NEW Web-Based

Statewide Transportation Improvement Program (STIP)

WSDOT is pleased to announce the release of the new web-based STIP. The new web-based STIP system will be utilized for the development of the 2012 Metropolitan Planning Organization (MPO), Regional Transportation Planning Organization (RTPO), transit, county and city, Transportation Improvement Programs (TIP). Once the agency's TIP is entered, the agency submits their TIP to the MPO, RTPO and Highways & Local Programs H&LP) via the web.

The new web-based system satisfies the TIP requirements outlined in RCW 35.58.2795 for Public Transportation, RCW 35.77.010 for Cities and Towns and RCW 36.81.121 for Counties.

NOTE: The new web-based STIP system completely replaces the FileMaker Pro version, which is being utilized through 2011.

First Step

Washington State Department of Information Services requires any government services accessible through the internet be provided in a secure manner.

SecureAccess Washington (SAW) is the single sign-on application gateway created to simplify access to the growing list of government services accessible via the Internet.

Think of your SecureAccess login as your key to the front door of your office building. Once inside, you may or may not have another key (login) to enter your office (service). With SecureAccess Washington, one unique single, self-generated User ID and Password allows access to multiple Internet-based government applications. Once signed in, users have the ability to change their password and register for access to various online government services.

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Getting Started with SecureAccess Washington

In order to access the new web based STIP system, a user must create an account through SecureAccess Washington (SAW). The following link outlines the four steps to getting started. http://support.secureaccess.wa.gov/saw_user/sw2002.shtml

A. Verify your system meets the requirements – outlines the basic computer system requirements needed.

B. Register for SecureAccess Washington

1. From the **SecureAccess** menu (https://secureaccess.wa.gov) click **Create one**.

2. Click **Start**.

3. Within the **Name**, **E-Mail Address**, and **Confirm E-Mail Address** fields, enter the requested information. From the **Secret Question** drop-down menu, select a question and enter the answer.

4. Click **Next**

Enter your personal information:

Name	
E-Mail Address	
Confirm E-Mail	
Secret Question	—select a question—
Question Answer	

Previous Next

5. Under **Create a username and password**, within the **User ID** field, enter your user ID. Within the **Password** and **Confirm Password** fields, type your password.

Messages regarding the strength of the password you are entering will appear as you type.

Create a user ID and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

User ID susanj
Password ••••••••••
Confirm Password

You have selected a secure password!

Requirements for a secure password:
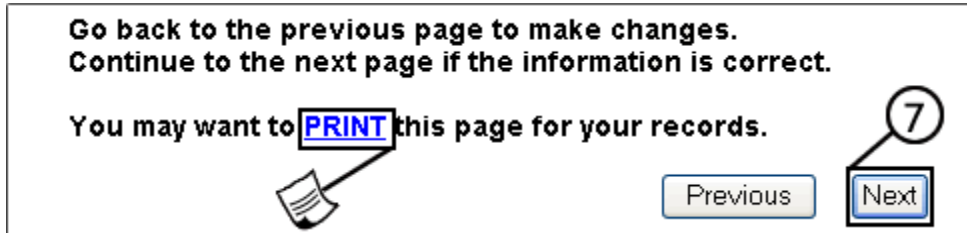
Choose a password with:

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID

Previous Next

6. Click **Next**.

After reviewing your information for accuracy, to print the page for your records, click **PRINT**.

7. Click **Next**.

> Go back to the previous page to make changes.
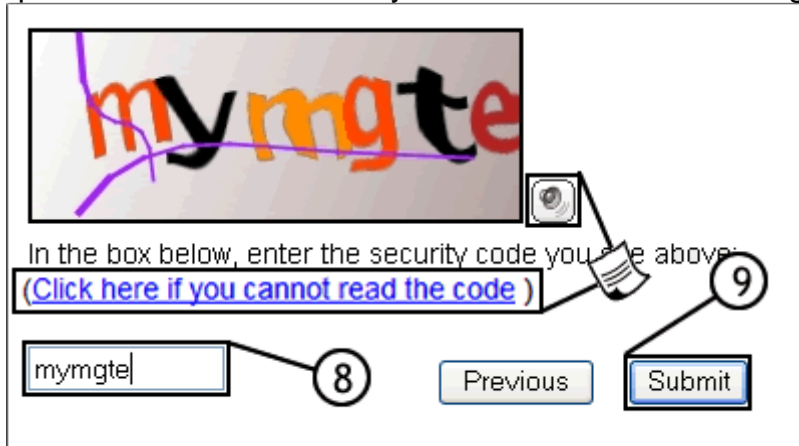> Continue to the next page if the information is correct.
>
> You may want to **PRINT** this page for your records.
>
> ⑦
> Previous Next

8. Within the **Enter the code you see below** field, enter the code that appears. The security code is not case-sensitive and only contains numbers and lower case letters.

If you cannot read the code, click the link. This generates a new security code. You may also click the speaker icon which will broadcast the code through your speakers. The information you have entered into the registration form remains.

> mymgte
>
> In the box below, enter the security code you see above.
> (Click here if you cannot read the code)
>
> ⑨
>
> mymgte ⑧ Previous Submit

9. Click **Submit**.

A confirmation message appears, and you will receive an email from SecureAccess Washington. To complete the registration process, follow the instructions contained in the email.

Adding the STIP to Your SecureAccess Washington

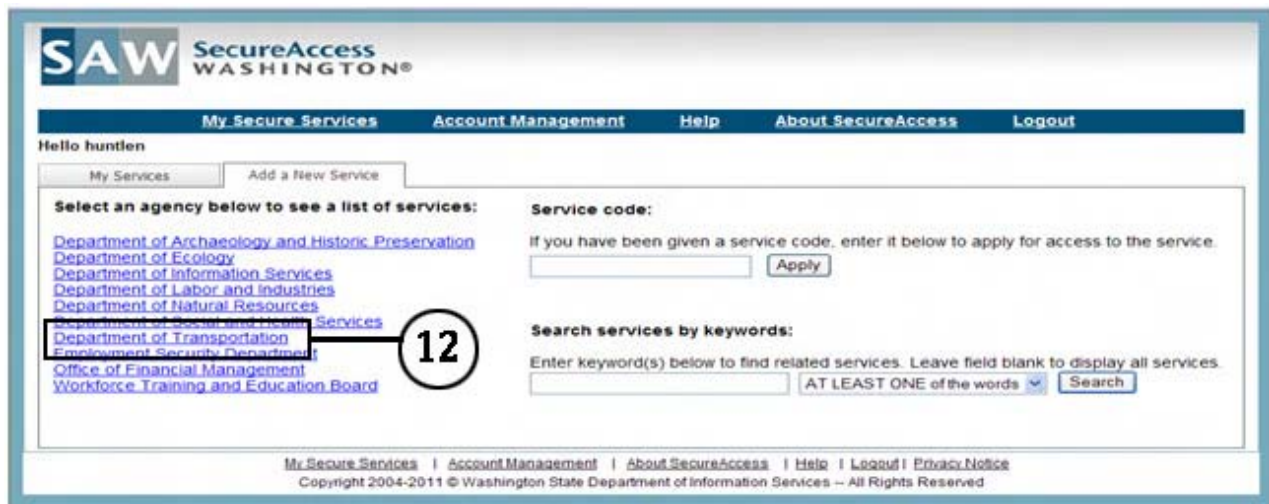Login to your SecureAccess homepage at https://secureaccess.wa.gov

10. Click **My Secure Services** link.

The system will display My Secure Services page.
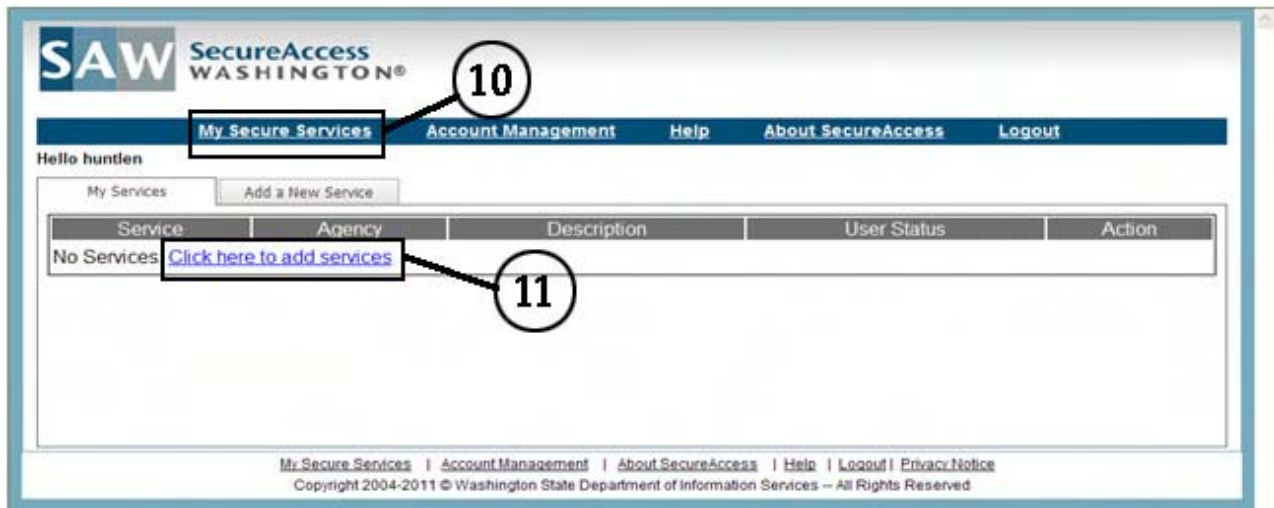
11. Click **Add a New Service** tab.

12. From the agency list, click **Department of Transportation**.

13. Click **Apply** next to STIP.

A successful registration message appears. You will receive an e-mail notifying you that you have either been approved or rejected for access to the STIP system.

NOTE: It is imperative for each agency to determine who in their organization will have the ability to access the STIP for data entry into the system. Access via the web for approved projects will still be available.

<ins>Levels of Access</ins>

Agencies have the ability to
- Create new projects
- Modify existing projects
- Delete projects
- View only their projects
- Run Reports
- Submit projects to MPO, RTPO or WSDOT

MPO's & RTPO's will have the ability to
- Create, Modify & Delete their own projects.
- Create new projects for agencies within their jurisdiction
- Modify projects for agencies within their jurisdiction only after the project has been submitted by the agency to the MPO or RTPO.
- View their projects and projects within their jurisdiction prior to agencies submitting them for inclusion in Regional TIP.
- Return projects back to agencies if required.
- Run Reports
- Submit their projects to WSDOT

WSDOT H&LP will have the ability to
- Create projects for all agencies statewide.
- Modify projects for agencies statewide after the project has been submitted to H&LP.
- View all projects statewide prior to agencies submitting them for inclusion in Regional TIP and STIP.
- Return projects back to MPO's RTPO's or agencies if required.
- Run Reports
- Approve projects for FHWA & FTA approval??

