

PROJECT INFOTRAK USER GUIDE & TIP/STIP WORKFLOW

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TPB Technical Committee
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Agenda

- Project InfoTrak (PIT) User Guide
 - Overview
 - Element Highlights
 - Next Steps
- TIP/STIP Workflow
 - Introduction
 - Matrix
 - Next Steps



Project InfoTrak User Guide Overview

- The June 2026 version is available on the PIT Crew Teams channel.
- The 35-page document will provide guidance to PIT users on all elements of the PIT.
- This will be a living document that will be updated as there are major changes to the PIT.

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- PIT Users
- Navigating Project InfoTrak
 - Main Menu
 - Dashboard
 - Projects
 - Plans
 - Reports

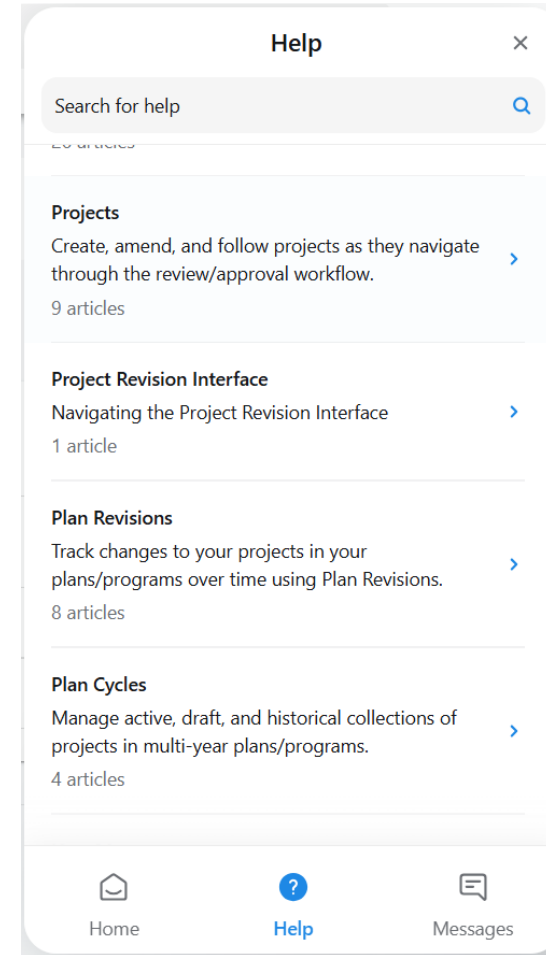
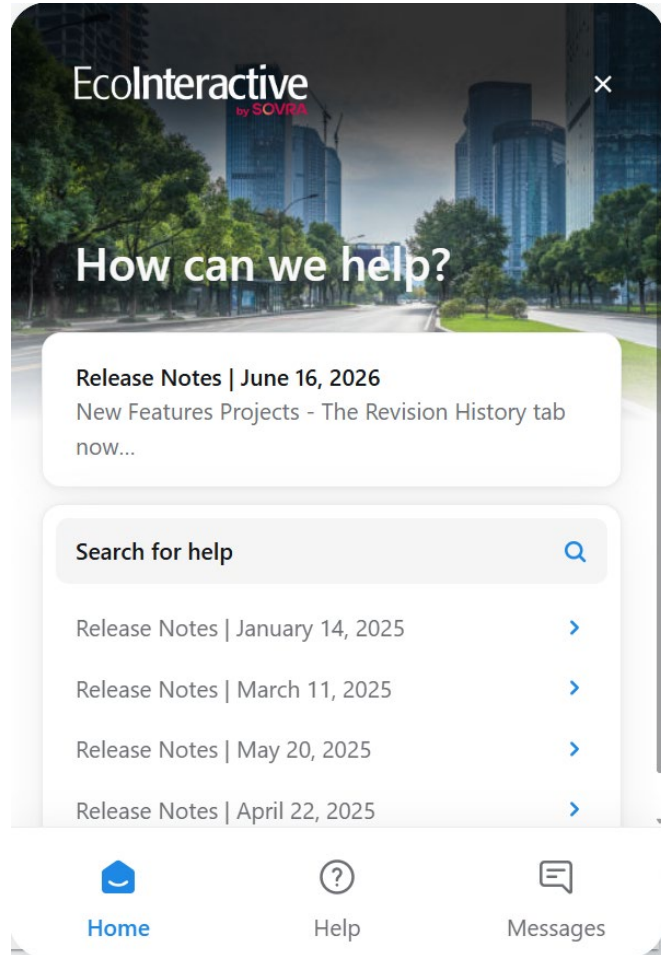
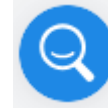


