

## TIP Changes – Quick Reference

Effective September 2025

TIP amendments are changes to the scope, schedule, limits, or finances of a project. When making a change to a project in eTIP, it is important to know what type of amendment is being submitted:

- **Administrative:** Minor updates to the project scope or schedule and financial changes below certain thresholds. Administrative amendments submitted in eTIP take effect when reviewed and accepted by CMAP staff and will be displayed on the eTIP public website following the close of the amendment cycle.
- **Formal:** Significant changes to scope, schedule, or cost that require approval by the Transportation Committee and are subject to public comment for a minimum of 7 days.
- **Formal Conformity:** Changes that could affect the region’s air quality, influenced by a project’s exempt status, which is determined by work type. Conformity amendments require a minimum period of 30 days for public comment and approval by the MPO Policy Committee.
- **Administrative Conformity:** Technical corrections or updated modeling information for exempt-tested projects.

Lists of TIP [fund sources](#) and [work types](#), as well as additional information, can be found under [TIP Programmer Resources](#).

### Starting a TIP Change in eTIP

TIP changes are initiated by first selecting the project that you would like to amend. Once you have opened the project record, select “Amend Project” to begin the process. From there, you will be prompted to:

- **Select the Plan Cycle**  
The Plan Cycle refers to the plan years (i.e. 2026-2030) in which the project is included, select the active TIP.
- **Select the Plan Revision**  
The Plan Revision should reflect the current amendment cycle. Plan Revision codes coincide with the federal fiscal year (FFY) and amendment number, for example 26-01 is the first formal amendment cycle in FFY 2026. Administrative amendments are denoted by an additional decimal point, typically .1 for projects processed through FHWA and .2 for projects processed through FTA.
- **Select the Change Reason**  
When making a project change, this field describes the reason(s) the change is being requested. Select **all** applicable change reasons. eTIP includes a drop-down list of change reason options including:

Change Reason	Typical action(s)
Advance Construction	-Moving project phases in/out of Advance Construction (AC/ACCP)*
Cost change(s)	-Adding or updating project IDs to a financial line item -Cost changes due to design (30%, 60%, 90%), updated agreements, etc. -Post-award/obligation cost adjustments -Other described** cost changes
Location/Limits change(s)	-Clarifying location details -Adding/removing location -Major/minor changes to project limits -Updating modeling information -Other described** location/limits changes
Other Financial change(s)	-Adding, deleting, or changing phases or fund sources -Adding out year funding to continuing project
Schedule change(s)	-Moving project phases to earlier or later year(s) -Updating open to traffic year or target letting/authorization
Scope change(s)	-Adding or deleting work type(s)

*\*Phases moved into ACCP status must be in the current federal fiscal year (FFY)*

*\*\*When this change reason is selected, make sure an accurate description is included. The described change should not include reasons already listed in the drop-down.*

**Narrative Description of Changes**

Information entered into the Narrative section when submitting an amendment is included in amendment reports and is published to the public database. This section should be completed to provide the **primary** change reason for the project record and amendment history. Examples of appropriate descriptions would be:

Formal Amendments	Admin Amendments
<ul style="list-style-type: none"> <li>• “Cost change”</li> </ul>	<ul style="list-style-type: none"> <li>• “Phase(s) converted from AC</li> </ul>
<ul style="list-style-type: none"> <li>• “New Project”</li> </ul>	<ul style="list-style-type: none"> <li>• “Phase(s) place in AC”</li> </ul>
<ul style="list-style-type: none"> <li>• “Delete project”</li> </ul>	<ul style="list-style-type: none"> <li>• “Schedule change”</li> </ul>
<ul style="list-style-type: none"> <li>• “Project phase moved into/out of TIP years”</li> </ul>	<ul style="list-style-type: none"> <li>• “Cost change”</li> </ul>

**Creating or Deleting a Project**

When adding a project to the eTIP for the first time, you will have to enter key project details. Please note that the description should align with the TIP work types and project description as shown on IDOT paperwork. The eTIP database will auto-generate a TIP ID once “Create Project” is selected, do **not** manually input a TIP ID. Most new or deleted projects will be **Formal Amendments**.

You will then be able to start building out the project entry in the database. Please ensure that all fields and tabs are filled out to the best of your knowledge. This includes adding schedule info, maps, project IDs and contacts, and documents.

