<table>
<thead>
<tr>
<th>Chapter 1: Accessing and Navigating eTIP</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Setup and Login</td>
<td>8</td>
</tr>
<tr>
<td>Edit and Read-only Rights</td>
<td>10</td>
</tr>
<tr>
<td>Navigating eTIP</td>
<td>11</td>
</tr>
<tr>
<td>Home Page</td>
<td>12</td>
</tr>
<tr>
<td>In Progress Amendments/Adoptions</td>
<td>12</td>
</tr>
<tr>
<td>Submitted Amendments/Adoptions</td>
<td>14</td>
</tr>
<tr>
<td>Contact CMAP or eTIP Help</td>
<td>15</td>
</tr>
<tr>
<td>Project Tools</td>
<td>16</td>
</tr>
<tr>
<td>My CFP List</td>
<td>16</td>
</tr>
<tr>
<td>My Projects List</td>
<td>16</td>
</tr>
<tr>
<td>Amend TIP Projects</td>
<td>17</td>
</tr>
<tr>
<td>TIP Adoption</td>
<td>17</td>
</tr>
<tr>
<td>Reports</td>
<td>18</td>
</tr>
<tr>
<td>Other Tools</td>
<td>18</td>
</tr>
<tr>
<td>All TIP Actions (Read Only)</td>
<td>19</td>
</tr>
<tr>
<td>Change Password</td>
<td>20</td>
</tr>
<tr>
<td>Help/Tutorials</td>
<td>20</td>
</tr>
<tr>
<td>Public Website</td>
<td>20</td>
</tr>
<tr>
<td>Contact Help Desk</td>
<td>20</td>
</tr>
<tr>
<td>Project Status Icons</td>
<td>21</td>
</tr>
<tr>
<td>Searching for Projects</td>
<td>21</td>
</tr>
<tr>
<td>Search Project ID</td>
<td>21</td>
</tr>
<tr>
<td>Advanced Search</td>
<td>21</td>
</tr>
<tr>
<td>Log Out</td>
<td>24</td>
</tr>
<tr>
<td>Chapter 2: TIP Project Pages</td>
<td>25</td>
</tr>
<tr>
<td>Project Pages Overview</td>
<td>25</td>
</tr>
<tr>
<td>Header Information</td>
<td>25</td>
</tr>
<tr>
<td>Information/Alerts</td>
<td>27</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Funding History and Charts</td>
<td>111</td>
</tr>
<tr>
<td>eTip Frequently Asked Questions (FAQ)</td>
<td>112</td>
</tr>
<tr>
<td>TIP Documentation</td>
<td>113</td>
</tr>
<tr>
<td>Approved TIP</td>
<td>113</td>
</tr>
<tr>
<td>Amendment Definitions</td>
<td>113</td>
</tr>
<tr>
<td>CMAP Staff</td>
<td>116</td>
</tr>
<tr>
<td>Online Resources</td>
<td>116</td>
</tr>
</tbody>
</table>
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 1st, the TIP includes projects expected to receive federal funding. The TIP also includes regionally significant projects funded by nonfederal sources.

The online eTIP 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 (FHWA) and Federal Transit Administration (FTA) utilize the eTIP database to ensure that projects submitted for federal participation are deemed a priority for the region and can be accomplished using the region’s reasonably expected revenues. As performance based programming evolves at the national, state, and regional levels, the eTIP database will also be used to collect additional project data and analyze how funded projects in the region meet performance targets to inform future programming decisions.

The eTIP database can also be used by the public to view upcoming transportation projects in their community and the region. The interactive map and other data summary tools are used to provide federally required visualization tools and to encourage public engagement in the regional planning process.

There are separate secure and public sites, with different URLs. The secure site relies on individual user authentication. CMAP staff will assign edit rights to users for projects under their programming control, and will assign read-only rights to projects under the control of others. This document serves as a guide for users of all levels of the secure site to locate and submit changes to projects.

The text and figures contained in this document are current as of October 2018 and are subject to change at any time. Substantial procedural changes may be documented separately and will be emailed to eTIP users and posted on the TIP Programmer Resources web page, along with this document.
Chapter 1: Accessing and Navigating eTIP

This chapter serves to familiarize users with the layout and functionality of the eTIP database. To access the secure site, visit: etip.cmap.illinois.gov/secure.

Account Setup and Login

Access to the eTIP database begins with the login screen. Returning users can simply login with the correct username and password. Usernames are not case-sensitive but passwords are. New users must first set up an account by clicking on the “Click Here” link as shown in Figure 1. The same link can be used to reset forgotten passwords.

Figure 1. Login screen

![Login Screen]

Next, users will be prompted to enter a valid email address and to address the Captcha verification as displayed in Figure 2. The Captcha verification tool provides options for users to regenerate a new image or to play audio if the original image cannot be seen clearly.
Next, users will be prompted to select a username and password, provide contact information and select their user type as shown in Figure 3.

- Select a username and password, following the password requirements.
- In the “Name” field, be sure to enter a first and last name.
- Enter a 10-digit phone number.
- Select the appropriate agency from the drop-down list.
- Select the appropriate user type.
  - User types include read-only, sponsor, CMAP, state approval, and federal approval. Most users should select read-only or sponsor for their user type.
  - Only IDOT, FHWA, and FTA users that have responsibility for formally reviewing and approving the CMAP TIP should select state approval or federal approval for the user type.
New users will receive an email indicating they have successfully submitted a request for a user account. Click the link in the email to verify the address. After the verification, CMAP staff will be notified of the request. Please wait one to two business days for CMAP staff to review and approve your account. Once approved, users will receive an email indicating the request for access has been approved and the user will be able to log in.

**Edit and Read-only Rights**

Individual users will initially be granted various edit and read-only rights as shown in the table below. If you would like add or remove read-only rights for projects programmed by other agencies, contact CMAP staff. Anyone, including the public, can view the currently adopted version of all projects from the [eTIP public site](#). Read-only rights within the secure site allow for viewing of additional project details, including pending changes and attached documents.
Table 1. Initial edit and read-only rights by agency

<table>
<thead>
<tr>
<th>User/Agency</th>
<th>Edit Rights</th>
<th>Read-Only Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Liaisons (collar counties)</td>
<td>Council, County, and IDOT D1 BLRS projects</td>
<td>IDOT (all others, including D3 where appropriate) and Tollway projects</td>
</tr>
<tr>
<td>Planning Liaisons (Cook)</td>
<td>Council and IDOT D1 BLRS projects</td>
<td>IDOT (all others, except D3) and Cook County projects</td>
</tr>
<tr>
<td>Counties</td>
<td>County projects</td>
<td>Council and IDOT (all, including D3 where appropriate) projects</td>
</tr>
<tr>
<td>CDOT/CDOA</td>
<td>CDOT/CDOA projects</td>
<td>IDOT (all D1) and Cook County projects</td>
</tr>
<tr>
<td>IDOT D1 BLRS</td>
<td>IDOT D1 BLRS projects</td>
<td>Council, County, and IDOT D1 Hwys projects</td>
</tr>
<tr>
<td>IDOT D1 Hwys</td>
<td>IDOT D1 Hwys projects</td>
<td>Tollway and IDOT D1 BLRS projects</td>
</tr>
<tr>
<td>IDOT D3 Hwys</td>
<td>IDOT D3 Hwys projects</td>
<td>DeKalb, Kendall and Grundy County projects, and Kane/Kendall and Will Council projects</td>
</tr>
<tr>
<td>All other IDOT (OIPI, ITS, SRTS, OP&amp;P)</td>
<td>Own projects</td>
<td>As requested</td>
</tr>
<tr>
<td>IL Tollway</td>
<td>IL Tollway projects</td>
<td>As requested</td>
</tr>
<tr>
<td>CTA</td>
<td>CTA projects</td>
<td>As requested</td>
</tr>
<tr>
<td>Metra</td>
<td>Metra projects</td>
<td>As requested</td>
</tr>
<tr>
<td>Pace</td>
<td>Pace projects</td>
<td>As requested</td>
</tr>
<tr>
<td>RTA</td>
<td>RTA projects</td>
<td>CTA, Metra, and Pace projects</td>
</tr>
<tr>
<td>FHWA and FTA project reviewers</td>
<td>None</td>
<td>All</td>
</tr>
<tr>
<td>CMAP</td>
<td>All</td>
<td>All</td>
</tr>
</tbody>
</table>

Navigating eTIP

Navigation throughout the eTIP 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 sponsor users. The top menu bar remains at the top of the page in every page view and its menu items are explained in Figure 4.

Figure 4. Navigation

- Click the CMAP logo to return to eTIP home page
- From the Project Tools menu you can access a list of your projects, or start an amendment or adoption
- From the Reports menu you can access eTIP reports, such as an amendment summary or project listing
- From the Other Tools menu you can update your password, view tutorials, go to the public site, or request technical help
- The Project Status icons display the number of projects in each submittal category, and can be used to jump directly to projects of each status
- The Quick Search by ID can be used to jump directly to a project, or projects, containing the entered ID numbers
- Use Advanced Search to search by title, location, lead agency, and other fields
- Click the logout icon to sign out of the eTIP database
Home Page
The home page provides an at-a-glance summary of the status of changes to projects for which the user has editing rights. Clicking on any of the project counts will open a list of those projects from which the user can take further action.

Figure 5. Home page

TIP changes (Amendments or Adoptions) can be either In Progress or Submitted. Administrative changes cannot take effect and formal or conformity amendments cannot be considered by the Transportation or MPO Policy Committee until they are submitted to and accepted by CMAP staff.

In Progress Amendments/Adoptions
TIP changes that have been started and saved but not yet submitted to CMAP for review or submitted changes that have been denied by CMAP staff are considered to be In Progress. Changes that are In Progress are not visible to the public. A new amendment/adoption can be started and project lists can be viewed from the In Progress summary areas of the home page.

Amend TIP/TIP Adoption
Click on “Amend TIP” or “TIP Adoption” to start a new TIP change or to create a new TIP project. See Chapter 2 for detailed instructions.
**In Progress**
From the home page, click on “In Progress” to view a list of project changes that have been saved, but not yet submitted to CMAP. The list will look similar to Figure 6.

**Figure 6. Amendments in progress**

From the In Progress list:

- If no additional changes need to be made and the in progress changes are ready to submit to CMAP staff for review, click on the [SUBMIT] link to submit an individual project or select the check box(es) on the far right of the TIP ID line(s) then click the “Submit” button at the top of the page to submit the selected project(s).

- To review and/or edit a pending change prior to submitting, click on the TIP ID link to open the project.

- To discard a pending change, click the “X” on the far right of the TIP ID line. This action cannot be undone.

*Note that pending changes with errors or missing data that must be resolved prior to submittal will not have a [SUBMIT] link or checkbox available. Open the project(s) and resolve all errors listed at the top of the page prior to submitting.

**In Denied**
From the home page, click on “In Denied” to view a list of project changes that have been submitted, but denied by CMAP staff. Denial comments and the staff person that provided them are included in this list, which will look similar to Figure 7.
Figure 7. Denied amendments

From the Denied list:

- To review the change and CMAP’s denial comments, click on the TIP ID link to open the project. Address the denial comments by making any necessary changes and re-submit.

- To discard the change record that was denied, click the “X” on the far right of the TIP ID line.

Submitted Amendments/Adoptions

TIP changes the user has submitted to CMAP and are either pending staff review or accepted by staff for committee consideration are considered to be Submitted. Submitted changes are read-only. Project lists can be viewed from the Submitted summary areas of the home page.

Pending

From the home page, click on “Pending” to view a list of project changes that were submitted and are pending review by CMAP staff. The list will look similar to Figure 8.

Figure 8. Amendments pending review

From the Pending list:

- To review a submitted change, click on the TIP ID link.

- To make additional changes to projects already submitted for staff review, the user must unsubmit the project. To unsubmit a project, check the box on the far right of the TIP ID line and click the “Unsubmit” button at the top of the page. If a change is unsubmitted, the project record will return to the previous approved version.
Accepted
From the home page, click on “Accepted” to view a list of project changes that were submitted and accepted by CMAP staff. The name of the staff that accepted, the date of acceptance, and any comments on the acceptance are included in the list, which will look similar to Figure 9.

Figure 9. Accepted amendments

From the Accepted list:

- To review an accepted change, click on the TIP ID link.

- To unsubmit a project, check the box on the far right of the TIP ID line and click the “Unsubmit” button as shown in Figure 10. Note that unsubmitting an accepted change after a committee meeting or conformity submittal deadline will cause the change to be delayed until the next amendment or conformity cycle. If a change is unsubmitted, the project record will return to the previous approved version.

Figure 10. Unsubmitting changes

Contact CMAP or eTIP Help
At the bottom of the home page are links to contact CMAP and eTIP Help. For project or procedural questions, contact CMAP. For technical issues, such as broken links and server error messages, contact eTIP Help.
Project Tools

The Project Tools menu, shown in Figure 11, provides links to project lists and links to start an amendment or adoption.

**Figure 11. Project Tools menu**

My CFP List

The eTIP database is used to issue calls for projects for fund sources programmed by CMAP. This list includes applications submitted for which you have edit or read-only rights. Only applications which have not been selected for funding (and inclusion in the TIP) are listed. The ID included in this list is the project’s application number.

My Projects List

A complete list of the last approved version of projects for which you have edit or read-only rights is displayed including each project’s TIP ID, Lead Agency, TIP, Title, Type, Exempt Status, Total Cost, and indicators of associated maps and documents. Above the list is an advanced search box, from which the user can search for projects by TIP ID or other ID, programming Lead Agency, Municipality, TIP Source, Project Type, Work Type, Description, or Exempt Status.

To view project details for the latest approved version of a project, simply click on the project’s TIP ID link.

**Figure 12. My Projects List**
Amend TIP Projects

eTIP is a "work flow" driven system which will allow users to take more control over the management of project changes. Users will submit administrative modifications, amendments, and conformity changes separately, preventing more minor changes from being held up waiting for committee approvals. Users will be able to validate data entry, receive clear notification of errors, and save changes in progress at any time, with full control over when to make the final submission of saved changes to CMAP. Errors do not have to be resolved in order to save changes, but must be resolved in order to formally submit changes to CMAP. An email notification system for submittals will let users know that staff has reviewed submittals and included them for Transportation Committee or MPO Policy Committee consideration.

Selecting Amend TIP Projects from the Project Tools menu or the In Progress Amendments summary starts the TIP change process, which is described in detail in Chapter 3.

TIP Adoption

At least annually, typically between the September and November Transportation Committee meetings, a TIP Adoption will occur. The adoption will involve changing the federal fiscal years included in the TIP and will require users to review each individual project to determine if it has been completed or delayed, or should be “carried forward” into the new TIP. Changes made to projects during the adoption process in eTIP will be subject to the same amendment thresholds as all other TIP changes, and will be presented to the Transportation Committee for approval as administrative modifications and amendments.

Selecting TIP Adoption from the Project Tools menu or the In Progress Adoptions summary starts the process for reviewing and carrying forward projects into the next TIP.
Reports

The Reports menu, shown in Figure 13, provides links to the reports available in eTIP.

Figure 13. Reports menu

The eTIP database gives users the ability to customize reports using sorting and filtering functions. The reports are described in detail in Chapter 4.

Other Tools

The Other Tools menu, shown in Figure 14, is used to access other database functions, such as changing your password.

Figure 14. Other Tools menu
All TIP Actions (Read Only)

A table of all TIP Actions, including the number of projects included, approval dates, approval documentation, and reports presented for public comment and committee action is available. From here, users may view TIP amendment approval documentation by clicking on the document icon.

Figure 15. All TIP Actions

<table>
<thead>
<tr>
<th># OF PJ</th>
<th>TIP NO.</th>
<th>MPO Type</th>
<th>TYPE</th>
<th>NOTES</th>
<th>MPO</th>
<th>STATE</th>
<th>FHWA</th>
<th>FTA</th>
<th>OPEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>43</td>
<td>CMAP</td>
<td>ADOPTION</td>
<td>For end of FFY actions (2016)</td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>7</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>6</td>
<td>CMAP</td>
<td>FORMAL</td>
<td>CMAP Staff Use Only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>292</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>9/16/2016 TC</td>
<td>9/16/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>165</td>
<td>0</td>
<td>CMAP</td>
<td>FORMAL</td>
<td>9/16/2016 TC</td>
<td>9/16/2016</td>
<td>09/19/2016</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>359</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>7/22/2016 TC</td>
<td>7/19/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>125</td>
<td>0</td>
<td>CMAP</td>
<td>FORMAL</td>
<td>7/22/2016 TC</td>
<td>7/22/2016</td>
<td>07/26/2016</td>
<td>07/29/2016</td>
<td>07/26/2016</td>
<td></td>
</tr>
<tr>
<td>289</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>5/20/2016 TC</td>
<td>5/12/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>0</td>
<td>CMAP</td>
<td>FORMAL</td>
<td>5/20/2016 TC</td>
<td>5/20/2016</td>
<td>05/24/2016</td>
<td>05/25/2016</td>
<td>6/30/2016</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>0</td>
<td>CMAP</td>
<td>FORMAL</td>
<td>CONFORMITY</td>
<td>1/20/2016 MPO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>189</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>4/22/2016 TC</td>
<td>4/22/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>0</td>
<td>CMAP</td>
<td>FORMAL</td>
<td>4/22/2016 TC</td>
<td>4/22/2016</td>
<td>04/22/2015</td>
<td>04/23/2016</td>
<td>05/09/2016</td>
<td></td>
</tr>
<tr>
<td>1786</td>
<td>0</td>
<td>CMAP</td>
<td>ADOPTION</td>
<td>eTIP Rollout</td>
<td>4/22/2016</td>
<td>04/22/2016</td>
<td>04/22/2016</td>
<td>04/22/2016</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>Unknown Status</td>
<td>8/3/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>Admin input updates</td>
<td>4/24/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>- For Training</td>
<td>8/20/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>534</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>Imported data</td>
<td>4/15/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2915</td>
<td>0</td>
<td>CMAP</td>
<td>ADOPTION</td>
<td>Imported data</td>
<td>6/20/2015</td>
<td>6/20/2015</td>
<td>6/20/2015</td>
<td>6/20/2015</td>
<td></td>
</tr>
<tr>
<td>716</td>
<td>0</td>
<td>CMAP</td>
<td>ADOPTION</td>
<td>Historical (2008-09)</td>
<td>9/3/2015</td>
<td>09/03/2015</td>
<td>09/03/2015</td>
<td>9/3/2015</td>
<td></td>
</tr>
<tr>
<td>3780</td>
<td>0</td>
<td>CMAP</td>
<td>ADMINISTRATIVE</td>
<td>Historical (pre-2007)</td>
<td>7/22/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click on the number of projects (# OF PJ) to view a list of projects for which you have edit or read-only rights that were included in the selected TIP Action.

