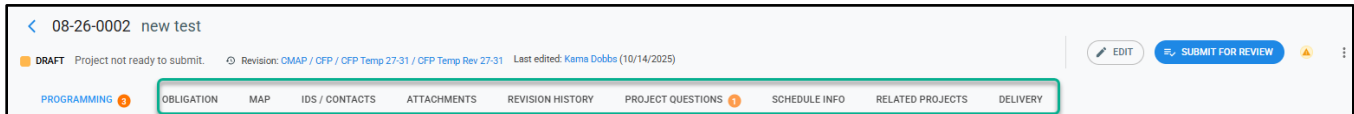


# Finishing an STP-Local project application: Maps, Attachments, and More!

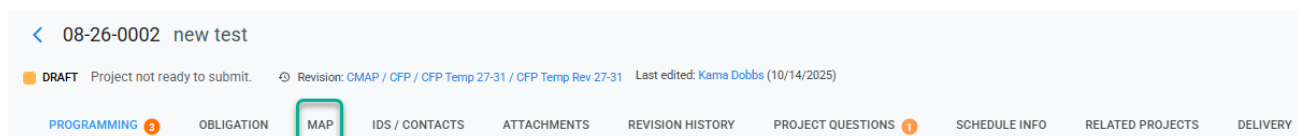
Once you've completed [entering the programming information](#) for the project application, you'll then need to proceed through the remaining tabs on the project page to complete the application.



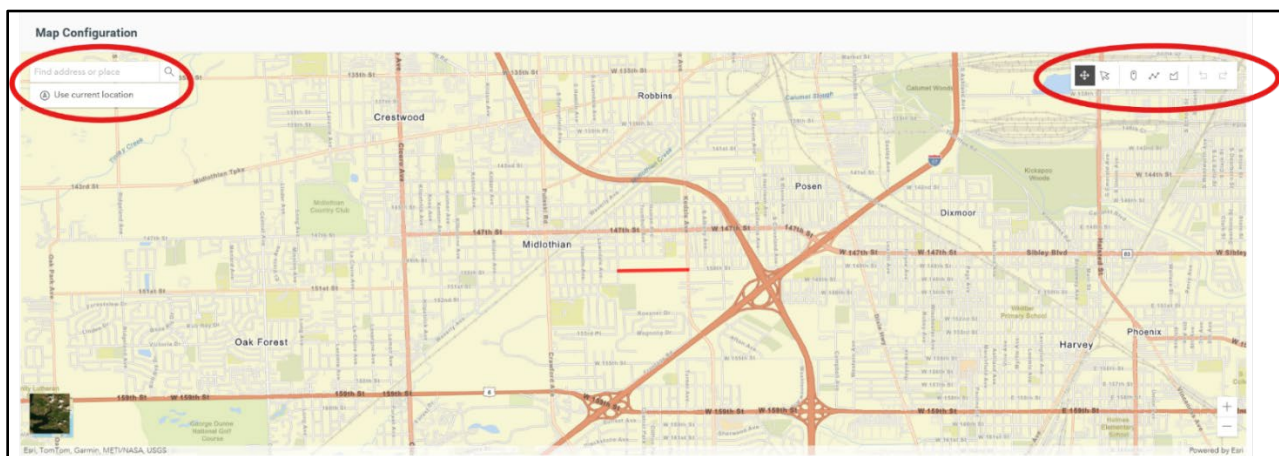
## 1. OBLIGATION

This tab provides information for programmers, and **no action is required**.

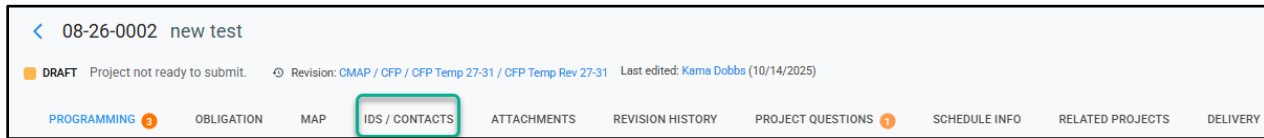
## 2. MAP (required)



You will be required to **map the limits of the project** in this tab. To find the project location, zoom in to the project location or **search for the location** using the search bar in the top left corner. To edit the map, **click the EDIT button** at the top of the page. Use the “**draw a point**” option from the tool bar in the top right to drop a point location, such as an intersection or station. Use the “**draw a polyline**” option to add the limits of a project, such as for a roadway, trail, or bus route improvement project. Use the “**draw a polygon**” option only if the project is for a study within a small area. Any combination of points, lines, and polygons can be used, as appropriate for the project. The “**snap to road**” feature helps align your location selection to the nearest roadway. This feature can be toggled off, which is useful when mapping a trail or a new roadway where there isn't a roadway to snap the segment to. Once the mapping is finished, **select save** at the top of the page.



