



CMAP

# Using eTIP to apply for STP funding

## WCGL STP Workshop

December 18, 2019

# Overview

Accessing the Call for Projects in eTIP

Starting a new project or finding an “In Progress” project

Completing the eTIP Application form

# Accessing the Call for Projects in eTIP



<https://etip.cmap.illinois.gov/secure/login>

# New Users

- Follow password requirements
- First and last name
- Phone number – with area code
- Agency Name: **Will Council**
- User Type: **CFP**
  
- Consultants only: If you will be completing applications within multiple councils select "Not Available/Other" as the Agency Name, send an email to CMAP – an alternative approach is to assign a different staff person (with a unique email address) to each council

### CMAP - NEW USER ?

**PASSWORD REQUIREMENTS:**

- Must be at least 7 characters in length
- Cannot be a word that is found in the dictionary
- Cannot contain your username
- Cannot contain the word "CMAP"
- Cannot be on the list of commonly used internet passwords
- Cannot contain " "; \*

USERNAME  
yourname@company.com

PASSWORD

RE-TYPE PASSWORD

---

NAME

EMAIL ADDRESS  
yourname@company.com

PHONE NUMBER

AGENCY NAME

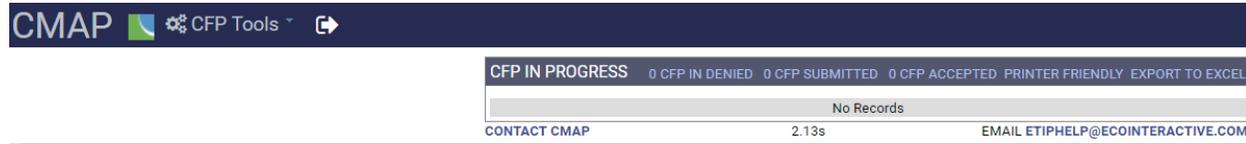
USER TYPE ?  
CFP

**Submit New User Information**

ox. Do not make  
DOX.  
l.

**Starting a new project or  
finding an “In Progress”  
project**

# New Projects

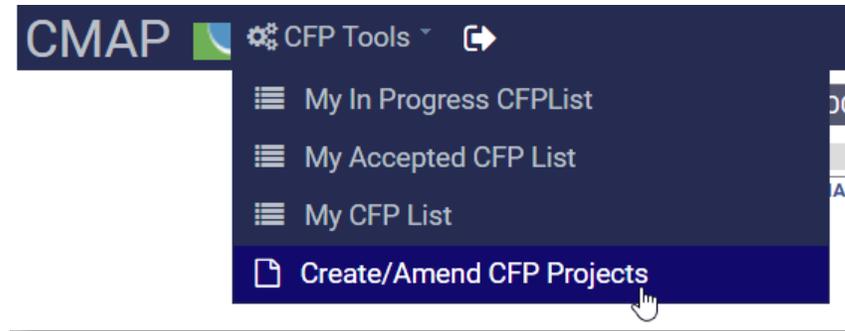
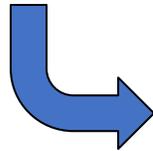


CMAP  CFP Tools 

CFP IN PROGRESS 0 CFP IN DENIED 0 CFP SUBMITTED 0 CFP ACCEPTED PRINTER FRIENDLY EXPORT TO EXCEL

No Records

CONTACT CMAP 2.13s EMAIL ETIPHELP@ECOINTERACTIVE.COM



CMAP  CFP Tools 

-  My In Progress CFPList
-  My Accepted CFP List
-  My CFP List
-  **Create/Amend CFP Projects**



TIP

- [Create New Project](#)

# In Progress Projects

CFP IN PROGRESS									
			0 CFP IN DENIED	0 CFP SUBMITTED	0 CFP ACCEPTED	PRINTER FRIENDLY		EXPORT TO EXCEL	
TIP ID	LEAD AGENCY	DOC	CFP STATUS	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC
<a href="#">BP01204321</a>	CDOT	20-21		ECO-TEST-PROJECT	Bicycle & Pedestrian	New Project	Fund Match Warning in FY2019		x
<a href="#">10204322</a>	CMAA	20-21	Unsubmit Final	TEST Project	Road Modernization	New Project			x