The report icon (اظف) will open the Amendment Report containing the details of projects and changes that were included in the selected TIP action. For actions that are open, the report contains all accepted, submitted, and in progress changes associated with the selected TIP Action.

The documents icon (اظف) will open a list of documents associated with the approval of the TIP action. The approval documents can be downloaded for use in applying for FTA grants. Note that if there is no approval date entered under a review agency for a specific amendment, that agency has not yet approved the amendment.
**Accessing FTA Approvals**

When the FTA approves a TIP amendment, an email is generated noting the date of approval and person that approved, along with a statement that “The public transportation projects listed in the TIP amendment report provided are eligible for FTA funding.” A copy of this email is attached as document, along with FHWA and IDOT approval and can be accessed in eTIP through the All TIP Actions tool. Follow these steps to access approval emails related to specific projects:

- From the menu bar, select *Other Tools* and select *All TIP Actions*.
- From the All TIP Actions table, locate the appropriate *formal* amendment that included the project(s) and click the document icon (opens in a new window).
- Select the “Approval Emails” from the list of documents, by clicking on the document type link (the word *OTHER*).

**Figure 16. Amendment Documents**

<table>
<thead>
<tr>
<th>AMENDMENT DOCUMENTS</th>
<th>UPLOAD DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>09/10/2018 APPROVAL EMAILS</td>
<td>9/10/2018 10:06:10 AM (KAMA DOBBS)</td>
</tr>
</tbody>
</table>

**Change Password**

Similar to the new user account set up page, users can request a new password beginning at the eTIP welcome page or by clicking “Change Password” in the Other Tools menu. A password reset link will be sent to the email address entered, indicating a successful request to reset a password. Click the “Reset CMAP Password” link in the email to set a new password and log in.

**Help/Tutorials**

The eTIP database has built in help pages and tutorials that explain software features and may assist users in navigating the site and completing basic project actions. These pages are not specific to CMAP. For help with CMAP specific functions, refer to this User Guide.

**Public Website**

Clicking the “Public Website” option under the “Other Tools” menu will launch the eTIP public site ([etip.cmap.illinois.gov](http://etip.cmap.illinois.gov)). Help for public site users is located on the eTIP Help page ([http://www.cmap.illinois.gov/programs-and-resources/tip/tip-data/etip-help](http://www.cmap.illinois.gov/programs-and-resources/tip/tip-data/etip-help)) of the CMAP website.

**Contact Help Desk**

Clicking the “Contact Help Desk” option in the Other Tools menu redirects the user to her/his default email application and creates a new email to etiphelp@ecointeractive.com. The Help
Desk should be used for technical issues with the database, such as broken links and server error messages. Questions regarding individual projects, change processes, changes to edit/read-only rights, etc. should be directed to CMAP staff by clicking on the “Contact CMAP” link at the bottom left corner of every eTIP page.

**Project Status Icons**

The icons in the menu bar, shown in Figure 17, function similarly to the eTIP home page, to provide an at-a-glance summary of the status of changes to projects for which the user has edit rights.

![Figure 17. Site navigation - project status icons](image)

Hovering over or clicking on any project status icon will display a pop-up list of projects with the selected status, which the user can select from to take further action.

**Searching for Projects**

Locating projects within the eTIP database can be done via a quick search using a project ID or by using the Advanced Search form.

**Search Project ID**

The Search Project ID field, circled in Figure 18, allows users to enter a full or partial ID number to locate a project and view its details. Entering a partial ID (such as "08") will return a list of all projects that contain "08" in any project ID, including TIP ID, PPS number, State or Federal job numbers, etc. See Adding Project IDs for more information.

![Figure 18. Search Project ID](image)

**Advanced Search**

The Advanced Search link, circled in Figure 19, opens a page that allows users to locate project details using filters, when project IDs are unknown or multiple results are desired.

![Figure 19. Advanced search link](image)

Users may search for projects using one or more fields in the search form shown in Figure 20.
After selecting and entering the search criteria, click the “Search” button at the right of the form. To modify search results, change the desired criteria and click the “Search” button again. To clear all search criteria, click the “Reset” button. Note that the project icons appearing in the navigation bar of eTIP will also appear next to project titles in the advanced search list if such projects are contained in any of the categories corresponding to the icons.

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 eTIP 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. may be inconsistently entered in the database therefore omitting them from searches will produce better results. Finally, if a programmer misspelled anything when entering the project in the 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.

- **TIP ID/Other IDs**
  Enter the TIP ID or other project ID associated with the project including section number, state job number (with dashes), FTA grant number, federal project number (without parentheses), FTA ALI code, etc.

- **Lead Agency**
  Select a lead programming agency from the list. The lead agency can be related to the combination of the project’s geography, fund sources and work types. Typical lead agency programming responsibilities are:

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

- **Municipality**
  Select a municipality from the list. The list of municipalities also includes townships, park districts, school districts, and forest preserve districts. Projects that include the selected municipalities 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 DESCRIPTION/TITLE STREET NAME field search box.

- **TIP Source**
  Select a TIP source from the list. Selecting "Any TIP" will search all projects contained in the database, regardless of their current status. The current year will be selected by default.

- **Project Type**
  Select a project type.

- **Cur(ren)t Status**
  Select a project status from the values below.
  - Active – active in the TIP
  - Awarded – complete and all funding authorized
  - Built – completed prior to the launch of the online TIP database (2007)
  - Pending Awarded – marked as awarded, pending review by CMAP staff
  - Pending Deleted – marked as deleted, pending review by CMAP staff
  - Pending New – entered into database, pending review by CMAP staff
- Unknown

- **Sched(uled) Month / Year**
  Select a month or quarter and/or year. Projects that have any phase, for any section, that are targeting federal authorization or construction letting in the selected month or quarter (if no year selected), selected year (if no month selected), or selected month/year combination will be included in the search results.

- **Work Type**
  Select one or more work types.

- **Description/Title/Street Name**
  Enter any keyword that may be contained in any of the project information fields including title, description, location or limits 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.

- **Exempt Status**
  Select an exempt status.

**Log Out**

By clicking the “Log Out” icon, circled in Figure 21, users are logged out of the database and redirected to the login page.

*Figure 21. Site navigation - log out icons*
Chapter 2: TIP Project Pages

Project Pages Overview

As shown in Figure 22, each project page has a header and multiple tabs containing programming information, obligations, location maps, other associated project ID numbers, document attachments, and project amendment history. Users can navigate from one tab to another without losing changes they have made on other tabs, however, once complete, information on each tab must be saved using the save button on that tab to retain the changes before navigating away from the project page.

Figure 22. Project header and navigation

Header Information

The project header provides the project’s TIP ID and status information, including the date the project was last modified, and the name of the user that made the modification.

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, as shown in Figure 23. A TIP ID consists of three parts. The first two numbers indicate the geographic area of the project by subregional council or programming agency; the middle two numbers indicate the FFY in which 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.
Version
The history of changes to projects is controlled and documented using "versions". The adopted version of projects will be locked, and will always be the version of the project that is presented to the public. Once submitted to CMAP, versions that include pending changes will highlight the differences between that version and the adopted version of the project. The version number is displayed at the top of the project detail page. A listing of all project versions since the roll-out of eTIP is available on the Amendment History tab.

Status
The programming status of a project changes over its life, from project entry as a new project in the eTIP to project completion.

Last Modified
The user who last modified the project and the date of the last project modification are displayed in the header information of the project page. To contact the user who last modified
the project, simply click on the user’s name to access the user’s contact information, as displayed in Figure 24.

**Figure 24. User contact information**

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td>Jen Maddux</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
</tr>
<tr>
<td><a href="mailto:jmaddux@cmap.illinois.gov">jmaddux@cmap.illinois.gov</a></td>
</tr>
<tr>
<td>PHONE NUMBER</td>
</tr>
<tr>
<td>3123868691</td>
</tr>
<tr>
<td>AGENCY</td>
</tr>
<tr>
<td>CMAP</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>233 S. Wacker</td>
</tr>
<tr>
<td>Chicago, IL 60606</td>
</tr>
</tbody>
</table>

**Information/Alerts**

Below the main header information, users may also see a banner indicating the status of the version of the project they are currently viewing and a link to other versions of the project, as shown in Figure 25. If there are errors that need resolution prior to submitting a saved TIP change, they will be displayed here.

**Figure 25. Project status information**

![Project status information](image)

**TIP Programming Tab**

This is the main tab for viewing and changing project programming information and for saving and submitting changes. Descriptions of the fields and instructions for data entry are provided later in this chapter.

**Administrative Area**

This area of the form is editable only by CMAP staff and indicates the TIP document that the project version displayed is a part of, the project’s status related to air quality conformity, and includes any internal CMAP staff notes about the project. The TIP document, exempt status and conformity status are included on amendment reports prepared for public comment and committee action.

**Figure 26. TIP Programming Tab - Administrative Area**
Project Information
Shown in Figure 27, the project information area of the project form contains basic project information including the project title and description, the project type and specific work types, contact information, and location information. Most of the project information is included on amendment reports prepared for public comment and committee action.

Figure 27. TIP Programming Tab - Project Information

Programming Information
All of the programmed funding for the project and the project’s total cost is displayed in the programming information area, as shown in Figure 28. Click “Prior Funds” to show or hide prior years’ funding. Click “Funding History” or the pie chart icon to reveal tables and charts of the eTIP funding history of the project. Programming information, grouped by phase, is included on amendment reports prepared for public comment and committee action.
Project Questions

Shown in Figure 29, a series of questions provide information about related projects, and project elements that are important to the implementation of ON TO 2050, but aren’t necessarily captured in the project description or work types. Answers to project questions are not included on amendment reports, but may be summarized and reported to CMAP committees and the public.

Figure 29. TIP Programming Tab - Project Questions

Change Reason

When viewing or making a project change, this area is used to describe the reasons the change is being requested and, depending on the status of the change record, may include CMAP staff acceptance or denial comments. There are dozens of different reasons a project may require a change, and a partial list of change reasons is shown in Figure 30.
Detailed descriptions of the fields included on the TIP Programming tab can be found in the Completing the TIP Programming Form section of Chapter 3. Change reasons and an auto-generated summary of project and programming changes are included on amendment reports prepared for public comment and committee action.

**Obligation Tab**

A nightly upload of transactions from FHWA’s Financial Management Information System (FMIS) database is summarized on the Obligation tab by federal fiscal year and by project. Obligations are compared to programmed data to display the project’s unobligated balance. Funds in Advance Construction (AC) and expenditures against obligations are also displayed.

**Obligation Data FHWA**

A summary, by FFY of programmed funds, is displayed by default. Prior years can be hidden by clicking on the “Prior Detail Show/Hide” link. The table can be exported to Excel by clicking on the “Export to Excel” link. The fields displayed are:
- **FFY** – The federal fiscal year in which funds are programmed, were obligated, and/or were expended.

- **TIP FUNDS** – The federal fund source(s) and phase(s) programmed in the FFY. The phase(s) are shown as an abbreviation.

- **TIP $** – The amount of federal funding programmed in the FFY for the fund source(s) and phase(s) listed in the TIP Funds column.

- **TIP AC $** – The amount of federal funding programmed in AC in the FFY for the fund source(s) and phase(s) listed in the TIP Funds column.

- **OBLIGATED FUNDS** – The category(ies) of federal funds, based on FHWA’s FMIS codes, that were obligated, placed in AC, or expended in the FFY.

- **OBLIGATED** – The amount of federal funds obligated, deobligated, and/or converted from AC in the FFY for the category(ies) of federal funds listed in the Obligated Funds column. A negative value indicates a reduction in the funding obligation. Reductions can occur for several reasons, including when actual costs are reduced (such as at project close-out), when the federal fund source being used is changed by IDOT and FHWA, or when an obligation is changed to AC.

- **UNOBLIGATED** – The difference between the amount of federal funds programmed in the TIP (TIP $) in the FFY and the amount of federal funds obligated (OBLIGATED) in the FFY. A negative value indicates that obligations for the FFY have exceeded the programmed funding, and can be indicative of the need to increase the programmed funding in the TIP or to change the FFY of funds programmed.

- **OBLIG AC** – The amount of federal funds placed in AC status in the FFY for the category(ies) of federal funds listed in the Obligated Funds column. A negative value indicates either a reduction in AC funding, or a conversion from AC to an obligation.

- **EXPENDED** – The amount of federal funds expended through the payment of invoices within the FFY.

### Obligated Detail

A detailed listing of all transactions within the FMIS database for federal projects related to the TIP project, listed in chronological order is available by clicking on the “Show/Hide” link. There may be multiple federal projects, typically corresponding to individual phases or line items within the TIP project. Each transaction is listed separately and may be a positive or negative obligation, a positive or negative AC change, or an expenditure. The transaction detail can be exported to Excel by clicking on the “Export to Excel” link. Historical data transferred from the previous database to eTIP (last updated on January 8, 2016) can be shown by clicking on the “Historical Show/Hide” link.
In addition to the fields described above, the obligated detail also includes:

- **DATE** – The date the transaction occurred.
- **FFY** – The federal fiscal year in which the transaction occurred.
- **FED ID** – The federal project number on which the transaction occurred. Clicking on the FED ID will provide a table of transactions for that ID only, grouped by FFY, with subtotals, as shown in Figure 33.
- **STATE ID** – The state job number on which the transaction occurred.
- **DESCRIPTION** – The project description, as listed in FHWA’s FMIS database.
- **CATEGORY** – The category of federal funds included in the transaction.

**Figure 33. Obligation Tab - Obligated Detail drill-down to individual federal project number**
**FMIS Code Summary**

A summary of all federal obligations and expenditures, from all phases/line items and FFYs for the TIP project, grouped by federal program code. AC obligations are excluded. The summary also includes a calculation of unexpended funds, by FMIS code.

**Figure 34. Obligation Tab - FMIS Code Summary**

<table>
<thead>
<tr>
<th>FMIS Code Summary</th>
<th>Show/Hide</th>
<th>Historical Show/Hide</th>
<th>Obligated</th>
<th>Expended</th>
<th>Unexpended</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>STP</td>
<td>Z210 - STB9</td>
<td>$86,422</td>
<td>$97,873</td>
<td>$549</td>
</tr>
<tr>
<td>ALL</td>
<td>STP</td>
<td>Z240 - SURF TRANSP BLOCK GATS-FLEX</td>
<td>$1,193,231</td>
<td>$27,000</td>
<td>$1,166,231</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td></td>
<td>$1,281,673</td>
<td>$114,873</td>
<td>$1,166,800</td>
</tr>
</tbody>
</table>

Obligation data is not included in amendment reports, and is primarily used as a tool for programmers and for compiling annual obligation and expenditure reports as part of TIP Documentation.

**Map Tab**

Users are responsible for mapping project locations, with assistance, review, and correction by CMAP staff. The mapping application uses Google Maps as a base layer with IDOT’s Illinois Road Information System (IRIS) and Illinois Structure Information System (ISIS) files, CMAP’s regional off-road bikeway network, CTA and Metra train lines, and CREATE Corridors overlaid for TIP project location mapping. Project mapping capabilities are included for roads and bridges and for bicycle and pedestrian facilities that are included in the regional greenways and trails plan. Transit lines are for display only (automatically generated by selecting a line or branch as a location). An example of a mapped bicycle project is shown in Figure 35. Project maps can be added or updated at any time, without triggering an amendment action, by opening any version (approved or pending) of a project and navigating to the map tab. Changes to maps must be saved on the Map tab before navigating away from the project in order to be retained. Project maps are included on amendment reports prepared for public comment and committee action.
Project IDs Tab

In addition to the TIP ID auto generated by the eTIP database, other ID numbers will be assigned over the life of the project. The Project IDs tab provides a single space for entering ID numbers associated with the project, including section numbers, state job numbers, federal project numbers, FTA grant numbers, FTA ALI codes, PPS numbers, Sponsor IDs, and IDs assigned within individual funding programs, such as CMAQ and Safe Routes to Schools (SRTS). Multiple project IDs of the same type are separated by commas. IDs entered on this tab are used to populate the drop-down values in the Programming Information section of the TIP Programming tab, as shown in Figures 36 and 37. Project-specific website addresses may also be entered on the IDs tab, as described in Chapter 3.

Figure 36. Project IDs tab
Documents Tab

The Documents tab contains links to files associated with projects that have been attached to the project by programmers or CMAP staff, as displayed in Figure 38. Project histories for projects created prior to March 2016 in the database that preceded eTIP are also accessible on the Documents tab. Note that each document description must be unique.

In order to provide a central location for complete project information, users are encouraged to attach documents and files to projects, including PPI forms, funding agreements, funding applications, project photos, design approval letters, media coverage, public involvement notifications, and more. CMAP and reviewing agencies are also encouraged to attach relevant documents, such as award letters and cost change approvals. The ability to view attached documents will be limited to secure users, however, in the future, users may be able to mark appropriate documents as available to the public.

Amendment History Tab

The history of changes to projects is controlled and documented using "versions". The adopted version of projects will be locked, and will always be the version of the project that is presented to the public. Once submitted to CMAP, versions that include pending changes will highlight the differences between that version and the adopted version of the project.
The Amendment History tab displays a log of versions from project creation within eTIP to completion. Each project version in the log indicates the version number, TIP, project title, programming status, and dates of CMAP, state, and federal approval. The project versions are listed in reverse chronological order with the most recent version of the project listed first. Clicking on the version number will open the TIP Programming tab for that version. Project histories for projects created prior to March 2016 in the database that preceded eTIP are also accessible on this tab.

