Chicago Metropolitan Agency for Planning

eTIP User Guide

Updated: October 29, 2026

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 1, the TIP includes projects expected to receive federal funding. The TIP also includes regionally significant projects funded by non-federal sources.

The online eTIP database is the official record of federal transportation funding and regionally significant 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. Project data collected in the eTIP database is used to track how funded projects may influence the region's ability to meet federal performance targets and inform future programming decisions.

Anyone can view the projects listed in the eTIP and search for upcoming transportation projects in their community and the region with this user friendly public eTIP website: **cmap.ecointeractive.com**. This site includes an interactive map and other visualization tools that 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 assign access rights to users for projects under their programming control and may assign read-only rights to projects under the programming control of others. The secure site also includes a call for projects module that is used to collect applications for certain federal fund sources. A user's access rights may be exclusive to or different for the call for projects module. This document serves as a guide for users of all levels of the secure site to locate and submit changes to projects and to submit funding applications. **Chapter 7** provides guidance for users of the public website.

The functionality and appearance of the eTIP platform is regularly updated. The text and figures contained in this document are current as of October 2026 and are subject to change at any time. Substantial platform 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. When interim updates to this document are made, they will be documented in **Appendix D**.

Interested applicants for CMAP's Transportation Call for Projects should refer to **Chapter 8** and the **Transportation Call for Projects webpage** for additional specific application guidance.

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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 **https://portal-cmap.ecointeractive.com**.

Account Setup and Login

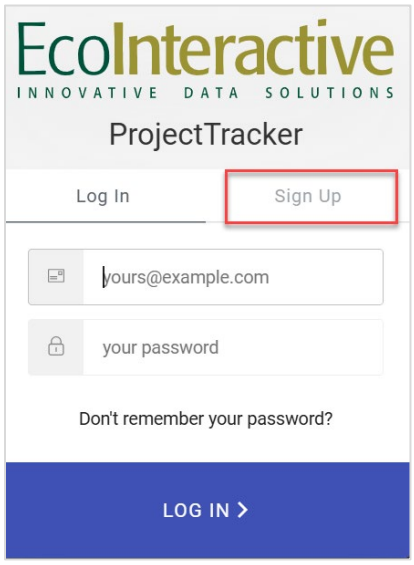
Access to the eTIP database begins with the login screen. Returning users can login with their email address and password. Passwords are case-sensitive.

New Users

Quick Reference: **eTIP secure sign-up instructions**

New users must first set up an account by clicking on the "Sign Up" link as shown in Figure 1.

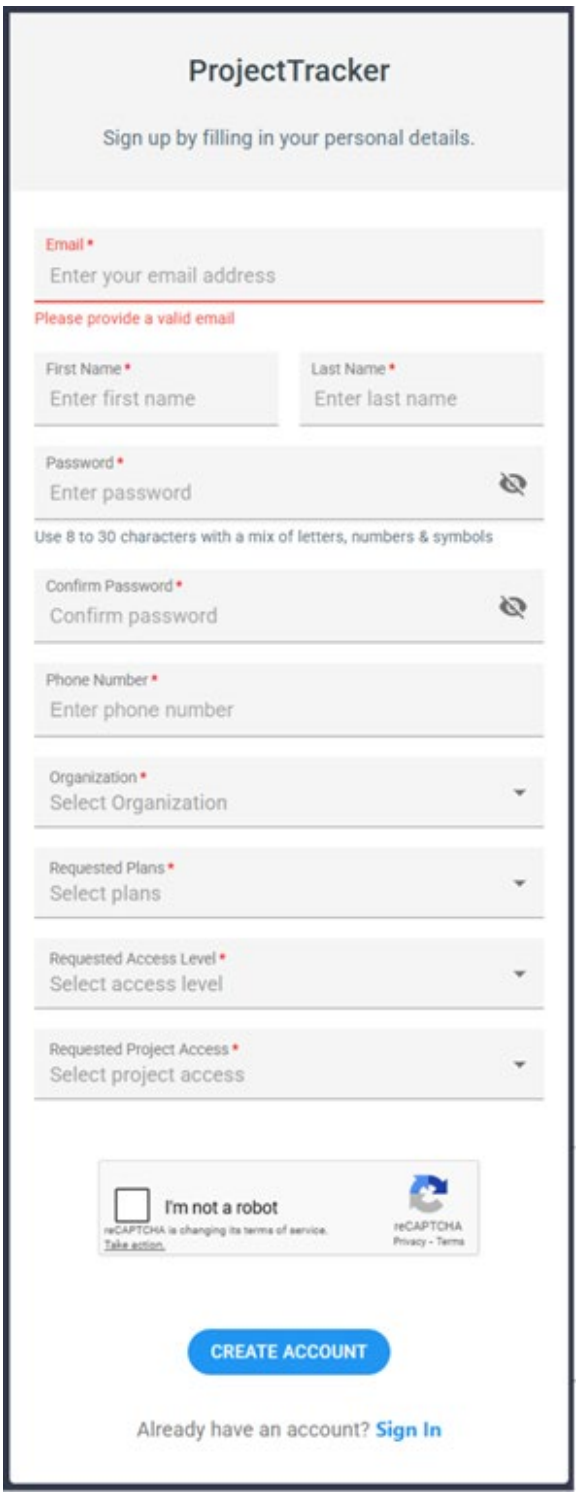
Figure 1 Login screen



On the account sign up form, users will be prompted to enter their personal details, set a password, select other access parameters, and complete the Captcha verification as displayed in Figure 2 Account signup form. When completing the form, users should make selections based on their most frequent use case.

After completing the form, an email from "Eco Client PROD API MTM by EcoInteractive" will be sent to the email address provided. Click on the "Confirm my account" link provided in the email to complete the process. After the verification, CMAP staff will be notified of the request. Please allow two to three business days for CMAP staff to review and approve a user account. Once approved, users will receive an email indicating the request for access has been approved.

Figure 2 Account signup form



Contact information - Complete contact information (email, first name, last name, phone number) using organizational contact information and creating a password. User email addresses are the unique identifiers for user accounts.

Organization - The organization selected for a user account is the primary control for what the user can and cannot view, change, or approve within eTIP, therefore it is critical to make the correct selection, according to the guidance in Table 1 below. For municipal staff unsure of the correct Council to select, check this **list of municipalities by council**.

Requested Plans – Select one of the options.

CFP: If the primary purpose for accessing eTIP is to submit funding applications, select CFP.

TIP: If the primary purpose for accessing eTIP is programming funding for the agency or submitting Project Delivery updates, select TIP.

Requested Access Level – Select one of the options. Most users will select Read Only or Sponsor.

Admin: CMAP TIP staff only
External Reviewer: Specific IDOT and USDOT staff that are responsible for approving revisions to the TIP or STIP
MPO: Select only if instructed by CMAP TIP staff
Read Only: Select to view information within eTIP
Sponsor: Select if the user is responsible for submitting or editing any information in eTIP, including CFP applications and quarterly project delivery reports.

Requested Project Access – Select one of the options.

My Organization's Projects: Select to view only projects that have a lead agency matching the selected organization.

All Projects: Select to view projects with any lead agency.

Complete the reCAPTCHA acknowledgement and click the CREATE ACCOUNT button.

Table 1 Choosing the right organization

User role	Guidance for selecting user organization
Council staff	Select the Council the user belongs to
Municipal staff	Select the Council the user belongs to
County staff	Select the County the user belongs to
Transit agency staff	Select the Agency the user belongs to
IDOT staff	Select the appropriate IDOT district and/or department
Consultants	If working on behalf of any of the above, or cannot find the appropriate agency in the list, select Not Available/Other

Access Rights

An individual user's ability to edit and view projects in the eTIP will initially be based on the organization, requested plans, and access level selected in the sign-up form, as shown in Table 2. To 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 2 Initial edit and read-only rights by user organization

User/Organization	Edit Rights	Read-Only Rights
Planning Liaisons (collar counties)	Council, County, and IDOT D1/D3 BLRS projects	IDOT (all others) and Tollway projects
Planning Liaisons (Cook County)	Council and IDOT D1 BLRS projects	Cook County DOTH, IDOT (all others), and Tollway projects
Counties	County projects	Council(s) and IDOT projects
CDOT/CDOA	CDOT/CDOA projects	IDOT (all D1) and Cook County projects
IDOT D1 BLRS	IDOT D1 BLRS projects	Council, County, and IDOT D1 Hwys projects
IDOT D1 Hwys	IDOT D1 Hwys projects	Tollway and IDOT D1 BLRS projects
IDOT D3 Hwys	IDOT D3 Hwys projects	DeKalb, Kendall and Grundy County projects, and Kane/Kendall and Will Council projects
All other IDOT (OIPI, ITS, SRTS, OP&P)	Own projects	As requested
IL Tollway	IL Tollway projects	As requested
CTA	CTA projects	As requested
Metra	Metra projects	As requested
Pace	Pace projects	As requested
RTA	RTA projects	CTA, Metra, and Pace projects
FHWA and FTA project reviewers	None	All
CMAP TIP staff	All	All

User/Organization	Edit Rights	Read-Only Rights
CMAP other staff	None	All
Not Available/Other	As requested and verified	As requested

In addition to setting users' access by lead agency, individual users' access to specific project information tabs may be added or removed. For example, project sponsor staff and consultants that are designated as project managers responsible for submitting quarterly project delivery reports may be granted edit rights to the project delivery and attachments tab, while having read only rights to all other tabs. The tabs available for editing may differ based on the plan type (CFP or TIP), allowing broader editing rights when applying for funding, for example.

CMAP admin users may modify or remove eTIP permissions and access at any time. To ensure that access is regularly maintained, a process for refreshing and purging users will occur at the beginning of each calendar year and upon separation of an employee from their organization.

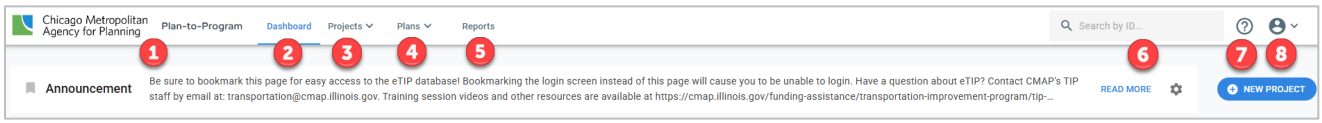
Navigating eTIP

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. Users with the External Reviewer access level should refer to the **Approving Plan Revisions** section for an explanation of menu items specific to that level.

Main menu bar

The main menu bar remains at the top of the page at all times. The parts of the main menu bar are labeled in Figure 3 and explained below.

Figure 3 Main Menu



1. CMAP or Plan-to-Program logos: Click to return to the Dashboard
2. Dashboard: Click to view the Dashboard
3. Projects: Click the down arrow to select either Projects or Project Delivery to view a searchable list of projects
4. Plans: Click the down arrow to select either Plan Revisions or Plan Cycles to view a searchable list of plan cycles or revisions
5. Reports: Click to access a full selection of exportable eTIP reports
6. Search by ID: Enter an ID number to view detailed project information
7. Help desk icon: Click to contact the help desk
8. User profile icon: Click the down arrow to edit the notification preferences or to log out

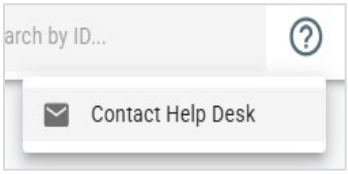
Quick Search by ID

All identifying numbers associated with a project can be searched using this feature. This field is case sensitive and entries must match the format in which the ID was added to the project. For example, TIP IDs must be entered in XX-XX-XXXX format, with dashes.

Contact Help Desk

Contact the software developers via email by clicking on the Help desk icon shown in Figure 4 if there is a technical issue with the eTIP database, such as the screen "freezing" or receiving red "internal error" messages. Please provide basic information about the web browser version, what the user was attempting to do, and what issue the user experienced when contacting the help desk. Please note that the help desk cannot answer questions about CMAP-specific fields or procedures.

Figure 4 Contact Help Desk

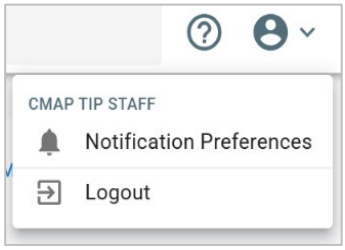


User Preferences

Quick Reference: ***Managing eTIP notification emails***

Adjust notification preferences or logout from the user preferences menu shown in Figure 5.

Figure 5 User preferences

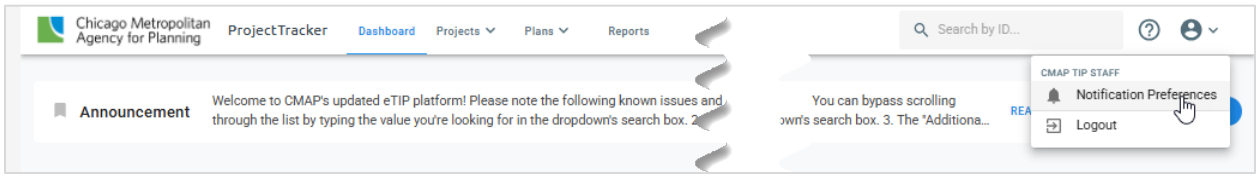


Notification preferences

The Plan-to Program database that powers CMAP's eTIP sends a notification to every user anytime there is a change in status for *any* project that has a *Lead Agency* that the user is associated with. This includes projects within any call for projects (CFP) conducted in eTIP, projects included in the current TIP plan cycle, and projects for which project delivery updates (a.k.a. quarterly status updates) are required.

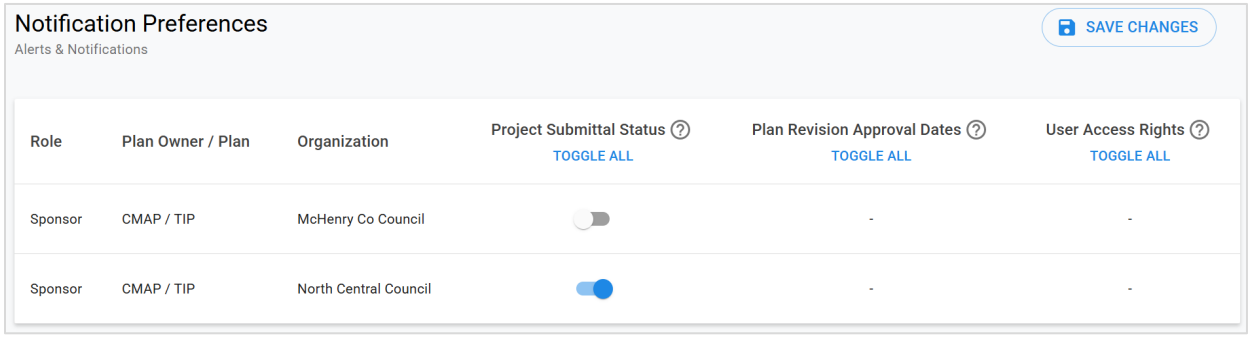
For some users who have access to projects from multiple lead agencies, this generates a lot of email messages. If a user's role in eTIP is mainly to view projects rather than to edit them, they can turn off these notifications by logging in and navigating to Notification Preferences.

Figure 6 Open notification preferences



Toggle the "Project Submittal Status" based on the role and organization and click SAVE CHANGES when finished.

Figure 7 Notification Preferences - Details

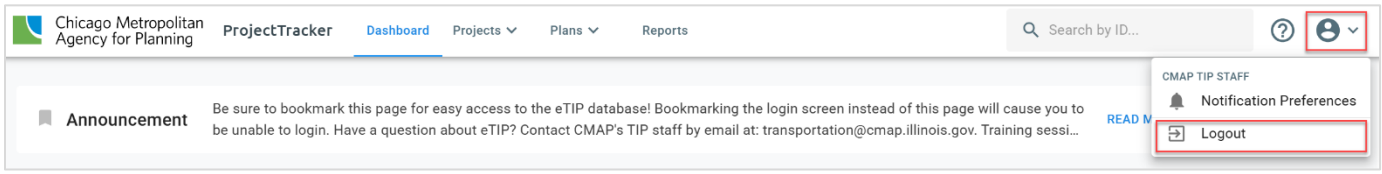


When a user submits a project application, a change to a project, and/or a project delivery update, they will receive notifications about the submittal, even if notifications have been turned off.

Logout

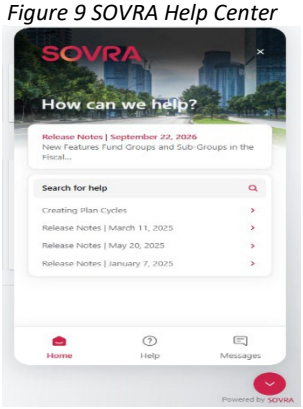
By clicking the user icon, circled in Figure 8, users are logged out of the database and redirected to the login page.

Figure 8 Logout



SOVRA Help Center

Figure 9 SOVRA Help Center



The SOVRA Help Center is the help documentation from the software developer. The help center contains information about the functionality of the software and documentation of new software features via “Release Notes.”

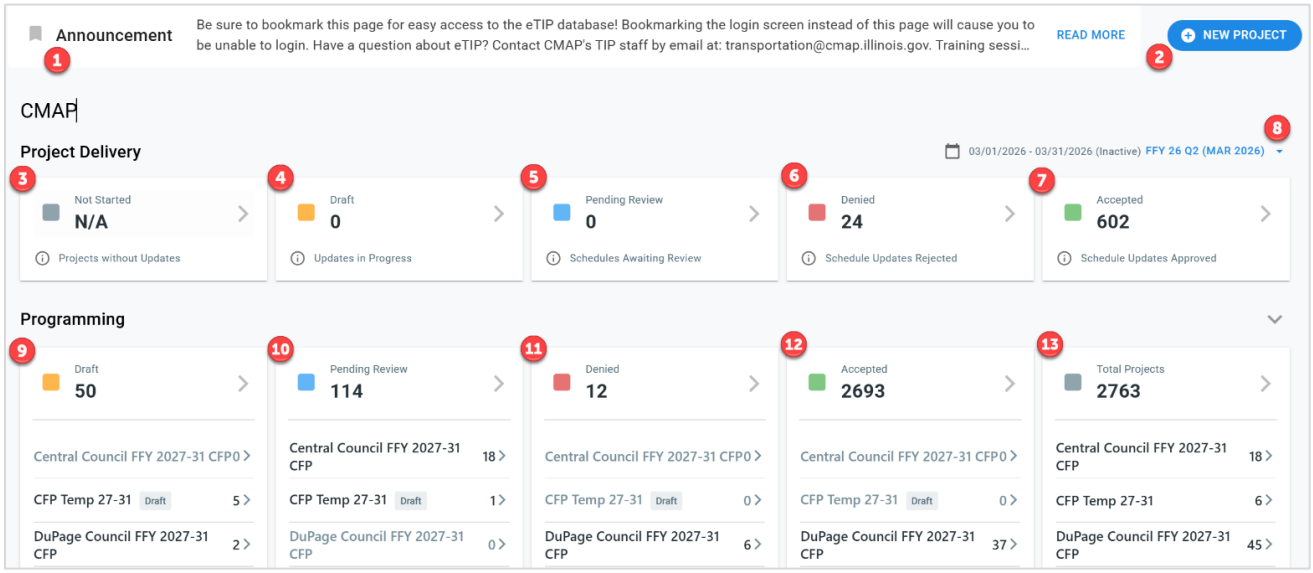
The Help Center is accessed by clicking on the red magnifying glass icon at the bottom of the screen.

The Help Center is not specific to CMAP and videos and images within it may not look exactly like eTIP, but it is a great place to learn more about how the software functions.

Dashboard

The dashboard is the home page for eTIP, providing an at-a-glance summary of the status of changes to projects for which the user has viewing or editing rights. Clicking on any of the project counts shown on the dashboard will open a list of those projects from which the user can take further action. The parts of the dashboard are labeled in Figure 10and explained below.

Figure 10 Dashboard



Announcements and New Projects

1. Announcement: Look here for announcements from CMAP staff. Click on the READ MORE link to open an expanded version of the announcement, including clickable hyperlinks.
2. New project: When the TIP is open for revision, click this button to start entering a new project in the TIP. See the **Creating a New Project** section in Chapter 3 for further guidance.

Project Delivery

Each box in the project delivery summary provides the number of project delivery reports for the selected reporting period (see #8) that have the listed status. Click a category to navigate to a list of the projects within it.

3. Not Started: updates that are due and have not been started
4. Draft: updates that have been started and saved, but not submitted to CMAP for review
5. Pending Review: updates that have been submitted to CMAP for staff review
6. Denied: updates that were denied by CMAP staff and need additional changes prior to acceptance
7. Accepted: updates that have been approved by CMAP staff
8. Reporting Period: The period presented in the boxes below. Click on the down arrow next to the reporting period to select a different period

Programming

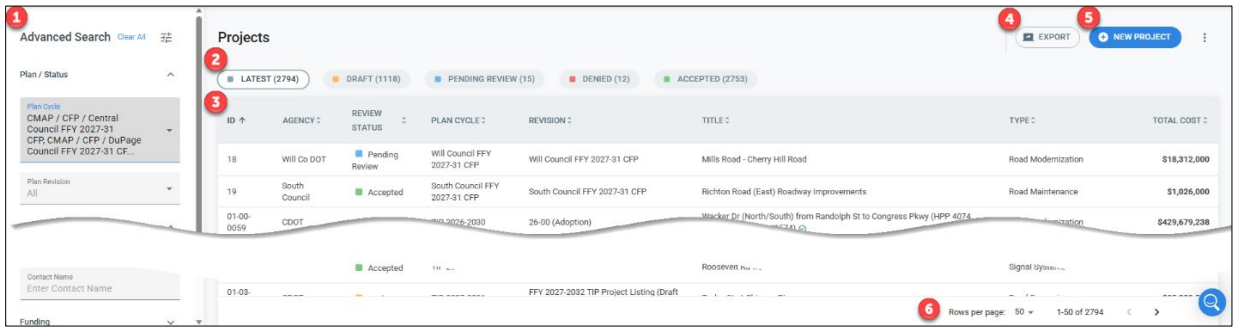
Each box in the programming summary lists all draft and active plan cycles and provides the number of projects in each cycle that have the listed status. Click a category to navigate to a list of the projects within it.

9. Draft: Projects with saved changes that have not been submitted for CMAP staff review
10. Pending: Projects submitted for and awaiting review by CMAP staff
11. Denied: Projects that have been reviewed and rejected by CMAP staff
12. Accepted: Projects reviewed and accepted by CMAP staff
13. Total projects: The total number of unique projects for the plan cycle, regardless of status

Projects

The Projects and Project Delivery pages provide a sortable list of projects that can be filtered using advanced search criteria. “Projects” contains all projects and “Project Delivery” includes only projects for which quarterly project delivery reports are required. The major sections of these pages are labeled in Figure 11 and explained below.

Figure 11 Projects page

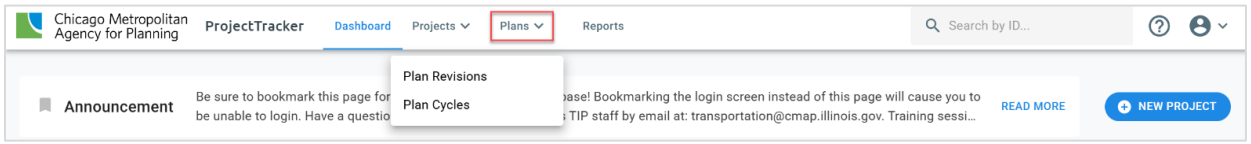


1. Advanced Search panel: The Advanced Search panel is used to apply filters and add additional columns to the project list as described later in this chapter.
2. Status buttons: The status buttons are used to narrow the project list based on the revision status of the projects.
3. List of projects: A sortable list of projects meeting the search criteria is displayed. Users can sort this list by any of the columns by toggling the up (ascending) and down (descending) arrows alongside each column header.
4. Export button: The project list can be exported to an Excel file at any time by clicking this button.
5. New Project button: Users can create a new project by clicking this button and following the prompts to complete the project information page.
6. Pagination bar: Displays the number of rows shown on the page and the total number of projects. Users can customize the number of rows per page by making a selection using the drop-down menu here and can navigate to the next or previous page by clicking on the right or left arrow.

Plans

From the Plans menu, select either Plan Revisions or Plan Cycles to view information about individual revisions and the cycles that they are grouped into, including past cycles going back to 2015.

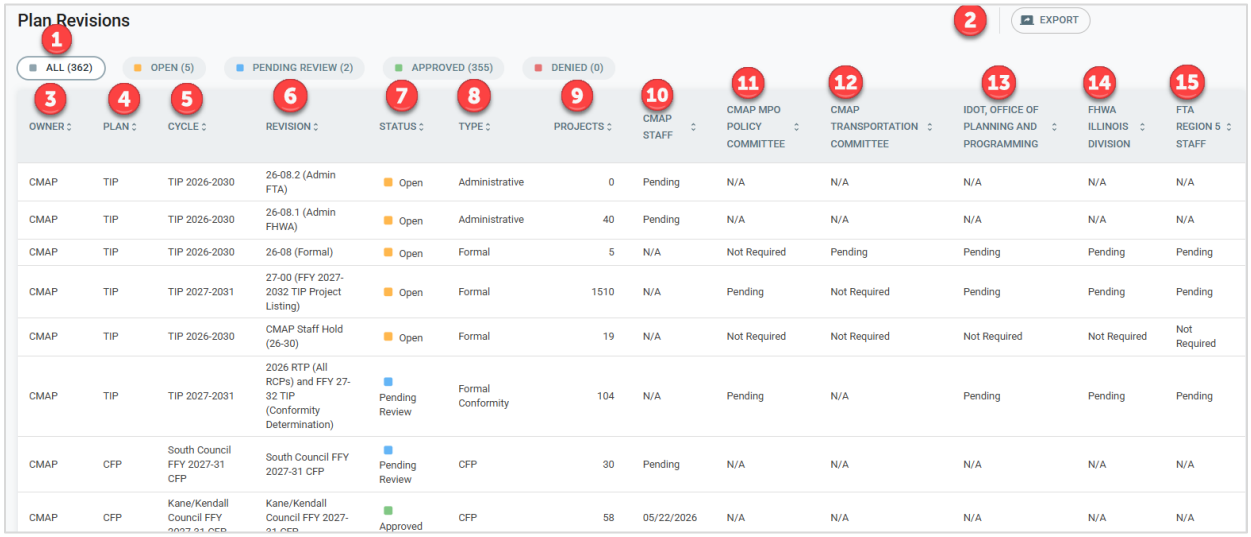
Figure 12 Plans menu



Plan Revisions

A table of all Plan Revisions is available to users to view all open, pending, approved, and denied revisions. The list is sortable and can be exported to an Excel file. By clicking on any row, users can view a list of all projects on each plan revision. This list tracks approval of all revisions by the approving body.

Figure 13 Plan Revisions



1. Plan Revisions Status buttons:
    - All: Lists all the plan revisions that have been created in the system. Clicking All will clear any other applied status filters.
    - Open: Lists the plan revisions that are currently open and active.
    - Pending Review: Lists the plan revisions that are currently awaiting approval by CMAP staff
    - Approved: Lists all the plan revisions that have been approved in the system, whether past or present.
    - Denied: Lists the plan revisions that have been denied by CMAP staff.
2. Export: Users can export results into an Excel spreadsheet. Clicking “Export” will automatically initiate a download.

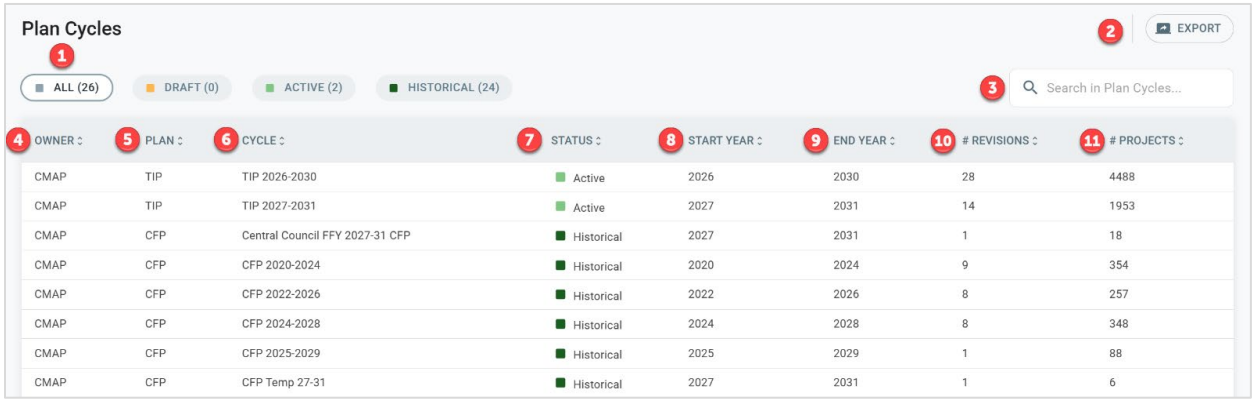
3. Owner: This field denotes the agency managing each plan. CMAP is the owner for all plans.
4. Plan: Projects are included in either the TIP or the CFP (call for projects). Projects listed under the CFP are project applications.
5. Cycle: The cycle refers to the 5-year TIP programming period.
6. Revision: Revision refers to a set of changes made to projects in the TIP within a plan cycle. A revision name is comprised of the federal fiscal year and the order in which that revision is scheduled to be approved within that year. For example, 26-01 is the first revision approved in FFY 2026.
7. Status: Lists the status of each plan cycle, please see above for descriptions of each status.
8. Type: This field shows the type of revision. See the **types of plan revisions** section for more information.
9. Projects: The number of projects with changes on the revision.
10. CMAP Staff: The date of approval by CMAP staff. This is relevant to administrative revisions only. This column will say “Pending” when review is in progress.
11. CMAP MPO Policy Committee: The date of approval by CMAP MPO Policy Committee. This is relevant to formal revisions only. This column will say “Pending” when review is in progress.
12. CMAP Transportation Committee: The date of approval by CMAP Transportation Committee. This is relevant to formal revisions only. This column will say “Pending” when review is in progress.
13. IDOT Office of Planning and Programming: The date of approval by state reviewers. This is relevant to formal revisions only. This column will say “Pending” when review is in progress.
14. FHWA Illinois Division: The date of approval by federal reviewers. This is relevant to formal revisions of roadway projects only. This column will say “Pending” when review is in progress.
15. FTA Region 5 Staff: The date of approval by federal reviewers. This is relevant to formal revisions of transit projects only. This column will say “Pending” when review is in progress.

See **Chapter 2** for detailed documentation of plan revisions and Advanced Search functionality.

Plan Cycles

A table of all Plan Cycles, shown in Figure 14 is available to users to view all active and historical plans. The list is sortable and can be exported to an Excel file. By clicking on any row, users can view details of each cycle.

Figure 14 Plan Cycles



1. Cycle Status Buttons:
    - All: Lists all the plan cycles that have been created in the system.
    - Draft: Lists the plan cycles that have been created by staff but are not available for approval action.
    - Active: Lists the plan cycles that are currently in use.
    - Historical: Lists all the plan cycles that have been completed and are no longer in use.
2. Export: Users can export results into an Excel spreadsheet. Clicking “Export” will automatically initiate a download.
3. Search: Users have the ability to search a particular plan cycle by using the Search In Plan Cycles bar. This feature accepts both numeric plan cycle numbers and text searches for the plan cycle name.

The columns in the Plan Cycle list are:

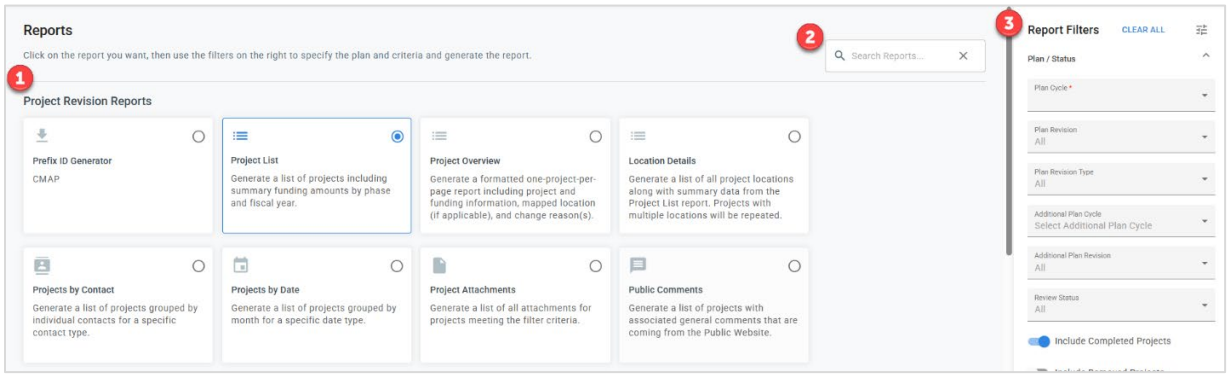
4. Owner: This field denotes the agency managing each plan. CMAP is the owner for all plan.
5. Plan: Projects are included in either the TIP or the CFP (call for projects) plans. Projects listed under the CFP are project applications.
6. Cycle: The cycle refers to the 5-year TIP years.
7. Status: Lists the status of each plan cycle, please see “Cycle Status Buttons” above for descriptions of each status.
8. Start Year: The first year of the plan cycle.
9. End Year: The final year of the plan cycle.
10. # of Revisions: The number of plan revisions that have occurred within the plan cycle.
11. # of Projects: The number of projects included in the plan cycle.

See **Chapter 2** for detailed documentation of plan cycles.

Reports

The Reports page, shown in Figure 15, provides links to customized reports available in eTIP. The reports are described in detail in **Chapter 4.**

Figure 15 Reports



1. Pre-structured report options: From this section, select the report to be generated
2. Search reports: Enter keywords to narrow the report choices
3. Report filters panel: Used to customize reports by applying filters, selecting fields to include, setting sort order, and more, based on the report selected.

Chapter 2: Database Structure and Functionality

The eTIP database is a workflow based system involving a hierarchal structure including plan cycles, plan revisions, and individual projects. Programmers submit project changes (see chapter 3), staff reviews and prepares summaries for review by CMAP's Transportation and MPO Policy committees. Upon approval by committee(s), plan revisions are subject to review and approval by IDOT, then US DOT.

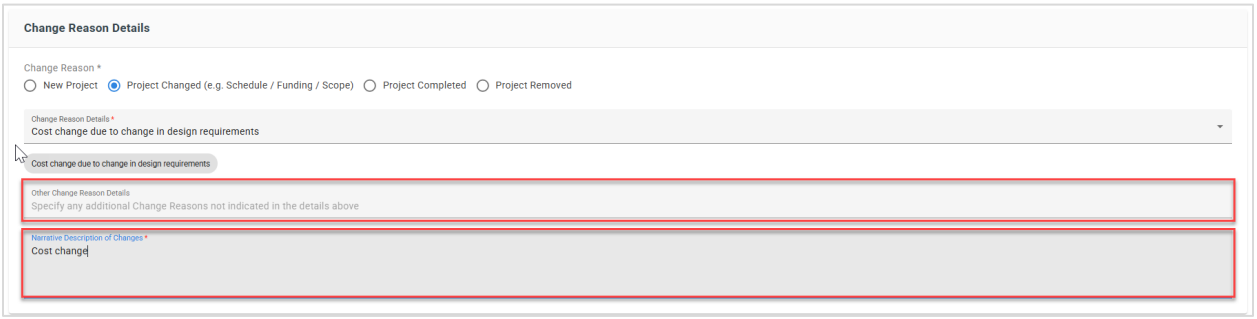
Interacting with the Database

Interacting with eTIP happens through data entry, making selections, drawing, and clicking on buttons, menus, and links. This section describes these interactions.

Text Fields

Text fields contain manually entered information about the project. To enter text, click on the text field and begin typing. Some text fields are optional, and some will be required.

Figure 16 Text fields provided for change reasons



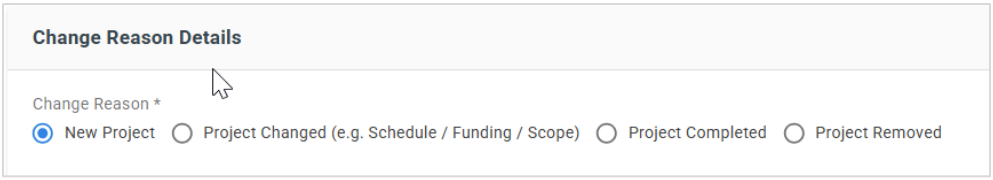
Check Boxes

Square check boxes allow for the selection of multiple options from a list or group of options. Check boxes are common in multi-select dropdown lists in eTIP.

Radio Buttons

Circular radio buttons allow for the selection of a single option from a list or group of options. For example, radio buttons are used to select the change reason when submitting a project revision.

Figure 17 Radio buttons provided for change reasons



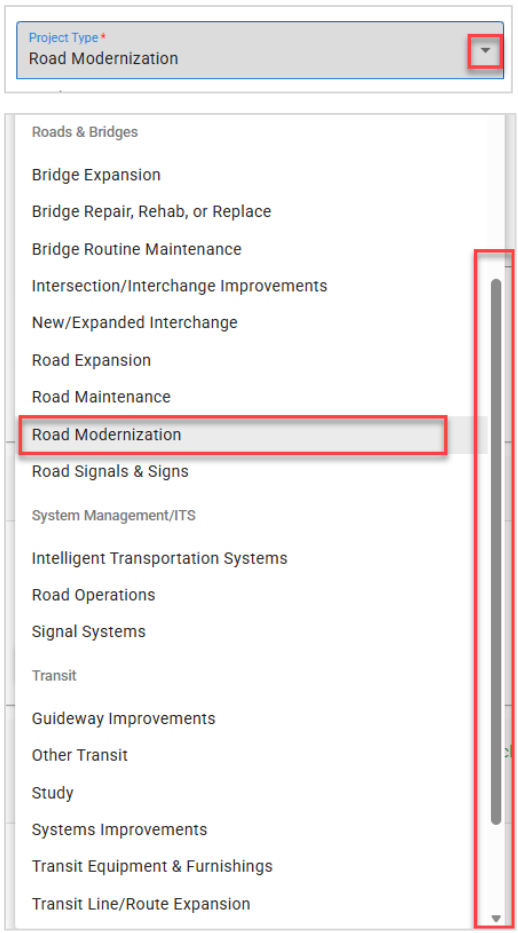
Dropdowns

Dropdown lists contain pre-defined options to select from. Options in a dropdown list are often categorized together. For example, by municipality, agency, or council. There are two types of dropdown lists: single select and multi-select.

Single Select

Allows selection of only one option from the dropdown list. To select an option, click on the down arrow to open the list, then click on the option. The project type field is an example of a single select dropdown.

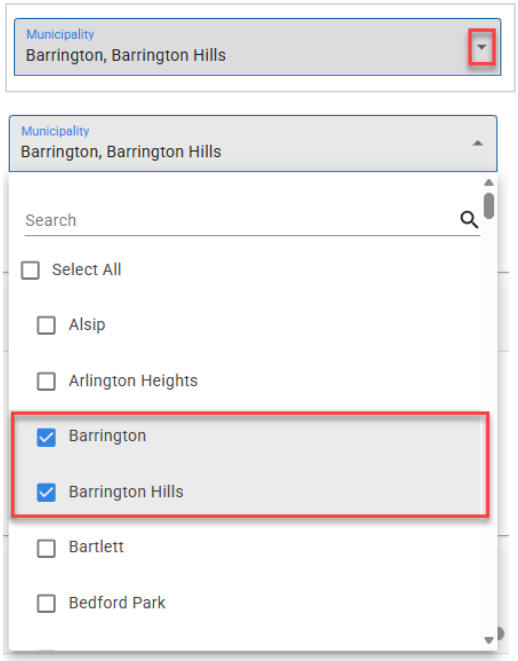
Figure 18 Single select dropdown list for project types



Multi-select

Allows selection of more than one option from the dropdown list. To select an option(s), click on the down arrow to open the list, then select the check box(es) for the option(s). Click outside of the list to close it. Many fields, including municipality, are multi-select dropdowns.

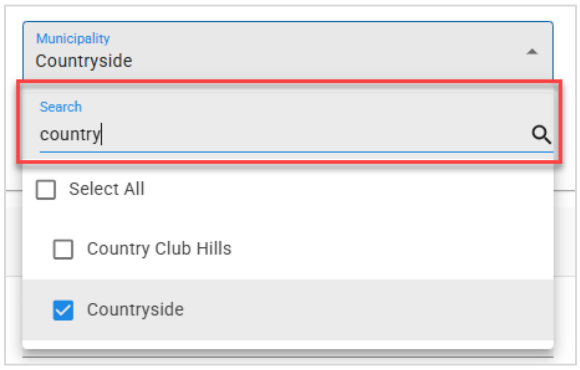
Figure 19 Multi-select dropdown list for location



Searching within dropdowns

The search feature within a dropdown can be used to quickly find options in the list. To search, click on the down arrow to open the list, then place the cursor within the search field at the top of the list. Upon typing, the options matching the search criteria will begin to show in the dropdown list, and all other options are filtered out. Select the desired option(s) then click outside of the list to close it.

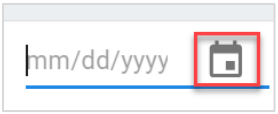
Figure 20 Dropdown search bar



Date Fields

Date fields are indicated with a calendar icon. Entering a date in the date field can be accomplished by manually typing the MM/DD/YYYY format or by clicking the calendar icon and selecting the desired date.

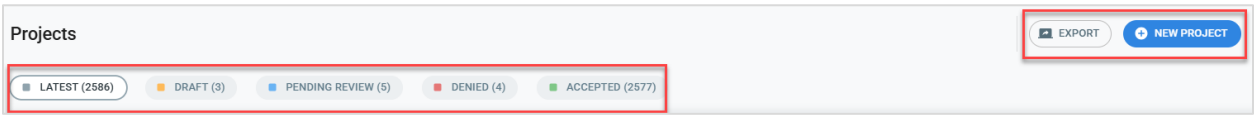
Figure 21 Date field



Buttons

Buttons are used to filter information or trigger an action.

Figure 22 Buttons



Filter Buttons

Filter buttons are used as a quick way to apply status filters to lists. Filter buttons have a white background when selected and a gray background when not selected. Click on the button to change the selection status. Filter buttons are found at the top of the Projects, Project Delivery, Plan Revisions, and Plan Cycles pages.

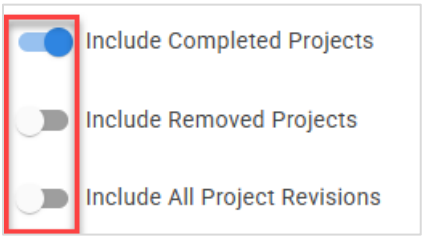
Action Buttons

When clicked, action buttons trigger an action, such as opening the New Project window, exporting information, opening a project for editing, saving changes, or generating reports.

Toggle Switches

Toggle switches are used to turn a feature off or on. For example, in the report filters the option to “include completed projects” in report results can be toggled on or off. Click on the toggle switch to change it. Switches toggled on are blue and have the switch positioned to the right. Switches toggled off are gray and have the switch positioned to the left.

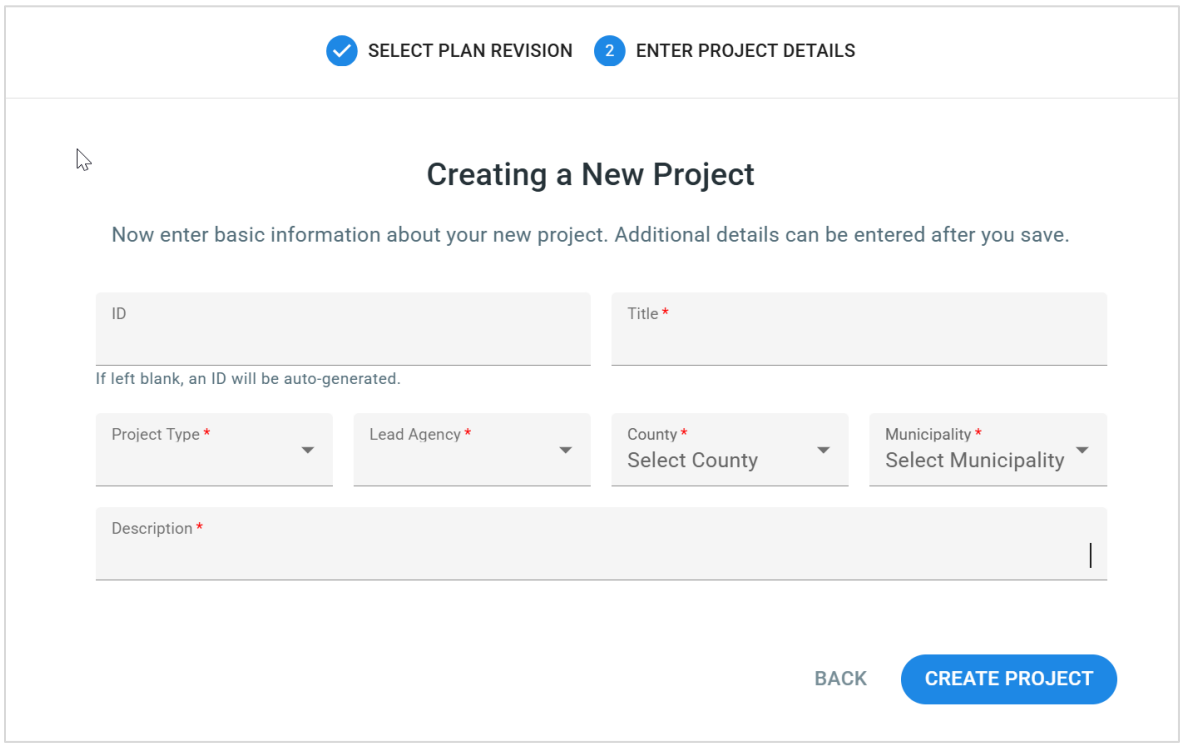
Figure 23 Toggle switches



Pop-up Forms

Pop-up forms are used to collect required information needed to initiate the creation of new users, projects, plan cycles, and plan revisions. These forms include required fields for the system to establish the new entry. The New Project pop up form is the most common for most users.

Figure 24 Pop-up form



Tooltips

Tooltips provide brief contextual help. Tooltips are indicated by a small, circled question mark icon. Hovering the mouse over these icons will reveal the help text.

Drawing Tools (Mapping)

The drawing tools on the project map tab allow users to create location maps for projects. These tools are described in detail in **Chapter 3**.

Workflow: Plan Cycles

A plan cycle in eTIP refers to the 5-year programming period. For example, FFY 2026-2030 covers the active plan cycle for those years, also known as “TIP years.” Plan cycles play a key role in the workflow functionality of the database.

Projects in eTIP are organized and presented to the committees for approval in plan cycles. Within a cycle, changes are organized into plan revisions based on change types. These can be viewed in the eTIP as described below.

Types of cycles

Within eTIP, Plan Cycles represent the current “Active Years” of the TIP and generally consist of five federal fiscal years. There are two types of plan cycles.

Call for projects (CFP) plan cycles

A CFP plan cycle is used to conduct a call for projects and could be specific to a fund source(s), lead agency, and/or year(s).

TIP plan cycles

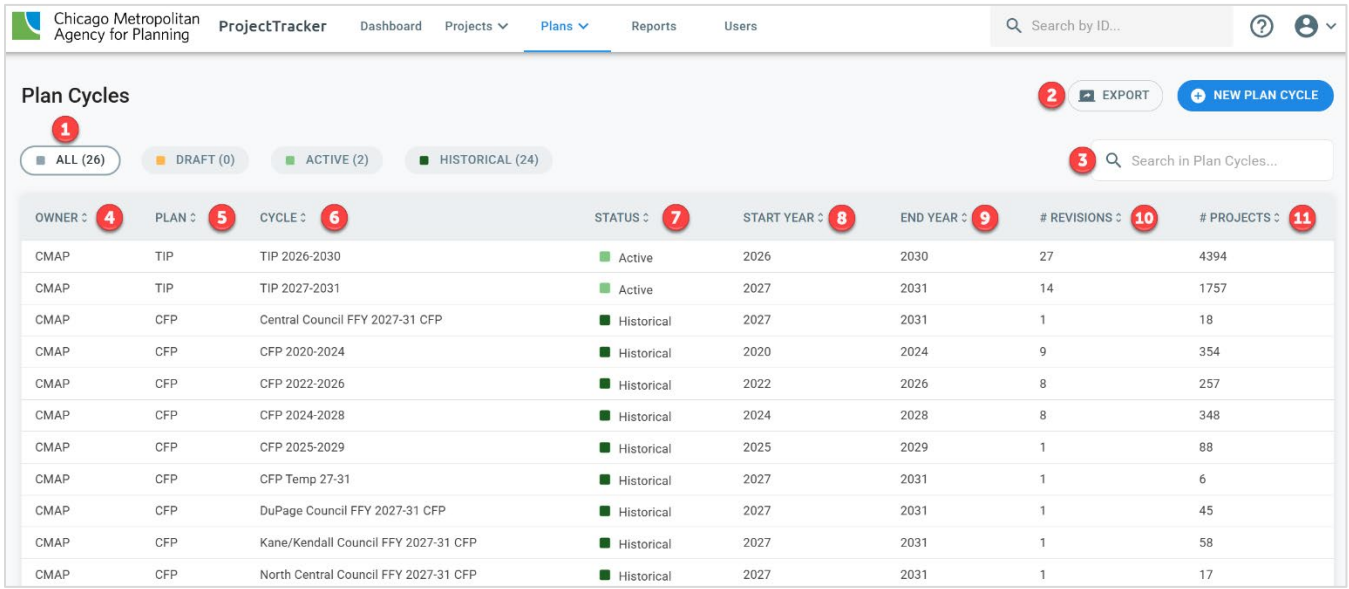
A TIP plan cycle spans 5 federal fiscal years (FFYs). In eTIP, a new plan cycle begins with each new FFY. Projects are brought into the active plan cycle through the annual process known as “Carryover.”

A single plan cycle may include several plan revisions, made throughout the life of the cycle, as described in the workflow: Plan Revisions section later in this chapter.

Plan Cycle list

A list of all plan cycles, as shown in Figure 25, can be accessed by selecting “Plan Cycles” from the Plans menu.

Figure 25 Plan cycle list



1. Cycle Status Buttons:
    - All: Lists all the plan cycles that have been created in the system.
    - Draft: Lists the plan cycles that have been created by staff but are not available for approval action.

- Active: Lists the plan cycles that are currently in use.
- Historical: Lists all the plan cycles that have been completed and are no longer in use.

2. Export: Users can export results into an Excel spreadsheet. Clicking “Export” will automatically initiate a download.
3. Search: Users have the ability to search a particular plan cycle by using the Search In Plan Cycles bar. This feature accepts both numeric plan cycle numbers and text searches for the plan cycle name.

The columns in the Plan Cycle list are:

4. Owner: This field denotes the agency managing each plan. CMAP is the owner for all plan.
5. Plan: Projects are included in either the TIP or the CFP (call for projects) plans. Projects listed under the CFP are project applications.
6. Cycle: The cycle refers to the 5-year TIP years.
7. Status: Lists the status of each plan cycle, please see “Cycle Status Buttons” above for descriptions of each status.
8. Start Year: The first year of the plan cycle.
9. End Year: The final year of the plan cycle.
10. # of Revisions: The number of plan revisions that have occurred within the plan cycle.
11. # of Projects: The number of projects included in the plan cycle.

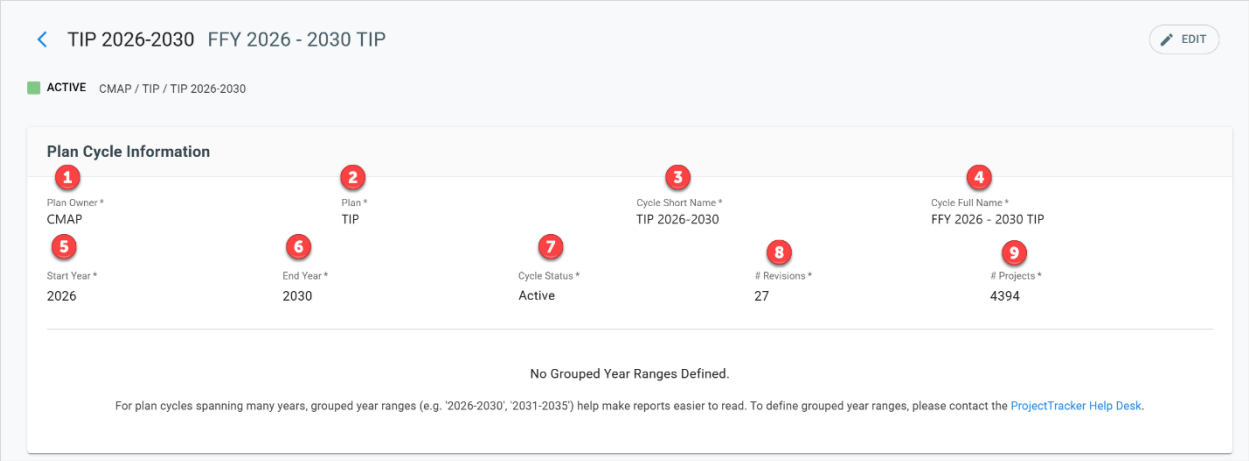
Plan Cycle Information

To view details about a cycle, click on that row in the list. Within the details, there are three sections: Plan Cycle Information, Revenue Scenarios, and Plan Revisions.

Plan Cycle Information

The Plan Cycle Information provides key details regarding the 5-year programming period. This section summarizes each plan cycle, which is described in the **Workflow: Plan Cycles** section, enables key workflows within the database.