CONTACT CMAA 2.02s EMAIL ETIPHELP@ECOINTERACTIVE.COM

Click ID to open project

CFP AMENDMENTS IN PROGRESS									
					PRINTER FRIENDLY		EXPORT TO EXCEL		<input type="button" value="SUBMIT"/>
TIP ID	LEAD AGENCY	DOC	CFP STATUS	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC
<a href="#">BP01204321</a>	CDOT	20-21		ECO-TEST-PROJECT	Bicycle & Pedestrian	New Project	Fund Match Warning in FY2019		x
<a href="#">10204322</a>	CMAA	20-21	Save As Final	TEST Project	Road Modernization	New Project			x

CONTACT CMAA 2.41s EMAIL ETIPHELP@ECOINTERACTIVE.COM

Cannot change project if status is "Save As Final" – contact your PL to unlock

# Completing the eTIP application form

ADDING A NEW PROJECT

Administrative Area

CALL FOR PROJECTS MODEL CURRENT STATUS EXEMPT STATUS CONFORMITY STATUS CONFORMITY DATE  
20-21 CFP 2020-2024

Project Information

PROJECT TITLE Spell Check

PROJECT DESCRIPTION Spell Check

PRELIMINARY ENGINEERING STATUS PHASE 2 ENGINEERING IS COMPLETE? PROJECT REQUIRES RIGHT OF WAY IF YES, HAS OF WAY BEEN ACQUIRED?

PROJECT TYPE WORK TYPE MAJOR IMP GROUP

LEAD AGENCY (Programming Lead) COUNTY MUNICIPALITY

APPLICANT CONTACT PHONE (10-DIGIT) EMAIL COMPANY NAME SPONSOR AGENCY

SPONSOR SAM GAGE CODE SPONSOR GATA REG NUMBER

\* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE

SYSTEM NEAREST CROSS STREET IS MODELING?

[ADD NEW LOCATION]

OTHER PROJECT LOCATION INFORMATION

Proposed Funding Information (\$0)

Prior Fund(s) Funding History

Table with columns: FFY, FUND TYPE, ENG I, ENG II, ROW, CON, CE, TOTAL. Includes a GRAND TOTAL row.

ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

Schedule Info

CURRENT IMPLEMENTATION STATUS OPEN TO TRAFFIC

TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH/YEAR) SCHEDULED START

Project Questions

- Project is split from another project. The TIP ID is
Project is a combination of multiple projects. The TIP ID(s)
Project is related to another project(s). The TIP ID(s)
Includes an ITS component? Estimated total cost
Includes elements to specifically address the movement of freight? Estimated total cost
Project is identified in a Pavement Management System. The adopting agency and date of adoption of that plan are
Project may influence HIGHWAY SAFETY performance targets
Project may influence TRANSIT SAFETY performance targets
Project may influence TRANSIT ASSET CONDITION performance targets
Project may influence PAVEMENT CONDITION performance targets
Project may influence BRIDGE CONDITION performance targets
Project may influence TRAVEL RELIABILITY/CONGESTION performance targets
Project may influence NON-SOV TRAVEL performance targets
Project may influence EMISSIONS REDUCTION performance targets
None of the questions above apply to this project

Change Reason

NEW PROJECT.
NARRATIVE - GUIDANCE Spell Check
NARRATIVE (AUTOMATE)