Project List Screen

The 'Project List' screen is the first screen when logging into the Statewide Transportation Improvement Program System and is the starting point of all functions.

1. Shows the user logged into the system.

2. The **Current STIP Year** displays the beginning year of the STIP, The system uses this year to populate the **From** year on the **STIP Detail Screen**, the **6 Year Form** the **4 Year STIP Repor**t and on the banner pages for the **Financial Feasibility Reports.**

3. Notification of new projects received.

4. **Current search criteria** displays the criteria used for the displayed results of a search.

Project List Screen (continued)

5.   Views a record.

6.   Edits a record.

7.   Deletes a record.

8.   Indicates a record is not able to process. Double click to see why the record cannot be processed.

9.   Indicates a record is new at the user's stage.

10. **STIP ID** – Unique project Identifier.

11. **MPO –** MPO or RTPO area project is located in.

12. **Agency** - Agency responsible for project.

13. **Title** – Title of project.

14. **Amd # -** Shows the amendment or correction number of an update to an existing project in the STIP or an addition of a new project to the STIP after the initial approval.

15. **Draft Type** – Shows if a project record is an Original record or amended record

16. **Last Action** – the last action performed for the project, such as **Approved** or **Submitted to MPO/RTPO** by agency.

17. **Next Action** – is the next action to apply to the project, such as **Submit to WSDOT.**

18. **Process?** – by checking this box user tells the system to perform the **Process** indicated in the **Next Action** column.

With the new STIP system, users can now view previously approved records.

Once a record is approved, it becomes the current record in the system, so when a record is amended and then approved, the previous record becomes history.

19. To view a previous record, click on the **>** symbol in the far left hand column.

		Status	STIP Id	MPO	Agency	Title	Amd #	Draft Type	Last Action	Next Action	Process?
>			KEL 1	CWCG	Kelso	West Main Street Realignm...	11-01		Approved		
>			KGCO-78	PSRC	King Co. DOT - Road Services	16th Avenue South Bridge ...	1102		Approved		
>			KITTCO 3	Quad-Co	Kittitas Co.	Run-off-Road Safety Impro...	11-02		Approved		
						NW 38th					

You are signed in as huntlen
Current STIP Year 2011

Project List
(19)
Current search criteria: none

20. System will display the previous records showing the **Status**, **Amendment** or **Correction** number, **Effective Date** (approval) and the **End Date** (date the record was closed and replaced).

21. To view, click on the record you wish to view.

22. System will then bring up the **STIP Detail** screen for the record chosen, in this example the 1101 correction record was chosen to view.

23. If the user decides not to view a history record, click on the **v** symbol.

24. System will close the window.

History records are only for the current STIP year. When a project is carried forward in the next STIP year, it starts over.

Entering New Project

1. Log into **STIP** system via SAW. From the **Project List** screen, select the **Current STIP Year** from the dropdown menu.

   Current STIP Year displays the beginning year of the STIP (i.e. 2012-2015).
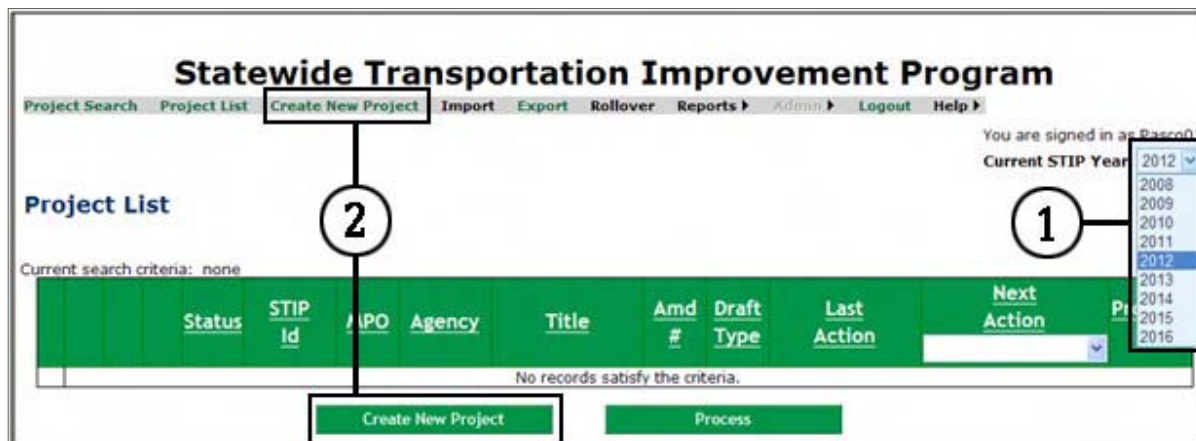
 2. Click on **Create New Project** either from the gray tool bar or the green bar at bottom.

The **STIP Detail** screen is where you enter project information. For fields that are 'Required,' a red asterisk (*) is noted, all other fields are at the agency's discretion.

General Information
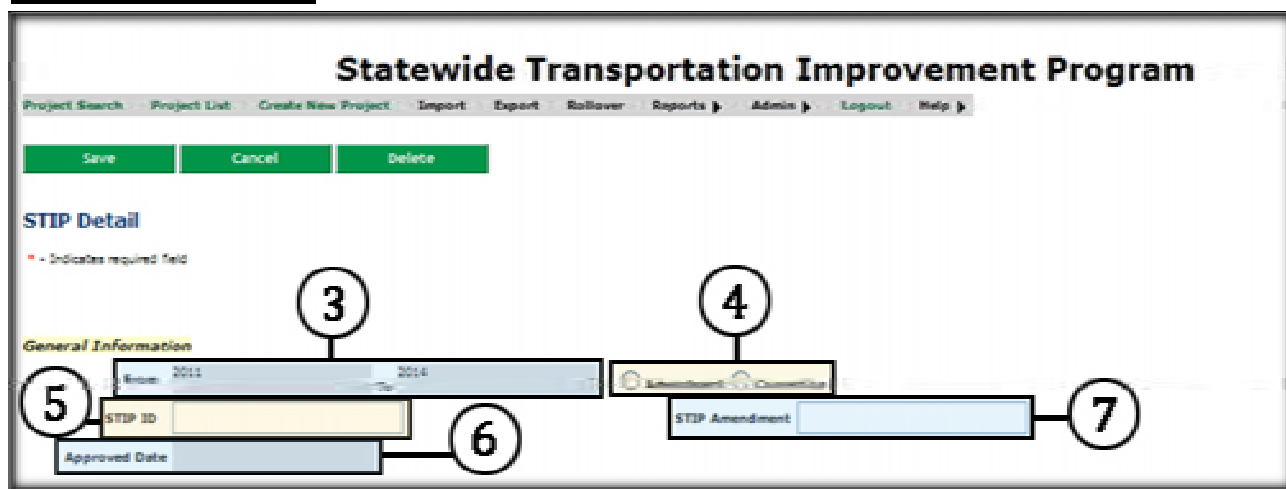
3**. From – To** Years for the applicable STIP. These fields are populated automatically by the system based on the **Current STIP Year** entered on the **Project List** screen.

4. Select the radio button that denotes whether the project is classified as a STIP **Amendment** or **Correction**

5. The **STIP ID** is (alpha-numeric 10 characters) the project's unique identifier (may be the same as the **MPO ID**, **Agency ID**, **PIN**, etc.). The **STIP ID** will be used to track the project throughout its life in the STIP. If you do not specify a **STIP ID** for the project, the system will automatically assign a **STIP ID**. Once a **STIP ID** is assigned it cannot be changed.

6. The **Approved Date** is when FHWA/FTA approved the project in the original STIP or STIP amendments. *H&LP use only*

7. The **STIP Amendment** (alpha-numeric 10 characters) identifies in which amendment an update to an existing project is made or a new project is added after the original approval of the STIP. *This field is updated by H&LP.*

Agency

8. From the drop down menu, select the **Agency** responsible for the project.

9. **MPO/RTPO**, **County** and **Region** are automatically populated by system, based on the **Agency**.

10. Select where the project is located based upon the **MPO Boundary**: **Inside –** project is physically located inside the MPO boundaries; or **Outside –** project is physically located outside of the MPO boundaries. All RTPO projects will be **Outside**.

11. The **MPO ID** is (alpha numeric 20 characters) the identification number designated by MPO for the project. The **MPO ID** can also be the same as the **STIP ID**.

Project Information

12. Enter the **Project Title** (alpha numeric 255 characters). The **Project Title** shall be utilized throughout the life of the project.

13. Select whether the project is **Regionally Significant** – **Yes** or **No**.

    Regionally Significant projects are those that are on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes or employment centers; or transportation terminals) and are normally included in the modeling of the regional transportation network. At a minimum, this would include all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.

14. Enter the assigned federal aid number (alpha numeric 7 characters) as the **Project Number**.

15. Enter the identification number for the project designated by the **Agency** in the **Agency Project Identifier** (alpha numeric 10 characters). The **Agency Project Identifier** can also be the same as the **STIP ID**.

16. For bridge projects only, enter the **Structure ID #** (15 character numeric).

17. For WSDOT projects only, enter the assigned **PIN** (alpha numeric 7 characters).

18. Enter the **Road Name or Number** (alpha numeric 255 characters) for the project.

19. Enter the **Agency** project's **Priority Number** (10 character numeric).

20. Enter the milepost or street names (alpha numeric 255 characters) for the project's **Begin Termini** and **End Termini**.

21. Enter the **Total Project Length** in miles (6 character numeric).

22. From the **Environmental Type** drop down menu whether the project's environmental classification is: **CE** – Categorically Exempt; **DCE** – Documented Categorically Exempt; **EIS** – Environmental Impact Statement; or **EA** – Environmental Assessment.

23. Select from the **RW Required** drop down menu whether the project requires acquisition of right of way – **Yes** or **No**.

24. Check the appropriate **Utility Code(s)** box that may be relocated or impacted by the project.

25. Select from the drop down menu **Improvement Type** for the project. See Appendix A for listing.

26. Select from the drop down menu the approved FHWA federal **Functional Class** for the project. See Appendix B for listing.

27. Describe the scope of work for the project in the **Project Description** (alpha numeric 1,000 characters).

28. Enter any **Agency** special remarks in **Project Notes** (alpha numeric 1,000 characters) about the project.

29. Enter the **Total Estimated Cost of Project** (38 characters numeric). The total estimated cost includes all phases and funding sources (Planned and Secured).