Figure 26 Plan cycle information



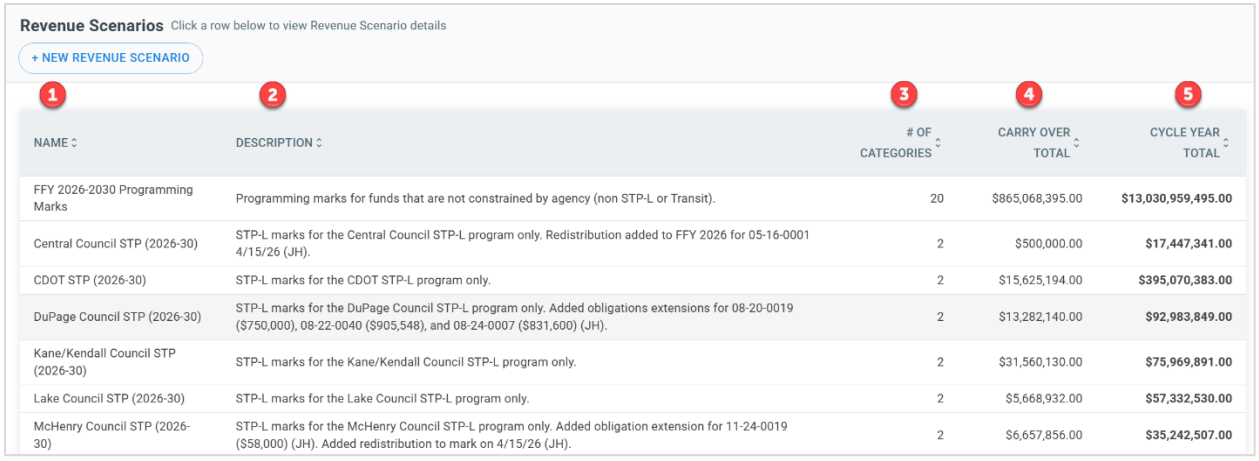
This section contains the:

1. Plan Owner: This field denotes the agency managing each plan. CMAP is the owner for all plans.
2. Plan: Projects are included in either the TIP or the CFP (call for projects) plans. Projects listed under the CFP are project applications.
3. Cycle Short Name: The cycle refers to the 5-year TIP programming period.
4. Cycle Full Name: Lists the status of each plan cycle, please see “Cycle Status Buttons” above for descriptions of each status.
5. Start Year: The first federal fiscal year of the plan cycle
6. End Year: The final federal fiscal year of the plan cycle
7. Cycle Status: Lists the status of each plan cycle (draft, active, or historical)
8. # of Revisions: The number of plan revisions that have occurred within the plan cycle.
9. # of Projects: The number of projects included in the plan cycle.

Revenue Scenarios

The revenue scenarios section lists all scenarios associated with the cycle and includes the details described below. Revenue scenarios are used to establish fiscal constraint. There are three main types of scenarios used by CMAP. The “FFY ####-#### Programming Marks” revenue scenario, as seen below in Figure 27, provides the basis for fiscal constraint of the TIP within each plan cycle. The “Agency/fund source specific marks,” also captured below, reflects the available budgets specific to an agency and fund source within the listed federal fiscal years. Finally, the “AC/ACCP Programming Marks” is used to separate and group fund sources by AC/ACCP status, capturing necessary information for fiscal constraint and obligations.

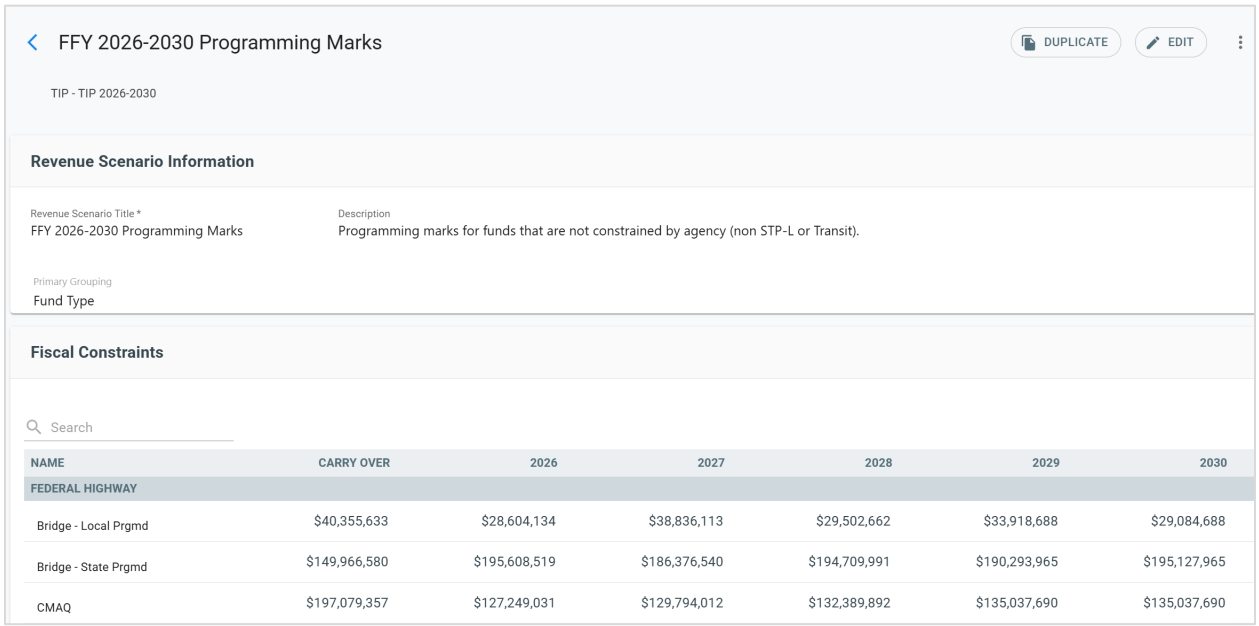
Figure 27 Revenue scenarios



1. Name: The title of the revenue scenario, including information about the plan cycle years
2. Description: A brief description of the financial data included in the revenue scenario
3. # of Categories: The number of fund sources reflected in the revenue scenario
4. Carry over total: The amount of unobligated funding from prior federal fiscal years
5. Cycle year total: The total amount of available funding within the revenue scenario

Click a row to open a new expanded Revenue Scenario Information page. As shown in Figure 28, this page contains the Title, Description, Primary Grouping, and Fiscal Constrains section with fund types and fund amounts programmed by year.

Figure 28 Revenue scenario details



Revenue Scenario Information

CMAP staff work closely with state and federal partners to develop each revenue scenario, otherwise referred to as “programming marks.” These marks act as the budget for funding throughout the region, by fund type, or by agency.

Fiscal Constraint

The requirement for fiscal constraint is met by programmed funds not exceeding reasonably expected revenue. The requirements for which are contained in the joint FTA/FHWA regulations for Statewide and Metropolitan Transportation Planning (23 CFR 450).

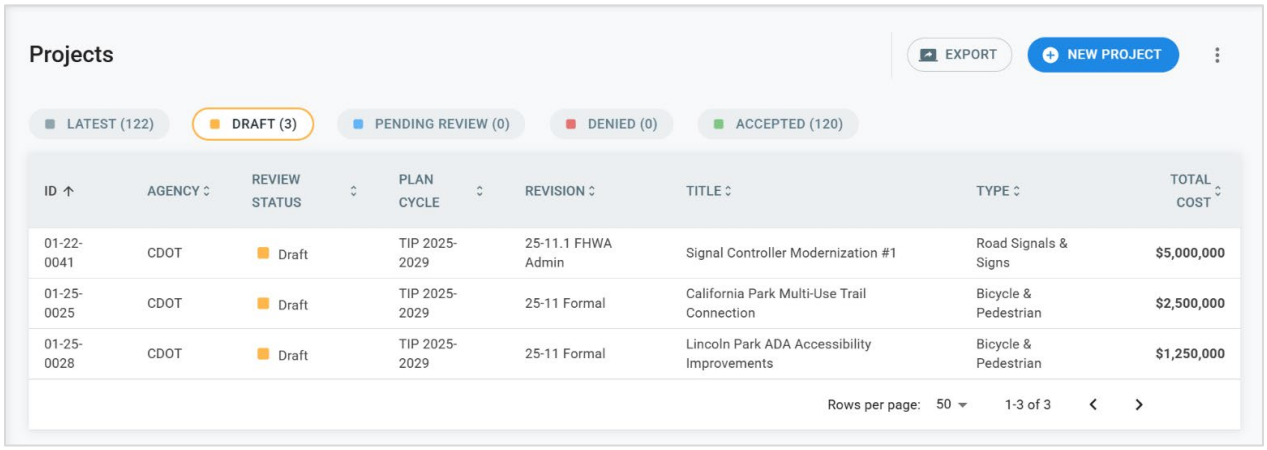
Status of TIP Revisions

There are four revision statuses: Draft, Denied, Pending Review, and Accepted.

Draft

From the dashboard or projects list, click on “Draft” to view a list of project changes that have been saved, but not yet submitted to CMAP. The list will look similar to Figure 29.

Figure 29 Draft project revisions

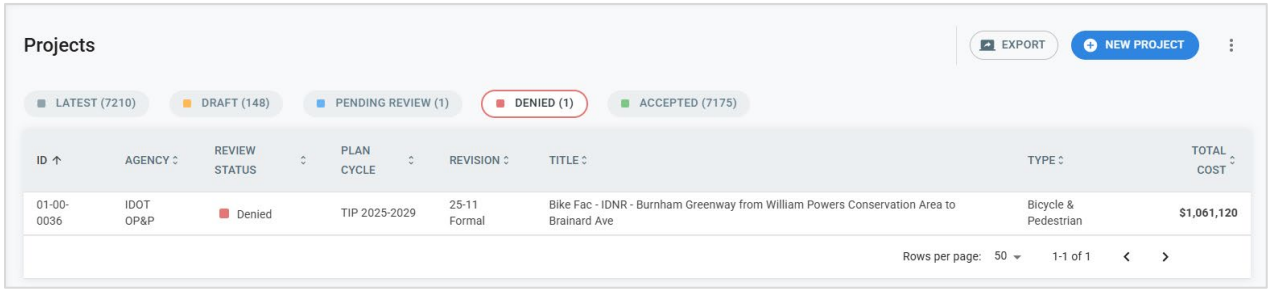


From the Draft list, click on a project to review, edit, discard, or submit the project changes for review.

Denied

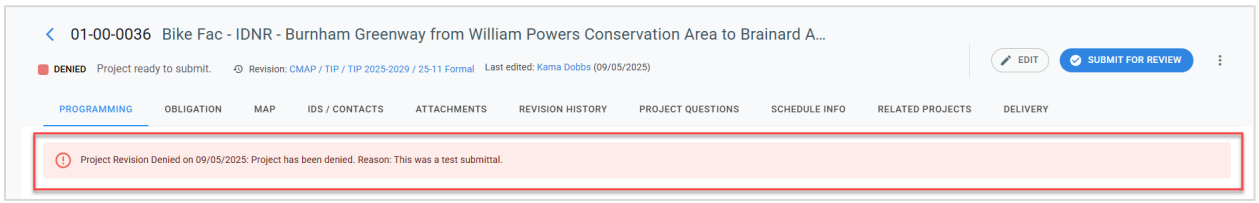
From the dashboard or projects list, click on “Denied” to view a list of project changes that have been submitted and denied by CMAP staff.

Figure 30 Denied project revisions



To review the change and CMAP's denial comments, click on the project. Address the denial comments by making any necessary changes and re-submit.

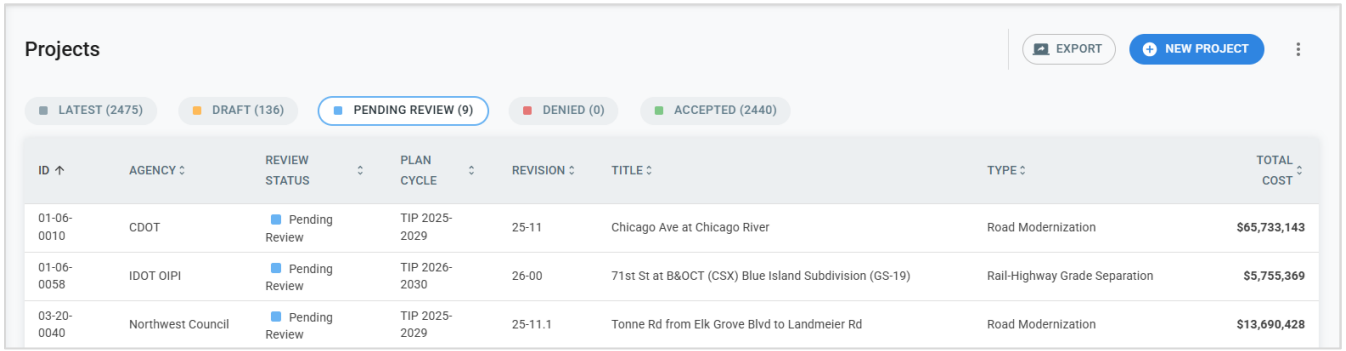
Figure 31 Denial reason



Pending Review

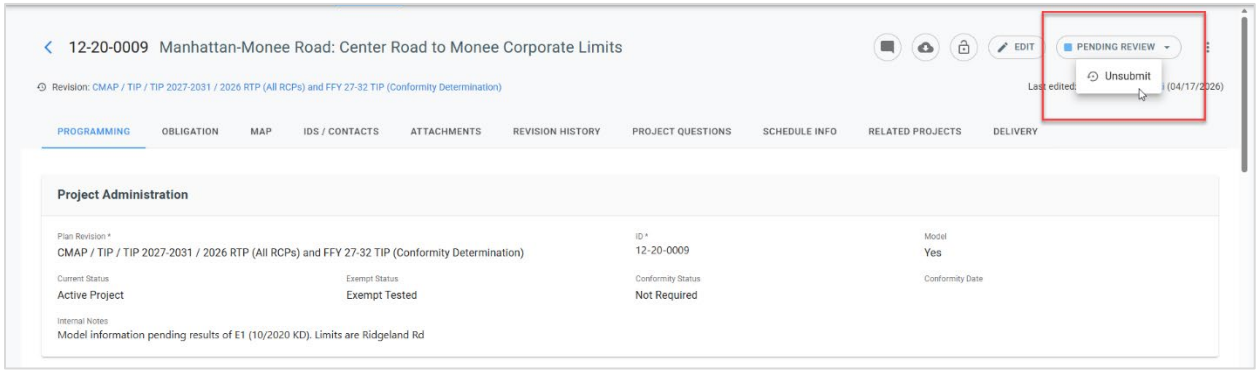
From the dashboard or projects list, click on “Pending Review” to view a list of project changes that were submitted and are pending review by CMAP staff. The list will look similar to Figure 32.

Figure 32 Pending project revisions



To review a submitted change, click on the project from the list.

Figure 33 Unsubmit a change pending review

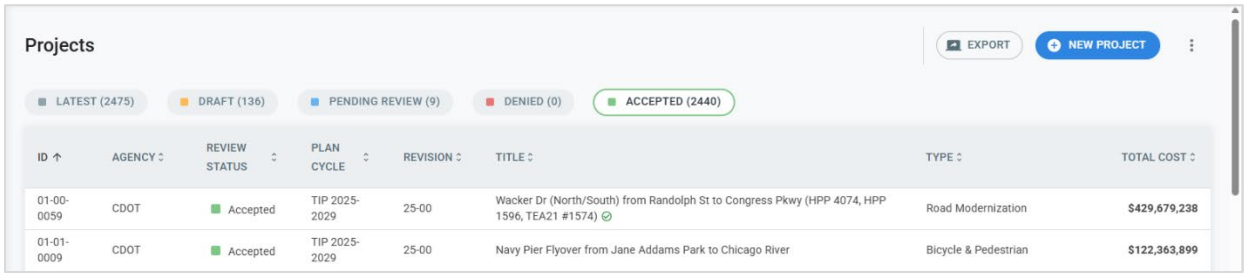


To make additional changes to projects already submitted for staff review, click the down arrow on the status button and select unsubmit. The project status will be changed to draft.

Accepted

From the dashboard or projects list, 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 34.

Figure 34 Accepted project revisions



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

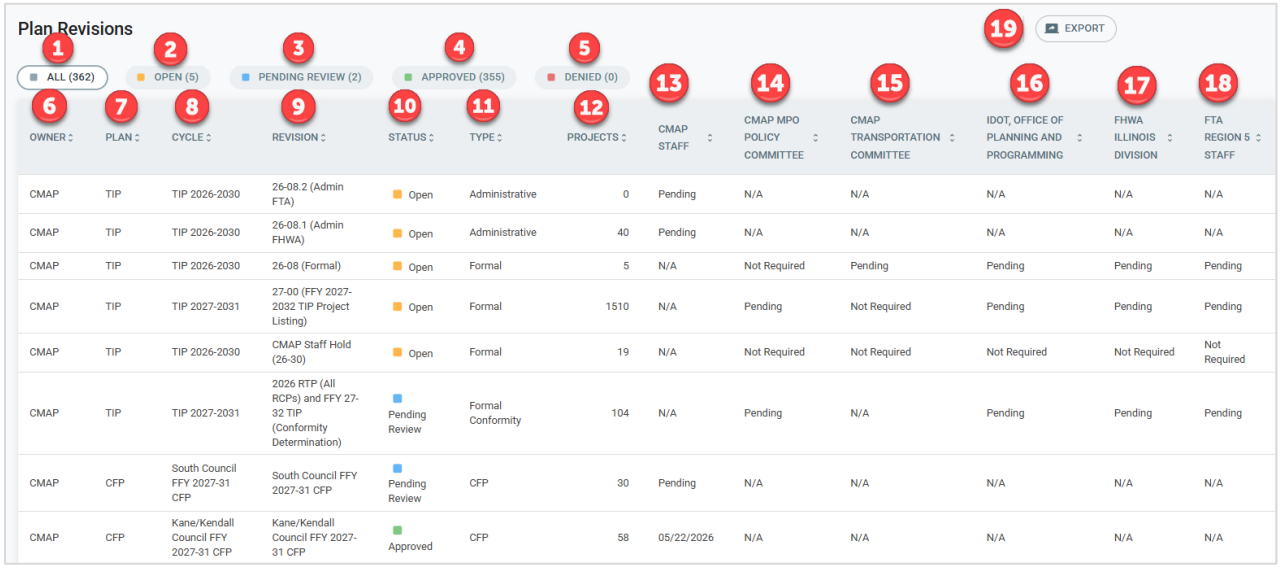
Workflow: Plan Revisions

Revision List

Plan revisions refer to a set of changes made to projects in the TIP within a plan cycle. A revision name is comprised of the federal fiscal year and sequential number of the revision. For example, 26-01 is the first revision in the FFY 2026.

A list of all plan revisions, as shown in Figure 35, can be accessed by selecting “Plan Revisions” from the Plans menu. Past versions of each Plan Cycle can be viewed under Plan Revisions section. Under each Plan Revision users can view the project changes that occurred and the resulting, accepted project information included in the eTIP at that time.

Figure 35 Plan revision list



The Plan Revision List can be filtered using the status buttons at the top of the list. Users can click one, or multiple, of the following options to view a subset of the list:

1. All: Lists all the plan revisions that have been created in the system. Clicking All will clear any other applied status filters.
2. Open: Lists the plan revisions that are currently open and active.
3. Pending Review: Lists the plan revisions that are currently awaiting approval by CMAP staff
4. Approved: Lists all the plan revisions that have been approved in the system, whether past or present.
5. Denied: Lists the plan revisions that have been denied by CMAP staff.

The Plan Revision list contains ten columns of information, including the status of approvals required for adoption of the revision:

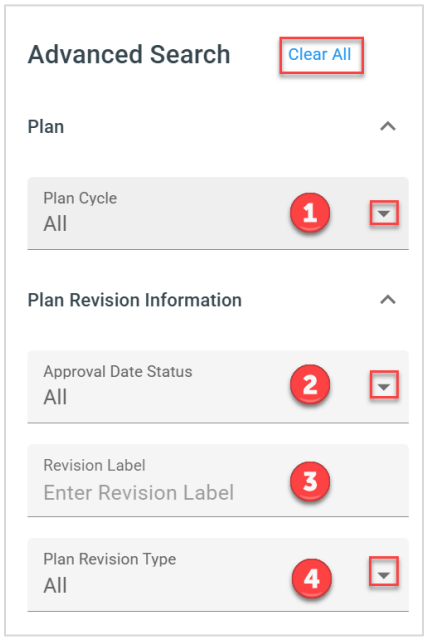
6. Owner: This field denotes the agency managing each plan. CMAP is the owner for all plans.
7. Plan: Projects are included in either the TIP or the CFP (call for projects). Projects listed under the CFP are project applications.
8. Cycle: The cycle refers to the 5-year TIP programming period.
9. Revision: Revision refers to a set of changes made to projects in the TIP within a plan cycle. A revision name is comprised of the federal fiscal year and the order in which the that revision is scheduled to be approved within that year . For example, 26-01 is the first revision approved in FFY 2026.
10. Status: Lists the status of each plan cycle, please see above for descriptions of each status.

11. Type: This field shows the type of revision. See the **types of plan revisions** section for more information.
12. Projects: The number of projects with changes on the revision.
13. CMAP Staff: The date of approval by CMAP staff. This is relevant to administrative revisions only. This column will say “Pending” when review is in progress.
14. CMAP MPO Policy Committee: The date of approval by CMAP MPO Policy Committee. This is relevant to formal revisions only. This column will say “Pending” when review is in progress.
15. CMAP Transportation Committee: The date of approval by CMAP Transportation Committee. This is relevant to formal revisions only. This column will say “Pending” when review is in progress.
16. IDOT Office of Planning and Programming: The date of approval by state reviewers. This is relevant to formal revisions only. This column will say “Pending” when review is in progress.
17. FHWA Illinois Division: The date of approval by federal reviewers. This is relevant to formal revisions of roadway projects only. This column will say “Pending” when review is in progress.
18. FTA Region 5 Staff: The date of approval by federal reviewers. This is relevant to formal revisions of transit projects only. This column will say “Pending” when review is in progress.
19. Export: Users can export results into an Excel spreadsheet. Clicking “Export” will automatically initiate a download.

To view details about a revision, click on the row.

The Advanced Search pane on the left side, shown in Figure 36, allows users to search and filter the Plan Revision list by Plan Cycle, Approval Date Status, Revision Label, and Plan Revision Type. After selecting or entering search criteria, clicking anywhere on the screen will cause the search results to update. To clear all search criteria, click the “Clear All” link.

Figure 36 Advanced search – plan revisions



1. Plan Cycle drop-down menu: Select from a list of all plan cycles. Users may select one, multiple, or all values.
2. Approval Date Status drop-down menu: Select from a list of all approval date statuses. Users may select one, multiple, or all values.
3. Revision Label text field: Enter in the title or number of plan revisions. For example, “26-01.”
4. Plan Revision Type drop-down menu: Select from a list of all plan revision types. Users may select one, multiple, or all values.

Revision information

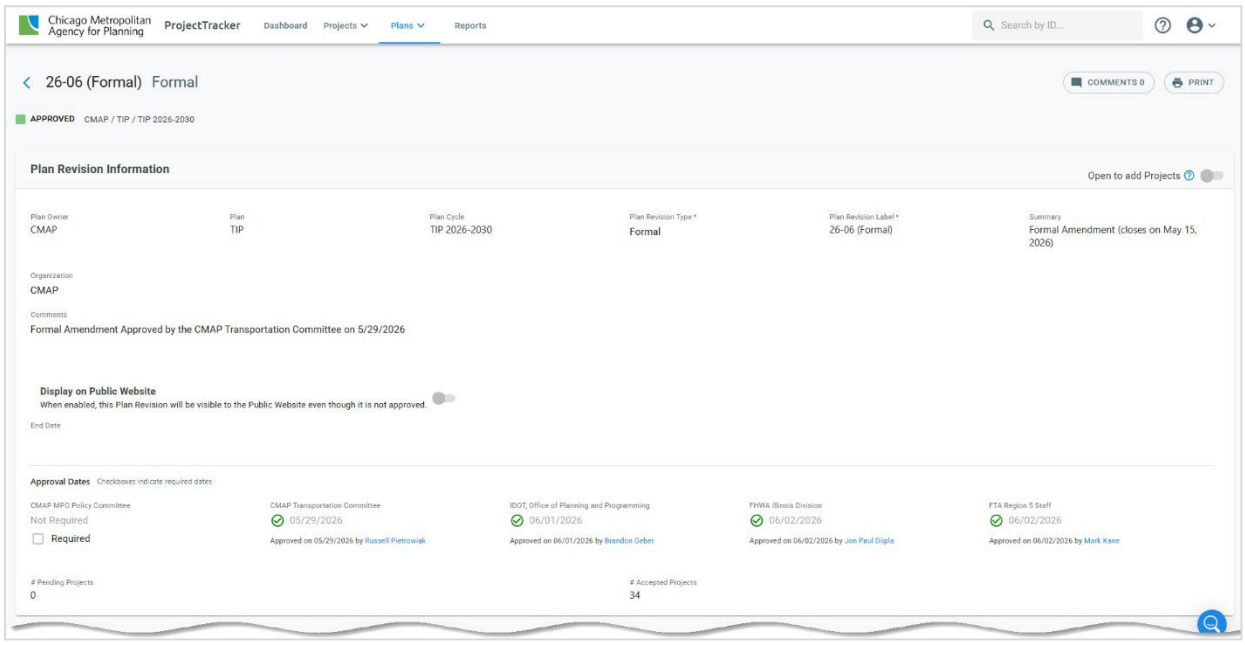
The plan revision details page has three sections: Plan Revision Information, Projects, and Uploaded Files.

Plan revision information

The plan revision information section shown in Figure 37 contains information about the revision that was entered by CMAP staff. The organizations that the revision applies to are typically only displayed for open revisions, due to use of this field to restrict access to the revision during CMAP staff reviews. Any comments about the revision entered by CMAP staff are also displayed. If an unapproved revision is currently displayed on the public website and/or open for public comment, these toggle switches will be toggled to the right.

For each approving entity, the Approval Dates section indicates if approval is not required, or the official approval date and the date and name of the user that entered the approval. Contact information for the approving users can be displayed by clicking on their name.

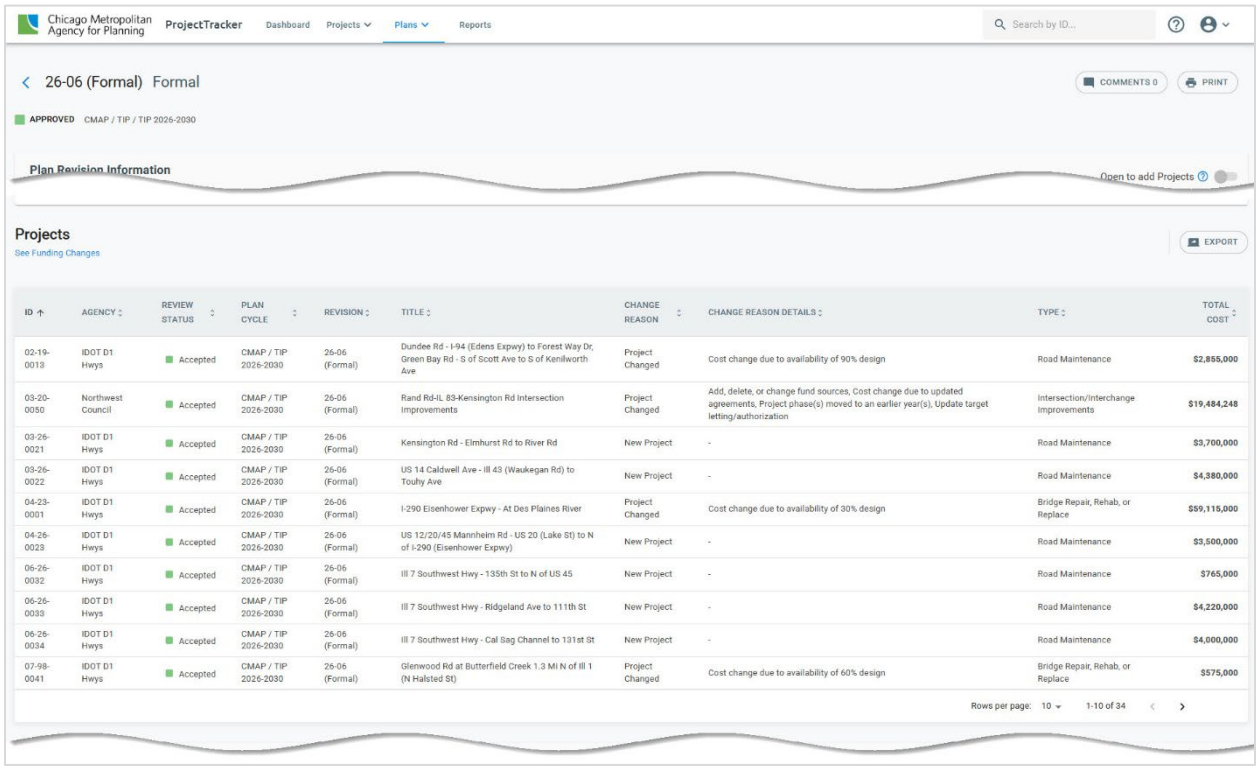
Figure 37 Plan revision details: plan revision information and approval dates



Projects

The projects section provides a list of all projects included in the revision, including the change reason(s), as shown in Figure 38. Clicking on a particular project in the Project section will open the project page with more information about the project.

Figure 38 Plan revision details: projects

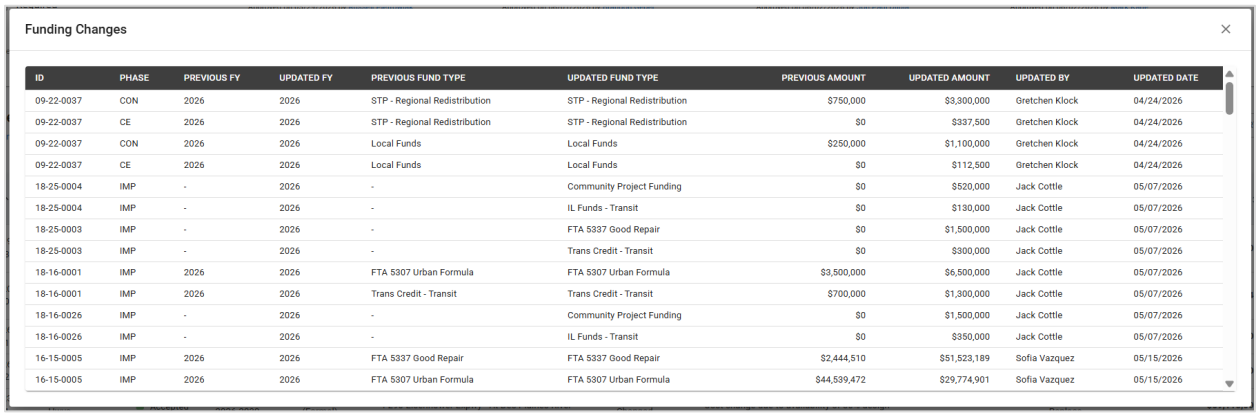


ID	AGENCY	REVIEW STATUS	PLAN CYCLE	REVISION	TITLE	CHANGE REASON	CHANGE REASON DETAILS	TYPE	TOTAL COST
02-19-0013	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	Dundee Rd - I-94 (Edens Expwy) to Forest Way Dr, Green Bay Rd - S of Scott Ave to S of Kenilworth Ave	Project Changed	Cost change due to availability of 90% design	Road Maintenance	$2,855,000
03-20-0050	Northwest Council	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	Rand Rd-IL 83-Kensington Rd Intersection Improvements	Project Changed	Add, delete, or change fund sources, Cost change due to updated agreements, Project phase(s) moved to an earlier year(s), Update target letting/authorization	Intersection/Interchange Improvements	$19,484,248
03-26-0021	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	Kensington Rd - Elmhurst Rd to River Rd	New Project	-	Road Maintenance	$3,700,000
03-26-0022	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	US 14 Caldwell Ave - Ill 43 (Waukegan Rd) to Touhy Ave	New Project	-	Road Maintenance	$4,380,000
04-23-0001	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	I-290 Eisenhower Expwy - At Des Plaines River	Project Changed	Cost change due to availability of 30% design	Bridge Repair, Rehab, or Replace	$59,115,000
04-26-0023	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	US 12/20/45 Mannheim Rd - US 20 (Lake St) to N of I-290 (Eisenhower Expwy)	New Project	-	Road Maintenance	$3,500,000
06-26-0032	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	Ill 7 Southwest Hwy - 135th St to N of US 45	New Project	-	Road Maintenance	$765,000
06-26-0033	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	Ill 7 Southwest Hwy - Ridgeland Ave to 111th St	New Project	-	Road Maintenance	$4,220,000
06-26-0034	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	Ill 7 Southwest Hwy - Cal Sag Channel to 131st St	New Project	-	Road Maintenance	$4,000,000
07-98-0041	IDOT D1 Hwys	Accepted	CMAP / TIP 2026-2030	26-06 (Formal)	Glenwood Rd at Butterfield Creek 1.3 MI N of Ill 1 (N Halsted St)	Project Changed	Cost change due to availability of 60% design	Bridge Repair, Rehab, or Replace	$575,000

Rows per page: 10 1-10 of 34

In this section, clicking on the See Funding Changes link will open a pop-up window that displays all of the financial line item changes included in the revision, as shown in Figure 39.

Figure 39 Plan revision details: funding changes

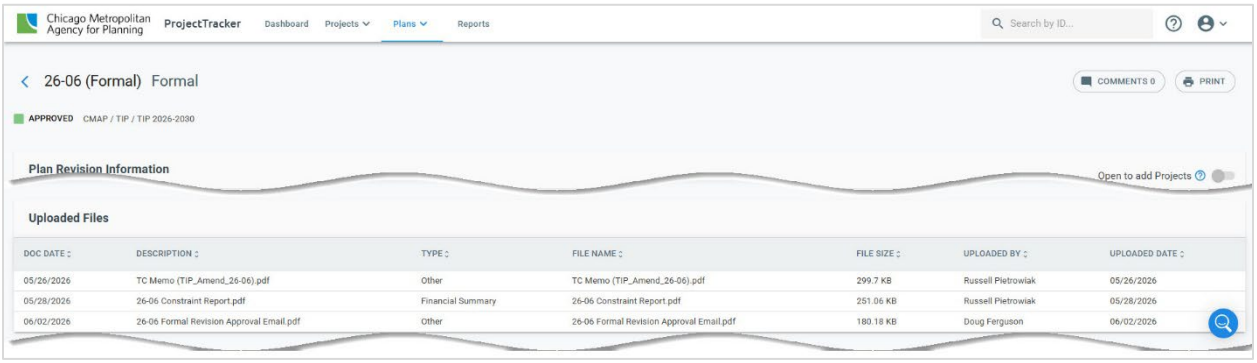


ID	PHASE	PREVIOUS FY	UPDATED FY	PREVIOUS FUND TYPE	UPDATED FUND TYPE	PREVIOUS AMOUNT	UPDATED AMOUNT	UPDATED BY	UPDATED DATE
09-22-0037	CON	2026	2026	STP - Regional Redistribution	STP - Regional Redistribution	$750,000	$3,300,000	Gretchen Klock	04/24/2026
09-22-0037	CE	2026	2026	STP - Regional Redistribution	STP - Regional Redistribution	$0	$337,500	Gretchen Klock	04/24/2026
09-22-0037	CON	2026	2026	Local Funds	Local Funds	$250,000	$1,100,000	Gretchen Klock	04/24/2026
09-22-0037	CE	2026	2026	Local Funds	Local Funds	$0	$112,500	Gretchen Klock	04/24/2026
18-25-0004	IMP	-	2026	-	Community Project Funding	$0	$520,000	Jack Cottle	05/07/2026
18-25-0004	IMP	-	2026	-	IL Funds - Transit	$0	$130,000	Jack Cottle	05/07/2026
18-25-0003	IMP	-	2026	-	FTA 5337 Good Repair	$0	$1,500,000	Jack Cottle	05/07/2026
18-25-0003	IMP	-	2026	-	Trans Credit - Transit	$0	$300,000	Jack Cottle	05/07/2026
18-16-0001	IMP	2026	2026	FTA 5307 Urban Formula	FTA 5307 Urban Formula	$3,500,000	$6,500,000	Jack Cottle	05/07/2026
18-16-0001	IMP	2026	2026	Trans Credit - Transit	Trans Credit - Transit	$700,000	$1,300,000	Jack Cottle	05/07/2026
18-16-0026	IMP	-	2026	-	Community Project Funding	$0	$1,500,000	Jack Cottle	05/07/2026
18-16-0026	IMP	-	2026	-	IL Funds - Transit	$0	$350,000	Jack Cottle	05/07/2026
16-15-0005	IMP	2026	2026	FTA 5337 Good Repair	FTA 5337 Good Repair	$2,444,510	$51,523,189	Sofia Vazquez	05/15/2026
16-15-0005	IMP	2026	2026	FTA 5307 Urban Formula	FTA 5307 Urban Formula	$44,539,472	$29,774,901	Sofia Vazquez	05/15/2026

Uploaded Files

Users can also view files uploaded by CMAP staff or reviewers, as shown in Figure 40.

Figure 40 Plan revision details: uploaded files

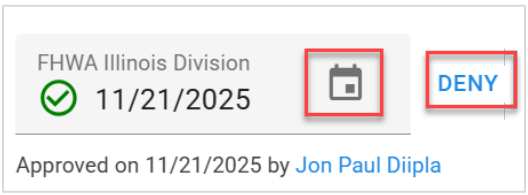


Approving Plan Revisions

Formal plan revisions are approved by both state (IDOT) and federal (FHWA and FTA) partners through the eTIP database. External Reviewers are granted access to approve plan revisions exclusively through their assigned user role.

External Reviewers enter approvals directly into the plan revision information page, explained **above**. Approvals are entered under the “Approval Dates” section. As shown in Figure 41, reviewers will enter the date of approval, when required, by entering the date manually or using the calendar icon to select a date. If necessary, reviewers also have the option to deny a revision by clicking on the “DENY” link. The approval will show below the date field with the name of the approving user.

Figure 41 Entering approval dates



Searching for Projects

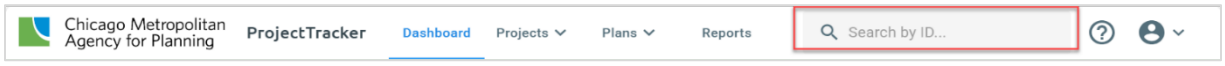
Locating projects within the eTIP database can be done via a quick search using a project ID or by using the Advanced Search panel.

Search by project ID

The Search Project ID field, circled in Figure 42, allows users to enter a full or partial ID number to locate a project and view its details. To search using full ID numbers, include any dashes in the ID. 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 about the format of each.

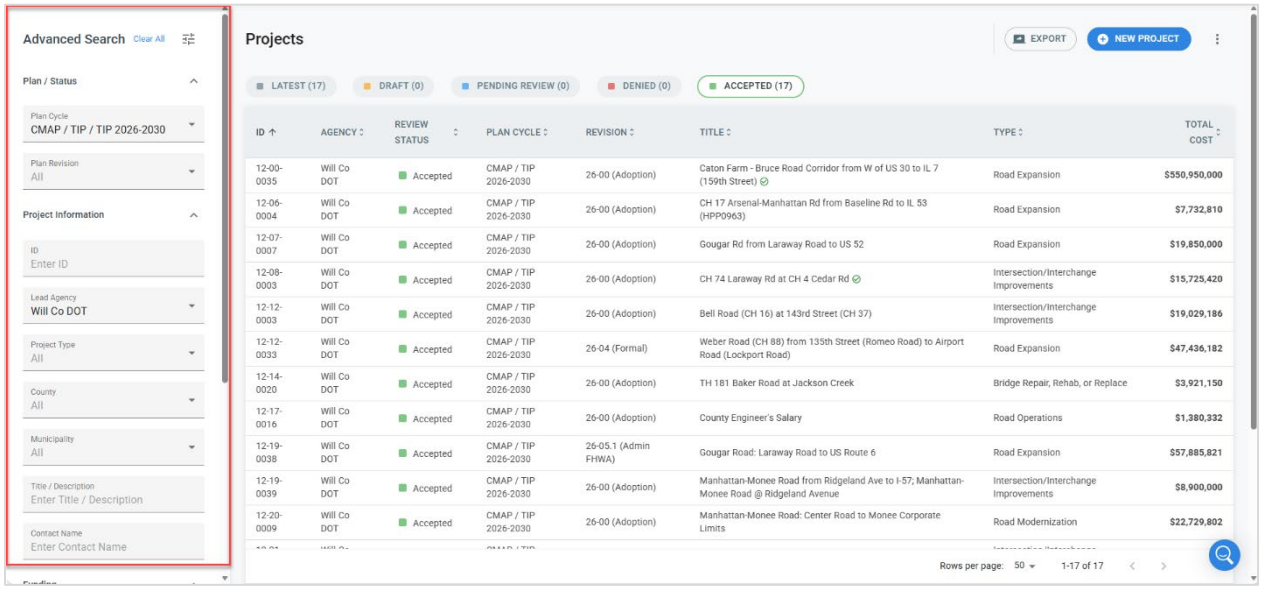
Figure 42 Search by ID



Advanced Search

If IDs are unknown or more advanced searching and filtering of projects is desired, navigate to the Projects list by selecting Projects under the Projects header. As shown in Figure 43, the left side of the page contains an Advanced Search panel, while the right side presents a sortable list of projects resulting from the latest search. This list of projects can be exported to excel by clicking the Export button in the top right corner.

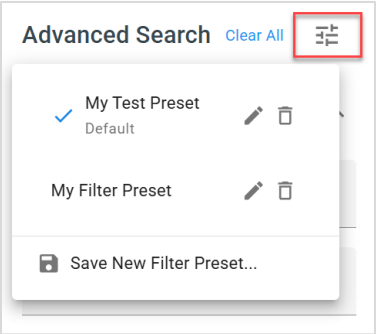
Figure 43 Advanced search panel



After selecting and entering search criteria, clicking anywhere on the screen will cause the search results to update. To clear all search criteria, click the “Clear All” link.

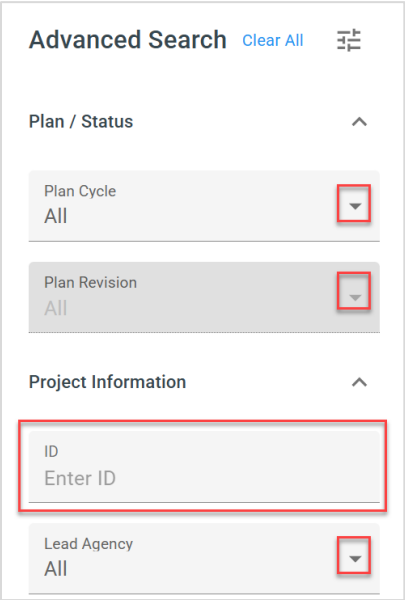
If a user performs the same search on a regular basis, save a Filter Preset by selecting the sliding scales icon, as shown in Figure 44, and clicking on “Save New Filter Preset” and naming the saved preset.

Figure 44 Advanced search presets



There are two types of search fields: text searches and multi-select dropdowns. Figure 45 below shows examples of both types of search fields.

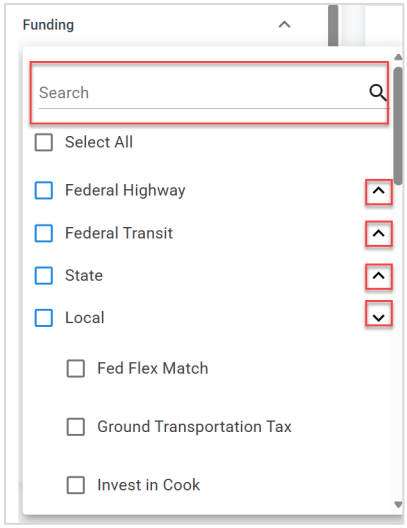
Figure 45 Advanced search field types



Text searches will generate results based on an exact match only (Example: Title is “Ill 31 – N Main St to S Main St,” searching “N to S Main” will not return the project, but “N Main St to S” will). Multi-select dropdowns will default to “All” and users must click on the down arrows to expand the menu. Users search for options with each dropdown and selecting within a category. Each category within a dropdown menu can be expanded or collapsed using the arrows to the right.

Figure 46 shows an examples of various funding categories being collapsed and expanded. The search bar is also highlighted here – which enables users to use text search within the dropdown menu.

Figure 46 Multi-select dropdowns



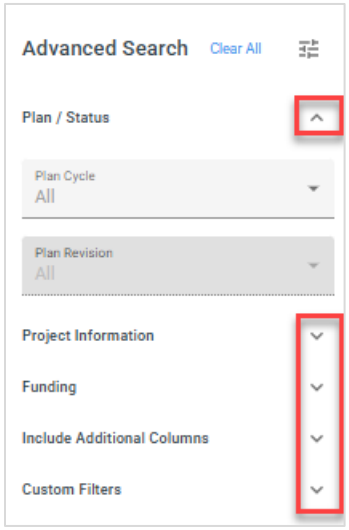
When using Advanced Search, it is important to understand that search results depend entirely on the data entered in the eTIP database by programmers. For example, if the programmer did not include the marked state route in the project description, searching by state route will not return any results.

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.

The more fields that are used, the narrower the results will be. Selecting criteria in multiple fields is treated as an “AND” function. For example, selecting DuPage in the county field and Bartlett in the municipality field will return only projects that meet both criteria. However, selecting multiple values within a field is treated as an “OR” function. For example, selecting both DuPage and Cook in the county field and Barlett in the municipality field will return projects in Bartlett that are in either DuPage or Cook County. Due to the somewhat 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 if needed.

The advanced search panel contains five sections. These sections can be expanded or collapsed by clicking the arrow next to the section name. By default, all sections are expanded. Figure 47 shows the Plan / Status section expanded and all other sections collapsed. Each section is described in more detail below.

Figure 47 Expanding or collapsing sections of the advanced search panel



Plan / Status

The plan / status section of the search panel allows users to filter by the Plan Cycle and subsequent Plan Revision. Current and historical data can be selected from the drop-down lists.

Plan Cycle

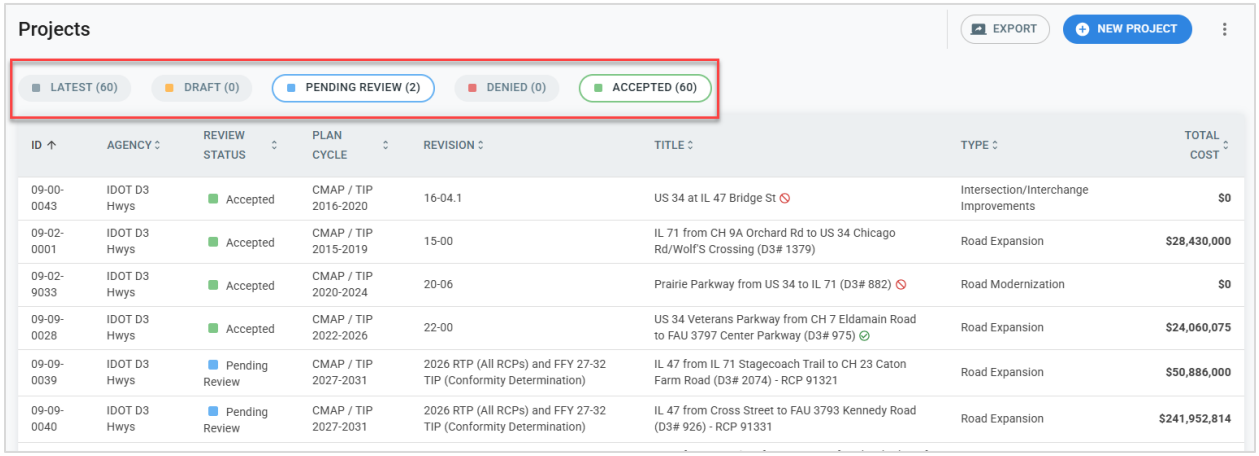
The Plan Cycle refers to the 5-year programming period. For example, FFY 2026-2030 covers the active plan cycle for those years, also known as “TIP years.”

Plan Revision

The Plan Revision refers to a set of changes made to projects in the TIP within a plan cycle. A revision name is comprised of the federal fiscal year and the order in which the revision is scheduled to be approved within that year. For example, 26-01 is the first revision approved in FFY 2026.

In addition to selecting a plan cycle and plan revision, the status buttons at the top of the results list can be clicked to narrow results based on the current revision status of the projects, as shown in Figure 48.

Figure 48 Project status buttons in search results



Project Information

This Advanced Search function filters results using the data entered under the Project Information section of the Programming tab on each project page. Please see the details of each specific search criteria below.

ID

Enter the TIP ID or other project ID associated with the project such as 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 is the agency responsible for programming in the TIP. In general, municipal projects are programmed by the councils of mayors and other projects are programmed by the implementing agency.

Project Type

Select a project type(s) from list.

County

Select a county(ies) where the project is located. Select Regionwide for projects that are not specific to one county.

Municipality

Select the municipality(ies) where the project is located 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 Title/Description field.

Title / Description

Enter keywords in the title or description of the project. Only the exact phase entered is returned.

Contact Name

Due to the variety of contact types that CMAP associates with projects, searching by this field does not produce good results. The “Projects by Contact” report is more effective.

Funding

The funding section allows users to filter results based on information entered in the Programming Information section of the project page.

Funding Type

Select the funding type(s) from list. All projects containing at least one funding line with the selected funding will be returned. If multiple types are selected, projects containing either source will be returned. HINT: Use Additional Columns (described below) to include the funding type in the results table to determine which projects have which selected funding types. Export the results to Excel for further analysis.

Fiscal Year

Select the fiscal year(s) from list. All projects containing any funding in any of the selected years will be returned. If multiple years are selected, all projects containing at least one of the selected years will be returned.

Include Additional Columns

Additional information can be added to the sortable project list under this section.

Additional Fields

Any fields selected under this section will be added to the project list and will be included when exporting results to Excel.

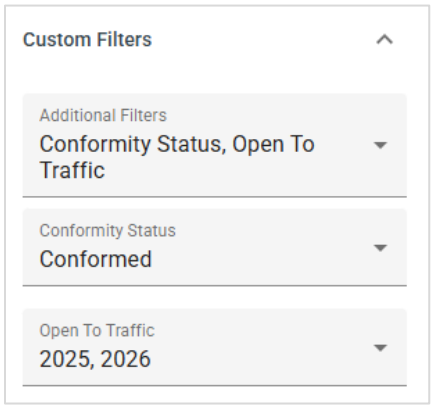
Custom Filters

Use this section to narrow search results by fields beyond the provided options (Plan / Status, Project Information, and Funding)

Additional Filters

Select the additional filters to apply. After selecting a field(s), additional options to search items within that field, either using a dropdown list or text search, will appear as shown in Figure 49.

Figure 49 Custom filters



Exporting search results

Search results can be exported by clicking on the Export button at the top right of the projects list, as shown in Figure 50. An Excel file will automatically be downloaded as “Projects.xls” once the export is ready. The export file will include all of the columns and rows contained in the search results, including all additional columns added, and rows that are on pages not displayed on the screen.

Figure 50 Export button

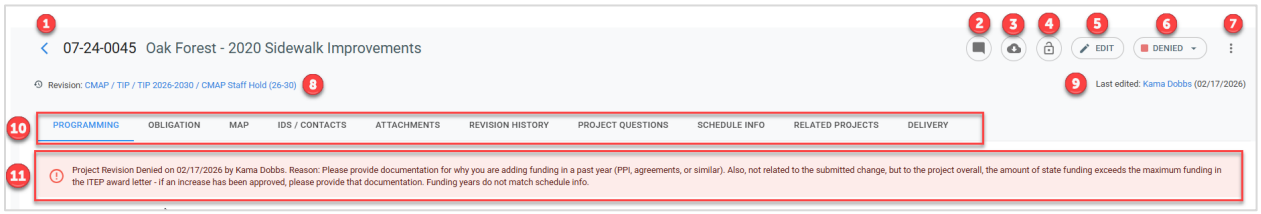
Project Information

Every project can be viewed individually with multiple tabs containing programming information, obligations, location maps, other associated project ID numbers, document attachments, revision history, project questions, scheduling information, and related projects, and project delivery status. Detail instructions for completing each tab are found in the **completing the project information tabs** section in Chapter 3.

Header Information

As shown in Figure 51, each project page has a header that presents the project name, TIP ID, version of the project being viewed—i.e. plan cycle and revision—and status. Users can navigate between different tabs of project information from this header.

Figure 51 Project header and navigation



1. Back arrow: To the left of the project ID and title, click the back arrow to return to the previous page. Using this link, instead of the browser back button, will preserve any filters that were used on the previous page.
2. Comments icon: Click to view a log of project comments. Admin users may add new comments.
3. Download icon: Click to select options and download a project overview report in pdf format.
4. Lock icon: Indicates whether CMAP staff have locked this version of the project to restrict changes.

5. Edit button: Click to open an editable version of the project
6. Status button: Indicates the status of the project version being viewed. Depending on the status and the user's access level, clicking on the status button may prompt additional actions, such as submitting a project for review, when the status is draft. These actions are described in more detail above.
7. Additional actions: Clicking will open a menu of additional actions that can be taken.
8. Revision: Displays the revision being viewed. Click the link to see the revision history of the project.
9. Last edited: Lists the name of the last person to edit any portion of the project and the date of that last edit. Click the name link to view the person's contact information.
10. Project menu bar: Navigate to different sections of project information from this menu. These sections are described in detail below.
11. Errors and alerts: Error and alert messages will appear at the top of the project with a description of issues and necessary actions.

