

Common mistakes in STP Applications

highlight/text/line colors
used in examples below

- Selecting “STP-Locally Pgmd” instead of “Requested Federal” green
- Not including costs/schedules of all project phases yellow
- Open to traffic doesn’t align with CON schedule/model completion year red
- Performance Target question (check boxes) responses don’t make sense blue
- “Kitchen sink” approach to work types orange/pink
- Inappropriate/long project descriptions purple
- Incorrect model information (# of lanes is an indicator of through lanes only in one direction - a CLTL should not be counted as a lane). The addition of a turn-lane at an intersection (H-INTIMP) is not an indicator of an additional lane. Utilize the H-COR work type, which is a not exempt work type, when an additional through lane is *not* being constructed. Light green
- Map doesn’t match description and/or location information entered (see map)
- Fund Match Warnings (see last example)

Mistakes should be corrected now to 1) ensure that you have a full understanding of the actual scope of the project before scoring and 2) so that the project will be ready to be accepted into the TIP if selected for funding. It is strongly recommended that you confirm changes with applicants before making them, and that you document that confirmation and all corrections you make.

Resources for identifying/correcting common errors:

- [Guidance: What’s the right work type\(s\) for my road project and what is modeling all about?](#)
- [TIP Work Types](#) List (in particular note the work types that are for transit projects, not highway projects)
- [Guidance for project questions](#) (check boxes) related to performance targets

Examples:

TIP ID: 06-22-0004 VERSION: 1 STATUS: In Progress - Application

LAST MODIFIED BY: Brian Libunao LAST MODIFIED DATE: 3/3/2022

TIP Programming **Obligation** Map Project IDS Documents Amendment History Performance Measures

Administrative Area Pdf

CALL FOR PROJECTS: 22-23 06 CFP 2022-2026 MODEL: CURRENT STATUS: EXEMPT STATUS: CONFORMITY STATUS: None CONFORMITY DATE:

INTERNAL NOTES:

Project Information

PROJECT TITLE: Spell Check
103rd Street Between Southwest Highway (L-7) and Ridgeland Avenue Resurfacing

PROJECT DESCRIPTION: Spell Check
4-inch asphalt removal and replacement, Class C & D subbase patching, sidewalk improvements to meet ADA requirements, and pavement marking replacement.

PRELIMINARY ENGINEERING STATUS: Not Begun PHASE 2 ENGINEERING IS COMPLETE?: No PROJECT REQUIRES RIGHT OF WAY: No IF YES, HAS OF WAY BEEN ACQUIRED?: No

PROJECT TYPE: Road Maintenance WORK TYPE: [A-PMARK] SAFETY - PAVEMENT MARKING
[E-ADAIMP] Improve ADA Infrastructure
[H-C/G] HIGHWAY/ROAD - CURB AND GUTTER
[H-RS] HIGHWAY/ROAD - RESURFACE (WITH NO LANE WIDENING)
[P-MAINT] PARKING - MAINTAIN REHABILITATE REPLACE MAJOR IMP GROUP: STP - Local

LEAD AGENCY (Programming Lead): Southwest Council COUNTY: COOK MUNICIPALITY: CHICAGO RIDGE

APPLICANT CONTACT: Brian Libunao PHONE (10-DIGIT): (847)823-0500 EMAIL: blibunao@cbbel.com COMPANY NAME: Christopher B. Burke Engr'g SPONSOR AGENCY: Southwest Council

SPONSOR SAM CAGE CODE: SLD4 SPONSOR GATA REG NUMBER: 685432

SYSTEM: Local Streets LOCATION TYPE: Street Segment LOCAL NAME OF ROUTE: 103rd Street (FAU 1196) FROM: Southwest Highway (L-7) TO: Ridgeland Avenue DIST MILE(S): 0.36 IS MODELING?: Map

[ADD NEW LOCATION]

OTHER PROJECT LOCATION INFORMATION:

