

# STP Project Quarterly Status Update Instructions

Updated: December 4, 2019

## WHO must complete status updates?

All project sponsors of STP-Shared Fund active or contingency projects must complete an update for every project.

Status update forms must be submitted by either the Technical Project Manger or Financial Project Manager. Forms submitted by any other person (including consultant project managers or planning liaisons) will not be accepted. However, project managers are strongly encouraged to work with their consultants and planning liaisons to complete the updates.

## WHAT is a status update?

The status update is an Excel spreadsheet that lists project implementation milestones and other project status information. Information requested for each milestone includes the estimated date for achieving the milestone (initial and updated), completion status, the actual date the milestone was accomplished, attachments (required and optional), and comments.

## WHEN are status updates required?

Updates must be submitted every quarter, starting in December 2019, until the project is completed and financially closed out. For projects selected for Phase 1 Engineering funding only, completed is defined as receipt of Design Approval. Starting in 2021, an initial status update will be required in order to apply for funding.

## WHERE should status updates be sent when completed?

Updates must be emailed to [transportation@cmap.illinois.gov](mailto:transportation@cmap.illinois.gov) in Excel format. For municipal (except Chicago) and county projects, or service board projects being completed in partnership with a municipality or county, the subregional planning liaison for the project should be copied on the transmittal.

## WHY are status updates required?

Status updates are a part of the region's [Active Program Management](#) policies and will be used to assist CMAP and project implementers with making active reprogramming decisions.

## HOW should status updates be completed?

This document contains details for completing all sections of the status update form.

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### Instructions for initial submittals only (December 2019)

The initial Status Update submittal will set the baseline for your project and should include initial estimated dates for all milestones that are not complete, and actual dates for all milestones that are complete. No values should be entered in the “Updated Estimated Date” column during the initial submittal.

The Project Title and TIP ID are required, and must match the CMAP TIP. Contact your planning liaison (locally-sponsored projects) or CMAP staff (CDOT, IDOT or service board-sponsored projects) for assistance with the TIP.

In the UPDATE INFORMATION section:

Complete the “Initial Submittal” and “Current Update” rows only.

In the PROJECT INFORMATION section:

Complete all fields. If the status of the Environmental Class of Action is “Anticipated”, do not enter a date in the “Approval Date” field. If the construction or implementation cost estimate has changed since the project application was submitted, enter the amount of the change (positive or negative) in the “Change in estimate since prior update” field, and *briefly* describe the reason for the change.

In the MILESTONE INFORMATION section:

Review all fields and enter *either* an Initial Estimated Date or Actual Date for each milestone listed and indicate if each milestone is complete (Yes) or not (No). If a milestone is not applicable, based on either the project scope or environmental class of action, select “N/A” in the Complete? column.

For projects processed through IDOT/FHWA, if Phase 1 Design Approval (projects processed through IDOT/FHWA) has been received, the Pre-phase 1 section, and all Phase 1 ENG milestone rows above the Design Approval row do not need to be completed. If Phase 2 Final Plans, Specs, and Estimates (PS&E) have been submitted, all Phase 2 ENG milestone rows above the Final PS&E row do not need to be completed. If ROW has been certified, all ROW milestone rows above the Certified row do not need to be completed.

Need assistance with milestones? For projects processed through IDOT/FTA, refer to the [IDOT BLRS manual](#) (Caution – large file! See: Part III – Policies and Procedures for Federal-aid projects) for milestone requirements. For projects processed through FTA, refer to the [FTA Project and Construction Management Guidelines](#).

Please provide all required and optional attachments via email when submitting your status update only if they were not included in your original funding application or have not been uploaded to eTIP by your TIP programmer (planning liaisons or staff from CDOT, IDOT, counties, or service boards).

#### Instructions for intermediate updates (March 2020 and beyond)

Intermediate status update submittals should build on the initial submittal, should include updated estimated dates for all milestones that are not complete, and actual dates for all milestones that are complete. No values should be entered or changed in the “Initial Estimated Date” column during intermediate submittals.

In the UPDATE INFORMATION section:

Complete the “Most Recent Prior Update” and “Current Update” rows only. Do not edit the “Initial Submittal” row.

In the PROJECT INFORMATION section:

Update all fields. If the status of the Environmental Class of Action is “Anticipated”, do not enter a date in the “Approval Date” field. If the construction or implementation cost estimate has changed since the prior update was submitted, enter the amount of the change (positive or negative) in the “Change in estimate since prior update” field, and *briefly* describe the reason for the change.

In the MILESTONE INFORMATION section:

Review all fields and enter *either* an Updated Estimated Date or Actual Date for each milestone listed and indicate if each milestone is complete (Yes) or not (No). If a milestone is not applicable, based on either the project scope or environmental class of action, select “N/A” in the Complete? column.

