

Standard Work for: Adding projects to a new TIP cycle adoption in ESTIP

Description of the task:		Adding projects to a new TIP cycle adoption for each COG/MPO and ADOT Statewide program.		Revision Date: 7/10/2020
Process Owner:		Bret Anderson		Revision #: 3
Purpose:		Provide instruction to add projects to a TIP cycle adoption to be approved as part of the STIP		Document Owner: Mark Hoffman
Supplies & safety equipment required:		Active ESTIP account		
WHAT?	<i>Important Steps:</i> List the critical steps of the operation that advance the work	HOW?	<i>Key Points:</i> List the tasks that allow you to complete the steps successfully.	Include a picture, a map, additional contacts or resources that are relevant for success when performing this job
1	Using Chrome, sign into ESTIP at https://estip.azdot.gov/secure/login			
2	Adding a new project to a new TIP cycle adoption	On the home page/dashboard, click on Advanced in the taskbar at the top of the page. This will take you to the project search function to determine if the project has been previously entered in ESTIP. The goal is to enter a project only one time in ESTIP to show a complete project history under one ESTIP project ID and Local TIP ID.		
3		From the Search for a STIP Project box, click on More Filters in the top right corner and select as many filters as needed to complete the project search. If the project has already been entered in ESTIP then see below item 5 instructions for carrying over an existing project to a new TIP cycle adoption.		
4		After determining the project does not already exist in ESTIP complete the following to add the project to a new TIP cycle adoption: <ul style="list-style-type: none"> - In the ESTIP task bar click on Project Tools and choose TIP Adoption from the drop down menu - Click on Create New Project option - Click on the new adoption cycle and/or complete the following: 		

Administrative Area:

- **Local ID;** Enter project ID from local TIP (search functions will recognize both the ESTIP generated project ID and the local ID entered. Do not include a phase identifier i.e., D, R, C, in the local ID)
- **TCM;** Transportation Control Measure - select yes or no for State Implementation Plan approved TCM projects/programs in air quality non-attainment areas.
- **RAAC;** For ADOT/MPD use only
- **CMP;** Congestion Management Plan projects (applies only to MAG/PAG)
- **Project Group;** leave as none
- **Reservation;** Select yes or no if project is on a facility through tribal lands
- **Approved Final Date;** leave blank

Project Information:

- **Project Title;** Enter the project title
- **Project Description;** Enter the type of work being completed for the project
- **Primary Project Type;** Select a primary project type from the drop down
- **Functional Classification;** Select the assigned functional classification from the drop down or N/A
- **Air Quality;** Select the projects air quality status from the drop down if applicable
- **Program Source;** Select program source from the drop down. Disregard if not shown.
- **Lead Agency;** Select the project sponsor/agency initiating the project from the drop down
- **County;** Select the county project location from the drop down
- **Eng District;** Select the ADOT Engineering District project location from the drop down
- **Advertised;** Leave blank
- **Project Oversight;** Select project oversight responsibility from the drop down. (PoDi is a project of FHWA Division interest. Majority of projects will be assumed local or state

Use the following link for identifying the current federal functional classification - <https://works.maps.arcgis.com/apps/webappviewer/index.html?id=4bcb96763e48482799906407a0cdeb7cb>

Use the following link for identifying the ADOT Engineering District and the Congressional District - <http://www.arcgis.com/home/webmap/viewer.html?webmap=78fb710a6e7b4e69a4ec085f91cb37fc&extent=-114.7773,32.1495,-107.8779,35.8462>

administered)

- **Congr District;** Select the Congressional District location for the project from the drop down

- **Contact Information;** Select ADOT or COG/MPO representative from the drop down

- **Complete the project location information;** starting with **system**, the project fields and programming information fields will change based on information selected in this drop down.

Programming Information:

- **SFY;** Select the year project funding is expected to be authorized

- **Resource Allocation;** make a selection from the drop down that best fits the project type or leave blank

- **Fund Type;** Select the fund type associated with the programmed amount

- **Enter the actual dollar amount for each project development phase;** Only enter one dollar amount per line. A new funding line should be created for each development phase and local match programmed amount. For example, line one would be used to identify design costs of a project, line 2 would be used to identify ROW costs and line 3 would identify construction costs and line 4 would identify local match (each federal funding amount should have a separate line for local match when applicable)

Schedule Info:

- Enter known project schedule information if known otherwise leave blank

- **Project Questions:**

- **Check the applicable boxes associated with the project type.** If none apply to the project check the first box. (This is a required field)

- **Change Reason:**

- **Narrative;** example entry would be "New FYXX project" (This is a required field)

- **Save and Submit:**

- **Click on save and submit.** If any identified

		<p>errors, correct and save and submit again.</p> <ul style="list-style-type: none"> - After successful save of the project complete the Map function, add Project ID's/Contacts and upload any relevant project documents. This can be done by clicking on the tabs at the top of the project detail. 	
5	<p>Carry over an existing project in ESTIP to a new TIP cycle adoption</p>	<p>If the project already exists in ESTIP and needs to be included in the new TIP cycle then complete the following to carry-over the project. This applies when a COG/MPO publishes a new TIP or when the existing TIP is used for the subsequent year.</p> <ul style="list-style-type: none"> - In the ESTIP task bar click on Project Tools and choose TIP Adoption from the drop down menu - Click on Carry Over Projects. This will take you directly to My Project List for carry-over or an intermediate step of selecting the new TIP adoption cycle followed by the My Project List - Two options exist to carry over existing projects to the new TIP cycle. The first option is to complete the carry over individually. Locate the project in the list to carry-over and click on Carry-Over - Review all the project information and make any required updates. - Change Reason: In the Other change reason and Narrative fields include – “Carry over project to FYxx TIP.” (This is a required field) - Click on save and submit. If any identified errors, correct and save and submit again. - After project carry-over is saved, click on the back arrow to return to my projects list to select another project to carry-over until completed. - The second option can be used to carry over multiple projects at one time. - From the My Project List locate the projects to carry over and click the box to the far right. After all carry over projects have been selected click on the red Carry Over button at the top right of the my project list page. The projects will now be 	

	<p>listed under adoptions in progress.</p> <ul style="list-style-type: none">- From the Adoptions in Progress screen click on the project ID to make any edits and save and submit the project or if no edits are required click on the [SUBMIT] for each project or submit multiple projects at one time by clicking on the box to the far right. After all projects are selected click on the red SUBMIT button at the top right of the page.	
6	<ul style="list-style-type: none">- MPO, State and Federal Approval date:- ADOT/MPD will review and accept or deny the entries under the TIP adoption and insert the applicable MPO, State and Federal approval dates.	