Element Highlights to be Reviewed

- Magnifying Glass
- Conformity Information
- Match Calculator
- Matching Fund Link
- IDs Tab
- Component Projects



Highlights – Magnifying Glass



Highlights – Conformity Information

Conformity Information

Conformity System *	Conformity Location Type	Conformity Route	Conformity Facility Name
Roadways	Road Segment		University Blvd. Ext.
Conformity From	Conformity To	Conformity ID	Conformity Code
Sudley Manor Drive	Edmonston Drive	83.1	VSP47E
Agency Phase ID	Improvement Type	Facility Type From	
113198	Construct	Minor Arterial	
Facility Type To		Lanes From	Lanes To
Minor Arterial		0	2
Projected Completion Year	Completed Year	Conformity Implementation Status	RSAQ
2024	2025	Complete	Yes-RSAQ



Highlights – Match Calculator

Programming Information

Min Match 0% Effective Match 100%

Show Match Calculator

Show Removed

Match Calculator

Enter your data to calculate programming information match splits and add new rows.

[Clear All](#)

Total Amount*	Primary Fund*	Primary Amount*	Match* 0 %	Matching Fund*	Match Amount*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fiscal Year*	Phase*	<input type="button" value="+ ADD FUNDING"/>			
<input type="text"/>	<input type="text"/>				



Highlights – Matching Fund Link

Programming Information | Min Match 17.84% Effective Match 75.08%

Show Removed

Choose columns (8)
AC/CP, STUDY, PLANNI... ▾

⚙	FY *	FUND TYPE *	AC/CP	STUDY	PLANNING	PE	ROW	CON	UT	OTHER	TOTAL	LAST UPDATED BY	ID
	2016	ASAP		\$0	\$0	\$5,958,000	\$10,671,695	\$0	\$0	\$0	\$16,629,695	Leonardo Pineda	6
	2027	NVTA		\$0	\$0	\$0	\$1,248,488	\$54,416,646	\$0	\$0	\$55,665,134	Leonardo Pineda	6
	2027	RSTP		\$0	\$0	\$866,000	\$1,145,514	\$0	\$0	\$0	\$2,011,514	Sara Brown	6
↳	2027	DC/STATE		\$0	\$0	\$216,500	\$286,379	\$0	\$0	\$0	\$502,879	Sara Brown	6



Highlights – IDs Tab

Additional Project IDs	
Federal Project #	5A01745
TIP ID #	T6546
MTP ID #	CE3160
Agency Project ID #	110377
Component Agency ID #	No IDs yet, to add a new ID click on the "Edit" button.
Conformity Codes #	No IDs yet, to add a new ID click on the "Edit" button.
OAP ID #	G13796



Highlights – Component Projects

PROGRAMMING	OBLIGATION	MAP	IDS / CONTACTS	ATTACHMENTS	REVISION HISTORY	PROJECT QUESTIONS	CMP DOCUMENTATION	COMPONENT PROJECTS	RELATED PROJECTS
Component Projects									
C.Agency ID Arc of Prince William			C.Jurisdiction Prince William County			C.Project Type			
C.Description Arc of Prince William will use this funding to procure one replacement vehicle to provide safe and reliable transportation to persons with developmental disabilities within the greater Prince William area.									
C.Bicycle/Pedestrian Accommodations		C.Facility Name			C.From		C.To		
C.Total Cost			C.Is Mapped						
C.Agency ID Arc of Northern Virginia			C.Jurisdiction Northern Virginia			C.Project Type			
C.Description Arc of Northern Virginia will use this funding to fill gaps in travel training services for people with IDD through Arc2Independence app, which provides customized Travel Lessons, and Employment, Safety, and Daily Living Lessons.									
C.Bicycle/Pedestrian Accommodations		C.Facility Name			C.From		C.To		
C.Total Cost			C.Is Mapped						
C.Agency ID Arc of Prince George's County			C.Jurisdiction Prince George's County			C.Project Type			
C.Description Arc of Prince George's County will use this funding to improve mobility and expand transportation options for older adults and individuals with disabilities in Prince George's County. The Arc Southern Maryland was the lead partner in the launch program Wheels to Wellness (the original name of the program) in Southern Maryland.									
C.Bicycle/Pedestrian Accommodations		C.Facility Name			C.From		C.To		
C.Total Cost			C.Is Mapped						