TIP Information

30. Enter the date of the public hearing in the **Agency Hearing**. (pop up calendar provided)

31. Enter the date the project was adopted by the **Agency**'s council or commission in the **Agency Adopted**. (pop up calendar provided)

32. Enter the date the project was amended by the **Agency**'s council or commission **Amendment**. (pop up calendar provided)

33. Enter the council or commission **Resolution Number** (if applicable) (alpha numeric 20 characters)

34. After all the above information is entered, click on **Save**

35. If there are errors, the system will display them at the top of the **STIP Detail** screen. Once all errors have been corrected, click **Save.**

36. If no errors, the system will then display a message **Project Details have been saved successfully** at the top of the **STIP Detail** screen.

Note: This function must be completed prior to entering Phase Obligation Information.

Phase Obligation Information

Phase Obligation Information (Enter amounts to nearest dollar)

Add ——(37)
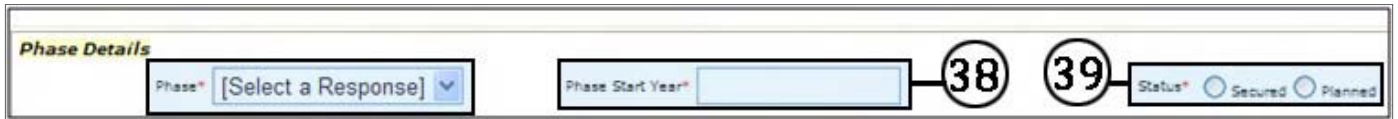
37. Press "Add" to input information.

Phase Details
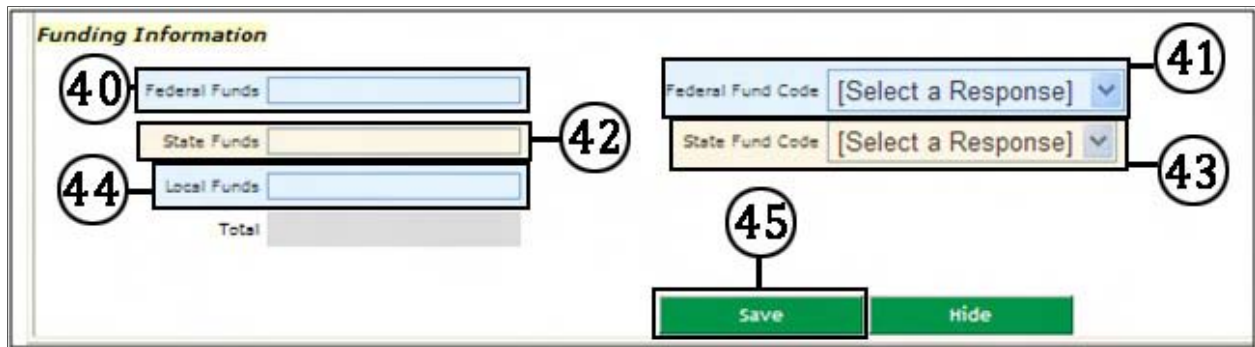
Phase Details

Phase* [Select a Response] ▾   Phase Start Year* [_____] —(38)   (39)— Status* ◯ Secured ◯ Planned

Select from the drop down menu **Phase**, select the project phase that will be further described: **PE** – preliminary engineering (design); **RW** – right of way; **CN** – construction; or **ALL** – for all phases.

38. Enter the **Phase Start Year** (4 character numeric) the funds are to be obligated.

39. Select the **Status** of the funding: **Secured** – **Agency** has the funding; or **Planned** – **Agency** has not determined funding and the phases are listed for planning purposes.

Funding Information

Funding Information

(40) Federal Funds [_____]   Federal Fund Code [Select a Response] ▾ —(41)
     State Funds [_____] —(42)   State Fund Code [Select a Response] ▾ —(43)
(44) Local Funds [_____]
     Total [_____]   (45)
                                Save   Hide

40. Enter the **Federal Funds** (15 character numeric) amount to the nearest dollar.

41. Select the type of federal funds from the **Federal Fund Code** drop down menu. See Appendix C for listing.

42. Enter the **State Funds** (15 character numeric) amount to the nearest dollar.

43. Select the type of state funds from the **State Fund Code** drop down menu. See Appendix C for listing.

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Funding Information (continued)

44. Enter the **Local Funds** (15 character numeric) amount to the nearest dollar.

45. Click **Save.**

46. If there are errors the system will display them at the top of the **Phase Details** Information box.

47. Once errors are corrected, click **Save**.

If no errors, the information is displayed as follows.

Funding Information (continued)

48. If the phase information is not entered for a project, then the project will show on the **Project List** screen with an **Error** in the status column.

49. Double click on the **Error Icon.**

50. System displays the **Error**.

A project must have **Phase Obligation Information** prior to submitting to the MPO, RTPO or WSDOT.

Expenditure Schedule

Expenditure Schedule is the year the **Agency** anticipates to <u>expend</u> the funds identified in the **Phase Obligation Information**, whether the funding is **Secured** or **Planned**. **Expenditure Schedule** can be equal to or higher than the total amount shown in the **Phase Obligation Information**, but cannot be zero.

51. Enter the **Expenditure Schedule** by either: each separate Phase; or the total of ALL Phase.

Expenditure Schedule						
Phase	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
PE						
RW						
CN						
ALL						
Totals						

52. Click **Save** at the top of the page

The project has been successfully added to the **Agency**'s list of projects.

Statewide Transportation Improvement Program

Project Search   Project List   Create New Project   Import   Export   Rollover   Reports ▸   Admin ▸   Logout   Help ▸

You are signed in as Pasco01

Current STIP Year 2012 ⌄

Project List

Current search criteria: none

			Status	STIP Id	MPO	Agency	Title	Amd #	Draft Type	Last Action	Next Action	Process
🔍	✎	⊗		CLRKCO 12	RTC	Clark Co.	Chelatchie Prairie Railro....		Orig			☐
🔍	✎	⊗		CLRKCO 16	RTC	Clark Co.	NE 10th Avenue		Orig			☐

Change page: ◂ 1 ▸
Displaying page 1 of 1, items 1 to 2 of 2.
Change page: 1 Go Page size: 2 Change

Create New Project	Process

Modify a Project

1. Log into **STIP** system via SAW. The **Project List** screen is displayed.

2. Click on the **Pencil** icon next to the project you want to modify.

3. If the project selected is included in the current approved STIP, **Project is part of the STIP. Do you wish to amend it?** Is displayed.
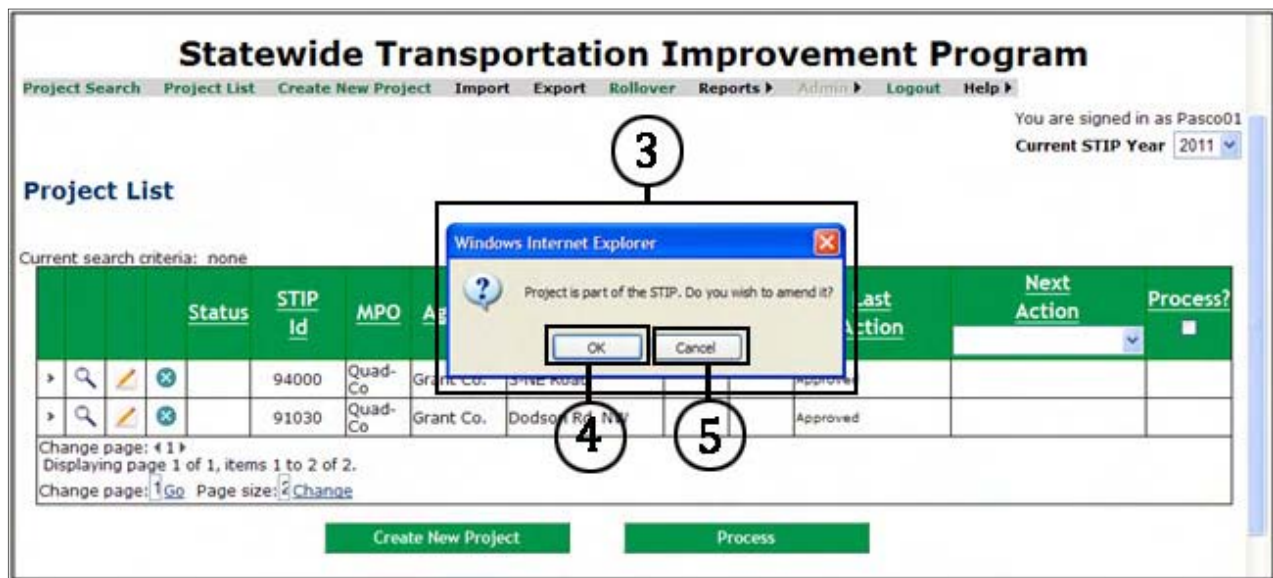
4. Select **Okay** to amend the project.

5. Select **Cancel**, if the selection is incorrect.

6. If the project selected has been forwarded on to MPO, RTPO or H&LP,
Project is past current stage. Do you wish to amend it? is displayed.
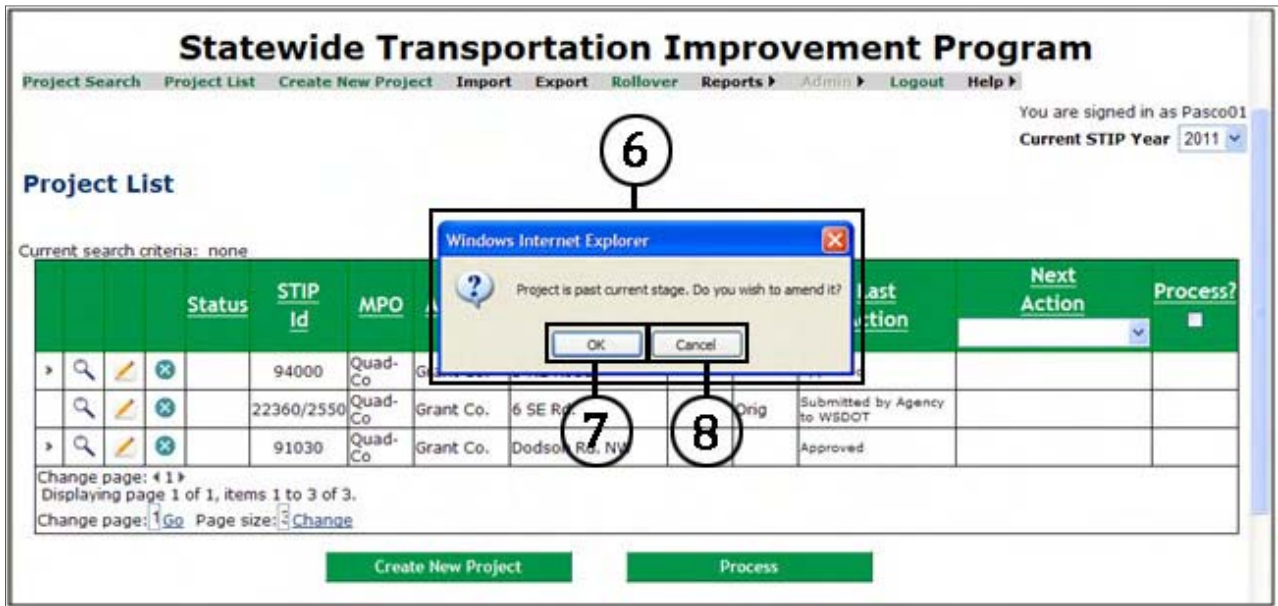
7. Click **Okay** to amend the project.