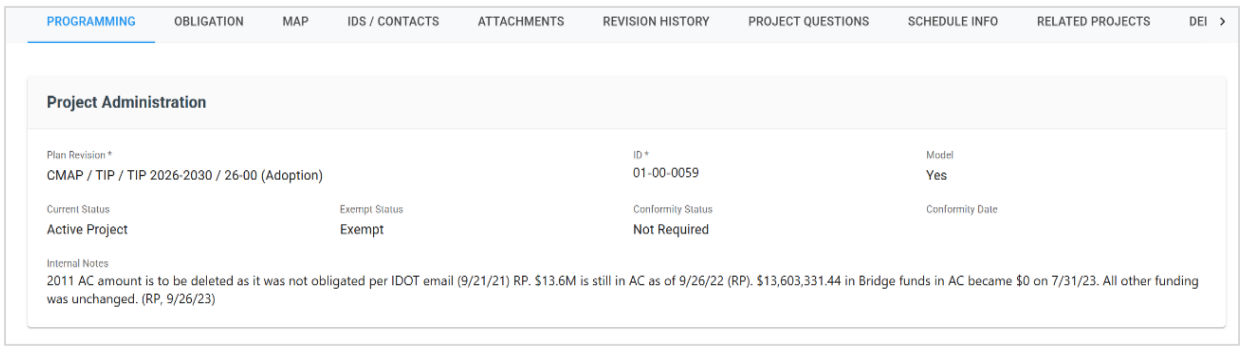
Programming tab

The programming tab provides the title, description, location, scope, schedule, and funding information for each project included in eTIP. The majority of the information on this tab is collected to meet federal TIP requirements, therefore changes to information on this tab are considered to be project revisions and must be reviewed and accepted by CMAP staff according to TIP revision procedures. The programming tab is broken into several sections, described below.

Project Administration

The project administration section displays the plan revision being viewed, the project ID, the project's status related to air quality conformity requirements, and any historic internal CMAP staff notes about the project, as shown in Figure 56.

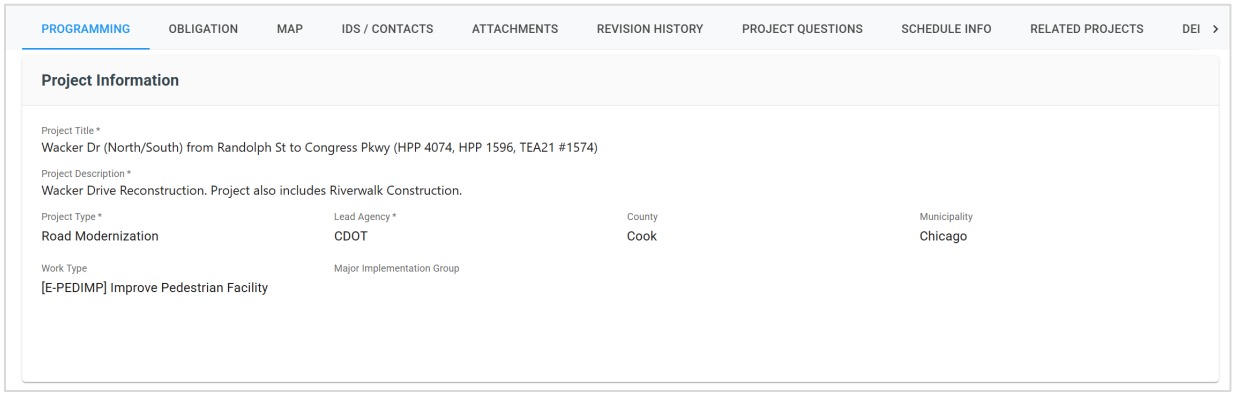
Figure 52 Programming tab - project administration



Project Information

The project information section includes the project title and description, the project type and specific work types, lead agency responsible for programming the project in the TIP, the county(ies) and municipality(ies) where the project is located, and any associated major implementation group(s).

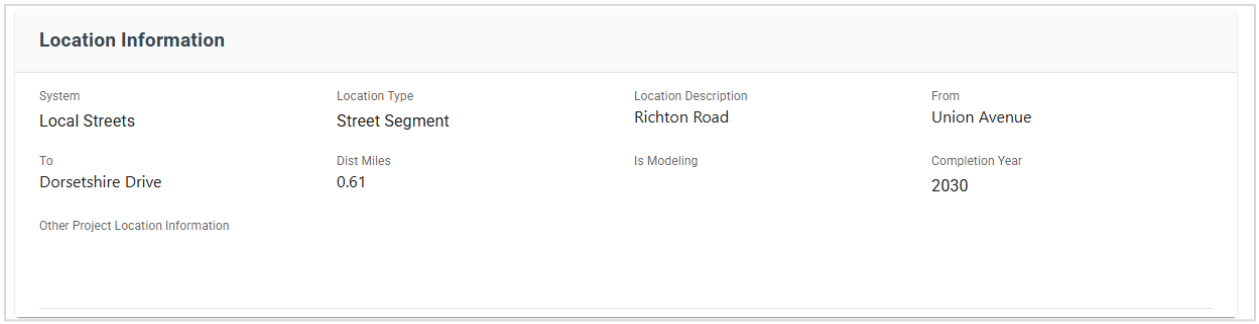
Figure 53 Programming tab - project information



Location Information

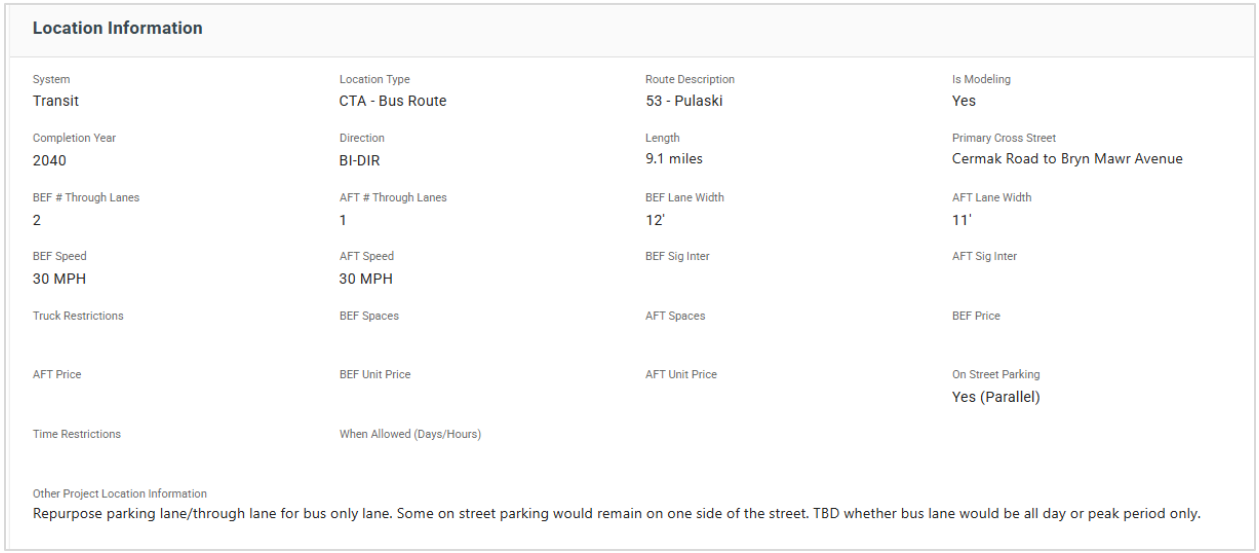
The Location Information section contains the part of the transportation network impacted by the project (system), infrastructure impacted (location type), location description (such as street or transit line name), the extents or boundaries of the project, the distance, and completion year.

Figure 54 Programming tab - location information



For projects that are subject to air quality conformity analysis, this section will include additional information as shown in Figure 55, including changes to the number of travel lanes, speed limits, lane widths and parking at the project location.

Figure 55 Programming tab - location information for modeling



Location Information

System Transit	Location Type CTA - Bus Route	Route Description 53 - Pulaski	Is Modeling Yes
Completion Year 2040	Direction BI-DIR	Length 9.1 miles	Primary Cross Street Cermak Road to Bryn Mawr Avenue
BEF # Through Lanes 2	AFT # Through Lanes 1	BEF Lane Width 12'	AFT Lane Width 11'
BEF Speed 30 MPH	AFT Speed 30 MPH	BEF Sig Inter	AFT Sig Inter
Truck Restrictions	BEF Spaces	AFT Spaces	BEF Price
AFT Price	BEF Unit Price	AFT Unit Price	On Street Parking Yes (Parallel)
Time Restrictions	When Allowed (Days/Hours)		

Other Project Location Information

Repurpose parking lane/through lane for bus only lane. Some on street parking would remain on one side of the street. TBD whether bus lane would be all day or peak period only.

Programming Information

Details of the programmed funding for the project are contained in the programming information section. Details include each programmed fund type by year, project section, and phase to which the funds will apply. This section also lists all IDs associated with each programmed fund and along with a summary of total funds by fund type for all years and phases. This section can become quite wide as project IDs and other information is added. Scroll to the bottom of the section for a horizontal scroll bar.

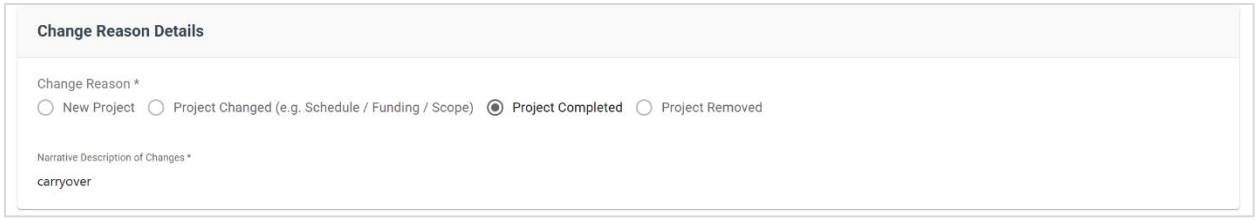
Figure 56 Programming tab - programming information

FY *	FUND TYPE *	STATE JOB #	FEDERAL PROJECT #	PPS #	AC/ACCP	ENG I	ENG II	ROW	CON	CE	TOTAL
2018	Bridge - Local Prgmd	P-91-301-16	4003758	1-21950-0001	ACCP	$349,963	$0	$0	$0	$0	$349,963
2018	Local Funds		4003758	1-21950-0001	N/A	$88,000	$0	$0	$0	$0	$88,000
2020	Bridge - Local Prgmd	C-91-301-16	TNM6849	1-21950-0000	ACCP	$0	$0	$0	$5,725,600	$0	$5,725,600
2020	Bridge - Local Prgmd	C-91-301-16	TNM6849	1-21950-0000	ACCP	$0	$0	$0	$0	$605,600	$605,600
2020	Bridge - Local Prgmd	R-90-003-20	H8D6312	1-21950-0004	AC	$0	$0	$420,668 Was: $560,000	$0	$0	$420,668 Was: $560,000
2020	Local Funds		H8D6312		N/A	$0	$0	$140,000	$0	$0	$140,000
2020	Local Funds		TNM6849		N/A	$0	$0	$0	$1,431,400	$0	$1,431,400

Change Reason Details

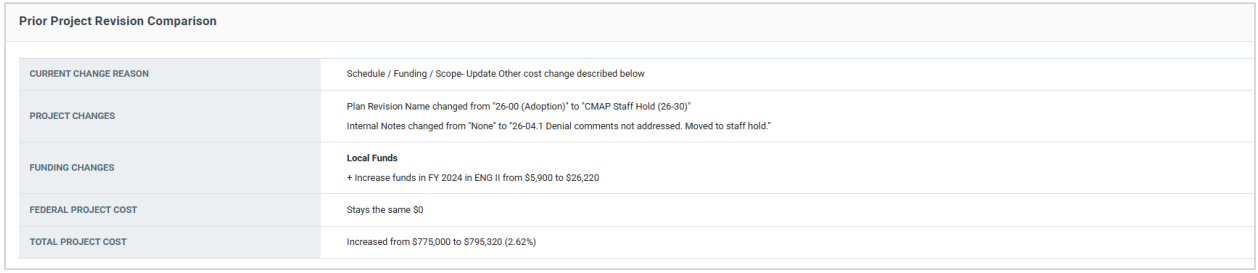
The reason a change was requested is detailed here. See **Chapter 3: Making TIP Revisions and Edits** for more information on making changes.

Figure 57 Programming tab - change reason details



Prior Project Revision Comparison

Figure 58 Prior project revision comparison table



This section, shown in Figure 58, summarizes the changes between the version of the project being viewed and the version prior to it. It lists:

- the change reason—new project, project changed, project completed, or project removed,
- the changes applied—i.e. project information changes, funding changes, federal project cost change, and/or total project cost change,
- and any relevant details regarding the need for the changes.

Obligation tab

The obligation tab pulls data from the federal Financial Management Information System (FMIS) to provide a snapshot of obligated, programmed, and expended funds linked to grant ID numbers entered in the IDs / Contacts tab explained below.

Map tab

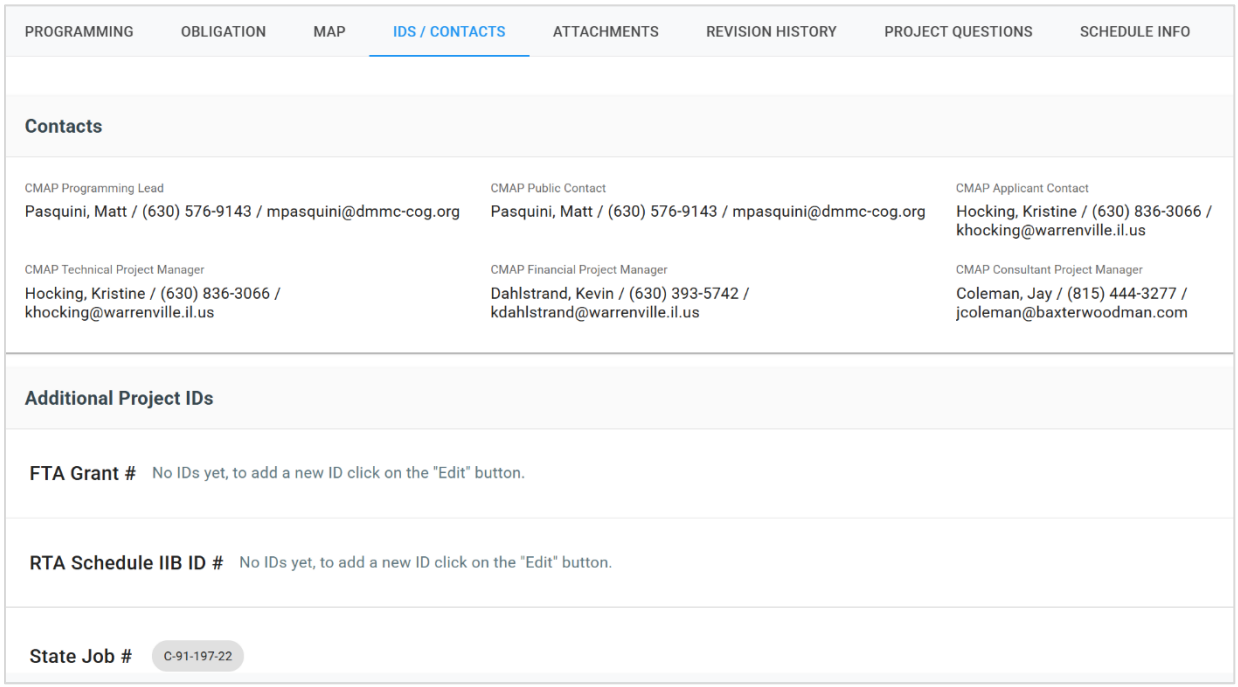
Users are responsible for mapping project locations, with CMAP staff providing assistance, review, and corrections. The mapping application uses Esri map integration and includes standard navigation tools allowing users to zoom in for details and out for broader context to ensure geographic accuracy. More details about this tab can be found in the **Completing the Map tab** section of Chapter 3.

IDs / Contacts 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 including section numbers, state job numbers, federal project numbers, FTA grant numbers, PPS numbers, Sponsor IDs, and more. The IDs / Contacts tab is the place to enter all of these IDs, which are also used to populate the dropdown values in the Programming Information section of the Programming tab. Projects also have a number of contacts, each with a certain role in the

programming and implementation process, that are entered here. More details about this tab can be found in the **Completing the Project IDs / Contacts tab** section of Chapter 3.

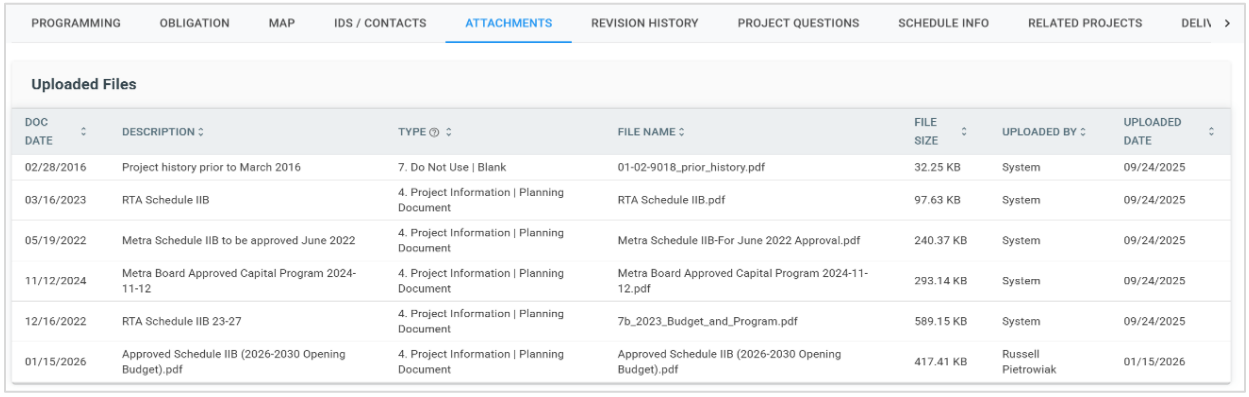
Figure 59 IDs / Contacts tab



Attachments tab

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 Attachments tab contains links to those files. More details about this tab can be found in the **Uploading Attachments** section of Chapter 3.

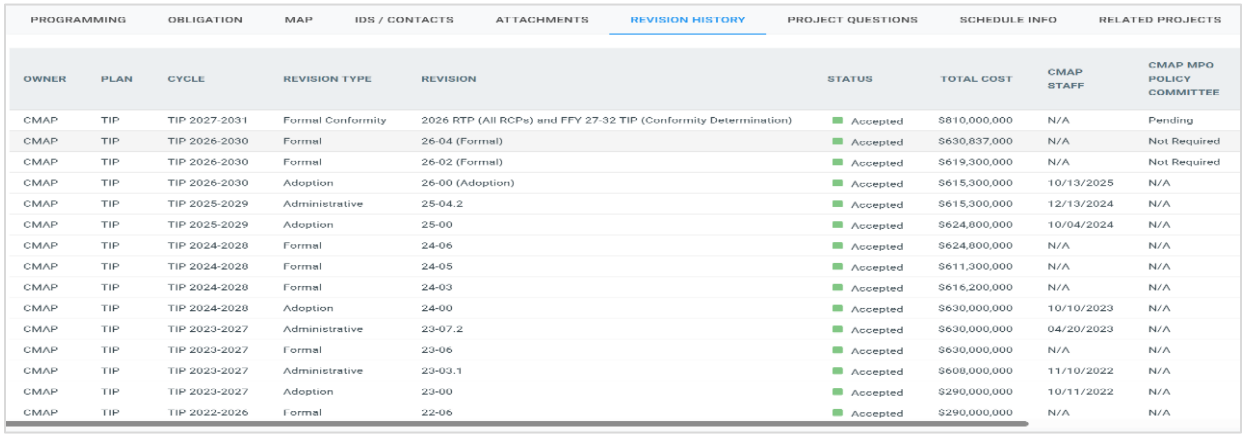
Figure 60 Attachments tab



Revision History tab

The Revision History tab displays a log of versions from project creation within eTIP to completion. Each project revision in the log indicates the plan cycle, revision type, project title, programming status, and dates of CMAP, state, and federal approval. The project revisions are listed in reverse chronological order with the most recent version of the project listed first. Clicking on the revision number will open the Programming tab for that version.

Figure 61 Revision history tab

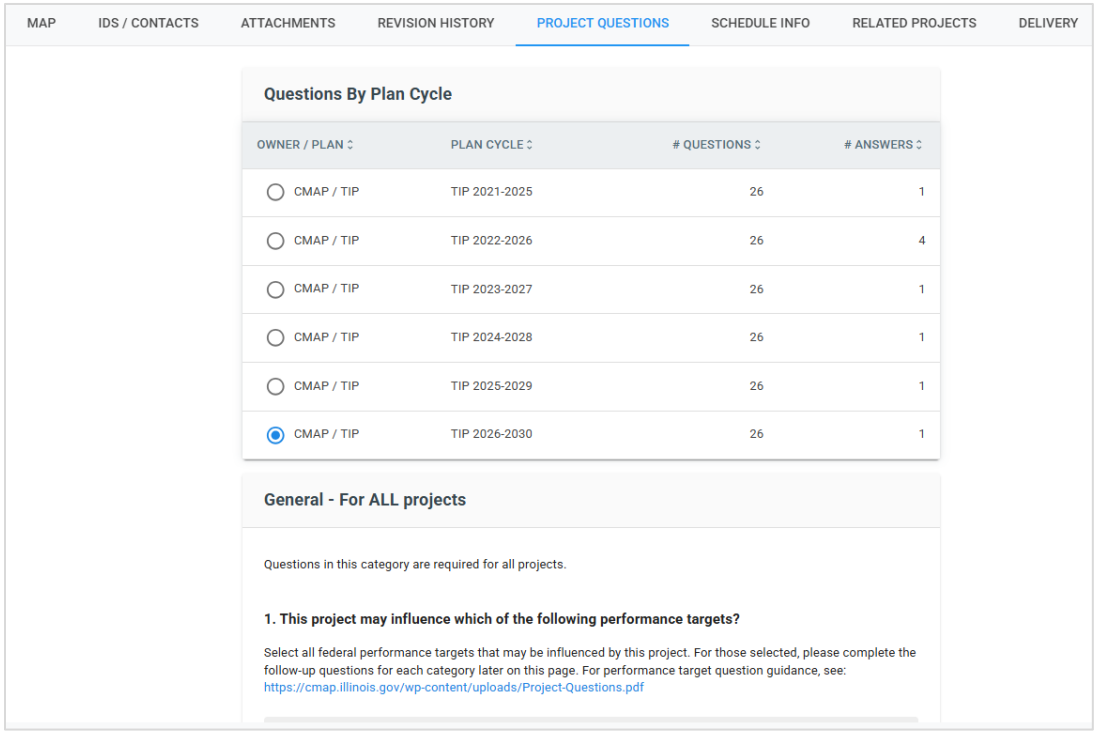


OWNER	PLAN	CYCLE	REVISION TYPE	REVISION	STATUS	TOTAL COST	CMAP STAFF	CMAP MPO POLICY COMMITTEE
CMAP	TIP	TIP 2027-2031	Formal Conformity	2026 RTP (All RCPs) and FFY 27-32 TIP (Conformity Determination)	Accepted	$810,000,000	N/A	Pending
CMAP	TIP	TIP 2026-2030	Formal	26-04 (Formal)	Accepted	$630,837,000	N/A	Not Required
CMAP	TIP	TIP 2026-2030	Formal	26-02 (Formal)	Accepted	$619,300,000	N/A	Not Required
CMAP	TIP	TIP 2026-2030	Adoption	26-00 (Adoption)	Accepted	$615,300,000	10/13/2025	N/A
CMAP	TIP	TIP 2025-2029	Administrative	25-04.2	Accepted	$615,300,000	12/13/2024	N/A
CMAP	TIP	TIP 2025-2029	Adoption	25-00	Accepted	$624,800,000	10/04/2024	N/A
CMAP	TIP	TIP 2024-2028	Formal	24-06	Accepted	$624,800,000	N/A	N/A
CMAP	TIP	TIP 2024-2028	Formal	24-05	Accepted	$611,300,000	N/A	N/A
CMAP	TIP	TIP 2024-2028	Formal	24-03	Accepted	$616,200,000	N/A	N/A
CMAP	TIP	TIP 2024-2028	Adoption	24-00	Accepted	$630,000,000	10/10/2023	N/A
CMAP	TIP	TIP 2023-2027	Administrative	23-07.2	Accepted	$630,000,000	04/20/2023	N/A
CMAP	TIP	TIP 2023-2027	Formal	23-06	Accepted	$630,000,000	N/A	N/A
CMAP	TIP	TIP 2023-2027	Administrative	23-03.1	Accepted	$608,000,000	11/10/2022	N/A
CMAP	TIP	TIP 2023-2027	Adoption	23-00	Accepted	$290,000,000	10/11/2022	N/A
CMAP	TIP	TIP 2022-2026	Formal	22-06	Accepted	$290,000,000	N/A	N/A

Project Questions tab

In addition to the required project information collected on the Programming tab, a series of additional questions are asked on the Project Questions tab. Questions and answers may vary from plan cycle to plan cycle, and can be viewed by those cycles. More details about this tab can be found in Chapter 5.

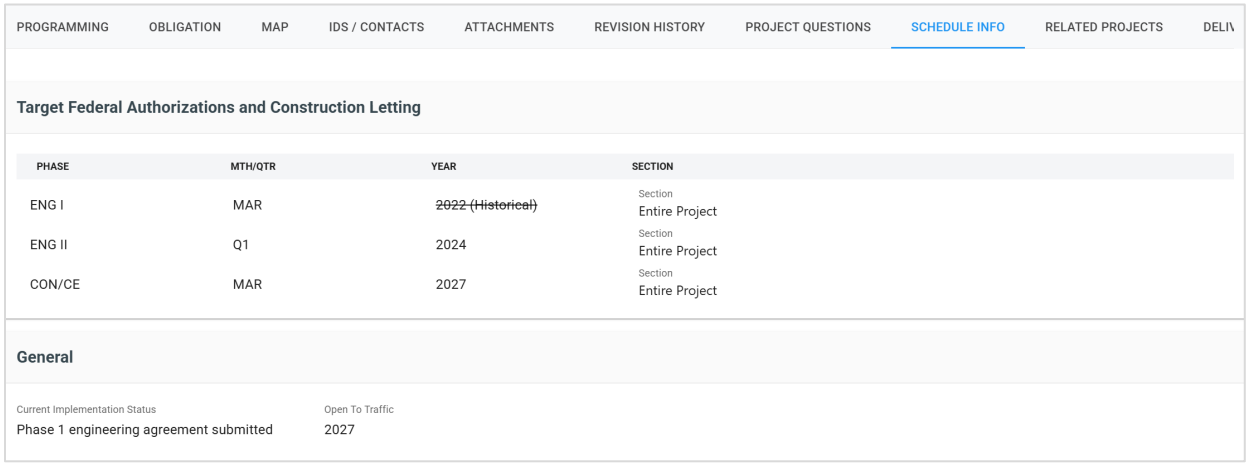
Figure 62 Project Questions tab



Schedule Info tab

The schedule information tab contains the project implementation status, planned open to traffic year, and other key milestone with targeted implementation quarter or month. The Target Federal Authorizations and Construction Letting section allows the user to input the target dates for each phase, along with the current implementation status and open to traffic year. More details about this tab can be found in the **Completing the Schedule Info tab** section in Chapter 3.

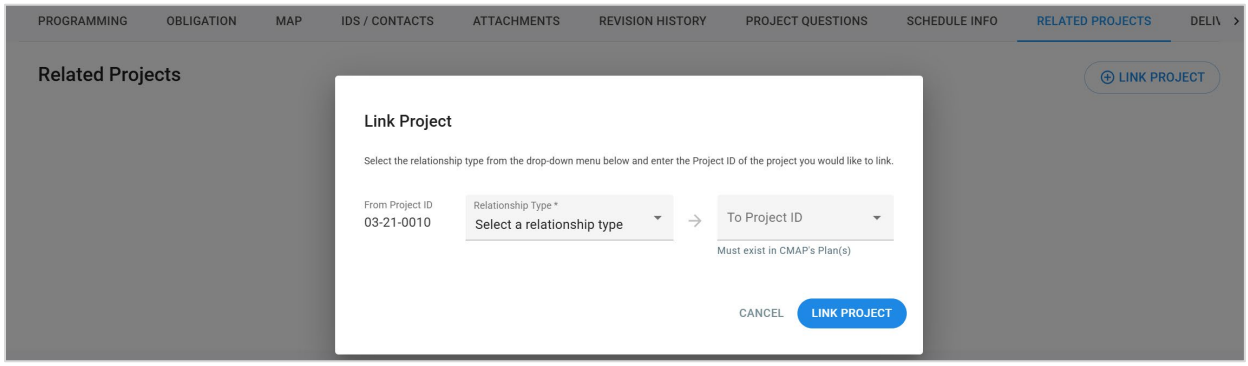
Figure 63 Schedule Info tab



Related Projects tab

The related projects tab lists the projects, if any, that are related in a particular manner to the current project. New relationships can be added by clicking the Link Project button, which generates a pop-up menu. From there, a relationship type can be selected from the dropdown list, such as was merged from or is a combination of. More details about this tab can be found in the **Completing the Related Projects tab** section in Chapter 3.

Figure 64 Linking a related project



Delivery tab

The project delivery tab presents a summary status bar and list of milestones grouped by phase of the project. The phases in the status bar will automatically be labeled as completed when all applicable milestones listed under that phase have been completed. If the page says Project Delivery Updates Not Required, then status updates have not been turned on for the project, and updates may not be required. Each individual milestone includes a checkbox to be selected for milestones that are Not Applicable to the project and three date columns—Original Date, Revised Date, and Completed Date—to be filled in for all applicable milestones.

More information about this tab can be found in **Chapter 6**. For more information on specific Project Delivery policies, reference the **project delivery guidance manual**.

Chapter 3: Making TIP Revisions and Edits

The eTIP database allows for the routine monitoring and updating of projects. This chapter breaks down the necessary steps to submit a revision in eTIP, from choosing the correct revision type to completing all project tabs. Revisions are primarily made by sponsor users for projects within their assigned organization(s) and reviewed by CMAP staff admin users and external reviewers.

Types of plan revisions

TIP revisions, formerly referred to as TIP amendments, are changes to the scope, schedule, limits, or funding of a project. Each submitted revision will fall into one of three categories depending on the type(s) of changes being made. Each category has different requirements and procedures for approval. General descriptions of these actions are provided below. The **TIP Changes - Quick Reference Guide** document, available on the **TIP Programmer Resources** web page, provides more specific guidance for determining the appropriate revision type.

Administrative and Administrative Conformity revisions

The majority of revisions made to projects within the TIP are administrative. Changes to exempt work types, schedules within the active years of the TIP, and non-federal funding are administrative. Certain financial changes, such as placing a phase in advance construction status, may also be administrative. Projects with all funding outside of the active years of the TIP are considered illustrative multi-year B-list (MYB) projects. New projects that have all funding in MYB, regardless of fund source, and projects with no federal funds and only exempt work types can be added to the TIP administratively.

Administrative conformity revisions are changes to projects with Not Exempt or Exempt Tested work types that do not impact air quality conformity modeling, such as changes to completion years that don't cross a modeling scenario year.

Administrative revisions take effect when accepted by CMAP staff and are posted to the eTIP public website at the close of each revision cycle.

Formal revisions

Formal revisions are significant changes to the scope or schedule, or financial changes that are above the thresholds defined in **Chapter 6 of the FFY 2027-2032 TIP**. Formal revisions require a seven-day public comment period and approval by the CMAP Transportation Committee. New projects that contain any federal fund source not in MYB and consist of only exempt work types are added to eTIP as formal revisions.

Formal revisions take effect when approved by the Transportation Committee. Formal revisions are posted to the eTIP public website for public comment in advance of Transportation Committee approval.

Conformity revisions

Conformity revisions are formal revisions to projects with Not Exempt work types that can affect air quality conformity in the region. Scope and limit changes, project schedule changes, and

adding/deleting not exempt work types are the most common conformity revisions. Conformity revisions require transportation and air quality modeling. The modeling results and the details of the TIP revisions are subject to a minimum of 30 days of public comment. Following the comment period, the MPO Policy Committee considers approval.

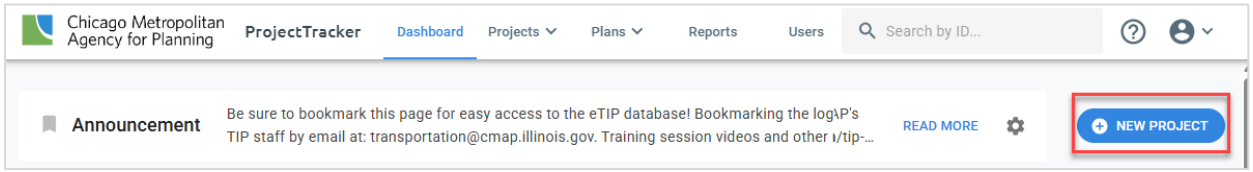
Conformity revisions take effect upon US DOT approval of their inclusion in the IDOT STIP. Conformity revisions are posted to the eTIP public website for public comment in advance of MPO Policy Committee approval.

Starting a revision

Creating a new project

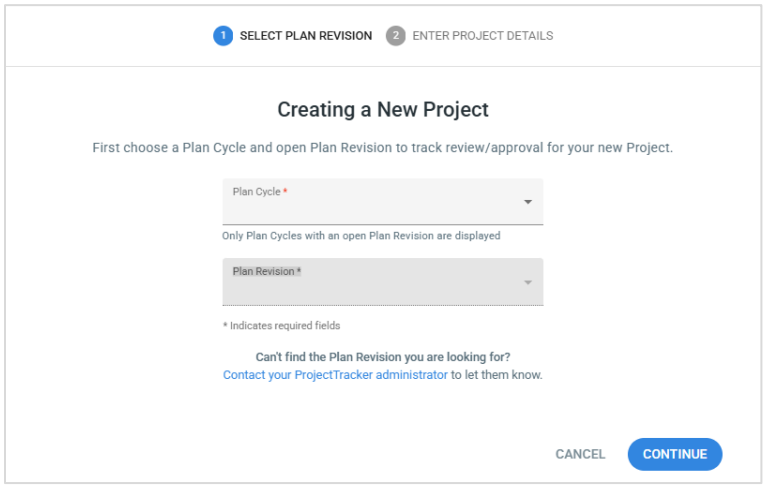
To create a new project, click “New Project” in the upper right corner of the dashboard, as shown in Figure 65.

Figure 65 New project button



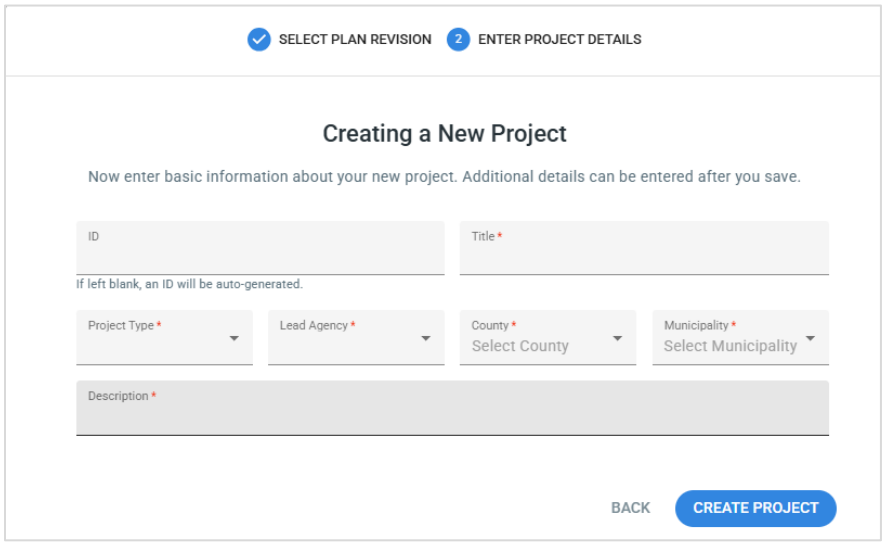
In the “Creating a New Project” pop-up window, select the applicable plan cycle and plan revision from the dropdown menu. If creating a new project for a call for projects (CFP), select the appropriate CFP plan cycle and revision, as described in CFP materials. If creating a new TIP project, select the current plan cycle (typically this starts with the current federal fiscal year) and current revision, unless directed otherwise by CMAP staff. Click “Continue” after making the appropriate selections.

Figure 66 Creating a new project – select plan cycle and plan revision



Enter the basic information that is shown in Figure 67 and detailed below, then click “Create Project” to continue.

Figure 67 Creating a new project – enter basic project information



ID: Leave blank.

Title: Enter a short, public friendly title that, when displayed to the public alongside the project category and description, clearly and concisely describes the where or what of the project.

If the project will be processed through IDOT, it is a best practice to use the same title in eTIP that will be used on IDOT paperwork.

Examples of good project titles include:

- Lincoln Park ADA Accessibility Improvements
- Villa Avenue Bridge over Sugar Creek
- Washington Street at Atkinson Road Intersection Improvement
- Wolf Road Rehabilitation from Central Road to Euclid Avenue
- Van Buren Street Station Renovation
- CTA Blue Line Forest Park Reconstruction

Project Type: Select the project type that describes the primary purpose of the project.

Project types help CMAP, our partners, and the public understand the main purpose of projects with multiple work types and help to provide a high-level illustration of the region's investments toward meeting the policy goals of ON TO 2050 and subsequent regional plans. For example, a project with both H-RS and E-BIKEIMP work types could be a resurfacing project 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 Project Type options that can be selected from the dropdown list provided:

- Active Transportation
- Freight
- Other
- System Management/ITS
- Roads and Bridge
- Transit

Lead Agency: Select the agency responsible for programming and managing the project in the TIP.

The lead agency is typically the implementing agency, except in the case of locally sponsored projects, which are programmed by the appropriate subregional Council of Mayors. The correct lead agency, county, and municipality selections are critical for generating a correct TIP ID.

County: Select the County(ies) in which the project is located.

For projects that are not location-based, select “Regionwide.” The correct lead agency, county, and municipality selections are critical for generating a correct TIP ID.

Municipality: Select the Municipality(ies) in which the project is located. Note this list includes other local units of government such as townships, park districts, and forest preserve districts.

For projects not located within a municipality, select “Unincorporated.” For projects that are not within a specific municipality(ies) select either “Countywide” or “Regionwide.” The correct lead agency, county, and municipality selections are critical for generating a correct TIP ID.

Description: Provide a *brief* one or two sentence description of the work being done on the project, such as "Add turn lanes, modernize traffic signal, and make ADA improvements."

Descriptions do not need to be written in complete sentences; a simple list of the major improvements the project will implement is best. If the project will be processed through IDOT, it is best practice to use the same description in eTIP that will be used on IDOT paperwork. See below for tips on improving project descriptions.

> Instead of:
>
> This project would make improvements to the traction power system between O'Hare and Clinton Stations to enable increased capacity. It may include infill wayside energy storage systems, infill tie houses, third rail replacement and/or new infill substations and installation of auxiliary negative rail.
>
> Simplify to:
>
> Improvements to the traction power system between O'Hare and Clinton Stations to enable increased capacity potentially including infill wayside energy storage systems, infill tie houses, third rail replacement and/or new infill substations and installation of auxiliary negative rail.
>
> Instead of:
>
> Project is along Kensington Avenue between Hillgrove Ave to Ogden Ave and along Ashland Ave between Hillgrove Ave to Ogden Ave. Work includes replacement of deteriorated drainage

structures, curb and gutter, sidewalk, and driveway aprons, ADA-compliant improvements at intersections, patching of failed sections of pavement, milling and resurfacing, and other related work.

Simplify to:

Replacement of deteriorated drainage structures, curb and gutter, sidewalk, and driveway aprons, ADA-compliant improvements at intersections, patching of failed sections of pavement, milling and resurfacing, and other related work.

Instead of:

Proposed improvements include constructing a sidewalk on the east side of Wolf Road which will run north from the Prospect Heights Metra Commuter Station to Willow Road. This will make the connection to a future phase of the multi-use path on Wolf Road that goes north from Willow Road to Palatine Road. The project also includes pedestrian signals at Camp McDonald Road as well as a new at grade crossing over the Metra tracks. New sidewalk on Wolf Rd from Palatine Frontage Rd to Old Willow Rd.

Simplify to:

Sidewalk construction on Wolf Rd from Palatine Frontage Rd to Old Willow Rd and on the east side of Wolf Rd from the Prospect Heights Metra Station to Willow Rd, including pedestrian signals at Camp McDonald Rd and a new at-grade crossing over the Metra tracks.

Instead of:

The project consists of resurfacing Laramie Avenue from Lake Avenue to Illinois Road. The project will also consist of adding sharrows to the existing lanes, while maintaining the existing roadway configuration and bidirectional left turn lane. The proposed improvements will included milling 3" of existing HMA and replacing with 2" of HMA Surface Course and 1.25" of Polymerized HMA Binder Course, Class D Patches, curb and gutter removal and replacement (as necessary), sidewalk removal and replacement (as necessary), detectable warnings (ADA accessibility), PCC/HMA driveway (residential and commercial) removal and replacement (as necessary), structure adjustments, pavement striping, detector loop replacement (as necessary), and any necessary restoration.

Simplify to:

Milling and resurfacing with the addition of sharrows in the existing lanes and other related work, as necessary.

After clicking "Create Project", the new project will be added to the eTIP dashboard as a draft revision. Before submitting for review and approval by CMAP staff, all of the project information tabs. To see more details on how to fill incomplete each section, continue to the "Completing the project information tabs" section of this document, or click on one of the quick links here:

- Complete all work type, location, and funding information on the **Programming** tab
- Map the project on the **Map** tab
- Add any known project identifiers and project contacts on the **IDs / Contacts** tab
- Upload project documentation on the **Attachments** tab
- Answer all questions on the **Project Questions** tab

- Provide project implementation status and targeted funding obligation milestones on the **Schedule Info** tab
- Provide information about the project's relationship(s) to other TIP projects on the **Related Projects** tab

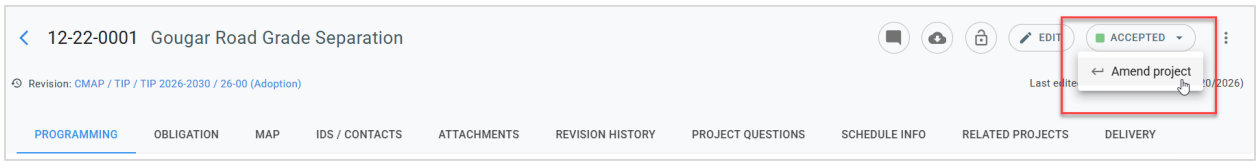
Amending an existing project

Project revisions that are administrative, formal, or conformity revisions can be started by navigating to the project from the Search by ID, Advanced Search, or by selecting the project from a list or report. Any changes to the information on the Programming tab or Schedule Info tab of a project require the project to be amended and can only occur during an open revision cycle. Changes to information on other tabs can be completed through an edit, which can occur at any time, as described later in this chapter.

When viewing a project to be revised, click the down arrow on the status button in the top right corner to select "Amend Project",

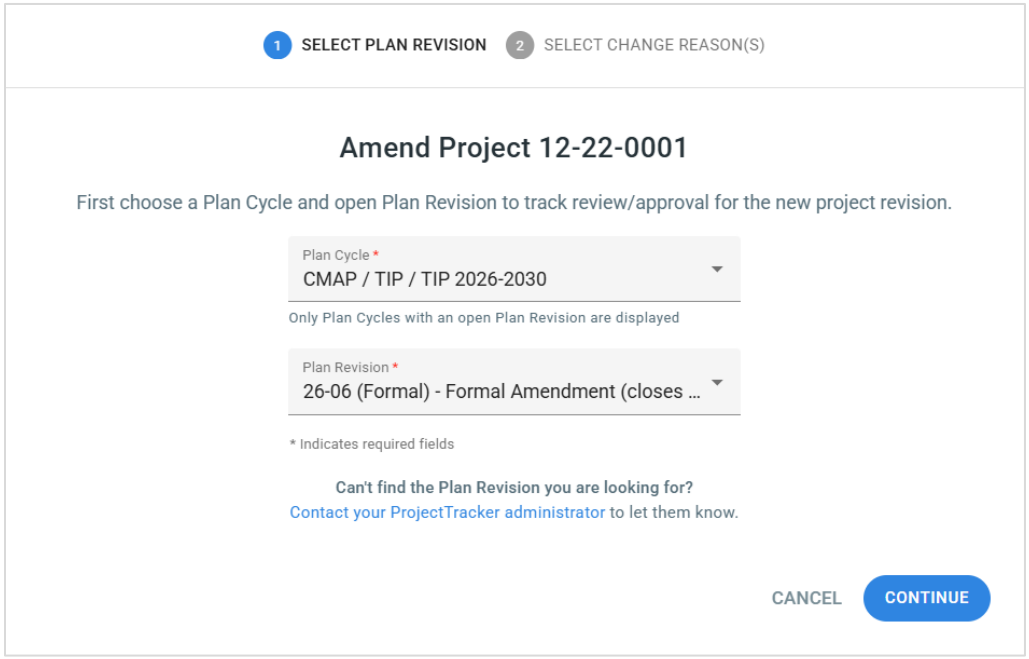
as shown in Figure 68. Projects in Draft, Denied, or Pending Review have already been added to an active plan revision, therefore "Amend Project" will not be available. To make additional changes to these projects, click on the Edit button and proceed as described in the next section of this chapter.

Figure 68 Amend Project



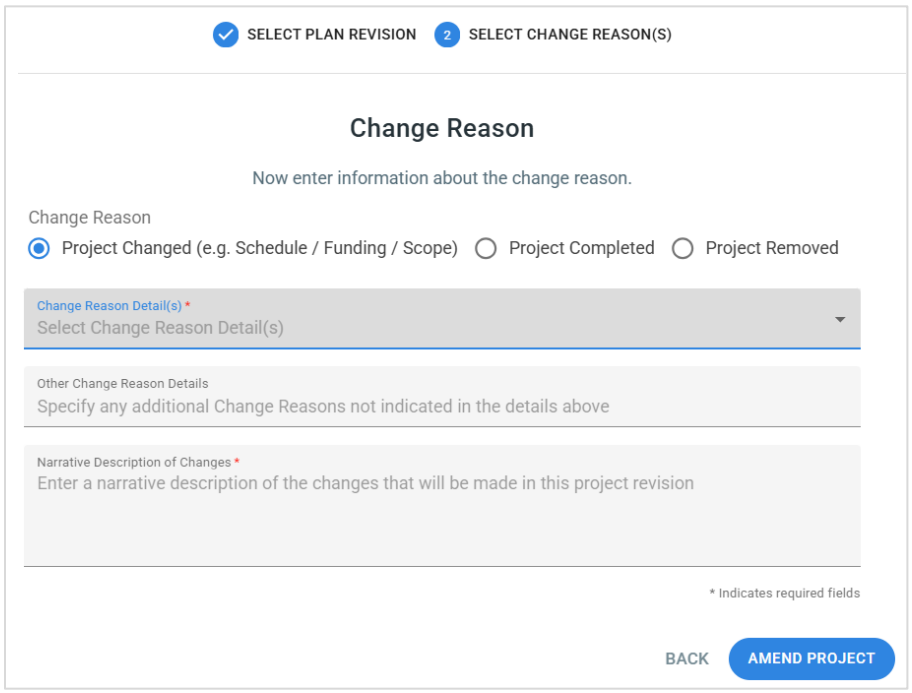
In the "Amend Project" pop-up window, select the applicable plan cycle and plan revision from the dropdown menu, as shown in Figure 69. Unless directed otherwise by CMAP staff, select the current plan cycle (typically this starts with the current federal fiscal year) and select the plan revision that corresponds to the type of revision being submitted. When in doubt, select the formal revision. Click "Continue" after making the selections.

Figure 69 Amend project - select plan revision



Next, select the appropriate change reason and change reason detail(s) and add a narrative description of the change, as shown in Figure 70 and described below. When finished, click on Amend Project to open the project for changes. Information on each tab must be saved using the save button on that tab to retain the changes before navigating away from the tab.

Figure 70 Amend project - change reasons



Change Reason
Select one of the following change reasons.

Project Changed: Select this option to make scope, schedule, or financial changes to an existing project. See the **Change Reason Details** section later in this chapter for guidance on selecting the appropriate change reasons.

Project Completed: Select this option if the project is complete and will not have any additional scope, schedule, or financial changes. See **Completing a Project** for more information. If selected, no other change reason details should be selected.

Project Removed: Select this option to completely remove a project from the TIP. See **Removing a Project** for more information.

Change Reason Detail(s)
Select the reason(s) for the revision. See more detailed guidance in the **change reason details** section later in this chapter.

Other Change Reason Details
If any of the change reason details selected include "described below," enter the description here.

Narrative description of changes
Information entered in this section is included in revision reports and is published to the public website. This section should very briefly provide the primary change reason. Examples of appropriate descriptions are:

Table 3 Examples of narrative description of changes

Formal revisions	**Administrative revisions**
"Cost change"	"Phase(s) converted from AC"
"New Project"	"Phase(s) placed in AC"
"Delete project"	"Schedule change"
"Project phase moved into/out of TIP years"	"Cost change"

Examples of *inappropriate* narrative descriptions are:

- "CMAP requested change"; instead enter the change (cost, schedule, etc.) CMAP requested
- "Added local funds for non-participating items"; this is a cost change

Marking a project complete

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 funding in AC should not be marked as completed.

From the project page, click Amend Project in the upper right corner (see Figure 68). After selecting the appropriate Plan Cycle and Plan Revision (see Figure 69), select the "Project Completed" change reason

and enter “Completed” in the Narrative Description of Changes field, then click Amend Project (See Figure 70). If no additional changes, such as a post-award/obligation cost adjustment, are needed, submit the project for review. Completing a project in the TIP is typically an administrative revision, unless other changes (such as cost changes) are made at the same time that would trigger a formal revision.

Removing a project

Projects should only be removed (also referred to as deleted) from the TIP if they have been abandoned completely and no funding that is listed in the TIP has ever been obligated or expended on any phase of the project. Once removed, a project cannot be reactivated with the same TIP ID. Do not remove or “zero out” financial line items when deleting a project; this will occur automatically.

From the project page, click “Amend Project” in the upper right corner (see Figure 68), then select the appropriate Plan Cycle and Plan Revision (see Figure 69) based on the guidance below:

- To remove projects with any federal funding programmed within the current years of the TIP, a formal revision is required.
- To delete projects with no federal funding or all federal funds in past years and/or MYB, an administrative revision is appropriate.

Next, select the Project Removed change reason and enter in the Narrative Description of Changes field any comments that may be helpful to CMAP, IDOT, FHWA and/or FTA staff to understand why the project is being removed, then click Amend Project (See Figure 70).

Before submitting the revision to remove the project, upload any relevant documents justifying or confirming the deletion on the Attachments Tab. See **Completing the** attachments later in this chapter for more information.

Project revision status

Project revisions can have one of four review statuses: draft, pending review, denied, or accepted. The review status of a particular project revision is shown in the project list on the Projects page and in the top right corner of the individual project. See the **Status of TIP Revisions** section in Chapter 2 for examples.

Draft and denied projects

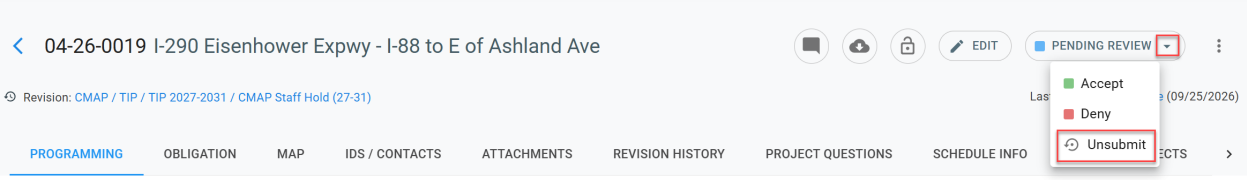
If a revision is started and saved without submitting for review, the saved changes will place the project in draft status (shown in Figure 29), to be completed later. If a submitted revision has been reviewed and rejected by CMAP staff, it will be placed in denied status (shown in Figure 30). When a plan revision cycle is open, the programming and schedule info for projects that have a status of draft or denied can be edited at any time before the plan revision cycle closes.

Projects left in draft or denied status at the end of a revision cycle will be moved to a “staff hold” revision and will not be reviewed by CMAP until submitted for review in a future revision cycle. At the end of the federal fiscal year, only the last approved revision can be carried forward into the next plan cycle and any lingering draft or denied revisions will be discarded.

Projects pending review

Once a project revision has been submitted for review it will be placed in pending review status (shown in Figure 32) to be reviewed by CMAP staff. Programming and schedule info for projects pending review cannot be edited. To make additional revisions prior to CMAP review, the project revision must be unsubmitted.

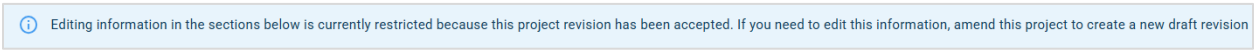
Figure 71 Unsubmit pending revision



Accepted projects

Project revisions that have been reviewed and accepted by CMAP staff are placed in accepted status (shown in Figure 34). Programming and schedule info for projects that are accepted on an open revision can only be edited by contacting CMAP staff to unsubmit the project. If the revision has been closed, but is awaiting committee, IDOT, FHWA, and/or FTA approvals, it cannot be unsubmitted. This status will be indicated with a message similar to Figure 72 if the Edit button is clicked.

Figure 72 Editing restricted message



Note that project revisions accepted by staff on an administrative revision are effective immediately upon staff acceptance, but project revisions accepted by staff on a formal revision must receive CMAP committee approvals, be approved by IDOT for inclusion in the STIP, and be approved by FHWA and/or FTA before they are considered effective. The approval status of a particular project version can be viewed on the project’s revision history tab, as shown in Figure 73 below. On this tab, click on the Columns button then select one or more of the approval bodies (CMAP Staff, CMAP MPO Policy Committee, CMAP Transportation Committee, IDOT, Office of Planning and Programming, FHWA Illinois Division, or FTA Region 5 Staff) to add approval date information to the view. A value of “N/A” means the body’s approval is not needed for the plan revision. A value of “pending” means the revision requires the body’s review and approval and that has not occurred yet.