Figure 39. Amendment History tab

<table>
<thead>
<tr>
<th>VERSION</th>
<th>TIP</th>
<th>PROJECT TITLE</th>
<th>STATUS</th>
<th>MPS APPROVAL</th>
<th>STATE APPROVAL</th>
<th>FTA APPROVAL</th>
<th>FHA APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>18-16</td>
<td>CITY OF BERWYN SIDEWALK IMPROVEMENTS</td>
<td>PROGRAMMED</td>
<td>Pending</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>13-16</td>
<td>CITY OF BERWYN SIDEWALK IMPROVEMENTS</td>
<td>PROGRAMMED</td>
<td>04/04/2018</td>
<td>04/04/2018</td>
<td>04/04/2018</td>
<td>04/04/2018</td>
</tr>
<tr>
<td>5</td>
<td>18-08</td>
<td>CITY OF BERWYN SIDEWALK IMPROVEMENTS</td>
<td>PROGRAMMED</td>
<td>10/24/2017</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>13-01</td>
<td>CITY OF BERWYN SIDEWALK IMPROVEMENTS</td>
<td>PROGRAMMED</td>
<td>03/03/2017</td>
<td>03/03/2017</td>
<td>03/03/2017</td>
<td>03/03/2017</td>
</tr>
<tr>
<td>3</td>
<td>17-06</td>
<td>CITY OF BERWYN SIDEWALK IMPROVEMENTS</td>
<td>PROGRAMMED</td>
<td>10/21/2016</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>16-08</td>
<td>CITY OF BERWYN SIDEWALK IMPROVEMENTS</td>
<td>PROGRAMMED</td>
<td>04/22/2016</td>
<td>04/22/2016</td>
<td>04/22/2016</td>
<td>04/22/2016</td>
</tr>
<tr>
<td>1</td>
<td>15-08</td>
<td>CITY OF BERWYN SIDEWALK IMPROVEMENTS</td>
<td>PROGRAMMED</td>
<td>06/29/2015</td>
<td>06/29/2015</td>
<td>06/29/2015</td>
<td>06/29/2015</td>
</tr>
</tbody>
</table>
Chapter 3: Project Changes and New Projects

TIP Actions

Making changes to existing projects, adding new projects, or deleting projects within eTIP requires one of three types of amendments. General descriptions of these actions are provided below. The TIP Changes - Quick Reference document, available on the TIP Programmer Resources web page, provides more specific guidance for determining the appropriate amendment type.

Administrative Amendments
The vast majority of changes made to projects within the TIP are Administrative. Changes to exempt work types, schedule changes within the active years of the TIP, and changes to non-federal funding are administrative. Certain financial changes, such as placing a phase in Advance Construction status, may also be administrative. New projects that have all funding, regardless of source, in MYB and projects with no federal funds and no not exempt or exempt tested work types can be added administratively.

Administrative amendments take effect, and are displayed on the eTIP public website, when accepted by CMAP staff.

Formal Amendments
Formal amendments are significant changes to the scope, schedule or limits of a project or financial changes that are above the thresholds defined in Chapter 6 of the FFY 2019 – 2024 TIP. Formal Amendments require seven days public comment and approval by the Transportation Committee. New projects that contain any federal fund source not in MYB that consist of only exempt work types are added to eTIP as formal amendments.

Formal amendments take effect, and are displayed on the eTIP public website, when approved by the Transportation Committee.

Formal Conformity Amendments
Formal 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 subject to a minimum of 30 days of public comment. Following the comment period the MPO Policy committee considers approval.
Starting an Amendment

The process for project changes and new project creation begins with a TIP “action”. To create a new project or to amend any project for which the user has edit rights, click “Amend TIP” in the “In Progress Amendments” box on the home screen, as displayed in Figure 40. Alternatively, hover the mouse over “Project Tools” and click “Amend TIP Projects”.

Figure 40. Starting an amendment

Next, users are promoted to choose whether to amend a project in the current TIP, create a new project or carry over a project from a previous TIP, as shown in Figure 41.

Figure 41. Selecting the type of change

To submit TIP changes, including creating new projects, users must determine the appropriate TIP Action for the type of change (administrative, formal, or conformity) they are making. The TIP Action is often influenced by a project’s exempt status, which is determined by work type. Typically at any time throughout the year, there will be three or four open TIP Actions in eTIP: Administrative (two), Formal, and Formal Conformity.
After selecting the appropriate TIP action from the list, users will be prompted to search for the TIP project to be amended using the advanced search function (see Searching for Projects), as shown in Figure 43. Once the project to be amended is located, click the “[AMEND]” link next to the project’s TIP ID.

Completing the TIP Programming form

The TIP Programming tab displays the details of each individual project, in an editable form. Each section of the form is described in detail in below.

Types of Data Fields and Data Entry Tools

With eTIP, data entry is structured via the use of several different types of fields, including many pre-populated drop-down lists which provide consistent data entry and limit errors. Flexibility is built in to accommodate the need for different data to be collected that is specific to the type and location of projects.

Text Boxes

Any text can be entered in a text box. The size of the box on the screen generally indicates the amount of detail that should be provided. Some text boxes, such funding fields, may automatically format the entered text. Note that any text box with the two dash marks in the bottom right corner may be expanded by clicking on that corner, holding, and dragging down to the desired size.

Drop-down Lists – Single Values

These fields contain lists of valid values for the field and allow for a single value to be chosen, such as a project type or federal fiscal year. Selecting from a list of valid values is important for
triggering other database actions. For example, when entering project location information, users will first indicate the system on which the project is located (local streets, numbered routes, transit, etc.) and the type of location (bridge, intersection, street segment, bus route, train station, etc.) appropriate to the project, so that corresponding data (from/to for segments, at for intersections, etc.) is requested. Clicking on the down arrow will reveal the choices. Users may also select a value in these fields by typing the first few letters of the selection.

**Drop-down Lists – Multi-select**
Drop-down menus where multiple selections can be made (such as municipalities) have check boxes, and values are grouped within many of the drop-downs (such as fund sources, which are grouped as federal, state, local, or other). An unlimited number of values can be selected by checking all appropriate boxes. Clicking on the down arrow will reveal the choices. Each choice must be manually selected by clicking the individual box. After moving to the next data field, selections will be displayed in the field, and can be edited by clicking the down arrow to expand the list.

**Check Boxes**
Some fields which are yes/no or true/false in nature, such as indicating that the public contact is the same as the primary contact, use a checkbox.

**Spell Check**
Text boxes requiring lengthy information or information that is often displayed on reports and the public site have a spell check link for convenience.

**Links**
Within the form, there are links to other information that may be helpful to users, such as revealing prior funding or funding history, or adding or removing multiple location information.

**Icons**
Certain icons are used in lieu of text links throughout the database. For example, the delete icon (❌) is used to clear information from financial lines and the expand icon (🔍) is used to add subproject titles and associated IDs to the programming information section. Both icons are illustrated in Figure 44.

**Administrative Area**
This area of the form is editable only by CMAP staff and indicates the TIP document that the project version displayed is a part of, the project’s status related to air quality, and includes any internal CMAP staff notes about the project. The TIP document, exempt status and conformity status are included on amendment reports prepared for public comment and committee action.

**Figure 44. TIP Programming Tab - Administrative Area**
**Adoption/Amendment**
Indicates the TIP document that contains the version of the project being viewed. TIP Documentation is explained in [Chapter 6: Resources](#) and further information on federal requirements for the TIP process and documentation can be found on the [TIP Documentation](#) page of the CMAP website.

**Model**
Indicates if the project is or will be included in the region’s conformity model. At this time, the use of this field is TBD.

**Current Status**
The current status of a project indicates its programming status at the time it was imported into the eTIP database. This field is for reference to the old TIP database and is planned to be removed soon.

**Exempt Status**
The exempt status of the project is 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 analysis. At this time, this field is manually populated by CMAP staff when the new project is saved and will be updated by CMAP staff if project work types change over the life of the project.

- Exempt
- Exempt Tested
- Not Exempt

**Conformity Status**
Indicates if the project is included in the conformed transportation network of the TIP and Long Range Plan. At this time, this field is manually populated by CMAP staff when the new project is saved and will be updated by CMAP staff if project work types change over the life of the project.

- None
- Conformed
- Consultation
- Not Conformed
- Not Required
- To Be Conformed
**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.

**Project Alternative IDs (new projects)**
For new projects, the Project Alternative IDs appear on the TIP Programming tab as shown in Figure 45. Once the project is saved, these fields can be viewed and changed on the Project IDS tab. If the project has known alternative IDs, a project website, and/or individual sections upon project creation, enter the information in the appropriate text box(es). Project IDs are explained in detail in the Adding Project IDs section of this chapter.

![Figure 45. Project Alternative IDs](image)

**Project Information**
This section includes basic project information including the project title and description, the overall project type and specific work types, and contact information, as shown in Figure 46. Most of the project information is included on amendment reports prepared for public comment and committee action.

![Figure 46. Project Information](image)

**Project Title (required)**
Enter a short, public friendly title that, when displayed to the public alongside the project category, should clearly and concisely describe the where or what of the project. Click “Spell Check” after entering the project title to ensure spelling errors are corrected before proceeding.
**Project Description (required)**

Enter a **brief** narrative description of the work being done on the project, such as "Add turn lanes, modernized traffic signal, and make ADA improvements." Click “Spell Check” after entering the project description to ensure spelling errors are corrected before proceeding.

**Project Type (required)**

Select the overall project type from the drop-down list. CMAP has assigned project types to existing TIP projects, based on work types and other project information, such as "roadway maintenance, roadway signals & signs, freight movement, safety, etc." These categories will be used to summarize investments and are intended to help both CMAP, our partners, and the public understand the main focus of projects with multiple work types. Project Types will also be used to summarize investments in the region and will provide a high level illustration of the region’s progress toward meeting the policy goals of ON TO 2050 and subsequent regional plans. For example, a project with both H-RS and E-BIKEIMP could be a resurfacing job with some intermittent bike path repair, which would be "Road Maintenance", or it could be a trail upgrade that results in the need for some intermittent road resurfacing, which would be a "Bicycle & Pedestrian" project category. The following are valid Project Type values:

- **Active Transportation**
  - Bicycle & Pedestrian
  - Other Trails
  - Safe Routes to School

- **Roads and Bridges**
  - Bridge Expansion
  - Bridge Routine Maintenance
  - Road Signals & Signs
  - New/Expanded Interchange
  - Road Expansion
  - Road Maintenance
  - Road Modernization
  - Bridge Repair, Rehab, or Replace
  - Intersection/Interchange Improvements

- **Transit**
  - Transit Equipment & Furnishings
  - Systems Improvements
  - Guideway Improvements
  - Transit Line/Route Expansion
  - Transit Vehicles (Bus/Rail)
  - Transit Support Facilities
  - Transit Station/Stop Improvements
  - Transit Operations

- **Freight**
  - Rail-Highway Grade Separation
  - Freight Movement
- **System Management/ITS**
  - Signal Systems
  - Intelligent Transportation Systems
  - Road Operations

- **Other**
  - Emissions Reduction
  - Safety
  - Transportation Enhancements
  - Parking
  - Safety
  - Drainage
  - Environmental Mitigation

**Work Type (at least one selection required)**
Select one or more work types by checking the box next to each one that is appropriate for the project. 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.

**Major Imp Group**
Select the appropriate group from the list. The group indicates if projects are part of a major implementation group that may be analyzed or reported on as a subset of the TIP, such as those included in ON TO 2050, or CMAQ, TAP, or STP funded projects. Changes to projects in these groups may receive extra scrutiny to ensure that the scope and budget remains consistent with the Long Range Plan or the group to which they belong. All projects not included in these two groups are standard TIP projects with a default MAJOR IMP GROUP = “None”.

**Lead Agency (required; influences auto generated TIP ID)**
Select the agency responsible for the programming of the project within the TIP database. The lead agency is typically the implementing agency, except in the case of locally sponsored projects, which are programmed by the appropriate regional Council of Mayors. A lead agency, county and municipality must be selected prior to saving a new project in order for a TIP ID to be generated.

**County (required; influences auto generated TIP ID)**
Select one or more counties by checking the box next to the county name. 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”. A lead agency, county and municipality must be selected prior to saving a new project in order for a TIP ID to be generated. If not assigned by lead agency, the TIP ID will be assigned based on the first (alphabetic) county selected when the project is created. If a specific
TIP ID assignment is desired, only select the county that corresponds to the desired TIP ID. After saving the new project for the first time to establish the TIP ID, you may then add the additional counties and save again.

**Municipality (required; influences auto generated TIP ID)**
Select the municipality or municipalities in which the project is located. For projects in unincorporated areas, select the township, park district, school district, forest preserve district, or "Unincorporated". The municipalities available for selection are limited to those within the county(s) selected. Note that only the endpoint municipalities that were indicated in the previous TIP database were imported into eTIP. Users should add any additional municipalities that the project passes through to this field so that the project is listed when public site users search for projects by municipality. A lead agency, county, and municipality must be selected prior to saving a new project in order for a TIP ID to be generated. If not assigned by lead agency and/or county, the TIP ID will be assigned based on the first (alphabetic) municipality selected when the project is created. If a specific TIP ID assignment is desired, only select the municipality that corresponds to the desired TIP ID. After saving the new project for the first time to establish the TIP ID, you may then add the additional municipalities and save again.

**Primary Contact (required)**
Select the contact information of the person that is the primary contact for project programming information. If no public contact is entered, the primary contact information will appear on the eTIP public website. Primary contact information will be visible to reviewing agencies such as CMAP, IDOT, FHWA, and FTA on the secure eTIP website and should be the person that these agencies should call with questions about the project’s programming. To request a new contact or changes to an existing contact in the drop-down list, contact CMAP staff. Note that some contacts may be listed under multiple lead agencies (typically county and council). These contacts should take care to ensure the appropriate entry is selected for the project.

**Same for Public**
Select this checkbox if the same person is both the primary and public contact for the project.

**Public Contact**
Select the contact information of the person that is the public contact for project programming information. This information will be displayed on the public eTIP website should be the person that the public should contact with questions about the project. The public contact may be the TIP programmer, or may be a public information officer, engineering staff, or other appropriate person at the project’s implementing agency. To request a new contact or changes to an existing contact in the drop-down list, contact CMAP staff.

**Project Location**
The location portion of the Project Information section includes data required to locate projects within the region and to model projects subject to conformity analysis. Avoid using “and” or “also” in location names. Instead, for projects that involve multiple locations, such as distinct roadway segments, a series of intersections, or several bus routes or train lines, each distinct
location should be entered as a separate line. For projects that involve modelling for conformity determinations, if the characteristics (such as number of lanes, or speed limit) change along the length of the project, those distinct segments should be entered as separate lines, as described later under the “Is Modeling?” heading.

Figure 47. Project location - Local streets with multiple location types

System (required)
Select the appropriate system from the list. The system selected not only affects the remaining location fields that will be available, but also which phase fields will be available in the Programming Information and Schedule Info sections of the project form.

- **Highway/# Road**
  - Projects on any road with an interstate, US, state, or county route number (township routes and FAU routes are not included).
  - Available phases will be ENG I, ENG II, ROW, CON, and CE.

- **Local Streets**
  - Projects on all other roads or on- or off-street bicycle/pedestrian/trails.
  - Available phases will be ENG I, ENG II, ROW, CON, and CE.

- **N/A**
  - Projects that are not location specific that have phase 1 and/or phase 2 engineering and/or a construction phase.
  - Available phases will be ENG I, ENG II, ROW, CON, and CE.
  - Example – Transit agencies programming a project with traditional phase 1 and 2 engineering, right-of-way acquisition and construction phases should select “N/A” as the system. Selecting “Transit” will only make general engineering, construction, and implementation phases available for funding.
• Non-Infrastructure
  o Projects that are not location specific that have general engineering and/or implementation phases such as Safe Routes to School non-infrastructure projects and emissions reduction projects.
  o Available phases will be ENG, IMP, and CON.
  o Example – Planning Liaisons programming a project such as a SRTS education/enforcement project should select “Non-Infrastructure” as the system in order to make an implementation phase available for funding.

• Transit
  o Projects involving bus or rail (including freight) service, lines, stops, or support facilities.
  o Available phases will be ENG, IMP, and CON.

**Location Type (required)**
Select the appropriate location type from the list. Each system has different location type choices that affect the specific location information that is collected:

• Highway/# Road
  o Bridge
  o Highway Segment
  o Interchange
  o Intersection
  o Not Location Specific
  o Point Location
  o Various Locations

• Local Streets
  o Bridge
  o Intersection
  o Not Location Specific
  o Point Location
  o Street Segment
  o Trail/Path Segment
  o Various Locations

• Transit
  o CTA – Bus Route, Bus Stop, Garage, Other Support Facility, Terminal, Train Line, Train Station, Yard
- Metra – Garage, Other Support Facility, Terminal, Train Line, Train Station, Yard
- Pace – Bus Route, Bus Stop, Garage, Other Support Facility, Park-N-Ride, Terminal, Yard
- Other Rail – CREATE Corridor, Other Freight/Private
- Other Transit – Not Location Specific, Other Transit

- Non-Infrastructure
  - Education/Enforcement
  - Emissions Reduction
  - Other
  - Traffic Control/Management

**Location Fields**
The fields available for location information vary by the System and Location Type selected. All possible fields are described below. The System/Location Types that they apply to are noted.

- **Route**
  Select the route number the project is located on.
  - I/US/IL/CH – highways that have multiple designations
  - I – Interstate
  - US – US Highway
  - IL – State Route
  - CH – County Highway

  Please contact CMAP staff if you believe a route is missing from the list.

  *Applies to: Highway/# Road System (required)*

- **Local Name of Route**
  For Highway/# Road, enter the local name of the primary location of the project. For example, US 14 is known locally in Cary as Northwest Highway. If there is no local name for a numbered route, leave this field blank. For Local Streets, indicate the street name of the primary location of project. For projects processed through IDOT Local Roads, the name should match all IDOT paperwork (PPI form, PDR title, etc.). Remember that for projects that involve multiple locations, such as distinct roadway segments, a series of intersections, or several bus routes or train lines, each distinct location should be described as a separate line.