Need assistance with milestones? For projects processed through IDOT/FTA, refer to the [IDOT BLRS manual](#) (See: Part III – Policies and Procedures for Federal-aid projects) for milestone requirements. For projects processed through FTA, refer to the [FTA Project and Construction Management Guidelines](#).

Please provide all required and optional attachments via email when submitting your status update only if they were not included with a prior update, or have changed since a prior update and have not been uploaded to eTIP by your TIP programmer (planning liaisons or staff from CDOT, IDOT, counties, or service boards).

## Instructions for final submittal only

A final status update should be submitted once all phases are financially closed out and the project construction or implementation is complete. All milestones should be marked as completed and Actual Dates should be entered. No values should be entered or changed in the “Initial Estimated Date” or “Updated Estimated Date” column during the final submittal.

In the UPDATE INFORMATION section:

Complete the “Most Recent Prior Update”, “Current Update”, and “Final “Actual” Dates” rows. Do not edit the “Initial Submittal” row.

In the PROJECT INFORMATION section:

Update all fields to reflect final status. If the final construction or implementation cost differed from the estimate included in the prior update, enter the amount of the change (positive or negative) in the “Change in estimate since prior update” field, and *briefly* describe the reason for the change.

In the MILESTONE INFORMATION section:

Review all fields and enter the Actual Date for each milestone listed and indicate that each milestone is complete (Yes). If a milestone is not applicable, based on either the project scope or environmental class of action, select “N/A” in the Complete? column.

Need assistance with milestones? For projects processed through IDOT/FTA, refer to the [IDOT BLRS manual](#) (See: Part III – Policies and Procedures for Federal-aid projects) for milestone requirements. For projects processed through FTA, refer to the FTA [Project and Construction Management Guidelines](#).

Please provide any additional required and optional attachments via email when submitting your final update only if they were not included in a prior update(s) and have not been uploaded to eTIP by your TIP programmer (planning liaisons or staff from CDOT, IDOT, counties, or service boards).

## Description of fields

**Project:** Enter project title as shown in the CMAP TIP.

**TIP ID:** Enter the TIP ID.

### UPDATE INFORMATION (Line 7; Columns B-C)

Enter the name of the project manager that completed each update, and the date it was completed.

**Initial submittal:** This is the first status update for the project. These fields should not be changed after the initial submittal.

**Most recent prior update:** Who submitted the previous status update and on what date.

**Current update:** Enter the name and date of the current submittal.

**Final “Actual” Dates:** Who submitted the final update that completed the project, and on what date.

#### PROJECT INFORMATION (Line 7, Columns H-M)

**Environmental Class of Action:** All federally-funded projects must undergo environmental review. The type of review required is influenced by project location and scope of work.

**<class of action>:** Select the type of environmental action that the project was/will be subject to.

**<status>:** Indicate if the selected class of action is anticipated or approved.

**<approval date>:** If the status selected was “approved”, enter the date of approval.

**Environmental Approval:** Select the <environmental approval type>. For a “Finding of No Significant Impact”, select “FONSI”, for a “Record of Decision”, select “ROD”. If the class of action was a categorical exclusion, select “FONSI”.

**Current construction/implementation cost estimate:** Enter the most recent cost estimate for construction/implementation *only* in whole dollars.

**Change in estimate since prior update:** Enter the amount (in whole dollars) that the cost estimate has increased or decreased since the prior status update and give a brief description of why the estimate changed.

**Most recent PPI approval** (projects processed through IDOT only): Enter the date of approval of the most recent Project Program Information form approval. Contact your planning liaison for assistance with this information.

**Most recent GATA periodic report (BoBS 2832)** (projects processed through IDOT only): Enter the date of your most recent report.

#### MILESTONE INFORMATION (Columns B-N)

The milestones included in the update form were developed based on the [IDOT BLRS manual](#) (Part III – Policies and Procedures for Federal-aid projects), the FTA [Project Management and Construction Guidelines](#), and the requirements of the region’s STP [Active Program Management](#) policies. The milestones listed represent points where overall project schedules may be impacted, as well as tasks that may be required in order to move a project forward from one phase of implementation to the next. While comprehensive, the milestones reported in the status updates are not exhaustive. At the same time, for many project types, the majority of the milestones listed may not apply. Sponsors should consult with their engineering consultants, their planning liaisons, IDOT staff, CMAP staff, FHWA or FTA staff, and agency staff within different departments to determine the milestones that are most appropriate for individual projects. In general, rows in *italics* are optional, based on the Environmental Class of Action. Rows with **gray shading** are required if the phase under which they are grouped is federally-funded (regardless of the specific federal fund source). Rows in **bold** indicate the final task or financial milestone for each phase.

