

Standard Work for: Creating a TIP amendment in ESTIP

Description of the task:		Creating a TIP amendment in ESTIP		Revision Date: 8/25/2021
Process Owner:		Bret Anderson		Revision #: 3
Purpose:		Provide instruction to process TIP amendment requests for including in the current approved STIP cycle		Document Owner: Mark Hoffman
Supplies & safety equipment required:		Active ESTIP account		
WHAT?	<i>Important Steps: List the critical steps of the operation that advance the work</i>	HOW?	<i>Key Points: List the tasks that allow you to complete the steps successfully.</i>	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	Create a TIP amendment that adds a new project or amends an existing project in ESTIP			
3	Process for creating a new TIP amendment number	On the home page/dashboard, click on Show All in the top right corner of the TIP Actions Pending MPO/COG Approval.		
4		From the TIP Actions table, determine the next amendment number for the requesting COG/MPO or statewide TIP. Amendments should only be created under the currently approved TIP cycle. All TIP cycles start out with numbering XX-00. The first two numbers refer to the TIP Cycle associated with the document year. The current TIP Cycle will be the highest TIP Cycle number with all approval dates entered. If the TIP number is 21-00, then it is a part of the 2021 TIP cycle. The next two numbers refer to amendments made within that		

	<p>TIP cycle. As amendments are made, these numbers increase sequentially. For example:</p> <ul style="list-style-type: none"> - Each COG/MPO will generate amendments using the numbers XX-01 through XX-10 - State generated amendments will use XX-11 and higher. 	
5	<p>Click on Add New TIP Action in the top right corner of the TIP Actions table and complete the following:</p> <ul style="list-style-type: none"> - Top row of table select Formal Amendment or Administrative Amendment - MPO; verify that your MPO/COG is shown in the dropdown - Under TIP, input the next sequential TIP amendment number. For example, a COG/MPO would use 21-01 for the first amendment to the 21 TIP cycle. - FFY DOC Year; from the drop down, select the year corresponding to the TIP cycle (2021 is TIP Cycle 21) - Create Date; auto filled - MPO Approval Date; Use date of request letter or Executive Board approval date. Leave blank until all project updates are completed under the amendment (if approval date is entered it will lock the TIP and no project updates can be made under the TIP action. - Open TIP; should be checked - Lead Agency; from the drop down select ADOT or the COG/MPO associated with initiating the TIP action - DISPLAY TO PUBLIC WEBSITE FOR PUBLIC COMMENT – Leave unchecked - Notes; Example to enter would be “YMPO Formal FY2020-2024 TIP Amendment #1” - Select Save Changes - After saving, the new ESTIP TIP amendment number will be displayed on the home 	

		<p>page/dashboard under TIP Actions Pending MPO/COG Approval.</p> <p>To add TIP action documents complete the following:</p> <ul style="list-style-type: none"> - On the home page/dashboard under TIP Actions Pending MPO/COG Approval locate the TIP amendment number and click on the cloud with the arrow in the second to last column under DOC. Complete the fields in the TIP Action Documents block to upload any documents 	
6	<p>Process for adding new projects under the new TIP amendment number</p>	<ul style="list-style-type: none"> - 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. 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 7 instructions for amending an existing project. - If the project has not been previously entered then complete the following: - In the ESTIP task bar click on Project Tools and choose Amend TIP Projects from the drop down menu - Click on Create New Project option and then click on the new amendment number and complete the following entries for the new project: Administrative Area: <ul style="list-style-type: none"> - 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 no
- **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 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

Use the following link for identifying the current federal functional classification -
<https://works.maps.arcgis.com/apps/webappviewer/index.html?id=4bcb96763e48482799906407a0cdb7cb>

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>

programming information fields will change based on information selected in the 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 if not applicable. Recommended selections include the following if applicable:

211.00 Design Support

213.00 ROW Support

234.00 Construction

- **Fund Type;** Select the funding program 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, 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 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 errors, correct and save and submit again.

		<p>- 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.</p> <p>Insert MPO Approval date:</p> <p>- After all project changes are completed under the TIP amendment return to the home page/dashboard and click on the TIP amendment number under TIP Actions Pending MPO/COG Approval.</p> <p>Edit TIP Document table:</p> <p>- Enter the MPO approval date and click on save changes. (To make any additional changes under the TIP amendment the MPO approval date must be removed)</p> <p>- ADOT/MPD will review and accept or deny the changes under the amendment and insert the State and Federal approval dates as required.</p>	
7	<p>Amending existing projects in ESTIP under the new TIP amendment number (ensure that the Open TIP box is checked on the TIP Actions Table referenced in item 4 above)</p>	<p>- In the ESTIP task bar click on Project Tools and choose Amend TIP Projects from the drop down menu.</p>	
8		<p>- Click on Amend/modify Project In TIP and then click on the new TIP amendment number.</p>	
9		<p>- On the SEARCH FOR A STIP PROJECT TO AMEND enter the ESTIP or local project ID and click on the red search button. If you don't know the project ID just click on the red search button. This will display all projects under the current TIP cycle. Each project will reflect AMEND or LOCKED. Locate the correct project and click on AMEND. If the project is locked it is currently under another open TIP action and no changes can be made. To remove a locked status follow the instructions in the standard work titled - Unsubmitting/Deleting Project Versions and TIP Actions.</p>	<p>Standard Work Link - https://azdot.gov/node/5618</p>

10		<ul style="list-style-type: none">- Complete the project updates to include the change reason (this is a required field) and save and submit. Repeat the process for each existing project included in the amendment.	
11		<ul style="list-style-type: none">- After all project updates are completed under the amendment the MPO/COG approval date for the amendment can be entered. Complete the following:<ul style="list-style-type: none">- On the homepage/dashboard under TIP Actions Pending MPO/COG Approval click on the TIP amendment number. On the EDIT TIP DOCUMENT block enter the MPO Approval Date and click on save changes.	
12		<ul style="list-style-type: none">- ADOT/MPD will review and accept or deny the changes under the amendment and insert the State and Federal approval dates as required.	