  *Applies to: All location types on the Highway/# Road System (optional); Bridge, Not Location Specific, Point Location, Street Segment and Various Locations types on the Local Streets System (required)*
• **Bridge #**
  Enter the IDOT structure number of the bridge associated with the project. If more than one structure is included in the project, list each one on a separate location line. Note, structure numbers can be found using IDOT’s [Bridge Information System Search page](https://www.idot.illinois.gov/bridgeinfo/). It is best to select the City or County in which the structure is located, and then pan/zoom to the project location to find the correct structure.

*Applies to: Bridge location types on the Highway/# Road System or Local Streets System (required)*

• **From**
  Enter the cross street that is at the northern or western end of the project. The “street” can also be another geographic feature such as a river, rail line, or political boundary (village limits, county line, etc.).

*Applies to: Hwy Segment location type on the Highway/# Road System (required); Street Segment and Trail/Path location types on the Local Streets System (required)*

• **To**
  Enter the cross street that is at the southern or eastern end of the project. The “street” can also be another geographic feature such as a river, rail line, or political boundary (village limits, county line, etc.).

*Applies to: Hwy Segment location type on the Highway/# Road System (required); Street Segment and Trail/Path segment location types on the Local Streets System (required)*

• **Dist Mile(s)**
  Enter the length of the project in miles. The map application can be used to measure distances, as described later in this chapter.

*Applies to: Hwy Segment location type on the Highway/# Road System (required); Street Segment and Trail/Path Segment on the Local Streets System (required)*

• **# Location(s)**
  Enter the approximate number of distinct locations where work will be done for projects with multiple locations that are not listed individually, such as filling sidewalk gaps within a geographic region.

*Applies to: Various Locations type on Highway/# Road and Local Streets Systems (required)*

• **Cross Route**
  For interchanges of two numbered routes, enter the route number of the secondary route.

*Applies to: Interchange location type on the Highway/# Road System (optional)*
• **Cross Street Name**
  For interchanges, enter the local name of the secondary route.

  *Applies to: Interchange location type on the Highway/# Road System (required)*

• **Cross Street**
  For intersections, enter the local name of the cross street.

  *Applies to Intersection location type on the Highway/# Road System (required)*

• **Nearest Cross Street**
  For locations along roadways that are not located at an intersection, enter the nearest cross street (or geographic feature) to the project location.

  *Applies to: Point location type on the Highway/# Road and Local Streets System (optional); All location types on the Transit System (optional)*

• **Prim Cross Street**
  Enter the primary cross street for an intersection.

  *Applies to: Intersection location type on the Local Streets System (required)*

• **Sec Cross Street**
  Enter the secondary cross street for an intersection.

  *Applies to: Intersection location type on the Local Streets System (required)*

• **Trail/Path**
  For trails/paths that are named (such as the Illinois Prairie Path or Fox River Trail), enter the trail name.

  *Applies to: Trail/Path Segment on the Local Streets system (required)*

• **Route/Location Description**
  For bus route, train line, and CREATE corridor location types on the transit system, select the route, line, or corridor (including "multiple routes", "new route" and "systemwide"). For all other location types on the Transit system, enter a description of the location in this field, such as the street a bus stop is located on, or the specific location of a yard, garage, or support facility.

  *Applies to: All location types on the Transit system (required)*

**Is Modeling?**
All projects with Not Exempt or Exempt Tested Work Types are modeled (see Work Type information on the [TIP Programmer Resources](#) web page). If the model segment matches the project limits, the box should be checked and the model information completed. If the model
segment differs from the overall project limits, or if the characteristics (such as speed limits) change within the project limits, users will need to add a new location for each distinct model segment, check the box, and complete the model information for each segment to be modeled. For example, in Figure 48, the number of lanes after the improvement changed.

Figure 48. Model segments that differ from the project limits

The “Map” link at the right of the location information section redirects the user to the map application, zoomed in to the location entered. For new projects, the map link will only be available after project information is saved for the first time. If a project cannot be mapped the user should attach a map in the documents tab.

Links: Add New Location / Remove Location
If there is more than one location for the project, click “[ADD NEW LOCATION]” to display another line for entering location information. Conversely, a “[REMOVE LOCATION]” option will appear if the user wishes to permanently delete the additional location. The first location listed can never be removed.

Other Location Information
Enter any other information about the project location that is not contained in the previous location fields, such as omissions within the limits.

Programming Information
The Programming Information section contains the detailed financial information about the project. This section includes the Estimated Total Project Cost field, which applies to the entire project, and a series of fields that apply to each financial line item.
The following should be considered prior to entering or changing programming information:

- All funding amounts are in actual dollars, not thousands ($000's).
- Local match is entered as separate line items from federal funds.
- Totals will be calculated and summarized automatically.
- Construction Engineering will be entered separately from Construction, but can be entered on the same financial line if it is funded in the same year and with the same fund source as construction.
- Every fund source being utilized on a project, including state and local matching and non-matching funds, must be entered on its own line. Subtotals by line item, FFY, and fund source, as well as grand totals, will be calculated and displayed.
- Users will indicate if a project’s fund line is in Advance Construction (AC) or converted from Advance Construction (ACC) using a drop-down list.
FFY
Select 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 (of the prior calendar year) to September 30. If the FFY for the line item is unknown at the time the project is entered in the eTIP database select “MYB”.

Fund Type
Select the source of funds for the line item. 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.

AC/C
To indicate when federal funds are authorized or converted from Advance Construction, select AC or ACC. Only FHWA fund sources use advance construction. For sources that do not use advance construction, the AC/C field will not contain any values. More information on Advance Construction can be found in this memo on the TIP Programmer Resources page of the CMAP website.

To place a phase into Advance Construction, locate the financial line item, and select “AC” from the drop-down. Phases being placed in AC should already be programmed in the current year. Select “AC” only when an AC conversion notice is received from IDOT, or when the obligation information on the Obligations tab indicates the programmed funding was authorized in AC (positive value in the Auth AC column).

To convert a phase from Advance Construction, locate the financial line item, and select “ACC” from the drop-down and change the FFY to the current year. Select “ACC” only when an AC conversion notice from IDOT indicates the line item has been converted from AC to current status or when the obligation information on the Obligations tab shows a negative value in the Auth AC column, and a corresponding positive value in the Obligated column. Converted phases were typically placed in AC in prior years, therefore it is usually necessary to click the “Prior Fund(s)” link at the top right of the Programming section in order to locate the financial line item that is being converted. The matching funds for converted line items should remain programmed in the year in which the line item was initially obligated. In some instances, only a partial conversion is completed by FHWA. Only those funds that have been converted, as indicated in the notification email and on the Obligations tab, should be moved to the current FFY and flagged as ACC. The AC line item amounts should be edited to indicate the amount that remains authorized in AC.

Phases (ENG I, ENG II, ROW, CON, CE, ENG, IMP)
Enter the cost for each line item (FFY and funds source) in the appropriate phase column in dollars. Important! eTIP utilizes the actual dollar amount, not thousands of dollars.

For Highway/# Road, Local Streets, and N/A systems, the phases are:

- ENG I – preliminary engineering
- **ENG II** – design engineering
- **ROW** – right-of-way acquisition
- **CON** – construction
- **CE** – construction engineering

For Transit and Non-Infrastructure systems the phases are:

- **ENG** – pre-implementation studies or planning, preliminary, and/or design engineering for construction projects
- **IMP** – implementation
- **CON** – construction

**Total**
The line item total is auto calculated.

**Financial Line Identifiers (State Job, Fed Proj, PPS, FTA Grant, ALI Code)**

Financial line identifiers vary by the system the project is located on. Identifiers must first be entered and saved on the Project IDs tab to be available for selection on financial lines. Users can toggle back and forth between the TIP Programming tab and Project IDs tab when making changes to existing eTIP projects.

For Highway/# Road, Local Streets, N/A, and Non-Infrastructure systems, the IDs are:

- **STATE JOB #** – state job number
- **FED PROJ #** – federal project number
- **PPS #** – IDOT annual program number

For projects utilizing federal funds, the state job and/or federal project number should be entered for each project phase prior to the federal authorization. Doing so assists FHWA staff with authorization approvals and is critical to match obligation data with programming data. These numbers are found on the Project Program Information (PPI) form and local agency agreements as well as within IDOT’s internal project databases. Local agencies should contact IDOT Local Roads staff for assistance if these numbers are not known.

For Transit systems, the IDs are:

- **FTA GRANT #** – The grant number assigned by the FTA in the TrAMS database
- **ALI CODE** – FTA TEAM Scope & Activity Line Item Codes (ALIs) that are included in the FTA grant for the project or project phase
For projects that will be included in FTA grants, the FTA grant number should be entered for each financial line item as soon as it is known. Doing so assists FTA staff with grant approvals and will be critical to matching obligation data with programming data.

**Estimated total project cost is equal to total programmed $**

Select this box to indicate if the estimated total project cost (all phases and all fund sources, whether included in the TIP or not) is equal to the total programmed amount in eTIP. If they are not equal, do not check the box, and enter the total project cost.

**Viewing Prior Years’ Funding**

When viewing project information, funds in years prior to the active TIP years will be hidden by default, making it easier to see and review what is programmed within the current years of the TIP. Those funds can be viewed/hidden by clicking on the Prior Fund(s) link at the top of the funding table.

**Figure 50. Prior Fund(s) link**

**Grouping Funding by Project Sections**

For complex projects being implemented over multiple years or in segments or stages, or for projects with mixed funding that is designated for a specific portion of the overall project, users will be able to create "subprojects" called sections for managing the individual projects within a larger project. The intent of subprojects is to provide a way to identify the line items within a project that are implemented under different section IDs (roads), different FTA grants or service board projects (transit), or other logical "breaks" to be grouped together for more logical and comprehensive tracking.
In order to organize fund line items into sections, the section titles must first be created in the Project IDs tab in the “Section Name” field, separated by commas, as illustrated in Figure 52.

Upon clicking “Save”, the section names will be available for selection in the Programming Information section of the TIP Programming tab by clicking on the arrow icon (‡) for each line item to be assigned to a section.

After saving the section assignments, additional identifiers may be added to each section, by clicking the Add IDs link.
Indicating Use of Transportation Development Credits (TDCs or TDCHs)

TDCs (also known as Toll Credits) are used to provide credit towards local match requirements for certain federally funded projects. When used for transit projects, they are referred to as TDCs, for highway projects, they are referred to as TDCHs. When credits are used, the federal participation in a project is increased, typically to 100%. The credits themselves are not actual cash being spent on projects, and therefore they are not a part of the total project cost. However, the additional federal funds being used are a part of the total cost. Documenting the use of TDCs and TDCHs in the eTIP database is critical to understanding the magnitude of their use in the region and increases transparency to the public.

- On the secure site, TDC's are treated as a regular financial line item, however they are not included in the yearly totals or project grand total. Figure 55 illustrates the use of TDCs on a transit project. In this example, there are $2.5M in TDCs being used to match $9.2M in FTA 5337 funds in FFY 2016 ($2.5M + $9.2M = $11.7M), and $5M in TDCs matching $15M in FTA 5337 funds in FFY 2017 ($5M + $15M = $20M).

- To properly account for both the federal funds and TDCs being used for a project, the total amount of federal funds should be entered as a separate financial line item for each federal fiscal year (FFY), federal fund source, and phase.

- The TDCs being used to "match" each federal financial line item should be entered on a separate line item.

- The fund source for TDCs is "Trans Credit – Transit". The fund source for TDCHs is "Trans Credit – Local/State Hwy".
Figure 55. Example use of TDCs

On the public site and in amendment reports, TDCs are noted as shown in Figure 56.

Figure 56. Public display of project using TDCs

Schedule Info
The Schedule Information section captures the current implementation status of the project and the target date (month/year) for construction letting, federal authorization of non-construction phases, or the start of non-federally funded phases. Updates to information in the Schedule Info section will be administrative amendments. The section must be updated each time a TIP change is submitted. At a minimum, the section must be updated during the carry over action at the end of each federal fiscal year (FFY).

The phases for which schedule information is requested varies by the “system” selected for each project, and matches the phases for which funding information is requested, as shown in Figures 57 and 58.
Current Implementation Status

Select the current status of the entire project from the drop-down list. The choices are generally arranged in the order they occur from “Project Scoping” to “Project Closed Out” for projects processed through IDOT/FHWA and from “Preparing FTA Grant Application” to “FTA Grant Closed Out” for projects processed through FTA. A full list of values can be found in Table 3. The list contains guidance for highway vs. transit and the typical phase in which the listed status is likely to occur. It is not necessary to update this field every time a project milestone is reached, but it is necessary to update this field any time a TIP change is submitted.

Table 3. Current Implementation Status Values

<table>
<thead>
<tr>
<th>Current Implementation Status</th>
<th>Hwy/Transit</th>
<th>Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>No project activity</td>
<td>ALL</td>
<td>ALL</td>
</tr>
<tr>
<td>Project scoping</td>
<td>Hwy</td>
<td>Pre-phase 1</td>
</tr>
<tr>
<td>Phase 1 Qualifications Based Selection (QBS) underway</td>
<td>Hwy</td>
<td>Pre-phase 1</td>
</tr>
<tr>
<td>Phase 1 QBS completed</td>
<td>Hwy</td>
<td>Pre-phase 1</td>
</tr>
<tr>
<td>Phase 1 engineering agreement submitted</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>Phase 1 notice to proceed issued</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>IDOT Phase 1 kick-off held</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>Env. Survey Request (ESR) submitted</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>1st State/Federal coordination mtg. held</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>CE concurrence received</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>Design variance concurrence received</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>Draft phase 1 report (PDR or equiv.) submitted</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>Public hearing/meeting held</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>Final phase 1 report (PDR or equiv.) submitted</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>Phase 1 design approval (DA) received</td>
<td>Hwy</td>
<td>Phase 1</td>
</tr>
<tr>
<td>Event Description</td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Phase 2 QBS underway</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>Phase 2 QBS completed</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>Phase 2 engineering agreement submitted</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>Phase 2 notice to proceed</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>IDOT Phase 2 kick-off held</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>30% plans completed</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>60% plans completed</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>90% plans completed</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>Pre-final plans and estimates (draft PS&amp;E) submitted</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>Final plans, specs and estimates (PS&amp;E) submitted</td>
<td>Hwy Phase 2</td>
<td></td>
</tr>
<tr>
<td>ROW agreement submitted</td>
<td>Hwy ROW</td>
<td></td>
</tr>
<tr>
<td>ROW kick-off held</td>
<td>Hwy ROW</td>
<td></td>
</tr>
<tr>
<td>ROW acquisition started</td>
<td>Hwy ROW</td>
<td></td>
</tr>
<tr>
<td>ROW acquisition complete and certified</td>
<td>Hwy ROW</td>
<td></td>
</tr>
<tr>
<td>Construction engineering QBS underway</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Construction engineering QBS completed</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Draft construction/CE agreements submitted</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Final construction/CE agreements submitted</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Project advertised for letting</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Project let</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Construction contract awarded</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Construction started</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Construction completed</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Final voucher submitted (construction/CE)</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Project closed out (construction/CE)</td>
<td>Hwy Construction</td>
<td></td>
</tr>
<tr>
<td>Preparing FTA grant application</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>TDC request submitted</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>TDC request approved</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>Fund transfer (FHWA to FTA) request submitted</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>Fund transfer completed</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>FTA grant application submitted</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>FTA grant application under review</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>FTA grant application approved</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>FTA grant amendment submitted</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>FTA grant amendment approved</td>
<td>Transit ALL</td>
<td></td>
</tr>
<tr>
<td>Engineering or equivalent underway</td>
<td>Transit New/maintain infrastructure</td>
<td></td>
</tr>
<tr>
<td>Engineering or equivalent completed</td>
<td>Transit New/maintain infrastructure</td>
<td></td>
</tr>
<tr>
<td>Construction contract awarded</td>
<td>Transit New/maintain infrastructure</td>
<td></td>
</tr>
<tr>
<td>Construction underway</td>
<td>Transit New/maintain infrastructure</td>
<td></td>
</tr>
<tr>
<td>Construction completed</td>
<td>Transit New/maintain infrastructure</td>
<td></td>
</tr>
<tr>
<td>Procurement of equipment initiated</td>
<td>Transit New equipment</td>
<td></td>
</tr>
<tr>
<td>Equipment delivered</td>
<td>Transit New equipment</td>
<td></td>
</tr>
<tr>
<td>Rehab/maintenance of equipment initiated</td>
<td>Transit Maintain/repair equipment</td>
<td></td>
</tr>
</tbody>
</table>
Open to Traffic (required)
Select the calendar year in which the project will be complete, and open for public use. This information is required for all projects. The open to traffic year should be the same as the completion year for Not Exempt and Exempt Tested projects. For non-infrastructure projects, the open to traffic year should be the year in which the project will be implemented. For multi-year programs, the final year should be selected.

Scheduled Start Month/Year (required for phases funded in the current FFY)
Select the Month and Year that each funded phase of the project is scheduled to start. In general, “start” means the date when funds are obligated or a contract or agreement to complete work is executed. A month and year are required for all phases with any funding in the current FFY. A year is requested for all funded phases, and should reflect the actual planned project schedule (calendar year), not the funding year, which may differ from the target year due to financial constraint or other programming considerations. In some cases, particularly non-federally funded engineering phases, a target month may be unknown. In these cases, the anticipated calendar year quarter (i.e. Q1 = January, February, or March, Q2 = April, May, or June, etc.) may be selected. Phases that began prior to January 2016 can be left blank. If a phase that began prior to 2016 is converted from AC to ACC (and thus moved into the current FFY), select the month/year of the conversion.

Segment
Select the segment to which the schedule information applies. In most cases, “Entire Project” will be selected, however for complex projects being implemented over multiple years or in segments or stages, select the appropriate segment. Click on the [ADD NEW SCHEDULE] link to add a schedule for each individual segment. For more information on creating segments, see the eTIP User Guide or the “Completing the TIP Programming Form” webinar. To delete a schedule section, click on the “X” to the right of the Segment field.