	Change Made	Amendment Type
<b>New or Deleted Projects</b>	New or Deleted exempt-tested or exempt project with all funding line items outside of the plan cycle in the current plan cycle.	Administrative
	New or Deleted exempt-tested and exempt project with no federal fund sources	Administrative
	New or Deleted exempt-tested and exempt project with federal funds within the active plan cycle.	Formal
	New Signal Interconnect (S-TIM) project with no other not exempt work types with funding for phases within the plan cycle	Formal
	New or Deleted project with at least one not exempt work type (other than S-TIM), with funding for EI only, within the plan cycle (other phases may be in MYB)	Formal
	New or Deleted project with at least one not exempt work type	Formal Conformity
	New project with only non-federal funding for phases other than EI phases within TIP years. If a not exempt is included, see above.	Administrative
	New project with federal funding for phases other than EI phases within the plan cycle included. If a not exempt work type is included, see above.	Formal
	Deleted not exempt project that has a Conformity Status of “Not Conformed,” “To Be Conformed,” or “Not Required”	Formal
	Deleted not exempt that has a Conformity Status of “Conformed” or “Consultation”	Formal Conformity

## Project and Location Information Changes

When amending a project in the eTIP, make sure to select the correct “Plan Cycle,” also known as the TIP years, and “Plan Revision,” which corresponds to each amendment cycle. From there, you can edit key project details, including the title, project type, location, schedule, and description.



Any change on the “Programming” tab is an amendment. Any change to any other tab is not and can be made anytime, including:

- Adding project IDs in the IDs tab, such as state job numbers or PPS numbers
- Updating the project map
- Uploading project attachments
- Answering or updating project questions
- Completing the project schedule information
- Updating the project delivery milestones

	Change Made	Amendment Type
<b>Project Information</b>	Change to Project Title or Description	Administrative
	Change to Project Type	Administrative
	Change to project’s Lead Agency	Administrative
	Change/Addition to Other Project Location Information	Administrative
	Addition of a non-exempt work type to a previously exempt project	Formal Conformity
	Removal of all not exempt work types	Formal Conformity
	Minor changes to Location for an exempt project	Administrative
	Changes to location for an exempt-tested project	Administrative
	Change to location for not exempt project	Formal Conformity
	Change to Completion Year for not exempt project	Formal Conformity
	Change to modeling information for not exempt project	Formal Conformity

## Programming Information Changes

Programming information changes include changes to funding schedule (FFYs), funding types, funding phases (ENG II, ROW, CON, etc.), and costs.

Cost changes are changes to the amount of dollars programmed. Changes to non-federal costs are administrative. Changes to federal costs may be formal or administrative.

A cost change is a **Formal Amendment** if:

- The percent change (positive or negative) exceeds the percent shown in the table below, relative to the federal project cost within the plan revision cycle, or active years, of the TIP before the change.
- The addition of federal funds within the plan cycle to a project previously funded with only state/local funds or the deletion of all federal funds from a project.
- A new source is being added when there are not already federal fund sources.

A cost change is an **Administrative Amendment** if:

