searchable using the Advanced Search.

Project Website: The web address of the project's web page, if applicable. Enter the web address, without the "http://".

Other Participating Agencies: Other agencies that are participating financially or in the development of the project. For projects where the Programming Agency differs from the project sponsor and/or implementing agency, this field is used to indicate the sponsor/implementer. Select one or more agencies from the list. Select multiple agencies by holding the control (Ctrl) key while selecting.

Exempt Status: Indicates the exempt status of the project, based on all work types. The exempt status of a project dictates whether the new project and any subsequent changes are subject to air quality [conformity](#). This field is auto-populated when the new project is saved and will be updated if project work types change over the life of the project.

Conformity Status: Indicates if the project is included in the conformed transportation network of the TIP and Long Range Plan. This field is auto-populated when the project is saved and will be updated throughout the life of the project.

Project Type: Indicates if projects are specifically included in the Long Range Plan as Major Capital Projects, Constrained projects or Unconstrained projects. All projects not included in these three groups are TIP Projects. Only CMAP staff can change the project type and only CMAP staff can add new or submit changes to projects that are not TIP Projects.

Conformity Date: If the Conformity Status is "Consultation", a decision about the conformity status of the project (or project type) was made by the [Tier II Consultation Team](#) on the date indicated.

Contacts: The public and/or primary contact for project information. Select a contact name from the drop-down list and indicate if that person is the public contact or the primary programming contact. The drop-down list consists of persons that are associated with the Programming Agency. John Donovan of the Federal Highway Administration can be selected as a contact on all projects. If a project has both a public and primary contact name, the public contact will be displayed on the TIP Map. To add contacts to the drop-down list for a



programming agency, contact CMAP staff with the contact's name, mailing address, phone number and email address. At least one contact is required for all projects.

Figure 39. Contacts

The screenshot shows a form titled "Contacts" with a green header bar. Below the header, there are two rows of input fields. Each row contains a dropdown menu labeled "Contact Name" and another dropdown menu labeled "Type".

Facility to be Improved: The facility to be improved information describes the location and limits (end points) of the project. The fields within this section will be combined for display on reports throughout the TIP database. Text entered in the "Location" field in Advanced Search will be compared to the text in all of the fields shown in Figure 41. When entering facility information, the Location Preview refreshes after each entry, therefore you must wait for the refresh before moving on to the next data field.

Figure 40. Facility to be Improved

The screenshot shows a form titled "Facility to be Improved" with a green header bar. The form is divided into several sections:

- Location:** Includes a "Name" field, a "System" dropdown menu, and a "Route Number(s)" input field.
- North/West Limit Cross Streets:** Includes a "Name" field, a "System" dropdown menu, a "Route Number(s)" input field, a "County" dropdown menu, and a "Municipality" dropdown menu.
- South/East Limit Cross Streets:** Includes a "Name" field, a "System" dropdown menu, a "Route Number(s)" input field, a "County" dropdown menu, and a "Municipality" dropdown menu.
- Location Preview:** A large grey rectangular area for displaying the location preview.
- Other Project Location Information:** A large white rectangular area for providing additional location information.

Location: Describes the primary location of the project (for linear or site specific projects) or the general nature of the project. A location is required for all projects and may be a name and/or a system and route number pair.

Name: The name of the primary location or the general nature of the project. Enter the local name, utilizing standard abbreviations (St, Av, Blv, Dr, etc.) without punctuation. For projects processed through IDOT Local Roads, the name should match all IDOT paperwork (PPI form, PDR title, etc.). For example, "Main St", "Various locations throughout DuPage County", "Purchase 5 buses", etc. Numbered routes should not be included in the name field; they should be included as a System and Route Number pair.

System: The numbering system for numbered routes. Select the numbering system(s) from the drop-down menu. Up to three different systems can be selected. Each selected system requires a corresponding Route Number entry.

Route Number(s): The route number that matches the selected system. Enter the route number(s). Each route number entry requires a corresponding system to be selected.

Examples:

Figure 41. Location Examples

The figure shows four examples of the 'Location' form, each with a green header and a white body. Each form has a 'Name' field, a 'System' dropdown, and a 'Route Number(s)' field. The examples are:

- Example 1:** Name: Northwest Highway; System: US Highway; Route Number(s): 14.
- Example 2:** Name: Mannheim Rd; System: US Highway; Route Number(s): 12 and 45.
- Example 3:** Name: Mannheim Rd; System: US Highway; Route Number(s): 12/45.
- Example 4:** Name: State St; System: State Route and Federal Aid Urban; Route Number(s): 38 and 347.

North/West Limit Cross Streets: The cross street that is at the northern or western end of the project (for linear projects) or the intersecting street (for projects at a point). The "street" can also be another geographic feature such as a river, rail line, or political boundary (village limits, county line, etc.).



Name: The name of the cross street. Enter the local name, utilizing standard abbreviations (St, Av, Blv, Dr, etc.) without punctuation. For projects processed through IDOT Local Roads, the name should match all IDOT paperwork (PPI form, PDR title, etc.). For example, “Main St”, “Various locations throughout DuPage County”, “Purchase 5 buses”, etc. Numbered routes should not be included in the name field; they should be included as a System and Route Number pair.

System: The numbering system for numbered routes. Select the numbering system(s) from the drop-down menu. Up to three different systems can be selected. Each selected system requires a corresponding Route Number entry.

Route Number(s): The route number that matches the selected system. Enter the route number(s). Each route number entry requires a corresponding system to be selected.

County: The county in which the end point or intersection is located. Select one county from the drop-down list. For projects that are not at a single location, such as purchasing vehicles or activities at various locations, if the primary use/location will be within a single county, select that county. Otherwise, select “Regionwide”. This field is searchable using the County field or the Location field in Advanced Search.

Municipality: The municipality in which the end point or intersection is located. Select one municipality from the drop-down list. For projects in unincorporated areas, select the township or “Uninc”. This field is searchable using the Municipality field or the Location field in Advanced Search.

South/East Limit Cross Streets: For linear projects, the cross street that is at the southern or eastern end of the project (for linear projects) or the intersecting street (for projects at a point). The “street” can also be another geographic feature such as a river, rail line, or political boundary (village limits, county line, etc.). For site-specific projects, leave the fields in this section blank.

Name: The name of the cross street. Enter the local name, utilizing standard abbreviations (St, Av, Blv, Dr, etc.) without punctuation. For projects processed through IDOT Local Roads, the name should match all IDOT paperwork (PPI form, PDR title, etc.). For example, “Main St”, “Various locations throughout DuPage County”, “Purchase 5 buses”, etc. Numbered routes should not be included in the name field; they should be included as a System and Route Number pair.

System: The numbering system for numbered routes. Select the numbering system(s) from the drop-down menu. Up to three different systems can be selected. Each selected system requires a corresponding Route Number entry.



Route Number(s): The route number that matches the selected system. Enter the route number(s). Each route number entry requires a corresponding system to be selected.

County: The county in which the end point or intersection is located. Select one county from the drop-down list. For projects that are not at a single location, such as purchasing vehicles or activities at various locations, if the primary use/location will be within a single county, select that county. Otherwise, select “Regionwide”. This field is searchable using the County field or the Location field in Advanced Search.

Municipality: The municipality in which the end point or intersection is located. Select one municipality from the drop-down list. For projects in unincorporated areas, select the township or “Uninc”. This field is searchable using the Municipality field or the Location field in Advanced Search.

Figure 42. Location Entries

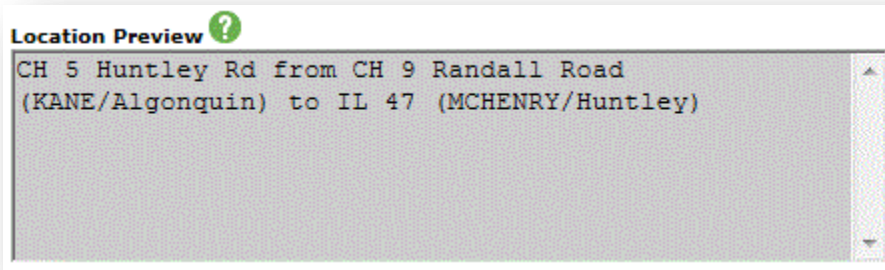
The screenshot displays three form sections for location entries:

- Location:** Name: Huntley Rd; System: County Highway; Route Number(s): 5.
- North/West Limit Cross Streets:** Name: Randall Road; System: County Highway; Route Number(s): 9; County: KANE; Municipality: Algonquin.
- South/East Limit Cross Streets:** Name: (blank); System: State Route; Route Number(s): 47; County: MCHENRY; Municipality: Huntley.