Save Save As Final Upload Project Documents

# Project Information

# Project Information

## Project Information

PROJECT TITLE <a href="#">Spell Check</a>				
<input type="text"/>				
PROJECT DESCRIPTION <a href="#">Spell Check</a>				
<input type="text"/>				
PRELIMINARY ENGINEERING STATUS <input type="text"/>	PHASE 2 ENGINEERING IS COMPLETE? <input type="radio"/> Yes <input type="radio"/> No	PROJECT REQUIRES RIGHT OF WAY <input type="radio"/> Yes <input type="radio"/> No	IF YES, HAS OF WAY BEEN ACQUIRED? <input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE <input type="text"/>	WORK TYPE Please click here to select.....	MAJOR IMP GROUP <input type="text"/>		
LEAD AGENCY (Programming Lead) Kane/Kendall Council	COUNTY <input type="text"/>	MUNICIPALITY <input type="text"/>		
APPLICANT CONTACT <input type="text"/>	PHONE (10-DIGIT) <input type="text"/>	EMAIL <input type="text"/>	COMPANY NAME <input type="text"/>	SPONSOR AGENCY Kane/Kendall Council
SPONSOR SAM CAGE CODE <input type="text"/>	SPONSOR GATA REG NUMBER <input type="text"/>			
<small>* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE</small>				
SYSTEM <input type="text"/>	NEAREST CROSS STREET <input type="text"/>	IS MODELING? <input type="checkbox"/>		
<b>[ADD NEW LOCATION]</b>				
OTHER PROJECT LOCATION INFORMATION <input type="text"/>				

# Project Title

## Project Information

PROJECT TITLE <a href="#">Spell Check</a>				
PROJECT DESCRIPTION <a href="#">Spell Check</a>				
PRELIMINARY ENGINEERING STATUS <input type="text"/>	PHASE 2 ENGINEERING IS COMPLETE? <input type="radio"/> Yes <input type="radio"/> No	PROJECT REQUIRES RIGHT OF WAY <input type="radio"/> Yes <input type="radio"/> No	IF YES, HAS OF WAY BEEN ACQUIRED? <input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE <input type="text"/>	WORK TYPE <input type="text"/>	MAJOR IMP GROUP <input type="text"/>		
LEAD AGENCY (Programming Lead) <input type="text"/>	COUNTY <input type="text"/>	MUNICIPALITY <input type="text"/>		
APPLICANT CONTACT <input type="text"/>	PHONE (10-DIGIT) <input type="text"/>	EMAIL <input type="text"/>	COMPANY NAME <input type="text"/>	SPONSOR AGENCY <input type="text"/>
SPONSOR SAM CAGE CODE <input type="text"/>	SPONSOR GATA REG NUMBER <input type="text"/>			

# Project Title

DO...

Use a public-friendly title

Include the facility name and limits (that will match IDOT paperwork, including plan sets and agreements)

DON'T...

Use a “branded” name

# Project Description

## Project Information

PROJECT TITLE <i>Spell Check</i>				
<input type="text"/>				
PROJECT DESCRIPTION <i>Spell Check</i>				
<input type="text"/>				
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGENCY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER			
<input type="text"/>	<input type="text"/>			

# Project Description

DO...

Be BRIEF – 2 sentences max.  
(you can include a longer  
description as an attachment)

Include general “work types”,  
such as resurfacing and  
sidewalks

DON'T...

Repeat the project title

# Engineering, ROW and Project Type

## Project Information

PROJECT TITLE <a href="#">Spell Check</a>				
<input type="text"/>				
PROJECT DESCRIPTION <a href="#">Spell Check</a>				
<input type="text"/>				
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP		
<input type="text"/>	<input type="text" value="Please click here to select....."/>	<input type="text"/>		
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY		
<input type="text" value="Kane/Kendall Council"/>	<input type="text"/>	<input type="text"/>		
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGENCY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Kane/Kendall Council"/>
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER			
<input type="text"/>	<input type="text"/>			

# Work Type

## Project Information

PROJECT TITLE <i>Spell Check</i>			
PROJECT DESCRIPTION <i>Spell Check</i>			
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP	
<input type="text"/>	<input type="text" value="Please click here to select....."/>	<input type="text"/>	
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY	
<input type="text" value="Kane/Kendall Council"/>	<input type="text"/>	<input type="text"/>	
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPONSOR AGENCY	<input type="text" value="Kane/Kendall Council"/>		
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER		
<input type="text"/>	<input type="text"/>		

