eTIP User Training
Completing the TIP Programming Form

April 2017
PROJECT INFORMATION: TIP PROGRAMMING FORM
Project Information

- Existing project records have 6 pages:
  - TIP Programming (project description and funding)
  - Obligation (FHWA’s FMIS database info – updated nightly)
  - Map (project location – tools to draw and measure)
  - Project IDs (enter various IDs for project to populate TIP Programming drop-downs)
  - Documents (attach documents related to the project)
  - Amendment History (log of changes to the project)
- New projects are a single page until saved for the first time
- Refer to eTIP User Guide Chapter 2 for details
- Mini-Session Topic: Friday, April 14 at 9:00 am
TIP Programming tab

- Administrative Area (CMAP staff use)
- Project Information
  - Title, Description, Scope, Contact, Location(s)
- Programming Information
  - Current and Prior funding lines
  - Funding History
  - Subtotals by Year, Fund Source, and Phase
- Project Questions (Extra information)
- Change Reason (Documents changes for staff review and committee actions)
TIP Programming – Admin Area

• Shows the TIP Action (15-01, 16-00, etc.)
• Shows project status related to Air Quality
  – Exempt Status
  – Conformity Status
TIP Programming – Project Information (Description)

- Project Title: Plain English, public friendly description of the where (or what) of project
- Project Description: Plain English, public friendly description of the work being done
- Project Type: Overall major theme
- Work Type: Select all appropriate. Determines exempt/conformity status
- Major Imp Group: Indicates Long Range Plan status. Default is “None”
- Open to Traffic: The year project will be complete and “open” for use by the public
TIP Programming – Project Information (Contact/County/Muni)

• Lead Agency: The agency responsible for the project in the TIP
• County: The county(s) in which the project is located
• Municipality: The municipality(s) in which the project is located
• Project website: If applicable, so the public can learn more
• Primary Contact: Who CMAP should contact about the programming of project
• Public Contact: Who the public should contact

Hint: You must complete a new project through this section of form before saving in order to have a TIP ID assigned!
TIP Programming – Location

- Difference between # Hwy and Local Road
- Bike/ped
- Non-traditional projects: Relationship between system and financials
- “Is modeling?”
- Multiple location lines (in general and modeling)
- Using map tool/other sources for location info
- Remember to map all locations (including selecting bridges) that are included in this section and to update the map if you make a change in the future
TIP Programming – Financial

- Federal FYs
- One line per source/phase (except C/CE) – as appropriate for authorization/spending of funds
- Every federal line must have a corresponding match line
- Adding line item specific IDs
  - Must establish (save) line items first
  - Drop-downs populated from IDs tab
- Assigning line items to segments or sub-projects
  - Must establish (save) line items first
  - Drop-downs populated from IDs tab
  - Helps reviewers (IDOT, FHWA, FTA) identify and verify
TIP Programming – Project Questions

• Track project combos/splits
• Identify related projects
• Track project elements that address regional priorities (ITS, Freight, etc.)
TIP Programming – Change Reasons

• Select ALL that apply
• Why is this important?
  • Alerts staff what to review
  • Alerts review agencies
  • Increases public transparency (displayed on amendment reports)
  • Track trends over time
• Other reason vs. narrative
  • Other Reason should be short – this is visible to public
  • Narrative – explains to CMAP and review agencies anything out of the ordinary about change
• Additions to the list coming soon!
TIP Programming – Schedule

- New section coming soon!
- Suggested by users, supported by FHWA
- Will be used to:
  - generate reports of upcoming projects
  - identify projects needing action in near term
  - predict timeframes for meeting performance targets
PROJECT INFORMATION: PROJECT IDS
Project IDs

- Different numbers important to different users
- Searchable from home page, etc. only if entered and in correct format
- Project website
- Segments, sections, stages, sub-projects, etc.
- Used to populate drop-down menus on TIP Programming form
- Update and save at any time
- Not an amendment until associated with individual financial line items
### Project IDs

#### Project Alternative IDs

<table>
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<th>FTA GRANT</th>
<th>FTA ALL CODES</th>
<th>STATE JOB #</th>
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<td></td>
<td>C-91-743-10, D-91-743-10, P-91-743-10</td>
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<tr>
<td>FEDERAL PROJ #</td>
<td>PPS #</td>
<td>SECT #</td>
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<tr>
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<td>10-00375-00-BR</td>
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<td>SRTS ID</td>
<td>CMAQ ID</td>
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<td>ITDP</td>
<td>REC TR ID</td>
<td>HPP ID</td>
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<tr>
<td>CREATE ID</td>
<td>SEQ NOTES</td>
<td>PROJECT WEBSITE</td>
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#### TIP Programming

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<th>FED PROJECT</th>
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Project IDs - Format

- Separate with commas (,)
- State Job Number: X-##-###-##
- Federal Project Number: ####### leave out prefix letters, dashes, parentheses
  - ACM-6000(448) is entered as 6000448
  - CMM-00D1(664) is entered as 00D1664
- All others include numbers, letters, and symbols
- Website: leave out http://
GETTING HELP
Q&A
Getting Help - CMAP

• CMAP Staff
  Kama Dobbs | 312-386-8710 | kdobbs@cmap.illinois.gov
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  Barbara Zubek | 312-386-8836 | bzubek@cmap.illinois.gov

• CMAP website:  TIP Programmer Resources
  http://www.cmap.illinois.gov/programs-and-resources/tip/tip-programmer-resources