Location Preview: The combined location information, as it will appear in reports throughout the TIP database. Review the preview to be sure it makes sense and provides enough information to locate the project on a map or to sufficiently distinguish the project from others in the TIP database. Make adjustments to the Location and Limits fields, if necessary. The entries shown in Figure 43 produce the Location Preview shown in Figure 44.



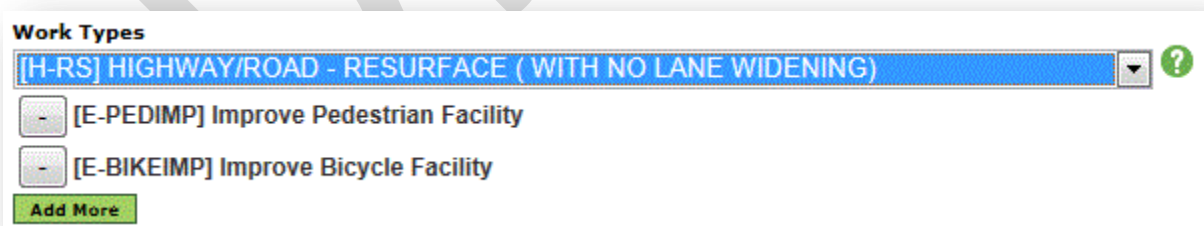
Figure 43. Location Preview



Other Project Location Information: Other information about the project location that is not contained in the Location and Limits fields. Enter other location information. Be brief and only include information critical to identifying the project location. Exceptions to the project limits, such as “Excludes 1st St to 2nd St”, can be entered here. This field is searchable using the Location field in Advanced Search. More lengthy descriptions should be entered using the TIP Project > Notes screen (See [Adding Notes](#)).

Work Types: The type of work being done. Select a work type from the drop-down menu. Click “Add More” to add additional work types until all of the work being done on the project is included. To remove a Work Type, click the “-” button. Work types are used to determine a project’s Exempt Status and are used to classify projects in obligation reports and other documents based on the TIP. A current list of valid work types, with descriptions, abbreviations, project types and exempt status can be found on the [TIP Programmer Resources](#) page of the CMAP web site. At least one work type is required. This field is searchable using the Advanced Search.

Figure 44. Work Types



Brief Description: Describes any work that needs clarification. Enter any information about the work being done that isn’t clear from the selected work type(s). Be brief and do not repeat the selected work types. If any “miscellaneous” work type was selected, describe that work here.

More lengthy descriptions should be entered using the TIP Project > Notes screen (See [Adding Notes](#)).

Project Financing

The Project Financing section contains the detailed financial information about the project. The section includes the Total Project Cost field, which applies to the entire project, and a series of fields that apply to each financial line item. Financial line items can be added by clicking the green “Add More” button, or deleted by clicking the green “Delete” button.

Figure 45. Project Financing

Project Financing

Total Project Cost (All phases & fund sources in \$000's): ?

Fund Source	Phase	FFY	Total (\$000's)	Federal (\$000's)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project Segment or Line Item Identifier

Anticipated Authorization

Section Number State Job Number Federal Project

FTA Grant Number FTA ALI Code(s)

Phase Implementation Actions

Authorization	Total Cost:	Federal Cost:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Letting Date <input type="text"/>	Total Cost: <input type="text"/>	Federal Cost: <input type="text"/>
Award Date <input type="text"/>	Total Cost: <input type="text"/>	Federal Cost: <input type="text"/>
Start Date <input type="text"/>		
Completion Date <input type="text"/>		

?

Overall Programmed ? Total (\$000's): 0 Federal (\$000's): 0

Total Project Cost: The overall total cost of the project, including all phases and fund sources, whether included in the TIP database or not. Enter the total project cost, in thousands of dollars (\$000's), with no symbols or punctuation. This field is required and must be greater than the sum of the Total Cost fields from all of the project's individual line items, whether within the TIP years or not and whether awarded or not.

Fund Source: The source of funds for the line item. Select a fund source from the drop-down list. A description of current fund sources, including how they are distributed, who is responsible for programming and whether they are federal, state or local, is available on the [TIP](#)



[Programmer Resources](#) page of the CMAP web site. This field is searchable in Advanced Search.

Phase: The phase of work for the line item. Select the phase of work from the drop-down list. For studies, select "Alternatives Analysis" or "MIS" (Major Investment Study). For Preliminary Engineering, select "Engineering-I". For Design Engineering/Plans Preparation, select "Engineering-II". For combined engineering 1 and engineering 2, or for engineering on non-construction projects, select "Engineering". For land acquisition, select "ROW Acquisition". For construction, select "Construction". Construction line items should include construction engineering (Phase 3) costs. If construction engineering is funded with a different fund source than construction, select "Engineering" and indicate in the Project Segment of Line Item Identifier field that the phase is construction engineering. For non-construction projects, select "Implementation". This field is searchable in Advanced Search.

FFY: The federal fiscal year (FFY) in which funds for the line item will be authorized (for federal fund sources) or expended (for state or local fund sources). The federal fiscal year is from October 1 to September 30. Select the FFY from the drop-down list. If the FFY for the line item is prior to the current year, select "MYB" and contact CMAP staff to manually overwrite the selection. If the FFY for the line item is after the latest year in the drop-down list or is unknown at the time the project is entered in the TIP database, select "MYB". This field is searchable in Advanced Search.

Total (\$000's): The total cost of the line item, in thousands of dollars, including matching funds. Enter the total cost of the line item in thousands of dollars (\$000's) with no symbols or punctuation.

Federal (\$000's): The federal funds programmed for the line item, in thousands of dollars. Enter the federal cost of the line item in thousands of dollars (\$000's) with no symbols or punctuation. This field is required if a federal fund source is selected and is prohibited if a state or local fund source is selected.

Note that at least one complete line item is required for each project. A complete line item consists of a Fund Source, Phase, FFY, Total Cost and Federal Cost (if the fund source is federal).

Figure 46. Financial Line Item fields

Fund Source	Phase	FFY	Total (\$000's)	Federal (\$000's)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Project Segment or Line Item Identifier: Location, work type or other identification information that is unique to the line item. May contain notes about the status of funding, for example deferred CMAQ line items will be indicated in this field. Enter information/notes that are unique to the line item. If the phase is construction, and construction engineering is included in the cost, "Includes E3" should be entered. If matching funds for the line item are provided by an agency other than the project sponsor, enter that information here. This field is searchable in Advanced Search.

Anticipated Authorization: The date when authorization of funds for the line item is anticipated. For construction phases that will be let by IDOT, this date is typically six weeks prior to the target letting date. Enter the anticipated authorization date (mm/dd/yyyy), or select from the calendar. The date should fall within the FFY (October 1 – September 30) of the line item.

Section Number: The MFT Section Number assigned to the project by IDOT or the local agency. Enter the Section Number, which can be found on the Project Program Information (PPI) form submitted to IDOT. Transit projects typically do not have an MFT Section Number unless processed through IDOT. This field is searchable in Advanced Search.