Figure 73 Revision history

OWNER	PLAN	CYCLE	REVISION TYPE	REVISION	STATUS	TOTAL COST	CMAP STAFF	CMAP MPO POLICY COMMITTEE	CMAP TRANSPORTA COMMITTEE	IDOT, OFFICE OF PLANNING AND PROGRAMMI	FHWA ILLINOIS DIVISION	FTA REGION 5 STAFF
CMAP	TIP	TIP 2027-2031	Administrative	27-03.1 (Confor	Pending Re	$450,966,159	Pending	N/A	N/A	N/A	N/A	N/A
CMAP	TIP	TIP 2027-2031	Formal	27-00 (FFY 2027	Accepted	$450,966,159	N/A	Pending	Not Required	Pending	Pending	Pending
CMAP	TIP	TIP 2026-2030	Administrative	2026 Technical	Accepted	$450,966,159	06/10/2026	N/A	N/A	N/A	N/A	N/A
CMAP	TIP	TIP 2026-2030	Formal	26-05 (Formal)	Accepted	$450,966,159	N/A	Not Required	04/24/2026	04/27/2026	04/28/2026	04/28/2026
CMAP	TIP	TIP 2026-2030	Formal	26-04 (Formal)	Accepted	$404,166,159	N/A	Not Required	02/27/2026	03/02/2026	03/09/2026	03/09/2026

Editing an existing project

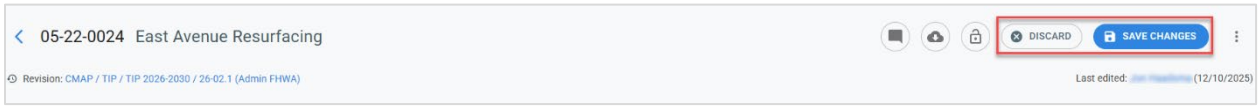
The ability to edit projects depends on the project status and what information is being edited. Changes to project information on the programming and schedule info tabs can only be made through formal and administrative revisions. Information on all other tabs, including Maps, IDs / Contacts, Attachments, Project Questions, and Related Projects, may be edited at any time without initiating a project revision. For projects required to submit quarterly status updates, changes to information on the Delivery tab may only be made during an open delivery reporting period (March, June, September, and December of each year). Draft and denied project revisions may also be edited at any time until the revision cycle closes.

To edit project information on any tab, click “Edit” in the top right corner of the project page, as shown in Figure 74.

Figure 74 Edit button

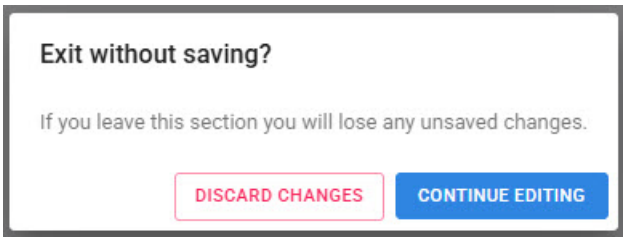
After making the desired changes, click “Save Changes.” It is a best practice to save changes on each tab before navigating away from the tab. To revert to the prior saved version of the project or to exit edit mode without making any edits, click the discard button instead of the save changes button to revert to the previously saved information, and exit edit mode.

Figure 75 Save changes button



If attempting to navigate away from a project page when in edit mode, whether any changes have been made or not, a pop-up message will appear to confirm whether changes should be discarded or editing should continue, as shown in Figure 76.

Figure 76 Exit without saving?



Completing the project information tabs

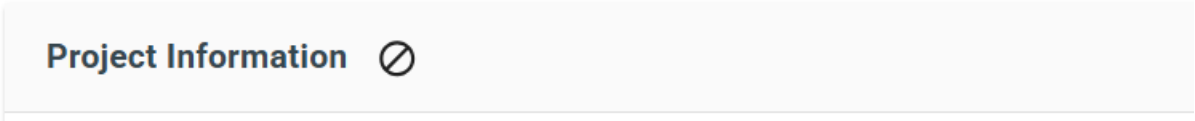
This section provides detailed guidance on how to complete each of the required project information tabs on the eTIP website.

Completing the programming tab

The TIP Programming tab displays the details of each individual project that are required for a federally compliant TIP. The programming tab can be edited only when submitting a revision or new project. Each section of the form is described in detail below.

Note that if a user's credentials prevent editing the selected project, an icon will appear in the various section headers, as shown in Figure 77.

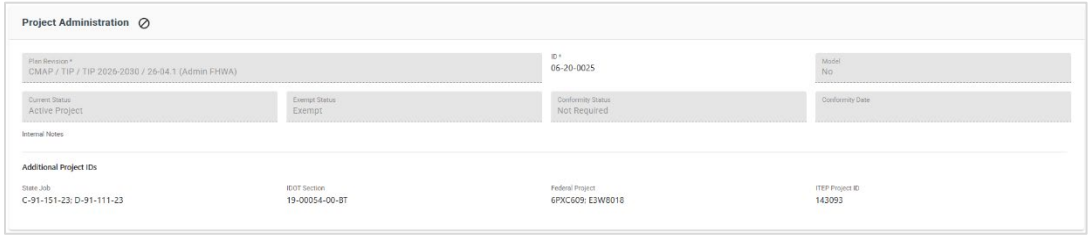
Figure 77 Editing prohibited



Project Administration

This area of the form is editable only by CMAP staff and indicates the Plan Cycle and Revision of the project information displayed, the project's air quality conformity requirements and status, any internal CMAP staff notes about the project, and an overview of additional project IDs that are assigned. The plan revision, exempt status, and conformity status are included in revision reports prepared for public comment and committee action.

Figure 78 Project administration



Plan Revision

Indicates the plan revision that contains the version of the project being viewed. Information on federal requirements for the TIP process and documentation can be found on the **TIP Overview** page of the CMAP website.

ID: Indicates the project's TIP ID.

Model: Indicates if the project is or will be included in the regional travel demand model to determine impacts for the region's air quality conformity analysis. Values are yes or no.

Current Status: Indicates the programming status of the project. Values include:

None: A status has not been selected

Active Project: A project that is currently active in the TIP

Awarded Project: (Historic) Funds were awarded for the project

Built Projects: (Historic) Project construction complete

Pending Awarded Project: (Historic) Bids received but funds not awarded

Pending Deleted Project: (Historic) Project submitted for deletion

Pending New Project: New project that has not been approved by committee(s)

Unknown: Status is not known

Exempt Status: Indicates the exempt status of the project. The exempt status is based on all **work types** included in the project scope and dictates whether a new project and any subsequent changes are subject to air quality conformity analysis. This field is manually populated by CMAP staff when a new project is saved and will be updated by CMAP staff if project work types change over the life of the project. Values include:

Exempt: The project does not include work types with the potential to impact the region's conformity determination.

Exempt Tested: The project includes work types that are not automatically exempted from conformity analysis by law but have been reviewed and found to meet criteria for exemption. Some model information is collected for these projects.

Not Exempt: The project contains a work type(s) that may have potentially adverse emissions impacts and must undergo a conformity determination prior to receiving federal funding.

Conformity Status: Indicates if the project has been or needs to be included in a conformity determination. This field is manually populated by CMAP staff when a new project is saved and will be updated by CMAP staff if the status changes over the life of the project. Values include:

None: A status has not been selected.

Conformed: Not Exempt projects included in the model network that have been included in a conformity determination.

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 in the conformity date field.

Not Conformed: Not Exempt projects that have not yet been included in a conformity analysis. These projects are typically new projects, or projects which have added or removed Not Exempt work types via a TIP revision.

Not Required: Exempt and Exempt Tested projects that do not require conformity analysis based on work types.

To Be Conformed: Not exempt projects containing the signal interconnect work type that have not yet been included in the model, but by policy can proceed with implementation prior to be included.

Conformity Date: Indicates the effective date of the listed conformity status.

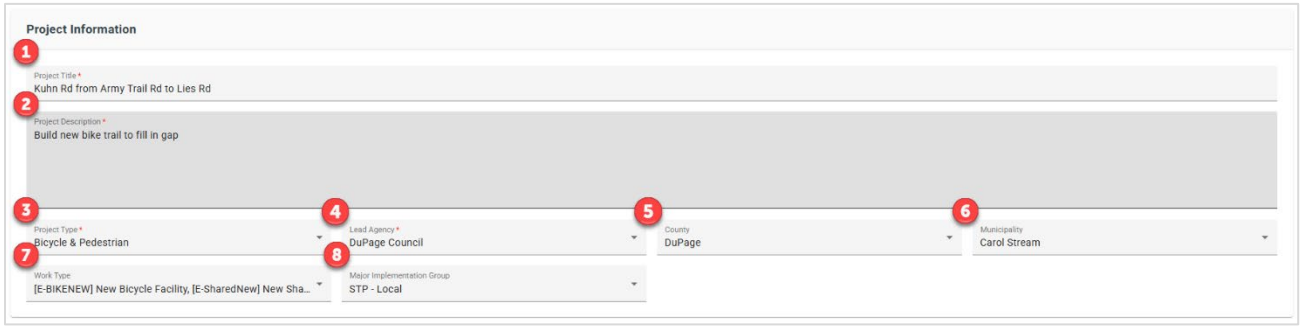
Internal Notes: Includes any notes added to the project by CMAP staff.

Additional Project IDs: Lists other IDs associated with the project that were entered on the IDS / CONTACTS tab.

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 79 and described below. Most of the project information is included in revision reports prepared for public comment and committee action.

Figure 79 Project information



1. Project Title (required)

If necessary, edit the project title that was entered when creating the project.

2. Project Description (required)

If necessary, edit the description that was entered when creating the project.

3. Project Type (required)

If necessary, edit the project type that was selected when creating the project.

4. Lead Agency (required; influences auto generated TIP ID)

The lead agency that was selected when creating the project should only be edited in consultation with CMAP staff because this field is tied to user permissions and the fiscal constraint of certain fund sources.

5. County

If necessary, edit the county(ies) selected when creating the project.

6. Municipality

If necessary, edit the municipality(ies) selected when creating the project.

7. Work Type (at least one selection required)

Select one or more work types appropriate for the project. Be mindful that there are a number of similar sounding work types that are actually very different. For example, there are five "ADA" work types, two for transit projects and three for highway projects. Incorrect selections can delay project implementation. Refer to the current list of valid work types, with descriptions, abbreviations, project types and exempt status on the **TIP Programmer Resources** page of the CMAP web site before making selections.

Work types are used to determine a project's exempt status and may be used alone or in combination with project types to classify projects in obligation reports and other documents based on the TIP, therefore selecting all work types is critical for accurate reporting.

8. Major Implementation Group

If appropriate, select the group(s) from the list that apply to the project. Values include:

- 2050 RSP
- CMAQ
- CMAQ – Deferred
- CREATE
- I-290/Blue Line CDO
- Regional Capital Project (2026 RTP)
- STP – Local
- STP – Shared
- TAP – Deferred
- TAP – Local

Most projects in the TIP do not include a major implementation group. Projects included in these groups typically receive extra scrutiny to ensure that the projects are in compliance with the policies and procedures associated with the group. Projects included in a CFP must indicate the fund source(s) being applied for using this field, as described in more detail in **Chapter 8**.

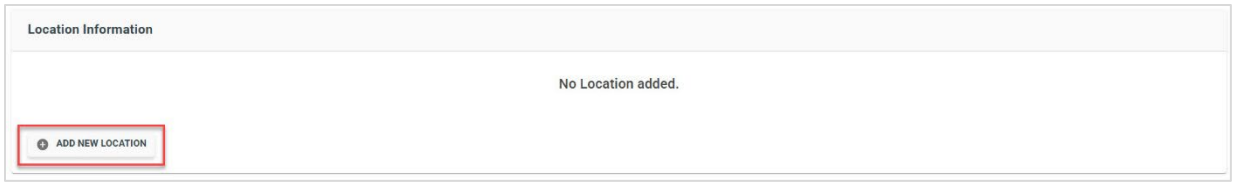
There are five additional fields in the Project Information section during a CFP cycle. These fields are described in **Chapter 8**.

Location Information

The location information section includes data required to locate projects within the region and to model projects subject to conformity analysis. To start adding location information, click on "Add New Location," as shown in Figure 80.

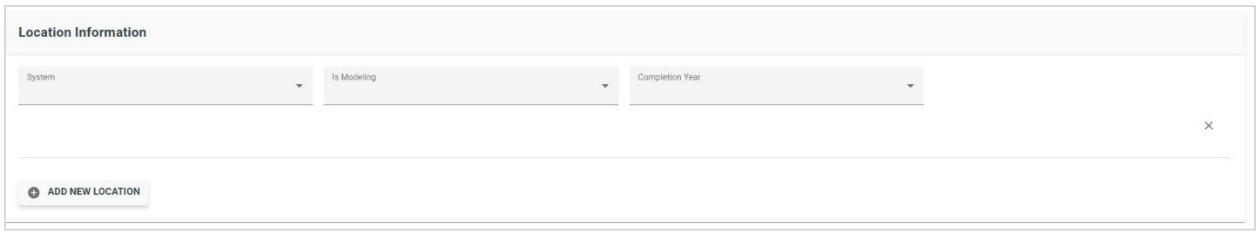
Many projects involve multiple locations or location types, especially not exempt or exempt tested projects that may have changing characteristics (number of lanes, speed limit, etc.) throughout the project limits that must be captured separately for modeling. Use the ADD NEW LOCATION button each time a distinct location or location type needs to be added to a project.

Figure 80 Add new location



All projects must have at least one location record and each location must have a system selected, must indicate if the location will be modeled, and must have a completion year selected, as shown in Figure 81. Other requirements are based on the selected system.

Figure 81 Location information for all location types



System (required)
Select the appropriate system from the list. The system selected affects the remaining location fields that will be available. The systems are:

Highway / # Road: Projects on any road with an interstate, US, state, or county route number (township routes and FAU routes are not included).

Local Streets: Projects on or along all other roads or on- or off-street bicycle/pedestrian/trail facilities.

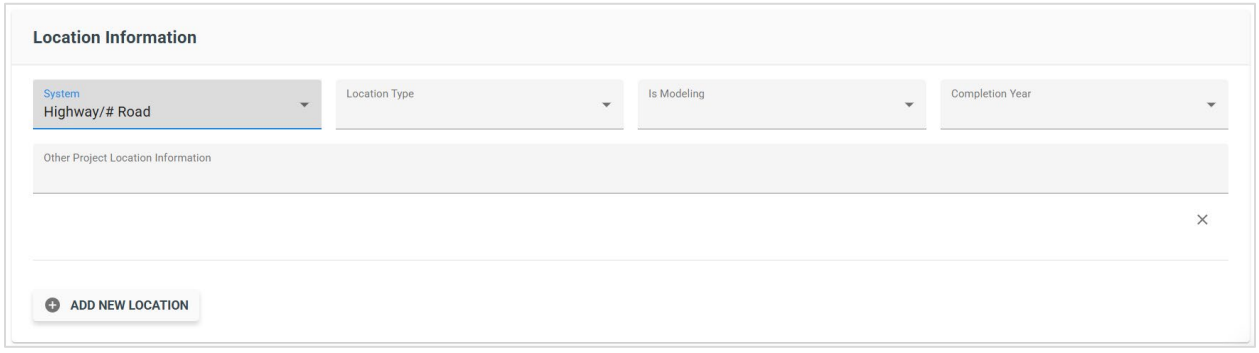
N/A: Projects that are not location-based, such as purchasing transit vehicles.

Non-Infrastructure: Projects that are not improving infrastructure, such as education or enforcement projects.

Transit: Projects involving bus or rail (including freight) service, lines, stops, or support facilities.

After the system is selected, the location type and other project location information fields will be available, as shown in Figure 82.

Figure 82 Location information - location type



Location Type (required for all system types)
Select the appropriate location type from the list. Each system has different location type choices that affect the specific location information that is collected, as shown in Table 4.

Table 4 Selection-based location fields

System and Location Type System	Route Location Type	Description	Detail 1	Detail 2
Highway / # Road				
Bridge	Route	Location	Bridge #	
Hwy Segment	Route	Location	From | To	Dist Miles
Interchange	Route	Location	Primary Cross Street	Secondary Cross Street
Intersection	Route	Location	Primary Cross Street	Secondary Cross Street
Not Location Specific	Route	Location	---	---
Point Location	Route	Location	Primary Cross Street	---
Various Locations	Route	Location	# of Locations	---
Local Streets				
Bridge	Route	Location	Bridge #	---
Intersection	Route	Location	Primary Cross Street	Secondary Cross Street
Not Location Specific	Route	Location	---	---
Point Location	Route	Location	Primary Cross Street	---
Street Segment	Route	Location	From | To	Dist Miles
Trail/Path Segment	Trail/Path	Location	From | To	Dist Miles
Various Locations	Route	Location	# of Locations	---
N/A				
N/A	---	---	---	---
Non-Infrastructure				
Education/Enforcement	---	---	---	---
Emissions Reduction	---	---	---	---
Other	---	---	---	---
Traffic Control/Mgmt	---	---	---	---
Transit				
CTA – Bus Route	---	Route	Primary Cross Street	---

System and Location Type System	Route Location Type	Description	Detail 1	Detail 2
CTA – Bus Stop CTA – Garage CTA – Other Support Facility CTA – Terminal	---	Route Location	Primary Cross Street	---
CTA – Train Line	---	Route	Primary Cross Street	---
CTA – Train Station CTA – Yard	---	Route Location	Primary Cross Street	---
Metra – Garage Metra – Other Support Facility Metra – Terminal	---	Route Location	Primary Cross Street	---
Metra – Train Line	---	Route	Primary Cross Street	---
Metra – Train Station Metra – Yard	---	Route Location	Primary Cross Street	---
Other Rail – CREATE corridor	---	Route	Primary Cross Street	---
Other Rail – Other Freight /Private	---	Route Location	Primary Cross Street	---
Other Transit – Not Location Specific Other Transit – Other Transit	---	Route Location	Primary Cross Street	---
Pace – Bus Route	---	Route	Primary Cross Street	---
Pace – Bus Stop Pace – Garage Pace – Other Support Facility Pace – Park-N-Ride Pace – Terminal Pace – Yard	---	Route Location	Primary Cross Street	---

Location Fields

After selecting the system and location type, complete all location fields. All possible fields are described below and are arranged in alphabetical order. Refer to Table 4 above for the System/Location Types that they apply to. When entering location data, 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 by clicking on the “Add new location” button shown in Figure 80.

# of 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.

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**. 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.

Dist Miles: Enter the length of the location segment in miles. Enter numbers and decimal points only, with no more than 2 decimal places.

From: Enter the cross street or other feature (e.g. river, rail line, political boundary, etc.) that is the northern or western limit of the project.

Location Description: Enter the name of the location segment, such as “Main Street.” For numbered routes, do not repeat the selected route number, instead enter the local name. For example, for US 14 in the Village of Cary, enter “Northwest Highway” in the location description. If a numbered route does not have a local name at the segment location, leave this field blank. For interchanges or intersections, use this field only for complex configurations that may not be captured in the cross street (primary or secondary) fields.

Primary Cross Street: For interchanges, enter the main line route at the interchange. For intersections, enter the route or name of the street with the highest functional classification or the route of primary importance in the project. For “point location” types, enter what the point is, such as “Des Plaines River”, “City Hall Entrance”, etc. For some transit system location types, such as a bus stop, enter the nearest cross street in this field.

Route: Select the route designation and number. Use the Search field in the dropdown to jump to a specific number. Route designations use these abbreviations:

CH	County Highway
I -	Interstate
IL	State Route (Illinois)
US	US Route

For locations with overlapping numbered routes, such as IL 53/US 6/US 52, the overlaps are included in the dropdown and should be selected. For overlaps that may be missing, please contact CMAP staff or use the Location Description field to clarify.

Route Description (Transit system): Select the bus route (CTA or Pace), train line (CTA or Metra), or corridor (CREATE) from the dropdown. Bus route numbers and names are included. Select “Multiple Routes”, “New Route” or “Systemwide” if applicable. Rail lines and branches are included. Select “CTA Systemwide”, “Metra Systemwide” or “New Line” if applicable. Use the search function within the dropdown to quickly narrow the list.

Route Location Description (Transit system): Enter the location description, such as a bus stop number or intersection, the name of a rail yard, terminal, or park-n-ride facility, etc. to clarify the project location. The primary cross street field may also be used to provide clarity.

Secondary Cross Street: For interchanges, enter the secondary route at the interchange. For intersections, enter the route or name of the street with the lowest functional classification or the route of secondary importance in the project.

To: Enter the cross street or other feature (e.g. river, rail line, political boundary, etc.) that is the southern or eastern limit of the project.

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

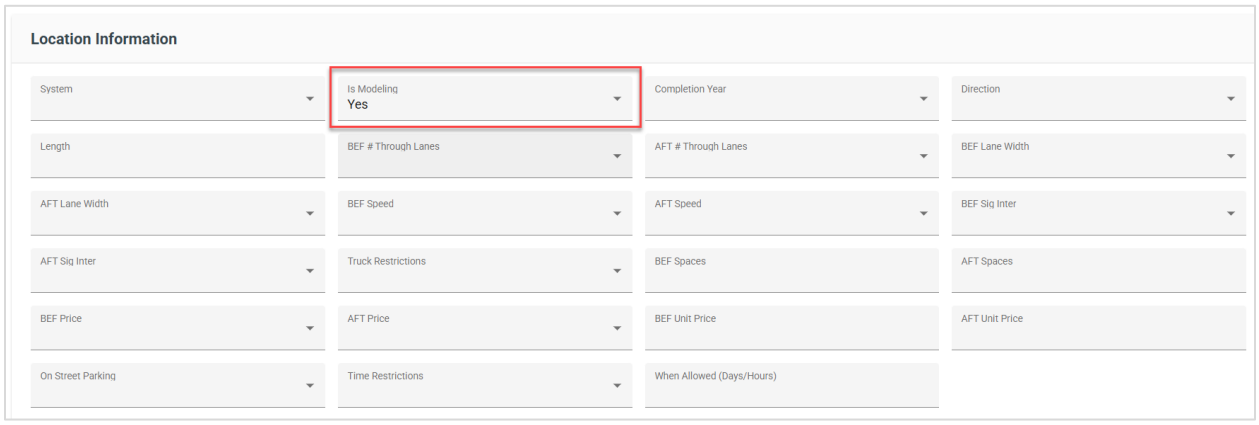
Model information fields

All projects with Not Exempt or Exempt Tested Work Types are modeled (see Work Type information on the **TIP Programmer Resources** web page). A distinct location must be added any time the work types or

characteristics (such as number of through lanes, lane width, speed limit, and/or presence of signal interconnects) changes within the overall project limits.

To begin entering model information for each segment that includes a not exempt and/or exempt tested work type, select “Yes” in the Is Modeling field to make the model information fields shown in Figure 83 visible.

Figure 83 Model information fields



The model information fields required to be completed for each project depend on the work types included in the project. Each field is described below and the work type(s) for which the information is required is included. Required model fields by work type are available in **Appendix A: TIP Work Types and model information requirements**.

Direction: Select the direction for the segment characteristics. If all characteristics are the same before the project and the same after the project for both directions, select “BI-DIR”, otherwise add a separate location for each direction. Applies to A-RDIET, B-NEW, B-RECNFG, H-AL, H-CLTL, H-COR, H-EXT, H-HOT3, H-HOV, H-IPASS, H-NEW, H-RCNST, H-RL, H-RRGS, H-WRS, I-EXP, I-NEW, S-NEW, S-TIM.

Length: Enter the length of a single lane of the segment, in miles. Enter numbers only with no more than two decimal places. Applies to A-RDIET, B-NEW, B-RECNFG, H-AL, H-CLTL, H-COR, H-EXT, H-HOT3, H-HOV, H-IPASS, H-NEW, H-RCNST, H-RL, H-RRGS, H-WRS, I-EXP, I-NEW, S-NEW, S-TIM.

BEF # Through Lanes: Enter the number of through lanes that currently exist for the segment in the direction selected. Do not include intersection or bi-directional turn lanes in the count of through lanes. Applies to A-RDIET, B-RECNFG, H-AL, H-CLTL, H-COR, H-HOT3, H-HOV, H-IPASS, H-RCNST, H-RL, H-RRGS, H-WRS, I-EXP.

AFT # Through Lanes: Enter the number of through lanes that will exist for the segment in the direction selected when the project is complete. Do not include intersection or bi-directional turn lanes in the count of through lanes. Applies to A-RDIET, B-NEW, B-RECNFG, H-AL, H-CLTL, H-COR, H-EXT, H-HOT3, H-HOV, H-IPASS, H-NEW, H-RCNST, H-RL, H-RRGS, H-WRS, I-EXP, I-NEW.

BEF Lane Width: Enter the width of the lane(s) that currently exists for the segment in the direction selected. If there is more than one lane in each direction and the width varies, use the narrowest lane width in the model information section.

AFT Lane Width: Enter the width of the lane(s) that will exist for the segment in the direction selected following completion of the project. If there is more than one lane in each direction and the width varies, use the narrowest lane width in the model information section.

BEF Speed: Enter the speed limit that is currently posted for the segment.

AFT Speed: Enter the speed limit that will be posted for the segment following the completion of the project.

BEF Sig Inter: Select "Yes" if the segment includes interconnected traffic signals before the project, or "No" if it does not.

AFT Sig Inter: Select "Yes" if the segment will include interconnected traffic signals after the project, or "No" if it will not

Truck Restrictions: Select if the route has restrictions on truck height (HT), weight (WT), both, or none.

BEF Spaces: Enter the current number of commuter parking spaces within the segment or for new transit stations, within the station parking lot/area.

AFT After Spaces: Enter the number of commuter parking spaces that will be within the segment or for new transit stations, within the station parking lot/area following the completion of the project.

BEF Price: Select the current cost of parking. If the price is not included in the drop-down, use the Other Project Location Information field to describe.

AFT Price: Select the cost of parking following the completion of the project. If the price is not included in the drop-down, use the Other Project Location Information field to describe.

BEF Unit Price: Enter the current parking fee unit, such as "per hour", "per day", etc. If the price varies, such as by time of day, use the Other Project Location Information field to describe.

AFT Unit Price: Enter the parking fee unit, such as "per hour", "per day", etc. that will apply following completion of the project. If the price varies, such as by time of day, use the Other Project Location Information field to describe.

On Street Parking: Select "yes" and the type of on-street parking available (diagonal or parallel) or "no" if on-street parking is prohibited.

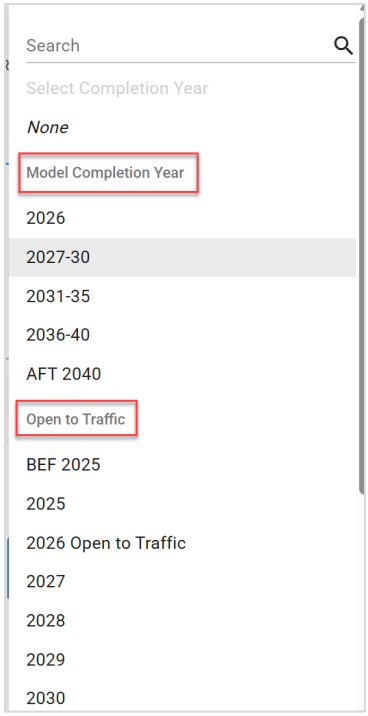
Time Restrictions: If there are parking restrictions by time/day, select the appropriate description.

When Allowed (Days/Hours): If there are any parking restrictions, enter the timeframe when parking *is* permitted.

Completion Year (Required)

Select the calendar year in which the project (or portion of the project included in the location selected) is expected to be substantially complete and open for public use. Note that most projects do not fully "close" during implementation and complete means that all barrels, cones, barricades, lane shifts, flaggers, platform changes, or other restrictions to full use of the transportation facility have been removed. To fulfill various SIP and transportation conformity requirements, CMAP groups not exempt projects for modeling by scenario years, based on the completion year. For not exempt projects, users should select from the "Model Completion Year" list. All other projects should select from the "Open to Traffic" list.

Figure 84 Completion Year drop-down menu



Other Project Location Information

Enter any other information about the project location that is not contained in the previous location and/or model information fields, such as omissions within the project limits.

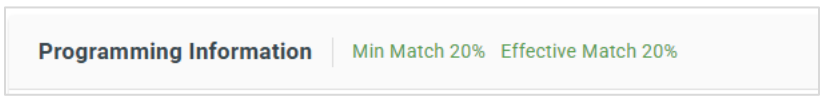
Programming Information

The Programming Information section is a dynamic section containing detailed financial line item information about the project, including fiscal year, phase, fund sources, various identifiers, AC status, and funding for all phases. This section also includes a notification of effective matching funds, a Match Calculator tool, the ability to show and hide columns, the ability to link rows of data together, and the ability to move rows of data. There are also several calculated columns and rows within the section.

Effective Match

The percentages displayed in the programming information header, as shown in Figure 85, are calculated automatically based on all of the funding listed in the Programming Information for all phases and years. Green text indicates minimum match requirements have been met, and red text indicates they have not been met.

Figure 85 Programming information - effective match



Min Match %: the minimum required match percentage for the federal fund type(s) selected. For projects containing multiple federal fund sources with differing match requirements, the minimum match percentage is based on the requirements of each federal fund source, prorated according to each fund source's share of the total federal funds for the project.

Effective Match %: the ratio of all non-federal fund sources to the total project cost.

While the effective match shown is a convenient at-a-glance indicator for projects that are utilizing federal funding for all phases that have a consistent match requirement, these percentages can be misleading for projects that have a mix of fund sources and/or include a mix of federally and locally funded phases. Programmers should keep in mind that every federal line item requires a non-federal matching line item in the same federal fiscal year, for the same phase.

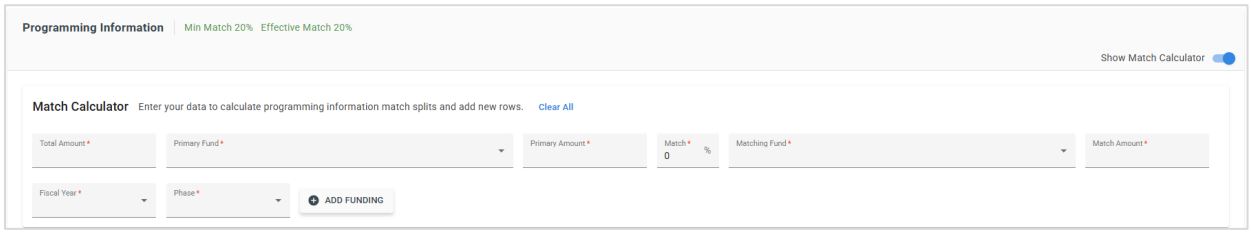
Match Calculator

The Match Calculator can be used to quickly add federal funding and required match to the Programing Information by automatically calculating and applying match percentages. The Match Calculator can be toggled on and off with the "Show Match Calculator" switch, as shown in Figure 86.

Figure 86. Show match calculator switch toggled off

To use the Match Calculator, complete the fields shown in Figure 87 and described below for each pair of financial line items. Note that entering values in one amount field (Total, Primary, or Match) will automatically populate the other amount fields based on the percentage in the "Match" field.

Figure 87 Match calculator



Total Amount: The total cost of the financial line items (Primary Amount + Matching Amount). Start with this field when the total cost is known to calculate the amounts to program from the primary and matching fund sources. Once a match (%) is entered, the primary amount and match amount will populate.

Primary Fund: Select the fund source that makes up the majority of the funding for this line item. Since most state, local, or other fund sources don't typically require match, the primary source should usually be a federal fund source. The source selected will automatically populate the Match (%) field. If the match field populates as 0%, the fund source selected as the primary source does not have a minimum match percentage or may have variable match requirements. If match is required for the selected fund source, the "0" may be manually overwritten.

Primary Amount: The amount of funds to be programmed for this financial line item from the primary fund source listed. To calculate the match required for a known federal funding amount, starting with entering this amount will calculate the total amount and required match amount.

Match: The match percentage required by the Primary Fund selected. This field will automatically populate if the primary fund source is selected. If the match field populates as 0%, the fund source selected as the primary source does not have a minimum match percentage or may have variable match requirements. If match is required for the selected fund source, the "0" may be manually overwritten.

Matching Fund: Select the matching fund source for this line item. Note that in most cases, federal funds cannot be used as match for any other fund source (federal or non-federal), therefore the source selected here should be from the state, local, or other portion of the dropdown list.

Match Amount: The amount of funds to be programmed to match the primary fund source. This field will auto-populate if both a total amount and primary amount and/or match % have been entered.

Fiscal Year: Select the federal fiscal year (FFY) in which funds for the line items will be programmed.

Phase: Enter the project phase this funding will be programmed for.

Click "Add Funding" to populate the Programming Information table with the funding listed in the Match Calculator. Clear all match calculator fields and repeat as needed to add all project funding.

Additional guidance for using the Match Calculator during a CFP cycle is provided in **Chapter 8**.

Choosing columns

To increase or decrease the width of the funding table, the columns displayed can be modified by clicking on dropdown arrow of the "Choose Columns" menu shown in Figure 88. Select/unselect items in the dropdown to add or remove the corresponding columns from the table. Columns that contain data in any row cannot be removed and will be grayed out in the dropdown. Columns will appear in the table in the order they are listed in the dropdown. Note also that any column associated with an ID (See **Additional Project IDs**) must be added to the column list for that ID to be assigned to a line item.

Figure 88. TIP Programming Tab - Choose Columns

Columns that can be added or removed include:

F. Section: The (Financial) Section Header field is used to set-up subsections within the project funding table to group together funding line items for individual parts of projects.

State Job #: The State Job Number assigned to the project phase by IDOT. State job numbers are unique to the phase of the project. In District 1, state job numbers are assigned via the PPI form.

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.

RTA Schedule IIB ID: The project number assigned by RTA, or their successor agency the Northern Illinois Transit Authority (NITA), for the capital program budget.

FTA Grant: The 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.

CMAQ ID: The CMAQ or TAP application ID assigned to the project or phases of the project by CMAP for projects utilizing CMAQ or TAP-L funds that were programmed prior to 2016.

ITEP Project ID: The Illinois Transportation Enhancement Program (ITEO) number assigned to the project or phases of the project by IDOT for projects or state-programmed Transportation Alternatives Program (TAP-S) funds.

Recreational Trails Project ID: The Recreational Trails Program ID assigned to the project or project phases by IDOT or IEPA, for projects utilizing these funds.

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

SRTS Project ID: The Safe Routes to School (SRTS) ID assigned to the project or phases of the project by IDOT for projects utilizing SRTS funds.

AC/ACCP: Indicates the advanced construction/advanced construction conversion status of the project phase. N/A should be selected in this column for all line items without AC/ACCP status.

ENG: Lists funds programmed in the engineering phase of a transit project.

ENG I: Lists funds programmed in the engineering I phase of the project.

ENG II: Lists funds programmed in the engineering II phase of the project.

ROW: Lists funds programmed in the Right of Way phase of the project.

IMP: Lists funds programmed in the Implementation phase of a transit project.

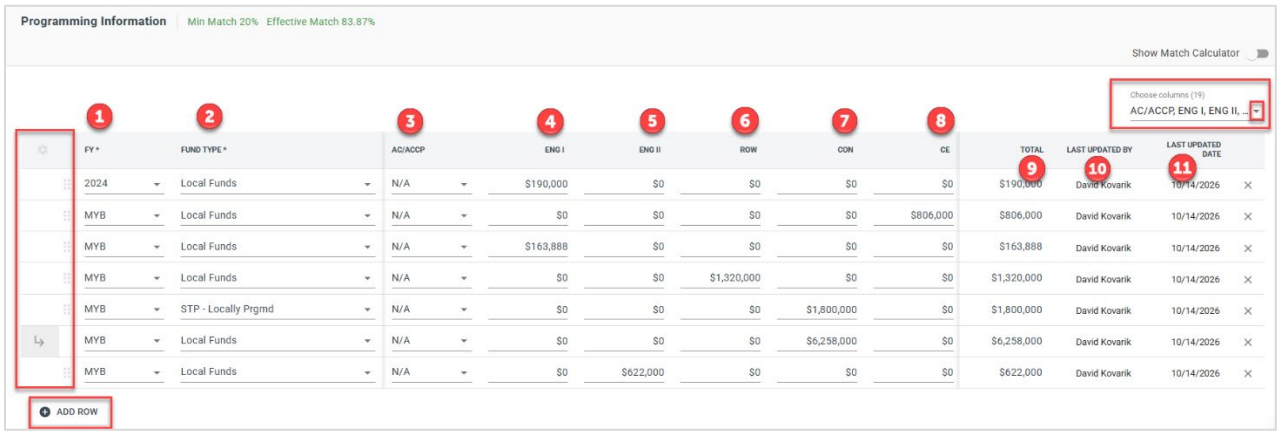
CON: Lists funds programmed in the construction phase of the project.

CE: Lists funds programmed in the construction engineering phase of the project.

Funding table

The funding table, shown in Figure 89, contains all of the financial line items for the project.

Figure 89 Funding table



1. FFY: Select the programmed Federal Fiscal Year from the drop down menu.
2. Fund Type: Select the programmed Fund Type from the drop down menu.
3. AC/ACCP: Indicate the Advance Construction status from the drop down menu. This field should not be left blank – select "N/A" where applicable.
4. ENG I: Input any Engineering 1 funding amounts where applicable. Empty fields will default to $0.
5. ENG II: Input any Engineering 2 funding amounts where applicable. Empty fields will default to $0.
6. CON: Input any Construction funding amounts where applicable. Empty fields will default to $0.
7. CE: Input any Construction Engineering funding amounts where applicable. Empty fields will default to $0.
8. Total: This field will automatically display the total for each line item.
9. Last Updated By: This field will automatically display the last user to update each line item.
10. Last Updated Date: This field will automatically display the date of the last update to each line item.

The order and relationship of line items can be customized under the gear icon, as shown in Figure 90. Users can add funding line items by selecting "Add Row" at the bottom of the table.

The following should be considered prior to entering or changing programming information:

- Local match is entered as separate line item(s) from federal funds.
- Totals will be calculated and summarized automatically.
- Construction engineering costs will be entered separately from construction but can be entered on the same financial line if 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.
- Every federally funded line item must include a value in the AC/CP field to indicate the status of federal funds as in advance construction (AC), converted from advance construction (ACCP), or neither (N/A).

Complete the funding line fields as described below.

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.

Financial line ID columns

Select the IDs that are associated with the individual financial line item. The ID dropdowns are populated from the IDs entered and saved on the IDs/Contacts tab. If an ID is missing from the dropdown, enter it on the IDs/Contacts tab. If an ID column is missing, add it to the table as described earlier. See **Project IDs** for more information about each of the below ID fields that can be associated with a financial line item.

- F. Section
- State Job #
- Federal Project #
- PPS #
- RTA Schedule IIB ID
- FTA Grant
- CMAQ ID
- ITEP Project ID
- Recreational Trails Project ID
- IDOT Section #
- SRTS Project ID #

Note that selecting a value in the F. Section column may cause line items to shift location in the table, as described later under grouping funding by project sections.

AC/ACCP

To indicate when federal funds are authorized or converted from advance construction, select AC or ACCP. Only FHWA fund sources use advance construction. For sources that do not use advance construction, “N/A” should be selected in the AC/ACCP field. 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 are only placed in AC in the current FFY. If the line item is not programmed in the current year, the year should be updated. 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). AC amounts may differ from programmed amounts. When a project is placed in AC, care should be taken to ensure that the programmed amount reflects the actual amount placed in AC. If there is a difference between the programmed amount and the authorized amount, that difference (and corresponding match) should be added as a new financial line item, unless otherwise directed by CMAP.

To convert a phase from advance construction, locate the financial line item, and select “ACCP” from the drop-down and change the FFY to the current year. Select “ACCP” 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. Conversions do not always occur in the same FFY in which a phase was placed in AC, therefore it is often necessary to update the FFY for the line item to the current year. 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 ACCP. The AC line item amounts should be edited to indicate the amount that remains authorized in AC.

Funding phases (ENG I, ENG II, ROW, CON, CE, ENG, IMP)
Enter the amount of funding programmed for each line item (by FFY and funds source) in the appropriate phase column. Enter only whole 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:

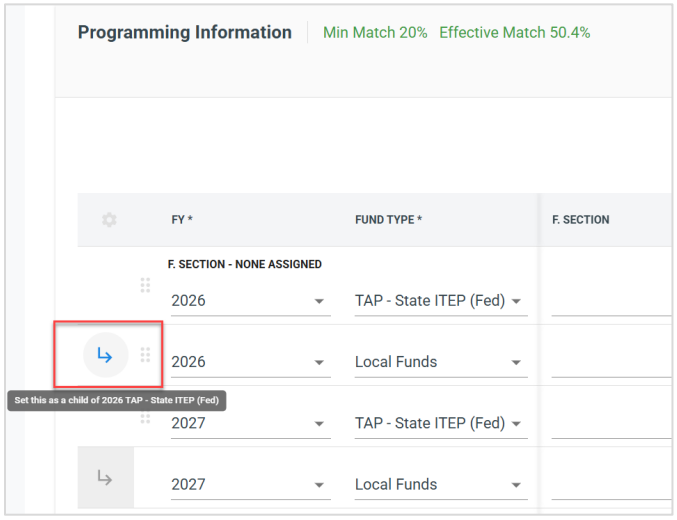
- ENG – pre-implementation studies or planning, preliminary, and/or design engineering for construction projects
- IMP – implementation
- CON – construction

As funding is added, the total column at the right side of the table and the total rows at the bottom of the table will update.

Arranging line items (the “gear” column)

While revising a project, the financial line items can be arranged from top to bottom by clicking and dragging the six dots to the left of the row and dragging the row to the desired location in the table. Rows can also be linked (or set as a “child of”) to the row listed above by clicking the arrow to the left of the row.

Figure 90 Programming information – gear icon

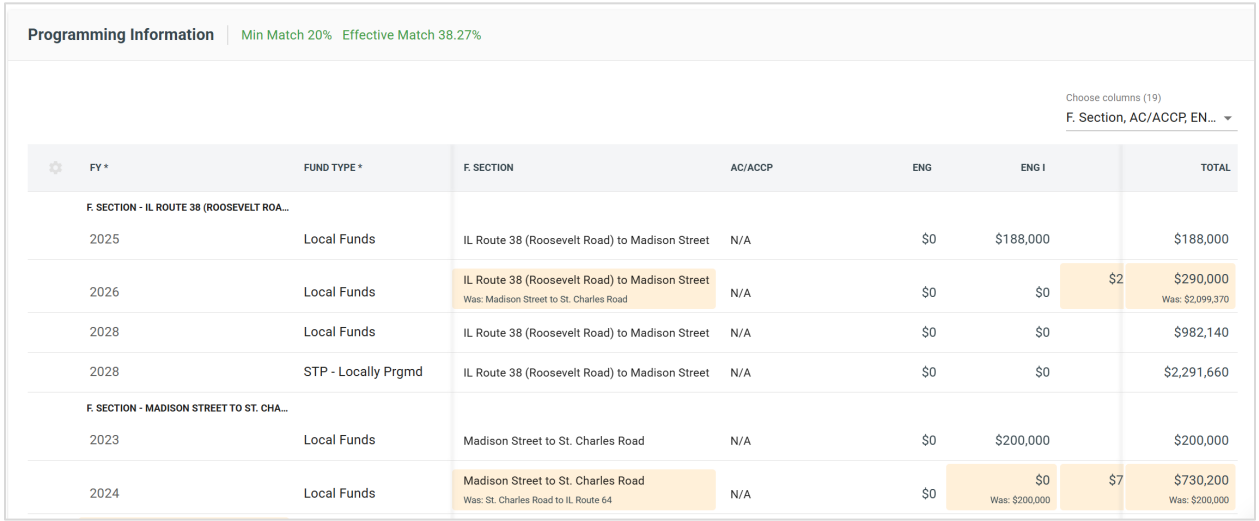


Note that rows within an F. Section group cannot be moved into a different F. Section group by dragging. Rows should only be moved within the group.

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 are able to create "subprojects" (a.k.a. financial or F sections) for managing and grouping together the pieces of the overall project. The result of grouping is illustrated in Figure 91 below.

Figure 91 Funding grouped by project sections



To organize funding line items into sections, the section titles must first be created in the IDs/Contacts tab in the “F. Section” field (See **Completing the Project IDs / Contacts tab**.) Once added, the section

names will be available for selection in the F. Section column of the funding table. Funding lines with the same F. Section selected will be automatically grouped together.

Using Transportation Development Credits (TDCs)
TDCs (also known as Toll Credits) allow the use of federal funds in lieu of the required non-federal match 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.

- TDCs are entered as a regular financial line item, however they are not included in the yearly totals or project grand total. Figure 92 illustrates the use of TDCs on a transit project. In this example, $1M FTA 5307 funds, which typically require a 20% non-federal match, are being used to fund the $1M implementation phase. The $200 K in TDCs being used is 20% of the total phase cost.
- 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 item should be entered on a separate line item.
- The eTIP fund source for TDCs is "Trans Credit – Transit." The eTIP fund source for TDCHs is "Trans Credit – Local/State Hwy.

Figure 92 Programming information - TDCs

FY *	FUND TYPE *	IMP	CON	CE	TOTAL
F. SECTION - 5469					
2020	FTA 5307 Urban Formula	$1,000,000	$0	$0	$1,000,000
F. SECTION - NONE ASSIGNED					
2020	Trans Credit - Transit	$200,000	$0	$0	$200,000
	FY 2020	$1,000,000	$0	$0	$1,000,000
	FTA 5307 Urban Formula	$1,000,000	$0	$0	$1,000,000
	Trans Credit - Transit	$200,000	$0	$0	$200,000
	GRAND TOTAL	**$1,000,000**	**$0**	**$0**	**$1,000,000**

Additional guidance for completing the programming information section during a CFP cycle is provided in **Chapter 8**.

Change Reason Details

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 the user fails to indicate a change reason related to every type of change

(schedule, funding, scope, etc.) being made, the submittal will be denied by CMAP staff, and an appropriate reason will need to be selected and change re-submitted prior to committee change deadlines.

Change Reason

If necessary, update the change reason selected when the revision or new project was started.

Change reason details

If necessary, update the change reason details selected when the revision was started, using the guidance below.

Changes to project information fall under several categories. Select the appropriate reason, as described in Table 5, for every change made to a project within the TIP Programming tab.

Table 5 Change reason details

Change Reason	Guidance for selecting
Advance Construction	
Phase(s) converted from Advance Construction status Phase(s) placed in Advance Construction status	Select appropriate reason(s) if any changes were made to the AC/CP field
CMAQ/TAP Change(s)	
PSC approved change	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.
Project phase(s) deferred Project phase(s) reinstated	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).
Cost Change(s)	
Add or update project IDs	Selected if IDs were added or updated in the Programming Information section of the form. (Note: Adding IDs on the IDs / Contacts tab does not require a revision, therefore a change reason is not needed).
Cost change due to availability of 30% design Cost change due to availability of 60% design Cost change due to availability of 90% design Cost change due to availability of final design	Select for changes to the cost that occur with a design (phase II) milestone.

Change Reason	Guidance for selecting
Cost change due to change in design requirements	
Cost change due to updated agreements	Select if updated agreements are prepared, such as when cost sharing (fed/local) changes, bid prices differ from the estimate, or for cost changes approved via an agreement after implementation has begun.
Other cost change described below	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 Details field. Provide more detailed information for CMAP staff and review agencies in the Narrative field
Post-award/obligation cost adjustments Post-award/obligation cost adjustments or amended agreement	Select when programmed amounts are changed to reflect changes to the authorized/obligated amounts.
Location/Limits Change(s)	
Correction or clarification of location or limit with no physical change in location	Select for minor changes to location or limits, such as corrected spelling or other clarification.
Location added Location removed	Select the appropriate reason if a location has been added or removed from the project scope. Note: also make the appropriate change to the project map.
Major change to limits (>0.25 mi) Major expansion of limits (>0.25 mi) Major reduction of limits (>0.25 mi) Minor change to limits (<0.25 mi) Minor expansion of limits (<0.25 mi) Minor reduction of limits (<0.25 mi)	Select the appropriate reason if the limits of the project have been changed. Note: also make the appropriate change to the project map.
Other location/limits change described below	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 Details field. Provide more detailed information for CMAP staff and review agencies in the Narrative Description of Changes field.

Change Reason	Guidance for selecting
Update model information	Select when model information, such as the number of through lanes, speed limits, etc. is updated.
Other Financial Change(s)	
Add out year funding to continuing project	Select when adding an additional year(s) of funding for projects that are ongoing programs (typically transit projects).
Add, delete, or change fund sources	Select when a new fund source that is not already programmed on any other 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.
Add, delete or change phases	Select if funding for a new phase is being added to the project, if all funding for a phase is being entirely deleted from a project, or for other phase changes such as combining ENG I and ENG II.
Schedule Change(s)	
Other schedule change described below	Select for any other changes to the FFY of individual line items or information on the Schedule Info tab. 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.
Project phase(s) moved to an earlier year(s)	Select if a phase is moved to an earlier FFY.
Project phase(s) moved to later year(s) due to earlier phase(s) delays Project phase(s) moved to later year(s) due to fiscal constraint	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 Details field and, if necessary, Narrative fields.
Update Open to Traffic year	Select if the Open to Traffic year was updated.

Change Reason	Guidance for selecting
Update target letting/authorization	Select if the target letting/authorization was updated.
Scope Change(s)	
Work type(s) added Work type(s) deleted	Select the appropriate reason if any work types are added or deleted from the project.

Other Change Reason Details

If necessary, update the other change reason details entered when the revision was started.

Narrative Description of Changes (required)

Information entered into the Narrative section when submitting a plan revision is included in reports and is published to the public database. This section should be completed to provide the primary change reason for the project record and revision history. Examples of appropriate descriptions are included in Table 6.

Table 6 Example narrative descriptions

Formal Plan Revisions

- "Cost change"
- "New Project"
- "Delete project"
- "Project phase moved into/out of TIP years"

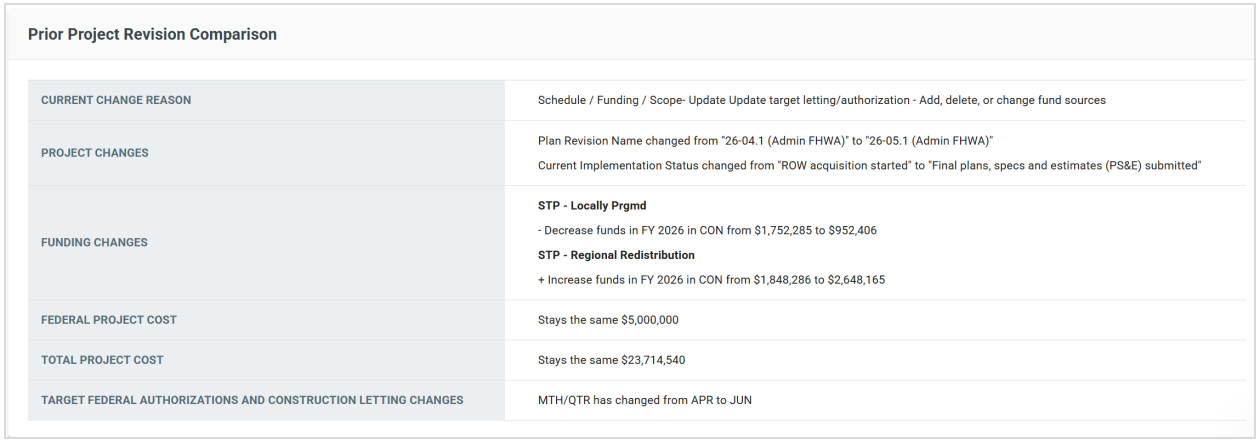
Admin Plan Revisions

- "Phase(s) converted from AC"
- "Phase(s) placed in AC"
- "Schedule change"
- "Cost change"

Prior Project Revision Comparison

This section is auto generated to summarize the changes made in the project revision currently being viewed. Programmers should review this summary before submitting changes.

Figure 93 Prior project revision comparison



Current Change Reason

Describes the type of change and the reasons selected. If any other change reason details are added those details and the narrative details are also listed.

Project Changes

Provides the name of the revision being changed and the name the revision is being changed to. All of the changes in the comparison section are between these two revisions only. Changes to non-financial project information, such as descriptions, scope, and schedule are also shown here.

Funding Changes

Summarizes the changes to funding line item amounts by FFY and phase, grouped by fund source.

Federal Project Cost

Lists the net change in all federal funding programmed for the project between the two revisions listed.

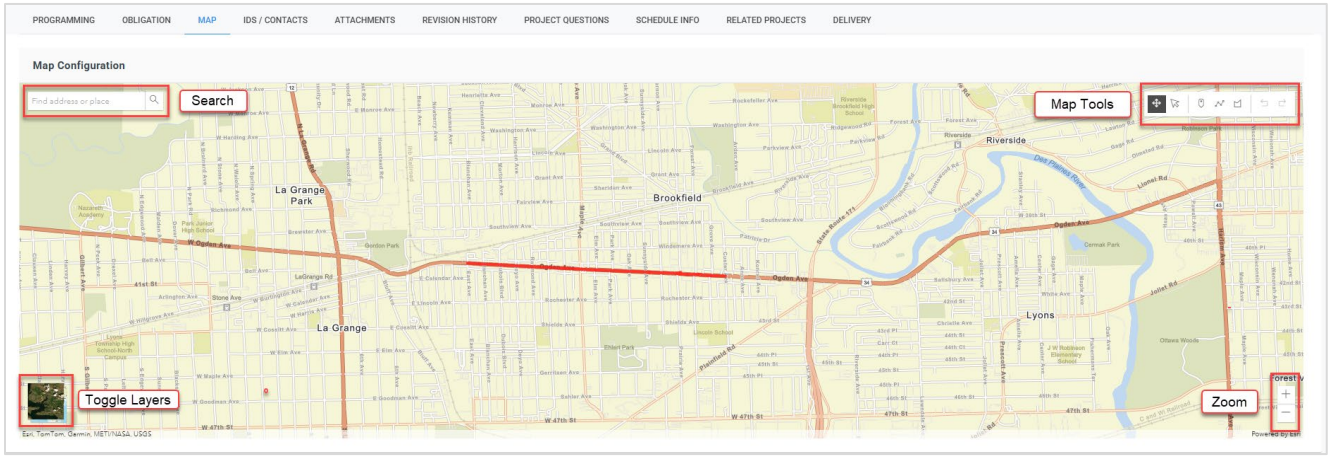
Total Project Cost

Lists the net change in the total funding programmed for the project between the two revisions listed.

