Completing Quarterly Status Updates (QSUs) in the eTIP Project Delivery module

Introduction

Project Delivery is a new module in eTIP where quarterly status updates will be completed. Quarterly updates are required for all projects that have been awarded STP (local or shared), CMAQ, TAP-L, or CRP funding. Reporting periods are March, June, September, and December. Project Delivery updates are required each quarter until the project is financially closed out, even if there are no changes to project status since the prior quarter. Failure to complete reports each quarter could result in a loss of project funding.

Each quarterly update should, at a minimum, include:

- completion dates for the most recently completed items,
- updates to future date estimates for key milestones, and
- the indication of "Not Applicable" for all milestones that are not relevant to the project.

Milestone date estimates should be the best current estimate of when each milestone will be completed based on the planned timeline, reflecting reasonable approximation of the time needed to complete each step. This information helps CMAP and other programmers actively manage projects to ensure that funding is available at the right time for all projects. This data also helps CMAP, IDOT, and other partners understand project sponsors' expectations and identify where those expectations are or are not being met.

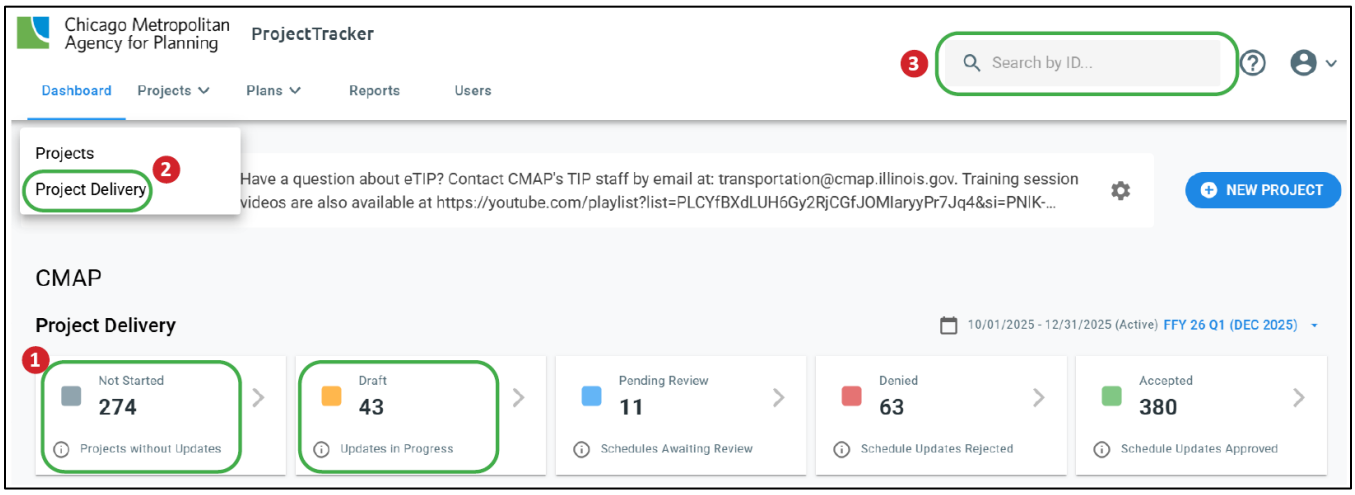
Accessing the Project Delivery module

To receive project delivery access in eTIP, individuals must be formally designated as the technical project manager, financial project manager, or consultant project manager for a project funded with CMAQ, CRP, STP (local or shared), and/or TAP-L funding. Further guidance for requesting access to the eTIP database can be found on CMAP's TIP Programmer Resources web page titled eTIP secure sign-up instructions.

If the designated technical, financial, or consultant project manager has changed for a project, an updated project manager designation form through Microsoft Forms should be submitted prior to requesting access to the eTIP database.