8. Click **Cancel**, if the selection is incorrect.

9. **STIP Detail** screen appears for the project, with **Amendment** highlighted. If the modification is a correction, click on the **Correction** radio button. See **Appendix D** for examples of Amendments and Corrections. **(add hyperlink)**

10, Modify the project information, click **Save**.

11. Click **Cancel** if you choose not to include the updates previously made.

STIP will display the **STIP Detail** screen with no change to existing data.

12. If there are errors the system will display them at the top of the **STIP Detail** screen.

13. Click **Save** after correcting errors.

14. If no errors, a message **Project Details have been saved successfully** will show at the top of the page.

Add New Phase

15. Scroll down the **STIP Detail** screen to **Phase Obligation Information**, click **Add**.

16. Select from the drop down menu **Phase**, select the project phase that will be further described: **PE** – preliminary engineering (design); **RW** – right of way; **CN** construction; or **ALL** – for all phases.

17. Enter the **Phase Start Year** (4 character numeric) the funds are to be obligated.

18. Select the **Status** of the funding: **Secured** – **Agency** has the funding; or **Planned** – **Agency** has not determined funding and the phases are listed for planning purposes.

Add New Phase (continued)

19,   Enter the **Federal Funds** (15 character numeric) amount to the nearest dollar.

20.   Select the type of federal funds from the **Federal Fund Code** drop down menu. See Appendix C for listing.

21.   Enter the **State Funds** (15 character numeric) amount to the nearest dollar.

22.   Select the type of state funds from the **State Fund Code** drop down menu. See Appendix C for listing.

23.   Enter the **Local Funds** (15 character numeric) amount to the nearest dollar.

24.   If you choose not to include the Phase updates, click on the **Hide** button and the system will display the **Phase Obligation Information** unchanged as shown below.

28

Add New Phase (continued)

25. Click the **Save** button to save the new phase information.

Phase Obligation Information (Enter amounts to nearest dollar)

		Phase	Year	Fed Fund	Fed Amt	State Fund	State Amt	Local Amt	Total Amt	Status
✎	⊗	PE	2011	STP(R)	3,000			1,000	4,000	Secured
✎	⊗	CN	2011	STP(R)	66,000			10,000	76,000	Secured
Total					**69,000**			**11,000**	**80,000**	

[Add]

Phase Details

Phase* RW ▾   Phase Start Year* 2011   Status* ◉ Secured ◯ Planned

Funding Information

Federal Funds [20000]   Federal Fund Code STP(R) ▾

State Funds [   ]   State Fund Code [Select a Response] ▾

Local Funds [100000]

Total [120,000]

(25) — [Save] [Hide]

26. If Errors, the system will display as shown below.

Phase Obligation Information (Enter amounts to nearest dollar)

		Phase	Year	Fed Fund	Fed Amt	State Fund	State Amt	Local Amt	Total Amt	Status
✎	⊗	PE	2011	STP(R)	3,000			1,000	4,000	Secured
✎	⊗	CN	2011	STP(R)	66,000			10,000	76,000	Secured
Total					**69,000**			**11,000**	**80,000**	

[Add]

Please correct the following information:

- Status
- Federal Fund Code is required for federal funds   (26)

Phase Details

Phase* RW ▾   Phase Start Year* 2011   Status* ◯ Secured ◯ Planned

Funding Information

Federal Funds [20000]   Federal Fund Code [Select a Response] ▾

State Funds [   ]   State Fund Code [Select a Response] ▾

Local Funds [100000]

Total [120,000]

[Save] [Hide]

Add New Phase (continued)

27. Once errors are corrected, click **Save**.

Phase Obligation Information (Enter amounts to nearest dollar)

		Phase	Year	Fed Fund	Fed Amt	State Fund	State Amt	Local Amt	Total Amt	Status
✎	⊗	PE	2011	STP(R)	3,000			1,000	4,000	Secured
✎	⊗	CN	2011	STP(R)	66,000			10,000	76,000	Secured
Total					69,000			11,000	80,000	

Add

Please correct the following information:

- Status
- Federal Fund Code is required for federal funds

Phase Details

Phase* RW   Phase Start Year* 2011   Status* ○ Secured ○ Planned

Funding Information

Federal Funds [20000]   Federal Fund Code [Select a Response] ▼

State Funds [   ]   State Fund Code [Select a Response] ▼

Local Funds [100000]

Total [120,000]

(27)

Save   Hide

28. The system will then show the new phase in the **Phase Obligation Information**.

Phase Obligation Information (Enter amounts to nearest dollar)

		Phase	Year	Fed Fund	Fed Amt	State Fund	State Amt	Local Amt	Total Amt	Status
✎	⊗	PE	2011	STP(R)	3,000			1,000	4,000	Secured
✎	⊗	RW	2011	STP(R)	20,000			100,000	120,000	Secured
✎	⊗	CN	2011	STP(R)	66,000			10,000	76,000	Secured
Total					89,000			111,000	200,000	

Add

Add New Phase (continued)

29. Update the Expenditure Schedule.

Expenditure Schedule

Phase	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year
PE	4,000					
RW		120,000				
CN		76,000				
ALL						
Totals	4,000	196,000				

30. Click **Save** at top of page. If no errors, a message **Project Details have been saved successfully** will show at the top of the page.

Edit Existing Phase

31. Scroll down the **STIP Detail** screen to **Phase Obligation Information** section; click on the **Pencil** icon next to the phase you want to modify.

Phase Obligation Information (Enter amounts to nearest dollar)

	Phase	Year	Fed Fund	Fed Amt	State Fund	State Amt	Local Amt	Total Amt	Status
	PE	2011	STP(R)	3,000			1,000	4,000	Secured
Edit Funding		2011	STP(R)	66,000			10,000	76,000	Secured
Total				69,000			11,000	80,000	

Edit Existing Phase (continued)

32. Existing information is displayed.

33. Make needed changes, click **Update**.

34. If you choose not to include the Phase updates, click on the **Hide** button and the system will display the **Phase Obligation Information** unchanged as shown below.

Edit Existing Phase (continued)

35. If Errors, the system will display as shown below.

36. Correct Errors, click **Update**.

37. The system will then show the new phase information in the **Phase Obligation Information**.

38. Update the Expenditure Schedule.

Edit Existing Phase (continued)

39. Click **Save** at top of page. If no errors, a message **Project Details have been saved successfully** will show at the top of the page.

Delete Existing Phase

40. Scroll down the **STIP Detail** screen to **Phase Obligation Information** section; click the '**x**' icon next to the phase you want to delete.

Delete Existing Phase (continued)

41. Click **Okay** to delete phase.

42. If error, click **Cancel**

Delete a Project

43. From the **Project List** screen, click the **'x'** icon next to the project you want to delete.

Delete a Project (continued)

44. The system will prompt **Do you want to delete?**

45. Click **Okay** to delete project.

46. If error, click **Cancel**

PROJECT SEARCH

1. Log into **STIP** system via SAW. The **Project List** screen will be displayed. Click on **Project Search** in gray tool bar.

PROJECT SEARCH (continued)

2. **Project Search** screen allows you to search for projects by STIP Year, Agency, MPO/RTPO, PIN Number, Amendment Number, et al, or a combination of criteria.

3. Enter a single or combination of fields shown, select **Search.**

Example 1 - Search for the city of Kelso projects that are approved in the STIP.

4. For **Agency**, select Kelso from the drop down menu

5. Scroll down to **Approved?,** check the box.

6. Click **Search.**

7. **Project List** screen displays projects that satisfy the search criteria.

Example 2 - Search for city of Kelso projects in STIP year 2012.

8. **Current STIP Year** select 2012 from the drop down menu.

9. For **Agency**, select Kelso from the drop down menu

10. Click **Search.**

11**. Project List** screen displays projects that satisfy the search criteria.

12. If no projects, **No records satisfy the criteria** is displayed.

Submitting Projects - Agencies

1. Log into **STIP** system via SAW. The **Project List** screen is displayed showing projects,

2. To submit projects individually, go to the project's **Next Action** column, select either **Submit to MPO** or **Submit to WSDOT** from the dropdown menu.

   *Agencies within the boundaries of an MPO must **submit projects to their MPO**. Rural agencies and County lead agencies can choose either **Submit to MPO** (which will go to their RTPO) or can choose to **Submit to WSDOT**.*

3. Go to the project's Process column and check box. *If the agency decides not to submit a project then check the Process box again (which clears the box) and the project is not submitted.*

4. To submit the project, click the **Process** button at bottom of page.

5. A summary display of the project(s) is provided. Select **Confirm** to continue process or **Cancel**.

6. System returns to the **Project List** screen, with prompt **Projects were processed successfully**. Also, shows **Submitted** in the Last Action Column.

7. To submit multiple projects at one time, go to the Next Action column and select either **Submit to MPO** or **Submit to WSDOT** from the dropdown menu in header.

8. A system prompt appears, **Do you want to change project actions to the selected action?** Select **OK** to update or select **Cancel** to cancel the action.

9. To process multiple projects, go to the Process column, check the box in the header. This automatically fills in the boxes for projects that have an action in the **Next Action** column.

10. To clear the **Next Action** from all projects, select **Clear All** from the dropdown menu in the header. A system prompt appears **Do you want to change project actions to the selected action?** Click **OK** the system will clear the actions or click **Cancel.**

11. To submit projects select the **Process** button at bottom of page.

12. A summary display of the project(s) is provided. Select **Confirm** to continue process or **Cancel**.

13. System returns to the **Project List** screen, with prompt **Projects were processed successfully**. Also, shows **Submitted** in the Last Action Column.