### 3. IDS / CONTACTS (required)



In the contacts section of this tab, you will select information only from the drop-down lists that are listed as “CMAP”:

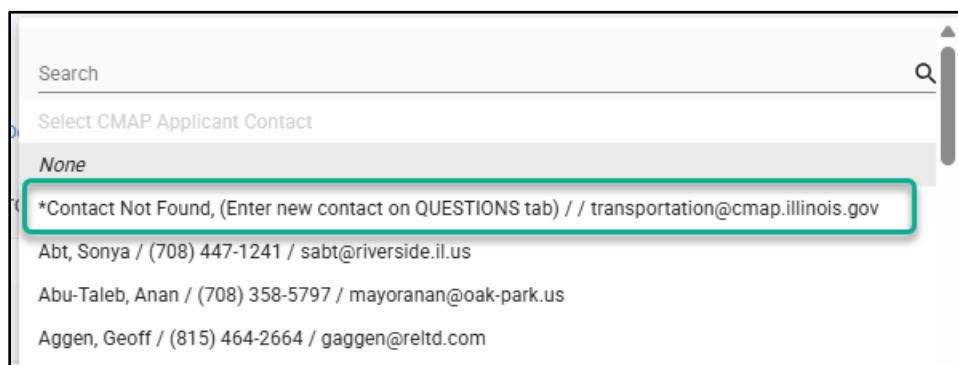
CMAP Programming Lead: The person responsible for **maintaining project information in the CMAP TIP**. Typically, this will be the council of mayors’ Planning Liaison.

CMAP Public Contact: The **person that the public should contact** about the project. This can be someone at the sponsor agency or the same individual as the Programming Lead.

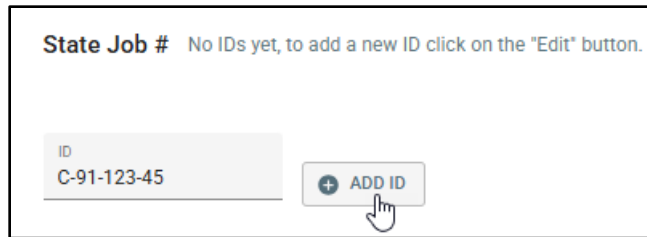
CMAP Applicant Contact: The person that the Council and/or CMAP staff should contact if there are **questions about the application** for funding.



If the correct contact **name is not included** in the dropdown list, select “\*Contact Not Found...” and be sure to complete the “Add new applicant contact” section on the Project Questions tab.

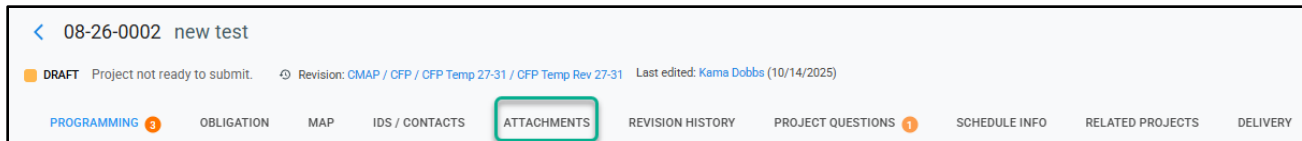


If any project IDs, such as a State Job, IDOT Section Number, Federal Project, etc. are known at the time of application, add those IDs by **typing in the ID in the appropriate section**, then click on + ADD ID.

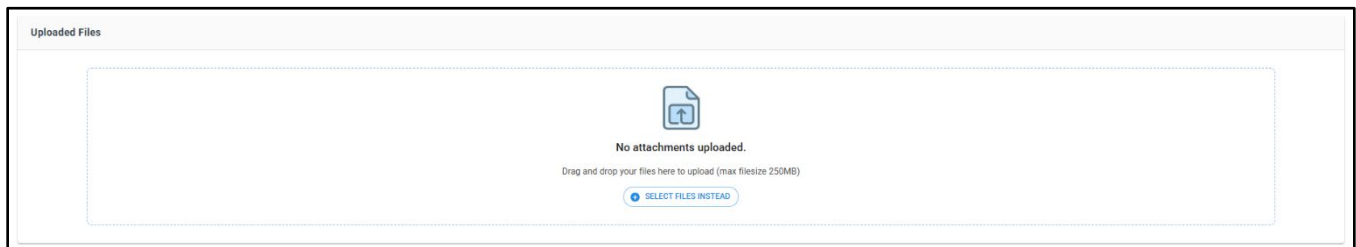


If the sponsor has a unique ID for the project, it can be entered into the **Sponsor/Other ID #** section. If the project has a **dedicated website** or page on the sponsor’s website, enter that URL in the Current Project Website section. Finally, if there are any headers to be used on the Programming tab, enter those one at a time in the Section Header section of the tab.