# Work Type

## DO...

Select *every* work type that is a part of the project scope

Be aware of the exempt status of the work type(s) you are selecting

## DON'T...

Select work types that are inappropriate for the project mode/type

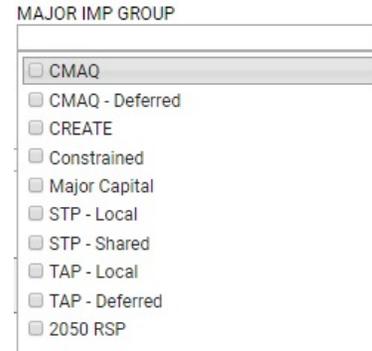
Avoid selecting Not Exempt work types just to avoid conformity

# Major Imp Group

## Project Information

PROJECT TITLE <i>Spell Check</i>			
PROJECT DESCRIPTION <i>Spell Check</i>			
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP	
<input type="text"/>	Please click here to select.....	<input type="text"/>	
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY	
Kane/Kendall Council	<input type="text"/>	<input type="text"/>	
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPONSOR AGENCY	SPONSOR SAM CAGE CODE		
Kane/Kendall Council	<input type="text"/>		
SPONSOR GATA REG NUMBER			
<input type="text"/>			

# Major Imp Group



DO...

Select STP – Local

DON'T...

Select any other values

# Lead Agency

## Project Information

PROJECT TITLE <a href="#">Spell Check</a>			
PROJECT DESCRIPTION <a href="#">Spell Check</a>			
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP	
<input type="text"/>	<input type="text" value="Please click here to select...."/>	<input type="text"/>	
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY	
<input type="text" value="Kane/Kendall Council"/>	<input type="text"/>	<input type="text"/>	
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPONSOR AGENCY	SPONSOR SAM CAGE CODE		
<input type="text" value="Kane/Kendall Council"/>	<input type="text"/>		
SPONSOR GATA REG NUMBER			
<input type="text"/>			

# Lead Agency

DO...

Select **Will Council**

DON'T...

Select any other values

# County

## Project Information

PROJECT TITLE <b>Spell Check</b>				
PROJECT DESCRIPTION <b>Spell Check</b>				
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP		
<input type="text"/>	Please click here to select.....	<input type="text"/>		
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY		
Kane/Kendall Council				
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGENCY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Kane/Kendall Council
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER			
<input type="text"/>	<input type="text"/>			

# County

DO...

Select **Will** and/or **Grundy**

DON'T...

Select anything else unless the project physically extends into another county

# Municipality

## Project Information

PROJECT TITLE <a href="#">Spell Check</a>				
<input type="text"/>				
PROJECT DESCRIPTION <a href="#">Spell Check</a>				
<input type="text"/>				
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP		
<input type="text"/>	<input type="text" value="Please click here to select....."/>	<input type="text"/>		
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY		
<input type="text" value="Kane/Kendall Council"/>	<input type="text"/>	<input type="text"/>		
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGENCY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Kane/Kendall Council"/>
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER			
<input type="text"/>	<input type="text"/>			

# Municipality

DO...

Select all applicable choices based on the location of the project

DON'T...

Select “regionwide” or “countywide” unless the project sponsor is Will County, IDOT, Pace, or Metra and the project is not location-specific

# Applicant Contact

## Project Information

PROJECT TITLE <b>Spell Check</b>				
<input type="text"/>				
PROJECT DESCRIPTION <b>Spell Check</b>				
<input type="text"/>				
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP		
<input type="text"/>	<input type="text" value="Please click here to select...."/>	<input type="text"/>		
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY		
<input type="text" value="Kane/Kendall Council"/>	<input type="text"/>	<input type="text"/>		
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGENCY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Kane/Kendall Council"/>
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER			
<input type="text"/>	<input type="text"/>			

# Sponsor Agency

## Project Information

PROJECT TITLE <a href="#">Spell Check</a>				
<input type="text"/>				
PROJECT DESCRIPTION <a href="#">Spell Check</a>				
<input type="text"/>				
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP		
<input type="text"/>	<input type="text" value="Please click here to select....."/>	<input type="text"/>		
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGENCY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER			
<input type="text"/>	<input type="text"/>			

# Sponsor Agency

DO...