Submitting Projects – MPOs and RTPOs

1. Log into **STIP** system via SAW. The **Project List** screen will be displayed showing projects,

Returning a Project to Agency

2. To return project(s) to an agency go to the project's **Next Action** column and select **Return to Agency** from the drop down menu.

Returning a Project to Agency (continued)

3. Go to the project's Process column and check box. *If the MPO/RTPO decides not to return a project then check the Process box again (which clears the box) and the project is not returned.*

4. To submit the project, select the **Process** button at bottom of page.
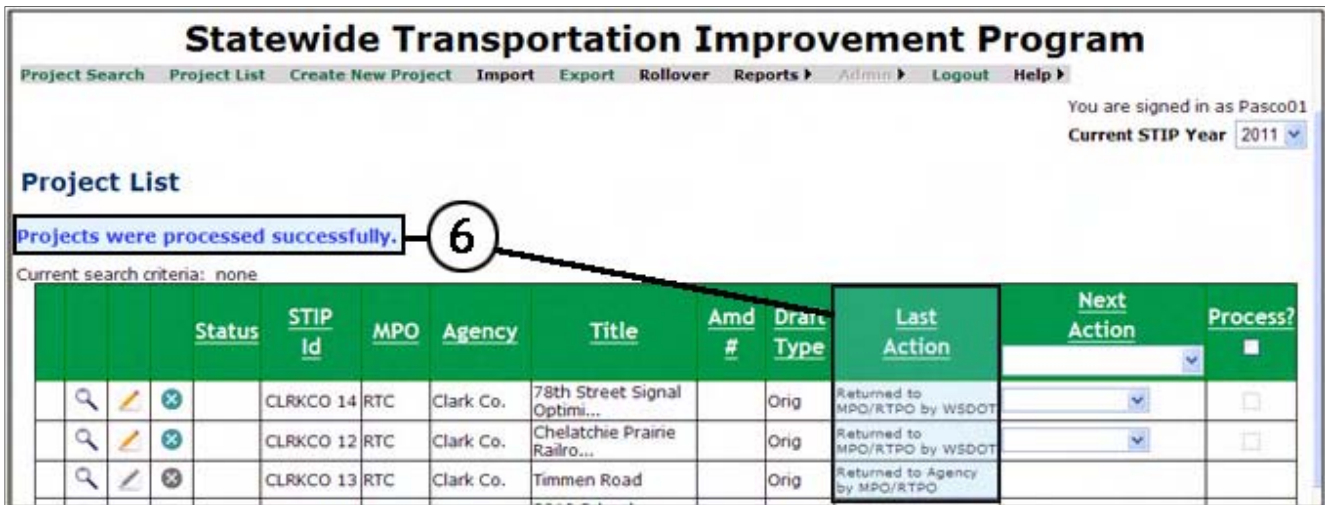
Returning a Project to Agency (continued)

5. A summary display of the project(s) is provided. Select **Confirm** to continue process or **Cancel**.

6. System returns to the **Project List** screen, with prompt **Projects were processed successfully**. Also, shows **Returned** in the Last Action Column.

Submitting to WSDOT

7. To submit projects individually, go to the project's **Next Action** column, and select **Submit to WSDOT** from the dropdown menu.

8. Go to the project's Process column and check box. *If the MPO/RTPO decides not to submit a project then check the Process box again (which clears the box) and the project is not returned.*

9. To submit the project, select the **Process** button at bottom of page.

Submitting to WSDOT (continued)

10. A summary display of the project(s) is provided. Select **Confirm** to continue process or **Cancel**.

11. System returns to the **Project List** screen, with prompt **Projects were processed successfully**. Also, shows **Submitted** in the Last Action Column.

Submitting to WSDOT (continued)

12. To submit multiple projects at one time, go to the Next Action column and select **Submit to WSDOT** from the dropdown menu in header.

13. A system prompt appears, **Do you want to change project actions to the selected action?** Select **OK** to update or click **Cancel** to cancel the action.

Submitting to WSDOT (continued)

14. To process multiple projects, go to the Process column, check the box in the header. This automatically fills in the boxes for projects that have an action in the **Next Action** column.

15. To clear the **Next Action** from all projects, select **Clear All** from the dropdown menu in the header. A system prompt appears **Do you want to change project actions to the selected action?** Select **OK** the system will clear the actions or select **Cancel.**

Submitting to WSDOT (continued)

16. To submit projects select the **Process** button at bottom of page.

17. A summary display of the project(s) is provided. Select **Confirm** to continue process or **Cancel**.

18. System will display the **Project List** with a message that **Projects were processed successfully**. Also, shows **Submitted** in the Last Action Column.

Rollover

1. Log into **STIP** system via SAW. The **Project List** screen is displayed.

2. From the **Rollover** page, select the the year to rollover the projects from.

3. To perform rollover, select the **Perform Rollover** button.

4. System will return the prompt, **This will copy your 2012 projects into 2013, Continue?**

5. Select **OK** to continue or **Cancel** to cancel the action.

6. System will return a message stating how many projects were rolled over.

7. Return to the **Project List Screen,** and using the dropdown, change the **Current STIP Year** to **2013** to view the projects rolled over.
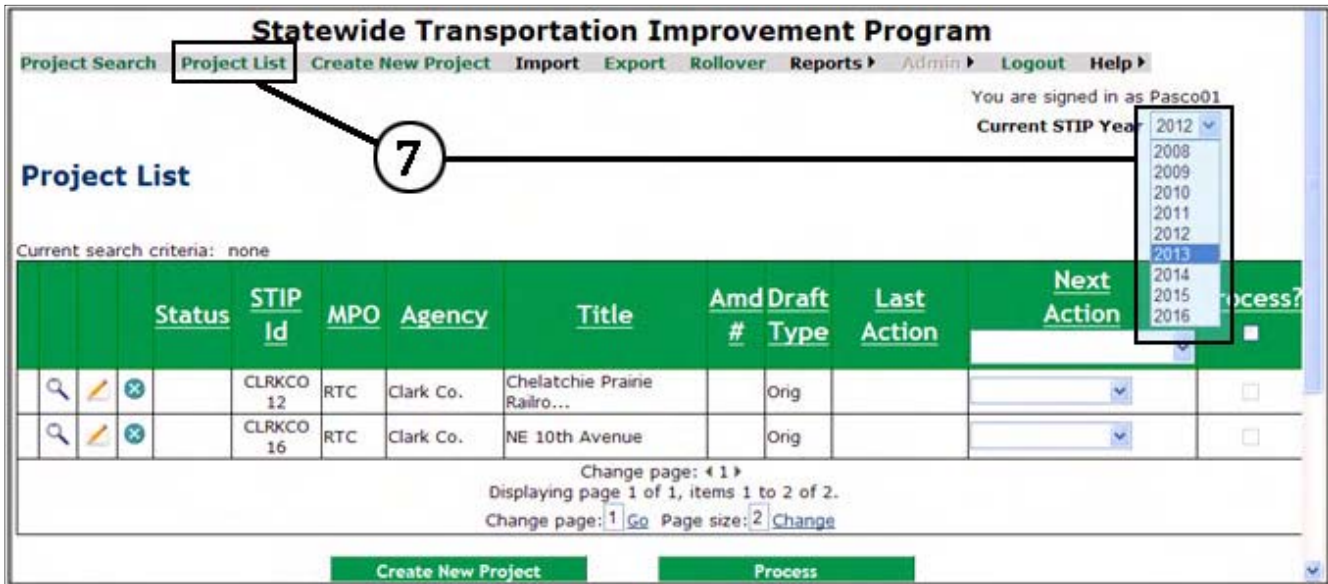
8. Double click on the **Error Icon** in the **Status** column to view errors.

9. System will display error .
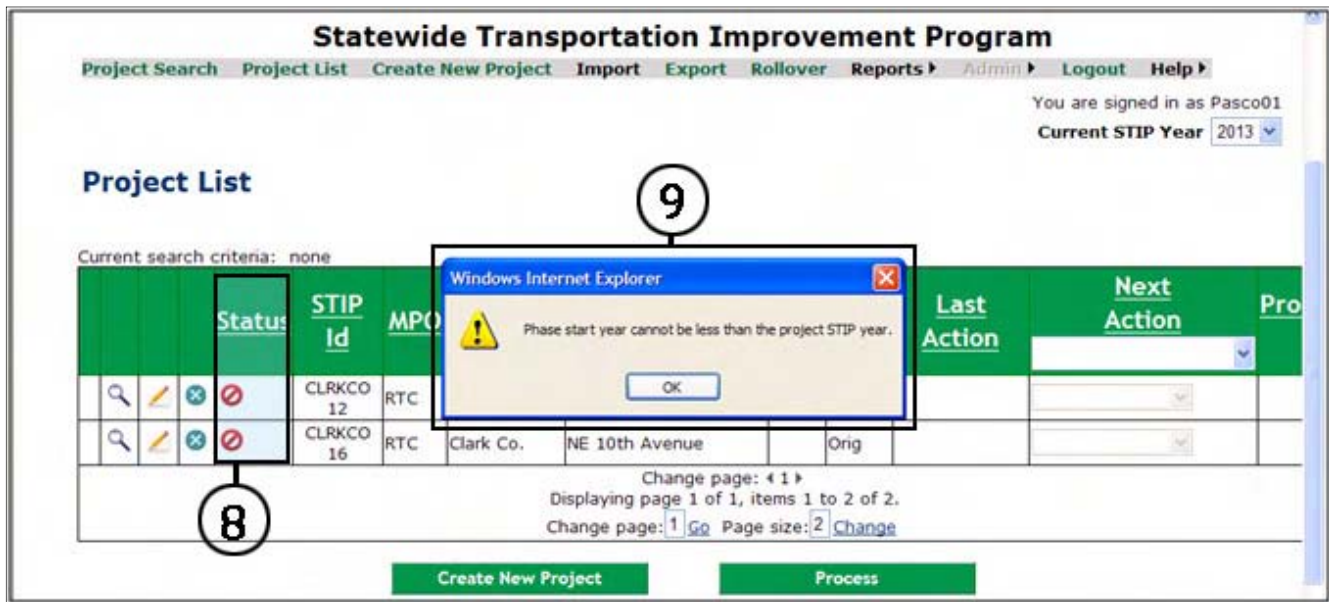
*The error **Phase start year cannot be less than the project STIP year,** means that the phase start year is prior to the STIP year of 2013. In order for project phases to be displayed for the 2013-2018 TIPS and 2013-2016 STIP phase start years have to be changed to 2013 or above.*

10.   Select the **Edit Icon** and correct errors.

11.   Once all errors are correct, projects can be forwarded on for inclusion in 2013 Regional TIPS and STIP.

Exporting/Importing Projects

Exporting Projects

1. Log into **STIP** system via SAW. The **Project List** screen is displayed. Click on **Export** from the gray tool bar.