Completing the map tab

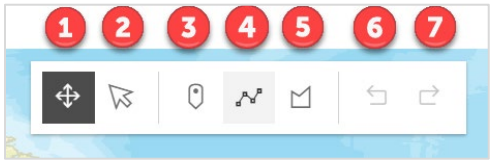
If the project can be represented on a map, the project must be mapped on the Mab tab. Maps can be added at any time by editing the project and do not require a project revision. As shown in Figure 94, in Edit mode the map tab contains search, map tools, toggle layers, and zoom functionality.

Figure 94 Map tab



To begin a new map, zoom to the project area by using the search and zoom functions. Toggle between street view and aerial imagery as needed to locate the project area. Once viewing the general vicinity of the project, click the Edit button to reveal the map tools shown in Figure 95 and described below.

Figure 95. Map tools



To use a map tool, click on the tool to select it. Click another tool to change functionality. In Figure 95, the transform tool is selected.

1. Transform: Use to pan the map; click, hold, and drag to move the map view.
2. Reshape: Use to select map features (point, line, polygon) for editing. Click on the feature to select it. When a feature is selected, a trash can icon will become available in the map tools. Clicking on the trash can when a feature is selected will delete that feature from the map. When a point feature is selected, it can be dragged to a new location or deleted. When a line feature is selected, each node used to draw the line can be dragged to a new location, new nodes can be added, or the line can be deleted. When a polygon feature is selected, each node can be dragged to a new location, or the polygon can be deleted.
3. Draw a Point: Use to mark a point on the map. Click on the location to mark.
4. Draw a Polyline: Use to draw a multi-segment line on the map. When using this tool, the option to “Snap to road” is available via a toggle in the map tools. Click once on the map at the starting point of the location to begin drawing a line. Add additional segments to the line by clicking to create a node at the end point of each segment. Double click to end the polyline. Caution: clicking, holding, and dragging will cause a huge number of nodes to be added to the polyline.

For best results, add nodes at major intersections and use the snap to road toggle. If a line doesn't align well with the road, use the reshape tool to drag nodes to get better alignment. If a line needs to extend beyond the visible limits of the map, while moving from one node to the next, use the arrow keys on your keyboard to pan the map until the point where the next node should be is visible.

5. Draw a Polygon: Use to draw a polygon on the map. Click on the map to mark the corners of the polygon. Double click the final corner to complete the polygon. Users can zoom in for details and out for broader context to ensure geographic accuracy. Use the reshape tool to edit, refine, or delete a polygon.
6. Undo: Undo last action.
7. Redo: Redo last undo.

Linear (from/to) projects should be drawn using the polyline tool. Individual points along the line, such as intersections or stations, should not be added as point features unless there is specific additional work being done at the point. For example, if a roadway resurfacing project includes adding crosswalks at all intersections, those intersections should not be added as points on the map, but if crosswalks were only being added to one specific intersection only, a point should be added at that location. For projects that consist of multiple point features, with no work on the segments in between, each point should be marked with a point, rather than a polyline. Polygons should rarely be used for projects that are in early stages of development where an exact location is unknown or for projects with a large number of point locations within a small area.

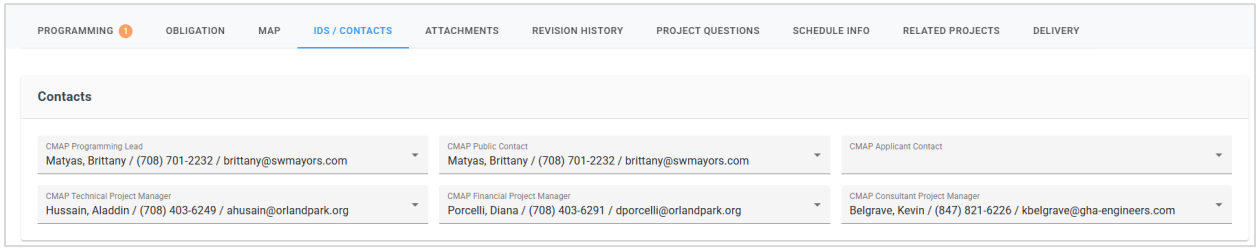
Completing the project IDs / Contacts tab

The IDs/Contacts tab provides a single for users to add contacts and project IDs associated with the project. Project IDs and contacts can be added at any time by editing the project and do not require a project revision.

Project Contacts

There are six different contact types included in eTIP, as shown in Figure 96. The first two are required for all projects and the remaining apply to certain projects selected for funding by CMAP, CDOT, and/or the subregional Councils of Mayors.

Figure 96 IDs/Contacts - project contacts



CMAP Programming Lead (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. 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.

CMAP Public Contact

Select the contact information of the person that is the public contact for project programming information. This information will be displayed on reports and the public eTIP website and should be the person that the public should contact with questions about the project. The public contact may be the programming lead, a public information officer, engineering staff, or other appropriate person at the project's implementing agency.

CMAP Applicant Contact

For projects that are first entered into the eTIP database during a CMAP, CDOT, or Council of Mayors' call for projects (a CFP revision), select the person that can be contacted by selecting body staff to answer questions or provide more information about the project application. If the applicant contact is not found in the dropdown list, select "*Contact Not Found, (Enter new contact on QUESTIONS tab) / / transportation@cmap.illinois.gov", then navigate to the ADD NEW APPLICANT CONTACT section of the QUESTIONS tab.

Technical, Financial, and Consultant Project Managers

Active Program Management policies and procedures for CMAQ, STP (Local and Shared), and locally programed TAP (TAP-L) funding require designation of technical, financial, and consultant project managers for all projects. These managers are responsible for submitting required quarterly status updates through the Project Delivery module of the eTIP database.

CMAP Technical Project Manager (TPM)

Select the contact information for the person responsible for overseeing the implementation of the project. This field should only be completed for projects with STP (local or shared), TAP-L, or CMAQ funding. The TPM contact needs to match the individual that is listed in CMAPs Project Manager Designation Form.

CMAP Financial Project Manager (FPM)

Select the contact information for the person responsible for ensuring that any required local matching funds are included in the sponsor agency budget in the appropriate fiscal year(s). This field should only be completed for projects with STP (local or shared), TAP-L, or CMAQ funding. The FPM contact needs to match the individual that is listed in the CMAP Project Manager Designation Form.

CMAP Consultant Project Manager (CPM)

If a consulting firm has been or will be hired, then the consultant staff responsible for the project should be selected. This field should only be completed for projects with STP (local or shared), TAP-L, or CMAQ. The CPM contact needs to match the individual that is listed in the CMAP Project Manager Designation Form.

Additional 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 IDs/Contacts tab provides a single place for entering those IDs. After saving, IDs entered on the IDs/Contacts tab are used to populate the drop-down values in the programming information section of the Programming tab.

As illustrated in Figure 97, to enter an ID, click in the Enter ID text field and type the ID, then click on the Add ID button. The entered ID will then appear in the list above the field in which it was added.. To remove an ID, click the X to the right of the ID to be removed.

Figure 97 Additional project IDs

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. Highway projects processed by IDOT typically do not have an FTA Grant Number.

RTA schedule IIB ID #
The ID number assigned to projects by RTA, or their successor agency NITA, for the capital budget.

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

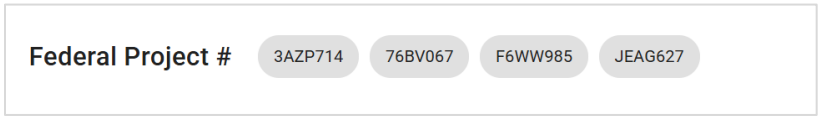
C – Construction

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.

IDOT section #
The MFT Section Number assigned to the project or subprojects/sections of the project by IDOT or the local agency. The MFT section number can be found on the Project Program Information (PPI) form, Local Agency Agreement (LAA), or Individual Project Agreement (IPA) approved by IDOT. The number should be entered in XX-XXXXX-XX-XX format.

Federal project #
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 ####(###), however only the numbers, without parentheses, should be entered in eTIP, as shown in Figure 98 Correct formatting for Federal Project #Figure 98. 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.

Figure 98 Correct formatting for Federal Project # in eTIP



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.

Contract #
The contact number assigned by IDOT for the letting bidding process.

Sponsor/other ID #
The ID, if any, assigned to the project by the project's sponsor.

SRTS project 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 for projects utilizing CMAQ or TAP-L funds that were programmed prior to 2016.

ITEP project ID #
The Illinois Transportation Enhancement Program number assigned to the project or phases of the project by IDOT for projects utilizing the state-programmed Transportation Alternatives Program funds, listed as ITEP (IL Funds) or TAP- State ITEP (Fed).

Current project website
For projects with a dedicated website, enter the URL, 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.

Recreational trails project ID #
The Recreational Trails Program ID assigned to the project or project phases by IDOT or IEPA, for projects utilizing these funds.

Section header #
Section headers for the Programming Information table must first be entered here. The feature is commonly used to indicate different project segments, planned use of retribution, and obligation remainders. Data entered in this section of the IDs / Contacts tab will appear as F. Section in the programming table.

Completing the attachments tab

The Attachments tab is used to upload files associated with projects. Project histories for projects created prior to March 2016 in the database that preceded eTIP are also accessible on the Attachments tab.

New documents can be added in Edit mode, by scrolling to the bottom of the page. Drag files into the designated field or click “select files instead” to open File Explorer, as shown in Figure 99 . Once uploaded, complete all fields to describe the document before saving. To delete a document, click the “X” icon to the right of the document.

Figure 99 Attachments tab - upload documents

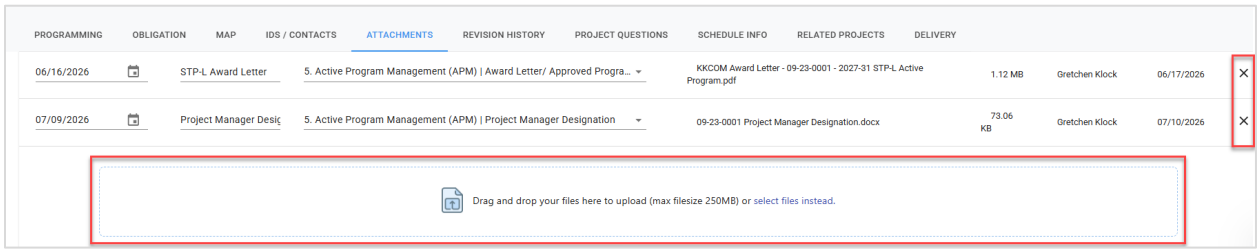
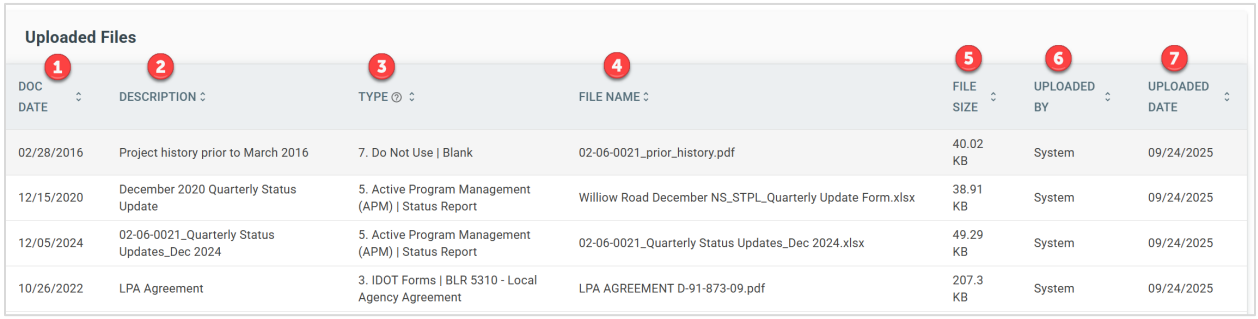


Figure 100 Uploaded files



1. Doc Date: The date the document was approved or published.
2. Description: A brief description of the contents of the document.
3. Type: The type of document, as described below.
4. File name: The file name of the uploaded document.
5. File size: The file size of the uploaded document.
6. Uploaded by: The user that uploaded the document. Documents imported from the old eTIP platform will say “System” in this column, as shown in Figure 100.
7. Uploaded date: The date that the document was uploaded.

Type
Select the document type. There are 7 major types of documents to select from

1. CFP : These are documents specific to calls for projects, such as application workbooks and forms.

2. Cost Changes/Estimates: These are documents related to requesting or receiving a cost change, or to an estimate of costs.

3. IDOT Forms: These are approved documents from IDOT, including PPI and BLR forms.

4. Project Information: These are general information documents such as planning documents or site photos.

5. Active Program Management (APM): These are documents supporting projects with CMAP-administered federal funds.

6. Public Involvement/Press Activities: These are documents publicizing the projects in newsletters, press releases, and public meetings.

General: These are documents not categorized in the above document types.

Project Photo: A project can have one official “project photo” designated. The file that is the project photo will be displayed on reports in the place where maps typically appear if the project is not mapped.

The available document types are:

1. CFP I Actuated Controller Properties

1. CFP I Application Workbook

1. CFP I CoM Application Forms (STP-L)
1. CFP I Detailed Estimate of Costs
1. CFP I Detailed Project Description Narrative
1. CFP I Initial Quarterly Status Update
1. CFP I Input Module Worksheet
1. CFP I Local Policy Document
1. CFP I Other Supplemental Info
1. CFP I Plan Containing Project
2. Cost Changes/Estimates I Cost Change Request/ Approval Documentation
2. Cost Changes/Estimates I Final Engineer's Estimate (phase 2)
2. Cost Changes/Estimates I Initial programming estimate
2. Cost Changes/Estimates I Phase 1 estimate
3. IDOT Forms I BLR 19100 - CE1, No Report
3. IDOT Forms I BLR 22120 - Design Exception
3. IDOT Forms I BLR 22210 - Local PDR CE and Design Approval
3. IDOT Forms I BLR 22410 - Initial Project Coord. Form
3. IDOT Forms I BLR 531O - Local Agency Agreement
3. IDOT Forms I BLR 5311 - Local Agency Amendment
3. IDOT Forms I BLR 5530 - Local Public Agency Engineering Services Agreement
3. IDOT Forms I BLR 5620 - Invoicing and Project Close Out
3. IDOT Forms I D1 PI0004 - PPI Form
3. IDOT Forms I Other IDOT Forms
4. Project Information I Drawings/Plans
4. Project Information I Location Map
4. Project Information I Other
4. Project Information I Planning Document
4. Project Information I Project/Site Photos
4. Project Information I Small Area Traffic Forecasts
5. Active Program Management (APM) I Award Letter/ Approved Program
5. Active Program Management (APM) I Contingency Confirmation
5. Active Program Management (APM) I FTA Grant Application/Approval/Revision
5. Active Program Management (APM) I FTA Transfer Request/Approval
5. Active Program Management (APM) I Funding Program Application

5. Active Program Management (APM) | Local Match Commitments Documents

5. Active Program Management (APM) | Minutes of Federal Coordination Meeting(s)

5. Active Program Management (APM) | Minutes of Kick-off Meeting(s)

5. Active Program Management (APM) | NEPA Approvals

5. Active Program Management (APM) | Phase 1 Design Approval Lener

5. Active Program Management (APM) | Project Manager Designation

5. Active Program Management (APM) | RTA Schedule lib

5. Active Program Management (APM) | Status Report

5. Active Program Management (APM) | Trans Dev Credits Request/Approval

6. Public Involvement/Press Activities | Leners of Support

6. Public Involvement/Press Activities | Media Coverage

6. Public Involvement/Press Activities | Project Newsletters

6. Public Involvement/Press Activities | Project Press Releases

6. Public Involvement/Press Activities | Public Meeting materials

General

Project Photo

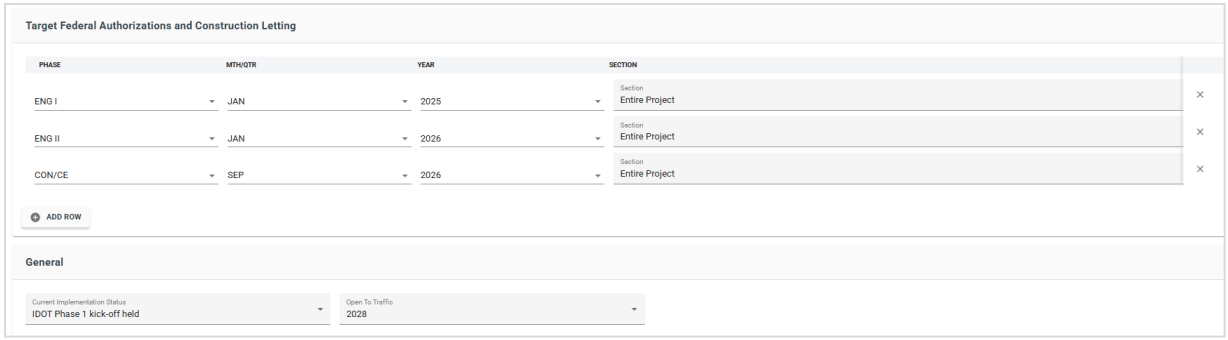
Completing the project questions tab

The Project Questions tab captures information regarding performance targets, design components, and priority improvements. Questions are broken into different sections to address specific planning elements and impacts. The General questions are required for all projects and should be answered completely and accurately for each plan cycle. For more details on how to complete this tab, see **Chapter 5**.

Completing the schedule info tab

The Schedule Information tab 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 on the Schedule Info tab are administrative revisions. The tab should be reviewed and updated each time a TIP change is submitted and must be updated during the carryover action at the end of each federal fiscal year.

Figure 101 Schedule info tab



Target Federal Authorizations and Construction Letting

Users are required to enter estimated authorization and letting dates for all phases with funding in eTIP. This data must be updated to match information in the Programming and Delivery tabs.

Scheduled Start Month/Quarter and Year (required for phases funded in the current FFY)

Select the Month/Quarter 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 ACCP (and thus moved into the current FFY), select the month/year of the conversion.

Section

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 "Add Row" 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.

General

Current Implementation Status

Select the current status of the entire project from the drop-down list. A full list of values can be found in Table 7. 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 is necessary to update this field any time a TIP change is submitted.

Table 7 Current implementation status values

Current Implementation Status	Hwy/Transit	Phase
No project activity	ALL	ALL
Project scoping	Hwy	Pre-phase 1
Phase 1 Qualifications Based Selection (QBS) underway	Hwy	Pre-phase 1
Phase 1 QBS completed	Hwy	Pre-phase 1
Phase 1 engineering agreement submitted	Hwy	Phase 1
Phase 1 notice to proceed issued	Hwy	Phase 1
IDOT Phase 1 kick-off held	Hwy	Phase 1
Env. Survey Request (ESR) submitted	Hwy	Phase 1
1st State/Federal coordination mtg. held	Hwy	Phase 1
CE concurrence received	Hwy	Phase 1
Design variance concurrence received	Hwy	Phase 1
Draft phase 1 report (PDR or equiv.) submitted	Hwy	Phase 1
Public hearing/meeting held	Hwy	Phase 1
Final phase 1 report (PDR or equiv.) submitted	Hwy	Phase 1
Phase 1 design approval (DA) received	Hwy	Phase 1
Phase 2 QBS underway	Hwy	Phase 2
Phase 2 QBS completed	Hwy	Phase 2
Phase 2 engineering agreement submitted	Hwy	Phase 2
Phase 2 notice to proceed issued	Hwy	Phase 2
IDOT Phase 2 kick-off held	Hwy	Phase 2
30% plans completed	Hwy	Phase 2
60% plans completed	Hwy	Phase 2
90% plans completed	Hwy	Phase 2
Pre-final plans and estimates (draft PS&E) submitted	Hwy	Phase 2
Final plans, specs and estimates (PS&E) submitted	Hwy	Phase 2
ROW agreement submitted	Hwy	ROW
ROW kick-off held	Hwy	ROW
ROW acquisition started	Hwy	ROW
ROW acquisition complete and certified	Hwy	ROW
Construction engineering QBS underway	Hwy	Construction
Construction engineering QBS completed	Hwy	Construction
Draft construction/CE agreements submitted	Hwy	Construction
Final construction/CE agreements submitted	Hwy	Construction
Project advertised for letting	Hwy	Construction
Project let	Hwy	Construction
Construction started	Hwy	Construction
Construction underway	Hwy	Construction
Final voucher submitted (construction/CE)	Hwy	Construction
Project closed out (construction/CE)	Hwy	Construction

Current Implementation Status	Hwy/Transit	Phase
Preparing FTA grant application	Transit	ALL
TDC request submitted	Transit	ALL
TDC request approved	Transit	ALL
Fund transfer (FHWA to FTA) request submitted	Transit	ALL
Fund transfer completed	Transit	ALL
FTA grant application submitted	Transit	ALL
FTA grant application under review	Transit	ALL
FTA grant application approved	Transit	ALL
FTA grant amendment submitted	Transit	ALL
FTA grant amendment approved	Transit	ALL
Engineering or equivalent underway	Transit	New/maintain infrastructure
Engineering or equivalent completed	Transit	New/maintain infrastructure
Procurement of equipment initiated	Transit	New equipment
Equipment delivered	Transit	New equipment
Rehab/maintenance of equipment initiated	Transit	Maintain/repair equipment
Equipment placed in service	Transit	New/Maintain equipment
Operations underway	Transit	Operations
Project underway	ALL	Other
Project complete	ALL	Other
FTA grant closed out	Transit	ALL

Open to Traffic

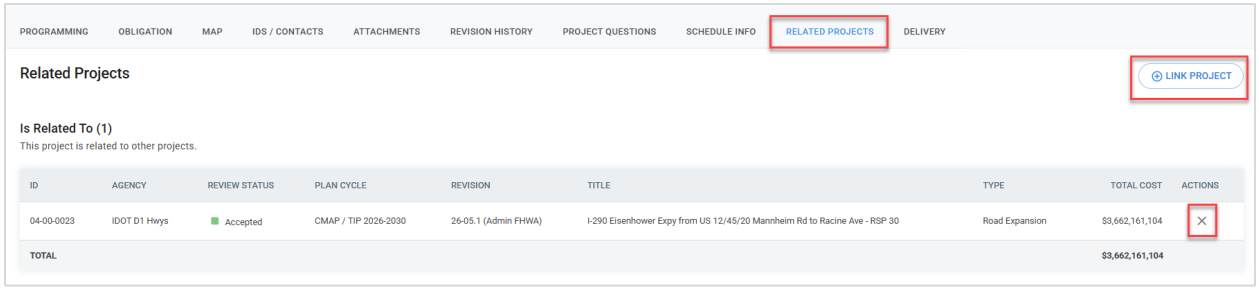
Select the calendar year in which the project will be complete, and open for public use. This information is required for all projects. The open to traffic year should be the same as the completion year for Not Exempt and Exempt Tested projects. For non-infrastructure projects, the open to traffic year should be the year in which the project will be implemented. For multi- year programs, the final year should be selected.

Completing the Related Projects tab

The Related Projects tab allows users to list other projects in eTIP that are related to their project.

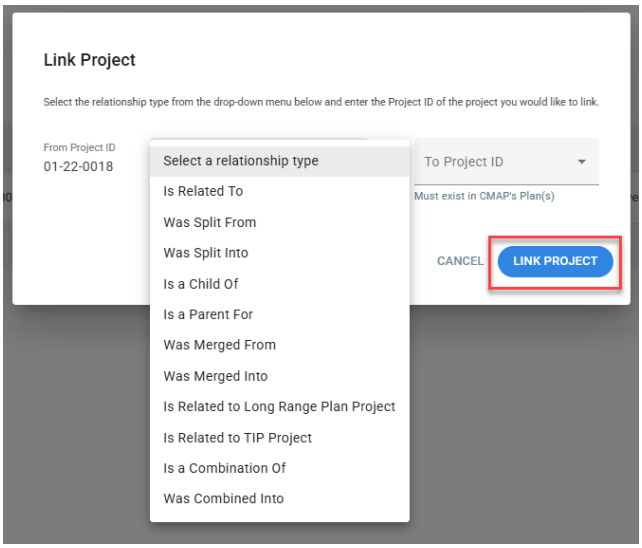
To add a related project, click “Link Project” on the Related Projects tab while editing or revising the project, as shown in Figure 102.

Figure 102 Related projects tab



In the Link Project pop-up, shown in Figure 103, select the applicable relationship type from the dropdown menu and enter the TIP ID of the related project. Click “Link Project.” After the pop-up closes, the tab will be populated with information about the linked project. To remove a linked project, click the “X” in the Actions column (see Figure 102).

Figure 103 Related projects tab - link project window



Relationship types include:

- Is Related To:
- Was Split From:
- Was Split Into:
- Is a Child Of:
- Is a Parent For:
- Was Merged From:
- Was Merged Into:

- Is Related to Long Range Plan Project:
- Is Related to TIP Project:
- Is a Combination Of:
- Was Combined Into:

Completing the Delivery tab

The delivery tab collects information only for projects with CMAP-administered federal fund sources:

- CMAQ
- Carbon Reduction Pgm
- STP - Locally Prgmd
- STP - Shared Fund
- TAP - Locally Prgmd

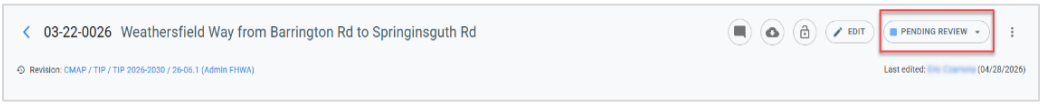
This tab catalogs key project milestones and the project timeline. Updates are required to be submitted on a quarterly basis by the Technical, Financial, or Consultant Project Manager and are reviewed by CMAP staff. CMAP staff may reference this data when reviewing revision submittals. For projects requiring project delivery updates, see **Chapter 6: Project Delivery**.

Submitting Project Revisions for Review

All project revisions 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.** 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 Changes” to verify that there are no data entry errors or to edit the project further before submission. The project will remain in “Draft” status until it is submitted.



When the project is ready to be reviewed by CMAP staff, users must click “Submit for Review.” After submission, and before MPO approval, users will see the project listed as “Pending Review.”

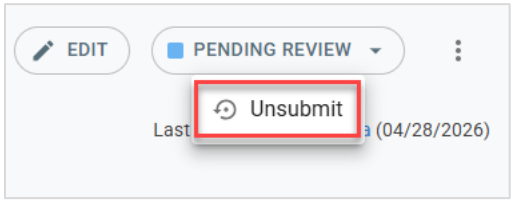
To make additional changes, users must "Unsubmit" the project to withdraw the project from CMAP staff review.

Unsubmitting, resubmitting, and deleting changes

If a project revision has already been submitted to CMAP for review and it has not yet been approved, the user must unsubmit the project to make additional changes.

Unsubmitting and resubmitting revisions
To unsubmit a project, click on the project status in the upper right corner and select “Unsubmit.” This will return the project to “Draft” status.

Figure 104 Unsubmit project revisions



After making the necessary changes, remember to resubmit the project for review.

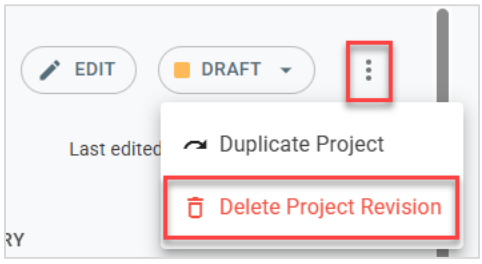
Use caution when unsubmitting changes. Any time the TIP is closed to users (see current year TIP Revision Schedule calendar on the **TIP Programmer Resources** web page) following a TIP change deadline, unsubmitting may cause the change to be delayed until the next revision or conformity cycle if it is not resubmitted prior to the deadline.

Deleting Revisions

To delete a revision, unsubmit the project to return to “Draft” status.

Click the three dots in the upper right corner of the project page. Click “Delete Project Revision.” Deleted project revisions cannot be recovered.

Figure 105 Delete project revision



Project Revision Approval/Denial

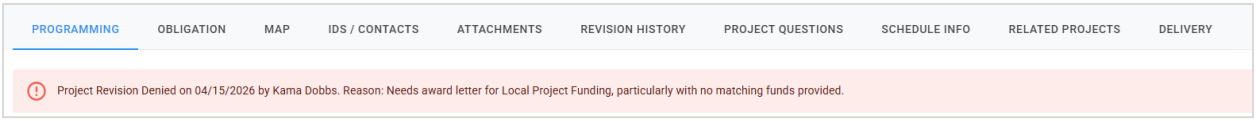
CMAP review and approve or deny submitted project revisions. When reviewing submitted revisions, CMAP staff may re-assign the change from an Administrative Revision action to a Formal Revision action or correct other minor errors.

Project Change Approval/Denial

Approved Revisions
Submitted revisions approved by CMAP staff will be display “Accepted” in the project status. To make further changes to the project after it is accepted, users must submit a new revision.

Denied Revisions
If CMAP denies the project revision, the changes made by the user are retained, and a notification is sent to the user. The CMAP staff that denied the project revision and any comments relating to the reason for denial will be listed in the notification on the project page.

Figure 106 Project revision denial reason

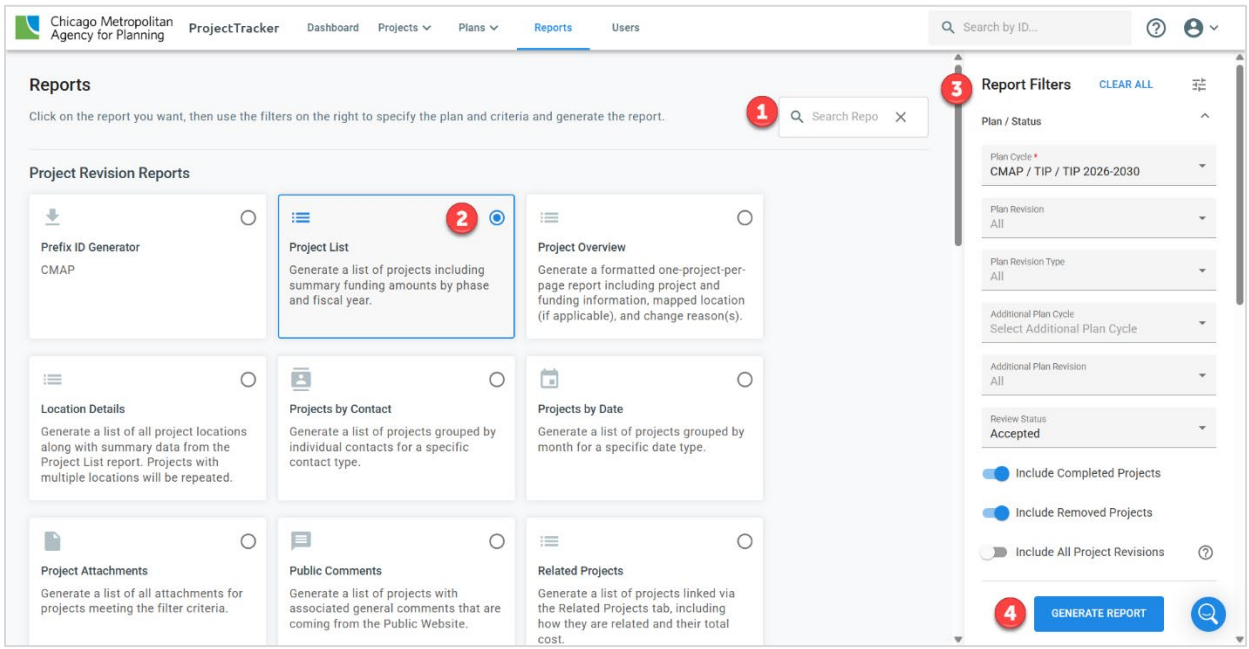


It is the users’ responsibility to resolve denials and resubmit project changes prior to any committee deadlines to be considered for committee approval. If CMAP denies the project change(s), the changes made by the user are retained, and a notification is sent to the user. CMAP staff may use the “Denial 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 4: Reports and Exports

The eTIP database contains reports that users can customize using report filters, as shown in Figure 107. Reports are grouped into three categories: Project Revision Reports, Summary Reports, and Project Delivery Reports. These custom reports can be exported to Excel for use outside of eTIP.

Figure 107 Reports menu



1. Search Reports: Search for a report by entering a keyword(s) in this field.
2. Reports: The report types are listed in the center panel of the screen with a brief description. Click on the desired report to select filters.
3. Report Filters: Specify the plan and report criteria to customize the selected report.
4. Generate Report: Click this button to generate the selected report with the selected filter criteria.

Report Filters

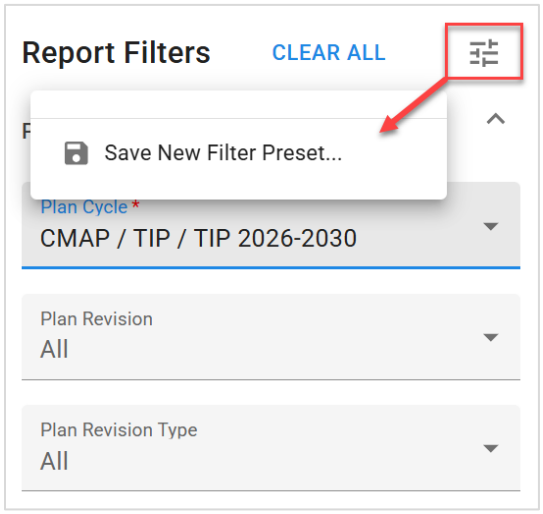
Each report has a variety of filtering options and required criteria. Each time a report is selected the available criteria in the Report Filters panel on the right-hand side will update and the filters will reset (unless a default report filter is active). Required criteria for each report are marked with an asterisk. If a required field is left blank, the "Generate Report" button will not be clickable. While not all reports have all of the filter options, all options are described below. Users may select as many or as few optional filters as desired for their report. Optional filters will default to the selection “All.” To clear the filters that are selected or to apply presets, click either the Clear All link or Filter icon, as shown in Figure 108.

Figure 108 Report filters - clear all and filter presets

Creating and editing filters

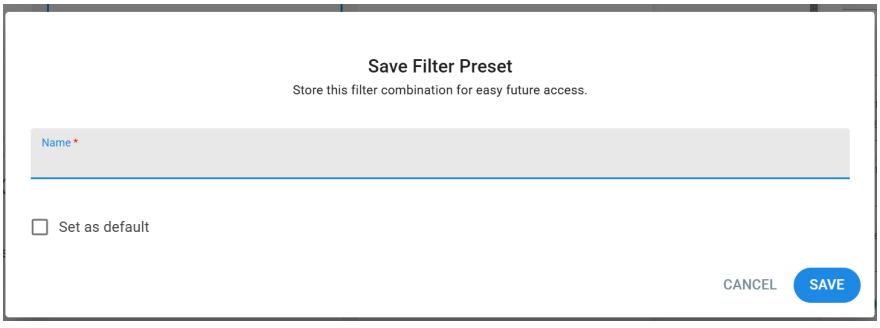
Users that regularly run the same report with the same filters can set up filter presets to save time when generating a report. To save a filter preset, the user must select their desired filters, then click on the filters icon and select “Save New Filter Preset…”, as shown in Figure 109.

Figure 109 New report filter preset



In the Save Filter Preset window shown in Figure 110, add a name for the filter. Select “Set as default” to make the present a default. Setting a filter as default overrides any previously saved default but does not remove any preset filters.

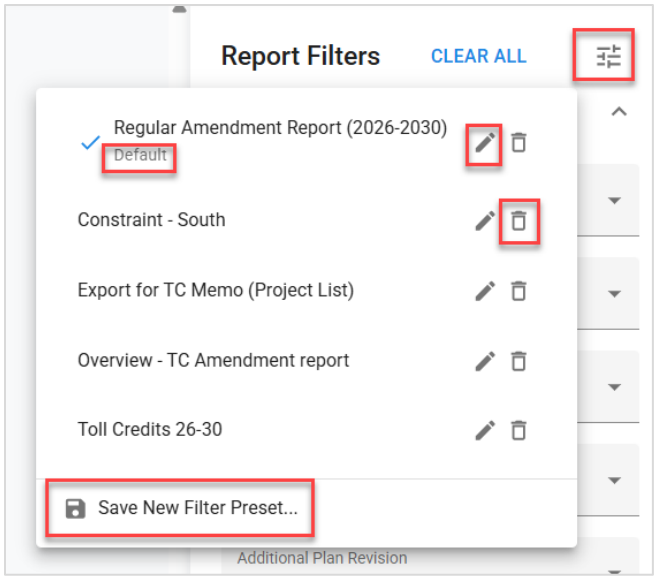
Figure 110 Save filter preset window



When viewing the list of filter presets, the user’s default selection will appear at the top of the list with a default indicator. Users can edit a preset filter by first making revised criteria selections, then clicking

the filter icon, and then selecting the pencil icon for the filter to be updated to the selected criteria. Preset filters can be deleted by clicking the filter icon, then selecting the trash can icon for the filter to be deleted. Filters are tied to the induvial user's account and not shared with other users. The default indicator and icons are shown in Figure 111.

Figure 111 Report filter preset options



Plan/Status

The Plan/Status section determines the universe of projects that the selected filters are applied to produce the report results.

Plan Cycle (Required for all reports, except Obligation Details and all Project Delivery reports)

Select one Active, Draft, or Historical Plan Cycle, including TIP cycles and call for projects (CFP) cycles.

Revenue Scenario (Required for Fiscal Constraint Summary report)

Select one revenue scenario from the list associated with the selected plan cycle.

Carryover (Required for Fiscal Constraint Summary report)

Toggle on to include carryover balances in results.

Plan Revision *(Optional)*

Select from the multi-select drop-down menu associated with the selected plan cycle. Revisions are grouped by their status. To select all revisions within a status group, select the checkbox corresponding to the status header. Open plan revisions are those that are currently available for editing. Pending plan revisions are those that have closed to revisions but have not received required approvals. Approved plan revisions are those that are closed and have been approved by the appropriate bodies.

Plan Revision Type *(Optional)*

Select revision types from the multi-select drop-down menu associated with the selected plan cycle. If the Plan Revision filter is left blank, the report results will include all individual revisions of the type(s)

selected. Typically, it is best to use either the Plan Revision or Plan Revision Type filter, but not both. Revision types are grouped by plan type (CFP or TIP). The CFP type includes only CFP revisions. The TIP type includes administrative revisions, adoptions, formal, and formal conformity revisions.

Additional Plan Cycle *(Optional)*

Select one additional Active, Draft, or Historical Plan Cycle, including TIP cycles and call for projects (CFP) cycles. Note that selecting additional cycles will typically result in only the most recent version of a project from the selected cycles being included in the results.

Additional Plan Revision *(Optional)*

Select additional plan revisions from the multi-select drop-down menu associated with the additional plan cycle selected.

Review Status *(Optional)*

Select review status(es) from the multi-select drop-down menu. Note that review status is only applicable when an "open" plan revision is included in the filter criteria.

Include Completed Projects *(Optional)*

Toggle on this option to include projects marked as completed in results or off to exclude completed projects.

Include Removed Projects *(Optional)*

Toggle on this option to include removed projects in results or off to exclude removed projects. Removed projects should never be included in fiscal constraint or project delivery reports.

Include Toll Credits (Optional for Fund Details and Fund Match Details)

Toggle on this option to include Toll Credits as a fund source in the report results.

Include All Project Revisions *(Optional)*

Toggle on this option to include all project revisions meeting the plan cycle and revision-related filter criteria. This can cause some projects to appear multiple times in the same report.

Fund Groups (Optional for Fiscal Constraint Summary report)

This is a new feature under development that will be documented in the next revision to this user guide.

Report Specific Options

The following report-specific filters provide additional information or structure to select reports.

Order By (Required for Project Overview report)

Select a field (County, (TIP) ID, Lead Agency, Municipality, Project Title, Project Type) to order results by. "ID" is selected by default.

Include Project Changes (Optional for the Project List and Project Overview reports)

Toggle on to include the current change reason, a brief description of non-financial changes to projects, and changes to project schedule information that occurred with the revision cycle(s) selected.

Include Funding Changes (Optional for Project Overview report)

Toggle on to include detailed funding changes and changes to federal project cost and total projects cost that occurred with the revision cycle(s) selected.

Include Mapped Location (Optional for Project Overview report)

Toggle on to include project maps on the report. Projects that are not location specific or that do not have a map will be included, with no map.

Use Compact Format (Optional for Project Overview report)

Toggle on to reduce the spacing between rows on the report.

Include Previous Revision (Optional for Project Overview report)

Toggle on to include all default and additional report fields for each project's selected revision and each project's previous revision.

Contact Type (Required for Projects by Contact report)

Select a contact type for the report. Note: Contact management extends across all Illinois MPOs using the eTIP platform. The contact types that are unique to the CMAP region will have "CMAP" in the name, including CMAP Programming Lead, CMAP Public Contact, CMAP Applicant Contact, CMAP Technical Project Manager, CMAP Financial Project Manager, and CMAP Consultant Project Manager.

Date Type (Required for Projects by Date report)

CMAP does not use this report or feature.

Attachment Type (Optional for Project Attachments report)

Select attachment type(s) from the multi-select drop-down menu to limit the results to the selected attachment type(s).

Funding Phase (Required for the Obligation Performance report)

Select a funding phase for the report. CMAP does not currently use this report or feature.

Group By (Optional for Programmed Summary by Fund report)

Select AC/ACCP to view subtotals by AC/ACCP status. All other selections will return no results.

Milestone Type (Optional for Project Delivery Milestones report)

Select milestone(s) from the multi-select drop-down menu to limit the results to the selected type(s).

Earliest Scheduled Date (Optional for Project Delivery Milestones report)

Filter results by clicking the calendar icon and selecting the desired date. If left blank, results will include all dates before and through the selected latest scheduled date. Use both the earliest and latest scheduled date filters to limit results to a range of dates, including those selected. The earliest date must be before the latest date. Scheduled dates are anticipated/estimated, while completed dates are actual dates.

Latest Scheduled Date (Optional for Project Milestones report)

Filter results by clicking the calendar icon and selecting the desired date. If left blank, results will include all dates on or after the selected earliest scheduled date. Use both the earliest and latest scheduled date filters to limit results to a range of dates, including those selected. The latest date must be after the earliest date. Scheduled dates are anticipated/estimated, while completed dates are actual dates.

Earliest Completed Date (Optional for Project Milestones report)

Filter results by clicking the calendar icon and selecting the desired date. If left blank, results will include all dates before and through the selected latest completed date. Use both the earliest and latest completed date filters to limit results to a range of dates including those selected. The earliest date must be before the latest date. Scheduled dates are anticipated/estimated, while completed dates are actual dates.

Latest Completed Date (Optional for Project Milestones report)

Filter results by clicking the calendar icon and selecting the desired date. If left blank, results will include all dates on or after the selected earliest completed date. Use both the earliest and latest completed date filters to limit results to a range of dates including those selected. The latest date must be after the earliest date. Scheduled dates are anticipated/estimated, while completed dates are actual dates.

Project Information

The Project Information filter section contains the ID (including the Partial ID Matches toggle button), Lead Agency, Project Type, County, Municipality, Title/Description, and Contact Name filters. The Lead Agency, Project Type, County, and Municipality filters are dropdown lists, with All selected by default. The lists are grouped into categories. To select all options within a category group, select the checkbox corresponding to the group header.. The ID, Title/Description, and Contact Name filters are open text fields.. The lists are grouped into categories. Note that although reports may be filtered by these fields, the fields themselves may not be displayed in initial report results. Drilling down to a level of data compatible with the fields is required.

ID (Optional)

Enter desired project ID(s) into the text field using the proper ID formatting. This field includes all ID fields available on the IDs/Contacts tab (e.g. TIP ID, state job, FTA grant, etc.) To enter multiple IDs, enter a comma and space between each project ID. Toggle on the “Include Partial ID Matches” button to generate results matching incomplete IDs. When filtering by IDs other than the TIP ID, it is recommended to select additional fields to show those IDs on the report results.

Lead Agency *(Optional)*

Limit results by selecting lead agency(ies).

Project Type *(Optional)*

Limit results by selecting project type(s).

County (Optional)

Limit results by selecting county(ies).

Municipality *(Optional)*

Limit results by selecting municipality(ies).

Title / Description *(Optional)*

Enter a partial or complete project title or description into the text field to limit results to projects containing the entered text in the title or description fields. The filter is not case-sensitive, but text must match exactly, therefore keywords with no punctuation are recommended. For example, entering “main

st" will include Main St, Main St., Main Street, and mainstream, but entering "main st." will only return Main St.

Contact Name *(Optional)*

Due to CMAP's use of multiple project contact types, this filter is not applied to results.

Funding

The Funding filter section contains the Funding Type and Fiscal Year filters. Other fields will appear depending on the report selected. These filters are dropdown lists, with All selected by default. The lists are grouped into categories. To select all options within a category group, select the checkbox corresponding to the group header.

Funding Type *(Optional)*

Limit results by selecting fund type(s).

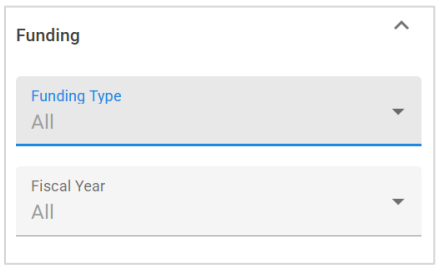
Fiscal Year *(Optional)*

Limit results by selecting programmed fiscal year(s).

Show Complete Funding (*Optional)*

When one or more funding types and/or fiscal years are selected, toggle on to include all fund sources and years in the report results. Toggle off to include only the selected funding type(s) and year(s).

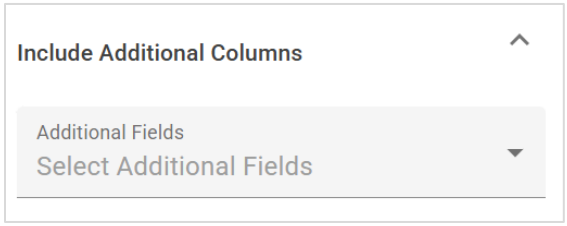
Figure 112 Funding filters



Include Additional Columns

The Include Additional Columns filter section contains a large dropdown list of standard and custom database fields that can be added to reports. The purpose of this section is to enable the user to append additional columns to the report. In many cases, the additional columns will not be displayed until drilling down into report results to provide a compatible level of information. For example, if the AFT Lane Width field (a model information field) is added to the Programmed Summary by Fund report, it will not be displayed until a single fund source is selected to drill down to. These additional columns are included in data exports and can be used to manipulate the data further as desired. In some cases, adding additional columns that are completely incompatible with the report format can cause "No results found to generate the report" to occur. Note that additional columns cannot be added to the Project Overview Report because it is formatted for printing as a pdf document, not as a table.

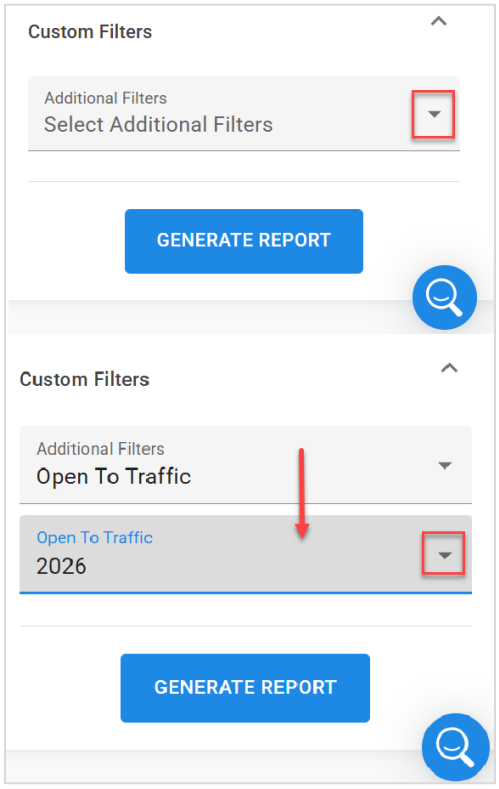
Figure 113 Include additional columns



Custom Filters

The Custom Filters filter section contains a large dropdown list of standard and custom database fields. The purpose of this section is to enable the user to further filter the results of the report. The fields in the dropdown list are sourced from the information on a project page. As shown in Figure 114, after selecting a field as a custom filter, the filter criteria must also be selected or entered. Fields selected as custom filters may not display in the report results unless the fields are also selected in the Include Additional Columns filter above. Users should use caution applying non-standard filters and should always consider what the granularity and level of integrity of data entered in those fields is likely to be. For example, it is possible to filter by "# of Location(s)", but because this field only applies to highways or local streets projects that selected "various locations" as the location type, the results will of the filter will be very limited and potentially not useful.

Figure 114 Custom filters drop-down and selection



Project Revision Reports

Project revision reports generally provide detailed or summarized data at the project level. Many of the reports in this section can be used to compare projects from one revision to another.

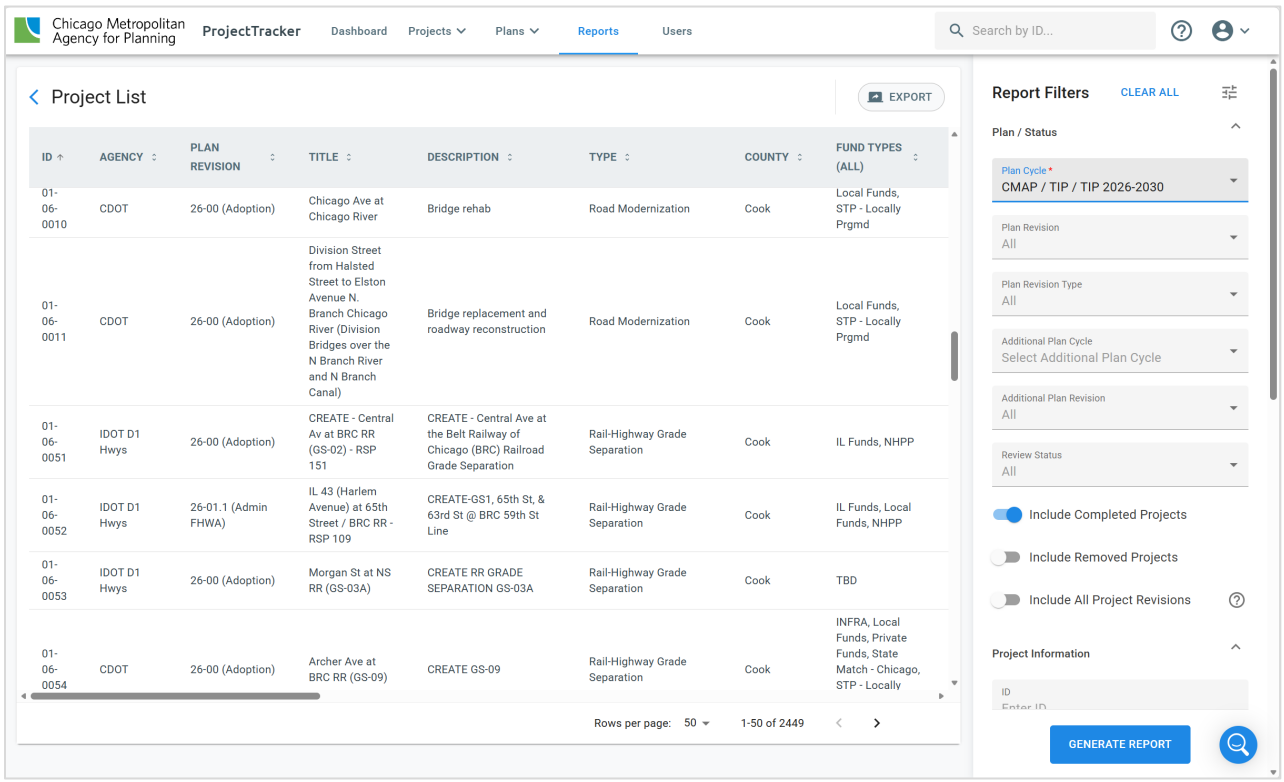
Prefix ID Generator

The Prefix ID Generator is not used by CMAP.

Project List

The Project List report shown in Figure 115 provides basic project information, total costs, yearly funding amount, the funding category in which funds are programmed and how funds are distributed across funding phases, in tabular format. Each row is a unique project. Additional columns added via filters will typically appear in this report without drilling down. Clicking on a project in the report results will open the project record. The report can be exported as a spreadsheet. This report is a great resource for comparing TIP records to agency records, creating a “program of projects” list, and generating a spreadsheet for sorting and filtering.