State Job Number: The State Job Number assigned to the project phase by IDOT. State Job Numbers are unique to the phase of the project. Enter the State Job Number, which can be found on the Project Program Information (PPI) form approved by IDOT. Transit projects typically do not have a State Job Number unless processed through IDOT. This field is searchable in Advanced Search. The State Job Number is in the format A-##-###-##. The first letter indicates the phase:

- P – Preliminary (Phase 1) Engineering
- D – Design (Phase 2) Engineering
- R – Right of Way
- C – Construction

Federal Project: The Federal Project Number assigned to the project phase by IDOT. Federal Project Numbers are unique to the phase of the project. Enter the Federal Project Number, which can be found on the Project Program Information (PPI) form approved by IDOT. Transit projects typically do not have a Federal Project Number unless processed through IDOT. This field is searchable in Advanced Search. The Federal Project Number is typically in the format AAA-###(###). The letters indicate the primary federal fund source. Common fund sources are:

- M – STP funds
- CMM – CMAQ funds



FTA Grant Number: The FTA Grant Number assigned by the FTA that includes the project or project phase. Enter the FTA Grant Number. Highway projects processed by IDOT typically do not have an FTA Grant Number. This field is searchable in Advanced Search. The FTA Grant Number is typically in the format IL-##-x####-## for projects within Illinois.

FTA ALI Code(s): The FTA TEAM Scope & Activity Line Item Codes (ALIs) that are included in the FTA grant for the project or project phase. Enter the FTA ALI Code(s) for the project or project phase. Projects that are not included in FTA grants do not have ALI Codes. This field is searchable in Advanced Search.

Phase Implementation Actions: The dates and funding amounts of implementation actions for the line item.

Figure 47. Phase Implementation Actions

Phase Implementation Actions			
Authorization:	<input type="text"/>	Total Cost:	<input type="text"/>
Letting Date:	<input type="text"/>	Total Cost:	<input type="text"/>
Award Date:	<input type="text"/>	Total Cost:	<input type="text"/>
Start Date:	<input type="text"/>	Federal Cost:	<input type="text"/>
Completion Date:	<input type="text"/>	Federal Cost:	<input type="text"/>

Authorization: The date the line item was federally authorized and the total and federal cost authorized. Enter the date of federal authorization (mm/dd/yyyy), or select from the calendar and enter the total cost and federal cost in thousands of dollars (\$000's). Authorization commits the funds for the line item and changes the status of the line item from "programmed" to "awarded". After saving, an authorized line item will be highlighted in pink on the TIP Project > Detail page. Authorized line items are also flagged on most reports produced from the TIP database.

Letting Date: The date the line item, if construction or implementation, is let for bid and the total and federal amounts of the low bid received. Enter the letting date (mm/dd/yyyy), or select from the calendar and enter the total cost and federal cost of the low bid in thousands of dollars (\$000's). If the project had non-participating items, or included construction engineering, those amounts should be considered when determining the federal cost of the low bid.

Award Date: The date a contract for the phase of work is awarded and the total and federal amounts awarded. Enter the contract award date (mm/dd/yyyy), or select from the calendar and enter the total cost and federal cost of the award in thousands of dollars (\$000's). For engineering phases, the award date is the date notice to proceed is issued and the awarded amounts will typically be the same as the authorization amounts. For construction or



implementation phases, the award date is typically within 90 days of the letting date. The award amounts may differ from the low bid amounts.

Start Date: The date that work on the phase began. Enter the date work on the phase actually began (mm/dd/yyyy), or select from the calendar. For engineering phases, the start date is typically the notice to proceed date. For construction or implementation phases enter the actual date work began or will begin.

Completion Date: The date that work on the phase was completed. Enter the date work on the phase was completed (mm/dd/yyyy), or select from the calendar. For engineering phases, the end date is typically the date design or plans approval is received. For construction or implementation phases enter the actual date work was finished.

Overall Programmed: The sum of the Total Cost and Federal Cost, in thousands of dollars (\$000's), programmed in the first four years of the TIP and not yet authorized. These fields are calculated automatically.

Modeled Project Data

Data required to include projects with Not Exempt or Exempt Test work types in the transportation model is recorded in this section.



Figure 48. Modeled Project Data

Modeled Project Data (Required for Not Exempt and Exempt Tested Projects)			
Completion Year	<input type="text"/>	Project Length (miles)	<input type="text"/>
Transit Projects			
Modes Served	<input type="text"/>		
Commuter Rail/Rapid Transit Parking		Before	After
Parking Spaces	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking Price	<input type="text"/>	<input type="text"/>	<input type="text"/>
Parking Price Unit	<input type="text"/>		
Highway Project Segments			
Segment Location			
Road Name	<input type="text"/>	Route Number	<input type="text"/>
1st Reference Point Name	<input type="text"/>	1st Reference Route	<input type="text"/>
1st Reference County	<input type="text"/>	1st Reference Municipality	<input type="text"/>
2nd Reference Point Name	<input type="text"/>	2nd Reference Route	<input type="text"/>
2nd Reference County	<input type="text"/>	2nd Reference Municipality	<input type="text"/>
Segment Improvement			
	Before	After	
Driving Lanes (#)	<input type="text"/>	<input type="text"/>	
Lane Widths (feet)	<input type="text"/>	<input type="text"/>	
Posted Speed (mph)	<input type="text"/>	<input type="text"/>	
Signal Interconnects	<input type="text"/>	<input type="text"/>	
Add More			

Completion Year: The calendar year in which the project will be complete, and open for public use. Select the completion year from the drop-down list. All projects to be modeled require a completion year. The work types which require this information can be found in the [Conformity Requirements](#) section of this document.

Project Length (miles): The length of the project in miles. Enter the project length in miles. Projects of a linear nature require a project length. The work types which require this information can be found in the [Conformity Requirements](#) section of this document.

Transit Projects

The Transit Projects section includes data required to model transit projects subject to conformity analysis. The work types which require this information can be found in the [Conformity Requirements](#) section of this document.



Figure 49. Transit Projects

Transit Projects	
Modes Served	<input type="text"/>
Commuter Rail/Rapid Transit Parking	
Parking Spaces	Before: <input type="text"/> After: <input type="text"/>
Parking Price	Before: <input type="text"/> After: <input type="text"/>
Parking Price Unit	Before: <input type="text"/> After: <input type="text"/>

Modes Served: The mode(s), such as bus or rail, served by the project. Enter the mode(s) served. The work types which require this information can be found in the [Conformity Requirements](#) section of this document.

Commuter Rail/Rapid Transit Parking: Before, after and pricing information for new or expanded commuter parking projects. The work types which require this information can be found in the [Conformity Requirements](#) section of this document.

Parking Spaces: The number of parking spaces before and after the project. Enter the number of spaces before and after the project. For new parking, enter "0" for the before number of spaces.

Parking Price: The price of parking, in dollars and cents per unit, before and after the project. Enter the price of parking per unit (numbers only) before and after the project. For new parking, enter "0" for the before price.

Parking Price Unit: The unit of the parking price, such as daily, weekly, monthly, hourly, etc. Enter the unit of the parking price.

Highway Project Segments

The Highway Project Segments section includes data required to model highway projects subject to conformity analysis. Because the characteristics of a roadway can change along the length of a project, and those changes affect the transportation model, there may be multiple segments within the limits of a project. The work types which require this information can be found in the [Conformity Requirements](#) section of this document.



Figure 50. Highway Project Segments

Highway Project Segments			
Segment Location			
Road Name	<input type="text"/>	Route Number	<input type="text"/>
1st Reference Point Name	<input type="text"/>	1st Reference Route	<input type="text"/>
1st Reference County	<input type="text"/>	1st Reference Municipality	<input type="text"/>
2nd Reference Point Name	<input type="text"/>	2nd Reference Route	<input type="text"/>
2nd Reference County	<input type="text"/>	2nd Reference Municipality	<input type="text"/>
Segment Improvement			
	Before		After
Driving Lanes (#)	<input type="text"/>		<input type="text"/>
Lane Widths (feet)	<input type="text"/>		<input type="text"/>
Posted Speed (mph)	<input type="text"/>		<input type="text"/>
Signal Interconnects	<input type="text"/>		<input type="text"/>
Add More			

Segment Location

This section includes the location and limits of the individual segments within the limits of the project to which the Segment Improvement information applies. The work types which require this information can be found in the [Conformity Requirements](#) section of this document.

Road Name: The name of the roadway on which the project is located. Enter the roadway name.

Route Number: The system and route number, if applicable. Enter the system abbreviation (CH, IL, US, etc.) and route number.

1st Reference Point Name: The name of the first (north or west) limit of the segment. Enter the north or west limit name.