For joint applications from multiple sponsors: select the agency that will be the lead agency for IDOT paperwork

Enter additional partner information in the Narrative field at the end of the form

DON'T...

Select Will Council

# GATA

## Project Information

PROJECT TITLE <i>Spell Check</i>				
PROJECT DESCRIPTION <i>Spell Check</i>				
PRELIMINARY ENGINEERING STATUS	PHASE 2 ENGINEERING IS COMPLETE?	PROJECT REQUIRES RIGHT OF WAY	IF YES, HAS OF WAY BEEN ACQUIRED?	
<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
PROJECT TYPE	WORK TYPE	MAJOR IMP GROUP		
<input type="text"/>	<input type="text" value="Please click here to select...."/>	<input type="text"/>		
LEAD AGENCY (Programming Lead)	COUNTY	MUNICIPALITY		
<input type="text" value="Kane/Kendall Council"/>	<input type="text"/>	<input type="text"/>		
APPLICANT CONTACT	PHONE (10-DIGIT)	EMAIL	COMPANY NAME	SPONSOR AGENCY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Kane/Kendall Council"/>
SPONSOR SAM CAGE CODE	SPONSOR GATA REG NUMBER			
<input type="text"/>	<input type="text"/>			

# Now is a good time to save!

**Project Information**

PROJECT TITLE *Spell Check*

PROJECT DESCRIPTION *Spell Check*

PRELIMINARY ENGINEERING STATUS  PHASE 2 ENGINEERING IS COMPLETE?  Yes  No PROJECT REQUIRES RIGHT OF WAY  Yes  No IF YES, HAS OF WAY BEEN ACQUIRED?  Yes  No

PROJECT TYPE  WORK TYPE  MAJOR IMP GROUP

LEAD AGENCY (Programming Lead)  COUNTY  MUNICIPALITY

APPLICANT CONTACT  PHONE (10-DIGIT)  EMAIL  COMPANY NAME  SPONSOR AGENCY

SPONSOR SAM CAGE CODE  SPONSOR GATA REG NUMBER

\* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE

SYSTEM  NEAREST CROSS STREET IS MODELING?

[\[ADD NEW LOCATION\]](#)

OTHER PROJECT LOCATION INFORMATION

# Location Information

# Location Information

\* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE

SYSTEM	LOCATION TYPE	TRAIL/ PATH	FROM	TO	DIST MILE(S)	IS MODELING?
Local Streets	Trail/Path Segment					<input type="checkbox"/>

[REMOVE LOCATION]

LOCATION TYPE	LOCAL NAME OF ROUTE	BRIDGE #	IS MODELING?
Bridge			<input type="checkbox"/>

[REMOVE LOCATION]

LOCATION TYPE	LOCAL NAME OF ROUTE	PRIM CROSS STREET	SEC CROSS STREET	IS MODELING?
Intersection				<input type="checkbox"/>

[REMOVE LOCATION]

LOCATION TYPE	LOCAL NAME OF ROUTE	NEAREST CROSS STREET	IS MODELING?
Point location			<input type="checkbox"/>

[ADD NEW LOCATION]

OTHER PROJECT LOCATION INFORMATION

SYSTEM	TYPE	ROUTE/LOCATION DESCRIPTION	NEAREST CROSS STREET	IS MODELING?
Transit	Train Station			<input type="checkbox"/>

# Location(s)

DO...

Include a separate line for each distinct location (non-continuous segments, individual intersections, individual bridges, transit stops/stations, etc.

DON'T...

Include individual intersections within roadway segments unless the work to be done is “intersection improvement”

# Location(s), cont'd

DO...

Split continuous segments if construction is proposed to be staged or if different fund sources will be used for distinct segments

DON'T...