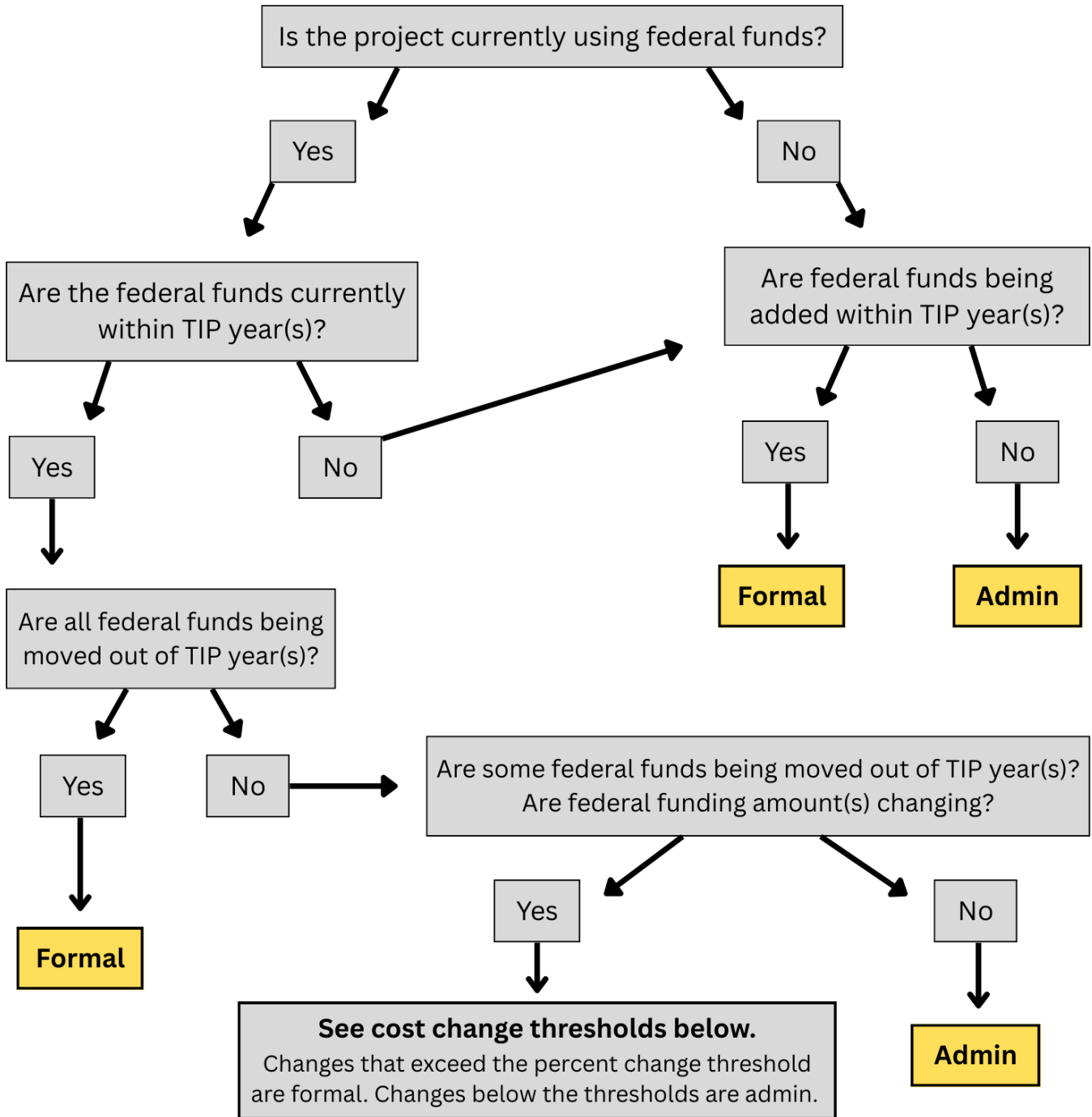
- The percent change (positive or negative) is below the threshold shown below, relative to the federal project cost within the plan revision cycle, or active years, of the TIP before the change.
- The change moves federal funds within the plan cycle or between federal fund sources.
- The change is made to a project with no federal funding.

Federal Project Cost* within Plan Cycle Before Change	Percent Change (±)
\$0 - \$999,000	100%
\$1,000,000 - \$4,999,000	50%
\$5,000,000 - \$9,999,000	25%
≥ \$10,000,000	20%, up to a max. of ± \$10,000,000

\*Cost calculation should **only** include **federal** funds in the **active** plan cycle

Change Made	Amendment Type
New funding phase ( ENG I, ENG II, ROW, CON, ENG, IMP added within the active plan cycle, or phase previously in TIP years moved out of the active plan cycle	Formal
Change of federal fund sources (i.e. from CMAQ to STP-L) from one federal to another	Administrative
Change of programmed FFY within the active plan cycle	Administrative
Change/Addition of Project IDs to a financial line item	Administrative
Change to Transportation Development Credits – Highways (TDCH) on CMAQ, STP-L, STP-SF, TAP-L projects	Administrative (must have CMAP and IDOT approval prior to adding or increasing)
Addition or removal of a section or stage of a project	Administrative (subject to cost change thresholds)
Moving line items within a not exempt project from MYB to the active plan cycle; except ENG I	Formal Conformity

# Cost Changes



Active Federal Project Cost <i>Before Change</i>	Percent Change (±)
\$0 - \$999,000	100%
\$1,000,000 - \$4,999,000	50%
\$5,000,000 - \$9,999,000	25%
≥ \$10,000,000	20%, up to a max. of ± \$10,000,000

### Conformity Changes

CMAP conducts a semi-annual conformity analysis to evaluate the air-quality impact of all not exempt projects. These amendments occur in the spring and fall of every year to capture changes to projects that could affect the transportation network model. The below changes to not exempt projects can *only* be submitted during the conformity amendment process.

A list of [work types](#) with exempt status can be found on the [TIP Programmer Resources](#) webpage.

	Change Made	Type of Change
Not exempt and exempt-tested projects	New or Deleted project with at least one not exempt work type	Formal Conformity
	Deleted not exempt or exempt-tested project that has a Conformity Status of "Conformed" or "Consultation"	Formal Conformity
	Change to Open to Traffic Year or Completion Year for not exempt project	Formal Conformity
	Change to location for not exempt project	Formal Conformity
	Change to modeling information for not exempt project	Formal Conformity
	Addition of a not exempt work type to a previously exempt project	Formal Conformity
	Removal of all not exempt work types	Formal Conformity
	Moving a not exempt project from MYB to the active plan cycle	Formal Conformity
	Technical corrections or updated modeling information for exempt-tested projects	Administrative

### Illustrative Multi-year B-List (MYB) Projects

Projects with all funding outside of the active years of the TIP are considered "Illustrative." In most cases, changes to Illustrative projects are **Administrative Amendments**. Illustrative projects moving into active years of a plan cycle are considered new projects and are approved via a TIP Amendment at the time that funding is programmed in the active years.

