Signing Up for eTIP 4 easy steps for STP Local Calls for Projects

1. Visit the website

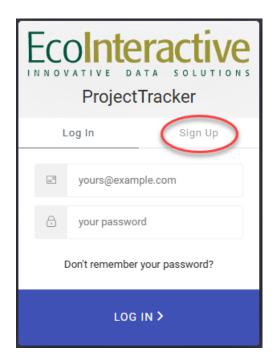
https://portal-cmap.ecointeractive.com

- 2. Toggle to the "Sign Up" section
- 3. Complete the form

(details on page 2)

4. Verify your email address

An email from "Eco Client PROD API MTM by EcoInteractive" will be sent to the address provided. Click on the "Confirm my account" link provided in the email to complete the process.



If you signed up for an account after October 15, 2025 and can't remember your password, click on "Don't remember your password?" on the Log In screen above.

Choosing the right ORGANIZATION

If you are MUNICIPAL staff – Select the Council that you belong to.

Unsure? Check this list.

If you are COUNTY staff - Select your County

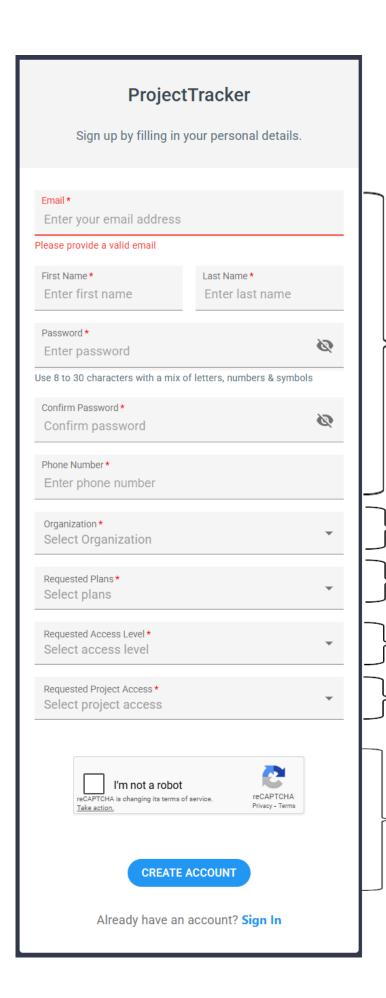
If you are TRANSIT AGENCY staff – Select your Agency

If you are IDOT staff - Choose the appropriate IDOT district and/or department

If you are a CONSULTANT working on behalf of any of the above, or cannot find your agency in the list, select Not Available / Other

If you have any questions, please contact your **Planning Liaison** for assistance.

CMAP staff will review user requests within 1-2 business days. You may be contacted by CMAP staff if additional information is needed.



Complete your personal information, using your organizational contact information and creating your own password

Select the appropriate organization based on guidance above

Select "CFP"

Select "Sponsor"

Select "My Organization's Projects" (Consultants: Select "All Projects")

Complete the reCAPTCHA
acknowledgement and click CREATE
ACCOUNT

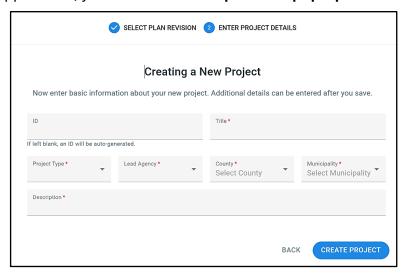
Starting a new STP-Local project application

1. After <u>logging in</u>, 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.



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 <u>Council of Mayors</u>, 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

Entering Programming Information for STP-Local project applications

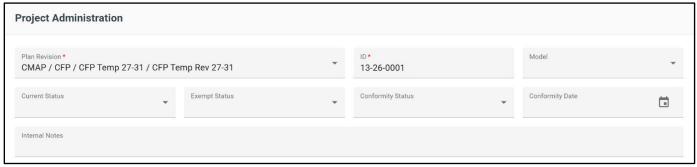
After you have <u>created your project application</u>, the project will open in **DRAFT** status on the **PROGRAMMING** tab. This is where you will enter **project**, **location**, **and funding information**. You can save your progress by clicking on SAVE CHANGES at the top right.



If you're returning to a saved project to make additional edits, click on the EDIT button in the top right to continue.

1. Project Administration

This section is completed by CMAP staff, and no action is required.



2. Project Information

In addition to the information that was entered when the project was created, you are required to complete the **engineering status** fields and select all applicable **work types** for the project. Select **STP-Local** in the "Major Implementation Group" field. The "Sponsor Agency" is the **implementing agency** for the project (e.g. municipality, county DOT, forest preserve, etc.).