1st Reference Route: The system and route number, if applicable. Enter the system abbreviation (CH, IL, US, etc.) and route number.

1st Reference County: The County in which the limit point is located. Select the county from the drop-down list.

1st Reference Municipality: The municipality in which the limit point is located. Select the municipality from the drop-down list. If the limit point is in an unincorporated area, select the township or "Uninc".



2nd Reference Point Name: The name of the second (south or east) limit of the segment. Enter the south or east limit name.

2nd Reference Route: The system and route number, if applicable. Enter the system abbreviation (CH, IL, US, etc.) and route number.

2nd Reference County: The County in which the limit point is located. Select the county from the drop-down list.

2nd Reference Municipality: The municipality in which the limit point is located. Select the municipality from the drop-down list. If the limit point is in an unincorporated area, select the township or "Uninc".

Segment Improvement

This section includes the before and after information needed to model the segment, including number and width of lanes, posted speed and whether or not traffic signals are interconnected within the segment. The work types which require this information can be found in the [Conformity Requirements](#) section of this document.

Driving Lanes (#): The number of through lanes in the segment before and after the project. Enter the total number of through lanes only (both directions) before and after the projects.

Lane Widths (ft): The width, in feet, of the through lanes in the segment before and after the project. Enter the width, in feet, of the through lanes before and after the project. Use the typical width if the curb lanes are wider. Do not include the width of striped bicycle lanes.

Posted Speed (mph): The posted speed limit throughout the segment before and after the project. Enter the posted speed limit (not the design speed) in mph before and after the project.

Signal Interconnects: Indicates the presence of interconnected traffic signals within the segment before and after the project. Select yes or no to indicate if signals within the segment are interconnected.

If any of these characteristics vary, either before or after the project, the segment should be split into multiple segments at the point(s) where the change(s) occur. Click on the green "Add More" button to add additional highway segments. Use the page number buttons to navigate between segment records. The highlighted (dark blue) page number is the record displayed.



Figure 51. Highway Project Segments – Navigation

Segment Improvement		
	Before	After
Driving Lanes (#) ?	<input type="text"/>	<input type="text"/>
Lane Widths (feet) ?	<input type="text"/>	<input type="text"/>
Posted Speed (mph) ?	<input type="text"/>	<input type="text"/>
Signal Interconnects ?	<input type="text"/>	<input type="text"/>

1 2 3 4
Add More ?

When all fields have been completed, click the green “Add Project/Save Change” button at the bottom of the form. To reset the form without saving your project, click the green “Delete Change” button.

Figure 52. Save or Delete Change Buttons

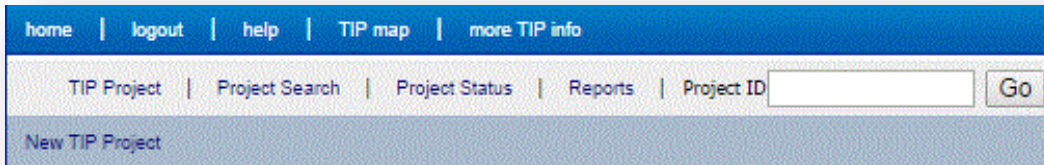
Add Project/Save Change ? Delete Change ?



Adding a New Project

To add a new project to the TIP database, select TIP Project > New TIP Project from the Main Menu.

Figure 53. TIP Project Menu - New TIP Project



Complete as much information as is known about the project. Remember some fields are [required and subject to logic validations](#).

New Project Approvals

New projects added to the TIP database are subject to the TIP Change and Project Grouping Procedures contained in Appendix 1 of the TIP document found on the [TIP Documentation](#) page of the CMAP web site. A “Quick Reference” to TIP Changes can also be found on the [TIP Programmer Resources](#) web page. The below table summarizes the actions related to new projects.

Table 3. New Project Actions

Change Made	Type of Change	Takes Effect
New EXEMPT TESTED or EXEMPT project with all line items outside TIP years	Modification	Immediately
New EXEMPT project with no federal fund sources	Modification	Immediately
New EXEMPT project with federal funds, within the TIP years	Amendment	Upon Transportation Committee approval
New Signal Interconnect (S-TIM) project with no other NOT EXEMPT work types with funding for E2, ROW, CONST,	Amendment	Upon Transportation Committee approval



ENG and/or IMP, within TIP years		
New project with at least one NOT EXEMPT work type (other than S-TIM), with funding for E1, AA or MIS phases only, within TIP years (other phases may be in MYB)	Amendment	Upon Transportation Committee approval
New project with at least one NOT EXEMPT work type (other than S-TIM), with funding for E2, ROW, CONST, ENG and/or IMP within TIP years	Conformity Amendment	Upon MPO Policy Committee approval of semi-annual conformity analysis

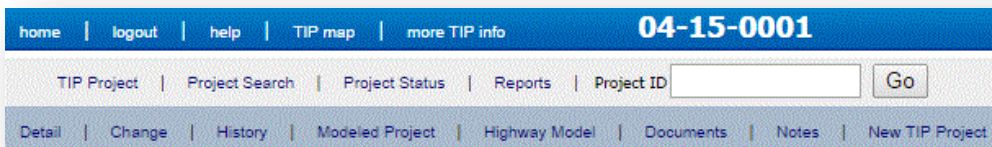
DRAFT



Submitting a TIP Change

Programmers may submit a TIP change request at any time by completing the TIP Project > Change form.

Figure 54. TIP Project Menu - Change



The form is populated with the existing program data or any prior pending change data. If there is already a pending change, the below message will be displayed at the top of the form.

Figure 55. Existing Change Message



Changes should be made by adding new data, overwriting existing data, making additional selections, utilizing the “Add More” buttons, or utilizing the “-” buttons. See the field descriptions in the [New Projects](#) section. TIP changes are subject to the same [data validation](#) as new projects. After all changes are made, click on the “Add Project/Save Changes” button at the bottom of the page.

To clear all pending changes for a project, click the “Delete Change” button at the bottom of the page. Clicking “Delete Change” removes all pending changes for the project. If you’re making additional changes to a project that has an existing change record, and make a mistake, you can select “Detail” from the TIP Project menu to navigate away from the change form without saving your new changes. The prior existing change record will be retained.

Many TIP changes are administrative in nature and will become effective immediately when the change record is saved. These changes are called Modifications. Other changes are considered Amendments and require seven days of public comment and Transportation Committee approval. Changes to projects which affect air quality conformity are considered Conformity Amendments and require modeling and analysis, 30 days of public comment and MPO Policy Committee approval. The type of change made is most often influenced by a project’s exempt



status, which is determined by work type. A list of work types with exempt status can be found on the [TIP Programmer Resources](#) web page. When multiple changes are made to a project record, the most severe type of change takes effect. For example, if a project is being held for a conformity amendment, financial changes made to the project will not take effect until the conformity amendment is approved by the MPO Policy Committee. Therefore, the order in which changes are made and saved can affect when changes take effect. More details of the types of changes are provided later in this document.

Programmers should consider the change types prior to making changes so that modifications are not held up waiting for amendment or conformity amendment approval. After saving a change, a message will be displayed at the top of the form indicating the type of change.

Figure 56. TIP Change Action Notification Message



Be cognizant of due dates for the various types of changes. Missing a due date for an amendment can cause projects to miss a state letting. For projects processed through IDOT, be aware that IDOT paperwork is compared to the TIP database by both IDOT and FHWA. Completing TIP changes prior to submitting Project Program Information (PPI) forms or Local Agency Agreements can prevent those forms from being delayed or rejected.

It is good practice to check the fiscal constraint report prior to making TIP changes on projects containing constrained fund sources. No changes of any kind can be saved for a project if any of the fund sources contained in that project violate fiscal constraint, even if the changes are not financial. If changing any financial line item, the project total cost must be updated. Since programmers are not responsible for all funding decisions, when making financial changes to certain fund sources programmers should contact the agency that makes the funding decisions. For example, before making a change to a CMAQ funded project, programmers should contact CMAP staff to determine if CMAQ Project Selection Committee approval is needed prior to making the TIP change. The fund source list posted on the [TIP Programmer Resources](#) web page includes contact information for the agencies responsible for each fund source.