Proposed Funding Information (\$0) Prior Fund(s) Funding History

FFY (concept)	FUND TYPE	ENG I	ENG II	ROW	CON	CE	TOTAL
2026	Local Funds	\$0	\$0	\$0	\$166,400	\$16,700	\$183,100
2026	STP - Locally Prgrmd	\$0	\$0	\$0	\$665,600	\$66,800	\$732,400
FFY 2026		\$0	\$0	\$0	\$832,000	\$83,500	\$915,500
Local Funds		\$0	\$0	\$0	\$166,400	\$16,700	\$183,100
STP - Locally Prgrmd		\$0	\$0	\$0	\$665,600	\$66,800	\$732,400
GRAND TOTAL		\$0	\$0	\$0	\$832,000	\$83,500	\$915,500

ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

Schedule Info

CURRENT IMPLEMENTATION STATUS: OPEN TO TRAFFIC Project scoping: 2022

TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH/YEAR)

SCHEDULED START	ENG I	ENG II	ROW	CON/CE	SEGMENT
JUN 2022	JAN 2024			JAN 2026	Entire Project

[ADD NEW SCHEDULE]

Project Questions

Project is split from another project. The TIP ID is

Project is a combination of multiple projects. The TIP ID(s)

Project is related to another project(s). The TIP ID(s)

Includes an ITS component? Estimated total cost

Includes elements to specifically address the movement of freight? Estimated total cost

Project is identified in a Pavement Management System. The adopting agency and date of adoption of that plan are Village of Chicago Ridge, performed 2019

Project may influence HIGHWAY SAFETY performance targets

Project may influence TRANSIT SAFETY performance targets

Project may influence TRANSIT ASSET CONDITION performance targets

Project may influence PAVEMENT CONDITION performance targets

Project may influence BRIDGE CONDITION performance targets

Project may influence TRAVEL RELIABILITY/CONGESTION performance targets

Project may influence NON-SOV TRAVEL performance targets

Project may influence EMISSIONS REDUCTION performance targets

None of the questions above apply to this project

Change Reason All Comments

COMPLETE PROJECT

DELETE PROJECT

DELAY PROJECT

NEW PROJECT

NARRATIVE - GUIDANCE: Spell Check

PROJECT CHANGES (FROM PREVIOUS VERSION): Local Funds
- Add funds in FFY 26 in CON for \$166,400 CE for \$16,700
STP - Locally Prgrmd
- Add funds in FFY 26 in CON for \$665,600 CE for \$66,800

Total project cost \$915,500

Change STP - Locally Prgrmd to Requested Federal

Must include costs of locally-funded ENG1 and ENG2 in the funding table.

If CON is in FFY 2026, how will this project be open to traffic in 2022?

There are no work types that support the project having an influence on congestion. With an SRI of "minimal" and no supporting information that shows crashes occurring as a result of lack of faded striping or pavement condition, it is unlikely that this project will influence safety targets (which are related to fatal and serious injury crashes).

TIP Programming **Obligation** Map Project IDS Documents Amendment History Performance Measures

Administrative Area Pdf

CALL FOR PROJECTS: 22-23 07 CFP 2022-2026 MODEL: CURRENT STATUS: EXEMPT STATUS: CONFORMITY STATUS: None CONFORMITY DATE:

INTERNAL NOTES:

Project Information

PROJECT TITLE: Spell Check
 Calumet City: Pulaski Road Improvements

PROJECT DESCRIPTION: Spell Check
 Project is Phase I engineering for reconstruction including road diet, drainage, sidewalk, sidepath, utility, and lighting improvements???

PRELIMINARY ENGINEERING STATUS: Not Begun PHASE 2 ENGINEERING IS COMPLETE?: Yes No PROJECT REQUIRES RIGHT OF WAY: Yes No IF YES, HAS OF WAY BEEN ACQUIRED?: Yes No

PROJECT TYPE: Road Modernization WORK TYPE: Please click here to select... MAJOR IMP GROUP: STP - Local