**No changes from prior update (checkbox):** If there have been no changes to the status of any milestones since the prior quarter’s update, you may check the box and submit the spreadsheet without completing/updating the rest of the MILESTONE INFORMATION section.

**Phase Groups:** The phase for which milestones are being requested. This column also includes check boxes for indicating if the phase is federally-funded (regardless of the specific federal fund source), and if ROW is not required.

**Milestone:** The milestone to be reported on, grouped by phase. This list cannot be changed by project sponsors, however there are four rows at the bottom of the table in which additional activities may be added. If you believe that a milestone should be changed or added, please contact CMAP staff via [transportation@cmmap.illinois.gov](mailto:transportation@cmmap.illinois.gov) for consideration.

**Initial Estimated Date:** The date the milestone is anticipated to be reached at the time of the initial status update submittal. If you are completing a status update any time after the initial submittal, these dates cannot be changed.

**Complete?:** Select “yes”, “no”, or “n/a” to indicate if the milestone has (yes) or has not (no) been completed prior to the current status update submittal or if the milestone is not applicable (N/A) to the project. Lines shaded in gray cannot be “n/a” if the phase is/was federally funded. Lines in gray text may not be required for all project types depending primarily on the required environmental class of action.

**Updated Estimated Date:** If the anticipated date for reaching the milestone has changed since the prior status update submittal, enter the new anticipated date in this column. The dates entered in this column will be used by CMAP staff to make active reprogramming recommendations.

**Actual Date:** For milestones that have been completed, enter the actual date the milestone was reached. The Complete? column must have a value of “yes” in order to enter a date in this column. During initial submittals only, if completion occurred in the past, and an exact date isn’t known, please enter an approximate date and indicate it is approximate in the “Sponsor/Implementer Comments” field described below.

**Attachments:** Includes any attachments that CMAP would like to receive when the milestone is reached, and whether those attachments are required (R) or optional (O). All attachments should be sent to [transportation@cmmap.illinois.gov](mailto:transportation@cmmap.illinois.gov) along with the status update spreadsheet. CMAP staff, in cooperation with the planning liaisons and/or sponsor staff, will upload these attachments to the eTIP to become a part of the project records available to regional, state, and federal users of the eTIP database. Please provide attachments only if they were not included with a prior update or initial funding application, or have changed since a prior update and have not been uploaded to eTIP by your TIP programmer (planning liaisons or staff from CDOT, IDOT, counties, or service boards).

**Sponsor/Implementer Comments:** Use this column to enter any notes about a particular milestone that may assist CMAP with making active reprogramming recommendations.

**Notes/Instructions** (projects processed through IDOT only): This column contains guidelines for expected timelines for reaching certain milestones, notes about sources of additional information/guidance, or additional instructions to be followed if certain choices are made elsewhere in the table (such as, “Attach form ###, if “n/a” was selected”).

**FTA Project and Construction Management Guidelines section reference** (projects processed through FTA only): Indicates the section(s) of the guidance from which the milestone was included.

## Acronyms

BLRS	Bureau of Local Roads and Streets (IDOT)
BoBS	Bureau of Business Services (IDOT)
CE	Categorical Exclusion (NEPA) or Construction Engineering
CON	Construction
CMAP	Chicago Metropolitan Agency for Planning ( <a href="#">website</a> )
EA	Environmental Assessment
EcoCAT	Ecological Compliance Assessment Tool (IDNR) ( <a href="#">website</a> )
EIS	Environmental Impact Statement (NEPA)
ENG	Engineering
ENG1	Phase 1 Engineering (a.k.a. Preliminary Engineering)
ENG2	Phase 2 Engineering (a.k.a. Design Engineering)
ESR	Environmental Survey Request ( <a href="#">website</a> )
FHWA	Federal Highway Administration ( <a href="#">website</a> )
FMIS	Financial Management Information System (FHWA)
FONSI	Finding of No Significant Impact (NEPA)
FTA	Federal Transit Administration ( <a href="#">website</a> )
GATA	Grant Accountability and Transparency Act ( <a href="#">website</a> )
LAA	Local Agency Agreement
IDOT	Illinois Department of Transportation ( <a href="#">website</a> )
IGA	Intergovernmental Agreement
NEPA	National Environmental Protection Act ( <a href="#">FHWA website</a>   <a href="#">FTA website</a>   <a href="#">IDOT pdf</a> )
PESA	Preliminary Environmental Site Assessment
PPI	Project Program Information form
PSI	Preliminary Site Inspection
QBS	Qualification Based Selection
ROD	Record of Decision (NEPA)
ROW	Right of way
TIP	Transportation Improvement Program ( <a href="#">website</a> )
TrAMS	Transit Award Management System (FTA)
WIE	Wetlands Impact Evaluation ( <a href="#">pdf</a> )