#### 4. ATTACHMENTS (required)



In this tab, you will **upload all required application documents** for the project and any other documents that may inform the application. This includes documents such as a detailed cost estimate and supplemental application documents. To upload documents, **drag and drop files** or click on the button to “SELECT FILES INSTEAD”. Each file is limited to a maximum of 250MB.



Once uploaded, update the following:

Doc date: Replace the current date with the **date the document was created** or approved.

Description: If it is not clear from the document type and file name, replace the auto-generated text with a few words to **describe the attachment**.

Type: Select the **document type** from the dropdown list. This field is required.

It is recommended that you upload no more than 5 files at a time. Continue dragging and dropping or selecting files as needed.

Uploaded Files

DOC DATE	DESCRIPTION	TYPE	FILE NAME	FILE SIZE	UPLOADED BY	UPLOADED DATE
07/01/2025	Detailed_Estimate_of_Cos	1. CFP   Detailed Estimate of Costs	Detailed_Estimate_of_Costs_Crawford.docx	32.52 KB	Jon Haadsma	10/15/2025
10/15/2025	Crawford_Quarterly-Update	1. CFP   Initial Quarterly Status Upda...	Crawford_Quarterly-Update-Form-Hwy-rev-Jan2023-3-1 (1).xlsx	47.31 KB	Jon Haadsma	10/15/2025
10/15/2025	2024-25_STP-CMAQ-TAP_	1. CFP   Application Workbook	2024-25_STP-CMAQ-TAP_Application_Workbook_Final - CRAWFORD AVENUE 18 W4339-00-EG.xlsx	464.56 KB	Jon Haadsma	10/15/2025

Drag and drop your files here to upload (max filesize 250MB) or select files instead.

## 5. REVISION HISTORY

This tab provides information for programmers, and **no action is required**.

## 6. PROJECT QUESTIONS (required)

< 08-26-0002 new test

**DRAFT** Project not ready to submit. Revision: CMAP / CFP / CFP Temp 27-31 / CFP Temp Rev 27-31 Last edited: Kama Dobbs (10/14/2025)

PROGRAMMING 3 OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY **PROJECT QUESTIONS 1** SCHEDULE INFO RELATED PROJECTS DELIVERY

**All questions should be reviewed** in this tab. Questions marked with a red \* are required. Select or enter your responses.

## 7. SCHEDULE INFO

< 08-26-0002 new test

**DRAFT** Project not ready to submit. Revision: CMAP / CFP / CFP Temp 27-31 / CFP Temp Rev 27-31 Last edited: Kama Dobbs (10/14/2025)

PROGRAMMING 3 OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS 1 **SCHEDULE INFO** RELATED PROJECTS DELIVERY

For each phase of the project, select the month or quarter and calendar year during which the selected **phase is anticipated to begin**. If there are multiple stages to the project, the schedules should be differentiated using the section option at the far right end of the column.

Target Federal Authorizations and Construction Letting

PHASE	MTH/QTR	YEAR	SECTION
ENG I	JAN	2025	Section
ENG II	JAN	2026	Section
CON/CE	MAR	2027	Section

ADD ROW

In addition, select the **Current Implementation Status** of the project and select the calendar year that the project is **anticipated to be complete** and open to traffic.

**General**

Current Implementation Status  
Phase 1 engineering agreement submitted

Open To Traffic  
2028

## 8. RELATED PROJECTS

< 08-26-0002 new test

**DRAFT** Project not ready to submit. Revision: CMAP / CFP / CFP Temp 27-31 / CFP Temp Rev 27-31 Last edited: Kama Dobbs (10/14/2025)

PROGRAMMING 3 OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS 1 SCHEDULE INFO **RELATED PROJECTS** DELIVERY

If the application is for a project that already exists in the TIP, especially one with existing federal funds, that **existing project's TIP ID** must be reflected on the related projects tab. To link the project with an existing TIP ID, click the + LINK PROJECT button to open the Link Project pop-up form. Select the Relationship Type and enter the related TIP ID. For new STP-L applications, select "Is Related To TIP Project" and enter the TIP ID of the existing project that your application is seeking additional funding for. If you're unsure of the TIP ID of the existing project, please search the [public website](#) for your project.

**Link Project**

Select the relationship type from the drop-down menu below and enter the Project ID of the project you would like to link.

From Project ID  
13-26-0001

Relationship Type \*  
Is Related To

To Project ID  
Must exist in CMAP's Plan(s)

CANCEL **LINK PROJECT**

## 9. DELIVERY

< 08-26-0002 new test

**DRAFT** Project not ready to submit. Revision: CMAP / CFP / CFP Temp 27-31 / CFP Temp Rev 27-31 Last edited: Kama Dobbs (10/14/2025)

PROGRAMMING 3 OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS 1 SCHEDULE INFO RELATED PROJECTS **DELIVERY**

At this time, **no action is required**. If your project is recommended for funding, this tab will be required to be completed at a later date.

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

**NEXT STEP:** [Navigating eTIP during the STP-Local CFP](#)