# Location(s), cont'd

DO...

Check the “Is Modeling” box for locations subject to travel demand modeling for air quality conformity (segments that will change # of lanes, width of lanes, # of signalized intersections, new/different # of commuter parking spaces)

DON'T...

# Funding Request

# Proposed Funding Information

Proposed Funding Information (\$0) Prior Fund(s) Funding History

FFY (OCT-SEPT)	FUND TYPE	ENG I	ENG II	ROW	CON	CE	TOTAL
2019	Local Funds	\$100,000					\$100,000
2020	Requested Federal		\$80,000				\$80,000
2020	Local Funds		\$20,000				\$20,000
2021	Requested Federal			\$160,000			\$160,000
2021	Local Funds			\$40,000			\$40,000
2022	Requested Federal				\$800,000	\$80,000	\$880,000
2022	Local Funds				\$200,000	\$20,000	\$220,000
2022	Local Funds				\$50,000	\$10,000	\$60,000
							\$0

FFY 2019	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Local Funds	\$100,000	\$20,000	\$40,000	\$250,000	\$30,000		\$440,000
Requested Federal	\$0	\$80,000	\$160,000	\$800,000	\$80,000		\$1,040,000
<b>GRAND TOTAL</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$200,000</b>	<b>\$1,050,000</b>	<b>\$110,000</b>		<b>\$1,560,000</b>

ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$ \$0

Proposed Funding Information (\$0) Prior Fund(s) Funding History

FFY (OCT-SEPT)	FUND TYPE	ENG	IMP	CON	TOTAL
					\$0
					\$0
<b>GRAND TOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$ \$0

# Proposed Funding Information

DO...

Include all phases of the project, including those completed in the past and those that will be funded locally

DON'T...

# Proposed Funding Info., cont'd

DO...

Select the FFY in which you are requesting to *start* each phase

Select "Requested Federal" for the financial line(s) for which you are requesting STP funds

DON'T...

Select STP-Locally Prgmd as the fund source

# Existing Projects

Existing projects seeking new funds *in addition to* those already programmed in the TIP should treat the current programmed funds as “committed”

Use “Requested Federal” for the new funding; Include all current funding, exactly as programmed in the TIP

Include existing TIP ID in project questions section later

Note council’s intent to grandfather in Narrative field later

# **Schedule, Additional Information, and Narrative**

Schedule Info

CURRENT IMPLEMENTATION STATUS

TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH/YEAR)

	ENG I	ENG II	ROW	CON/CE	SEGMENT
SCHEDULED START	<input type="text" value="MTH/QTR YEAR"/>	<input type="text" value=""/>			

[\[ADD NEW SCHEDULE\]](#)

Project Questions

- Project is split from another project. The TIP ID is
- Project is a combination of multiple projects. The TIP ID(s)
- Project is related to another project(s). The TIP ID(s)
- Includes an ITS component? Estimated total cost
- Includes elements to specifically address the movement of freight? Estimated total cost
- Project is identified in a Pavement Management System. The adopting agency and date of adoption of that plan are
- Project may influence HIGHWAY SAFETY performance targets
- Project may influence TRANSIT SAFETY performance targets
- Project may influence TRANSIT ASSET CONDITION performance targets
- Project may influence PAVEMENT CONDITION performance targets
- Project may influence BRIDGE CONDITION performance targets
- Project may influence TRAVEL RELIABILITY/CONGESTION performance targets
- Project may influence NON-SOV TRAVEL performance targets
- Project may influence EMISSIONS REDUCTION performance targets
- None of the questions above apply to this project

Change Reason

NEW PROJECT.

NARRATIVE - [GUIDANCE](#) [Spell Check](#)

[NARRATIVE \(AUTOMATE\)](#)



# Schedule Info

DO...

Select the latest milestone that has been accomplished in the Current Implementation Status field

Select a target month/quarter and year for every phase that has not yet started

DON'T...