3. Location Information

To start adding location information, click on the **+ ADD NEW LOCATION** button and then choose the appropriate **System** to select and enter the corresponding location information. If appropriate for the

location type, add the length of the location in miles in the "Dist Miles" field. Leave the "Is Modeling" field blank (or select "None") unless the project has any not exempt or exempt tested work types. From the "Completion Year" dropdown, select the year the project will be fully completed from the choices listed under the "Open to Traffic" heading.

Location Information			
System Local Streets ▼	Location Type Trail/Path Segment	Location Description Washington Street	From IL 31
To IL 25	Trail/Path Example Path	Dist Miles 0.63	Is Modeling 🔻
Completion Year 2031			
Other Project Location Information Excludes bridge over Crooked Creek			

Projects with any **not exempt or exempted tested** work types will require you to select "Yes" in the "**Is Modeling**" field, to select or enter values in the appropriate modeling data fields (e.g. Direction, # Through Lanes, Lane Width, Speed, etc.), and to select the range of years during which the project will be completed from the choices listed under the "Model completion year" heading in the "**Completion Year**" dropdown. For projects with **multiple location segments** (e.g. multiple intersections, road/trail projects on different streets, etc.), be sure to add each location by clicking on + ADD NEW LOCATION. You can add additional information (such as exclusions) that isn't captured in the standard fields into the "**Other Project Location Information**" field, if necessary.

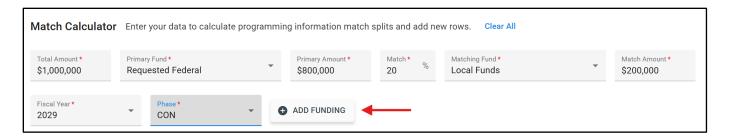
4. Programming Information

You must **enter all financial information, including existing and prior funding**, into the "Programming Information" table. Funding for each phase (ENG I, ENG II, ROW, CON, CE, etc.) should be entered in a separate row, by federal fiscal year and fund type, except construction (CON) and construction engineering (CE), which may be entered in the same row. All federally funded line items must have a corresponding non-federal line item that represents the required match.



When completing funding information, use "Requested Federal" as the fund source for all STP-L funding being applied for. A local match of 20% of total funding is required.

You can toggle on the "Match Calculator" to calculate and add both requested federal and match funds. To use the tool, enter the Total Amount, select the Primary Fund and Matching Fund, then select the Fiscal Year and Phase and click on + ADD FUNDING to add the funding to the table.



If the applicant qualifies to request TDCH in lieu of local match the match calculator cannot be used. Instead, click on **+ ADD ROW** to begin entering funding information. When requesting TDCH, the "Requested Federal" line item should be 100% of the cost and the corresponding matching line item should use the fund source "Trans Credit – Local/Sate Hwy" and the amount entered should be 20% of the Requested Federal line item. TDCHs are not included in the total cost of the project and your request will be too low if 100% of the cost is not included in the Requested Federal line item. When entering funding lines manually, click on **+ ADD ROW** and use the dropdown menus to choose the appropriate **fiscal year, funding type,** and **phase** for each added row. To remove a row added in error, click on the X at the end of that row.



Line items that are matching federal funds should be **directly below** the federal fund line item they are matching. You can drag and drop rows up or down to change their order. Once in the correct order, **click the arrow icon** at the left end of the match line item to set it as "a child of" the federal funding line above it.

Using the "Match Calculator" will order the line items and set the relationship automatically. When providing more than the minimum match, add the extra overmatch as a separate line item(s) below the required match. Below is an example of a complete funding table for a project that already has STP-Local funds committed for ENG II in 2027 and is requesting funds for construction in 2029.



Once all funding information is entered, you will see totals for each fund type and fiscal year, along with the project grand total. Please use the scroll bar at the bottom of this section to view the entirety of the funding table.

5. Change Reason Details

The "Change Reason" will automatically populate with "New Project". A narrative description is required, please enter "STP-L project application" into this section.

Watch a video demonstration of this help topic <u>here</u>.

NEXT STEP: Finishing an STP-Local project application: Maps, Attachments, and More!

Finishing an STP-Local project application: Maps, Attachments, and More!

Once you've completed <u>entering the programming information</u> for the project application, you'll then need to proceed through the remaining tabs on the project page to complete the application.



1. OBLIGATION

This tab provides information for programmers, and no action is required.