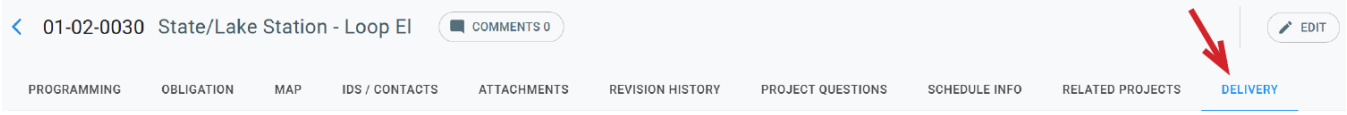
Finding projects

There are three methods to find projects requiring delivery updates:



1. **From the eTIP dashboard**: Select "Not Started" or "Draft" to navigate to a list of projects requiring updates.
2. **From the Projects dropdown menu**: Select the "Projects" dropdown from the top navigation ribbon and then select "Project Delivery" to navigate to a list of projects requiring updates. Filters can be applied with the Advanced Search options on the left side of the screen to narrow the list of projects you're responsible for.
3. **From the "Search by ID" field**: Enter the project ID (including dashes) in the "Search by ID" field at the top right of the window to open your project. Navigate to the DELIVERY tab at the top of the project record.

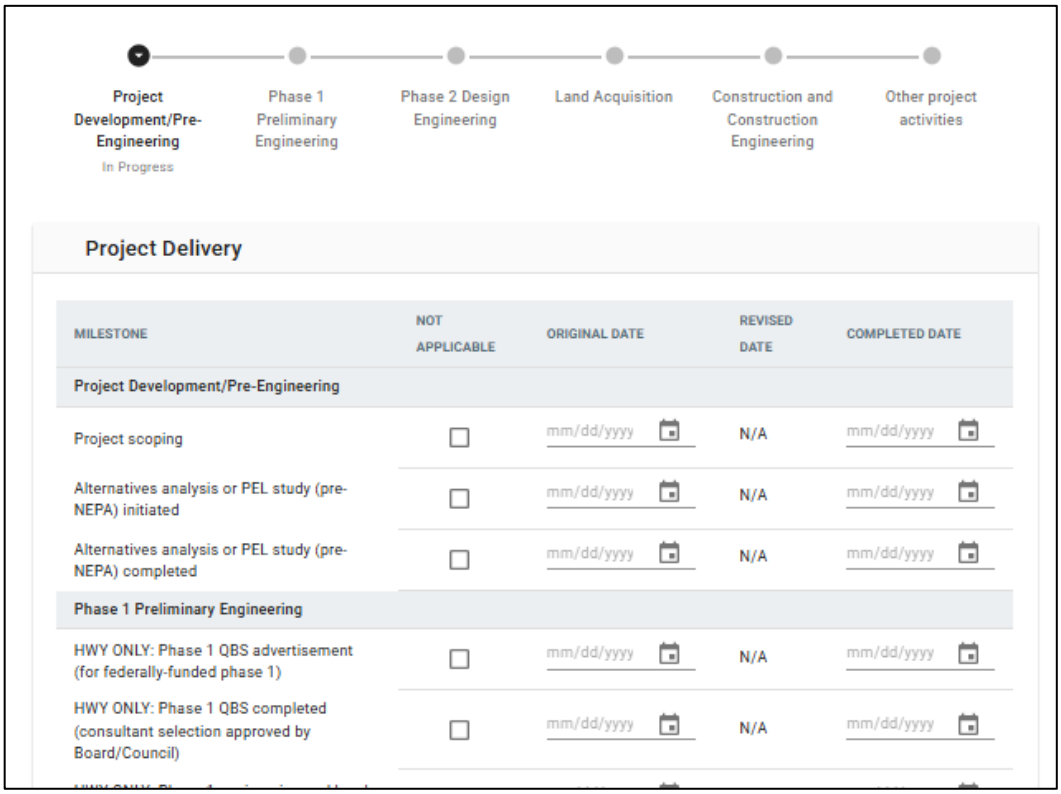
Opening projects requiring status updates using the dashboard or from the Project Delivery list will bring you directly to the project delivery tab in a project. When searching for a project by ID, you will need to navigate to the DELIVERY tab at the top of the project record:



Can't find your project, or your project says "Project Delivery Updates Not Required" when you open it? Please contact your Planning Liaison for council STP-L funded projects or CMAP staff (transportation@cmap.illinois.gov) for Shared Fund, CMAQ, or TAP-L funded projects.