Select a milestone that hasn't been accomplished yet

# Project Questions

## Project Questions

---

- Project is split from another project. The TIP ID is
- Project is a combination of multiple projects. The TIP ID(s)
- Project is related to another project(s). The TIP ID(s)
- Includes an ITS component? Estimated total cost
- Includes elements to specifically address the movement of freight? Estimated total cost
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- Project may influence TRANSIT ASSET CONDITION performance targets
- Project may influence PAVEMENT CONDITION performance targets
- Project may influence BRIDGE CONDITION performance targets
- Project may influence TRAVEL RELIABILITY/CONGESTION performance targets
- Project may influence NON-SOV TRAVEL performance targets
- Project may influence EMISSIONS REDUCTION performance targets
- None of the questions above apply to this project

# Project Questions

DO...

Review all questions

Review Performance Targets guidance in the eTIP User Guide before selecting these questions

DON'T...

Select every performance target choice

Forget to check “None...” if no other choices are selected

# Change Reason Narrative

## Change Reason

---

NEW PROJECT.

NARRATIVE - [GUIDANCE\\_Spell Check](#)

[NARRATIVE \(AUTOMATE\)](#)

Save

Save As Final

Upload Project Documents

# Change Reason Narrative

## DO...

Use this space to clarify responses if necessary, such as listing project partners that are not the lead sponsor

## DON'T...

Repeat any information provided elsewhere on the form or in any attachments

Provide a full narrative description of the project (attach as a document instead)

# Mapping, adding IDs, and attaching documents



# Project Map

## DO...

Zoom in to ensure all segments of the project are selected and all locations listed on the form are included in the map

Select all features (roads, bridges, etc.) included in the project

## DON'T...

Select intersections along a roadway project unless there is separate/distinct work being done there

Forget to “save” your map on the mapping page

# Project IDs

TIP Programming	Obligation	Map	<b>Project IDS</b>	Documents	Amendment History
-----------------	------------	-----	--------------------	-----------	-------------------

**Project Alternative IDS - For multiple ids, add commas following each ID**

FTA GRANT <input type="text"/>	FTA ALI CODES <input type="text"/>	STATE JOB # C-91-279-16
FEDERAL PROJ # 4003736, 4003737, WXJJ747	PPS # <input type="text"/>	SECT # 16-00313-00-MS
SPONSOR ID <input type="text"/>	SRTS ID <input type="text"/>	CMAQ ID TI09164051
ITEP <input type="text"/>	REC TR ID <input type="text"/>	HPP ID <input type="text"/>
CREATE ID <input type="text"/>	SEG NOTES <input type="text"/>	PROJECT WEBSITE <input type="text"/>
SECTION NAME <input type="text"/>		

# Project IDs

DO...

Enter any IDs that have been assigned to the project prior to application

DON'T...

Forget to “save” your entries on the IDs page

# Documents

TIP Programming | Obligation | Map | Project IDS | Documents | Amendment History

**Project Document** → 🔔

No Documents Uploaded To This Project.

**Upload Project Documents**

Enter A Description And Then Select The Document You Want To Upload By Clicking On The "Choose File" Button.

Document Date	Document Description (Optional)	Document Type	Filename
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

# Documents

DO...

Attach documents one at a time  
for best results

Give each document a unique  
name

DON'T...

Attach multiple copies of the  
same document

# Documents, cont'd

## DO...

Use numbering in the name for sequential attachments

Delete files being replaced before adding the replacement file

## DON'T...

Attach documents over 5MB (split into multiple files if needed or email directly to DMMC)

# **Saving and Submitting to WCGL**

# Saving your work

## DO...

Save your work often, but not before entering the Project Title, Project Description, Lead Agency, County, & Municipality

Save at least once before adding a map or attaching documents

## DON'T...

Navigate away from the project without saving your work

Click on “Save As Final” until your application is complete (including all attachments)

# Submitting your application

DO...

Click on “Save As Final” to submit your application to WCGL

DON'T...

Click on “Save As Final” until the project has been mapped, IDs have been added, and all documents have been attached

**Questions?**



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