Administrative Modifications

Administrative modifications take effect immediately. Changes to project identification numbers, exempt work types and non-federal funding are modifications. Certain financial



changes are also modifications. The [TIP Change Quick Reference](#) provides guidance. A log of modifications made is displayed on the [TIP Home Page](#).

Amendments

TIP amendments are significant changes to the scope, schedule or limits of a project or financial changes that are above the threshold defined in the TIP Change and Project Grouping Procedures contained in Appendix 1 of the TIP document found on the [TIP Documentation](#) page of the CMAP web site. A “Quick Reference” to TIP Changes can also be found on the [TIP Programmer Resources](#) web page. TIP Amendments require seven days public comment and approval by the Transportation Committee.

Conformity Amendments

Conformity amendments are changes to projects with Not Exempt or Exempt Tested work types that can affect air quality conformity in the region. Scope and limit changes, project schedule changes, and adding/deleting work types are the most common conformity amendments. Conformity amendments require transportation and air quality modeling. The modeling results and the details of the TIP changes are released by the Transportation Committee for a minimum of 30 days of public comment. Following the comment period the MPO Policy committee considers approval.



Adding Notes and Attaching Documents to a Project

Sometimes there is a need to provide more information about a project than what is included in the Project Form, such as details of decisions made by the Tier II Consultation Team, longer descriptions of project locations or work to be done, details about funding, news articles concerning projects, photographs, maps or project documents. Level 1 and Level 2 users can add this information as notes or by attaching documents to projects. Notes and documents can be viewed by Level 1, 2 and 3 users and can be added, edited or deleted by Level 1 and Level 2 users. Level 2 users can only edit or delete notes or delete documents that they personally added to the project.

Projects with notes will have a “View Notes” link on the Project Detail page. Click the link to view notes. To add notes, select Notes from the TIP Project Menu, enter text in the Notes field, and click “Save Note”. To edit an existing note, copy/paste or re-type the note text in the Notes field, click “Save Note” and then delete the existing note by clicking on the “delete” link.

Figure 57. Notes and documents links



Figure 58. TIP Project Menu

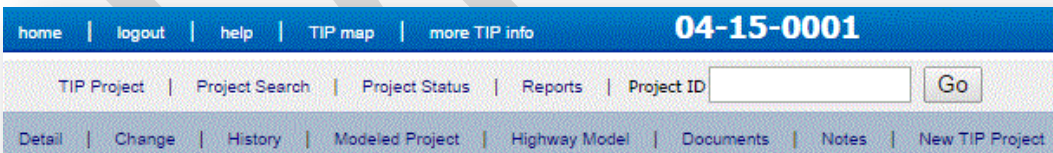


Figure 59. Project Notes

The screenshot shows a web interface titled "Project Notes". At the top, there are two existing notes:

This is a note.	Level 2 Tester	9/16/2014 5:21:03 PM	delete
testing notes flag	Kama Dobbs	4/4/2014 1:24:06 PM	delete

Below these is a section titled "Add New Notes". It contains a text area with the following text: "This is a project note. Use notes for information about projects which is pertinent to the TIP entry, but doesn't fit in any of the regular data fields." To the left of the text area is a label "Notes". Below the text area is a "Save Note" button.

Projects with documents attached will have a "View Documents" link on the Project Detail page (see Figure 58). Click the link to view attached documents. To remove an existing document, click on the "delete" link. To view or download a document, click on the document link in the File column.

Figure 60. Project Documents

The screenshot shows a web interface titled "Project Documents". It features a table with the following data:

File	Title	Description	Added
Circle_Conceptual Geometric Alternative A.pdf	Circle Conceptual Geometric Alternative	Initial design proposal from IDOT	2/14/2013 9:59:01 AM
01-12-0019.pdf	01-12-0019	Preliminary engineering and environmental studies to improve I-90/94 at I-290 in the City of Chicago, Cook County	7/11/2013 3:24:55 PM
0112001971713.pdf	News Article from Examiner		7/18/2013 9:05:32 AM
Documents.GIF	Sample Documents	This is just a sample	9/17/2014 9:20:17 AM delete

Below the table is a section titled "* - required files" and "Add New File". It includes a "New File Location:" field with a "Browse..." button, a "File Title:" input field, and a "Description:" text area. An "Add File" button is located at the bottom left of this section.

To add documents, select Documents from the TIP Project Menu. Click the Browse button to locate the document to be attached, enter a Title to be displayed for the attached document and enter a Description of the document, then click "Add File".



Figure 61. Add documents

* - required filesd

Add New File

New File Location: S:\AdminGroups\Planning *

File Title: Sample Documents

Description: This is just a sample|

Removing a Project

Projects are removed from the TIP when they are complete and fully awarded or when they will not be completed, and no funds have been expended. When projects are complete, with all individual line items authorized and awarded, the project should be marked as awarded to be removed from the TIP. Projects should not be awarded if the final phase is still in progress and there is the potential for cost changes. Projects that were started (expended funds programmed in the TIP), but will not be completed, should have the individual line items that will not be completed deleted and the project should be awarded, not deleted. Projects that were programmed, but never started can be deleted from the TIP. From time to time, multiple TIP projects may be combined into a single TIP ID. If no funds have been expended on one of those projects, that project can be deleted. If funds have been expended on all of the projects to be combined, all of the projects should remain in the TIP and notes should be added to cross-reference the combination. See [Combining Projects](#) for more information.

Awarding Projects

To award a project, select Change from the TIP Project menu. Click on the green “Mark Awarded” button at the top of the change form. Awarded projects are reviewed by CMAP staff prior to the award taking affect in the database.



Figure 62. TIP Project Form - Mark Awarded

The screenshot shows the 'TIP Project Form' interface. At the top, there is a title 'TIP Project Form' and a 'Print' button. Below the title, there is a help section with a question mark icon and a link to the 'TIP Online Database User Guide'. A red message states: 'Project has existing Change Record. Change information is displayed below'. Below this message, there is a text box containing the following information: 'TIP Changes are due 11/4/2014 for consideration by the Transportation Committee on 11/14/2014' and 'Conformity changes are due 12/4/2014 for consideration by the CMAP Board and MPO Policy Committee on 3/11/2015'. At the bottom of the form, there are two buttons: 'Mark Deleted' and 'Mark Awarded'. The 'Mark Awarded' button is highlighted in green. Below the form is a blue bar with the text 'Project Identification'.

Awarded project records remain in the database for history and can be found using Advanced Search by selecting “Awarded” in the Status field. Awarded projects do not currently affect fiscal constraint determinations.

Deleting a Project

To delete a project, select Change from the TIP Project menu. Click on the green “Mark Deleted” button at the top of the change form.

Figure 63. TIP Project Form - Mark Deleted

The screenshot shows the 'TIP Project Form' interface, similar to Figure 62. The 'Mark Deleted' button is highlighted in green. The text box below the red message contains the following information: 'TIP Changes are due 11/4/2014 for consideration by the Transportation Committee on 11/14/2014' and 'Conformity changes are due 12/4/2014 for consideration by the CMAP Board and MPO Policy Committee on 3/11/2015'. The 'Mark Deleted' button is highlighted in green. Below the form is a blue bar with the text 'Project Identification'.

Deleted projects are subject to the TIP Change and Project Grouping Procedures contained in Appendix 1 of the TIP document found on the [TIP Documentation](#) page of the CMAP web site. A “Quick Reference” to TIP Changes can also be found on the [TIP Programmer Resources](#) web page. Project deletions may be modifications, amendments or conformity amendments. Deleted project records remain in the database for history and can be found using Advanced Search by selecting “Deleted” in the Status field. If at any time a deleted project needs to be restored, contact CMAP staff.