Project Delivery tab overview

The project delivery tab is comprised of a summary status bar and list of milestones grouped together for each phase of the project. The phases shown in the status bar align with the listed groups of milestones.



Each individual milestone includes four fields defined below: “Not Applicable,” “Original Date,” “Revised Date,” and “Completed Date.” At least one field must be filled in for each milestone.

Field Name	Description
Milestone	Each milestone is assigned to a phase. Milestones that correspond with projects being processed through FHWA are labeled as “HWY”. Milestones that correspond with projects being processed through FTA are labeled as “TRANSIT”.
Not Applicable	This checkbox should be selected when a milestone is not applicable to the project. If the checkbox is not selected, the milestone should, at a minimum, have a date filled in under the Original Date column.
Original Date (mm/dd/yyyy)	The initial estimate of when the milestone will be achieved. This field can only be edited during the first update in eTIP. The date entered must be in the future.
Revised Date (mm/dd/yyyy)	An updated estimate of when the milestone will be achieved. When entering data in this field, the date entered must be in the future. If the previously entered date has passed, it must be updated to a future date or, if the milestone has been completed, a Completed Date must be entered.
Completed Date (mm/dd/yyyy)	The date the milestone was completed. This field should only be filled in when the milestone has been completed. Completed dates must be in the past.

Starting the first project delivery update for a project in eTIP

For first time completing a status update using the eTIP database[1], each milestone will need to have an original estimated date, a completed date, or be marked as N/A. The revised estimate column will be locked.

To start a project delivery update, select the edit button at the top right of the DELIVERY tab:



To complete your update:

1. Select the "Not Applicable" checkbox for any phases that don't apply to the project.
2. Add original estimated dates of completion for all applicable milestones.
3. Add dates for any milestones that have already been completed, as defined below.
4. Attach appropriate project documents (see Appendix A: File attachments).

Completed phases

If a phase has already been completed, all milestones for that phase can be marked as not applicable, except for the milestone that corresponds to phase completion:

Roadway Phase	Milestone indicating phase completion
Phase 1 Preliminary Engineering	Final PDR Approved *and* Design Approval Granted
Phase 2 Design Engineering	Final Plans, Specs, and Estimates submitted
Land Acquisition	ROW certified (only required if using federal funds for ROW)

Transit Phase	Milestone indicating phase completion
Phase 1 Preliminary Engineering	NEPA Process Completed (ROD, FONSI, or CE determination issued)
Phase 2 Design Engineering	Final verification

Submitting the quarterly update

Once you are finished with edits to the status update, select "Save Changes" at the top. This will save the update and place it in draft status. Review the update to ensure that all milestones have a response. If any additional edits need to be made, click the edit button.

When all edits are complete, submit the update to CMAP for review by clicking on the "Submit for Review" button at the top.

[1] For projects that submitted Quarterly Status Updates (QSUs) as Excel spreadsheets prior to the FY26 Q1 (Dec 2025) cycle: The majority of these QSUs were able to be imported into eTIP, however some uploads failed for a variety of reasons. If your updates were not uploaded, it is not necessary to re-create all the past data. Enter completed dates for completed milestones and enter the current estimated dates for incomplete milestones in the Original Date field.

Completing updates for the current reporting period

After the initial status update has been submitted in Project Delivery (see prior section), any subsequent updates will retain the information from past reporting periods. All original or revised estimates should be reviewed each reporting period.

To start a project delivery update, select the edit button at the top right of the DELIVERY tab. Review the following items for each milestone:

1. Update the checked or unchecked status of the Not Applicable checkbox if the applicability of any milestone has changed.
2. Verify that all original and revised dates are still accurate and update any that are not. Revised dates cannot be in the past if the milestone hasn't been completed and must be updated to a date in the future.
3. Add Completed Dates to milestones that have been achieved since the last update period.
4. Attach appropriate project documents (see Appendix A: File attachments for attachment requirements).

Submitting the project report

Once edits to the status update are finished, select "Save Changes" at the top. This will save the update and place it in draft status. Review the update to ensure that all milestones have a response. If any additional edits need to be made, click the edit button.