Figure 115 Project list report



Project Overview

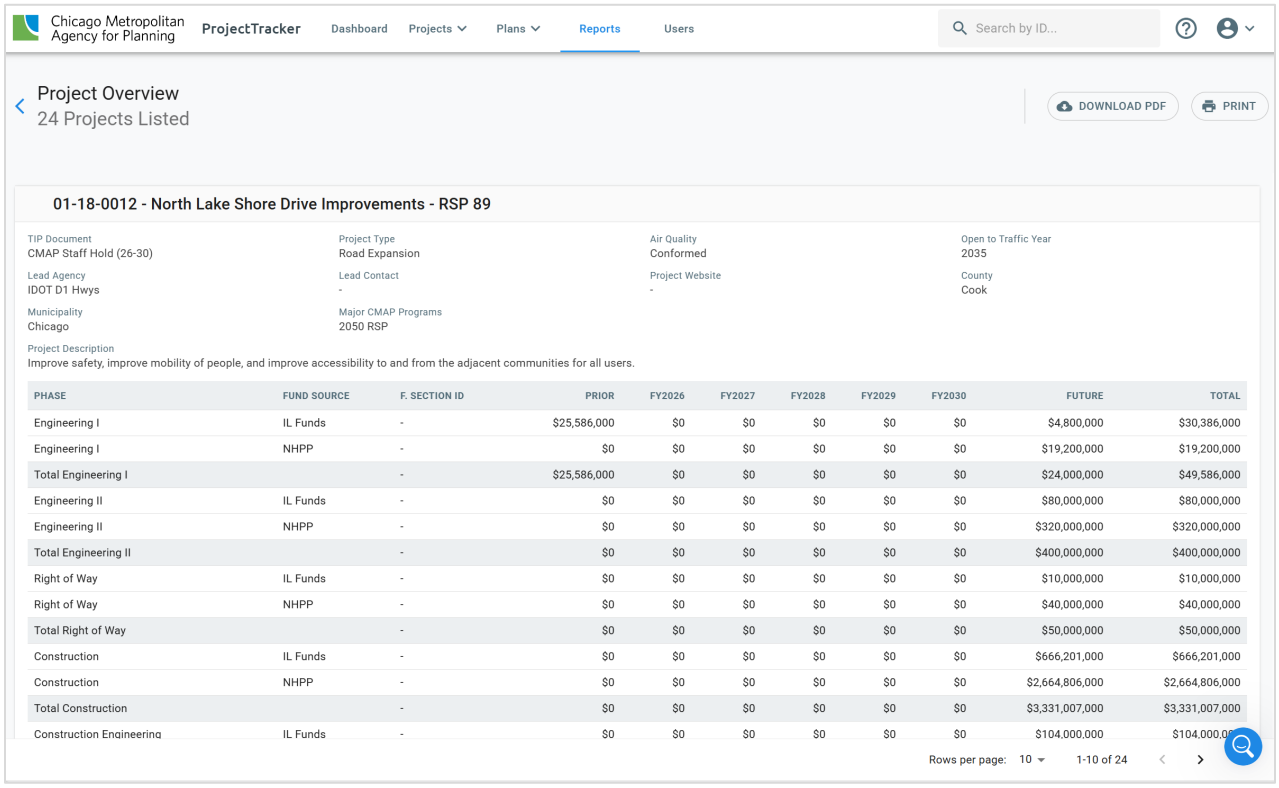
The Project Overview report shown in Figure 116 provides a summary of individual project description, location, and financial information that is formatted to be exported as a pdf report, with each project starting at the top of a new page. This report can be highly customized for unique use cases using the Plan / Status and Report Specific Options filter sections. Instead of exporting to a spreadsheet, the Project Overview can be downloaded as a pdf file, with pop-up options to include only the current revision of the included project(s) or all revisions and to use either portrait or landscape orientation.

Use case example 1: create a detailed project history by selecting the current plan cycle, selecting all additional plan cycles, and toggling on “include all project revisions”, “include project changes” and “include funding changes.”

Use case example 2: create a report containing the current version of all projects that include CMAQ funding by selecting the current plan cycle, all plan revisions, and filtering by funding type by selecting CMAQ.

Use case example 3: CMAP staff create a pdf report for the Transportation Committee for each formal amendment by selecting the current plan cycle and plan revision, including completed and removed projects, including toll credits, sorting by ID, including project and funding changes, mapped locations, and the previous revision.

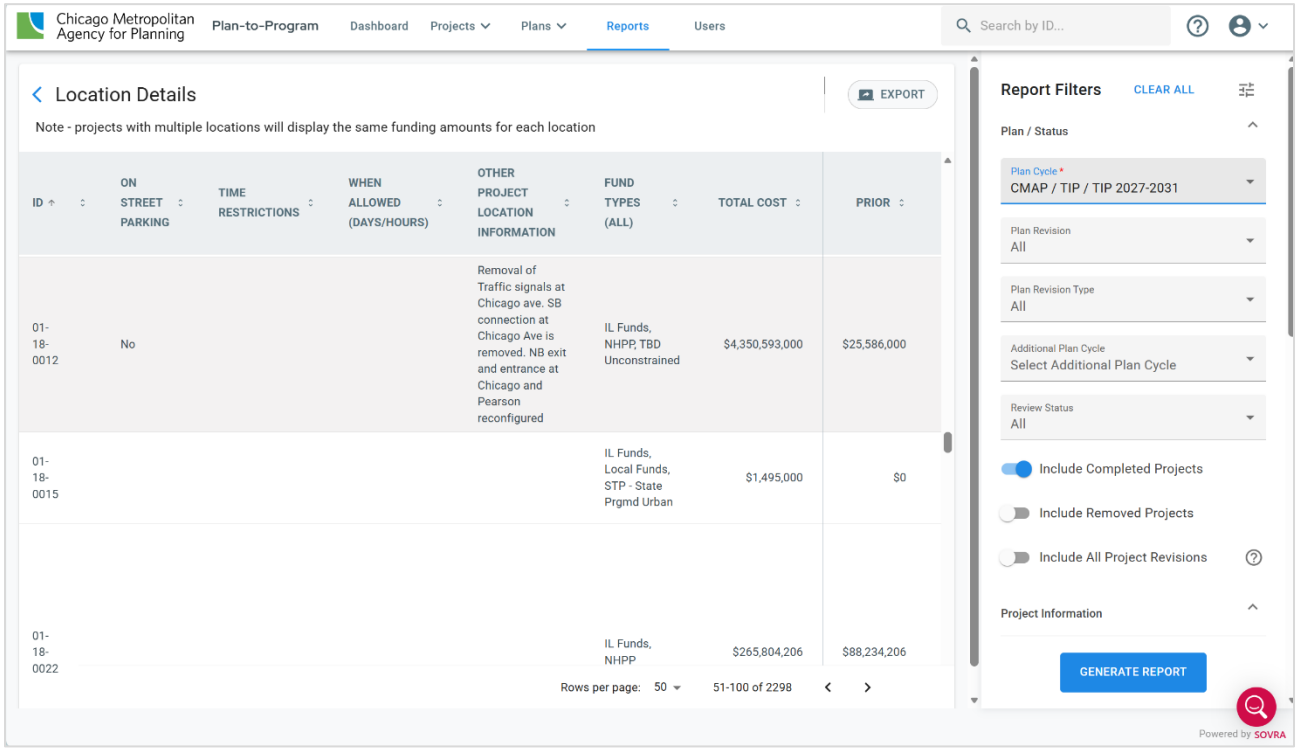
Figure 116 Project Overview report



Location Details

The Location Details report shown in Figure 117 provides tabular location characteristics and modeling data (where entered and applicable), with general project information and summary financial data. Each project location is a separate row, with project level data repeated in each row. Clicking on a project in the report results will open the project record. Users must utilize the scroll bar at the bottom of the report to view all columns. The report can be exported as a spreadsheet. Location data fields from other Illinois MPOs may appear as columns, with no data, in this report, making this report best used as an exported spreadsheet, where these unused columns can be hidden and projects can be filtered and sorted at specific locations or by specific characteristics.

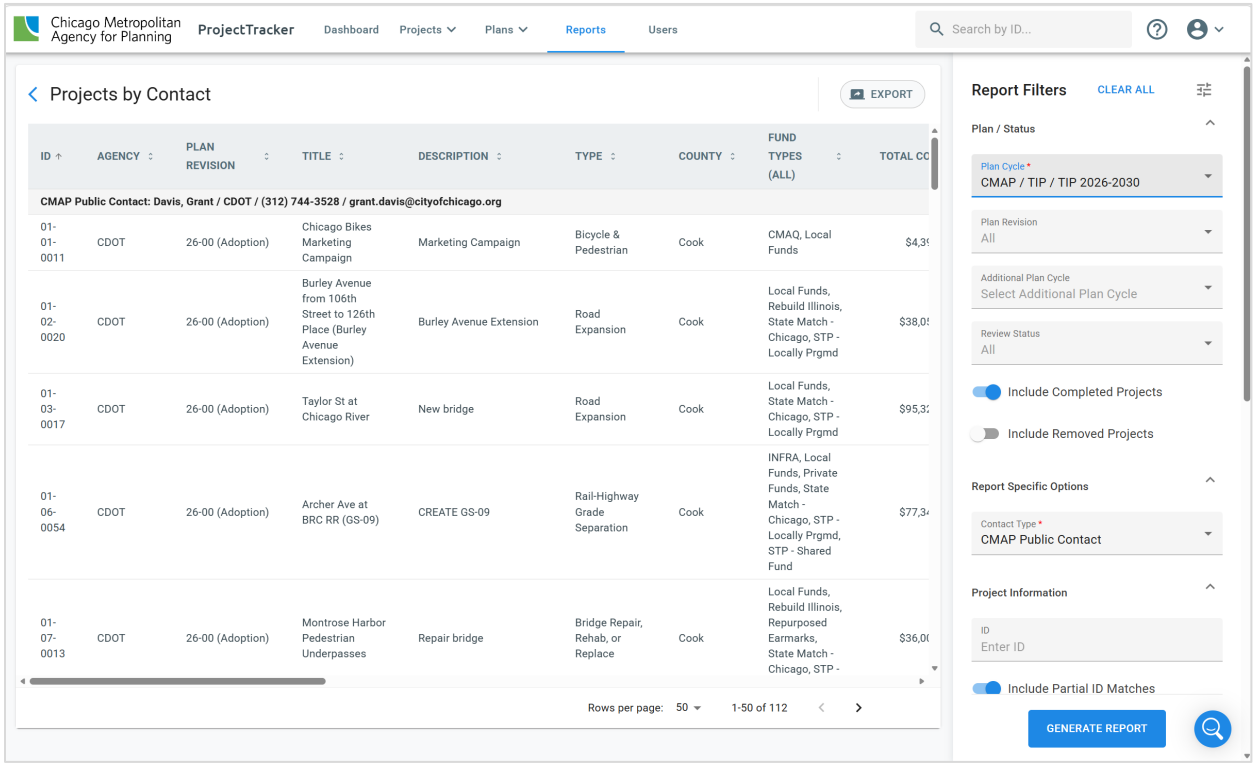
Figure 117 Location Details report



Projects by Contact

The Projects by Contact report shown in Figure 118 provides the same basic project and funding information included in the Project List report, grouped by project contact name. Contact Type is a required filter for this report. Projects that do not have a contact of the type selected assigned will be grouped under a "No Contact Assigned" header within this report. Each row is a unique project. Additional columns added via filters will typically appear in this report without drilling down. Sorting this report by a column, sorts the rows within each group. The groups are sorted alphabetically by contact last name. Clicking on a project in the report results will open the project record. The report can be exported as a spreadsheet. This report is a great resource for verifying complete and up-to-date project contact information.

Figure 118 Projects by Contact report



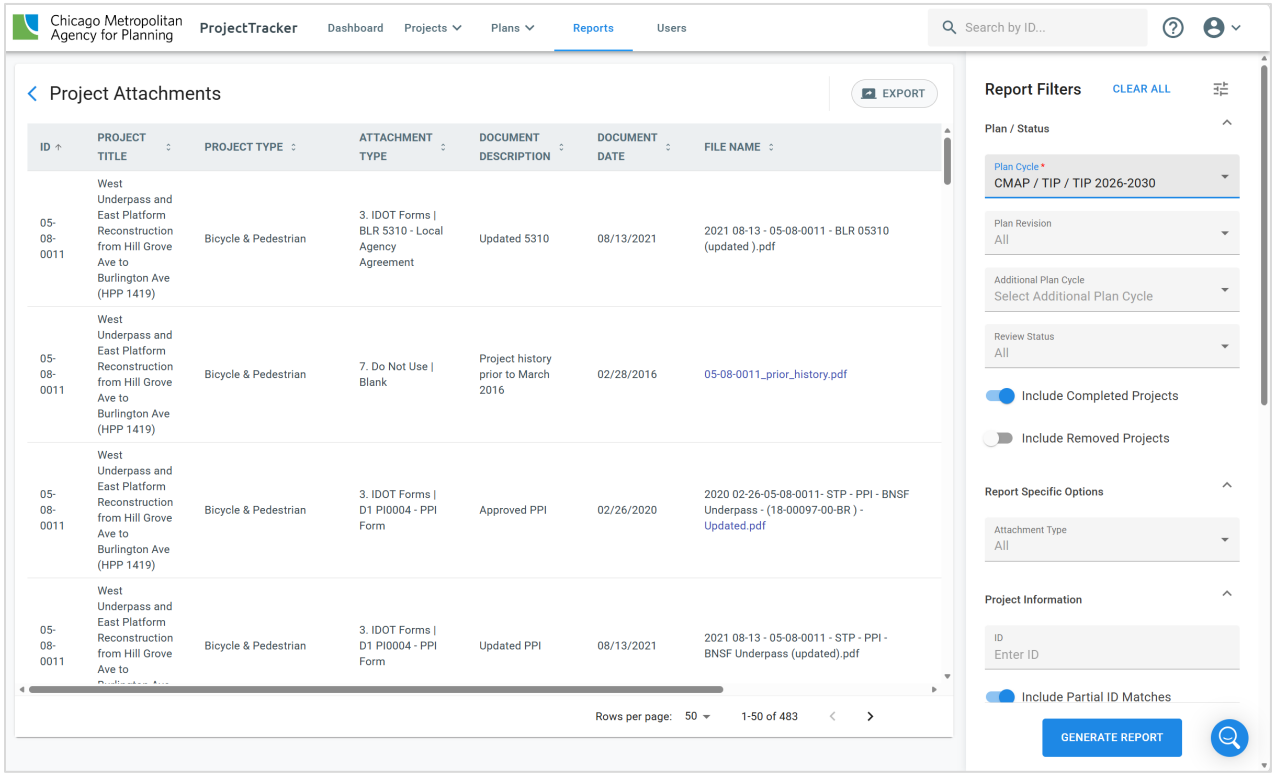
Projects by Date

The Projects by Date report is a feature of eTIP that CMAP does not use.

Project Attachments

The Project Attachments report shown in Figure 119 provides a tabular list of all project attachments of the type(s) selected for the plans, revisions, and projects selected. The project TIP ID, title, and type are provided, along with the attachment properties. Each row is a unique attachment file, therefore there may be multiple rows for each project. Additional columns added via filters will typically appear in this report without drilling down. Clicking on a row in the report results will open the project record, where the individual attachment files can be viewed or downloaded. The report can be exported as a spreadsheet, however links to the attachments will not be active in the exported file. This report is a resource for confirming a group of projects have submitted a selected attachment, such as a funding agreement.

Figure 119 Project Attachments report



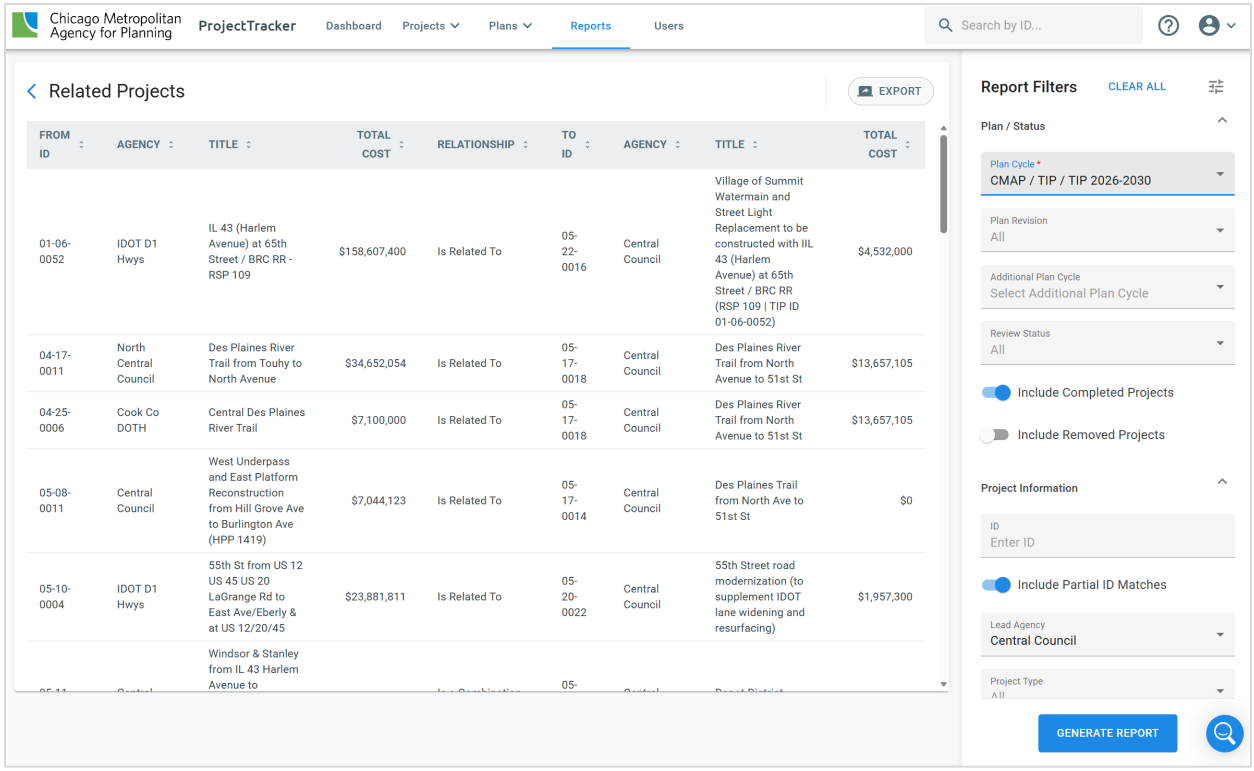
Public Comments

CMAP collects public comment on the TIP and TIP projects via email, not via eTIP, therefore the Public Comments report is a feature of eTIP that CMAP does not use.

Related Projects

The Related Projects report shown in Figure 120 provides a tabular list of projects and their relationship(s) to other projects. Each row represents a unique relationship. with the first 4 columns displaying information about the "from" project and the last 4 columns displaying information about the "to" project. Clicking on a row in the report results will open the project record of the “from” project.

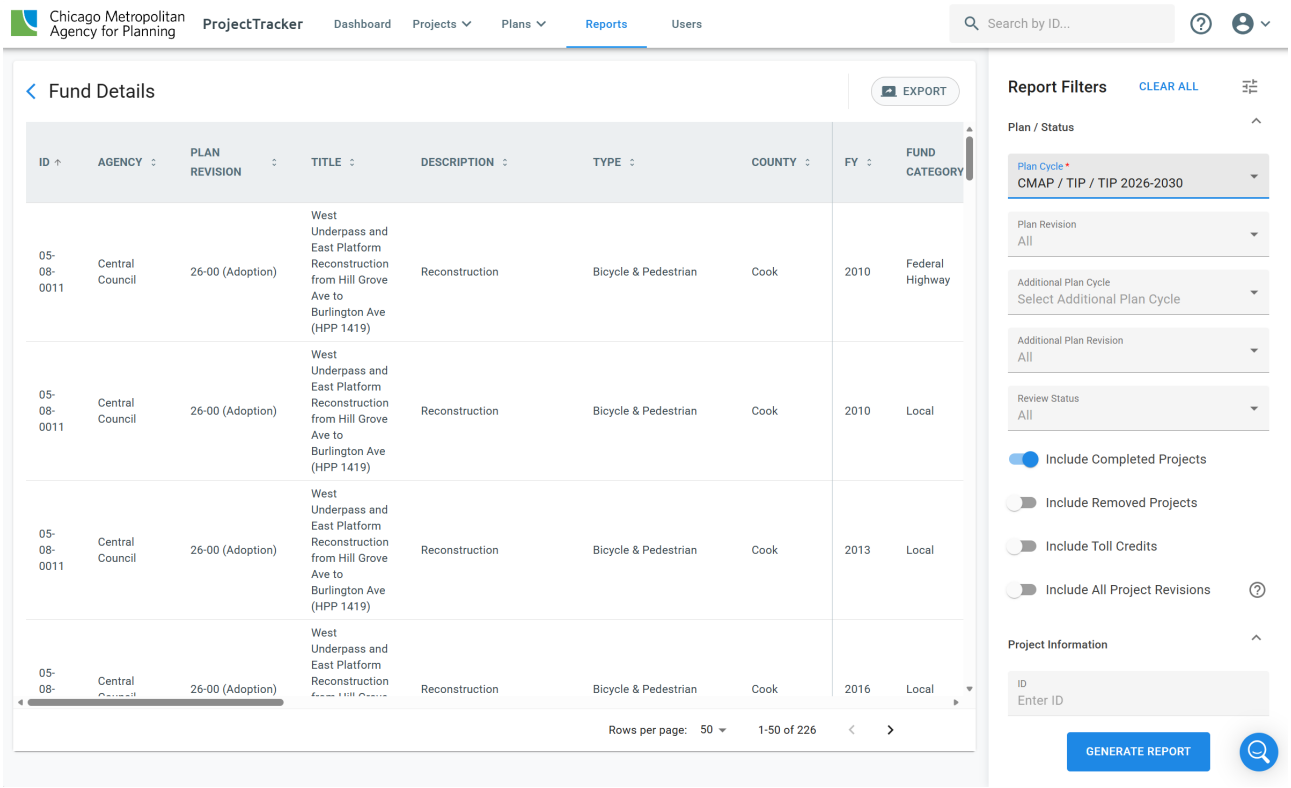
Figure 120 Related Projects report



Fund Details

The Fund Details report shown in Figure 121 provides a tabular list of project funding details, including IDs associated with funding lines and the amounts programmed by phase. Each row is a unique FY and Fund Type pair for a project. Most projects will have multiple rows. Additional columns added via filters will typically appear in this report without drilling down. Clicking on a row in the report results will open the project record,

Figure 121 Fund Details report

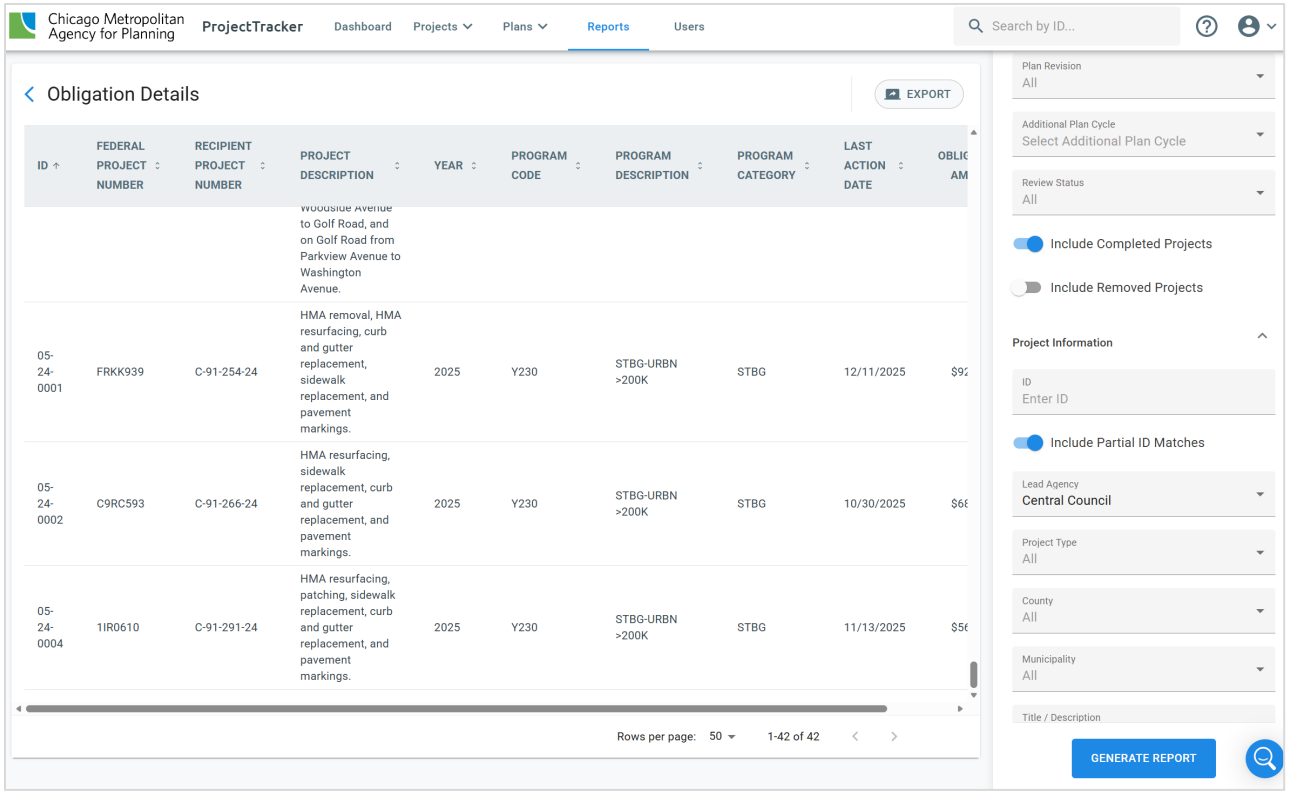


Obligation Details

The Obligation Details report shown in Figure 122 provides a tabular summary of FHWA funds obligated for each federal project number for projects matching the report filter criteria. Each row represents a unique federal project number, federal fiscal year, and federal program code combination. Clicking on a row in the report results will open the project record, Funding placed in Advance Construction (AC) is not defined as obligated in this report. Negative obligations generally represent adjustments made in preparation for project close-out or represent a change to the federal fund source being used.

Obligation data is obtained from FHWA's FMIS database. In the second quarter of FFY 2026 (January 2026), the connection between the eTIP platform and FMIS was disabled. Data in this report from FFYs prior to 2026 is accurate, however data from FFY 2026 and forward may be incomplete or missing until a connection between the databases is reestablished.

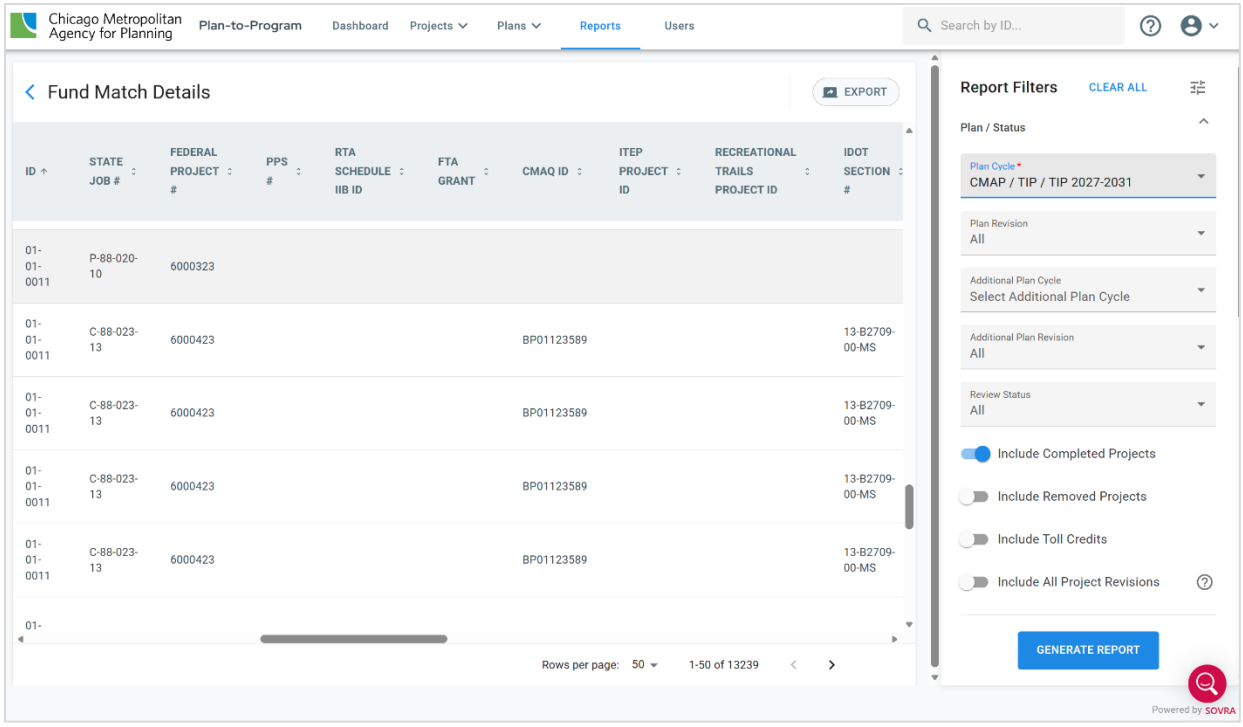
Figure 122 Obligation Details report



Fund Match Details

The Fund Match Details report shown in Figure 123 provides a summary of funding programmed by type of funds (FHWA, FTA, State, Local, and Other) for each unique combination of project IDs, AC/ACCP status, fiscal year, and phase. Funding rows that are associated with each other (using the grouping function shown in **Programming Information** section above) in the project funding section of the project record are shown as a single row in this report. If funding rows are not grouped in the project record, then each funding line will be a separate row in this report. Clicking on a row in the report results will open the project record. Users must utilize the scroll bar at the bottom of the report to view all columns. If programmers have grouped financial line items, this report can help programmers, CMAP staff, and Federal partners quickly determine if matching requirements are being met, particularly when the report is downloaded as a spreadsheet.

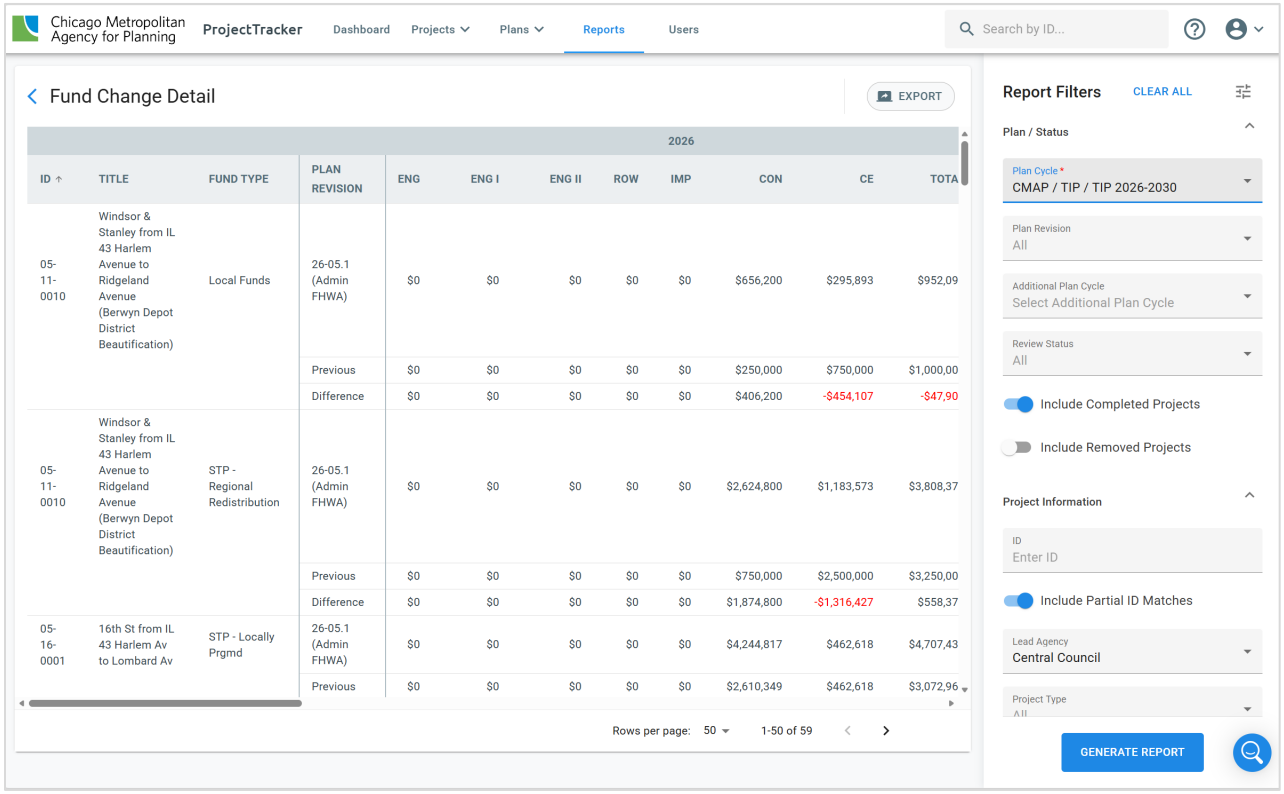
Figure 123 Fund Match Details report



Fund Change Detail

The Fund Change Details report shown in Figure 124 provides a comparison of funds programmed by fund type for every FFY and phase between the selected plan revision and the previous revision and the difference in those funding amounts. If “All” or multiple plan revisions are selected in the Plan/Status filters, the most recently approved revision from the selected plan cycle will be the starting point for the comparison. Clicking on a row in the report results will open the project record. Additional column fields that are at the project level (e.g. exempt status, municipality, work types, etc.) will display on this report, but fields that are at the financial line item level (e.g. F. section, federal project number, etc.) will not. This report cannot be sorted by columns other than ID.

Figure 124 Fund Change Detail report



Summary Reports

As their name implies, summary reports provide more condensed views of data. These reports may have one or more levels of data to drill down to. Typically, additional columns added to these reports are not displayed until a user has drilled down to a level appropriate to the added fields. Drilling down on these reports prior to exporting them can provide a significant amount of data at a very useful level for programming staff.

Programmed Summary by Fund

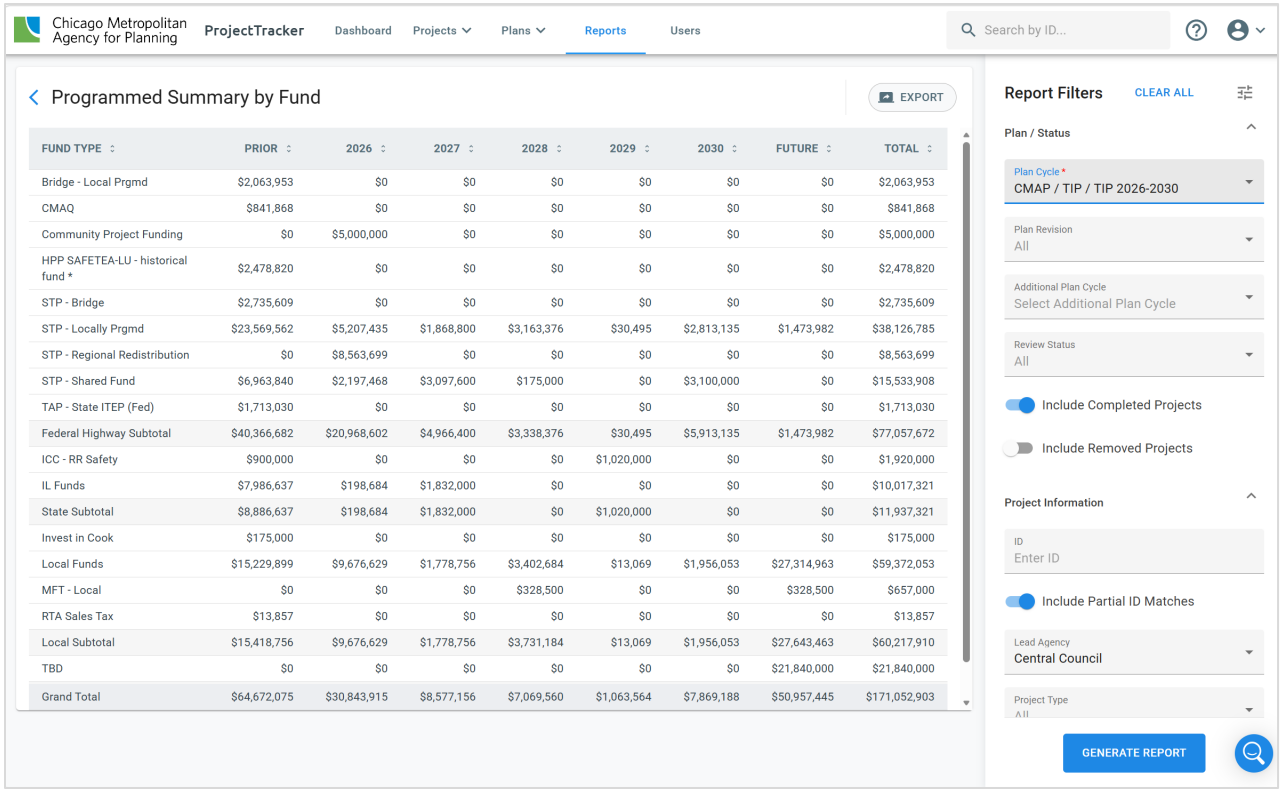
As shown in Figure 125, this report provides a summary of the total funds programmed in all prior, current (by individual year), and future FFYs for each fund source used in the selected plan cycle(s) and revision(s), with subtotals for all federal highway, federal transit, state, local, and other fund source groups, Filters that limit the projects included in the report will modify the totals displayed. Selecting multiple plan cycles and/or multiple plan revisions will modify the totals, but only the most recent version of any individual project is included.

Clicking on any individual fund source row will drill down to a list of all projects included in that row. Clicking on a project row will open the project record. Clicking on any subtotal row will drill down to a list of projects containing any of the fund sources making up that fund source group. If an individual project has multiple fund sources programmed within the fund source group, such as having both CMAQ and TAP-Local funds programmed, the project will be listed multiple times, with each unique fund

source shown in an individual row. Clicking on the grand total row will drill down to a list of all projects contributing to the totals, with one line per fund source.

This report is very useful as a programming spreadsheet for individual lead agencies, with the ability to show all fund sources for the agency, or to show all projects using a particular fund source.

Figure 125 Programmed Summary by Fund report



FUND TYPE	PRIOR	2026	2027	2028	2029	2030	FUTURE	TOTAL
Bridge - Local Prgmd	$2,063,953	$0	$0	$0	$0	$0	$0	$2,063,953
CMAQ	$841,868	$0	$0	$0	$0	$0	$0	$841,868
Community Project Funding	$0	$5,000,000	$0	$0	$0	$0	$0	$5,000,000
HPP SAFETEA-LU - historical fund *	$2,478,820	$0	$0	$0	$0	$0	$0	$2,478,820
STP - Bridge	$2,735,609	$0	$0	$0	$0	$0	$0	$2,735,609
STP - Locally Prgmd	$23,569,562	$5,207,435	$1,868,800	$3,163,376	$30,495	$2,813,135	$1,473,982	$38,126,785
STP - Regional Redistribution	$0	$8,563,699	$0	$0	$0	$0	$0	$8,563,699
STP - Shared Fund	$6,963,840	$2,197,468	$3,097,600	$175,000	$0	$3,100,000	$0	$15,533,908
TAP - State ITEP (Fed)	$1,713,030	$0	$0	$0	$0	$0	$0	$1,713,030
Federal Highway Subtotal	$40,366,682	$20,968,602	$4,966,400	$3,338,376	$30,495	$5,913,135	$1,473,982	$77,057,672
ICC - RR Safety	$900,000	$0	$0	$0	$1,020,000	$0	$0	$1,920,000
IL Funds	$7,986,637	$198,684	$1,832,000	$0	$0	$0	$0	$10,017,321
State Subtotal	$8,886,637	$198,684	$1,832,000	$0	$1,020,000	$0	$0	$11,937,321
Invest in Cook	$175,000	$0	$0	$0	$0	$0	$0	$175,000
Local Funds	$15,229,899	$9,676,629	$1,778,756	$3,402,684	$13,069	$1,956,053	$27,314,963	$59,372,053
MFT - Local	$0	$0	$0	$328,500	$0	$0	$328,500	$657,000
RTA Sales Tax	$13,857	$0	$0	$0	$0	$0	$0	$13,857
Local Subtotal	$15,418,756	$9,676,629	$1,778,756	$3,731,184	$13,069	$1,956,053	$27,643,463	$60,217,910
TBD	$0	$0	$0	$0	$0	$0	$21,840,000	$21,840,000
Grand Total	$64,672,075	$30,843,915	$8,577,156	$7,069,560	$1,063,564	$7,869,188	$50,957,445	$171,052,903

Fiscal Constraint Summary

The Fiscal Constraint Summary provides a balance sheet for comparing currently programmed amounts with funding limitations set-up in the selected revenue scenario for each fiscally constrained fund source included in the selected plan cycle. The filter choices made when generating fiscal constraint summary reports are critical.

There are generally three types of revenue scenarios utilized by CMAP:

1. The first scenario considers programming and funding limitations at the regional level and does not distinguish between phases that are programmed, programmed in AC, or converted from AC (ACCP). This scenario is typically named after the plan cycle, for example “FFY 2027-2031 Programming Marks.” This scenario can be used to get a general regional overview of constraint. Because the programming and balances do not consider a line item’s AC status, this scenario is the most conservative for the region.
2. The second scenario also considers programming and funding limitations at the regional level and also accounts for AC/ACCP. This scenario is also typically named after the plan cycle, with AC/ACCP added, for example “AC/ACCP FFY 2027+2031 Programming Marks.” When balances

are negative in the first scenario, it may be necessary to use this scenario to get a better picture of what is actually programmed (AC/ACCP status = N/A; counts against fiscal constraint), what is in AC (AC/ACCP status = AC; does not count against fiscal constraint), and what has been converted from AC (AC/ACCP status = ACCP; counts against fiscal constraint).

3. The third scenario is used for programming and funding limitations at a local or agency level. There are typically 15 or more of these scenarios in a plan cycle, and they are named logically for the scenario they represent, for example “Lake Council STP (2027-31)” or “Pace (FFY 2027-31).” It is important when using these revenue scenarios to ensure that the Lead Agency filter aligns with the revenue scenario. When negative balances are encountered in these scenarios for FHWA fund sources, a manual determination of the status of line items contributing to the balances may be needed.

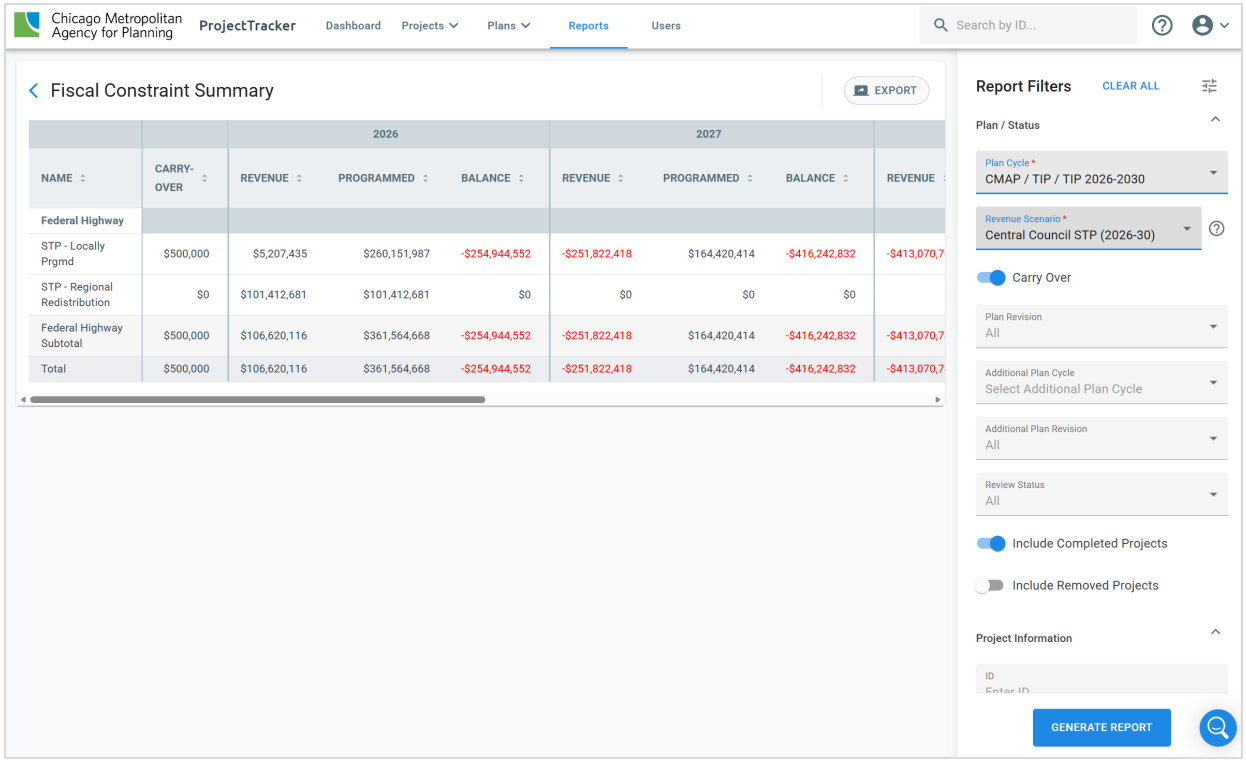
In addition to the revenue scenarios, the choice to toggle the Carry Over filter on or off is critical. When toggled on, funds carried over from prior years into the current year are included and end of FFY balances, whether positive or negative, are applied to the next year. When toggled off, each year’s revenues are independent of balances from other years and funds carried over from prior years to the current year are not recognized as available. CMAP’s practice, accepted by FHWA and FTA, is to consider carryover only for the current year and to require all other years to be independently constrained.

The plan revisions selected are also critical. Constraint must be demonstrated cumulatively throughout the FFY. Generally, this means all approved plan revisions and all revisions pending review for the plan cycle. Open plan revisions may also be added to get an in-progress snapshot of constraint while working to submit or review project revisions.

If Carry Over is toggled on, as shown in Figure 126, the fiscal constraint summary report initially displays a summary by fund source of funds carried over from prior years to the current year, revenue for the year (including carried over balances), the amount programmed for the year, and the balance (revenue – programmed). If Carry Over is toggled off, the Carry-over column is not shown, and balances are not carried into the revenue columns of later years.

Clicking on any individual fund source row in the fiscal constraint summary will drill down to a list of all projects included in that row. Clicking on a project row will open the project record. Clicking on any subtotal row will drill down to a list of projects containing any of the fund sources making up that fund source group. If an individual project has multiple fund sources programmed within the fund source group, such as having both CMAQ and TAP-Local funds programmed, the project will be listed multiple times, with each unique fund source shown in an individual row. Clicking on the grand total row will drill down to a list of all projects contributing to the totals, with one line per fund source.

Figure 126 Fiscal Constraint Summary



Project Question Summary

The Project Questions Summary report initially provides a tally of the number of projects that answered each project question for the selected plan cycle and the number of projects that selected a specific answer(s) to each question, as shown in Figure 127. Drilling down into this report can help users identify and isolate projects that meet specific criteria.

Clicking on a question from the initial results will provide a list of all projects that answered the question, with basic descriptive information and total project cost, as well as the answer selected or given, as shown in Figure 128. Clicking on a row in the drill down list will open the project record. If answers are listed in the initial report results, clicking on the answer row will drill down to a list of projects that gave that answer.

Figure 127 Project Questions Summary report

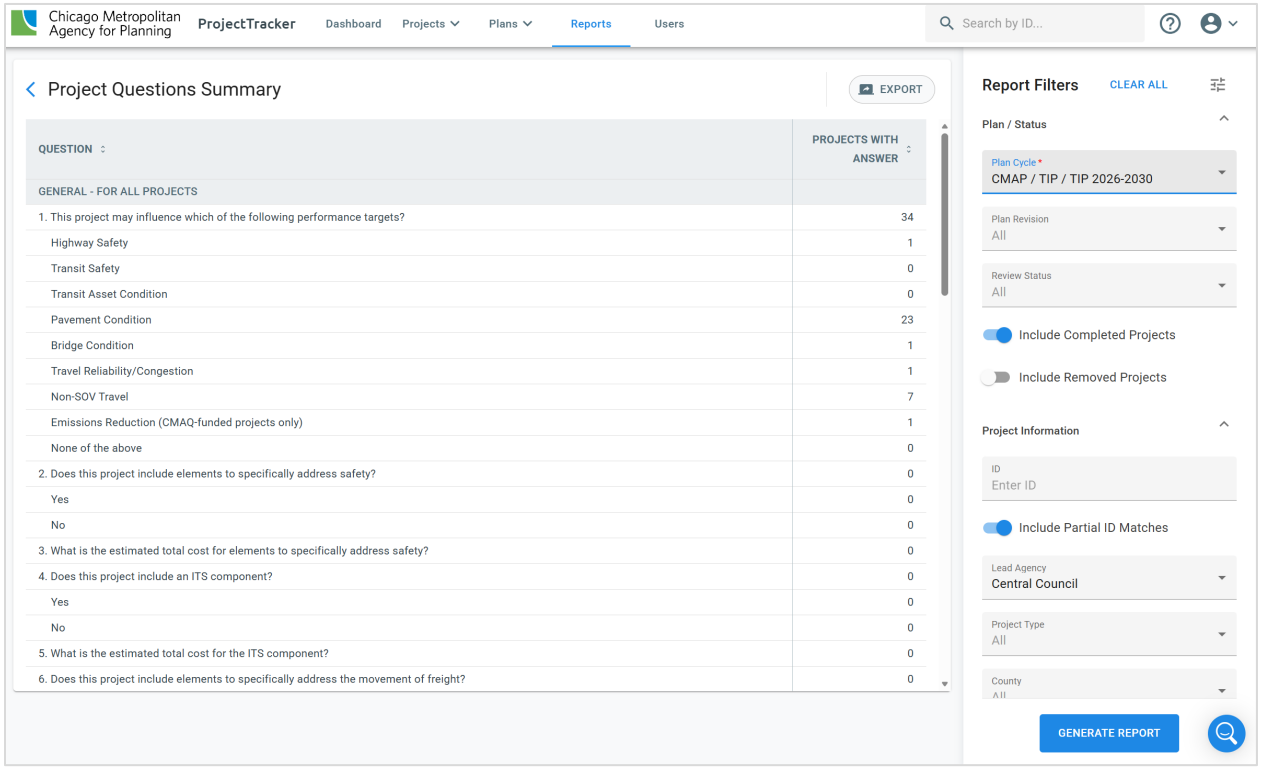
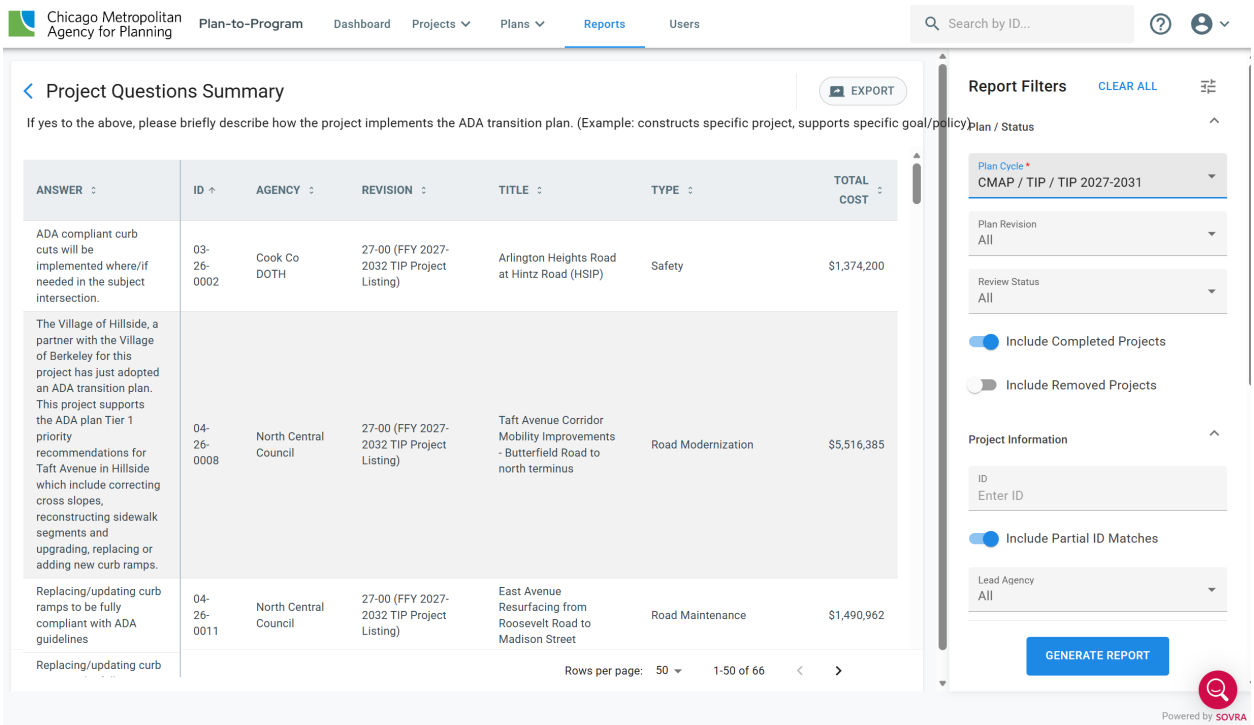


Figure 128 Project Questions Summary - individual question responses



Obligation Balance

The Obligation Balance report provides a side-by-side comparison of the total FHWA funds programmed for a project to those obligated, obligated in AC, and expended, allowing discrepancies between programming and reality to be quickly identified.

Obligation and expenditure data is obtained from FHWA's FMIS database. In the second quarter of FFY 2026 (January 2026), the connection between the eTIP platform and FMIS was disabled. Data in this report from FFYs prior to 2026 is accurate, however data from FFY 2026 and forward may be incomplete or missing until a connection between the databases is reestablished. Therefore, use of this report is not recommended at this time.