Project Questions
The Project Questions section is used to capture targeted information about projects, such as relationships to other TIP projects, inclusion of ITS or freight components, relationship to pavement management systems, and the project’s potential to influence federally required performance targets. At least one question must be selected for every project.
Relationship to other TIP Projects
The first three questions document a project’s relationship to other TIP projects.

- Project is split from another project. Select if the project was previously programmed under a different TIP ID and enter that TIP ID in the space provided.

- Project is a combination of multiple projects. Select if multiple projects were combined to create the current project and enter the TIP IDs of those projects in the space provided.

- Project is related to another project(s). Select if the project is part of a group of projects that were programmed separately but may be implemented together and enter the TIP ID(s) of the related project(s) in the space provided.

Included elements (ITS and Freight)
The next two questions are meant to capture the region’s investments in certain project types or elements that are not always evident in the overall description or programming.

- Includes an ITS component? Select if the project includes Intelligent Transportation System (ITS) components and enter the estimated cost of those components in the space provided.

- Includes elements to specifically address the movement of freight? Select if the project includes elements, such as larger turn radii, that are specifically intended to improve the movement of freight and enter the estimated cost of those elements in the space provided.

Pavement Management Systems
The next question is intended to provide a sense of how pavement management systems in use throughout the region may influence project selection and programming.

- Project is identified in a Pavement Management System. Select if the project location and scope of work were identified in any Pavement Management System, and indicate the agency that adopted that system and the date of adoption in the space provided.
**Performance Targets**

The final eight questions are used to gauge the potential for the TIP to address federally required performance targets. Each question relates to a target area described below along with guidance for determining the potential for a project to influence each. The performance targets are not mutually exclusive and many projects included in the TIP will have the potential to influence multiple targets.

**Highway Safety**

Highway safety performance will be measured by the number and rates of motorized and non-motorized fatalities or serious injuries. Many projects in the TIP contain scope elements that can influence these measures:

- If the overall Project Type is any of the following, select this checkbox: Safe Routes to Schools or Safety

- If the project is funded in whole or in part with any of the following, select this checkbox: Federal - Highway Safety Improvement Program (HSIP), Rail-Hwy Safety, or Safe Routes to School, or State - Grade Xing Protection or ICC – RR Safety

- If the project contains any of the below Work Types, select this checkbox:
  
  - [A-BAR] – SAFETY – BARRIERS
  - [A-BEA] – SAFETY – BEACONS
  - [A-FNC] – SAFETY – FENCING
  - [A-GRD] – SAFETY – GAURDRAILS
  - [A-LTS] – SAFETY – LIGHTING
  - [A-MED] – SAFETY – MEDIAN PROJECTS
  - [A-OPT] – SAFETY – OPTICOM EQUIPMENT
  - [A-OTH] – SAFETY – OTHER
  - [A-PMRK] – SAFETY – PAVEMENT MARKING
  - [A-RRXING] – SAFETY – RAILROAD CROSSING IMPROVEMENT
  - [A-SHDR] – SAFETY – SHOULDER IMPROVEMENTS
  - [A-SKIDT] – SAFETY – SKID TREATMENTS
  - [E-SRTS] – SAFE ROUTES TO SCHOOL
  - [H-ALIGN] – HIGHWAY/ROAD – VERTICAL/HORIZONTAL ALIGNMENT (E.G. CLEARANCE)
  - [H-RRGS] – HIGHWAY/ROAD – RAILROAD GRADE SEPARATION

Projects with other work types, such as intersection improvements, highway or bridge reconstruction, maintenance, or expansion, bicycle and pedestrian projects, traffic signals, etc. may also influence safety targets based on specific design details that may add or provide improved vehicle, bicycle, or pedestrian safety. Until supplemental questions are developed, programmers should use their judgement, based on availability and understanding of specific
project details, when determining if a project has the potential to reduce traffic fatalities and serious injuries.

**Transit Safety**

Transit safety performance targets remain under development, but will be related to fatalities and injuries, safety events (collisions, fire, derailment, security, etc.), and system reliability (breakdowns). Any transit project type with the following work types may influence the targets:

- [C-MAINT] Rail Stations – Maintain, Rehabilitate, Replace
- [C-MOD] Rail Stations – Modernize, Replace
- [F-SPTV] Facility – Signal Priority for Transit
- [J-REP] Rolling Stock - Replace Existing Vehicles
- [R-IMP] Rail Line – Improve Line
- [R-MAINT] Rail Line – Maintain, Rehabilitate, Replace
- [J-REHAB] Rolling Stock – Rehabilitate Vehicles
- [J-REP] Rolling Stock – Replace Existing Vehicles
- [O-OPS] Operations – Transit Operating Assistance
- [U-CPSIMP] CPS – Improvement
- [U-CPSMAINT] CPS - Maintenance
- [X-MOD] Transfer Facility – Modernize, Repair

While the majority of influence will be from transit projects, highway projects that improve bus safety or those that are at or near rail crossings may also address transit safety targets.

<table>
<thead>
<tr>
<th>Project Types</th>
<th>Work Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intersection/Interchange Improvements</td>
<td>[H-INTIMP] Highway/Road – Intersection Improvement</td>
</tr>
<tr>
<td>Rail-Highway Grade Separation</td>
<td>[H-RRGS] Highway/Road – Railroad Grade Separation</td>
</tr>
<tr>
<td>Intelligent Transportation Systems</td>
<td>[A-BEA] Safety – Beacons</td>
</tr>
<tr>
<td>Road Operations</td>
<td>[A-OTH] Safety – Other</td>
</tr>
<tr>
<td></td>
<td>[S-MOD] Signals - Modernization</td>
</tr>
</tbody>
</table>

**Transit Asset Condition**

Transit condition performance measures are related to both the useful life benchmark (ULB) for vehicles (bus and rail) and miles of rail with track performance restrictions. Therefore, projects of the following types that include the listed work types should indicate they can influence transit asset condition targets by selecting the checkbox as outlined below.
<table>
<thead>
<tr>
<th>Project Types</th>
<th>Work Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Vehicles (Bus/Rail)</td>
<td>[J-EXP] Rolling Stock – Expand Fleet</td>
</tr>
<tr>
<td>Other Transit</td>
<td>[J-REP] Rolling Stock - Replace Existing Vehicles</td>
</tr>
<tr>
<td>Transit Line/Route Expansion</td>
<td>[R-EXP] Rail Line – Extend Line</td>
</tr>
<tr>
<td>Systems Improvements</td>
<td>[R-IMP] Rail Line - Improve Line</td>
</tr>
<tr>
<td>Guideway Improvements</td>
<td>[R-MAINT] Rail Line – Maintain, Rehabilitate, Replace</td>
</tr>
<tr>
<td>Other Transit</td>
<td>[R-NEW] Rail Line – New Line</td>
</tr>
</tbody>
</table>

**Pavement Condition**

Pavement condition performance measures apply to the interstate system and the non-interstate NHS. Road maintenance, modernization, or expansion projects on either of these systems that include any of the following work types should indicate they can influence pavement condition targets by selecting the checkbox:

- [B-OVR] Bridge Deck - Overlay
- [B-PCHF] Bridge Deck - Full Depth Patching
- [B-PCHP] Bridge Deck - Partial Depth Patching
- [H-AL] Highway/Road – Add Lanes
- [H-EXT] Highway/Road – Extend Road
- [H-IRS] Highway/Road – Intermittent Resurfacing
- [H-PATCH] Highway/Road – Pavement Patching
- [H-RCINKND] Highway/Road - Reconstruct In Kind
- [H-RCNST] Highway/Road – Reconst with Change in Use or Width of Lane
- [H-RS] Highway/Road – Resurface (With No Lane Widening)
- [H-WRS] Highway/Road – Widen Lanes and Resurface

**Bridge Condition**

Bridge condition performance measures apply to the percentage of bridge deck area of NHS bridges that are in “poor” condition. Projects on the NHS system that include any of the following work types may affect the bridge deck condition. Programmers should use their judgement, based on availability and understanding of specific project details, when determining if a project has the potential to improve bridge deck condition.

- [B-DECK] Bridge Deck - Repair/Rehab
- [B-HYD] Bridge Deck - Hydro-Demolition
- [B-NEW] Bridge/Structure - New
- [B-OVR] Bridge Deck - Overlay
- [B-PCHF] Bridge Deck - Full Depth Patching
- [B-PCHP] Bridge Deck - Partial Depth Patching
- [B-RECNFG] Bridge/Structure - Reconst/Rehab Chng in Lane Use/Widths
• [B-Repair] Bridge/Structure - Reconst/Rehab No Chng in # Wdth of Lane
• [B-REPLACE] Bridge/Structure – Replace

**Travel Reliability/Congestion**
Travel reliability and congestion measures include Travel time reliability and peak hour excessive on the interstate system and the non-interstate NHS. Many projects can influence these measures:

• If the overall Project Type is any of the following, select this checkbox: Intelligent Transportation Systems, Signal Systems, Road Operations

• If the project includes any of these work types and is located on the interstate system and the non-interstate NHS, select this checkbox:
  
  - [E-MODE] Travel Demand Management
  - [H-HOT3] Highway/Road - HOT 3-plus Lanes
  - [H-HOV] Highway/Road - HOV Lanes
  - [H-INFO] Highway/Road – Directional/Informational Signs
  - [H-RRGS] Highway/Road - Railroad Grade Separation
  - [S-MOD] Signals - Modernization
  - [S-TIM] Signals – Interconnects and Timing

Projects with other work types, such as highway expansion, corridor improvements, and improvements to transit transfer facilities may also influence travel reliability/congestion targets based on specific design details or project locations. Until supplemental questions are developed, programmers should use their judgement, based on availability and understanding of specific project details, when determining if a project has the potential to influence targets.

**Non-SOV Travel**
The Non-SOV travel measure represents the share of non-SOV trips on the NHS. Data is derived from the Census American Community Survey (ACS) data. This measure is largely related to personal choice, not completion of projects, but many projects could influence commuter choices and contribute to shifting SOV work trips to non-SOV or alternate modes.

Based on programmers’ judgement and understanding of specific project details, selecting this checkbox may be appropriate for projects including any of these work types:

• [E-BIKEIMP] Improve Bicycle Facility
• [E-BIKENEW] New Bicycle Facility
• [E-PEDIMP] Improve Pedestrian Facility
• [E-PEDNEW] New Pedestrian Facility
• [E-SharedModern] Improve Shared Path Facility
• [E-SharedNew] New Shared Use Path
• [R-EXP] Rail Line – Extend Line
- [R-IMP] Rail Line - Improve Line
- [R-NEW] Rail Line – New Line
- [T-EXP] Bus Routes - Major Expansion
- [T-IMP] Bus Routes – Major Service Improvement
- [T-NEWSVC] Bus Routes – New Service

**Emissions Reduction**
The emissions reduction measure is related only to projects funded with CMAQ. If a project has any CMAQ funding, select this checkbox.

**Change Reason**
In order to increase transparency for the public and the committees approving changes, and to allow for tracking of trends over time, users will be required to select one or more reasons for the change(s) being submitted, such as "Cost change due to availability of final design" or "Phase(s) converted from Advance Construction status". If you fail to indicate a change reason related to every type of change (schedule, funding, scope, etc.) that you made, your submittal will be denied by CMAP staff and you will need to select an appropriate reason and re-submit your change prior to committee change deadlines. Some possible project change reasons are illustrated in Figure 60, and all reasons are explained below.

**Figure 60. Select the appropriate reason(s) for submitting the project change.**

![Change Reason](image)

**New Project**
Auto-selected when a new project is created. If selected, no other change reasons should be selected.

**Complete Project**
Select when indicating a project is complete with regard to the TIP, as described in the Completing a Project section of this chapter. Additional change reasons may also be selected when completing a project.
**Delete Project**
Select only when the project is being removed from the TIP, as described in the [Deleting a Project](#) section of this chapter. If selected, no other change reasons should be selected.

**Schedule / Funding / Scope**
Changes to project information fall under several categories. Select the appropriate reason, as described in Table 4, for every change made to a project within the TIP Programming tab.

<table>
<thead>
<tr>
<th>Change Reason</th>
<th>Guidance for selecting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advance Construction</strong></td>
<td></td>
</tr>
<tr>
<td>Phase(s) converted from Advance Construction status</td>
<td>Select appropriate reason(s) if any changes were made to the AC/C field</td>
</tr>
<tr>
<td>Phase(s) placed in Advance Construction status</td>
<td></td>
</tr>
<tr>
<td><strong>CMAQ/TAP Change(s)</strong></td>
<td></td>
</tr>
<tr>
<td>PSC approved change</td>
<td>Select “PSC approved change” for changes to scope, schedule, or cost that were approved by the CMAQ PSC. Also select the relevant changes in other sections and attach the change request and approval email from staff on the Documents tab.</td>
</tr>
<tr>
<td>Project phase(s) deferred</td>
<td>Select the appropriate reason for CMAQ/TAP funded projects that are being deferred (funds moved to MYB) or reinstated from deferral (funds moved into TIP years from MYB).</td>
</tr>
<tr>
<td>Project phase(s) reinstated</td>
<td></td>
</tr>
<tr>
<td><strong>Cost Change(s)</strong></td>
<td></td>
</tr>
<tr>
<td>Add or update project IDs</td>
<td>Selected if IDs were added or updated in the Programming Information section of the form.</td>
</tr>
<tr>
<td>Cost change due to availability of 30% design</td>
<td>Select for changes to the cost that occur with a design (phase II) milestone.</td>
</tr>
<tr>
<td>Cost change due to availability of 60% design</td>
<td></td>
</tr>
<tr>
<td>Cost change due to availability of 90% design</td>
<td></td>
</tr>
<tr>
<td>Cost change due to availability of final design</td>
<td></td>
</tr>
<tr>
<td>Cost change due to updated agreements</td>
<td>Select if updated agreements are prepared, such as when bid prices differ from the estimate, or for supplemental work.</td>
</tr>
<tr>
<td>Other cost change described below</td>
<td>Select for any other changes to cost. Provide a brief, public-friendly statement of the reason for the cost change in the Other Change Reason field. Provide more detailed</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Information for CMAP staff and review agencies in the Narrative field.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Post-award/obligation cost adjustments</strong></td>
<td>Select when programmed amounts are changed to reflect changes to the authorized/obligated amounts.</td>
</tr>
<tr>
<td><strong>Location/Limits Change(s)</strong></td>
<td><strong>Correction or clarification of location or limit with no physical change in location</strong> Select for minor changes to location or limits, such as corrected spelling.</td>
</tr>
<tr>
<td></td>
<td><strong>Location added</strong> Select the appropriate reason if a location has been added or removed from the project scope. Also make the appropriate change to the project map.</td>
</tr>
<tr>
<td></td>
<td><strong>Location removed</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Major expansion of limits (&gt;0.25 mi)</strong> Select the appropriate reason if the limits of the project have been changed. Also make the appropriate change to the project map.</td>
</tr>
<tr>
<td></td>
<td><strong>Major reduction of limits (&gt;0.25 mi)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Minor expansion of limits (&lt;0.25 mi)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Minor reduction of limits (&lt;0.25 mi)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Other location/limits change described below</strong> Select for any other changes to location or limits. Provide a brief, public-friendly statement of the reason for the change in the Other Change Reason field. Provide more detailed information for CMAP staff and review agencies in the Narrative field.</td>
</tr>
<tr>
<td></td>
<td><strong>Update model information</strong> Select when model information is updated.</td>
</tr>
<tr>
<td><strong>Other Financial Change(s)</strong></td>
<td><strong>Add out year funding to continuing project</strong> Select when adding an additional year(s) of funding for projects that are ongoing programs (typically transit projects).</td>
</tr>
<tr>
<td></td>
<td><strong>Add, delete, or change fund sources</strong> Select when a new fund source that is not already programmed on another line item is added to a project, when all line items of a specific fund source are being deleted, or when the source of funding for an individual line item is being changed.</td>
</tr>
<tr>
<td></td>
<td><strong>Add, delete or change phases</strong> Select if a new phase is being added to the project, if a phase is being entirely deleted from a project, or phases are changing (such as combining ENG I and ENG II).</td>
</tr>
<tr>
<td><strong>Schedule Change(s)</strong></td>
<td><strong>Other schedule change described below</strong> Select for any other changes to the FFY of individual line items or information in the Schedule Info section. Provide a brief, public-friendly statement of the reason for the</td>
</tr>
</tbody>
</table>
change in the Other Change Reason field. Provide more detailed information for CMAP staff and review agencies in the Narrative field.

<table>
<thead>
<tr>
<th>Change Reason Description</th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project phase(s) moved to an earlier year(s)</td>
<td>Select if a phase is moved to an earlier FFY.</td>
<td></td>
</tr>
<tr>
<td>Project phase(s) moved to later year(s) due to earlier phase(s) delays</td>
<td>Select the appropriate reason when a phase is moved to a later FFY. If the reason for delaying the phase is not due to one of these reasons, select “Other schedule change…” and provide the reason in the Other Change Reason and, if necessary, Narrative fields.</td>
<td></td>
</tr>
<tr>
<td>Project phase(s) moved to later year(s) due to fiscal constraint</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Open to Traffic year</td>
<td>Select if the Open to Traffic year was updated.</td>
<td></td>
</tr>
<tr>
<td>Scope Change(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work type(s) added</td>
<td>Select the appropriate reason if any work types are added or deleted from the project.</td>
<td></td>
</tr>
<tr>
<td>Work type(s) deleted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Other Change Reason**

If the reason for submitting a TIP change is not listed above, describe the reason for the change submittal. For example, “Updated Project Contact” may be the reason for submitting a TIP change. Any time “other” is selected as a change reason in any change category, the reason must be briefly explained in the “OTHER CHANGE REASON” field below the drop-down list. Anything entered in this field will be included in the amendment report published for public and committee review.

**Narrative**

Additional information for CMAP staff reviews can be included in the change reason narrative field. Be specific in the narrative about the reason for the project change(s). If the total project cost has increased or decreased or the project description has changed, explain why this change is occurring. If the project scope is changing, explain how the scope is changing. CMAP staff may deny submitted changes due to insufficient explanation of change reasons.

**Acceptance/Denial Comments**

CMAP staff may enter notes here related to why the project is being accepted or denied, or why it may have been changed from administrative to formal, or vice versa.

