

Entering Programming Information for STP-Local project applications

After you have [created your project application](#), the project will open in **DRAFT** status on the **PROGRAMMING** tab. This is where you will enter **project, location, and funding information**. You can save your progress by clicking on SAVE CHANGES at the top right.



If you're returning to a saved project to make additional edits, click on the EDIT button in the top right to continue.

1. Project Administration

This section is completed by CMAP staff, and **no action is required**.

The 'Project Administration' form contains several fields for project details. It includes a 'Plan Revision' dropdown menu with the value 'CMAP / CFP / CFP Temp 27-31 / CFP Temp Rev 27-31', an 'ID' field with the value '13-26-0001', and a 'Model' dropdown menu. Below these are 'Current Status', 'Exempt Status', 'Conformity Status', and 'Conformity Date' (with a calendar icon). At the bottom, there is an 'Internal Notes' text area.

2. Project Information

In addition to the information that was entered when the project was created, you are required to complete the **engineering status** fields and select all applicable **work types** for the project. Select **STP-Local** in the “Major Implementation Group” field. The “Sponsor Agency” is the **implementing agency** for the project (e.g. municipality, county DOT, forest preserve, etc.).

The 'Project Information' form contains several fields for project details. It includes a 'Project Title' field with the value 'Example Project', a 'Project Description' field with the value 'Example project implementing new bicycle facilities and parking along Washington Street.', a 'Project Type' dropdown menu with the value 'Bicycle & Pedestrian', a 'Lead Agency' dropdown menu with the value 'Kane/Kendall Council', a 'County' dropdown menu with the value 'Kendall', and a 'Municipality' dropdown menu with the value 'Plano'. Below these are 'Preliminary Engineering Status' (Substantially Complete), 'Phase 2 Engineering Is Complete?' (No), 'Project Requires Right Of Way?' (No), and 'Work Type' ([E-BIKENEW] New Bicycle Facility, [E-BIKEPARK] BI...). At the bottom, there is a 'Major Implementation Group' dropdown menu with the value 'STP - Local' and a 'Sponsor Agency' dropdown menu with the value 'Plano'.

3. Location Information

To start adding location information, click on the **+ ADD NEW LOCATION** button and then choose the appropriate **System** to select and enter the corresponding location information. If appropriate for the

location type, add the length of the location in miles in the “Dist Miles” field. Leave the “Is Modeling” field blank (or select “None”) unless the project has any [not exempt or exempt tested work types](#). From the “**Completion Year**” dropdown, select the year the project will be fully completed from the choices listed under the “Open to Traffic” heading.

| Location Information | | | |
|--|-------------------------------------|---|---------------|
| System Local Streets | Location Type Trail/Path Segment | Location Description Washington Street | From IL 31 |
| To IL 25 | Trail/Path Example Path | Dist Miles 0.63 | Is Modeling |
| Completion Year 2031 | | | |
| Other Project Location Information Excludes bridge over Crooked Creek | | | |

Projects with any **not exempt or exempted tested** work types will require you to select “Yes” in the “Is Modeling” field, to select or enter values in the appropriate modeling data fields (e.g. Direction, # Through Lanes, Lane Width, Speed, etc.), and to select the range of years during which the project will be completed from the choices listed under the “Model completion year” heading in the “**Completion Year**” dropdown. For projects with **multiple location segments** (e.g. multiple intersections, road/trail projects on different streets, etc.), be sure to add each location by clicking on + ADD NEW LOCATION. You can add additional information (such as exclusions) that isn’t captured in the standard fields into the “**Other Project Location Information**” field, if necessary.

4. Programming Information

You must **enter all financial information, including existing and prior funding**, into the “Programming Information” table. 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 must have a corresponding non-federal line item that represents the required match.

| Programming Information | | | | | | | | | | Min Match 0% | Effective Match 0% |
|------------------------------------|-------------|-----|-------|--------|-----|-----|-----|----|-------|--|--------------------|
| | | | | | | | | | | Show Match Calculator <input type="checkbox"/> | |
| | | | | | | | | | | Choose columns (8) ENG, ENG I, ENG II, ROW... | |
| FY * | FUND TYPE * | ENG | ENG I | ENG II | ROW | IMP | CON | CE | TOTAL | | |
| No Programming Information Defined | | | | | | | | | | | |
| + ADD ROW | | | | | | | | | | | |

When completing funding information, use “**Requested Federal**” as the fund source for all STP-L funding being applied for. A **local match of 20% of total funding** is required.

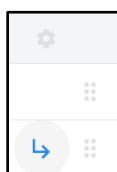
You can toggle on the “**Match Calculator**” to calculate and add both requested federal and match funds. To use the tool, enter the Total Amount, select the Primary Fund and Matching Fund, then select the Fiscal Year and Phase and click on + ADD FUNDING to add the funding to the table.

Match Calculator Enter your data to calculate programming information match splits and add new rows. [Clear All](#)

Total Amount * \$1,000,000 Primary Fund * Requested Federal Primary Amount * \$800,000 Match * 20 % Matching Fund * Local Funds Match Amount * \$200,000

Fiscal Year * 2029 Phase * CON **+ ADD FUNDING** ←

If the 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 and your request 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. You can 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. Below is 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.

| | 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 |

Once all funding information is entered, you will see totals for each fund type and fiscal year, along with the project grand total. Please use the scroll bar at the bottom of this section to view the entirety of the funding table.

5. Change Reason Details

The “Change Reason” will automatically populate with “New Project”. A narrative description is required, please enter **“STP-L project application”** into this section.

Watch a video demonstration of this help topic [here](#).

NEXT STEP: [Finishing an STP-Local project application: Maps, Attachments, and More!](#)