Combining Projects

Sometimes TIP projects are combined for construction or implementation after they have completed engineering. In other cases, new projects may be folded into ongoing projects after being programmed in the TIP, but before starting any work. To combine multiple projects that have had funds authorized on some phase, but not all phases, first determine the TIP ID that will be used for the combined project. Next, delete unauthorized lines from the project(s) that will not continue. Put a note in the Brief Description field of the project(s) that will not be continued saying “__ phase(s) will be completed under TIP ID xx-xx-xxxx.” In the combined project, enter the line items that were deleted from the other project(s) and put a note in the Project Segment or Line Item Identifier field indicating “Previously programmed under TIP ID xx-xx-xxxx”. If any of the projects to be combined have not had funds authorized, those projects can be deleted and the funding line items added to the combined project with a note in the Project Segment or Line Item Identifier field indicating “Previously programmed under deleted project xx-xx-xxxx”.



Creating Reports

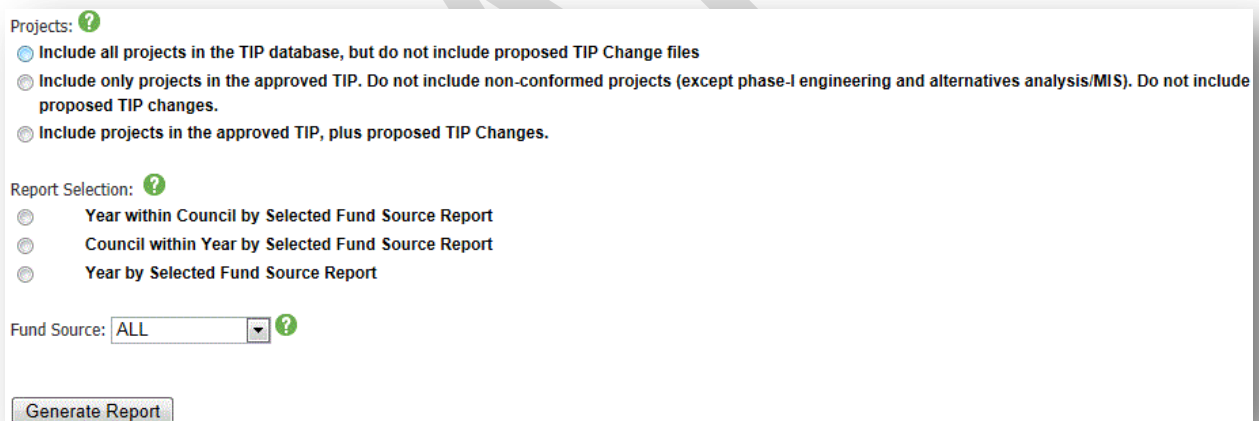
The TIP database includes the ability to customize reports utilizing sorting and filtering functions.

Fiscal Constraint Report

The Fiscal Constraint Report displays the constraint applied to federal fund sources by programming agency and year. The report can be filtered to include or exclude pending TIP changes and can be grouped by federal fiscal year (FFY) or Council/Programmer. Fiscal Constraint Reports can be generated by Level 1, 2 and 3 users.

When creating a fiscal constraint report, users have several choices for the projects to include, how the information is grouped, and what fund source(s) to include.

Figure 64. Fiscal Constraint Report Choices



The screenshot shows a web-based form titled "Fiscal Constraint Report Choices". It is divided into three main sections:

- Projects:** This section has a help icon (?) and three radio button options:
 - Include all projects in the TIP database, but do not include proposed TIP Change files
 - Include only projects in the approved TIP. Do not include non-conformed projects (except phase-I engineering and alternatives analysis/MIS). Do not include proposed TIP changes.
 - Include projects in the approved TIP, plus proposed TIP Changes.
- Report Selection:** This section also has a help icon (?) and three radio button options:
 - Year within Council by Selected Fund Source Report
 - Council within Year by Selected Fund Source Report
 - Year by Selected Fund Source Report
- Fund Source:** A dropdown menu is set to "ALL" with a help icon (?) to its right.

At the bottom of the form is a button labeled "Generate Report".

The first selection is projects. The options are shown in Figure 66. To view projects included in the TIP database, without pending changes, select the first option. To exclude non-conformed projects and view only approved TIP projects, select the second option. To view all projects, conformed or not, and any pending TIP changes, select the third option. The third option represents the data used to determine if a new TIP change that is submitted (including new projects) meets fiscal constraint and should be selected by programmers attempting to resolve a fiscal constraint violation error.



Figure 65. Project choices for Fiscal Constraint report

Projects: ?

- Include all projects in the TIP database, but do not include proposed TIP Change files
- Include only projects in the approved TIP. Do not include non-conformed projects (except phase-I engineering and alternatives analysis/MIS). Do not include proposed TIP changes.
- Include projects in the approved TIP, plus proposed TIP Changes.

The next selection is the grouping/sorting of the report.

Figure 66. Report selections for Fiscal Constraint report

Report Selection: ?

- Year within Council by Selected Fund Source Report
- Council within Year by Selected Fund Source Report
- Year by Selected Fund Source Report

The first report selection groups by Council/Programming Agency and lists each FFY. This format is useful for seeing an overview of the Council/Agency program.

Figure 67. Fiscal Constraint Report: Year within council

FUND SOURCE:		PROGRAM	PROGRAMMED	Advance Funding	Carryover	Adjustments	NOT AWARDED	
COUNCIL/AGENCY:		ALLOTMENT	FEDERAL \$	BALANCE			FEDERAL \$ TOTAL	
YEAR	14	60708	37025	23683	0	0	0	22065 27582
YEAR	15	60708	45507	15201	0	0	0	39973 49966
YEAR	16	60708	8573	52135	0	0	0	8573 10716
YEAR	17	60708	0	60708	0	0	0	0 0
COUNCIL/AGENCY TOTAL:		530366	319861	285877	0	76012	-640	88811 111014

The second report selection groups by FFY and lists each Council/Programming Agency:



Figure 68. Fiscal Constraint Report: Council within year

FUND SOURCE:	STP-L	PROGRAM	PROGRAMMED		Advance Funding	Carryover	Adjustments	NOT AWARDED	
		ALLOTMENT	FEDERAL \$	BALANCE				FEDERAL \$	TOTAL
YEAR:	15								
CITY OF CHICAGO		60708	45507	15201	0	0	0	39973	49966
CTA		0	0	0	0	0	0	0	0
DUPAGE		10770	10766	4	0	0	0	6936	10321
FTA/E-H		0	0	0	0	0	0	0	0
KANE		7769	5507	2262	0	0	0	663	1146
Kane County Division of Transportation		0	0	0	0	0	0	0	0
LAKE		8129	7324	805	0	0	0	231	330
MCHENRY		3782	0	0	0	0	-3782	0	0
Metra		0	0	0	0	0	0	0	0
NORTH CENTRAL		3610	3217	393	0	0	0	3217	4021
NORTH SHORE		3792	183	3609	0	0	0	183	262
NORTHWEST		8301	3800	4501	0	0	0	3800	5250
Pace		0	0	0	0	0	0	0	0
REGIONWIDE		0	0	0	0	0	0	0	0
SOUTH SUBURBAN		6046	3620	2426	0	0	0	3620	5743
SOUTHWEST		4388	3668	720	0	0	0	3668	7180
WEST CENTRAL		2999	1953	1046	0	0	0	1953	3165
WILL		6846	5440	1406	0	0	0	5440	6750
YEAR TOTAL:		127140	90985	32373	0	0	-3782	69684	94134



The third report selection totals by FFY, without individual Council/Programming Agency information:

Figure 69. Fiscal Constraint Report - Year Totals

FUND SOURCE:	STP-L	PROGRAM ALLOTMENT	PROGRAMMED FEDERAL \$	BALANCE	Advance Funding	Carryover	Adjustments	NOT AWARDED FEDERAL \$	TOTAL
YEAR 15 TOTAL:		127140	90985	32373	0	0	-3782	69684	94134
YEAR 16 TOTAL:		127140	37774	85584	0	0	-3782	31804	53957
YEAR 17 TOTAL:		127140	23145	101767	0	0	-2228	21645	34784

Finally, the fund source to be viewed can be selected from the drop-down list. Not all fund sources are constrained.