2. MAP (required)



You will be required to **map the limits of the project** in this tab. To find the project location, zoom in to the project location or **search for the location** using the search bar in the top left corner. To edit the map, **click the EDIT button** at the top of the page. Use the "**draw a point**" option from the tool bar in the top right to drop a point location, such as an intersection or station. Use the "**draw a polyline**" option to add the limits of a project, such as for a roadway, trail, or bus route improvement project. Use the "**draw a polygon**" option only if the project is for a study within a small area. Any combination of points, lines, and polygons can be used, as appropriate for the project. The "**snap to road**" feature helps align your location selection to the nearest roadway. This feature can be toggled off, which is useful when mapping a trail or a new roadway where there isn't a roadway to snap the segment to. Once the mapping is finished, **select save** at the top of the page.



3. IDS / CONTACTS (required)



In the contacts section of this tab, you will select information only from the drop-down lists that are listed as "CMAP":

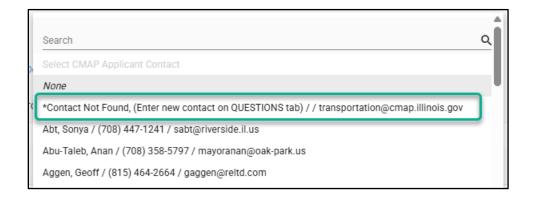
<u>CMAP Programming Lead</u>: The person responsible for **maintaining project information in the CMAP TIP**. Typically, this will be the council of mayors' Planning Liaison.

<u>CMAP Public Contact</u>: The **person that the public should contact** about the project. This can be someone at the sponsor agency or the same individual as the Programming Lead.

<u>CMAP Applicant Contact</u>: The person that the Council and/or CMAP staff should contact if there are **questions about the application** for funding.



If the correct contact **name is not included** in the dropdown list, select "*Contact Not Found..." and be sure to complete the "Add new applicant contact" section on the Project Questions tab.



If any project IDs, such as a State Job, IDOT Section Number, Federal Project, etc. are known at the time of application, add those IDs by **typing in the ID in the appropriate section**, then click on + ADD ID.



If the sponsor has a unique ID for the project, it can be entered into the **Sponsor/Other ID** # section. If the project has a **dedicated website** or page on the sponsor's website, enter that URL in the Current Project Website section. Finally, if there are any headers to be used on the Programming tab, enter those one at a time in the Section Header section of the tab.

4. ATTACHMENTS (required)



In this tab, you will **upload all required application documents** for the project and any other documents that may inform the application. This includes documents such as a detailed cost estimate and supplemental application documents. To upload documents, **drag and drop files** or click on the button to "SELECT FILES INSTEAD". Each file is limited to a maximum of 250MB.



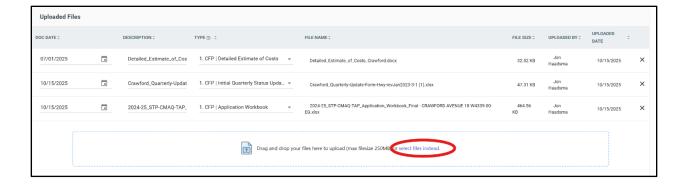
Once uploaded, update the following:

<u>Doc date</u>: Replace the current date with the **date the document was created** or approved.

<u>Description</u>: If it is not clear from the document type and file name, replace the auto-generated text with a few words to **describe the attachment**.

<u>Type</u>: Select the **document type** from the dropdown list. This field is required.

It is recommended that you upload no more than 5 files at a time. Continue dragging and dropping or selecting files as needed.



5. REVISION HISTORY

This tab provides information for programmers, and no action is required.

6. PROJECT QUESTIONS (required)

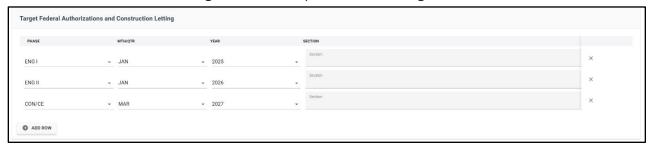


All questions should be reviewed in this tab. Questions marked with a red * are required. Select or enter your responses.

7. SCHEDULE INFO



For each phase of the project, select the month or quarter and calendar year during which the selected **phase is anticipated to begin**. If there are multiple stages to the project, the schedules should be differentiated using the section option at the far right end of the column.