2. From the **STIP Export** page, select the type of projects to export. There are four options: (*One or more options may be selected for the export. (e.g., Approved and Projects in workflow may both be marked as the criteria for the export))*

- **Approved Projects** – Projects which are currently approved in the STIP.
- **Projects in workflow** – All active projects that are not yet approved. These projects must exist at either the agency, MPO, RTPO or H&LP work stage.
- **Projects in workflow at my stage** – This allows MPOs, RTPOs and H&LP to export projects that are currently in their work stage and not yet approved.
- **Historical projects** – Project records that have been replaced with a more current version. (I.e. an original record that has been amended. Once the amended record is approved the original record becomes history).

3. Select **Export Projects**.

4. A tab-delimited text file is generated.

5. From the tool bar, select **File** then **Save As**
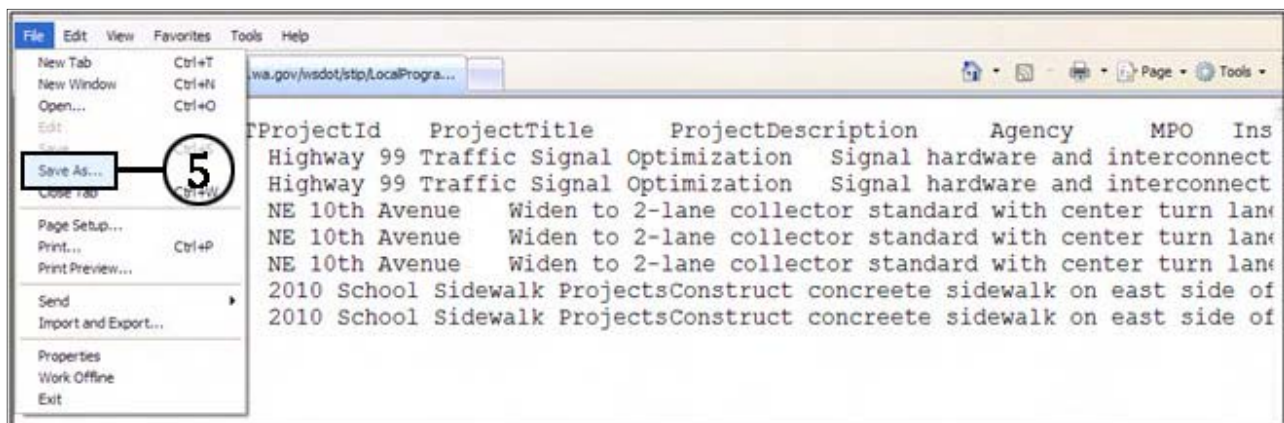
6. A prompt appears to save the file. Click on the **Never ask me again** box for future exports. Select **Yes** to save file.

```
STIPYear    WSDOTProjectId    ProjectTitle        ProjectDescription        Agency        MPO    Ins
2011   CLRKCO 15   Highway 99 Traffic Signal Optimization   Signal hardware and interconnect
2011   CLRKCO 15   Highway 99 Traffic Signal Optimization   Signal hardware and interconnect
2011   CLRKCO 16   NE 10th Avenue    Widen to 2-lane collector standard with center turn lane
2011   CLRKCO 16   NE 10th Avenue    Widen to 2-lane collector standard with center turn lane
2011   CLRKCO 16   NE 10th Avenue    Widen to 2-lane collector standard with center turn lane
2011   CLRKCO 11   2010 School Sidewalk ProjectsConstruct concreete sidewalk on east side of
2011   CLRKCO 11   2010 School Sidewalk ProjectsConstruct concreete sidewalk on east side of
```

Save Webpage

⚠ This webpage may not save correctly. Would you like to save it anyway?
☐ Never ask me again

⑥ →

[Yes]   [No]

7. Identify: a) where on the computer; b) provide a file name; c) save file as a **Text** file; d) leave the **Encoding** box as is; e) select **Save**

Save Webpage

Ⓐ Save in: Desktop

My Recent Documents
Desktop
My Documents
My Computer HQB0241001
My Network

My Documents
My Computer HQB0241001
My Network Places
HLP forms & calendars
Archive
Shortcut to Funding
STIPExport 3112011.txt

Ⓑ File name: STIPExport_aspx

Ⓒ Save as type: Text File (*.txt)

Ⓓ Encoding: Unicode (UTF-8)

Ⓔ [Save]   [Cancel]
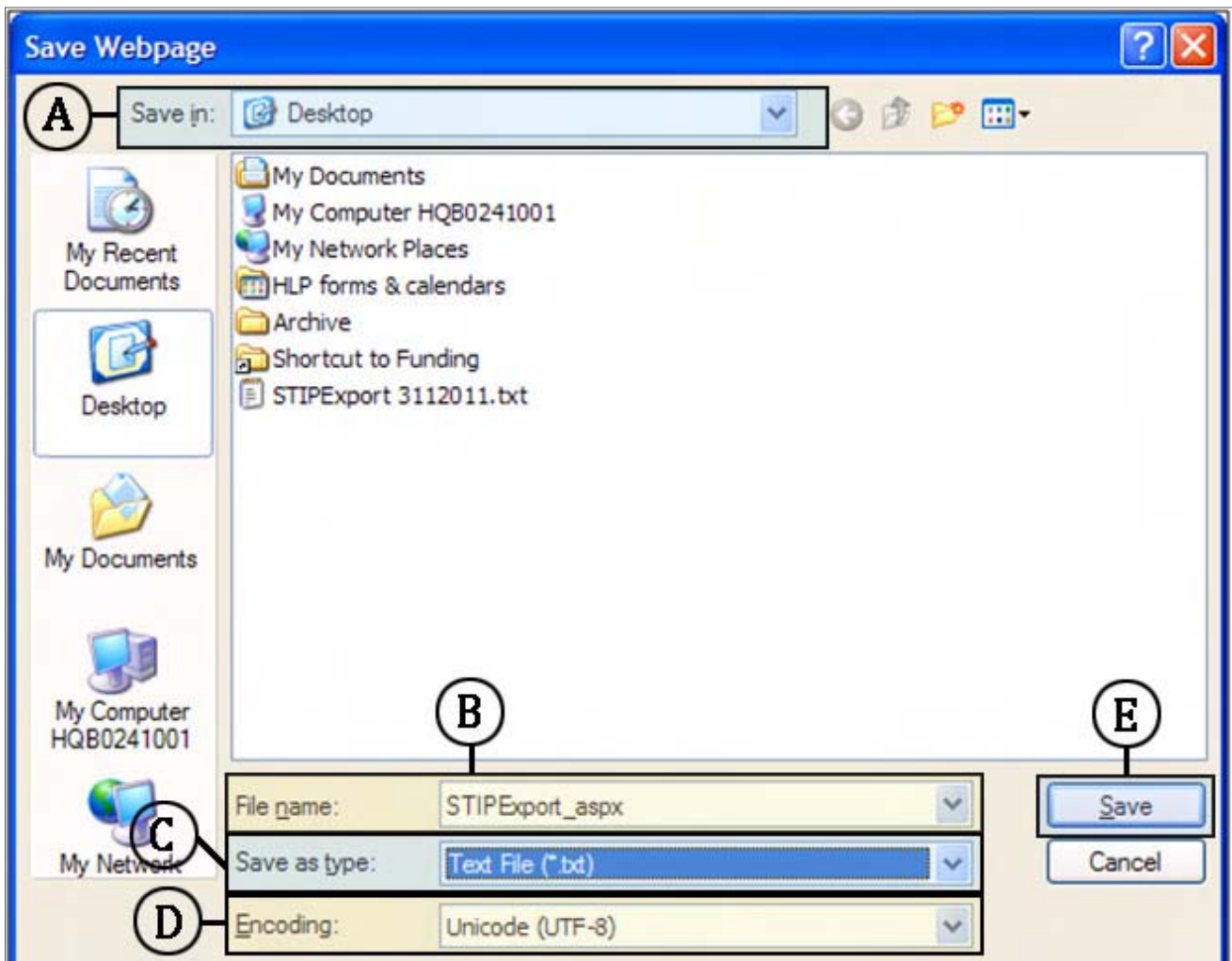
8. After saving the text file, select the **Back** arrow key to return to the **STIP Export** screen
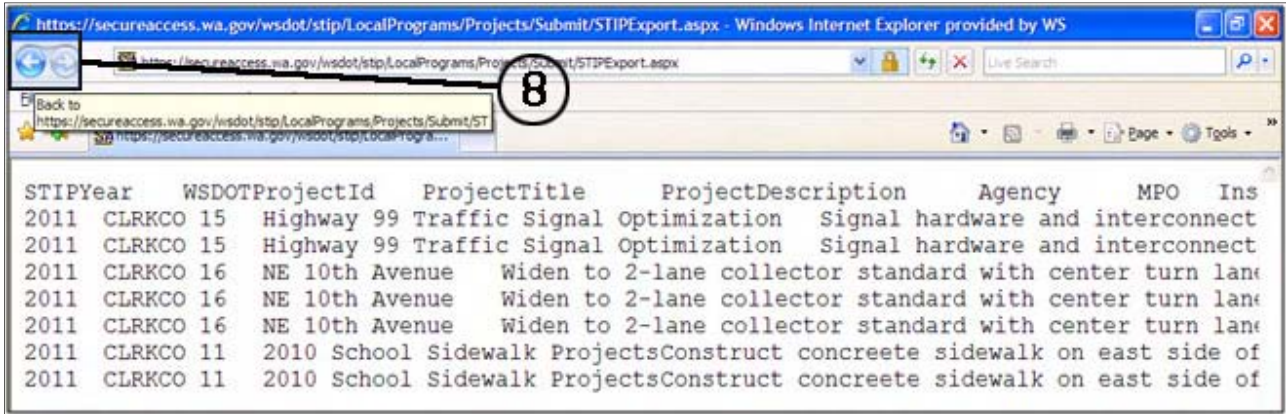
9. To open the text file using Excel, go to where you saved the file on computer, right click on the file with mouse choose **Open With,** and then choose **Excel**. The example below shows the file saved to the desk top.
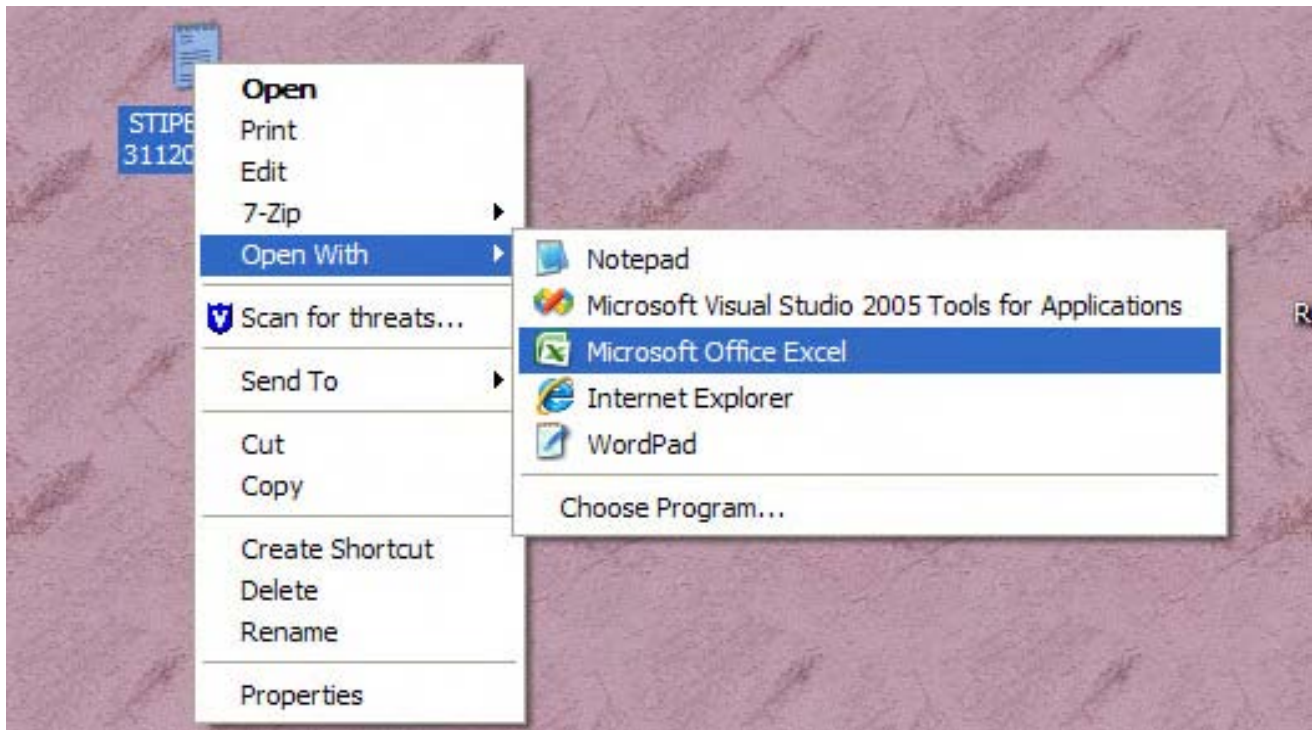
10. The exported projects are shown in **Excel** format for further individual formatting.

