

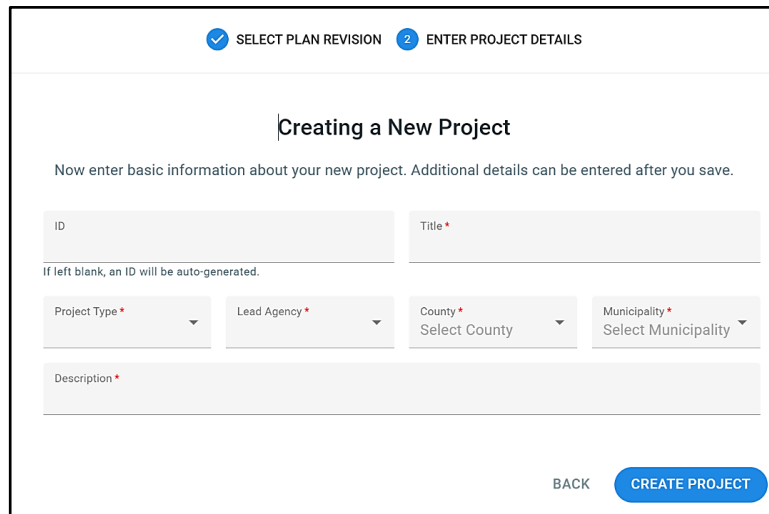
Starting a new STP-Local project application

1. After [logging in](#), you will **click on the “NEW PROJECT” button** on the top right corner of the page.



2. **Select the “Plan Cycle”** by identifying the appropriate Council’s CFP listed in the dropdown menu. If you are unsure which Council to select, please consult [this list](#).
3. The “Plan Revision” will automatically populate with the FFY 2027-31 CFP. If it does not, you may have selected the wrong Plan Revision.

To start the project application, you will need to **complete the pop-up form**.



Creating a New Project

Now enter basic information about your new project. Additional details can be entered after you save.

ID Title

If left blank, an ID will be auto-generated.

Project Type Lead Agency County Municipality

Select County Select Municipality

Description

BACK CREATE PROJECT

ID: Leave blank, the ID will be auto-generated based on the lead agency and project location.

Title: A concise title for the project that includes a brief description of the location and work. This title should match the title on design plans and paperwork.

Project Type: The primary work being completed/reason for the project.

Lead Agency: The agency responsible for managing the proposed project in the TIP. This should be your [Council of Mayors](#), DOT, or transit agency.

County: The county(ies) where the project is located.

Municipality: The municipality(ies) where the project is located.

Description: A brief (1-2 sentences) summary of the proposed project.

4. **Click on “CREATE PROJECT”** to create your project application. The application will be placed into “Draft” status for you to enter the necessary information before submitting.

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

NEXT STEP: [Entering Programming Information for the STP-Local CFP](#)