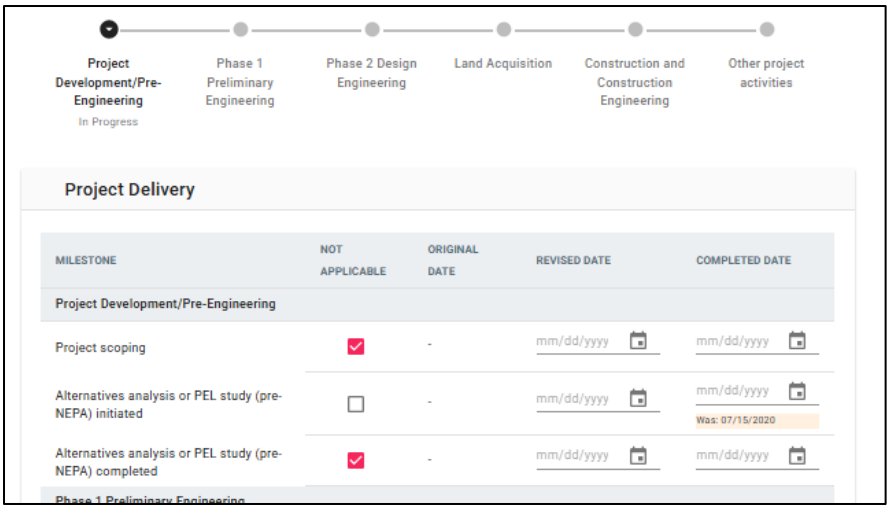
When all edits are complete, submit the update to CMAP for review by clicking on the "Submit for Review" button at the top.

Determining completeness with the status bar

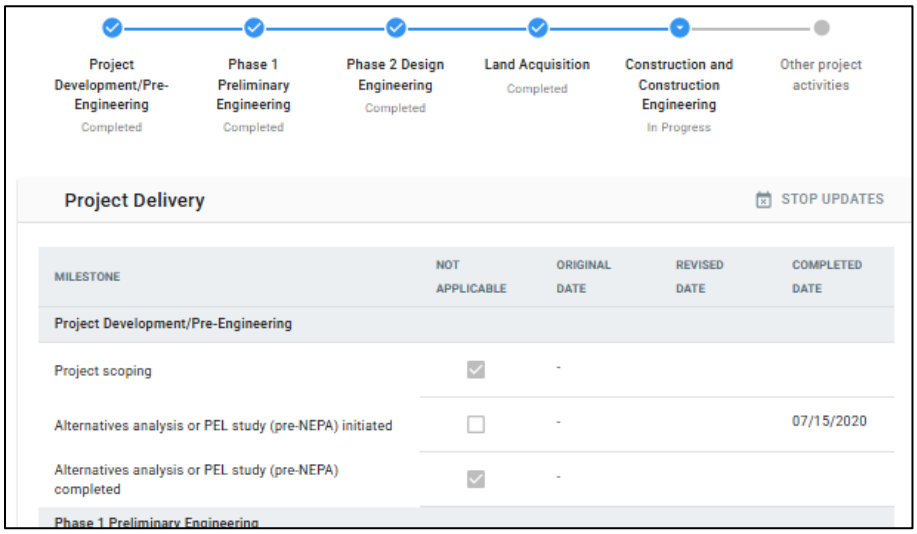
The status bar at the top of the DELIVERY tab is a quick indicator of whether you've correctly completed your report.



Each section of the report is tied to one of the phases indicated in the status bar. A phase will be shown as "in progress" until all rows within that report section have a completed date or are checked as not applicable. The status bar will not reflect a status for a phase until the prior phase is completed. For example, the pre-engineering phase shown below does not have a date entered for "Alternatives analysis… initiated" and that row is not marked as not applicable, so the status bar reflects that pre-engineering is "In Progress."