**Link: All Comments**

Click on the “All Comments” link at the far right of the Change Reason section to access a log of comments over the life of the project.

**Mapping Projects**

If the project can be represented on a map, the Map tab automatically presents the general project location based on the project location entered in the Project Information section. If the
location information is not entered in a format that Google Maps can use to zoom to a location, the "Enter an address" search field can be used to zoom in to a specific address, intersection, or general area.

**Figure 61. Mapping application**

Linear (from/to) projects should be marked as segments. If additional specific work is also being done at a structure or intersection along the segment, those point features should also be selected. For projects that consist of multiple point features, with no work on the segments in between, each point should be selected, rather than the segment.

To map a road project, simply zoom in to the exact location until the blue segment lines and nodes are displayed and click on appropriate line segments and/or nodes with which the project is associated.

For bicycle/pedestrian projects that are part of the regional greenways and trails network, select the “Bikeways” layer to enable selection of these segments. Projects can have a combination of links selected from the roads and the bikeways layer.

- In the “Bikeways” layer, purple lines represent off-road bicycle paths/trails.
- In the “Roads” layer, dark blue lines represent road segments, dark blue squares represent intersections.
- In the “Roads” layer, light blue triangles represent bridges or structures and are often not located precisely on top of the water or other feature crossed. When in doubt about a bridge location, it can be verified using IDOT's Bridge Information System Search page. Since the IDOT bridge file is the same for both eTIP and the IDOT page, the bridges will be located in the same place.
• In the “Roads” layer, light blue circles represent transit facilities including public rail/highway and rail/pedestrian at grade and rail-over crossings, CTA bus garages and rail stations, and Metra stations. Facilities that are within 100 feet of an existing roadway node (square) are not included. Users should select the roadway node in these cases.

Segments and points will turn red when selected. When finished mapping, users should click the "Save Location" button. To clear the current map, and any saved changes, click the "Reset" button.

Some additional map features include:

• **Select Multiple Segments**
  
  Click-and-drag to select road segments within a rectangle.
  
  o Allows users to select many road segments in a single area at one time
  
  o **CAUTION:** Only segments completely contained within the box will be selected.
  
  o If segments that are not included within the project are selected, clicking on them individually will unselect them.

• **Create New Node**
  
  Click on a road to create a new node at that location.
  
  o Allows users to add new nodes where needed
  
  o **CAUTION:** New nodes should be used sparingly, as the underlying segment data will not be automatically split at the new node.

• **Measure a Distance**
  
  Click on the map to start the measurement, then each subsequent click provides the distance, in feet (under 1 mile) or miles, from the previous location clicked. The total distance is displayed in the top left corner of the map. For distances displayed in feet, users can determine the length in miles by dividing the number of feet displayed by 5,280. The user can remove previous segments by clicking “Remove Previous Segment” or can clear the measurement by clicking "Clear Distance Measurement”.
  
  o Allows users to measure project lengths to provide accurate location information on the TIP Programming tab.
**Adjust Segment Start/End**

In some cases, the segments on the map may not start/end at a project limit. The Adjust Segment Start/End link can be used to decrease the length of a selected segment. Click the segment to that needs to be modified (the segment to modify must already be selected on the map before clicking “Adjust Segment Start/End”) then click and drag the marker to adjust the length of the segment (the markers must be placed on an existing roadway) to match the project limit. Note that segments can only be shortened, not lengthened.

**Adding Project IDs**

In addition to the TIP ID auto generated by the eTIP database, other ID numbers will be assigned over the life of the project. The Project IDs tab provides a single space for entering ID numbers associated with the project, including section numbers, state job numbers, federal project numbers, FTA grant numbers, FTA ALI codes, PPS numbers, Sponsor IDs, and IDs assigned within individual funding programs, such as CMAQ and Safe Routes to Schools (SRTS). Multiple project IDs of the same type are separated by commas. IDs entered on this tab are used to populate the drop-down values in the Programming Information section of the TIP Programming tab, as shown in Figures 62 and 63.

**Figure 62. Project IDs Tab**

![Figure 62. Project IDs Tab](image)

**Figure 63. Project IDs reflected in drop-down fields on TIP Programming tab**

![Figure 63. Project IDs reflected in drop-down fields on TIP Programming tab](image)
The following is a list of IDs that can be associated with a project:

- **FTA Grant**
  The FTA Grant Number assigned by the FTA that includes the project or phases of the project. Highway projects processed by IDOT typically do not have an FTA Grant Number. The FTA Grant Number is typically in the format IL-##-x####-## for projects within Illinois. All projects processed through FTA using Federal funds must have an FTA grant number(s) entered in eTIP, and associated with each financial line item prior to end of the Federal Fiscal Year in which funds are programmed on each line item.

- **FTA ALI Codes**
  The FTA TEAM Scope & Activity Line Item Codes (ALIs) that are included in the FTA grant(s) for the project or phases of the project. Projects that are not included in FTA grants do not have ALI Codes.

- **State Job #**
  The State Job Number assigned to the project phase by IDOT. State Job Numbers are unique to the phase of the project. The State Job Number can be found on the Project Program Information (PPI) form, Local Agency Agreement (LAA), or Individual Project Agreement (IPA) approved by IDOT. Transit projects typically do not have a State Job Number unless processed through IDOT. 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

  All projects processed through IDOT using federal funds should have a State Job Number entered in eTIP for each financial line item using federal funds prior to federal authorization of those funds. This identifier is used to track and report on annual federal obligations.

- **Federal Proj #**
  The Federal Project Number assigned to the project phase by IDOT. Federal Project Numbers are unique to the phase of the project. The Federal Project Number can be found on the Project Program Information (PPI) form, Local Agency Agreement (LAA), or Individual Project Agreement (IPA) approved by IDOT. Transit projects typically do not have a Federal Project Number unless processed through IDOT. The Federal Project Number is typically in the format AAA-####(###). The letters indicate the primary federal fund source. Enter only the numbers, without dashes or parentheses. Adding the project number without the dashes or parentheses enables the Financial Management Information System (FMIS), the federal database is containing all project obligations, to match project information and show obligations in the eTIP. All projects processed through IDOT using federal funds should have a Federal Project Number entered in
eTIP for each financial line item using federal funds prior to federal authorization of those funds. This identifier is used to track and report on annual federal obligations.

- **PPS #**
  The Annual Program Number assigned to the project or phases of the project by IDOT. This identifier is used to track and report on annual state obligations.

- **SECT #**
  The MFT Section Number assigned to the project or subprojects/sections of the project by IDOT or the local agency.

- **SPONSOR ID**
  The ID, if any, assigned to the project by the project’s sponsor.

- **SRTS ID**
  The Safe Routes to School ID assigned to the project or phases of the project by IDOT for projects utilizing SRTS funds.

- **CMAQ ID**
  The CMAQ or TAP application ID assigned to the project or phases of the project by CMAP (via eTIP for call cycles starting in 2016) for projects utilizing CMAQ or TAP-L funds.

- **ITEP**
  The Illinois Transportation Enhancement Program number assigned to the project or phases of the project by IDOT for projects utilizing pre-MAP-21 enhancement funds (STP-E), or state-programmed Transportation Alternatives Program (TAP-S) funds.

- **REC TR ID**
  The Recreational Trails Program ID assigned to the project or project phases by IDOT or IEPA, for projects utilizing these funds.

- **HPP ID**
  The Bill number or project number assigned to the project or project phases for projects utilizing earmarked HPP or Section funds.

- **CREATE ID**
  The CREATE project number(s) assigned to the project, subproject/segments, or phases of the project.

- **SEG NOTES**
  Notes associated with funding line items for projects transferred to eTIP from the previous online database.

- **PROJECT WEBSITE**
The web address of the project’s web site, if applicable, without the “http://”. Project websites may be dedicated to a specific eTIP project, or may be a site or page that describes an overall plan, such as a large trail system, that is being implemented by the specific eTIP project. The goal of including this information is to provide resources for the public to obtain more detailed project information, beyond the financial information provided by the TIP.

- **SECTION NAME**
  The “Section Name” field may be used to set-up subprojects within a project in order to separate programming and schedule information for individual parts of projects, as shown in Figures 64 – 66. Project websites, section information, and some IDs may be included on amendment reports prepared for public comment and committee action. Project IDs can be added or updated at any time, without triggering an amendment action, by opening any version (approved or pending) of a project and navigating to the IDs tab. Changes to IDs must be saved on the IDs tab before they will be reflected as choices in the drop-down fields on the TIP Programming tab, and must be saved before navigating away from the project record in order to be retained.

**Figure 64. Project IDs tab with section names**

**Figure 65. Sections used in the Schedule Info section of the TIP Programming tab**
Uploading Project Documents

The Documents tab contains links to files associated with projects that have been attached to the project by programmers or CMAP staff, as displayed in Figure 67. Project histories for projects created prior to March 2016 in the database that preceded eTIP are also accessible on the Documents tab.

To upload a new document, click the cloud icon on the far right side of the page to unhide/hide the “Upload Project Documents” options.
From there, enter information related to the document including the date of the document and a brief description or file name. Note that each document description must be unique. Select the type from the drop-down list (values described below) and click “Choose File” to open a file explorer. Users may upload up to six documents at a time, however larger files (over 5MB) should be uploaded individually. When all documents have been chosen, click “Upload Selected”.

When creating new projects, users may click the “Upload Project Documents” link at the top of the project creation page to upload documents associated with the project. The documents tab can also be accessed from project lists throughout eTIP, such as the My Projects List, by clicking on the document icon (document icon).

To view an uploaded document, click on the description link. To remove an uploaded document, click on the delete icon (delete icon).

In order to provide a central location for complete project information, users are encouraged to attach documents and files to projects, including PPI forms, funding agreements, funding applications, project photos, design approval letters, media coverage, public involvement notifications, and more. CMAP and reviewing agencies are also encouraged to attach relevant documents, such as award letters and cost change approvals. Initially, the ability to view attached documents will be limited to secure users. In the future, users may be able to mark appropriate documents as available to the public.

The available document types are:

- **Cost Changes/Estimates**
  - Cost Change Request/Approval Documentation
  - Final Engineer’s Estimate (phase 2)
  - Initial programming estimate
  - Phase 1 estimate
• **IDOT Forms**
  o BLR 19100 – CE1, No Report
  o BLR 22120 – Design Variances
  o BLR 22210 – CE2
  o BLR 22211 – CE1, with report
  o BLR 22410 – Initial Project Coord. Form
  o BLR 5310 – Local Agency Agreement
  o BLR 5311 – Local Agency Amendment
  o BLR 5610 – Engineering Services Agreement (Ph. 1& 2)
  o BLR 5611 – Engineering Services Agreement (for CE)
  o BLR 5620 – Invoicing and Project Close Out
  o D1 PI0004 – PPI Form
  o Other IDOT Forms

• **Project Information**
  o Drawings/Plans
  o Location Map
  o Other
  o Planning Document
  o Project/Site Photos
  o Small Area Traffic Forecasts

• **Project Milestones**
  o Award Letter/Approved Program
  o FTA Grant Application/Approval/Revision
  o FTA Transfer Request/Approval
  o Funding Program Application
  o Local Match Commitments Documents
  o Minutes of Federal Coordination Meeting(s)
  o Minutes of Kick-off Meeting(s)
  o NEPA Approvals
  o Phase 1 Design Approval Letter
  o Project Milestone Schedule
  o Status Report
  o Trans Dev Credits Request/Approval

• **Public Involvement/Press Activities**
  o Letters of Support
  o Media Coverage
  o Project Newsletters
  o Project Press Releases
  o Public Meeting materials
Deleting a Project

Projects should only be deleted from the TIP if they have been abandoned completely. It is not necessary to remove or “zero out” financial line items when deleting a project; this will occur automatically. To submit a request to delete a project, start a TIP amendment. To delete projects with any federal funding programmed within the current years of the TIP, a formal amendment is required. Projects with no federal funding, or all federal funds in past years or MYB may be deleted via an administrative amendment. After selecting the correct amendment type and project, scroll down to the Change Reason section of the TIP Programming form and select DELETE PROJECT as the change reason. Include any narrative comments that may be helpful to CMAP, IDOT, FHWA and/or FTA staff and attach any relevant documents justifying or confirming the deletion. Once deleted, a project cannot be reactivated with the same TIP ID.

If a project has had any funding authorized or expended, regardless of the phase or fund source, it cannot be deleted. Instead, the financial line items that will not be implemented should be removed by clicking the “X” link at the right side of line item.

Completing a Project

If a project is complete and will have no additional scope, schedule, or financial changes, the project may be “completed” in the TIP. Projects with any phase in “AC” should not be marked “Complete”. After selecting the correct amendment type and project, scroll down to the Change Reason section of the TIP Programming form and select COMPLETE PROJECT as the change reason.
Chapter 4: Submitting Changes for Review

All project changes are subject to review by CMAP staff prior to being accepted as administrative changes or being released for public comment and committee consideration, as illustrated in the eTIP Fact Sheet: Amendment Approval Flow Chart. In order for staff to review project changes they must be submitted. After reviewing, staff will either accept or deny the change. Denial comments must be addressed, and the project change resubmitted for further consideration.

Project Submission

After all required project information is entered, users may click “Save” to verify that there are no data entry errors or to edit the project further before submission. When the project is ready to be reviewed by CMAP staff, users must click “Submit”.

After submission, and before MPO approval, users will see the following message at the top of the project identification page. Project changes from the previous version will appear in red after saving the changes.

Figure 69. Project Pending Approval

In order to make additional changes, users must "Unsubmit" the project to withdraw the project from CMAP staff review.

Unsubmitting, Resubmitting, and Deleting Changes

If a project amendment has already been submitted to CMAP for review or has been accepted by CMAP, the project is “locked” as read-only and the user must unsubmit the project to make additional changes.

Figure 70. Locked project

Use caution when unsubmitting changes! Any time the TIP is closed to users (see current year TIP Amendment Schedule calendar on the TIP Programmer Resources web page) following a TIP change deadline, unsubmitting will cause the change to be delayed until the next amendment or conformity cycle.

Projects that have been submitted will be included in one of the two “Submitted Amendments” list. If CMAP staff has not yet reviewed the submittal, it will be in the “Pending” list. If CMAP
staff has reviewed and accepted the submittal, it will be in the “Accepted” list. If a submitted change was reviewed and denied by CMAP staff, it will be in the “In Progress Amendments – In Denied” list. Denied submittals can be changed without unsubmitting.

To unsubmit a change, open the appropriate project list, locate the project, check the box at the far right end of the project record, the click the Unsubmit button at the top of the list.

**Figure 71. Select a project to unsubmit**

![Image showing project list with unsubmit button highlighted.]

After unsubmitting a project, select the project from the In Progress amendments and proceed with making changes.

To delete a change in progress, simply click the delete icon (x) at the far right of the project line in the “In Progress” list.

**Figure 72. Deleting an In Progress change**

![Image showing project list with delete icon highlighted.]

A warning will appear asking the user to confirm deletion. Click “YES” to confirm deletion of the change or “NO” to leave the change in the In Progress list. If the in progress change is deleted, the project will revert back to the last approved version and changes in progress will be lost.

**Figure 73. Confirm deletion of In Progress project change**

![Image showing confirmation dialog box for deleting project change.]

---

**Project Change Approval/Denial**

Project changes are subject to the TIP amendment procedures documented in Chapter 6 of the FFY 2019-2024 TIP. A quick reference guide to TIP changes can also be found on the TIP Programmer Resources web page. When reviewing submitted changes, CMAP staff may re-assign your change from an Administrative Amendment action to a Formal Amendment action or vice versa according to these procedures.
If CMAP denies the project change(s), the changes made by the user are retained, and a notification is sent to the user. CMAP staff may use the “Denial Comments” section which will be visible to users in their “Denied” list of projects. From this list, users may adjust project changes based on CMAP comments and resubmit to address the reason for denial. It is the users’ responsibility to resolve denials and resubmit project changes prior to any committee deadlines to be considered for committee approval.
Chapter 5: Reports and Exports

The eTIP database contains a significant number of reports, shown in Figure 74, that users can customize using sorting and filtering functions. Reports with the table symbol (🌐) or financial ($) symbol are tabular in nature, and can be exported to Excel. Reports with the Adobe pdf symbol are pre-formatted reports designed for printing that cannot be exported.

Figure 74. Reports menu

Common Report Filters

Each report has a variety of filtering options. While not all reports have all filter options, the options are explained below, and the available filters are listed with each report description in this chapter. Filters that are unique to a single report are described with that report.

TIP Start
Select the TIP Action to start with. Most searches will use the current TIP Action, which will be selected by default. This filter is available on all reports.
Include TIP Actions
Select the TIP Amendments to include in the report. By default, “ALL” is selected. “ALL” includes only those actions which have been approved. To add actions pending approval, expand the drop-down and select the pending action(s). To run a report for only one amendment action, unselect the “ALL” checkbox, and select only the action(s) desired. This filter is available on all reports.

Include Projects with Status
When any pending TIP Action is selected, users may also choose to include only changes accepted by CMAP staff, accepted changes and changes submitted for staff review, or all changes that are in progress, denied, submitted, or accepted. “Accepted” is selected by default. This filter is available on all reports.
Status
A project’s status as “programmed”, “completed”, or “deleted” may be selected in addition to the TIP action and status of pending change. This filter is likely to be meaningful only to CMAP staff. By default, “ALL” is selected. This filter is available on the Conformed Projects Report, Conformity Network, Line Items Report, Safety Data, and TIP Listing reports.

Funding Type
To limit report results to project containing one or more fund types, use the checkboxes within this drop-down to select the desired funding. By default “ALL” funds are selected. Selecting the bold funding headers (Federal, Local, Other, or State) will auto-select all fund sources within that group. This filter is available on the Conformed Projects Report, Conformity Network, Line Items Report, Safety Data, and TIP Listing reports.
Figure 79. Funding Type filter

Limit Results By: Project Type, Lead Agency, County, or Major Imp Group

To limit report results by a specific project type, lead agency, county, or major implementation group, select the desired type, agency, county, or group from the drop-down. Selecting a limit in multiple fields will further limit results, for example, to include only safety projects programmed by IDOT within McHenry County, select “Safety” as the project type, “IDOT D1 Highways” as the lead agency, and “McHenry” as the county. By default, no limits are selected in any field. These filters are available on all reports except the Amendment Summary and Amendment Narrative reports.

