

**Webinar: How to Submit an Application**  
**Questions Log – January 15, 2021**

Q: For CMAQ eligibility, would an interchange expansion that helps with congestion mitigation qualify under this program?

A: Not typically, but please discuss with staff.

Q: Is Unincorporated a choice under Municipality

A: Yes

Q: Just want to make sure that the Lead Agency should be the COG responsible for monitoring the TIP?

A: Yes, though it is the Council; Not all COGs are synonymous with Councils. The Northwest Municipal Conference, for example, is made up of the North Shore and Northwest Councils. See the list of [municipalities by council](#) if you're unsure for a particular sponsor agency.

Q: Can we apply for construction engineering reimbursement only?

A: Technically, yes, but it would be somewhat odd to federalize a project just for construction engineering.

Q: Question regarding the eTIP database Proposed Funding Information entry screen. The example showed a 20% match in each phase/activity. Is a 20% match required for each phase, or for 20% of the total project cost?

A: Each federally funded phase requires a minimum of 20% match.

Q: What constitutes as "implementation" costs for transit projects? Are these costs spent before construction or are the categories not chronological?

A: Typically a transit projects will either have funds requested for implementation or construction but in most cases not both. Implementation is used for operations when nothing is being constructed like funds for the operations of a new bus service.

Q: Going back, if ITEP funding is still being evaluated for a trail project can a community still apply for full federal share via TAP(L) and do they need to note this in the eTIP application?

A: Yes, you can apply for the full federal share as ITEP has not programmed funds for the project at time of application. A note is not required but could be added in the narrative field.

Q: What should you do if your project is shorter than a segment on the map?

A: There is a feature on the map tab that allows you to shorten segment lengths by adding a new node. See the [eTIP User Guide](#) for instructions.

Q: We can submit two STP-SF applications, correct? Will those be scored separately?

A: That is correct. The number of applications is not limited and each application is scored separately.

Q: In the "Documents" tab is there a maximum total size that can be uploaded?

A: It is best to keep individual files less than 10MB. If you have trouble attaching a document, please contact your planning liaison or CMAP staff for alternate instructions for providing the attachment.

Q: I don't see GATA forms, just enter the number. So no GATA docs?

A: Applicants will not be required to complete GATA forms unless they are recommended for funding. Planning liaisons, CMAP, and/or IDOT staff will notify sponsors if and when additional forms are required.

Q: Would the Quarterly Status Update apply if we are right at the beginning, applying for Phase I engineering?

A: Yes, the form is required for all STP Shared Fund applications and includes space for providing "anticipated dates" for project milestones.

Q: Do we have a list of exempt and non-exempt project types? Is that shared somewhere?

A: The list of work types includes the exempt status and is linked throughout application materials and on the TIP Programmer Resources web page.

Q: How should Federal-requested funding from grants other than CMAQ be denoted?

A: If those grants have been awarded, select the fund source in the drop-down. If not, select the source of funding that will be used if those funds are not awarded. Funds that have been applied for, but not yet awarded are not considered to be "committed" funds for STP Shared Fund scoring unless the sponsor will be providing those funds if they are not awarded.

Q: Will a copy of the final presentation be sent to participants?

A: The recording, presentation slides, and questions log will be posted on the [call for projects](#) web page in the next few days.

Q: If Phase I engineering is funded and will begin this year, are there any circumstances that allow us to apply for Phase II engineering and construction?

A: No. Phase 1 engineering (or equivalent for transit projects) must be "substantially complete" to be eligible to apply.

Q: Should CMAQ demonstration projects fill out the eTIP CFP Application and workbook the same as other CMAQ projects?

A: Yes. Complete the "demonstration" tab in the application workbook.

Q: Is the final save due date for transit agencies Feb. 19 or March 5?

A: All applications must be submitted to CMAP by 5:00 pm on March 5. It is suggested that applications be "Saved as Final" by February 19 in order to allow time for planning liaisons or agency programs to review them for completeness and make the final submission to CMAP ahead of the March 5 deadline.

Q: Can a consultant be the applicant for questions but the sponsor is a municipality?

A: Consultants may complete applications for sponsors but it is preferred that a member of the sponsor's staff be listed as the "Applicant Contact" in eTIP. CMAP staff does understand that many local jurisdictions employ consultants as their official Village Engineer or Village Planner and in those cases it is appropriate for that consultant to be the contact.

Q: Can two people from our organization review the same eTIP file?

A: Yes, eTIP access is controlled by the "Lead Agency" field. All users assigned to a lead agency can view all applications for that lead agency.