Obligation Performance

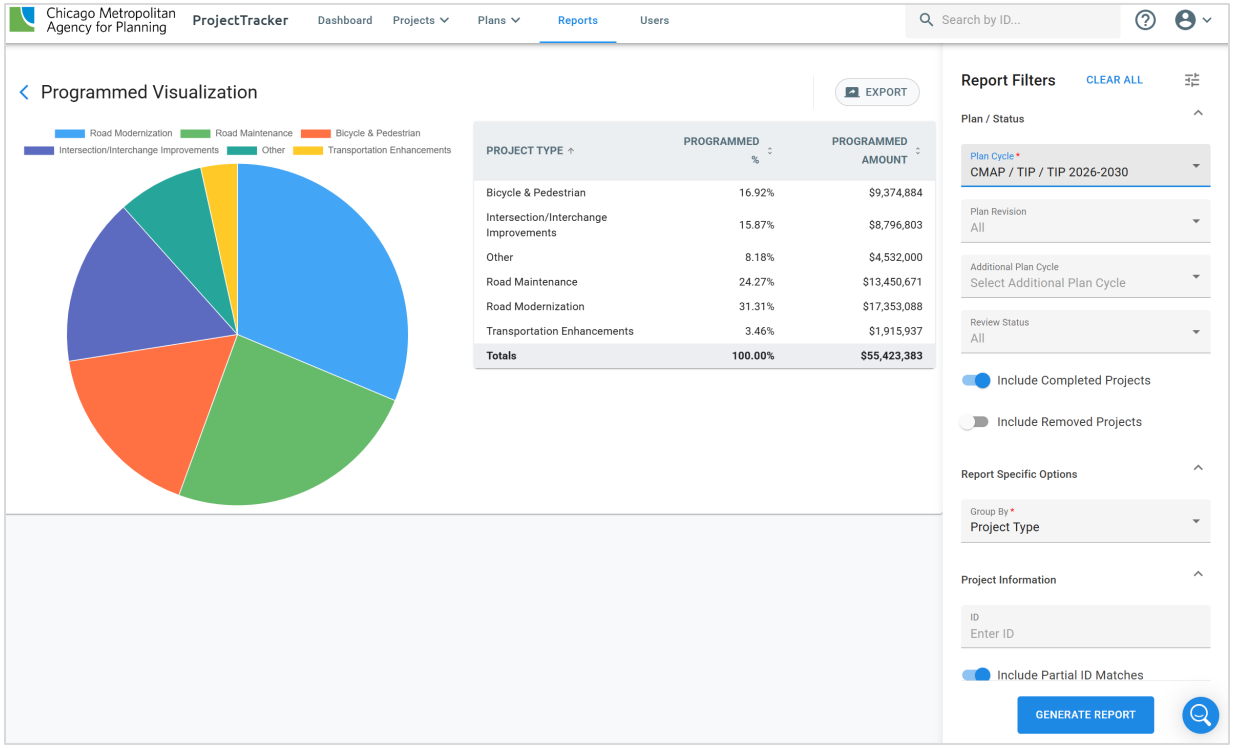
The Obligation Performance report utilizes data obtained from FHWA's FMIS database. In the second quarter of FFY 2026 (January 2026), the connection between the eTIP platform and FMIS was disabled, therefore this report cannot currently be generated.

Programmed Visualization

The Programmed Visualization report shown in Figure 129 provides a graphical and tabular summary of programmed funding based on the field selected in the Group By filter. While the list of fields to group by is extensive, many will not return useful results. Users should consider the type, volume, and reliability of data that may have been entered for a particular field when running or using this report. Clicking on any row in the data table will open a Project List report that match the characteristics displayed.

Users can narrow down their search by clicking into the table which will drill-down the report and show all projects that are using that specific attribute.

Figure 129 Programmed Visualization report



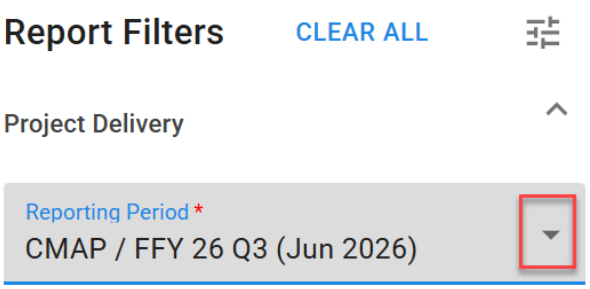
Group Project Summary

CMAP does not use grouped projects; therefore, the Group Project Summary report is not utilized by CMAP at this time.

Project Delivery Reports

Certain projects in eTIP require quarterly project delivery status updates. The reports in this section pertain only to those projects that have project delivery enabled. Project delivery reports require users to first select a reporting period from the drop down list, as shown in Figure 130.

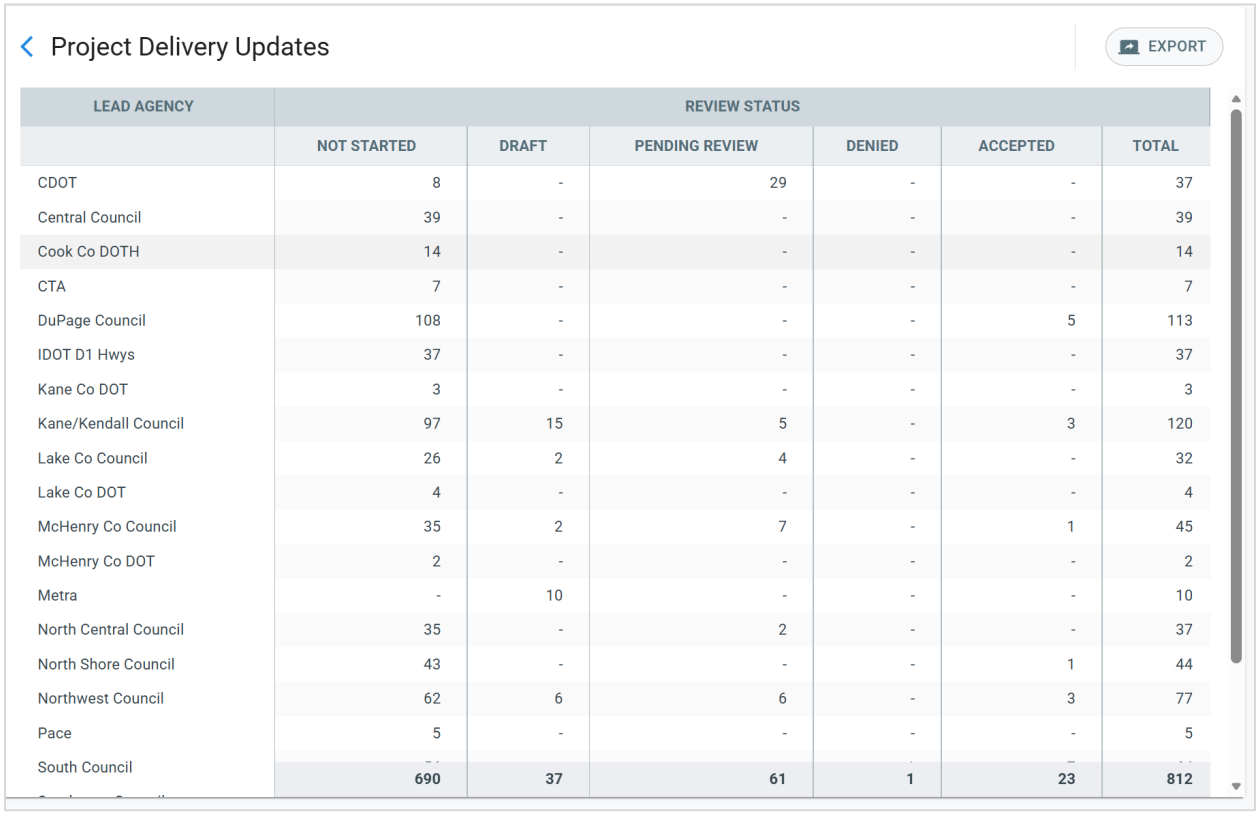
Figure 130 Project Delivery Reporting Period Filter



Project Delivery Updates

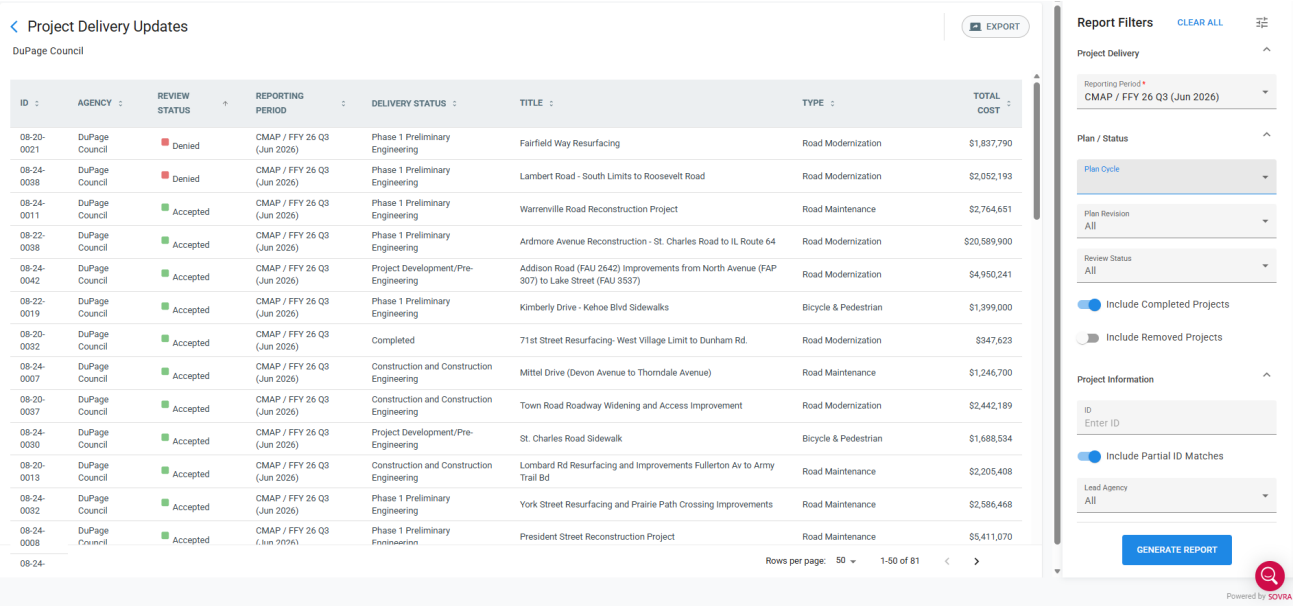
Provides a summary of the delivery update submittal status of projects requiring updates for each lead agency in the selected reporting period, as shown in Figure 131. Clicking on a lead agency row will drill down to a list of the agency's projects with basic project information, the review status of the delivery update, and the delivery status of the project, as shown in Figure 132. Clicking on a project row will open the delivery update. The drill down list can be useful as a checklist for completing delivery updates each quarter.

Figure 131 Project Delivery Updates report



LEAD AGENCY	REVIEW STATUS					
	NOT STARTED	DRAFT	PENDING REVIEW	DENIED	ACCEPTED	TOTAL
CDOT	8	-	29	-	-	37
Central Council	39	-	-	-	-	39
Cook Co DOTH	14	-	-	-	-	14
CTA	7	-	-	-	-	7
DuPage Council	108	-	-	-	5	113
IDOT D1 Hwys	37	-	-	-	-	37
Kane Co DOT	3	-	-	-	-	3
Kane/Kendall Council	97	15	5	-	3	120
Lake Co Council	26	2	4	-	-	32
Lake Co DOT	4	-	-	-	-	4
McHenry Co Council	35	2	7	-	1	45
McHenry Co DOT	2	-	-	-	-	2
Metra	-	10	-	-	-	10
North Central Council	35	-	2	-	-	37
North Shore Council	43	-	-	-	1	44
Northwest Council	62	6	6	-	3	77
Pace	5	-	-	-	-	5
South Council						
	690	**37**	**61**	**1**	**23**	**812**

Figure 132 Project Delivery Updates - Council view



ID	AGENCY	REVIEW STATUS	REPORTING PERIOD	DELIVERY STATUS	TITLE	TYPE	TOTAL COST
08-20-0021	DuPage Council	Denied	CMAP / FFY 26 Q3 (Jun 2026)	Phase 1 Preliminary Engineering	Fairfield Way Resurfacing	Road Modernization	$1,837,790
08-24-0038	DuPage Council	Denied	CMAP / FFY 26 Q3 (Jun 2026)	Phase 1 Preliminary Engineering	Lambert Road - South Limits to Roosevelt Road	Road Modernization	$2,052,193
08-24-0011	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Phase 1 Preliminary Engineering	Warrenville Road Reconstruction Project	Road Maintenance	$2,764,651
08-22-0038	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Phase 1 Preliminary Engineering	Ardmore Avenue Reconstruction - St. Charles Road to IL Route 64	Road Modernization	$20,589,900
08-24-0042	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Project Development/Pre-Engineering	Addison Road (FAU 2642) Improvements from North Avenue (FAP 307) to Lake Street (FAU 3537)	Road Modernization	$4,950,241
08-22-0019	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Phase 1 Preliminary Engineering	Kimberly Drive - Kehoe Blvd Sidewalks	Bicycle & Pedestrian	$1,399,000
08-20-0032	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Completed	71st Street Resurfacing- West Village Limit to Dunham Rd.	Road Modernization	$347,623
08-24-0007	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Construction and Construction Engineering	Mittel Drive (Devon Avenue to Thorndale Avenue)	Road Maintenance	$1,246,700
08-20-0037	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Construction and Construction Engineering	Town Road Roadway Widening and Access Improvement	Road Modernization	$2,442,189
08-24-0030	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Project Development/Pre-Engineering	St. Charles Road Sidewalk	Bicycle & Pedestrian	$1,688,534
08-20-0013	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Construction and Construction Engineering	Lombard Rd Resurfacing and Improvements Fullerton Av to Army Trail Bd	Road Maintenance	$2,205,408
08-24-0032	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Phase 1 Preliminary Engineering	York Street Resurfacing and Prairie Path Crossing Improvements	Road Maintenance	$2,586,468
08-24-0008	DuPage Council	Accepted	CMAP / FFY 26 Q3 (Jun 2026)	Phase 1 Preliminary Engineering	President Street Reconstruction Project	Road Maintenance	$5,411,070
08-24-							

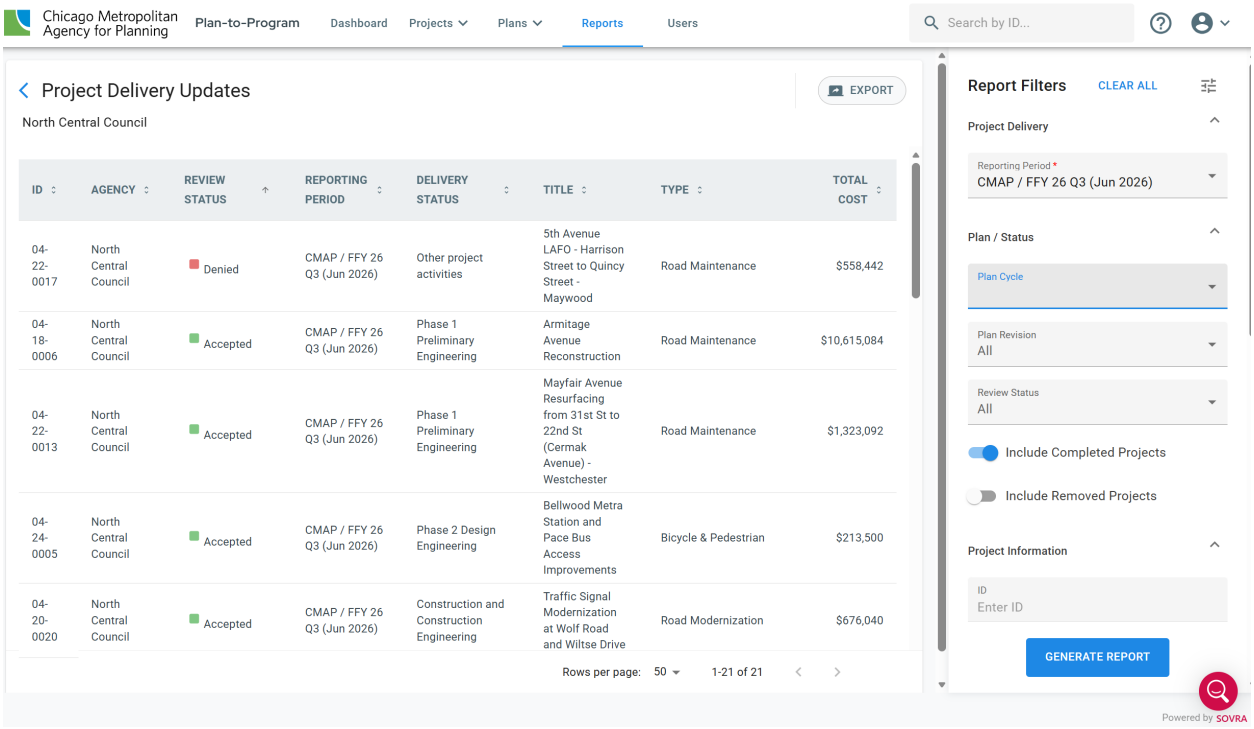
Project Delivery Status

Provides a summary of the delivery status of projects for each lead agency in the selected reporting period, as shown in Figure 133. Clicking on a lead agency row will drill down to a list of the agency's projects with basic project information, the review status of the delivery update, and the delivery status of the project, as shown in Clicking on a project row will open the delivery update.

Figure 133 Project Delivery Status report

LEAD AGENCY	DELIVERY STATUS								
	NO SCHEDULE	PROJECT DEVELOPMENT/PRE-ENGINEERING	PHASE 1 PRELIMINARY ENGINEERING	PHASE 2 DESIGN ENGINEERING	LAND ACQUISITION	CONSTRUCTION AND CONSTRUCTION ENGINEERING	OTHER PROJECT ACTIVITIES	COMPLETED	TOTAL
CDOT	8	6	17	2	-	4	-	-	37
Central Council	39	-	-	-	-	-	-	-	39
Cook Co DOTH	14	-	-	-	-	-	-	-	14
CTA	7	-	-	-	-	-	-	-	7
DuPage Council	108	3	-	-	-	-	-	2	113
IDOT D1 Hwys	37	-	-	-	-	-	-	-	39
Kane Co DOT	3	-	-	-	-	-	-	-	5
Kane/Kendall Council	97	-	5	2	-	5	11	-	122
Lake Co Council	26	-	-	3	-	2	1	-	34
Lake Co DOT	4	-	-	-	-	-	-	-	6
McHenry Co Council	35	-	4	1	-	3	2	-	47
McHenry Co DOT	2	-	-	-	-	-	-	-	4
Metra	-	-	1	5	-	3	1	-	12
North Central Council	35	-	2	-	-	-	-	-	39
North Shore Council	43	-	-	1	-	-	-	-	46
Northwest Council	62	1	7	-	-	3	3	1	79
Pace	5	-	-	-	-	-	-	-	8
South Council	690	10	40	23	1	23	22	3	812

Figure 134 Project Delivery Status - Council view



Project Delivery Milestones

Provides a list of all project delivery milestones for the selected reporting period as shown in Figure 135. If no milestone type or date filters are selected, all milestones that have one or more values for every selected project will be displayed. Click on a project row to open the project's delivery page. This report can be highly customized for unique use cases described below using the Report Specific Options filter sections.

Use case example 1: To determine all projects that completed any milestone within the last quarter (or other time period), set the earliest completed date to the first day of the quarter (or period) and the latest completed date to the last day of the quarter (or period). For a specific milestone(s), such as letting or bid opening, also use the milestone type(s).

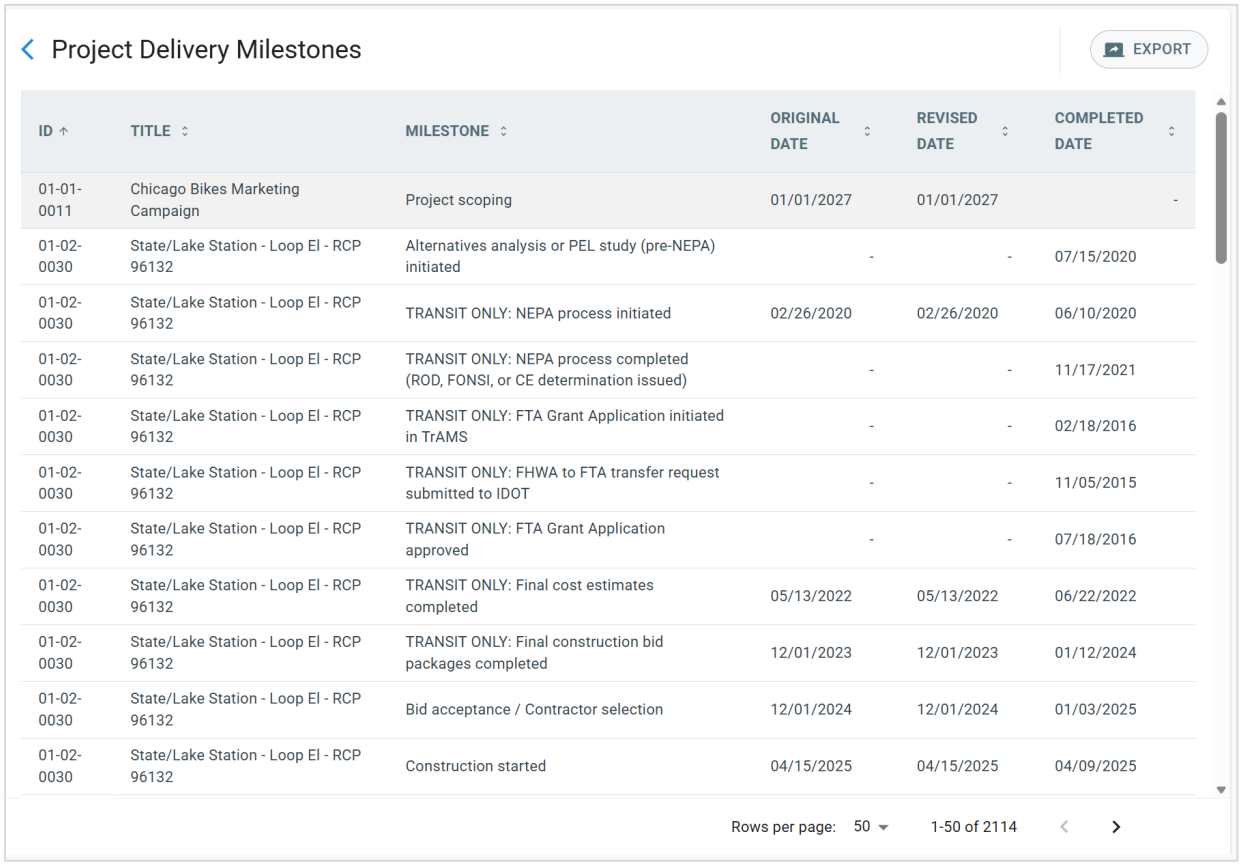
Use case example 2: To determine all projects that were either targeting or completed any milestone within a certain period, set both the earliest scheduled date and earliest completed date to the first day of the period and the latest scheduled date and latest completed date to the last day of the period, selecting a specific milestone type(s) if desired.

Use case example 3: For a list of projects targeting a specific state letting date, select the letting or bid opening milestone type and set both the earliest and latest scheduled dates to the letting date. Understanding that programmers sometimes use the 1st of the month of a scheduled letting, results may

be better using the 1st as the earliest scheduled date and the last day of the month as the latest scheduled date.

Use case example 4: To obtain a list of non-construction phases that may be targeting obligation of funding within a certain time period, set the scheduled dates to the start and end of the period and for the best results include these milestone types: Land acquisition completed and/or HWY ONLY: ROW certified, HWY ONLY: Phase 1 engineering and local agency agreements approved by IDOT and/or HWY ONLY: Phase 1 federal funds authorized (to be completed by CMAP), and/or HWY ONLY: Phase 2 engineering and local agency agreements approved by IDOT and/or HWY ONLY: Phase 2 federal funds authorized (to be completed by CMAP).

Figure 135 Project Delivery Milestones report



ID	TITLE	MILESTONE	ORIGINAL DATE	REVISED DATE	COMPLETED DATE
01-01-0011	Chicago Bikes Marketing Campaign	Project scoping	01/01/2027	01/01/2027	-
01-02-0030	State/Lake Station - Loop El - RCP 96132	Alternatives analysis or PEL study (pre-NEPA) initiated	-	-	07/15/2020
01-02-0030	State/Lake Station - Loop El - RCP 96132	TRANSIT ONLY: NEPA process initiated	02/26/2020	02/26/2020	06/10/2020
01-02-0030	State/Lake Station - Loop El - RCP 96132	TRANSIT ONLY: NEPA process completed (ROD, FONSI, or CE determination issued)	-	-	11/17/2021
01-02-0030	State/Lake Station - Loop El - RCP 96132	TRANSIT ONLY: FTA Grant Application initiated in TrAMS	-	-	02/18/2016
01-02-0030	State/Lake Station - Loop El - RCP 96132	TRANSIT ONLY: FHWA to FTA transfer request submitted to IDOT	-	-	11/05/2015
01-02-0030	State/Lake Station - Loop El - RCP 96132	TRANSIT ONLY: FTA Grant Application approved	-	-	07/18/2016
01-02-0030	State/Lake Station - Loop El - RCP 96132	TRANSIT ONLY: Final cost estimates completed	05/13/2022	05/13/2022	06/22/2022
01-02-0030	State/Lake Station - Loop El - RCP 96132	TRANSIT ONLY: Final construction bid packages completed	12/01/2023	12/01/2023	01/12/2024
01-02-0030	State/Lake Station - Loop El - RCP 96132	Bid acceptance / Contractor selection	12/01/2024	12/01/2024	01/03/2025
01-02-0030	State/Lake Station - Loop El - RCP 96132	Construction started	04/15/2025	04/15/2025	04/09/2025

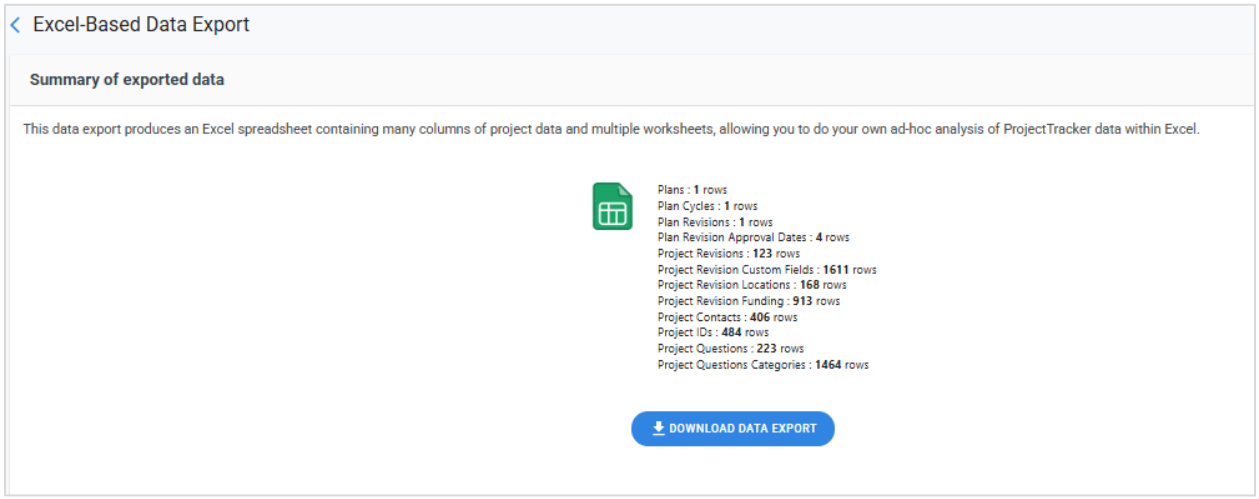
Data Export

The data in eTIP, including project mapping data, can be exported to Excel or to GIS shapefiles for ad-hoc analyses.

Excel-Based Data Export

The Excel-based data export consists of an Excel workbook with several worksheets containing different data tables. The Excel data may be filtered prior to downloading. The fewer filters selected, the more records will be downloaded, therefore unless a very specific subset of data (such as a particular lead agency only) is desired using fewer filters is recommended. Additional filters can always be applied to the downloaded data in Excel. Prior to actually downloading data, a summary of the file to be downloaded, including the names of each worksheet included and the number of records within those worksheets will be displayed, as shown in Figure 136. Click on the download data export button to start the download. The file to be downloaded can take several minutes to generate. A “Loading file” spinner will be displayed until the file is downloaded. It is best not to navigate away from the page until the spinner disappears and the download data export button is displayed again.

Figure 136 Summary of exported data



Shapefile Data Export

This data export produces a ZIP archive with up to 3 shapefiles (points, lines, polygons) for mapped project locations matching the filter criteria. The fewer filters selected, the more records will be downloaded, therefore unless a very specific subset of data (such as a particular lead agency only) is desired using fewer filters is recommended. Additional filters can be applied to the downloaded data within most GIS applications. Depending on the universe of projects included, the shapefile download may take a significant amount of time. Do not navigate away from the page until the loading report spinner disappears.

Chapter 5: Project Questions

The Project Questions tab is used to capture data about TIP projects' relationship to the implementation of the Regional Transportation Plan (RTP), accomplishment of regional performance targets, and other information that is not captured elsewhere in eTIP. Questions are typically established on an annual basis and are tied to Plan Cycles, including both TIP and CFP cycles, as shown in Figure 137. Questions for TIP plan cycles remain very similar from cycle to cycle, however the questions asked during a CFP cycle are typically custom to that cycle.

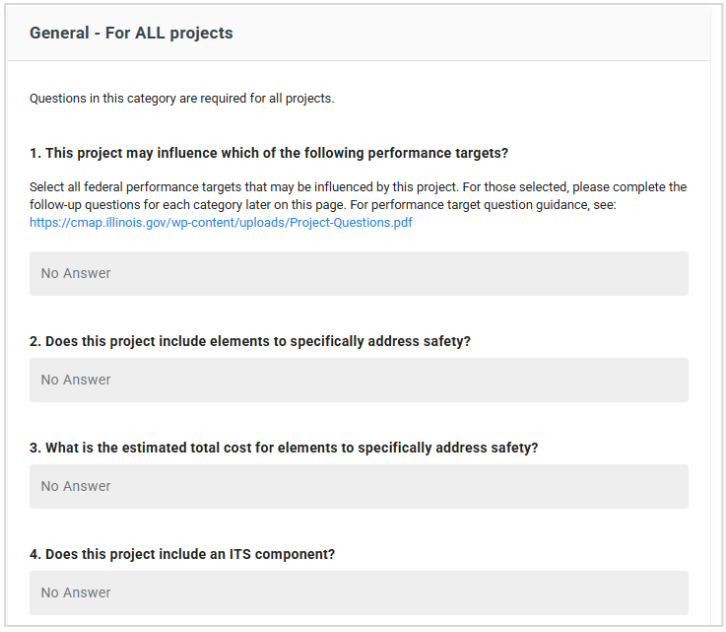
Figure 137 Questions by plan cycle

The project questions and answers displayed on the project questions tab correspond to the plan cycle of the selected radio button. To view the questions and answers from other plan cycles, select the corresponding radio button. Because project questions are associated with plan cycles, and not plan revisions, they can be answered or edited for any open plan cycle at any time without the need to submit a project revision. When a project is carried over from one plan cycle to another (typically at the beginning of a new federal fiscal year or when selected for funding from a call for projects cycle) the answers to questions that are common to both cycles will be automatically carried over with the project. A Project Questions Summary report is available to view and download for all projects.

Typical project questions

Project questions are grouped into categories and are described in more detail below. These descriptions are based on the questions included in the FFY 2027 – 2031 plan cycle and FFY 2028-2032 CFP plan cycle. Unless noted as applying specifically to the TIP or CFP plan cycle, questions apply to both. Questions may be modified in the future, and modifications will be documented in updates to this User Guide or through separately issued guidance. Figure 138 illustrates the grouping of questions into categories.

Figure 138 Project question grouping



General – For ALL projects category

Questions in this category are required for all projects within the TIP plan cycle, unless otherwise noted. Beginning in FFY 2027, CFP plan cycles will include only performance targets and ADA transition plan questions from this section

Performance targets question

CMAP is required to report on how the projects in the TIP will move the region toward achieving our performance targets. To assist with this reporting, project programmers are asked to indicate which of the federal performance targets may be influenced by the project. The response is a multi-select dropdown. Specific guidance for answering this question is provided in a **Project Questions: Performance Targets** eTIP fact sheet. This question is asked for both TIP and CFP plan cycles.

Elements to address safety questions

If any scope elements of the project will improve safety for any users of the facility, select yes and provide a cost estimate for the scope elements. These questions are asked only for TIP plan cycles.

ITS component questions

If the project has an ITS component, select yes and provide a cost estimate for the scope elements. These questions are asked only for TIP plan cycles.

Elements to address movement of freight questions

If any scope elements of the project will improve the movement of freight, select yes and provide a cost estimate for the scope elements. These questions are asked only for TIP plan cycles.

Sponsor ADA Transition Plan question

All projects must indicate if the project sponsor has a publicly available ADA transition plan (required for government agencies with more than 50 employees). This question is asked for both TIP and CFP plan cycles.

Implementing ADA Transition Plans (All Locally-Sponsored Projects) Category

This category of questions captures additional information about the project's relationship to the sponsor's ADA transition plan. These questions are asked only for TIP plan cycles.

Performance Target Categories

Each performance target listed in the performance targets question has a category group that contains one or more questions to gather follow-up information about how a project may influence the selected performance targets. If a particular target was not selected, the category of follow-up questions may be skipped. These questions are asked only for TIP plan cycles.

SOV Capacity Analysis Category

The federal regulations for the congestion management process (CMP) in transportation management areas (23 CFR 450.322) require that for nonattainment areas, the CMP shall provide an analysis of demand reduction and operational management strategies for a corridor in which a single occupancy vehicle (SOV) capacity project is proposed to be advanced with federal funds, to determine whether those strategies can meet the need for additional capacity. The questions in this category help support the region's requirement to address SOV capacity projects through the CMP. These questions are asked for both TIP and CFP plan cycles.

NITA Access to Transit category

The last section of questions currently only apply to Northern Illinois Transit Authority (NITA – formally the RTA) Access to Transit funding in order to supplement quarterly project delivery updates for these projects. If a project was awarded Access to Transit funding through NITA, the project sponsor should complete the four (4) questions related to that funding program at least quarterly. These questions are asked only for TIP plan cycles.

Project questions for CFP plan cycles

During a CFP cycle, some of the typical TIP project questions may be included along with questions that are more specific to the call for projects. In general, for a CFP cycle, all project questions are required unless noted otherwise. Additional questions that are included in eTIP for the FFY 2028-2032 CFP plan cycle are described below. Questions added for future cycles, including local councils of mayors' CFPs, will be documented during those CFP time periods.

Required for all projects category

Questions in this category are required questions from the general and SOV capacity analysis categories of TIP plan cycle questions.

Milestone status for projects implemented through IDOT and FHWA category

Questions in the category are required for all projects that will be implemented through IDOT and FHWA, including roadway, bridge, and bicycle/pedestrian projects. These questions request either completed or targeted dates that the project reached or will reach certain key implementation milestones.

Milestone status for projects implemented through FTA category

Questions in the category are required for all projects that will be implemented through FTA, including roadway, bridge, and bicycle/pedestrian projects. These questions request either completed or targeted dates that the project reached or will reach certain key implementation milestones.

Add new applicant contact category

The IDS/CONTACTS tab for CFP plan revisions includes the CMAP Applicant Contact field, a dropdown list containing all prior applicant contacts for projects in the region. If the applicant contact for a project is not found in the dropdown list, complete the questions in this category so that CMAP staff can add the contact to the dropdown. These questions are optional for CFP plan cycles.

Chapter 6: Project Delivery

Project Delivery is a new module in eTIP for completing quarterly status updates for projects that have been awarded STP (local or shared), CMAQ, TAP-L, or CRP funding.

Quick reference: **Completing Quarterly Status Updates (QSUs) in the eTIP Project Delivery module**

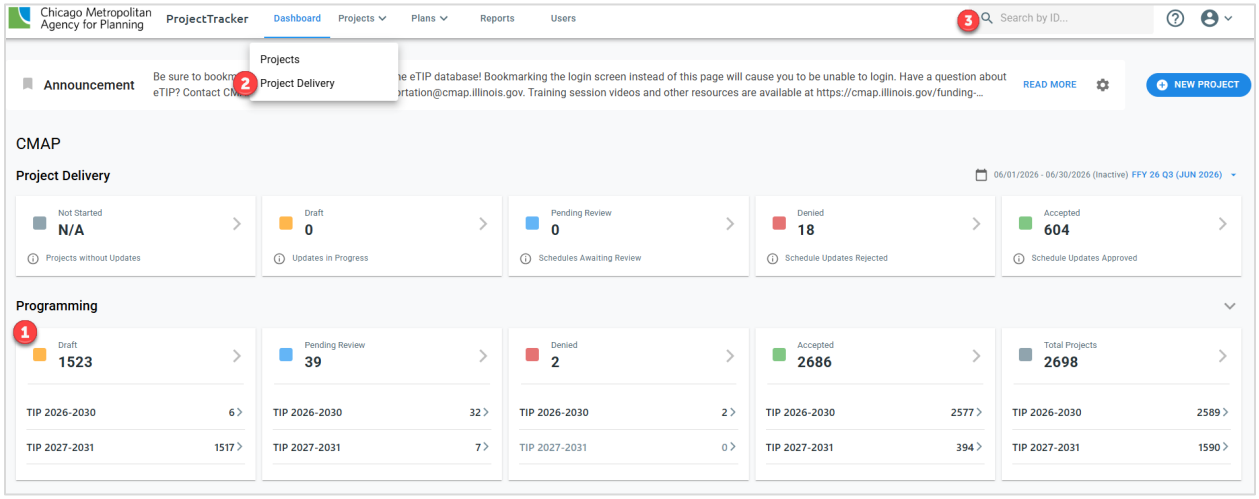
Accessing the Project Delivery module

To receive project delivery access in eTIP, individuals must be formally designated as the technical project manager, financial project manager, or consultant project manager for a project funded with CMAQ, CRP, STP (local or shared), and/or TAP-L funding. Sponsors can designate or update their project managers by completing the **CMAP Federal Funding Project Manager Designation Form** online. Further guidance for requesting access to the eTIP database can be found on CMAP's TIP Programmer Resources web page titled **eTIP secure sign-up instructions**.

Finding projects

There are three methods to find projects requiring delivery updates as shown in Figure 139.

Figure 139 Finding projects requiring delivery updates

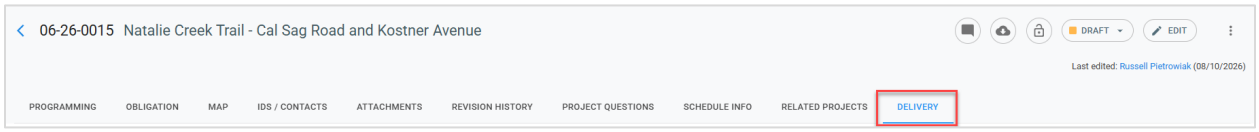


1. From the Project Delivery section of the eTIP dashboard: Select "Not Started" to navigate to a list of projects requiring updates. Select a project from the list to open the DELIVERY tab for that project.

2. From the Projects dropdown menu: Select the "Projects" dropdown from the top navigation menu bar and then select "Project Delivery" to navigate to a list of projects requiring updates. Filters can be applied with the Advanced Search options on the left side of the screen to narrow the list of projects. Select a project from the list to open the DELIVERY tab for that project.

3. From the “Search by ID” field: Enter the project TIP ID (including dashes) in the “Search by ID” field at the top right of the window to open the project then navigate to the DELIVERY tab at the top of the project record, as shown in Figure 140.

Figure 140 Project delivery tab

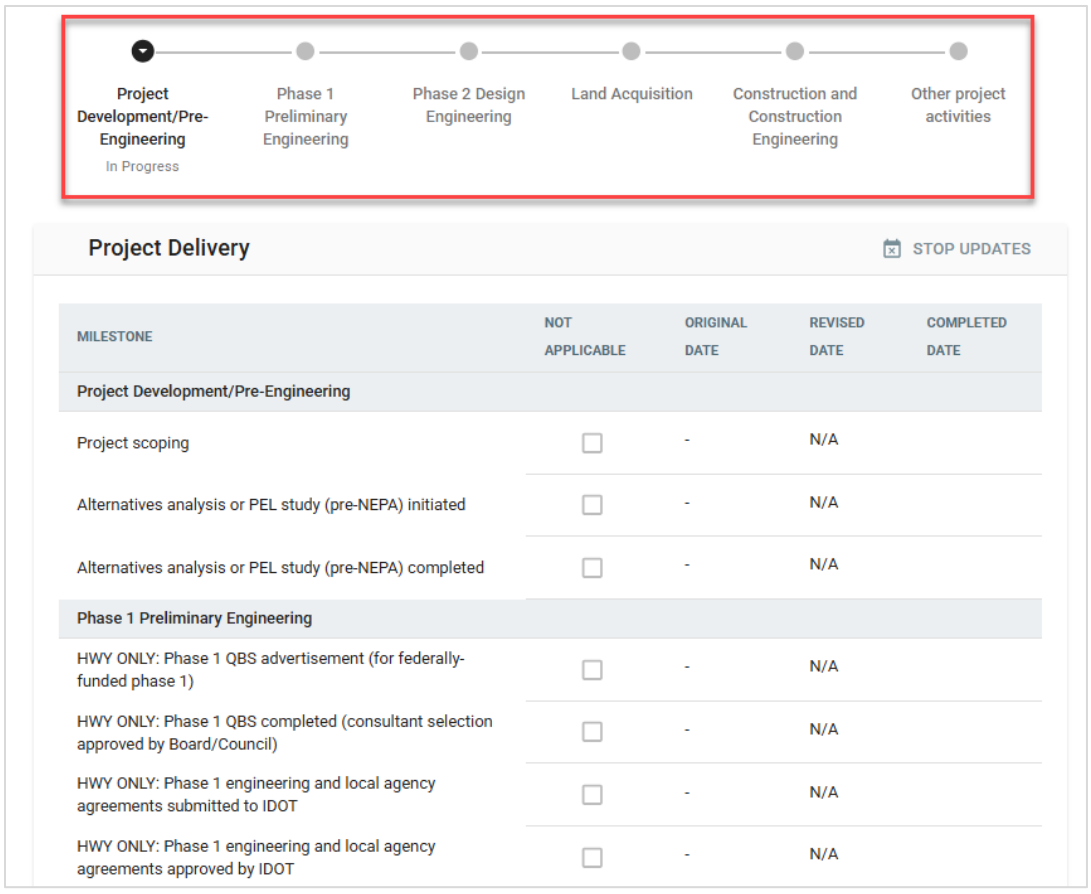


If a project cannot be found, or displays “Project Delivery Updates Not Required” on the DELIVERY tab, contact the appropriate Planning Liaison for council STP-L funded projects or CMAP staff (**transportation@cmap.illinois.gov**) for Shared Fund, CMAQ, or TAP-L funded projects.

Project Delivery tab overview

The project delivery tab is comprised of a summary status bar and list of milestones grouped together for each phase of the project, as shown in Figure 141. The phases displayed in the status bar align with the listed groups of milestones.

Figure 141 Project delivery page



Each individual milestone includes four fields defined below: “Not Applicable,” “Original Date,” “Revised Date,” and “Completed Date.” At least one field must be filled in for each milestone.

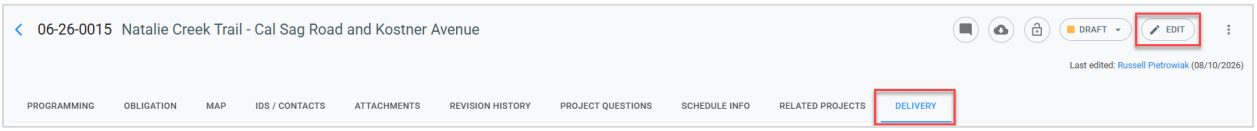
Table 8 Project delivery fields

Field Name	Description
Milestone	Each milestone is assigned to a phase. Milestones that correspond with projects being processed through FHWA are labeled as “HWY.” Milestones that correspond with projects being processed through FTA are labeled as “TRANSIT.”
Not Applicable	This checkbox should be selected when a milestone is not applicable to the project. If the checkbox is not selected, the milestone should, at a minimum, have a date filled in under the Original Date column.
Original Date (mm/dd/yyyy)	The initial estimate of when the milestone will be achieved. This field can only be edited during the first update in eTIP. The date entered must be in the future.
Revised Date (mm/dd/yyyy)	An updated estimate of when the milestone will be achieved. When entering data in this field, the date entered must be in the future. If the previously entered date has passed, it must be updated to a future date or, if the milestone has been completed, a Completed Date must be entered.
Completed Date (mm/dd/yyyy)	The date the milestone was completed. This field should only be filled in when the milestone has been completed. Completed dates must be in the past.

Completing updates

Click the edit button at the top right of the DELIVERY tab to begin, as shown in Figure 142.

Figure 142 Edit button on the delivery tab



Initial project delivery update

To set-up a project for quarterly delivery updates, during the initial update, every milestone must have an original estimated date, a completed date, or be marked as N/A. The revised estimate column is locked during the initial update.

To complete the update, select the “Not Applicable” checkbox for any phases that don’t apply to the project, add original estimated dates of completion for all applicable milestones, and add dates for any individual milestones that have already been completed. If an entire phase has already been completed, all milestones for that phase can be marked as not applicable, except for the milestone that corresponds to phase completion as defined in Table 9.

Table 9 Milestones that complete a phase

Roadway Phase	Milestone indicating phase completion
Phase 1 Preliminary engineering	Final PDR Approved *and* Design Approval Granted
Phase 2 Design engineering	Final Plans, Specs, and Estimates submitted
Land Acquisition	ROW certified (only required if using federal funds for ROW)

Transit Phase	Milestone indicating phase completion
Phase 1 Preliminary engineering	NEPA Process Completed (ROD, FONSI, or CE determination issued)
Phase 2 Design engineering	Final verification

Subsequent updates

After the initial status update has been submitted, any subsequent updates will retain the information from past reporting periods. All original or revised estimates should be reviewed each reporting period and edited as needed. Revised dates cannot be in the past if the milestone hasn't been completed and must be updated to a date in the future. Milestones that have been completed since the prior quarter should be indicated by entering a completed date.

Submitting quarterly updates

Once finished with edits to the status update, click "Save Changes" at the top. This will save the update and place it in draft status. Review the update to ensure that all milestones have a response. If any additional edits need to be made, click the edit button.

When all edits are complete, add any required attachments for completed milestones on the ATTACHMENTS tab, then return to the DELIVERY tab to submit the update to CMAP for review by clicking on the "Submit for Review" button.

Chapter 7: eTIP Public Site

To view the eTIP public website, visit **cmap.ecointeractive.com**.

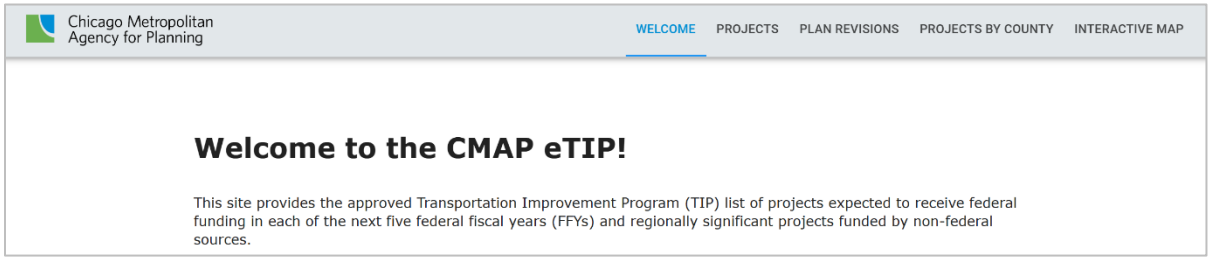
Navigating the eTIP public website

The eTIP public website has five tabs: Welcome , Projects, Plan Revisions, Projects by County, and Interactive Map.

Welcome tab

The eTIP Welcome tab includes descriptions of the other four tabs, along with additional resources and contact information.

Figure 143 eTIP public website welcome tab



Projects

The projects tab contains a searchable list of current projects. Select from any of the filters at the top of the page to narrow the list.

Plan revisions

The plan revisions tab lists all revisions to the current TIP plan cycle, including administrative, formal, and conformity revisions, the date(s) they were approved, and the approving authority.

Projects by County

The projects by county tab provides a map, list of projects, and summary of the types of projects located within a selected county(ies).

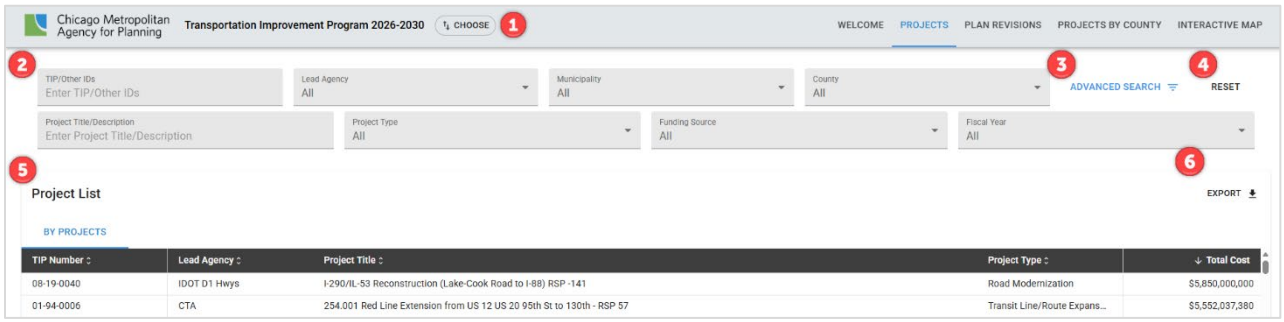
Interactive Map

The interactive map can be used to view the location of projects throughout the region. Filters are available to organize the displayed projects by category, type, funding source, and/or year programmed.

Projects tab

The projects tabs contains a searchable list of current projects included in the plan selected. To customize the list of projects displayed, use the choose plan, filter, advanced search, and sort features as shown in Figure 144.

Figure 144 eTIP public website projects tab



1. Choose: Change the plan revision. The text to the left of the icon displays the revision currently selected.
2. Filter fields: Filter the projects within the selected plan revision by the selected criteria. The project list can be filtered by TIP/Other IDs, lead agency, municipality, county, project title/description, project type, funding source, and fiscal year. Multiple selections can be made for each filter.
3. Advanced search: Toggle advanced search on to display additional filter fields.
4. Reset: Clear all filters.
5. Project list: The list of projects meeting the search criteria.
6. Export: Generate an Excel document of the project list.

The Projects list contains the following fields:

TIP Number (ID)
The TIP number, or TIP ID, is the unique identification number for the project within the TIP database. The ID is based on the lead agency and the location of the project, plus the year in which the project was first included in the eTIP database.

Lead Agency
The lead agency is the organization responsible for programming and managing project funding in the CMAP TIP. The lead agency may differ from the agency responsible for implementing the project.

Project Title
Project titles typically include the location of projects and may also describe the type of work being done.

Project Type
The project type reflects the primary purpose of the project, such as Bicycle and Pedestrian, Safety, Road Maintenance, and Transit Operations.

Total Cost
Total Cost includes the cost for all phases of a project, regardless of the fund source, timing, or availability of funds and includes funding in past, current, and future years.

Searching for projects

The most common search fields are displayed on the Projects tab by default. Additional fields can be searched by clicking on the Advanced Search button. Users can search using one or more fields on the search form. The more fields that are used, the narrower the results will be. For the best results, start with a broad search, using one or two fields, then add other fields to narrow down the results.

Search criteria are grouped into eight categories containing unique criteria described below. Some categories allow for text entry, and others contain dropdown lists of values that can be revealed/hidden by clicking on the arrow next to the category name. Criteria can be entered or selected from multiple groups. Hiding a group does not clear the selections within that group. After selecting and entering the desired search criteria, click anywhere on the screen to initiate the search. To modify search results, change the desired criteria and click anywhere again to refresh results. To clear all search criteria, click the Reset button at the top of the page.

When using Advanced Search, it is important to consider that search results depend entirely on the data entered in the TIP database by programmers. For example, if the programmer did not include the marked state route number in the project description, searching by state route will not return any results. Roadway name abbreviations, such as Ave or Av, Blv or Blvd, etc. are inconsistently entered in the TIP database; omitting them from searches will produce better results. Finally, if a programmer misspelled anything when entering the project in the TIP database, the project will not be found unless the misspelling is duplicated in the search criteria.

TIP/other ID

Enter a full or partial TIP ID, including dashes. If the TIP ID is unknown, other project IDs associated with the project, such as state job, federal project, and others, may also be searched however results are dependent on data entered by programmers, including matching formats.

Lead agency

Select one or more lead programming agency from the list by selecting the appropriate box(es). The lead agency is generally related to the project's location (for local municipal or county-led projects) or implementing agency (for state-led roadway projects and/or transit projects). Results will include projects that have any of the selected values, not all of the selected values.

Municipality

Select one of more values from the list based on the location of the project(s). Results will include projects that have any of the selected values, not all of the selected values. Note that selecting "Countywide" or "Regionwide" will not return all projects in the county/region, only those for which these values were used by the programmer of the project will be returned..

County

Select one or more counties from the list by selecting the appropriate box(es) to search for projects located wholly or partially within one, multiple, or all counties. Results will include projects that have any of the selected values, not all of the selected values.

Project Title/Description

Enter any keyword that may be contained in the project title or description, such as “resurfacing” or “main” or “red.” For best results, avoid entering words like “street” or “route” that are commonly abbreviated in a variety of ways. 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.

Route/Road Name

Enter a road or route name or number that may be included in the project’s location. For best results, avoid entering words like “street” or “route” that are commonly abbreviated in a variety of ways. 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.

Project type

Select one or more project types from the list by selecting the appropriate box(es). Results will include projects that have any of the selected values, not all of the selected values.

Funding source

Select one or more fund sources from the list by selecting the appropriate box(es). Projects that contain any financial line (including past or future lines) with any selected fund source will be returned. 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** webpage.