However, if the completed date is added for that milestone, this phase and subsequent completed phases are now indicated:

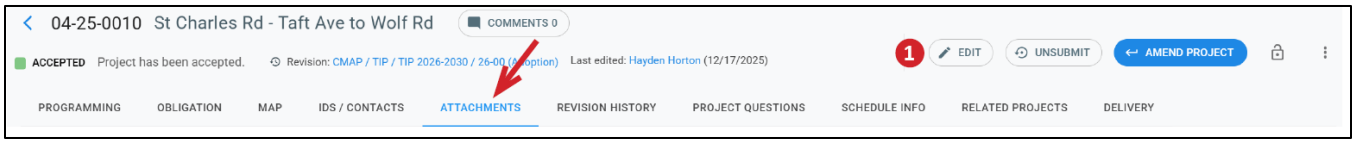


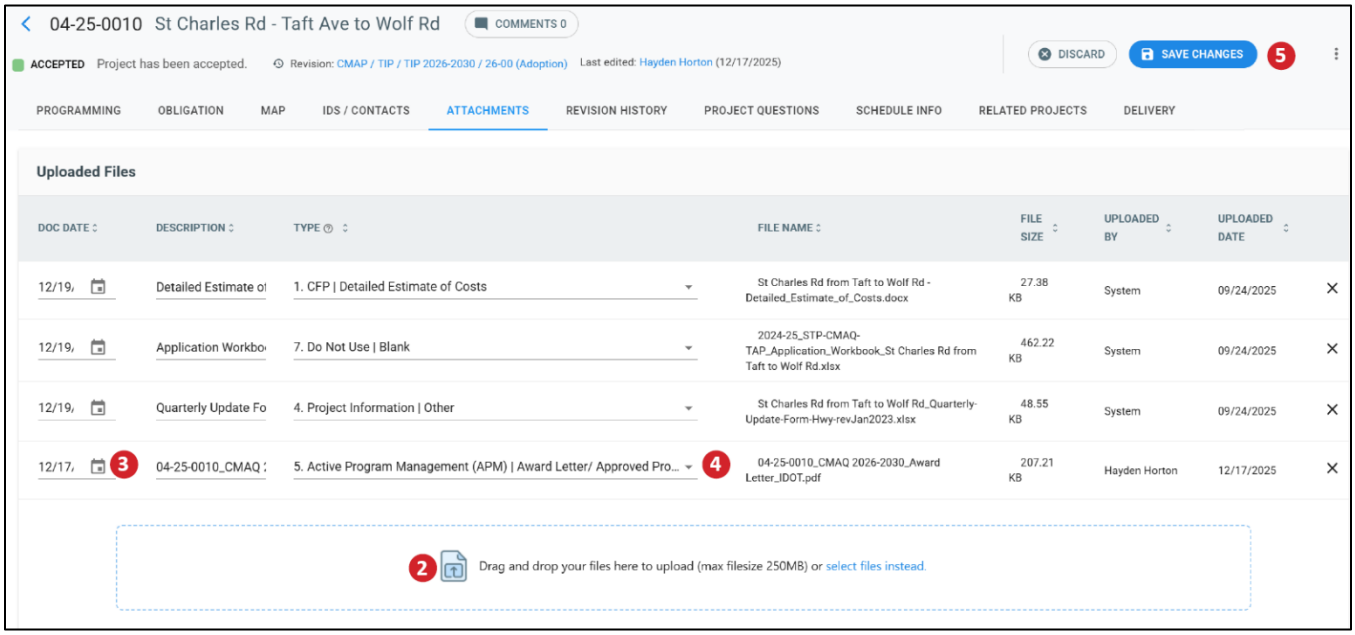
Adding supporting documents

Once the Project Delivery tab is complete, add any corresponding supporting documents to the attachments tab of the project. Guidance for supporting documents is provided in Appendix A: File attachments.