Inappropriate work types:
 A-MED should only be used when for things like installing median barriers specifically aimed at preventing median crossover crashes (typically on limited access facilities only)
 D-VEH is for transit agencies purchasing vehicles
 E-HIS is for preserving historic transportation structures
 E-PED is generic - select the appropriate imp, maintain, or new ped work type(s)
 H-COR is used for misc. improvements, such as access management in a corridor when other construction is not being done
 P-MAINT is for transit agencies maintaining commuter parking (regular public parking is not included)
 T-IMP SVC is only for transit agencies making bus route changes

- [A-BEA] SAFETY - BEACONS
- [A-LTS] SAFETY - LIGHTING
- [A-MED] SAFETY - MEDIAN PROJECTS
- [A-OTH] Safety - Other
- [A-PMRK] SAFETY - PAVEMENT MARKING
- [D-VEH] ADA - VEHICLE IMPROVEMENTS
- [E-ADAIMP] Improve ADA Infrastructure
- [E-ADAMAIN] Maintain/Repair ADA Infrastructure
- [E-ADANEW] New ADA Infrastructure
- [E-BIKEMIP] Improve Bicycle Facility
- [E-BIKEMAIN] Maintain Bicycle Facility
- [E-BIKENEW] New Bicycle Facility
- [E-BIKEPARK] Bicycle Parking
- [E-HIS] HISTORIC PRESERVATION
- [E-LS] ENHANCEMENT - LANDSCAPING
- [E-PEDIMP] Improve Pedestrian Facility
- [E-PEDMAIN] Maintain Pedestrian Facility
- [E-PEDNEW] New Pedestrian Facility
- [E-PED] PEDESTRIAN FACILITY
- [E-SRST] Safe Routes to School
- [E-SharedMaint] Maintain Shared Path Facility
- [E-SharedModern] Improve Shared Path Facility
- [E-SharedNew] New Shared Use Path
- [H-C/G] HIGHWAY/ROAD - CURB AND GUTTER
- [H-COR] HIGHWAY/ROAD - CORRIDOR IMPROVEMENT
- [H-INTIMP] HIGHWAY/ROAD - INTERSECTION IMPROVEMENT
- [H-INTRC] HIGHWAY/ROAD - INTERSECTION RECONSTRUCTION
- [H-RCNST] HIGHWAY/ROAD - RECONST WITH CHANGE IN USE OR WIDTH OF LANE
- [P-MAINT] PARKING - MAINTAIN REHABILITATE REPLACE
- [T-IMP SVC] Bus Routes - improve service

This level of scope detail will not be known until ENG1 is finished. Suggest that these be removed and added in the future, when the scope is actually known.

If ADA/Bike/Ped/Shared Use exists and the project will simply maintain (patching, etc), select the maintain work type(s), if existing will be widened, replaced, etc., select the improve work type(s), if none exists and the project will add, select the new work

Suggested work types for this ENG1 project, based on description: H-RCNST, H-RL, E-SharedNew (unless it already exists and this project will improve it), E-PEDIMP (assumes there are existing sidewalks and they will be improved), A-LTS

LEAD AGENCY (Programming Lead): South Council COUNTY: COOK MUNICIPALITY: CALUMET CITY

TIP Programming **Obligation** Map Project IDS Documents Amendment History Performance Measures

Administrative Area Pdf

CALL FOR PROJECTS: 22-23.05 CFP 2022-2026 MODEL: CURRENT STATUS: EXEMPT STATUS: CONFORMITY STATUS: None CONFORMITY DATE:

INTERNAL NOTES:

Project Information

PROJECT TITLE: Spell Check
55th Street Widening and Resurfacing and Road Modernization

PROJECT DESCRIPTION: Spell Check
~~This Project consists of widening and resurfacing improvements along 55th Street from just west of LaGrange Road to just west of East Avenue, including the LaGrange Road intersection. The improvements include extending the capacity of all 4 left turn lanes and adding right turn lanes to all but the north approach of the LaGrange Road and 55th Street Intersection, center turn lane along 55th Street to improve access to driveways and local streets, crosswalks with pedestrian countdown signal heads~~

Better project description:
Resurface and widen lanes from just west of LaGrange Rd to just west of East Ave, including adding center two-way left turn lane. Intersection improvements at 55th St and LaGrange Rd including extended left turn lanes, new right turn lanes (except north approach), crosswalks, and pedestrian countdown signals