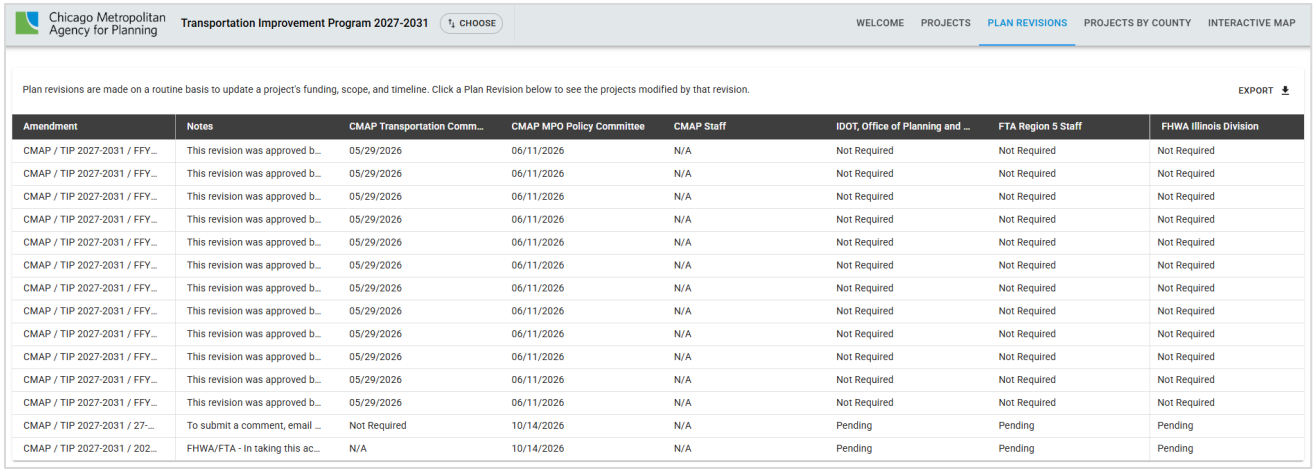
Fiscal Year

Select one or more federal fiscal years by selecting the appropriate box(es). Projects that contain any funding in any selected year will be returned.

Plan Revisions tab

Plan revisions are made on a routine basis to update a project funding, scope, and timelines. The types of revisions and required approvals are described in **Chapter 3**. The Plan Revisions tab contains a list of all revisions made in the current plan cycle with the status of approvals, as described below. Viewers can use the Choose button to view revisions from other plan cycles. To view the projects included in any revision, click on that row. Within the list of projects, click on any project row to view the details of the project.

Figure 145 eTIP public website – plan revisions tab



Amendment	Notes	CMAP Transportation Comm...	CMAP MPO Policy Committee	CMAP Staff	IDOT, Office of Planning and ...	FTA Region 5 Staff	FHWA Illinois Division
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / FFY...	This revision was approved b...	05/29/2026	06/11/2026	N/A	Not Required	Not Required	Not Required
CMAP / TIP 2027-2031 / 27-...	To submit a comment, email ...	Not Required	10/14/2026	N/A	Pending	Pending	Pending
CMAP / TIP 2027-2031 / 202...	FHWA/FTA - In taking this ac...	N/A	10/14/2026	N/A	Pending	Pending	Pending

Revision

The sequential plan cycle, revision number, and type of TIP revision. Hover over the text to reveal the full description.

Notes

Additional description of the changes made under the list revision, including approval date by CMAP's Transportation Committee or MPO Policy Committee. Additional descriptive information about the revision. Hover over the text to reveal the full description.

CMAP Transportation Committee

The date on which the revision was approved by the Transportation Committee. N/A indicates committee approval was not required.

MPO Policy Committee

The date on which the revision was approved by the MPO Policy Committee. N/A indicates committee approval was not required.

CMAP Staff

The date on which the revision was approved by CMAP staff (administrative revisions only). N/A indicates staff does not have the authority to approve.

IDOT, Office of Planning and Programming

The date on which the revision was approved by the Illinois Department of Transportation for incorporation into the STIP. N/A or Not Required indicates IDOT approval was not required.

FTA Region 5 Staff

The date on which the revision was approved by the Federal Transit Administration (FTA). N/A or Not Required indicates FTA approval was not required.

FHWA Illinois Division

The date on which the revision was approved by the Federal Highway Administration (FHWA).

The date on which the revision was approved by the Federal Highway Administration (FHWA). N/A or Not Required indicates FHWA approval was not required.

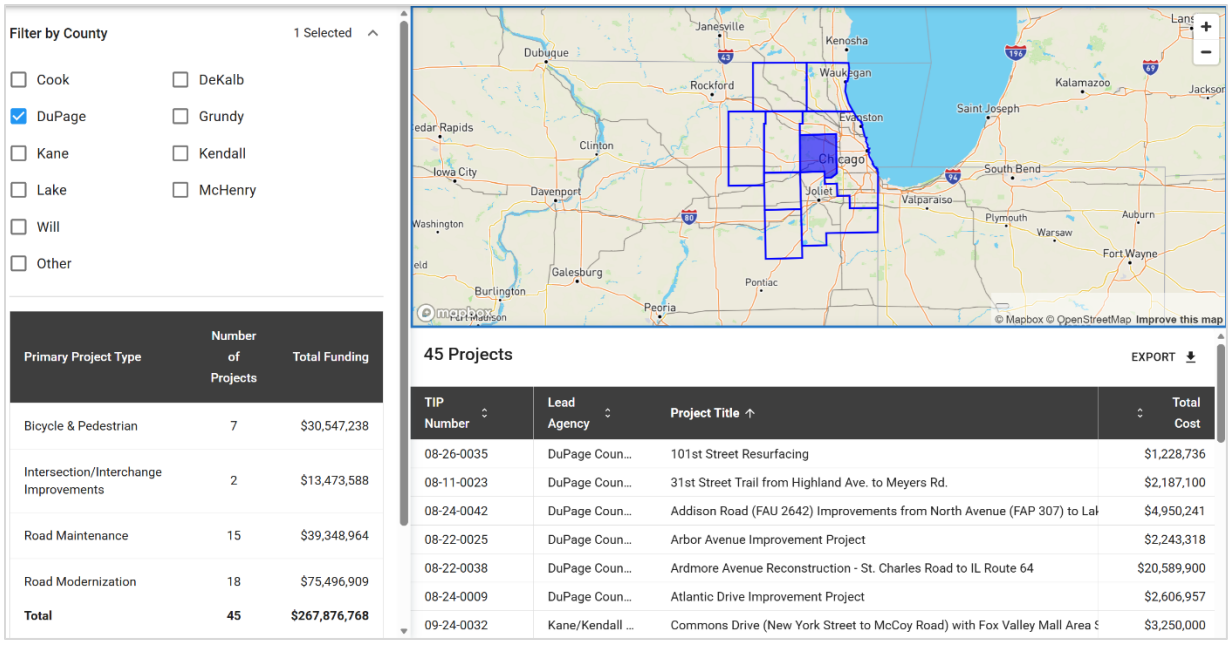
Open for Public Comment

The Open for Public Comment icon denotes plan revisions that are currently accepting public comments for consideration prior to approval.

Projects by County tab

The Projects by County tab provides a summary and list of projects located within selected counties. Counties can be selected using the filter by county list in the top left corner or by clicking county locations on the map to the right. Selected counties are highlighted on the map. A complete list of projects within the selection is displayed below the map. A summary of the number and funding for these projects, by overall project type is also displayed to the left of the map. Projects located in multiple counties or that are not location specific can be displayed by selecting “Other” in the Filter by County section.

Figure 146 eTIP public website - projects by county tab

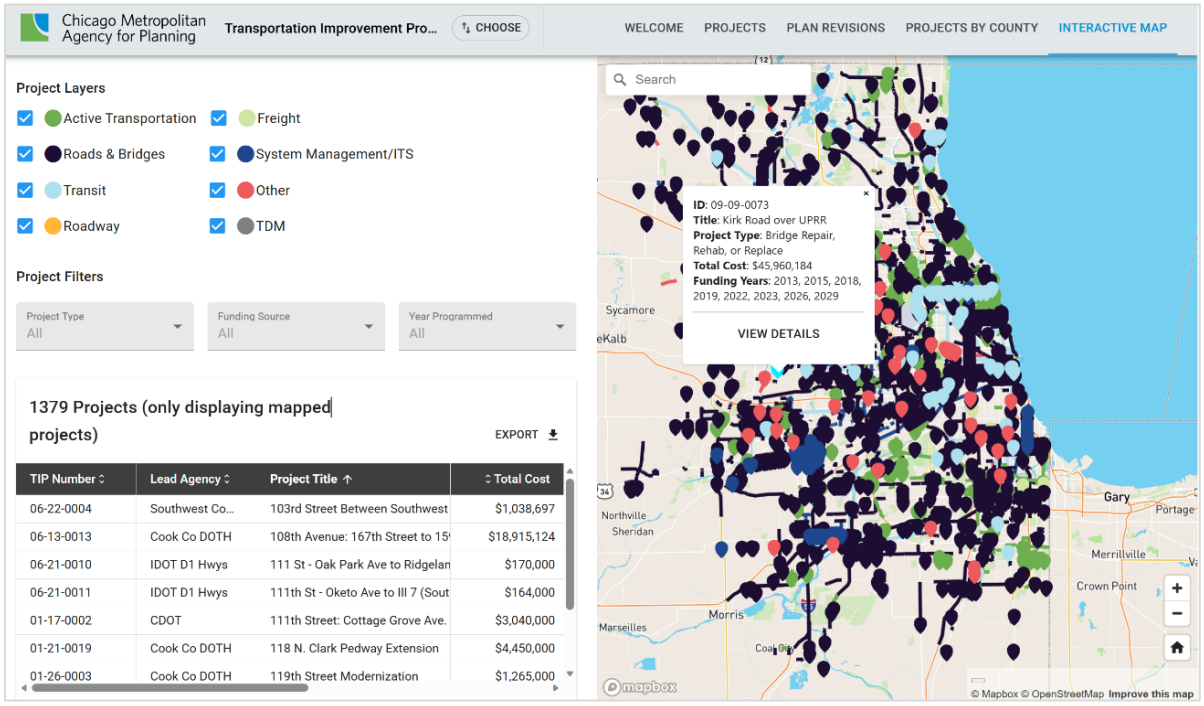


The summary by project type for the entire region can be viewed by selecting every county. The list can also be limited to a single project type, such as Bicycle and Pedestrian, by clicking on the desired project type in the summary table. Clicking on any project in the list will open project details for that project. The list of projects displayed can be exported by clicking the Export button above the list.

Interactive Map tab

Projects that can be represented on a map are included in the Interactive Map. Users may turn project layers on and off by selecting or unselecting the appropriate boxes in the top left corner of the map. Users may also apply project filters to narrow results by using the Project Type, Funding Source, and Year Programmed drop-down lists to refine search criteria. A search bar is available on the map to narrow results to a specific address or area.

Figure 147 eTIP public website – interactive map



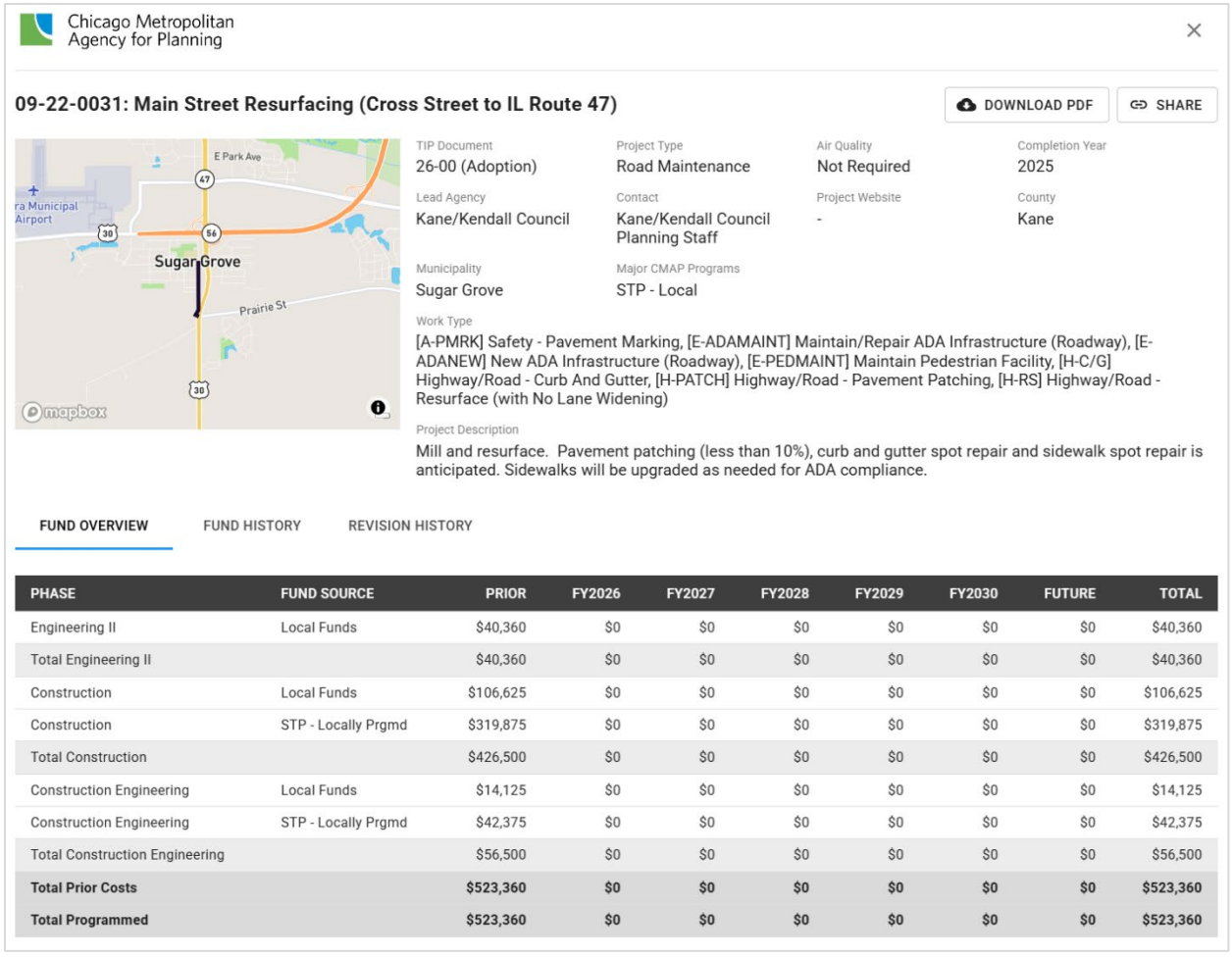
All projects displayed on the map are listed in the table to the left of the map. Zooming in or out or dragging the map to a different area of the region will modify the list. Once the area of interest is displayed in the map window, the list of projects within that area can be exported by clicking “Export” above the list.

Clicking on any point or line on the map, will display a snapshot of individual project information, as currently approved, including the Project ID, Title, Project Type, Total Cost, and Funding Years. Clicking “View Details” within the snapshot or selecting on any row in the project list to the left of the map will open project details.

Project Details

Selecting an individual project from any of the tabs or lists will open an overview of the project that contains information about the project status, location, scope of work, schedule, and funding, as described in more detail below.

Figure 148 eTIP public website – project view



PHASE	FUND SOURCE	PRIOR	FY2026	FY2027	FY2028	FY2029	FY2030	FUTURE	TOTAL
Engineering II	Local Funds	$40,360	$0	$0	$0	$0	$0	$0	$40,360
Total Engineering II		$40,360	$0	$0	$0	$0	$0	$0	$40,360
Construction	Local Funds	$106,625	$0	$0	$0	$0	$0	$0	$106,625
Construction	STP - Locally Prgmd	$319,875	$0	$0	$0	$0	$0	$0	$319,875
Total Construction		$426,500	$0	$0	$0	$0	$0	$0	$426,500
Construction Engineering	Local Funds	$14,125	$0	$0	$0	$0	$0	$0	$14,125
Construction Engineering	STP - Locally Prgmd	$42,375	$0	$0	$0	$0	$0	$0	$42,375
Total Construction Engineering		$56,500	$0	$0	$0	$0	$0	$0	$56,500
Total Prior Costs		**$523,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$523,360**
Total Programmed		**$523,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$523,360**

Fund Overview

The fund overview contains the following information:

Table 10 Fund Overview fields

Field	Description
TIP ID	The unique identification number for the project within the TIP database
Title	The Lead Agency's project title, which typically includes the location and/or type of work being accomplished. If a project does not yet have any funding programmed in the TIP, the title indicates that it is a "Future Project." Once a project is substantially complete, and is not expected to experience any cost changes, the title indicates it is "Completed."
TIP Document	The most recently approved adoption or revision in which the project is included
Project Type	The category of the project, based on the primary type(s) of work being done
Air Quality	Indicates the exempt status of a project (whether the project and any subsequent changes are subject to air quality conformity analysis) and, if appropriate, the conformity status of the project.
Completion Year	The calendar year in which the project is expected to be substantially complete, and open for public use. Note that most projects do not fully "close" during implementation.
Lead Agency	The organization responsible for programming and managing the project in the CMAP TIP
Contact	The name and phone number of the lead agency staff person that can answer questions about the project.
Project Website	The URL for the project's website if provided.
County	The county(ies) in which the project is located
Municipality	The municipality(ies) in which the project is located
Major CMAP Programs	The implementation groups assigned by CMAP, including: 2050 RSP, CMAQ, CMAQ – Deferred, CREATE, I-290/Blue Line CDO, STP- Local, STP-Shared, TAP-Local, and TAP-Deferred

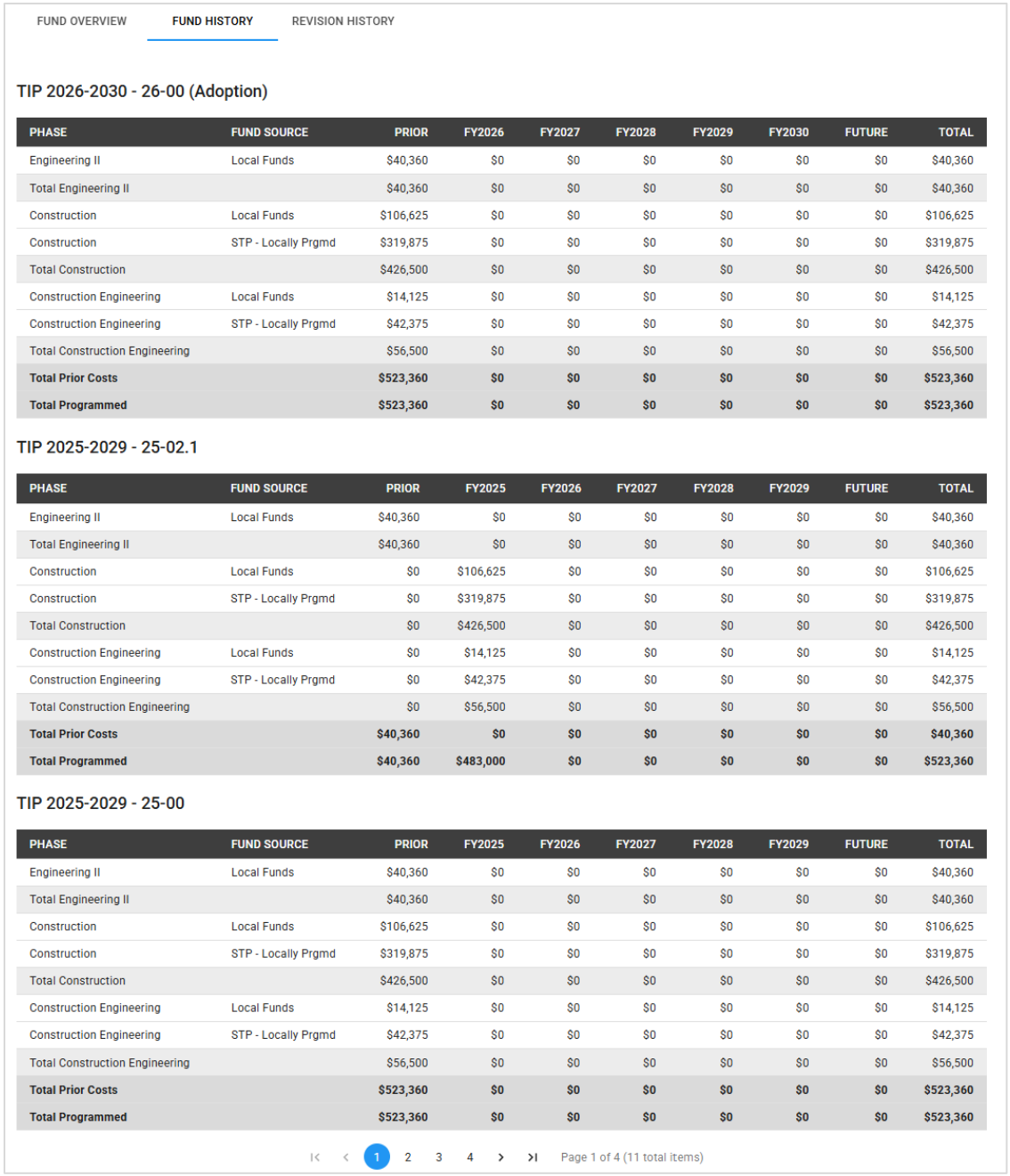
Field	Description
Work Type	The specific modifications, additions, or improvements incorporated into the project. A list by scope is available on the TIP programmer resources webpage
Project Description	A brief narrative description of the project
Phase	Indicates the phase funded from listed fund source. Phases are described in more detail below.
Fund Source	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 website.
FFY	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 to September 30. “Prior” indicates funds were applied prior to the current TIP years; “Future” indicates funds will be applied after the current TIP years.
Map	If the project can be represented on a map, the map displayed below the project overview presents the project location. Standard Google Maps navigation applies, including zooming in/out, satellite view and street view.

The fund overview can be downloaded as a PDF file, with options to also include the fund history and revision history. A link to the project can be copied by clicking on the share button on this page.

Fund History

The Fund History provides a chronological listing of funding line items that include the federal fiscal year, fund source, project phase, and total funding programmed for the project in each project version. The most recent programming is shown at the top of the list.

Figure 149 eTIP public website – fund history view



FUND OVERVIEW | FUND HISTORY | REVISION HISTORY

TIP 2026-2030 - 26-00 (Adoption)

PHASE	FUND SOURCE	PRIOR	FY2026	FY2027	FY2028	FY2029	FY2030	FUTURE	TOTAL
Engineering II	Local Funds	$40,360	$0	$0	$0	$0	$0	$0	$40,360
Total Engineering II		$40,360	$0	$0	$0	$0	$0	$0	$40,360
Construction	Local Funds	$106,625	$0	$0	$0	$0	$0	$0	$106,625
Construction	STP - Locally Prgmd	$319,875	$0	$0	$0	$0	$0	$0	$319,875
Total Construction		$426,500	$0	$0	$0	$0	$0	$0	$426,500
Construction Engineering	Local Funds	$14,125	$0	$0	$0	$0	$0	$0	$14,125
Construction Engineering	STP - Locally Prgmd	$42,375	$0	$0	$0	$0	$0	$0	$42,375
Total Construction Engineering		$56,500	$0	$0	$0	$0	$0	$0	$56,500
Total Prior Costs		**$523,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$523,360**
Total Programmed		**$523,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$523,360**

TIP 2025-2029 - 25-02.1

PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FY2029	FUTURE	TOTAL
Engineering II	Local Funds	$40,360	$0	$0	$0	$0	$0	$0	$40,360
Total Engineering II		$40,360	$0	$0	$0	$0	$0	$0	$40,360
Construction	Local Funds	$0	$106,625	$0	$0	$0	$0	$0	$106,625
Construction	STP - Locally Prgmd	$0	$319,875	$0	$0	$0	$0	$0	$319,875
Total Construction		$0	$426,500	$0	$0	$0	$0	$0	$426,500
Construction Engineering	Local Funds	$0	$14,125	$0	$0	$0	$0	$0	$14,125
Construction Engineering	STP - Locally Prgmd	$0	$42,375	$0	$0	$0	$0	$0	$42,375
Total Construction Engineering		$0	$56,500	$0	$0	$0	$0	$0	$56,500
Total Prior Costs		**$40,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$40,360**
Total Programmed		**$40,360**	**$483,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$523,360**

TIP 2025-2029 - 25-00

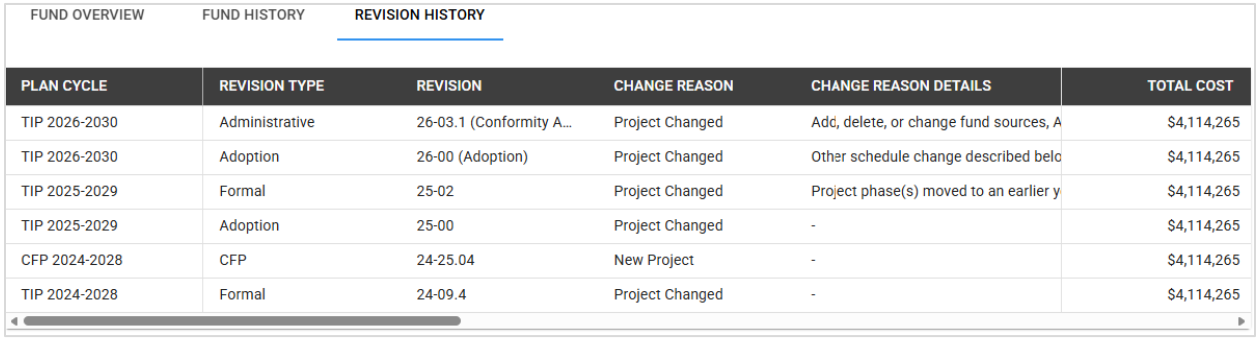
PHASE	FUND SOURCE	PRIOR	FY2025	FY2026	FY2027	FY2028	FY2029	FUTURE	TOTAL
Engineering II	Local Funds	$40,360	$0	$0	$0	$0	$0	$0	$40,360
Total Engineering II		$40,360	$0	$0	$0	$0	$0	$0	$40,360
Construction	Local Funds	$106,625	$0	$0	$0	$0	$0	$0	$106,625
Construction	STP - Locally Prgmd	$319,875	$0	$0	$0	$0	$0	$0	$319,875
Total Construction		$426,500	$0	$0	$0	$0	$0	$0	$426,500
Construction Engineering	Local Funds	$14,125	$0	$0	$0	$0	$0	$0	$14,125
Construction Engineering	STP - Locally Prgmd	$42,375	$0	$0	$0	$0	$0	$0	$42,375
Total Construction Engineering		$56,500	$0	$0	$0	$0	$0	$0	$56,500
Total Prior Costs		**$523,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$523,360**
Total Programmed		**$523,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$523,360**

1 2 3 4 Page 1 of 4 (11 total items)

Revision History

The Revision History provides a list of each revision that included the project and a summary of what was revised and what the total cost of the project was at the time of the revision.

Figure 150 eTIP public website – revision history view



PLAN CYCLE	REVISION TYPE	REVISION	CHANGE REASON	CHANGE REASON DETAILS	TOTAL COST
TIP 2026-2030	Administrative	26-03.1 (Conformity A...	Project Changed	Add, delete, or change fund sources, A	$4,114,265
TIP 2026-2030	Adoption	26-00 (Adoption)	Project Changed	Other schedule change described belo	$4,114,265
TIP 2025-2029	Formal	25-02	Project Changed	Project phase(s) moved to an earlier y	$4,114,265
TIP 2025-2029	Adoption	25-00	Project Changed	-	$4,114,265
CFP 2024-2028	CFP	24-25.04	New Project	-	$4,114,265
TIP 2024-2028	Formal	24-09.4	Project Changed	-	$4,114,265

Table 11 Revision history fields

Field	Description
Plan Cycle	The annual cycle in which the revision occurred.
Revision Type	The type of revision: Administrative, Formal, Conformity, Adoption, or Call for Projects (CFP)
Revision	The actual revision on which the listed revision occurred.
Change Reason	Indicates if a change occurred, the project was new, or the project was deleted.
Change Reason Details	Additional context for the change being made to the project during the specified plan revision.
Total Cost	The total project cost including all fund sources, phases, and fiscal years (including prior and future years).

Chapter 8: Calls for projects

A call for projects, or CFP, is a special type of plan cycle in eTIP. CFP plan cycles are used by CMAP and funding partners such as the subregional councils of mayors to solicit applications for certain federal funding sources. Within each CFP cycle there may be one or more CFP revisions available, depending on the agency conducting the call for projects. When CMAP is conducting a biennial call for CMAQ, STP Shared Fund, and TAP-L funding, there will only be one CFP revision open. When councils of mayors are conducting biennial STP-Local calls for projects, there may be up to 12 CFP revisions open. CFP revisions function nearly identically to a TIP plan revision, though there are a few key differences. This chapter is meant to be a quick reference for users involved in a CFP, highlighting the differences between TIP and CFP revisions.

Accessing and navigating the CFP

Refer to **Chapter 1** for general access and navigation instructions.

New public agency users

When completing the account signup form be sure to select the appropriate council of mayors, DOT, or transit agency in the Organization field, select “CFP” in the requested plans field, “Sponsor” in the requested access level field, and “My Organization’s Projects” in the requested project access field.

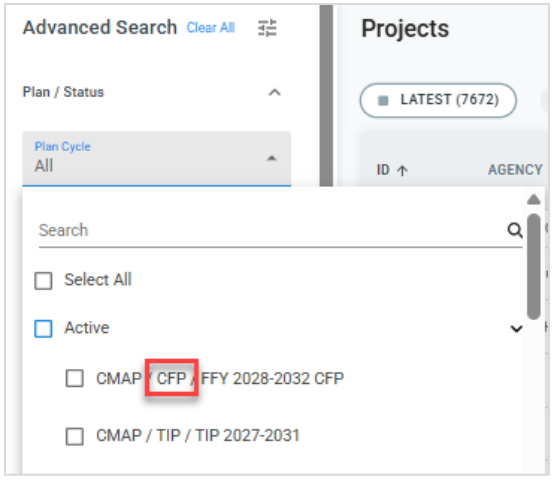
New consultant users

When completing the account signup form be sure to select “Not Available/Other” in the Organization field, select “CFP” in the requested plans field, “Sponsor” in the requested access level field, and “All Projects” in the requested project access field.

Returning users

To confirm that your account includes access to CFP revisions, navigate to the Projects tab to confirm that a CFP cycle is available from the Plan Cycle dropdown menu, as shown in Figure 151. If no active CFP plan cycle is shown during the dates that a call for projects is open, contact CMAP staff by email (**transportation@cmap.illinois.gov**) to update your account.

Figure 151 Available CFP plan cycle



CFP structure and functionality

Refer to Chapter 2 to learn more about how to interact with eTIP using different tools and to learn more about the database workflow and project information.

Status of CFP Applications

CFP applications are like projects in a TIP revision. They can have a status of draft, denied, pending review, or accepted. Applicants can only edit applications in draft or denied status. During the biennial CMAP CFP revision, the region's planning liaisons (PLs) conduct the first review of applications for all sponsors except County DOTs, IDOT, and transit agencies. PLs or CMAP staff may deny a submitted application. Denials will include an explanation of the reason and request for further action from the applicant if appropriate. PLs will accept applications that they have reviewed and determined to be complete. This acceptance is not a final indication of eligibility or funding award. After the CFP has closed, CMAP staff will unsubmit all PL accepted applications and may deny or accept them. CMAP acceptance is not a final indication of eligibility or funding award.

Searching for CFP Applications

When searching using the Advanced Search, be sure that the Plan Cycle includes CFP as shown in Figure 151 above.

Creating and editing project applications

In general, to create or edit a project application, refer to **Chapter 3**. Unlike TIP cycles, there are not different types of revisions in a CFP cycle. A new application is started by **creating a new project**. CFP applications generally do not get amended, marked complete, or removed, however when considering the **status** of an application or **editing an existing** application, each application is considered a project as described in Chapter 3.

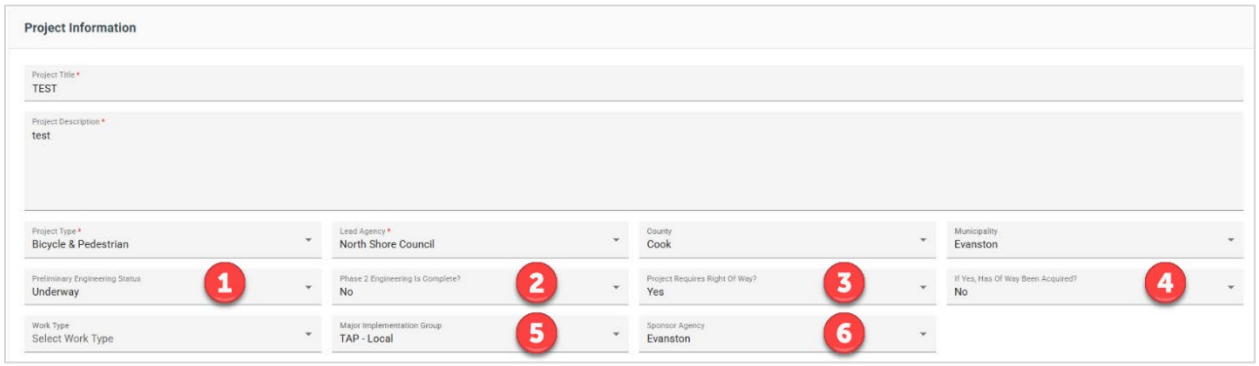
Completing the application

With some exceptions detailed in this chapter, completing an application is the same as **completing the project information tabs** for a regular TIP project. Project delivery is not required at the time of application, but will be required if a project is selected for funding.

Completing the programming tab: project information

The **programming tab** for a CFP application includes five additional fields in the **Project Information** section, shown in Figure 152 and described below that are not included for TIP projects. The Major Implementation Group is also critical during a CFP cycle.

Figure 152 Project Information - CFP



1. Preliminary Engineering Status
Select the status from the dropdown. Refer to the appropriate call for projects application booklet or methodology for an explanation of the status choices.

2. Phase 2 Engineering Is Complete?
Select yes or no from the dropdown menu.

3. Project Requires Right of Way?
Select yes or no from the dropdown menu.

4. If Yes, Has Right of Way Been Acquired?
If applicable, select yes or no from the dropdown menu. This field will only be visible if “yes” was selected in the prior field.

5. Major Implementation Group
Select the fund source(s) that are being requested during the CFP. For biennial CMAP CFPs, select CMAQ, STP – Shared, and/or TAP – Local. For biennial Council of Mayors CFPs, select STP – Local.

6. Sponsor Agency
Select the agency (municipality, county DOT, transit agency, etc.) that is the project sponsor for implementation that will be entering into funding agreements with IDOT or the FTA.

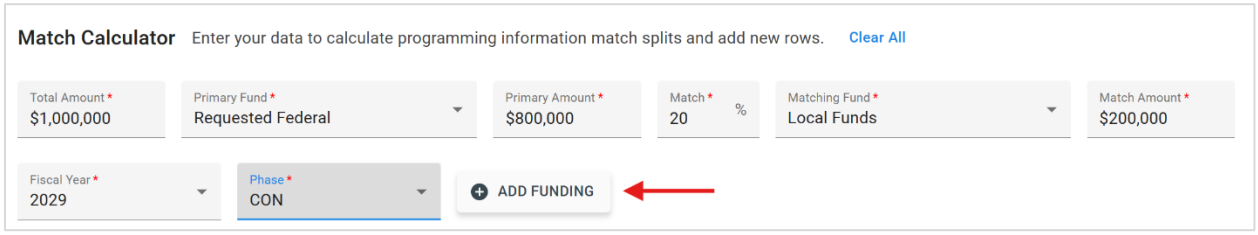
Completing the programming tab: programming information

During a call for projects all financial information, including existing and prior funding, must be included in the **Programming Information**. Funding for each phase (ENG I, ENG II, ROW, CON, CE, etc.) should be entered in a separate row, by federal fiscal year and fund type, except construction (CON) and construction engineering (CE), which may be entered in the same row. All federally funded line items, including requested funding, must have a corresponding non-federal line item that represents the required match.

When completing funding information, use "Requested Federal" as the fund source for all funding being applied for. A minimum local match of 20% of total funding is required.

Toggle on the Match Calculator, shown in Figure 153 to calculate and add both requested federal and match funds to the programming information. To use the tool, enter the total cost of the phase in Total Amount, select Requested Federal in Primary Fund and the anticipated non-federal funds in Matching Fund, then select a current CFP Fiscal Year and Phase and click on + ADD FUNDING to add the funding to the programming table.

Figure 153 Match Calculator for Requested Federal funding



If the funding applicant qualifies to request TDCH in lieu of local match the match calculator cannot be used. Instead, click on + ADD ROW to begin entering funding information. When requesting TDCH, the "Requested Federal" line item should be 100% of the cost and the corresponding matching line item should use the fund source "Trans Credit – Local/Sate Hwy" and the amount entered should be 20% of the Requested Federal line item. TDCHs are not included in the total cost of the project, therefore the requested funding will be too low if 100% of the cost is not included in the Requested Federal line item.

When entering funding lines manually, click on + ADD ROW and use the dropdown menus to choose the appropriate fiscal year, funding type, and phase for each added row. To remove a row added in error, click on the X at the end of that row.

Line items that are matching federal funds should be directly below the federal fund line item they are matching. Drag and drop rows up or down to change their order. Once in the correct order, click the arrow icon at the left end of the match line item to set it as "a child of" the federal funding line above it.

Using the "Match Calculator" will order the line items and set the relationship automatically. When providing more than the minimum match, add the extra overmatch as a separate line item(s) below the required match. Figure 154 shows an example of a complete funding table for a project that already has STP-Local funds committed for ENG II in 2027 and is requesting funds for construction in 2029.

Figure 154 Programming information example

FY *	FUND TYPE *	ENG I	ENG II	ROW	CON	CE	TOTAL
2027	STP - Locally Prgmd	$472,500	$0	$0	$0	$0	$472,500
2027	Local Funds	$157,500	$0	$0	$0	$0	$157,500
2029	Requested Federal	$0	$0	$0	$800,000	$0	$800,000
2029	Local Funds	$0	$0	$0	$200,000	$0	$200,000

Completing the map tab

CFP applications will not be accepted without a completed **map tab** unless they are not location specific.

Completing the project IDs / contacts tab

CMAP Programming Lead, Public Contact and Applicant Contact are required in the **Project Contacts** section for CFP applications. Technical, Financial, and Consultant Project Managers should not be entered. Any known project IDs should be included in the **Additional Project IDs** section.

Completing the attachments tab

Several **attachments** are required with submitting CFP applications. Refer to the appropriate call for projects application booklet or methodology for more information about requirements.

Completing the project questions tab

As discussed in **Chapter 5**, the **project questions for CFP plan cycles** vary from those for TIP plan cycles.

Completing the schedule info tab

The **schedule info tab** is required for CFP applications.

Completing the related projects tab

Most CFP applications are for new projects, however if an application is being completed to request additional funding for an existing funded project that relationship must be entered on the **related projects tab**. Select “Is Related to TIP Project:” in the “Relationship Type” dropdown and enter the TIP ID of the existing funded project in the “To Project ID” field.

Appendix A: TIP Work Types and model information requirements

The following pages lists the Not Exempt and Exempt Tested work types, and the model information fields that are required for each.

		Model Fields Required?																			
Work Type Code	Exempt Status	Direction	Length	BEF # Through Lanes	AFT # Through Lanes	BEF Lane Width	AFT Lane Width	BEF Speed	AFT Speed	BEF Sig Inter	AFT Sig Inter	Truck Restrictions	BEF Spaces	AFT Spaces	BEF Price	AFT Price	BEF Unit Proce	AFT Unit Price	On Street Parking	Time Restrictions	When Allowed
Bridge - Modernization																					
B-RECNFG	Exempt Tested	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No	No	No	No	No	No	No	No	No
Bridge - Expansion																					
B-NEW	Not Exempt	No	Yes	No	Yes	No	Yes	No	Yes	No	No	Yes	No	No	No	No	No	No	No	No	No
Highway - Modernization																					
H-CLTL	Exempt Tested	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
H-HOT3	Not Exempt	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
H-HOV	Not Exempt	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
H-IPASS	Exempt Tested	Yes	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
H-RCNST	Exempt Tested	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
H-RL	Not Exempt	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
H-RRGS	Not Exempt	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
H-WRS	Exempt Tested	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
Highway - Expansion																					
H-AL	Not Exempt	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
H-EXT	Not Exempt	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
H-NEW	Not Exempt	No	Yes	No	Yes	No	Yes	No	Yes	No	No	Yes	No	No	No	No	No	No	Yes	Yes	Yes
I-EXP	Not Exempt	Yes	Yes	No	Yes	No	Yes	No	Yes	No	No	Yes	No	No	No	No	No	No	No	No	No
I-NEW	Not Exempt	No	No	No	TBD	No	TBD	No	TBD	No	No	Yes	No	No	No	No	No	No	No	No	No
Highway - Other																					
H-COR	Not Exempt	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes
Safety																					
A-RDIET	Exempt Tested	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	Yes	Yes	Yes

		Model Fields Required?																			
Work Type Code	Exempt Status	Direction	Length	BEF # Through Lanes	AFT # Through Lanes	BEF Lane Width	AFT Lane Width	BEF Speed	AFT Speed	BEF Sig Inter	AFT Sig Inter	Truck Restrictions	BEF Spaces	AFT Spaces	BEF Price	AFT Price	BEF Unit Proce	AFT Unit Price	On Street Parking	Time Restrictions	When Allowed
Signals																					
S-NEW	Not Exempt	Yes	No	No	No	No	No	No	No	Yes	Yes	No	No	No	No	No	No	No	No	No	No
S-TIM	Not Exempt	Yes	Yes	No	No	No	No	No	No	Yes	Yes	No	No	No	No	No	No	No	No	No	No
Transit - Maintenance																					
J-REP	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
M-RELOC	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Transit - Modernization																					
C-IMP	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
C-RELOC	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
M-IMP	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
P-RELOC	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
R-IMP	Exempt Tested	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
T-IMP	Not Exempt	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
X-IMP	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
X-RELOC	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Transit - Expansion																					
C-NEW	Not Exempt	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	Yes	No	Yes	No	No	No
J-EXP	Not Exempt	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
M-NEW	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
P-EXP	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
P-NEW	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
R-EXP	Not Exempt	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
R-NEW	Not Exempt	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No

		Model Fields Required?																			
Work Type Code	**Exempt Status**	**Direction**	**Length**	**BEF # Through Lanes**	**AFT # Through Lanes**	**BEF Lane Width**	**AFT Lane Width**	**BEF Speed**	**AFT Speed**	**BEF Sig Inter**	**AFT Sig Inter**	**Truck Restrictions**	**BEF Spaces**	**AFT Spaces**	**BEF Price**	**AFT Price**	**BEF Unit Proce**	**AFT Unit Price**	**On Street Parking**	**Time Restrictions**	**When Allowed**
T-EXP	Not Exempt	No	Yes	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No
X-NEW	Exempt Tested	No	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No
Other Work Types																					
Z-OTH	Not Exempt	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Z-OTHXTST	Exempt Tested	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

Appendix B: List of Acronyms and Abbreviations

Acronym	Term
AC	Advance construction
ACCP	Advance construction converted phase
CE	Construction engineering
CFP	Call for projects – a type of plan cycle
CON	Construction
ENG I	Engineering 1
ENG II	Engineering 2
FFY	Federal fiscal year
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
IDOT	Illinois Department of Transportation
PE	Preliminary engineering
PPI	Project programming information (IDOT form)
RCP	Regional Capital Project
ROW	Right of way
TDC	Transportation Development Credits – Transit, aka “toll credits”
TDCH	Transportation Development Credits – Highways, aka “toll credits”
TIP	Transportation Improvement Program – a type of plan cycle

For fund source acronyms, please see the **TIP fund sources** document on the Programmer Resources webpage.

Appendix C: Database fields

The following pages lists the data fields found within the eTIP database.

Can be populated or edited on…

(✓ - by anyone with edit rights | * - by CMAP staff only | a - auto-populated)

Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
Plan Cycle	Yes	Single-select dropdown	✓		*						✓		✓		*
Plan Revision	Yes	Single-select dropdown	✓		*						✓		✓		
(TIP) ID	Yes	Auto-populated	✓		*						✓		✓		
(Project) Title	Yes	Text (any)	✓		✓						✓		✓		
Project Type	Yes	Single-select dropdown	✓		✓						✓		✓		
Lead Agency	Yes	Single-select dropdown	✓		✓						✓		✓		
County	Yes	Multi-select dropdown	✓		✓						✓		✓		
Municipality	Yes	Multi-select dropdown	✓		✓						✓		✓		

Can be populated or edited on…

(✓ - by anyone with edit rights | * - by CMAP staff only | a - auto-populated)

Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
(Project) Description	Yes	Text (any)	✓		✓						✓		✓		
Current Status	No	Single-select dropdown			*							✓		✓	
Exempt Status	Yes	Single-select dropdown			*							✓		✓	
Model	Yes	Single-select dropdown			*							✓		✓	
Conformity Status	Yes	Single-select dropdown			*							✓		✓	
Conformity Date	No	Text (date)			*							✓		✓	
Internal Notes	No	Text (any)			*							✓		✓	
Work Type	Yes	Multi-select dropdown			✓							✓		✓	
Major Implementation Group	No	Multi-select dropdown			✓							✓		✓	
System	Yes	Single-select dropdown			✓							✓		✓	
Location Type	Yes	Single-select dropdown			✓							✓		✓	

Can be populated or edited on…

(✓ - by anyone with edit rights | * - by CMAP staff only | a - auto-populated)

Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
Is Modeling	Yes, for Not Exempt or Exempt Tested	Single-select dropdown			✓							✓		✓	
Completion Year	Yes	Single-select dropdown			✓							✓		✓	
Route	Yes, based on System	Single-select dropdown			✓							✓		✓	
Location Description	No	Text (any)			✓							✓		✓	
Bridge #	Yes, for Bridge Location Type	Text (any)			✓							✓		✓	
From	Yes, based on Location Type	Text (any)			✓							✓		✓	
To	Yes, based on Location Type	Text (any)			✓							✓		✓	
Dist Miles	Yes, based on Location Type	Text (number)			✓							✓		✓	
Primary Cross Street	Yes, based on Location Type	Text (any)			✓							✓		✓	
Secondary Cross Street	Yes, based on Location Type	Text (any)			✓							✓		✓	

Can be populated or edited on…

(✓ - by anyone with edit rights | * - by CMAP staff only | a - auto-populated)

Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
# of Location(s)	Yes, for Various Locations Location Type	Text (number)			✓							✓		✓	
Trail/Path	Yes, for Trail/Path Segment Location Type	Text (any)			✓							✓		✓	
Route Description	Yes, based on Location Type	Single-select dropdown			✓							✓		✓	
Route Location Description	Yes, based on Location Type	Text (any)			✓							✓		✓	
Other Project Location Information	No	Text (any)			✓							✓		✓	
Direction	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
Length	Yes, based on Exempt Status and Work Type	Text (number)			✓							✓		✓	
BEF # Through Lanes	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	

Can be populated or edited on…

(✓ - by anyone with edit rights | * - by CMAP staff only | a - auto-populated)

Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
AFT # Through Lanes	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
BEF Lane Width	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
AFT Lane Width	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
BEF Speed	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
AFT Speed	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
BEF Sig Inter	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
AFT Sig Inter	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
Truck Restrictions	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	

Can be populated or edited on…

(✓ - by anyone with edit rights | * - by CMAP staff only | a - auto-populated)

Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
BEF Spaces	Yes, based on Exempt Status and Work Type	Text (number)			✓							✓		✓	
AFT Spaces	Yes, based on Exempt Status and Work Type	Text (number)			✓							✓		✓	
BEF Price	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
AFT Price	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
BEF Unit Price	Yes, based on Exempt Status and Work Type	Text (any)			✓							✓		✓	
AFT Unit Price	Yes, based on Exempt Status and Work Type	Text (any)			✓							✓		✓	
On Street Parking	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	
Time Restrictions	Yes, based on Exempt Status and Work Type	Single-select dropdown			✓							✓		✓	

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Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
When Allowed (Days/Hours)	Yes, based on Exempt Status and Work Type	Text (any)			✓							✓		✓	
Total Amount	Yes, to use Match Calculator	Text (number)			✓										
Primary Fund	Yes, to use Match Calculator	Single-select dropdown			✓										
Primary Amount	Yes, to use Match Calculator	Text (number)			✓										
Match	Yes, to use Match Calculator	Text (number)			✓										
Matching Fund	Yes, to use Match Calculator	Single-select dropdown			✓										
Match Amount	Yes, to use Match Calculator	Text (number)			✓										
Fiscal Year	Yes, to use Match Calculator	Single-select dropdown			✓						✓				
Phase	Yes, to use Match Calculator	Single-select dropdown			✓										
FY	Yes*	Single-select dropdown			✓										

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Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
Fund Type	Yes*	Single-select dropdown			✓						✓				
F. Section	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
State Job #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
Federal Project #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
PPS #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	

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Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
RTA Schedule IIB ID #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
FTA Grant #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
CMAQ ID #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
ITEP Project ID #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
Recreational Trails Project ID #	No	Single-select dropdown (program			✓	✓						✓		✓	

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Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
		ming); Text (IDs / Contacts)													
IDOT Section #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
SRTS Project ID #	No	Single-select dropdown (programming); Text (IDs / Contacts)			✓	✓						✓		✓	
AC/ACCP	Yes	Single-select dropdown			✓							✓		✓	
ENG	No	Text (number)			✓										
ENG I	No	Text (number)			✓										
ENGG II	No	Text (number)			✓										
ROW	No	Text (number)			✓										
IMP	No	Text (number)			✓										
CON	No	Text (number)			✓										

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Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
CE	No	Text (number)			✓										
Total	Yes	Auto-populated			✓										
Last Updated By	Yes	Auto-populated			a										
Last Updated Date	Yes	Auto-populated			a										
Change Reason	Yes	Radio buttons			a							✓		✓	
Change Reason Details	Yes	Multi-select dropdown			✓							✓		✓	
Other Change Reason Details	No	Text (any)			✓							✓		✓	
Narrative Description of Changes	Yes	Text (any)		✓	✓							✓		✓	
CMAP Programming Lead	Yes	Single-select dropdown				✓									
CMAP Public Contact	Yes	Single-select dropdown				✓									
CMAP Applicant Contact	Yes, in CFP only	Single-select dropdown				✓									
CMAP Technical	Yes, if CMAQ, STP,	Single-select dropdown				✓									

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Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
Project Manager	or TAP-L funded														
CMAP Financial Project Manager	Yes, if CMAQ, STP, or TAP-L funded	Single-select dropdown				✓									
CMAP Consultant Project Manager	Yes, if CMAQ, STP, or TAP-L funded	Single-select dropdown				✓									
Contract #	No	Text (any)				✓						✓		✓	
Sponsor/Other ID #	No	Text (any)				✓						✓		✓	
Current Project Website #	No	Text (any)				✓						✓		✓	
Section Header #	No	Text (any)				✓						✓		✓	
Doc Date	Yes	Text (date)					✓								
Description (document)	Yes	Text (any)					✓								
Type (document)	Yes	Single-select dropdown					✓								
File Name	Yes	Auto-populated					a								
File Size	Yes	Auto-populated					a								
Uploaded By	Yes	Auto-populated					a								

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Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
Uploaded Date	Yes	Auto-populated					a								
Phase	Yes	Single-select dropdown						✓				✓		✓	
Mth/Qtr	Yes	Single-select dropdown						✓				✓		✓	
Year	Yes	Single-select dropdown						✓				✓		✓	
Section	Yes	Single-select dropdown						✓				✓		✓	
Current Implementation Status	No	Single-select dropdown						✓				✓		✓	
Open To Traffic	No	Single-select dropdown						✓				✓		✓	
From Project ID	Yes, if adding relationship	Auto-populated							✓						
Relationship Type	Yes, if adding relationship	Single-select dropdown							✓						
To Project ID	Yes, if adding relationship	Single-select dropdown							✓						
Not Applicable	No	Checkbox								✓					

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Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
Original Date	No	Text (date)								✓					
Revised Date	No	Text (date)								✓					
Completed Date	No	Text (date)								✓					
Review Status (Plan Revision)	n/a	Auto-populated											✓		
Plan Revision Type	n/a	Auto-populated											✓		
Changed Fed %	n/a	Auto-populated										✓		✓	
Changed Fed Amount	n/a	Auto-populated										✓		✓	
Changed Total %	n/a	Auto-populated										✓		✓	
Changed Total Amount	n/a	Auto-populated										✓		✓	
CMAP MPO Policy Committee	No	Text (date)										✓		✓	*
CMAP Staff	No	Text (date)										✓		✓	*
CMAP Transportation Committee	No	Text (date)										✓		✓	*
FHWA Illinois Division	No	Text (date)										✓		✓	*
FTA Region 5 Staff	No	Text (date)										✓		✓	*

Can be populated or edited on…

(✓ - by anyone with edit rights | * - by CMAP staff only | a - auto-populated)

Field name	**Required?**	**Type of field**	New Project pop-up	Amend Project pop-up	Programming	IDs / Contacts	Attachments	Schedule Info	Related Projects	Delivery	Standard Search Field (Projects)	Additional Search Fields/Filters (Projects)	Standard Filter Field (Reports)	Additional Filter Field (Reports)	Plan Revisions
Funding Changes	n/a	Auto-populated													
Funding Years	n/a	Auto-populated													
IDOT, Office of Planning and Programming	No	Text (date)										✓		✓	*
Last Edited By	n/a	Auto-populated										✓		✓	
Last Edited Date	n/a	Auto-populated										✓		✓	
Project Changes	n/a	Auto-populated										✓		✓	
ProjectLocationCustom Fields Changes	n/a	Auto-populated										✓		✓	
Target Federal Authorizations and Construction Letting Changes	n/a	Auto-populated												✓	
Public Link	n/a	Auto-populated												✓	
Plan Owner	Yes	Auto-populated													*

Appendix D: Revisions to this guide

The table below documents the revisions made to this guide on the dates provided.

Date	Description of revisions
October 19, 2026	Initial publication
October 29, 2026	Addition of alt text; addition of appendix C; updates to appendix B, index, and general document formatting

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