

## Next Steps: ITEP Awards

IDOT has released the [list of projects](#) awarded ITEP funding during the Cycle 15 Call for Projects. This list includes funding for projects that are both existing in the TIP and for projects not yet in the TIP. To assist you with making the appropriate TIP amendments, CMAP staff has created this guidance. CMAP will also provide each Council with information on projects within their boundaries, including federal and state funding and local match requirements.

## Contact the Sponsor

The sponsor for the awarded project should be contacted to verify costs and schedule, and to retrieve the Notice of Award. The following should be requested:

- Copy of the award letter from the respective municipality or project sponsor
- Implementation schedule of the project
- Verification of funding by phase that was outlined in the project's ITEP application
- If the project already exists in eTIP, confirm the total project cost, and verify what current TIP line items should be removed or revised (if any), or if the ITEP (and required match) should be added as new line items. For example, ITEP funds may be replacing local over-match.

After the above items have been provided, the project change can be made in the TIP. If the project is already within the TIP, the ITEP funding can be amended to the project. If the project does not exist in the TIP, a new project will need to be created. *Project changes will not be accepted if the award letter is not uploaded into the eTIP.*

## Making the TIP Change

ITEP project changes may be submitted once the next TIP change cycle opens on May 1<sup>st</sup>. This TIP change cycle will close on **Tuesday, May 23<sup>rd</sup>**. All ITEP funds should be entered as "TAP-S" under its financial line-item descriptor.

### ***Amending the ITEP funding to an existing project:***

Changes to an existing TIP project will be completed as a formal amendment.

1. Add the federal funding amount awarded as TAP-S in the programming information section of eTIP as a new line item.
2. For projects that received state matching assistance (indicated by an \* or \*\* in IDOT's project list), enter those funds as IL Funds:
  - a. Projects marked with (\*) are receiving half of the required match (10% of the phase total).
  - b. Projects marked with (\*\*) are receiving all of the required match (20% of the phase total).
3. For projects that did not receive state matching assistance, or received partial assistance (single \*), enter the remaining required match using the appropriate local fund source, such as MFT or Local Funds.
4. Insert the project's ITEP ID into the Project IDs tab and upload the award letter and the ITEP application to the project's documents tab.
5. Using the implementation schedule that was provided, update the schedule information section on the project page.

6. Ensure all applicable work types are selected, that the project description still makes sense, and that the project is accurately mapped. (See bike/ped mapping reminders below.)
7. Select the correct change reasons (Add, Delete, or Change Fund Sources must be selected, other reasons may also be selected) and submit the project change for review.

***Creating a new project for an ITEP awarded project:***

If an awarded project does not have an existing TIP ID, a new project will need to be created. All new projects with ITEP funding in active years need to be submitted under the formal amendment.

1. Complete project information and ensure all work types are selected.
2. Add the federal funding amount awarded as TAP-S in the programming information section of eTIP along with the matching funds.
3. For projects that received state matching assistance (indicated by an \* or \*\* in IDOT's project list), enter those funds as IL Funds:
  - a. Projects marked with (\*) are receiving half of the required match (10% of the phase total).
  - b. Projects marked with (\*\*) are receiving all of the required match (20% of the phase total).
4. For projects that did not receive state matching assistance, or received partial assistance (single \*), enter the remaining required match using the appropriate local fund source, such as MFT or Local Funds.
5. Using the implementation schedule that was provided, complete the schedule information section on the project page.
6. Insert the project's ITEP ID into the Project IDs tab, upload the award letter and the ITEP application to the project's documents tab, and map the project. (See bike/ped mapping reminders below.)
7. Submit the new project for review.

**Please direct any questions you come across to CMAP staff.**

---

**COMMON ERRORS ON NEW PROJECTS:**

- Project descriptions are too long.
- The Project Type doesn't make sense based on the description and work type(s) selected.
- The work type(s) don't make sense based on the description and project type selected.
- Too many/too few work types selected – review the recently [updated list!](#)
- Location information doesn't match description and/or project map.
- Missing/incorrect match amounts; not separating "over match" from required match.
- Project questions (perf targets in particular) don't make sense for the work types/fund sources. Remember, only projects with CMAQ funding can influence emissions reduction!

**BIKE/PED MAPPING REMINDERS:**

- For sidewalks, on-street bike lanes, or off-street paths/trails that are adjacent to a roadway, select the roadway segments on the eTIP map.
- For projects that involve changes to signals (such as the addition/modification of pedestrian signals), select the intersection node (square).
- For projects adding a new mid-block crossing, use the "Create New Node" feature.

- For projects involving trails/facilities included in the CMAP Regional Greenways and Trails plan, select the “Bikeways” layer in the top left to enable selection of these off-road segments.
- Remember: projects can have a combination of links and points selected from both the “Roads” and “Bikeways” layers