### Regionally Significant, Constrained, and Unconstrained Projects

Projects which are included in ON TO 2050, or subsequent Regional Transportation plans, as a Regionally Significant Project (or similar), a Constrained or an Unconstrained project, should only be edited by CMAP staff. Requests for changes to these projects should be directed to [transportation@cmmap.illinois.gov](mailto:transportation@cmmap.illinois.gov).

The information above is intended to be a quick reference, not an all-inclusive list, and describes the type of change and when the change takes effect, for common project change actions. A full description of TIP Change Procedures can be found in Appendix 1 of the [TIP document](#).

All changes are submitted to CMAP staff. Staff must review them and act to either "accept" or "deny" them. If a formal or conformity amendment is accepted, it will be included in the appropriate committee agenda for approval. **If denied, the programmer will need to address staff comments and re-submit prior to the change deadline for the change to be considered.** Administrative amendments cannot take effect, and formal or conformity amendments cannot be considered by the Transportation or MPO Policy Committee until they are submitted to, and accepted by, CMAP staff.

Contact [transportation@cmmap.illinois.gov](mailto:transportation@cmmap.illinois.gov) for more information.

## eTIP Glossary

Term	Description
<b>Amendment</b>	A change, major or minor, to the programming information of a project submitted for review and approval.
<b>Administrative amendment</b>	Minor updates to the project scope or schedule and financial changes below certain thresholds. Administrative amendments submitted in eTIP take effect when reviewed and accepted by CMAP staff following the close of the amendment cycle.
<b>Administrative conformity amendment</b>	Captures technical corrections or update modeling information for Exempt Tested projects. Exempt Tested projects are projects that have work types that do not impact air quality, but do impact the master highway network used in travel demand modeling.
<b>Advanced Construction (AC)</b>	Indicates that the funding line has been authorized by the Federal Highway Administration (FHWA) for the eventual use of federal funds.
<b>Advanced Construction Converted Phase (ACCP)</b>	Indicates that the funding line previously authorized in AC has been converted to a federal funding obligation.
<b>Conformity amendment</b>	Changes that could affect the region's air quality, influenced by a project's exempt status, which is determined by work type. Conformity amendments require a minimum period of 30 days for public comment and approval by the MPO Policy Committee.
<b>Federal fiscal year (FFY)</b>	Federal fiscal years, or FFY, span October 1 - September 30 of each year. For example, FFY 2026 runs from October 1, 2025, to September 30, 2026.
<b>Formal amendment</b>	Significant changes to scope, schedule, or cost that require approval by the Transportation Committee and are subject to public comment for a minimum of 7 days.
<b>(Funding) Phase</b>	A step toward project implementation. These include preliminary engineering (ENG I and ENG II), right of way acquisition (ROW), implementation (IMP), and construction (CON and CE). Funding is allocated and programmed by project phase, also known as funding phase.
<b>Plan cycle</b>	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."
<b>Plan revision</b>	The amendment cycle, as indicated by a code comprised of the federal fiscal year and number of the amendment cycle. For example, 26-01.
<b>Programming information</b>	The financial makeup of a project. This includes information about project phases, segments, and funds organized by federal fiscal year.
<b>(Financial) Section</b>	A distinct portion of a project that is being implemented separately (typically under a separate contract) from other portions of the project. Also commonly referred to outside of the TIP as a "phase."
<b>Segment</b>	See "(Financial) Section."
<b>Stage</b>	See "(Financial) Section."
<b>TIP ID</b>	Autogenerated project number that includes identification codes for the project's location and year it entered the TIP. The number is formatted as XX-XX-XXXX.
<b>TIP years</b>	Refers to the 5-year programming period. For example, FFY 2026-2030 covers the active plan cycle for those years, also known as "Plan Cycle."

## eTIP Acronyms

Acronym	Term
AC	Advance Construction
ACCP	Advance Construction Converted Phase
CE	Construction engineering
CFP	Call for Projects
CON	Construction
ENG I	Engineering 1
ENG II	Engineering 2
FFY	Federal fiscal year
PE	Preliminary engineering
PPI	Project programming information (IDOT form)
ROW	Right of way
TDC	Transportation Development Credits – Transit, aka “toll credits”
TDCH	Transportation Development Credits – Highways, aka “toll credits”
TIP	Transportation Improvement Program

*For fund source acronyms, please see the [TIP fund sources](#) document.*