Figure 70. Fund Source Selection for Fiscal Constraint report

Fund Source:  



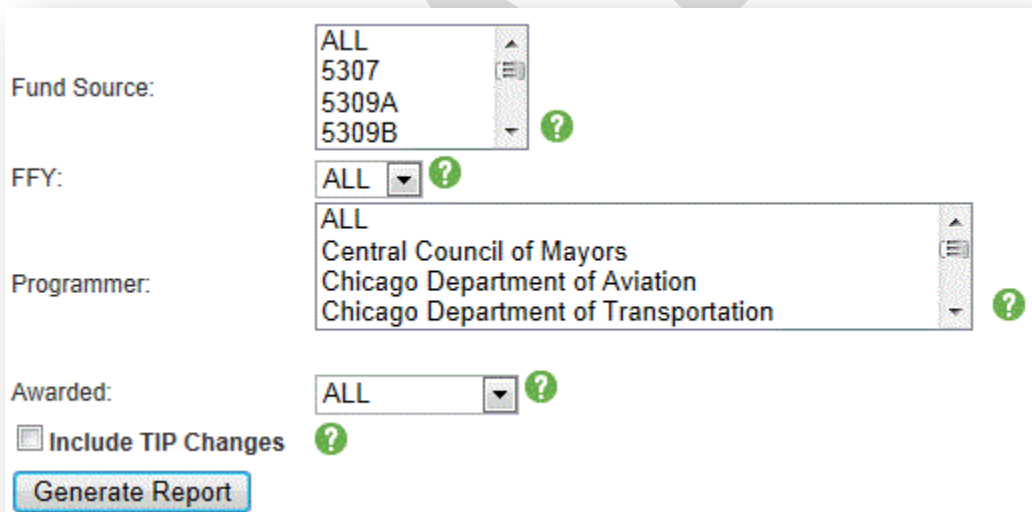
The “ALL” option will generate a report for all sources, whether constrained or not. The “Grouped Funds” option will generate a report for all constrained sources.

After making selections, click on the “Generate Report” button to generate a report. The report can be printed by clicking on the “Print” link in the top right corner of the report view.

Fund Source Line Items

The Fund Source Line Items Report displays all financial lines for a selected fund source, federal fiscal year (FFY) and Programmer(s) and is a good tool for determining the line items that are included in the totals reported on the Fiscal Constraint reports. The report can be filtered to include or exclude awarded line items and pending TIP changes. Once generated, the report can be exported to Microsoft Excel. Fund Source Line Items reports can be generated by Level 1, 2 and 3 users.

Figure 71. Fund Source Line Items filter options



The screenshot shows a web form with the following fields and options:

- Fund Source:** A list box containing "ALL", "5307", "5309A", and "5309B".
- FFY:** A dropdown menu set to "ALL".
- Programmer:** A list box containing "ALL", "Central Council of Mayors", "Chicago Department of Aviation", and "Chicago Department of Transportation".
- Awarded:** A dropdown menu set to "ALL".
- Include TIP Changes**
- Generate Report** button

Each dropdown and list box has a green question mark icon to its right.

This report is an excellent tool for viewing and exporting financial line item data. By selecting a single filter or a combination of filters, an individual programmer can view all of their projects, or can view only what is programmed in a single year and/or with a single fund source. The fields that can be filtered are:

Fund Source: Select “ALL” for every active source in the database, or select a single fund source. To view less than five sources, it is suggested that individual reports are generated and then combined with Microsoft Excel. For more than five, it may be beneficial to select “ALL” and utilize filters in Microsoft Excel to remove unwanted sources.



FFY: Select a federal fiscal year, or select “ALL” for all years listed in the drop-down, including “MYB”.

Programmer: Select “ALL” to generate data for all programs, select a single programmer, or select multiple programmers by holding the control (Ctrl) key while selecting. Remember for fiscal constraint, some fund sources are constrained regionwide, so all programmers should be considered. Also, it is possible for CMAP, IDOT or another agency to be the listed programmer on a project that contains a source (such as STP-L) that is constrained by programming agency. In this case, when addressing a fiscal constraint error, it is best to select either “ALL” or all agencies that could have programmed the source within a Council area.

Awarded: Select “ALL” for all line items, select “Awarded” for line items that have had federal funds authorized, or select “Not Awarded” for line items that have not had federal funds authorized.

Include TIP Changes: Check this box to include pending TIP changes, in lieu of approved data. Remember when addressing a fiscal constraint error, pending changes are included in the determination.

After making selections, click on the “Generate Report” button to generate a report. In addition to the above filtered fields, the report also contains the TIP ID, Abbreviated Location and Project Segment or Line Item Identifier fields.

Figure 72. Line Items Report

Generate Report		Export to Excel								
Project ID	Agency	Fund Source	FFY	Federal Cost	Total Cost	Phase	Project Segment	Abbrev Location	Awarded	
01-03-0002	Chicago Department of Transportation	CMAQ	13	4352	5440	CONSTRUCTION		STONY ISLAND AVE FROM MIDWAY PLAISANCE (COOK) TO 95TH ST (COOK)		
01-03-0004	Chicago Department of Transportation	CMAQ	13	344	430	ENGINEERING		ROOSEVELT RD FROM WESTERN AVE (COOK) TO US 41 LAKE SHORE DR (COOK)	AWD	
01-09-0002	CMAP	CMAQ	13	560	700	ENGINEERING-II		WEBER SPUR TRAIL UPRR FROM DEVON AV (COOK) TO ELSTON AV (COOK)		
02-10-0001	CMAP	CMAQ	13	52	65	ENGINEERING-II		Lincolnwood Union Pacific (UP) Rail Line/Weber Spur Bike/Multiuse Trail AT		
07-06-0002	CMAP	CMAQ	13	184	309	CONSTRUCTION	Includes \$16.8 Construction Engineering	IL 50 CICERO AVE FROM HICKORY CREEK DR (COOK) TO UNIVERSITY PWY (COOK) CICERO AVE SHARED USE PATH		
07-09-0003	CMAP	CMAQ	13	190	237	CONSTRUCTION		COMMUTER PARKING ALONG PARK AVE FROM 167TH ST (COOK) TO 171ST ST (COOK)		

Click on the “Export to Excel” button to export data into an Excel spreadsheet.

All Projects Report



The All Projects Report displays location and programming information for all project line items that are within the active years (first five) of the TIP. Line items that are in earlier or later years and line items with “TBD” or “OTH” fund sources are not displayed. The All Projects Report, with no filters applied, represents the current adopted TIP for the Northeast Illinois region. The report can be generated for a specific list of TIP IDs, or can be filtered by programmer, exempt status, project type, participating agencies and/or council area and sorted by location, TIP ID or Programming Agency. All Projects reports can be generated by Level 1, 2 and 3 users. The public can view the All Projects report on the [TIP Documentation](#) page of the CMAP web site at any time.

Figure 73. All Projects Report filter and sort choices

The All Projects Report can be generated *either* for a specific list of TIP IDs or by using a combination of filters.

Generate a specific list of TIP IDs by entering those IDs in the left side “By Project ID (1 TIP ID per line)” box. IDs can be entered with or without dashes. Each ID must be on its own line, with no commas or other delimiters. After entering the IDs, select the field to sort by in the bottom right of the form and then click on the “Generate Report” button.

Figure 74. TIP ID entry for All Projects Report

To generate a filtered report, use the fields on the right side of the form.



Figure 75. Filters and sorting for the All Projects Report

Filter By Agency: ?
Central Council of Mayors
Chicago Department of Aviation
Chicago Department of Transportation

Filter By Exempt Status: ?
EXEMPT
EXEMPT TESTED
NOT EXEMPT

Filter By Project Type: ? All Projects

Filter By Other Participating Agencies: ?

Filter By Council: ?

print ?

Sort By: ? Location

Generate Report

The fields that can be filtered are:

Agency: Select a programming agency or select multiple agencies by holding the control (Ctrl) key while selecting. If no agencies are selected, all agencies will be included in the report.

Exempt Status: Select a status (Exempt, Exempt Tested or Not Exempt) select multiple statuses by holding the control (Ctrl) key while selecting. If no selections are made, all exempt statuses will be included in the report.

Project Type: Select one project type (TIP Project, Major Capital Project, Constrained or Unconstrained) from the drop-down. Select “All Projects” to include all project types in the report.