11. To save in excel format press **save**.
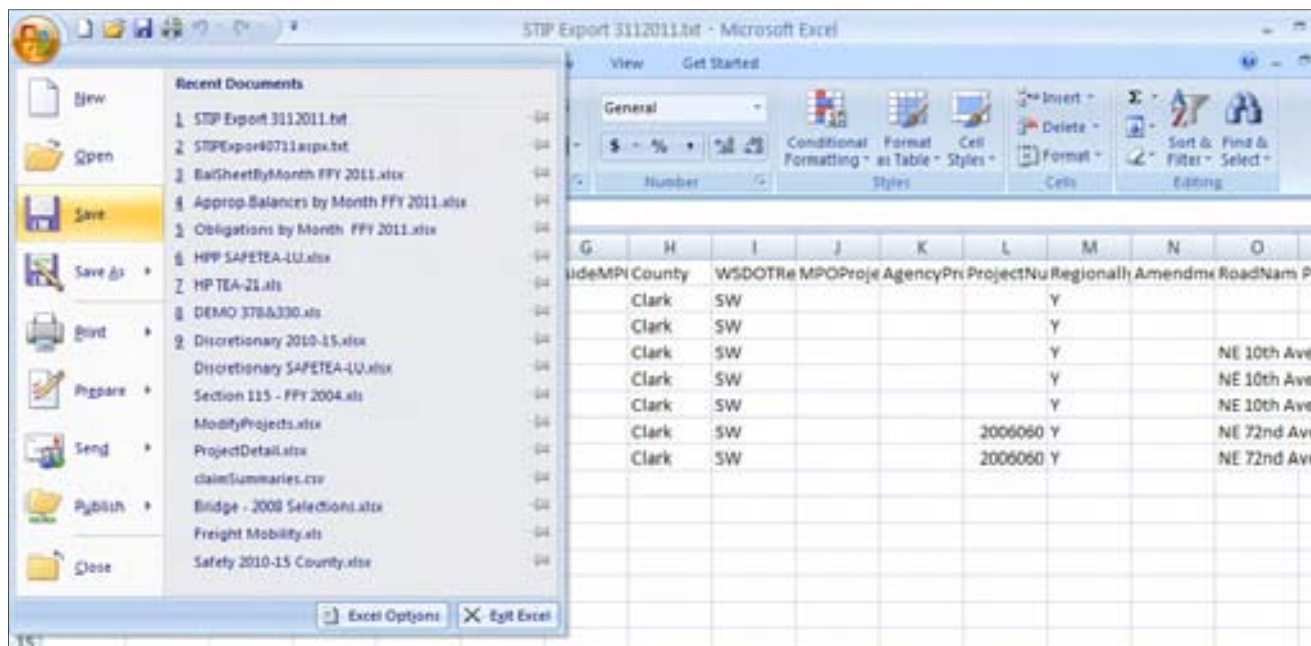
12. Select No, from the Excel prompt.
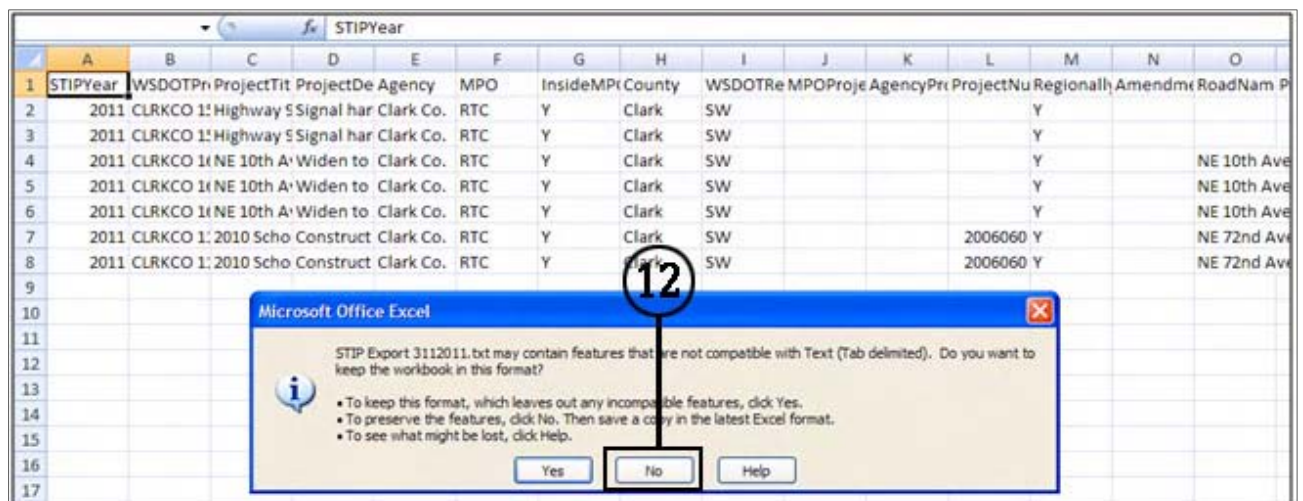
13. Identify: a) where on the computer; b) provide a file name; c) save file as an **Excel Workbook**; d) select **Save** or **Cancel**.
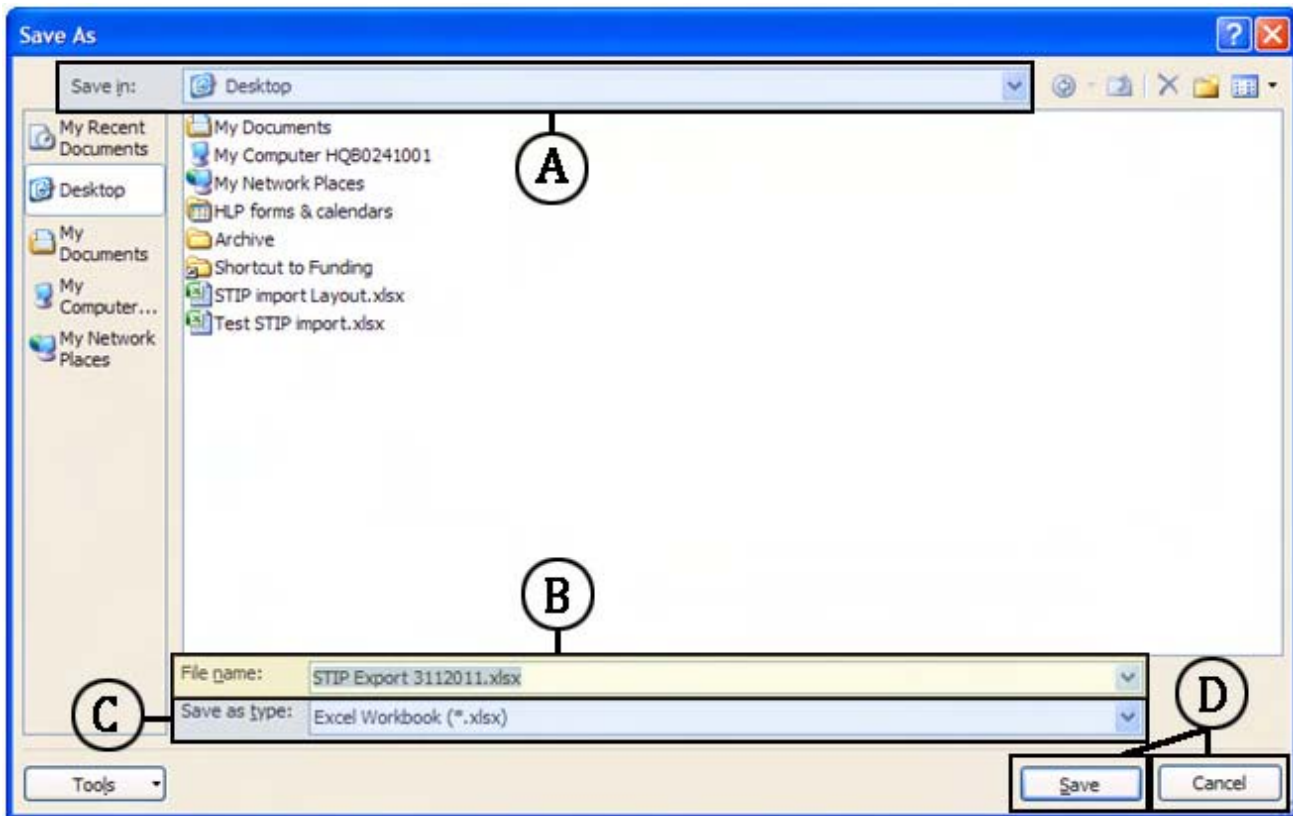
Importing Projects

The system has been designed to address Importing of projects on a case by case basis. The only entities who will import projects into the STIP system will be PSRC and WSDOT regions, which had special import processes from their respective systems for the old FileMaker Pro system.