Figure 80. Limit results filters

Limit Results By: Municipality

In addition to the project type, lead agency, county, and major imp group limits described above, the TIP Municipality Report can also be limited to a single municipality (including townships, park districts, and other local units of government). By default, no limits are selected. This filter is available on the TIP Municipality Report.

Figure 81. Limit results filters, including Municipality
Amendment Summary

The Amendment Summary report is a tabular summary of the selected TIP amendment(s), including each project’s conformity designation, the year the project is expected to be open to traffic, the project’s lead programming agency, project title, project cost information before and after revisions, the reason for change, and a narrative of the revisions listing the specific project changes. This report is used by CMAP staff to produce the amendment summary memo presented to the Transportation Committee. The report can be filtered by TIP Start, Include TIP Actions, and Include Projects with Status. The report can also be exported to Excel for further analysis.

Figure 82. Amendment Summary report

| Amendment Summary | CMAP 16-01, 16-02, 16-03, 16-04 | PROJECT CYCLE | PROJECT NUMBER | PROJECT TYPE | PROJECT TYPE CODE | PROJECT EFFECTS | PROJECT EFFECTS CODE | AMENDING AGENCY | AMENDING AGENCY CODE | AMENDING AGENCY TYPE | AMENDING AGENCY DESCRIPTION | AMEMENDMENT SUMMARY | AMEMENDMENT SUMMARY DESCRIPTION |
|-------------------|---------------------------------|---------------|---------------|---------------|----------------|---------------------|-----------------|------------------|------------------|-----------------------|----------------|-----------------------------|
| Amendment Summary | CMAP 16-01, 16-02, 16-03, 16-04 | PROJECT CYCLE | PROJECT NUMBER | PROJECT TYPE | PROJECT TYPE CODE | PROJECT EFFECTS | PROJECT EFFECTS CODE | AMENDING AGENCY | AMENDING AGENCY CODE | AMENDING AGENCY TYPE | AMENDING AGENCY DESCRIPTION | AMEMENDMENT SUMMARY | AMEMENDMENT SUMMARY DESCRIPTION |
| Amendment Narrative | Similar to the Amendment Summary report, the Amendment Narrative report provides a list of the changes included in the selected amendment(s). The report can be filtered by TIP Start, Include TIP Actions, and Include Projects with Status. The report can also be exported to Excel for further analysis.

Figure 83. Amendment Narrative report

| Amendment Narrative | CMAP 16-01, 16-02, 16-03, 16-04 | PROJECT CYCLE | PROJECT NUMBER | PROJECT TYPE | PROJECT TYPE CODE | PROJECT EFFECTS | PROJECT EFFECTS CODE | AMENDING AGENCY | AMENDING AGENCY CODE | AMENDING AGENCY TYPE | AMENDING AGENCY DESCRIPTION | AMEMENDMENT SUMMARY | AMEMENDMENT SUMMARY DESCRIPTION |
|---------------------|---------------------------------|---------------|---------------|---------------|----------------|---------------------|-----------------|------------------|------------------|-----------------------|----------------|-----------------------------|
| TIP County Report | This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by county. The report can be filtered by Project Type, Lead Agency, County, and/or Major Implementation Group. |
TIP Lead Agency

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by lead agency. The report can be filtered by Project Type, Lead Agency, County, and/or Major Implementation Group.

TIP Major Imp Report

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by major implementation group. The report can be filtered by Project Type, Lead Agency, County, and/or Major Implementation Group.

TIP Municipality Report

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by municipality. The report can be filtered by Project Type, Lead Agency, County, Municipality, and/or Major Implementation Group.
TIP Project Type Report

This report is a formatted, printable report that provides a summary of project information and financial line items, grouped by project type. The report can be filtered by Project Type, Lead Agency, County, and/or Major Implementation Group.

Conformed Projects Report

This report contains a listing of all projects with a Conformity Status of “Conformed” or “Consultation”, grouped by Scenario Year. The TIP ID, lead agency project type, title, and description, and major implementation group are displayed in the report. Individual project records can be reviewed by selecting the TIP ID link. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

Figure 85. Conformed Projects Report

Conformity Network

The Conformity Network report is used by CMAP staff to monitor and export changes to Not Exempt and Exempt Tested projects that must be included in the travel demand model for the semi-annual conformity determination. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

Line Items Report

The Line Items Report is perhaps the most useful report for programmers. This report is a complete listing of each individual financial line item within the eTIP database. It includes the TIP ID, TIP document, project title, and lead agency for each financial line, along with the FFY (including past and future years), fund source, AC or ACC status, amount of funds in each
phase, total funds, State Job Number, Federal Project Number, PPS Number, FTA Grant, and/or FTA ALI code(s) associated with each financial line. When lead agency and fund source filters are applied, this report can provide a complete picture of a lead agency’s program using the selected fund source(s). For example, a council’s STP program, or a transit agency’s 5307 program. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

Figure 86. Line Items Report filtered for "STP Locally Programmed" funds and "Central Council" lead agency

Safety Data

The Safety Data report was established for CMAP staff use in analyzing projects that may provide a safety benefit due to their project type and/or work types. However, it may be used for other analyses. The report includes the TIP ID, latest approved version number, TIP document, last modified date, project title, description, and type, all work types included in the project, lead agency, county, municipality, and location, total project cost, and the open to traffic year of the project. Like the Line Items Report, applying filters such as lead agency or fund type can result in a set of data that can be used for further analyses. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.
Figure 87. Safety Data Report, filtered for "Highway Safety Improvement Program" funds

<table>
<thead>
<tr>
<th>TIP ID</th>
<th>LOCAL FUNDING</th>
<th>STATE FUNDING</th>
<th>TOTAL FUNDING</th>
<th>FUNDING AGENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-10-208</td>
<td>$1,000,000.00</td>
<td>$2,000,000.00</td>
<td>$3,000,000.00</td>
<td>DOT</td>
</tr>
<tr>
<td>01-12-208</td>
<td>$3,000,000.00</td>
<td>$6,000,000.00</td>
<td>$9,000,000.00</td>
<td>DOT</td>
</tr>
</tbody>
</table>

TIP Listing

The TIP Listing report displays a project listing with the following details: TIP ID, TIP, Project Title, Lead Agency, Project Type, total Federal, State and Local fund amounts, total fund amounts for each year of the TIP selected, total project cost, and total fund amounts for each project phase. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

Figure 88. TIP Listing Report

Financial Constraints and Agency Financial Constraints

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.
The report can be filtered by Revenue Date (described below), Include TIP Actions, and Include Projects with Status and can be limited by Project Type, Lead Agency, and/or County. The report can be formatted to include or exclude revenue, balance detail, and all funds. The report can also be exported to Excel.

**Figure 89. Financial Constraint Report filter options**

![Financial Constraint Report filter options](image)

**Revenue Date Filter**

New revenue data is entered in eTIP at the start of each federal fiscal year, and may be updated from time to time throughout the year. Select the date for which the revenues and programming information should be displayed. The most recent date is selected by default.

**Show Revenue Toggle**

Select to show the available revenues on the report. This option is selected by default.

**Show Balance Detail Toggle**

Select to show the details of the constraint balance. This option is selected by default.

**Show All Funds Toggle**

Select to include all fund sources on the report, even those that are not subject to fiscal constraint.

The Financial Constraints reports display the constraint applied to federal fund sources by fund source and year for the entire region. For sources such as locally programmed STP or FTA 5307 funds that are constrained by agency, the Agency Financial Constraints report shows the constraint by agency, fund source, and year.
Figure 90. Financial Constraints Report, with default filters and options

The displayed fields include:

- **Program Description**: The fund source.

- **Prior**: The total amount programmed for the fund source in the prior FFY.

- **Rev YYYY Carry-Over**: The amount of revenues available in YYYY that was carried over from the prior year. This column is only displayed when “Show Balance Detail” is selected.

- **Rev YYYY**: The amount of revenue allotted to the CMAP region for YYYY. This column is only displayed when “Show Balance Detail” is selected.

- **Total Rev YYYY**: The sum of the carryover and allotment. This column is only displayed when “Show Revenue” is selected.

- **Total Prog YYYY**: The total amount programmed in the TIP for the fund source in FFY YYYY.

- **Bal YYYY**: The difference between the total revenue and total programmed in FFY YYYY. This value should not be negative. If negative, CMAP staff will work with programmers to submit changes that will result in a zero or positive balance.

- **Bal from YYYY**: The amount of funds anticipated to be carried forward to the next FFY from FFY YYYY. This column is only displayed when “Show Balance Detail” is selected.

- **Beyond**: The amount of funds programmed in years beyond the last TIP year.

- **Rev Total**: The sum of all revenues available within the five years included in the report.

- **Total TIP Year**: The sum of all funds programmed within the five years included in the report.
Bal Total: The difference between the total revenues and total programmed funds. This column is only displayed when “Show Balance Detail” is selected.

A list of all projects that are contributing the programmed amounts listed can be obtained by clicking on the fund source link. Note that financial lines in “AC” status are not constrained, and are therefore not listed in the drill down. Drilling down can be especially useful when trying to identify a potential project to be reprogrammed to address a negative balance.

Figure 91. Financial Constraints Report – drill down on CMAQ fund source

$ Programmed By Fund

The $ Programmed By Fund report provides the total funds programmed for each fund source by fiscal year, fiscal year and phase, or only totals. Selecting a fund source in the results will drill down to a list of projects that are included in the displayed totals. The report can be filtered by TIP Start, Include TIP Actions, Include Projects with Status, and Funding Type and can be limited by Project Type, Lead Agency, County, and/or Major Implementation Group. The report can also be exported to Excel for further analysis.

Figure 92. $ Programmed By Fund Report

When viewing results by fiscal year and phase, “ENG” includes all engineering phases, except construction engineering (a.k.a. E3 or CE), which is included with the CON phase.
Obligation Reports

There are a variety of reports that display FHWA obligations for the year and can be used to identify where programmed funds differ from the actual obligations.

Obligation By Fund Category Report

This obligation report provides a summary, by FHWA fund category and individual federal fund source (displayed by FMIS code), of the obligations for the selected FFY, through the previous evening.

Figure 93. Obligation by Fund Category Report

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>FUND</th>
<th>$ OBLIGATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1% METROPOLITAN PLANNING</td>
<td>Z450</td>
<td>$13,810,856.00</td>
</tr>
<tr>
<td>2% HIGHWAY PLAN &amp; RESEARCH</td>
<td>L55E - STATEWIDE PLANNING 2% S-LU EXT Z550 -</td>
<td>$4,637,730.00</td>
</tr>
<tr>
<td>BLANK</td>
<td>RPS1 -</td>
<td>$30,307,210.13</td>
</tr>
<tr>
<td></td>
<td>ZS10 -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ER10 -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RPF1 -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Z005 -</td>
<td></td>
</tr>
<tr>
<td>CMAQ</td>
<td>L40R - CMAQ</td>
<td>$70,744,095.19</td>
</tr>
<tr>
<td></td>
<td>Z400 -</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M40E - CMAQ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M003 - CMAQ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>H400 - CMAQ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M400 - CMAQ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>L400 - CMAQ</td>
<td></td>
</tr>
<tr>
<td></td>
<td>L40E - CMAQ</td>
<td></td>
</tr>
<tr>
<td>EQUITY BONUS EXEMPT LIM</td>
<td>LZ1E - EQ BONUS EXEMPT LIM S-LU EXT LZ10 - EQUITY BONUS EXEMPT LIM</td>
<td>$609,454.00</td>
</tr>
<tr>
<td>EQUITY BONUS SP LIMITATION</td>
<td>LZ2E - EQ BONUS SPEC LIM S-LU EXT</td>
<td>$41,621.92</td>
</tr>
<tr>
<td>FAST ACT NATIONAL FREIGHT</td>
<td>Z460 -</td>
<td>$36,534,120.00</td>
</tr>
<tr>
<td>FTA HWY PROJ. TRF FHWA</td>
<td>Z77D -</td>
<td>$3,984,312.00</td>
</tr>
<tr>
<td>HIGH PRIORITY PROJECT SEC 1702</td>
<td>LY20 - CMAQ</td>
<td>$3,095,951.04</td>
</tr>
<tr>
<td></td>
<td>L390 - DEMO/HPP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LY10 - DEMO/HPP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HY10 - DEMO/HPP</td>
<td></td>
</tr>
<tr>
<td>HIGH PRIORITY PROJECTS-TEA-21</td>
<td>O930 - DEMO/HPP</td>
<td>$2,717,994.45</td>
</tr>
<tr>
<td>HSIP</td>
<td>MS30 - HIGHWAY SAFETY IMPROG</td>
<td>$32,346,037.64</td>
</tr>
<tr>
<td></td>
<td>LS33 - SAFETY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LS3R - SAFETY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MS33E - HSIP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZS36 - HIGHWAY SAFETY IMPROG FAST</td>
<td></td>
</tr>
<tr>
<td>INTERSTATE MAINTENANCE</td>
<td>L010 - IM</td>
<td>$1,487,260.45</td>
</tr>
<tr>
<td></td>
<td>L01E - SHOPP - Roadside Preservation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Q010 - INTERSTATE MAINTENANCE - TEA21</td>
<td></td>
</tr>
</tbody>
</table>

Clicking on a fund category or federal fund code will drill-down in Obligation Balance Report format to the individual federal projects that obligated the selected fund source or category of funds. Clicking on the “ALL” link at the bottom of the report will produce a list of all TIP projects.
projects that included a federal obligation within the selected FFY, with a separate record for each federal project number and fund code.

**Figure 94. Obligation By Fund Category Report - ALL drill-down link**

This list contains the TIP ID, the federal project number, federal fund code, fund code description, and category, the State Job Number, project description from the FMIS database, the FFY of the obligation, the date of the last transaction for the project, and the cumulative total of obligations (positive or negative) for the line item. Line items with no TIP ID are obligations that occurred in the CMAP region that are not matched to a TIP project (due to the TIP record not containing either the Federal Project Number or State Job Number). The list is sorted by federal project number and can be exported to Excel for further sorting, filtering, or analysis.

**Figure 95. Obligations Drill-Down**

**Obligation Balance Report**

The Obligation Balance Report provides an at-a-glance identification of projects that may need TIP change action, based on discrepancies between programmed funds and federal obligations.
The report has two main functions. The first allows CMAP staff to designate certain obligations as historical, or not within the CMAP MPO area. The second is to flag potential action that is needed to match programming and obligation information.

By default, the report displays projects that have had a federal authorization of any kind in the current FFY, and/or have federal funds programmed in the TIP in the current FFY. The report can be filtered by Lead Agency, Programmed Federal Funds, and/or Obligated Federal Funds. The FFY can also be changed. Changes to the filters take effect when the user clicks on the Search button. Filters can be cleared by clicking the Reset Button.

Figure 96. Obligation Balance Report

The report has three sections: the left-most section contains information programmed in eTIP, the middle section contains information from FHWA’s FMIS database, and the final column on the right displays potential discrepancies between the data. The data displayed is:

- **Unlabeled dropdown:** For CMAP staff use only. When staff makes changes to this field, they will use the save button to update the field values. All other users can ignore this field, and will not use the save button.

- **TIP ID:** The project ID for which a federal authorization has occurred in the selected FFY. Clicking on the TIP ID will open the project. A blank value in this field indicates that the federal obligation that occurred could not be matched to a TIP project. CMAP staff will work to identify these obligations.

- **TIP Action:** The most recent TIP Action containing the project. If the first two digits of the TIP action do not match the selected FFY of the report, the project should be reviewed and potentially carried forward into the current TIP Action. See Example 1 below.
• **Lead Agency:** The agency responsible for updating the project in the TIP.

• **Programmed Fed Fund(s):** The federal fund sources that have funding programmed in the TIP in the selected FFY.

• **[FFY] TIP FHWA $:** The total amount of federal funds programmed in the selected FFY in the TIP. A value of $0.00 is an indicator that the authorized funds may be programmed in AC and/or may be programmed in a different FFY and need to be moved. See Example 2 below.

• **FED ID:** The federal project number associated with the federal authorization. Clicking on the FED ID will open the obligated detail, grouped by FFY, for that federal project. The detail list contains links to the TIP project associated with the obligation. A blank in this field means that either there are no federal IDs associated with the TIP ID (although there may be a state job number), and/or that no obligations have occurred in the selected FFY for the project that has federal funds programmed in the selected FFY. Programmers should verify that these projects have a federal project and/or state job number included on the Project IDs tab, particularly late in the federal fiscal year.

• **Obligated Fed Fund(s):** The FHWA program code of the authorized federal funds. Differences between the programmed funds and the authorized funds will be investigated by CMAP staff.

• **[FFY] Obligated $:** The total (positive or negative) federal funds obligated in the selected FFY. A negative number means a previous authorization was deobligated or reduced. A reduction is typically an indicator of the close-out of the phase(s) contained within the federal project. A positive number indicates a new obligation, or a conversion from AC. A conversion from AC will typically have a corresponding negative value in the AC $ column and “ACCP” in the Action Needed column.

• **[FFY] Balance:** The difference between the funding programmed in the TIP and the funding obligated by FHWA in the selected FFY. Negative values in this column need to be investigated and corrected.

• **[FFY] AC $:** The total (positive or negative) federal funds placed in or removed from Advance Construction (AC) within the selected FFY.

• **Action Needed:** The Action Needed column on the right side of the report can be used by lead agency programmers to identify where TIP changes may be needed. Common terms in this column are:

  o **ACCP:** A line item(s) was converted from AC. Programmers should verify that the ACC flag is selected for the appropriate phase and that the programmed amount equals or exceeds the converted amount. Programmers should also be alert for partial conversions.
- **Obligated > Programmed**: Indicates that the amount of funds obligated in the selected FFY exceeds the amount programmed. If the TIP FHWA $ amount is $0.00, the funds are likely programmed in AC in a different FFY and need to be moved to the current year and marked as converted. If the TIP FHWA $ amount is greater than $0.00, but less than the obligation, the programmed amount needs to be adjusted to be at least as much as the actual obligation.