Other Participating Agencies: Select one agency from the drop-down list. The list includes municipalities, townships, counties, programming agencies and implementing agencies. Leave blank to include all projects, regardless of other participating agencies.

Council: Select one council from the drop-down list. In this case, selecting a council will display all projects that have a TIP ID within that council area, regardless of the programming agency. The [geographic boundaries](#) of each council can be viewed from the [Subregional Councils](#) page of the CMAP web site.




Figure 76. Council IDs

01 = City of Chicago
02 = North Shore Council of Mayors
03 = Northwest Council of Mayors
04 = North Central Council of Mayors
05 = Central Council of Mayors
06 = Southwest Council of Mayors
07 = South Council of Mayors
08 = DuPage Council of Mayors
09 = Kane/Kendall Council of Mayors
10 = Lake Council of Mayors
11 = McHenry Council of Mayors
12 = Will Council of Mayors
13 = Regional
16 = Chicago Transit Authority (CTA)
17 = Pace
18 = Metra

After all filters are selected, select a field to sort by from the drop-down menu. "Location" will sort alphabetically by the abbreviated location field. "Project ID" will sort by TIP ID. "Programming Agency" will sort first by the programming agency, then by TIP. After selecting a field to sort by, click on the "Generate Report" button. After the report has generated, click on the "Print" link to open a printer friendly version of the report.



Figure 77. All Projects Report print view

 Chicago Metropolitan Agency for Planning		233 South Wacker Drive Suite 800 Chicago, Illinois 60606 312 454 0400 www.cmap.illinois.gov	
TIP ID: 01-00-0026 Programming Agency: Chicago Department of Transportation			
US 41 FROM MONROE ST (COOK) TO BALBO DR (COOK)			
HIGHWAY/ROAD - VERTICAL/HORIZONTAL ALIGNMENT (E.G. CLEARANCE), PEDESTRIAN FACILITY, HIGHWAY/ROAD - ADD LANES			
Exempt Status: NOT EXEMPT		Conformity Status: NOT CONFORMED	
FED-GEN	CONSTRUCTION	13	Total Cost:30000 Federal Cost:20000 Segment: testing
<hr/> TIP ID: 01-01-0003 Programming Agency: Chicago Department of Transportation			
15TH ST FROM CAMPBELL AVE (COOK)			
HIGHWAY/ROAD - VERTICAL/HORIZONTAL ALIGNMENT (E.G. CLEARANCE)			
Exempt Status: EXEMPT		Conformity Status: EXEMPT	
HPP	CONSTRUCTION	13	Total Cost:1215 Federal Cost:1001
<hr/> TIP ID: 01-03-0002 Programming Agency: Chicago Department of Transportation			
STONY ISLAND AVE FROM MIDWAY PLAISANCE (COOK) TO 95TH ST (COOK)			
SIGNALS - INTERCONNECTS AND TIMING			
Exempt Status: NOT EXEMPT		Conformity Status: CONFORMED	
CMAQ	CONSTRUCTION	13	Total Cost:5440 Federal Cost:4352

Amendment Report

Amendment Reports show the pending TIP changes, excluding changes being held for next meeting, grouped by the type of action: Conformity Amendments, Amendments and Modifications. The Amendment Report can be filtered by Programmer and type of TIP change and can be sorted by TIP ID or project location. Amendment reports can be generated by Level 1, 2 and 3 users. The report is generated by CMAP staff one week prior to Transportation Committee meetings (for Amendments) and posted on the committee web page for public comment. Modifications made since the last meeting are also posted and provided to the Transportation Committee for information. The report (filtered for Conformity Amendments only) is generated at least 90 days prior to March and October MPO Policy Committee meetings for public comment. These posted reports include the changes that are considered by the committees. Committee action determines whether or not CMAP staff will approve or decline pending changes in the TIP database.

Amendment reports can be generated at any time as a “preview” of what may be considered at the next Transportation Committee or MPO Policy Committee meeting. For programmers, it may be useful at times to generate an amendment report to confirm how project changes will be represented for public comment and committee action. However the only “official” reports are those posted with the committee agendas on the [Transportation Committee](#) minutes page and the [MPO Policy Committee](#) minutes page.

Amendment reports can be sorted by Project ID or Programming Agency by selecting from the “Sort” drop-down list. Reports can also be filtered by programmer(s) by selecting one or more



agencies from the “Programmer” list. Select multiple agencies by holding the control (Ctrl) key while selecting. The report can also be filtered by section:

Conformity Amendments: Includes all pending changes which have been submitted that qualify as conformity amendments.

Amendments: Includes all pending changes, except those being held for the next meeting, that qualify as amendments.

Modifications: Includes all automatically approved modifications that could qualify as an amendment, but did not (financial changes under the threshold, minor location changes, etc.) that were made since the last Transportation Committee meeting. [NOTE: WANT TO REMOVE THESE LAST 3 FROM ALL USERS EXCEPT LEVEL 1 – THEY’RE JUST CONFUSING!]

Misc Changes: Includes all automatically approved modifications to fields not validated for amendment status that were made since the last Transportation Committee meeting.

Unapproved Modifications: Includes pending new project and project deletions which do not qualify as amendments, based on fund source and/or programming outside of the active years of the TIP.

The Amendment Report, regardless of selected filters, includes the TIP ID, Programming Agency and change action that occurred. Before and after location (if changed), completion year, work types and financial data are also shown. In the financial data section, illustrative line items that are not within the active years of the TIP are shaded. Line items that have had funds authorized are indicated with an “A”.

Figure 78. Amendment Report sample amendment

Project:	Action	Pre-Revision Federal Funds (000)	Post-Revision Federal Funds (000)	Change in Federal Funds (000)	Percentage Change	
01-04-0002 Chicago Department of Transportation 35TH ST BIKE-PED BRIDGE FROM (COOK)	Cost Threshold	\$13462	\$19300	\$ 5838	43.37%	
Completion Year Before Revision: Unspecified						
Completion Year After Revision: Unspecified						
Project Work Types Before Revision:		BICYCLE FACILITY				
Project Work Types After Revision:		BICYCLE FACILITY				
Financial Data Before Revision	Fund Source	Project Phase	FFY	Total Cost	Federal Cost	Segment
	CMAQ	CONSTRUCTION	MYB	6729	5383	Deferred
	STP-L	CONSTRUCTION	13	13200	10560	ENG-2/CONST
A	CMAQ	ENGINEERING-II	13	3627	2902	
Financial Data After Revision	Fund Source	Project Phase	FFY	Total Cost	Federal Cost	Segment
	CMAQ	CONSTRUCTION	13	9076	7261	
	STP-L	CONSTRUCTION	13	13200	10560	ENG-2/CONST
	CMAQ	ENGINEERING-II	13	1849	1479	



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Getting Help from CMAP Staff

The CMAP Planning and Programming staff below is available to answer general questions about the TIP database and provide assistance with project entry and TIP changes. More specific topics should be directed to the appropriate individual indicated.

Name	Phone	E-mail	Topics
Patricia Berry	312-386-8742	pberry@cmmap.illinois.gov	
Teri Dixon	312-386-8754	tdixon@cmmap.illinois.gov	TIP Amendments; Transit agency projects
Kama Dobbs	312-386-8710	kdobbs@cmmap.illinois.gov	Database function/errors; CMAQ funded projects
Leroy Kos	312-286-8780	lkos@cmmap.illinois.gov	Conformity amendments
Holly Ostdick	312-386-8836	hostdick@cmmap.illinois.gov	Advanced Construction; Fiscal Constraint
Russell Pietrowiak	312-386-8798	rpietrowiak@cmmap.illinois.gov	Fiscal Constraint; CMAQ funded projects
Ross Patronskey	312-386-8796	rpatronskey@cmmap.illinois.gov	Major Capital Projects; Conformity Amendments



Online Resources

TIP Data (<http://www.cmap.illinois.gov/programs-and-resources/tip/tip-data>)

TIP Documentation (<http://www.cmap.illinois.gov/programs-and-resources/tip/tip-documentation>)

TIP Programmer Resources (<http://www.cmap.illinois.gov/programs-and-resources/tip/tip-programmer-resources>)

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