Reports

1. To access the STIP system reports, highlight **Reports** in the gray bar and scroll down to select one of the following reports.

   - 4 Year STIP
   - 6 Year TIP
   - Blank 6 Year Report
   - Financial Feasibility – Detail
   - Financial Feasibility – Summary

NOTE: All reports are populated from information shown on the **Project List** screen. The reports are in PDF format and cannot be directly updated.

2. Select **4 Year STIP** and all projects within the four year period of the **Current STIP Year** are displayed.

3. **4 Year STIP** report displays projects with phases having secured funding with start dates within the four year STIP period.

Washington State S. T. I. P.

2012 to 2015

(Project Funds to Nearest Dollar)

| MPO/RTPO: RTC | | Y Inside | | N Outside | | | | | | April 28, 2011 |

County: Clark

Agency: Clark Co.

Func Cls	Project Number	PIN	STIP ID	Imp Type	Total Project Length	Environmental Type	RW Required	Begin Termini	End Termini	Total Est. Cost of Project	STIP Amend. No.
17			CLRKCO 16	03	0.500	CE	Yes	NE 141st Street	NE 149th Street	3,950,000	

NE 10th Avenue

Widen to 2-lane collector standard with center turn lane, bike lanes, sidewalks, and shoulders.

Funding

Phase	Start Date	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total
PE	2012	STP(U)	30		0	20	50
RW	2012		0		0	700	700
CN	2013	STP(U)	500		0	2,700	3,200
	Project Totals		530		0	3,420	3,950

Expenditure Schedule

Phase	1st	2nd	3rd	4th	5th & 6th
PE	50,000	0	0	0	0
RW	700,000	0	0	0	0
CN	0	3,200,000	0	0	0
Totals	750,000	3,200,000	0	0	0

NOTE: This report format is the same as that shown on the public's Web STIP page at www.wsdot.wa.gov/LocalPrograms/ProgramMgmt/STIP.htm

4. Select **6 Year TIP** and all projects within the six year period of the **Current STIP Year** are displayed.

5. **6 Year TIP** report displays projects in order by: MPO/RTPO, agency, priority, project, funding sources, and expenditure schedule.

6. Only phases that occur within the six year period **From To** will appear on the report.

7. Select **Blank 6 Year Report**.

8. A blank 6 Year TIP form is displayed. This has been included for agencies who only have a few projects and prefer to hand write their TIP.

9. Select **Financial Feasibility – Detail.** This report provides a listing of projects by fund code, fund source, phase, agency, and project description for projects programmed for each year of the STIP.

10. **Financial Feasibility – Detail** A sample of report shown below.

Financial Feasibility of Federal Aid Projects by Year 2012

Fund Code	Phase	Agency Project Title Project Description	Project No.	Begin Termini	End Termini	Funds (To Nearest Dollar)			
						Federal	State	Local	Total
State/Local									
	RW	Clark Co. NE 10th Avenue Widen to 2-lane collector standard with center turn lane, bike lanes, sidewalks, and shoulders.		NE 141st Street	NE 149th Street			700	700
				Total State/Local				700	700
STP(U)									
	PE	Clark Co. NE 10th Avenue Widen to 2-lane collector standard with center turn lane, bike lanes, sidewalks, and shoulders.		NE 141st Street	NE 149th Street	30		20	50
				Total STP(U)		30		20	50
STP(E)									
	CN	Clark Co. Chelatchie Prairie Railroad Trail Construct approximately a mile of shared use trail from Battle Ground Lake State Park to the vicinity of NE 167th Avenue. The majority of the trail will be be paved or consist of soft and/or hard surface material for better accessibility. The work will also include stormwater control and treatment.	2006047	Battle Ground Lake State Park	167th Avenue Vicinity	44,000			44,000
				Total STP(E)		44,000			44,000
				2012 - Total All Fund Codes		44,030		720	44,750

Financial Feasibility of Federal Aid Projects by Year 2013

Fund Code	Phase	Agency Project Title Project Description	Project No.	Begin Termini	End Termini	Funds (To Nearest Dollar)			
						Federal	State	Local	Total
STP(U)									
	CN	Clark Co. NE 10th Avenue Widen to 2-lane collector standard with center turn lane, bike lanes, sidewalks, and shoulders.		NE 141st Street	NE 149th Street	500		2,700	3,200
				Total STP(U)		500		2,700	3,200
				2013 - Total All Fund Codes		500		2,700	3,200
				Grand Total for All Years		44,530		3,420	47,950

11. Select **Financial Feasibility – Summary** This report summarizes funds programmed in the STIP by fund code and fund source by year.

12. **Financial Feasibility - Summary** a sample of report is shown below.

Financial Feasibility Summary by Fund Code of Federal Aid Projects by Year

Fund Code Description	Federal	State	Local	Total
State/Local				
2012 Obligation Costs			700	700
State/Local Obligation Totals			700	700
STP(E)				
2012 Obligation Costs	44,000			44,000
STP(E) Obligation Totals	44,000			44,000
STP(U)				
2012 Obligation Costs	30		20	50
2013 Obligation Costs	500		2,700	3,200
STP(U) Obligation Totals	530		2,720	3,250
Grand Total All Fund Codes	44,530		3,420	47,950

APPENDIX A

IMPROVEMENT TYPE CODES

01 – New Construction Roadway

03 – Reconstruction, Added Capacity

04 – Reconstruction, No Added Capacity

05 – 4R Maintenance Resurfacing

06 – 4R Maintenance – Restoration & Rehabilitation

07 – 4R Maintenance – Relocation

08 – Bridge, New Construction

10 – Bridge Replacement, Added Capacity

11 – Bridge Replacement, No Added Capacity

13 – Bridge Rehabilitation, Added Capacity

14 – Bridge Rehabilitation, No Added Capacity

15 – Preliminary Engineering

16 – Right of Way

17 – Construction Engineering

18 – Planning

19 – Research

20 – Environmental Only

21 – Safety

22 – Rail/Highway Crossing

23 – Transit

24 – Traffic Management/Engineering – HOV

IMPROVEMENT TYPE CODES

25 – Vehicle Weight Enforcement Program

26 – Ferry Boats

27 – Administration

28 – Facilities for Pedestrians and Bicycles

29 – Acquisition of Scenic Easements and Scenic or Historic Sites

30 – Scenic or Historic Highway Programs

31 – Landscaping and Other Scenic Beautification

32 – Historic Preservation

33 – Rehab & Operation of Historic Transp. Buildings, Structures, Facilities

34 – Preservation of Abandoned Railway Corridors

35 – Control and Removal of Outdoor Advertising

36 – Archaeological Planning & Research

37 – Mitigation of Water Pollution due to Highway Runoff

38 – Safety and Education for Pedestrians/Bicyclists

39 – Establishment of Transportation Museums

40 – Special Bridge

41 – Youth Conservation Service

42 – Training

43 – Utilities

44 – Other

45 – Debt Service

47 – Systematic Preventive Maintenance

APPENDIX B

FEDERAL FUNCTIONAL CLASSIFICATIONS

No Functional Classification

< 5,000 Population	**> 5,000 Population**
Interstate Rural	Interstate Urban
Principal Arterial Rural	Freeways & Expressways Urban
Minor Arterial Rural	Other Principal Arterials Urban
Major Collector Rural	Minor Arterial Urban
Minor Collector Rural	Collector Urban
Local Access Rural	Local Access Urban

APPENDIX C

FEDERAL FUND CODES

5307	FTA Urbanized Area Formula Program
5309(Bus)	FTA Bus and Bus Facilities
5309(FG)	FTA Fixed Guideway Modernization
5309(NS)	FTA New Starts
5310	FTA Elderly Persons and Persons with Disabilities
5311	FTA Rural Area Formula Grants
5316	FTA Job Access & Reverse Commute Program (JARC)
5317	FTA New Freedom Program
FTA Discretionary	Discretionary Programs such as Alternatives Analysis (5339) and TIGGER Program
BIA	Bureau of Indian Affairs
BR	Bridge Replacement/Rehabilitation Program
CBI	Coordinated Border Infrastructure
CDBG	Community Development Block Grant (Dept. of Commerce)
CMAQ	Congestion Mitigation and Air Quality
DEMO	Demonstration Projects (High Priority, Sect. 112, 115, 117, 125 and 129)
Discretionary – FBD	Ferry Boat Discretionary
Discretionary – IMD	Interstate Maintenance Discretionary
Discretionary – ITS	intelligent Transportation Systems
Discretionary – PLH	Public Lands Highways (Federal Lands)
Discretionary – SB	Scenic Byways
Discretionary – STP	Surface Transportation Priorities

FEDERAL FUND CODES

Discretionary – TCSP	Transportation, Community & System Preservation Program
DOD	Department of Defense
FMSIB	Freight Mobility Strategic Investment Board
IM	Interstate Maintenance
IRR	Indian Reservation Roads
NHS	National Highway System
SRTS	Safe Routes to Schools
STP	Surface Transportation Program (WSDOT Use Only)
STP(E)	Surface Trans. Program - Enhancements
STP(L)	Surface Trans. Program – Legislative Earmarks
STP(S)	Surface Trans. Program – Safety (Includes Highway Safety Improvement Program, Hazard Elimination, Railway/Highway Crossing Program and 2010-15 County Road Safety Program)
STP(R)	Surface Trans. Program – Rural Regionally Selected
STP(U)	Surface Trans. Program – Urban Regionally Selected

APPENDIX C (continued)

STATE FUND CODES

CRAB   County Road Administration Board

FMSIB   Freight Mobility Strategic Investment Board

PWTF   Public Works Trust Fund

SRTS   Safe Routes to Schools

TIB   Transportation Improvement Board

TPP   Transportation Partnerships Program

WSDOT   WSDOT funds

OTHER   Any other state funds not listed a