To upload a file:

1. Select the “Edit” button
2. Drag and drop your files into the designated area at the bottom of the attachments tab or click the “Select files instead” link
3. Enter the date of the document, not the date you’re uploading it
4. Select the appropriate type of document from the dropdown
5. Save the attachments by clicking the “Save Changes” button at the top of the page


04-25-0010 St Charles Rd - Taft Ave to Wolf Rd
COMMENTS 0
ACCEPTED Project has been accepted.
Revision: CMAP / TIP / TIP 2026-2030 / 26-00 (Adoption)
Last edited: Hayden Horton (12/17/2025)
1
EDIT
UNSUBMIT
AMEND PROJECT
PROGRAMMING
OBLIGATION
MAP
IDS / CONTACTS
ATTACHMENTS
REVISION HISTORY
PROJECT QUESTIONS
SCHEDULE INFO
RELATED PROJECTS
DELIVERY


04-25-0010 St Charles Rd - Taft Ave to Wolf Rd
COMMENTS 0
ACCEPTED Project has been accepted.
Revision: CMAP / TIP / TIP 2026-2030 / 26-00 (Adoption)
Last edited: Hayden Horton (12/17/2025)
DISCARD
SAVE CHANGES
5
PROGRAMMING
OBLIGATION
MAP
IDS / CONTACTS
ATTACHMENTS
REVISION HISTORY
PROJECT QUESTIONS
SCHEDULE INFO
RELATED PROJECTS
DELIVERY
Uploaded Files
DOC DATE
DESCRIPTION
TYPE
FILE NAME
FILE SIZE
UPLOADED BY
UPLOADED DATE
12/19/
Detailed Estimate of
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Application Workbo
7. Do Not Use | Blank
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09/24/2025
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Quarterly Update Fo
4. Project Information | Other
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09/24/2025
12/17/
3
04-25-0010_CMAQ
5. Active Program Management (APM) | Award Letter/ Approved Pro...
4
04-25-0010_CMAQ 2026-2030_Award Letter_IDOT.pdf
207.21 KB
Hayden Horton
12/17/2025
2
Drag and drop your files here to upload (max filesize 250MB) or select files instead.

Appendix A: File attachments

Milestone	Attachment	Required?
QBS Completed	Meeting Minutes	Optional
Engineering and Local Agency Agreements approved (E1 or E2)	Approved Agreement	Yes
Kick-off Held (E1 or E2)	Meeting Minutes	Yes
PPI Approval	PPI Form	Yes
State/Federal Coordination Meeting	Meeting Minutes	Yes
Environmental Action Concurrence	Copy of email/letter/form	Yes
Project Dev. Report Submitted	Copy of transmittal	Yes
Final PDR approved and Design Approval granted	Signature page	Yes
Pre-final plans submitted	Copy of transmittal only	Yes
Final Plans, Specs, and Estimates submitted	Copy of transmittal	Yes

Appendix B: Typical Timelines

Milestone	Typical Timeline
Phase 1 Preliminary Engineering	
Engineering and Local Agency Agreements approved	8-12 months after draft submittal
PPI Approval	5-10 days after draft submittal
Phase 2 Design Engineering	
Engineering and Local Agency Agreements approved	8-12 months after draft submittal
Pre-final plans submittal	6 months prior to construction letting
Pre-final Plan Comments Received	1-4 months after draft submittal
Final PS&E submittal	3.5 months prior to construction letting
Construction and Construction Engineering	
Draft funding and CE agreements submitted	3.5 months prior to construction letting
Final CE, RR and funding agreements submitted	8 weeks prior to construction letting
Construction (Phase 3) Engineering and Local Agency Agreements approved	6 weeks prior to construction letting
ROW certified	5.5 weeks prior to construction letting
Federal funding authorization (CON/CE)	6 weeks prior to construction letting

Appendix C: Frequently Asked Questions (FAQs)

Q: There has been no activity on my project since my last update, do I still need to submit this quarter?

A: Yes. Status updates are required to be completed every quarter (March, June, September, December). To submit an update with no changes, simply navigate to the project as described in this document, click the EDIT button, click SAVE CHANGES, then click Submit for Review. Failure to submit may result in loss of funding or impact eligibility for cost increases and obligation deadline extensions.

Q: Why can't I see the Delivery tab on my project?

A: Please coordinate with your Planning Liaison to confirm that you have the correct access in eTIP.

Q: Why am I getting notifications for projects that are not mine?

A: Notifications are tied to the project's Lead Agency. All users that are associated with a lead agency receive notifications for all of the Lead Agency's projects.

Q: Why doesn't the status bar reflect where I'm actually at?

A: For the status bar to reflect a completed phase, every milestone must either have been checked as "N/A" or have a completion date.