- **Carry Over Project**: Indicates there has been a new obligation for a project that is not included in the current TIP Action.

**Example 1: Project has a current FFY obligation, but is not included in the TIP Action for the current FFY**

Typically, when a project in a prior TIP Action has an obligation in the current FFY, that obligation will be negative, and represents the closeout or “Final Voucher” of the project phase. To confirm, users can click on the FED ID to open the obligation record. If the last action was a negative obligation, bringing the obligated amount equal to the expended amount, the federal project has been completed. It is not necessary for users to adjust the programmed funds in this situation.

If the obligation amount is positive, and the TIP Action is not current, users should complete an amendment to carry the project forward into the current TIP Action and should ensure that funds are programmed in the current year to match the current year obligation, which is highly likely to be an AC conversion.
Example 2: Project has $0.00 TIP FHWA $ in the selected FFY

If the Obligated $ are also $0.00, but the AC $ are positive, the programmer should verify that the funds are indeed programmed in AC in the selected FFY by opening the project’s obligation record:

If the Obligated $ are not $0.00, and there is an equal negative amount in the Auth AC column, there should also be an ACCP note in the Action Needed column. The programmer should complete an administrative amendment to convert funds to ACC in the current FFY.

If the Obligated $ are not $0.00, and there was no AC conversion, the programmer should determine if funds are programmed in the wrong FFY by opening the TIP Project record:
The above record indicates that the funds that are programmed in FFY 2011 in the TIP were actually authorized as AC in FFY 2012, and converted to ACC in FFY 2014. Additional obligations were added in FFY 2015 and FFY 2017. The user can use the “Show/Hide” link to view the obligation details and confirm that all of the obligations in the summary are for the same phase (indicated by having the same FED ID). The user can also toggle to the TIP Programming tab to view more programming information. In this example, there is only one phase of the project in the TIP, so the federal funds should be removed from FFY 2011 and, based on the obligation record, the local match should be in FFY 2012 (the initial obligation year), $817,358 in federal funds should be programmed as ACC in FFY 2014, $3,125 should be programmed in FFY 2015, and at least $7,221 should be programmed in FFY 2017. The programmer should determine if the unobligated balance ($16,804 in the example) should be included in the last FFY, based on the potential for additional obligations against this balance to be made.

**Obligation/Expenditure By Code Report**

This obligation report provides a summary, by FHWA fund category and individual federal fund source (displayed by FMIS code), of the obligations, expenditure, and unexpended balances for the selected FFY, through the previous evening.
Clicking on an individual fund code link provides a list of federal projects that are included in the reported totals for that fund category. Line items with no TIP ID are obligations that occurred in the CMAP region that are not matched to a TIP project due to the TIP record not containing either the Federal Project Number or State Job Number.

**Obligation Project Mapping Report**

The primary purpose of this report is to identify user entered state and federal project numbers that do not have a corresponding ID found in the FHWA FMIS database. This report can be used to flag IDs entered in the wrong format. However, most of the IDs that are highlighted (red text) as not found are IDs that have been assigned for project phases that have funds programmed in out years. Because obligation data from FMIS is imported nightly, IDs that were entered or corrected since the last nightly import are not shown in this report. Users can force the retrieval of data for obligation transactions that have occurred since the prior night’s import by clicking on the “here” link in the report header. Clicking the link in this report will refresh the data in all obligation reports and on the obligation tab of each individual TIP project.
Other Reports

Other reports are primarily spreadsheets used for troubleshooting and documenting the development process, including mapping of field values from the previous database to eTIP. In the future, custom reports for short-term use may fall under this heading. The reports below get some regular use by CMAP staff, and may also be of value to users.

Fund Name Report
Provides a list of fund codes, names, and categories used in eTIP, along with the minimum match percentage (labeled STATE PCT), whether the source can use AC (indicated by a Y in the AC and ACC columns), whether the source is considered historical, and whether the source is subject to fiscal constraint.

New ID Region Mapping Report
Provides the TIP ID prefix for each lead agency, county, and municipality that are included in eTIP.

Scheduled Projects Report
Provides the Schedule Info section data in a tabular format for export and analysis. Fields that are included are TIP ID, TIP Action, Project Title, Lead Agency, Project Type, Current Implementation Status, Open to Traffic year, the month and year that authorization is targeted for each phase, and the segment to which the data applies. There is a record for each amendment made to each project to allow tracking of schedule information over time.
Project Questions Report
Provides a tabular list of the answers to project questions for each project. The TIP ID, TIP action, project version, last modified date, project title, description, type, lead agency, county, and municipality, the total cost of the project, and open to traffic year are also included. CMAP staff utilizes this report to tabulate the TIP’s potential to affect performance targets and to tabulate indicated investments in ITS and freight, and the use of pavement management systems.

Data Exports

Funding Info Download / CFP Funding Info Download
This spreadsheet contains individual financial line items for projects for which users have edit or read-only rights. All project line items for each version of the projects are included. The CFP version includes data for projects submitted in a call for projects (CFP) administered in eTIP. Due to the number of line items included in eTIP, the download may be split into several files. For a complete data set, users should download all files individually, and merge the data in Excel after downloading.

Figure 99. Download Menu for multiple files

Project Info Download / CFP Project Info Download
This spreadsheet contains basic information for every version of each project for which users have edit or read-only rights. The CFP version includes data for projects submitted in a call for projects (CFP) administered in eTIP. Due to the number of line items included in eTIP, the download may be split into several files. For a complete data set, users should download all files individually, and merge the data in Excel after downloading.

GIS Shapefile Download
This zipped file contains two GIS shapefiles: the point locations and line locations of all mapped projects in eTIP. The shapefiles contain information for each mapped project including TIP ID, title, project type, and lead agency.
Chapter 6: Data Validation and Error Messages

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 “Save” or “Submit” 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 a Lead Agency, County, and Municipality in order for a TIP ID to be assigned. These fields should be populated prior to saving a new project. All Projects require the following data in order to be submitted for CMAP review:

- Project Title
- Project Description
- Project Type
- Work Type
- Open to Traffic Year
- Lead Agency
- County
- Municipality
- Primary Contact, Phone, and Email
- System and corresponding system information
- Location Type
- Fund Type
- Fund Amount
- Project Questions
- Change Reason
The following logic applies to projects meeting the conditions described:

- The Open to Traffic year must be greater than the latest year entered in the financial line items. If any line items are in “MYB”, the Open to Traffic year must be greater than the latest year of the active TIP years.
- The total project cost must be greater than or equal to the sum of all financial line items, including prior years, current years, and future years.

**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 “Financial Constraints” report. 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 clicking on the fund source in question within the Financial Constraints 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:

**Highway Projects:**

- Work Types – I-EXP, I-NEW, S-NEW
  Required Fields – Project Length, at least one complete segment location, check “Is modeling?” box

  Required Fields – Project Length, at least one complete segment location, check “Is modeling?” box

**Transit Projects:**

- Work Types – M-IMP, M-NEW, M-RELOC, J-EXP, J-REP, C-IMP, C-NEW, C-RELOC, X-IMP, X-NEW
  Required Fields – Completion Year, check “Is modeling?” box

- Work Types – R-EXP, R-IMP, R-NEW
  Required Fields – Completion Year, at least one complete segment location, check “Is modeling?” box
• Work Types – P-EXP, P-NEW Required Fields – Completion Year, at least one complete segment location, check “Is modeling?” box

Data Validation Errors

If any data validations fail, error messages will be displayed. Project changes can be saved but cannot be submitted to CMAP until all error messages are addressed. Fiscal constraint should be addressed before attempting to address any other error messages. Error messages will be displayed in a beige box at the top of the project change or creation form and affected fields will be highlighted in yellow.

**Figure 100. Data validation message**

Server Errors

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

**Figure 101. Server Error Example 1**
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 verses cmap.gov, for example). Refresh the web page. Notify CMAP staff if the error continues.

**Figure 102. Server Error Example 2**

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.”
Chapter 6: Resources

eTIP Public Site

The public site is documented on the eTIP Help page of the CMAP website.

Helpful Hints

Website Timeout
The eTIP database will bounce users to the login screen due to inactivity after approximately one hour. In order to prevent this, users must take either of the following actions at least once per hour:

- Click on a link to navigate to a new page
- Click on any save/submit button

The following are not actions that will prevent a timeout:

- Navigating between tabs on the project form
- Typing or selecting data in any fields within a form – only saving/submitting is an action

Occasionally, users may be bounced to the login screen if critical updates are being made to the database.

Due Dates
Programmers should 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, 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.

Fiscal Constraint
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. 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.

AC/ACC
CMAP has adjusted the way in which programming marks for STP – Locally Programmed (STP-L) funds are managed in the eTIP database to account for the impacts that Advance Construction (AC) has on fiscal constraint determination and to bring more consistency to the development of programming marks for all federal fund sources. These adjustments have led to changes to the layout of the STP-L Marks Table, but do not affect the amount of funding available for programming in current or future federal fiscal years. For more information on eTIP procedural changes regarding Advance Construction, see Appendix A of this document.

Work Types
A list of work types with exempt status and a quick reference guide to TIP changes can be found on the TIP Programmer Resources web page.

Funding History and Charts
The “Funding History” link at the far right of the Programming Information section provides access to a log of programming information over the life of the project.

![Table of Programming Information](image)

The pie chart icon provides access to both pie chart and bar chart visualizations of the project’s financial information, by year and overall.
eTip Frequently Asked Questions (FAQ)

Q: I got a message that my amendment/adoption was DENIED by CMAP staff. How do I find out why the change was denied?

A: Login to the eTIP database, and click on the appropriate "In Denied" link on the home page. The project listing will include CMAP staff’s denial comments.

Q: CMAP staff DENIED my amendment/adoption. Now what do I do?

A: Login to the eTIP database, and click on the appropriate "In Denied" link on the home page. The project listing will include CMAP staff’s denial comments. Click on the TIP ID from the list to open the project for editing. Once you’ve addressed CMAP’s comments, re-submit your change for additional review. Remember that changes that are "In Denied" that are not re-submitted prior to the current TIP change deadline will not be included in the Transportation Committee or MPO Policy Committee agenda.

Q: What should I enter for Open to Traffic for a non-infrastructure project, such as Safe Routes to Schools projects?

A: Enter the last funding year.

Q: How/why do projects get marked as "Future Project"?

A: When there are no funds programmed within the current years of the TIP, but there are funds programmed in a later year and/or MYB.

Q: Should planning liaisons submit adoptions/amendments for projects that are locally sponsored with a Lead Agency of "CMAP" or "IDOT D1 Local Roads" in eTIP?
A: Yes, in general, planning liaisons are responsible for these locally sponsored projects as documented in the Planning Liaison Programming Responsibilities memo.

Q: During an adoption, should I carry over projects that have all funding in MYB that are not expected to have any funds programmed within the TIP years prior to the end of the current FFY?

A: No. Projects in this situation should not be carried over; they should remain in the prior TIP action until there is action on the project that would prompt funding to be moved into the current years of the TIP.

Q: I received a notice that the federal funds for a project were placed in Advance Construction (AC). Should the matching funds also be placed in AC?

A: No. AC (and ACC) only applies to federal funds.

Q: I received a notice that federal funds for a project were converted from Advance Construction (AC) to current status, but I don’t see the line item(s) in eTIP.

A: Click on the Prior Year(s) link at the top right of the Programming Information table to show/hide financial lines from earlier years.

Q: I measured the length of my project using the mapping tool, and the length is in feet. How do I convert that to the length in miles?

A: Divide the number of feet by 5,280.

**TIP Documentation**

**Approved TIP**
After approval at each Transportation Committee meeting, the approved TIP, as amended is forwarded to IDOT and USDOT for approval. Following all approvals, the amended TIP will be reflected on both the secure and public eTIP websites as the Approved TIP.

The approved TIP may also include projects that are illustrative, which are included in the multi-year B-list (MYB). These projects are planned to be completed when funding becomes available. Most major capital projects fall into this category. These projects are labeled as "FUTURE PROJECT" in the Approve TIP. Projects with funds both in prior and future years, but no funds in the current TIP years are also included as future projects.

**Amendment Definitions**
The definitions and thresholds for TIP changes are listed below. The TIP Changes - Quick Reference provides a summary of the categorization of changes as a specific type. Amendments are subject to seven day public comment ending with approval at the CMAP Transportation Committee. Administrative modifications take effect upon CMAP staff review and acceptance.
Amendment
A revision to the Transportation Improvement Program (TIP) that involves a major change to a project included in the TIP, including the addition or deletion of a project or a project group or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes). Changes to projects that are included only for illustrative purposes do not require an amendment. An amendment is a revision that requires public review and comment, demonstration of fiscal constraint, or a conformity determination.

Administrative Modification
A minor revision to the TIP that includes minor changes to project/project phase costs, minor changes to funding sources of previously-included projects, and minor changes to project/project phase initiation dates. An administrative modification is a revision that does not require public review and comment, demonstration of fiscal constraint, or a conformity determination.

Thresholds
The following thresholds will be used to determine what revisions require a TIP amendment, and which revisions will be completed via administrative modification. Revisions below the following thresholds will be considered an administrative modification; project changes above one or more of the following thresholds will require an amendment. In situations not specifically defined as an administrative modification, an amendment must be executed, unless the CMAP Tier II consultation team agrees that an administrative modification is acceptable. Decisions made on specific projects shall not be considered as setting a precedent for future actions.

Administrative modification thresholds:

- For federally funded projects administrative modifications are allowed for cost changes up to the following percentages based on the federal project cost:

<table>
<thead>
<tr>
<th>Percent Change</th>
<th>Federal Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>$0 – $999,000</td>
</tr>
<tr>
<td>50%</td>
<td>$1,000,000 – $4,999,000</td>
</tr>
<tr>
<td>25%</td>
<td>$5,000,000 – $9,999,000</td>
</tr>
<tr>
<td>20%, up to $10M</td>
<td>≥ $10,000,000</td>
</tr>
</tbody>
</table>

- Changes in project scope or fund source to projects normally classified as Categorical Exclusions (as defined in 23 CFR 771.117) and/or projects identified in 40 CFR Part 93. These projects are considered grouped within the TIP, and generally do not appear individually within the program. All changes to grouped projects with the exception of addition or deletion of a group are administrative modifications.
- Changes to project implementation years for projects classified as exempt, provided that they remain within the first four years of the TIP. These projects can move across conformity analysis years without affecting the SIP conformity demonstration. Projects beyond the first four years of the TIP are considered for illustrative purposes only, and are not considered part of the fiscally-constrained TIP.

- Changes to project implementation years for projects classified as non-exempt, provided they remain within the first four years of the TIP, and do not cross air quality conformity analysis years.

- Changes in federal project fund sources that do not alter the federal project cost. For example, changing the source of matching funds for a project from State to local funds or vice versa, while not changing the federal amount could be accomplished via an administrative modification.

- Projects or phases that are obligated and are removed from the TIP are considered administrative modifications. Changing a project or project phase cost to zero for a project that is not obligated is considered a deletion, and would require an amendment.

- Projects with unobligated funds at the end of a current federal fiscal year will be carried over and these changes will be an administrative modification.

The MPO Policy Committee has the authority to determine how they choose to process and approve administrative modifications and amendments. Administrative modifications can be completed and approved by CMAP staff. Administrative modifications will be brought to the attention of the Transportation Committee at their next scheduled meeting.

Amendments involving an air quality conformity analysis will be processed by staff and released by the Transportation Committee for a thirty-day public comment period. Final approval of such amendments after the public comment period has ended will be made by the MPO Policy Committee. Amendments that do not require an air quality conformity analysis are subject to public comment period of a minimum of seven calendar days on the CMAP website and approval by the Transportation Committee.

Amendments to the TIP that move any number of non-exempt projects across conformity analysis years will require a new air quality conformity analysis and subsequent conformity determination by the applicable federal agencies. Amendments to the TIP that don’t move projects across analysis years do not necessarily require a new air quality conformity analysis but may require a reaffirmation of the conformity determination. The Tier II consultation team will be consulted in these circumstances.
CMAP Staff

The CMAP Policy 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.

<table>
<thead>
<tr>
<th>NAME</th>
<th>PHONE</th>
<th>EMAIL</th>
<th>TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kama Dobbs</td>
<td>312-386-8710</td>
<td><a href="mailto:kdobbs@cmap.illinois.gov">kdobbs@cmap.illinois.gov</a></td>
<td>Database function/errors; training</td>
</tr>
<tr>
<td>Doug Ferguson</td>
<td>312-386-8824</td>
<td><a href="mailto:dferguson@cmap.illinois.gov">dferguson@cmap.illinois.gov</a></td>
<td>Database function/errors</td>
</tr>
<tr>
<td>Leroy Kos</td>
<td>312-386-8780</td>
<td><a href="mailto:lkos@cmap.illinois.gov">lkos@cmap.illinois.gov</a></td>
<td>Conformity; mapping projects</td>
</tr>
<tr>
<td>Jen Maddux</td>
<td>312-386-8691</td>
<td><a href="mailto:jmaddux@cmap.illinois.gov">jmaddux@cmap.illinois.gov</a></td>
<td>AC; CMAQ/TAP funded projects</td>
</tr>
<tr>
<td>Russell Pietrowiak</td>
<td>312-386-8798</td>
<td><a href="mailto:rpietroviak@cmap.illinois.gov">rpietroviak@cmap.illinois.gov</a></td>
<td>Fiscal Constraint; Local STP</td>
</tr>
<tr>
<td>Barbara Zubek</td>
<td>312-386-8836</td>
<td><a href="mailto:bzubek@cmap.illinois.gov">bzubek@cmap.illinois.gov</a></td>
<td>AC, eTIP training</td>
</tr>
</tbody>
</table>

Online Resources

TIP Data
https://www.cmap.illinois.gov/programs/tip/tip-data

TIP Documentation
https://www.cmap.illinois.gov/programs/tip/tip-documentation

TIP Programmer Resources
https://www.cmap.illinois.gov/programs/tip/tip-programmer-resources