PRELIMINARY ENGINEERING STATUS: Design Approval granted PHASE 2 ENGINEERING IS COMPLETE?: Yes PROJECT REQUIRES RIGHT OF WAY: Yes IF YES, HAS OF WAY BEEN ACQUIRED?: No

PROJECT TYPE: Road Modernization WORK TYPE: [A-LTS] SAFETY - LIGHTING, [A-PMRK] SAFETY - PAVEMENT MARKING, [D-FAC] ADA - FACILITY IMPROVEMENTS, [E-ADAIMP] Improve ADA Infrastructure, [E-ADANEW] New ADA Infrastructure, [E-BIKENEW] New Bicycle Facility, [E-BIKE] BICYCLE FACILITY, [E-PEDIMP] Improve Pedestrian Facility, [E-PED] PEDESTRIAN FACILITY, [E-SharedNew] New Shared Use Path, [H-ALIGN] HIGHWAY/ROAD - VERTICAL/HORIZONTAL ALIGNMENT (E.G. CLEARANCE), [H-C/G] HIGHWAY/ROAD - CURB AND GUTTER, [H-CLTL] HIGHWAY/ROAD - CONTINUOUS BI-DIRECTIONAL TURN LANES, [H-INTIMP] HIGHWAY/ROAD - INTERSECTION IMPROVEMENT, [H-INTRC] HIGHWAY/ROAD - INTERSECTION RECONSTRUCTION, [H-RCNST] HIGHWAY/ROAD - RECONSTRUCT WITH CHANGE IN USE OR WIDTH OF LANE, [H-WRS] HIGHWAY/ROAD - WIDEN LANES AND RESURFACE, [S-MOD] SIGNALS - MODERNIZATION, [S-TIM] SIGNALS - INTERCONNECTS AND TIMING

LEAD AGENCY (Programming Lead): Central Council COUNTY: COOK MUNICIPALITY: COUNTRYSIDE

APPLICANT CONTACT: John E. Fitzgerald PHONE (10-DIGIT): (630)887-8640 EMAIL: jfitzgerald@novotnyengine.com COMPANY NAME: Novotny Engineering SPONSOR AGENCY: COUNTRYSIDE

SPONSOR SAM CAGE CODE: 3WAG2 SPONSOR GATA REG NUMBER: 681583

SYSTEM: Local Streets LOCATION TYPE: Street Segment LOCAL NAME OF ROUTE: 55th Street (State Route) FROM: West of LaGrange Road TO: Dansher Road DIST MILE(S): 0.47 IS MODELING?:

COMP YEAR	LENGTH (Miles)	BEF # LANES	AFT # LANES	BEF LANE WIDTH	AFT LANE WIDTH	BEF SPEED	AFT SPEED	BEF SIG INTER	AFT SIG INTER
2024	0.47	4	5	10	11	35	35	Yes	Yes

[ADD NEW LOCATION] OTHER PROJECT LOCATION INFORMATION:

Inappropriate work types:
D-FAC is for transit use only.
E-BIKE is repeat of E-BIKENEW
E-PED is repeat of E-PEDNEW
H-ALIGN - are you sure? There don't appear to be any restrictions to vertical clearance in the corridor, and no curves to be realigned.
H-INTRC means you are reconstructing as-is (H-INTRC means you're making a change)
Pick either H-RCNST or H-WRS (are you resurfacing only, or fully reconstructing?)
S-TIM - there is only one signal in this corridor, so there's nothing to interconnect

Proposed Funding Information (\$0) Prior Fund(s) Funding History

FFY (OCCUR)	FUND TYPE	ENG	ENG II	ROW	CON	CE	TOTAL
2026	Other - Local	\$0	\$0	\$0	\$474,682	\$83,769	\$558,451
2026	Requested Federal	\$0	\$0	\$0	\$1,107,593	\$195,461	\$1,303,054
							\$0
							\$0
FFY 2026		\$0	\$0	\$0	\$1,582,275	\$279,230	\$1,861,505
Other - Local		\$0	\$0	\$0	\$474,682	\$83,769	\$558,451
Requested Federal		\$0	\$0	\$0	\$1,107,593	\$195,461	\$1,303,054
GRAND TOTAL		\$0	\$0	\$0	\$1,582,275	\$279,230	\$1,861,505

ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$ \$1,861,505

Must show costs of ALL phases and schedule for those not yet started

Schedule Info

CURRENT IMPLEMENTATION STATUS: Phase 1 design approval (DA) received OPEN TO TRAFFIC: 2024

TARGET FEDERAL AUTHORIZATIONS AND CONSTRUCTION LETTING (MONTH YEAR)

SCHEDULED START	ENG I	ENG II	ROW	CON/CE	SEGMENT
MTH/QTR YEAR	MTH/QTR YEAR	MTH/QTR YEAR	MTH/QTR YEAR	MTH/QTR YEAR	
	Q2	Q2	Q2	Q2	2026 Entire Project

[ADD NEW SCHEDULE]

PROJECT TITLE **Spell Check**

55th Street Widening and Resurfacing and Road Modernization

PROJECT DESCRIPTION **Spell Check**

This Project consists of widening and resurfacing improvements along 55th Street from just west of LaGrange Road to just west of East Avenue, including the LaGrange Road intersection. The improvements include extending the capacity of all 4 left turn lanes and adding right turn lanes to all but the north approach of the LaGrange Road and 55th Street Intersection, center turn lane along 55th Street to improve access to driveways and local streets, crosswalks with pedestrian countdown signal heads

SYSTEM	LOCATION TYPE	LOCAL NAME OF ROUTE	FROM	TO	DIST MILE(S)	IS MODELING?			
Local Streets	Street Segment	55th Street (State Route)	West of LaGrange Road	Dansher Road	0.47	<input type="checkbox"/> Map			
COMP YEAR	LENGTH (Miles)	BEF # LANES	AFT # LANES	BEF LANE WIDTH	AFT LANE WIDTH	BEF SPEED	AFT SPEED	BEF SIG INTER	AFT SIG INTER
2024	0.47	4	5	10	11	35	35	Yes	Yes

[ADD NEW LOCATION]

OTHER PROJECT LOCATION INFORMATION

TIP ID: 05-22-0011 VERSION: 1 STATUS: In Progress - Application

LAST MODIFIED BY: John Fitzgerald LAST MODIFIED DATE: 3/4/2022

TIP Programming **Obligation** Map Project IDS Documents Amendment History Performance Measures

MAP ADDRESS

Select Multiple Segments Create New Node Measure a Distance

Adjust Segment Start/End

Layer: Roads Bikeways

Map shows work on LaGrange Rd that is not in the project description or the Location information. Either LaGrange Rd needs to be added to title/description and location information, or it needs to be removed from the map.

Since work at the 55th/LaGrange intersection is called out in the description, that intersection node should be selected on the map.

**Zoom in further to mark on the map.*

SAVE LOCATION RESET

Keyboard shortcuts Map data ©2022 Terms of Use Report a map error

****Fund Match Warning in FY2023****

FFY (OCT-SEPT)	FUND TYPE	ENG I	ENG II	ROW	CON	CE	TOTAL
2023	Local Funds	\$20,000	\$35,000	\$0	\$0	\$0	\$55,000
2023	Requested Federal	\$100,000	\$175,000	\$0	\$0	\$0	\$275,000
2025	Local Funds	\$0	\$0	\$0	\$200,000	\$20,000	\$220,000
2025	Requested Federal	\$0	\$0	\$0	\$800,000	\$80,000	\$880,000
							\$0

If the total cost is provided, first subtract any ineligible/non-participating costs, then multiply the remainder by 0.2 to get the minimum required match.

If only the "requested federal" is provided, divide that number by 0.8 to get the total cost, then multiply the result by 0.2 to get the minimum required match.

If council rules are 70/30, then 0.2 becomes 0.3 and 0.8 becomes 0.7.

Multiplying the requested federal by 0.2 (or 0.3) does not result in the correct match amount and is the most common mistake.