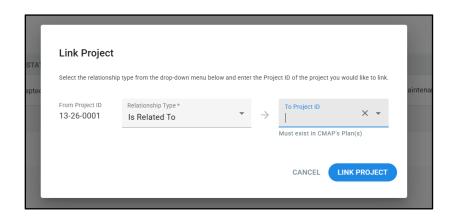
In addition, select the Current Implementation Status of the project and select the calendar year that the project is anticipated to be complete and open to traffic.



8. RELATED PROJECTS



If the application is for a project that already exists in the TIP, especially one with existing federal funds, that **existing project's TIP ID** must be reflected on the related projects tab. To link the project with an existing TIP ID, click the + LINK PROJECT button to open the Link Project pop-up form. Select the Relationship Type and enter the related TIP ID. For new STP-L applications, select "Is Related To TIP Project" and enter the TIP ID of the existing project that your application is seeking additional funding for. If you're unsure of the TIP ID of the existing project, please search the <u>public website</u> for your project.



9. DELIVERY



At this time, **no action is required**. If your project is recommended for funding, this tab will be required to be completed at a later date.

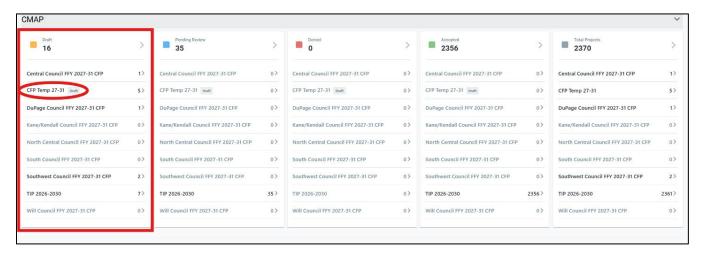
Watch a video demonstration of this help topic here.

NEXT STEP: Navigating eTIP during the STP-Local CFP

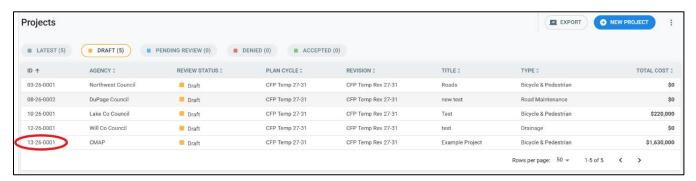
Navigating the eTIP during the STP-Local Calls for Projects

Returning to a Draft application

After you have created your project application, you can return to it at any point. When you wish to continue the application, start by selecting the CFP cycle from the Draft panel of the eTIP Dashboard.



Select your project from the list of Draft projects to continue the application.



Finding a project by TIP ID

To view projects in eTIP, you can search for the TIP ID using the search bar in the top right corner of the webpage.



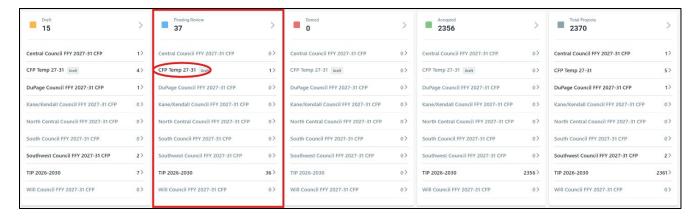
Submitting a completed application

Once you complete your project application, you'll want to submit it for review. To do so, you'll select the blue button in the top right corner.

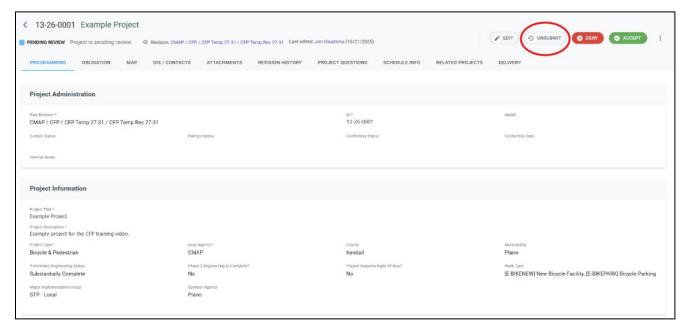


Unsubmitting a completed application

Once you submit your application, you can still make changes to the application prior to the CFP deadline. To modify your project, search for the project by TIP ID, or from the Dashboard, select the CFP cycle containing your project from the Pending Review panel, then select your project from the Pending Review list.



Once you've entered the project page, you can select "unsubmit" in the top right corner.



Once unsubmitted, the project can be edited again and resubmitted for review. Note: You do not need to unsubmit the project to update information on the MAP, IDS/CONTACTS, ATTACHMENTS or PROJECT QUESTIONS tabs.