Next Steps

- On the Road Map for EcoInteractive (database consultant)
 - Change Reason Details Update
 - Plan Revision Section Update – based on TIP/STIP workflow
- Update the document, as needed, in the PIT Crew Teams Share Files
- Prepare one pager references:
 - How to create new records
 - How to export Project Overview Reports
- Review the database structure to ease data entry for responding to Project Questions



Key Questions to Understand the TIP/STIP Workflow

- Following FY 2026-2029 TIP approval, staff have been working with MD, DC, and VA highway and transit planning/programming staff to better understand the next steps for federal approval at the state level within the State Transportation Improvement Program (STIP). Key questions:
 - Who do you submit the approved TIP amendment to at FHWA/FTA?
 - How often do you submit the TIP amendments for federal approval to be reflected in the STIP?
 - What do you submit and how do you transmit the STIP amendment request?
 - How are you notified once FHWA or FTA approves the STIP amendment?
 - How should TPB staff know the federal approvals for the TIP/STIP amendment are complete?



TIP/STIP Workflow Key Differences

- Documented the general process for each state in a matrix.
 - Main differences by state involve how project amendment/modification information is communicated.
 - MD references the TIP directly in the MD STIP
 - DC utilizes the TIP's project pages directly in the DC STIP
 - VA/TPB coordinate project information between a VA database and the PIT to generate the VA STIP
- Started meeting monthly with state/local partners to coordinate the work related to the TIP/STIP.



TIP/STIP Workflow Matrix


TIP Amendment Workflow: State-TPB-State-FHWA/FTA-State-TPB

	State-TPB	TPB-State	State-FHWA/FTA	FHWA/FTA-State	State-TPB
DDOT	Letter request	TPB uploads approved resolution in the PIT. State retrieves it from the TPB packet.	As soon as it has been approved by TPB, DDOT will either group them or send by email the project individual depending on priority	Federal partners send an approval email to DDOT	DDOT will forward the federal approval email to the TPB
MDOT	Letter request	Includes the resolution from either Kanti's directors report or the Steering Committee packet	MDOT will send a letter with the email request to the federal agency right away or wait to send as a batch from multiple MPOs - depends on the month. MDOT will cc TPB on emails.	Federal partners send an approval email with letter to MDOT.	MDOT posts Federal Approval status on MDOT STIP tracking website, and includes full documents on MDOT's internal Teams Sharepoint. TPB checks periodically to find it.
VDOT	Letter request	TPB uploads approved resolution in the PIT. State retrieves it from the TPB packet and uploads it to their STIP Portal	VDOT sends an electronic request via STIP Portal to FHWA	FHWA approves request in STIP Portal	District staff receive electronic notification of approval and emails TPB or TPB staff can also check the STIP Portal
VDRPT	Letter request	TPB uploads approved resolution in the PIT. State retrieves it from the TPB packet.	DRPT NoVA rep sends request via email to Finance Office including a spreadsheet verifying it's an amendment. DRPT Finance Office compiles multiple MPO requests sends them via email to FTA	FTA approves with letter in an email	DRPT posts a new STIP on their website, TPB checks periodically to find it



Next Steps

- Continue working with our state and federal partners to streamline the process
- Update the PIT following federal approval of STIP amendments making the latest information live on the TPB's public TIP website

Plan revisions are made on a routine basis to update a project's funding, scope, and timeline. Click a Plan Revision below to see the projects modified by that revision. EXPORT 

Plan Revision	Notes	TPB Approval	FHWA Approval	FTA Approval
TPB / FY 2026-2029 TIP / 26-03	Ad-Mod period for 2/2 thru 2/6/2026.	02/12/2026	N/A	N/A
TPB / FY 2026-2029 TIP / 26-05	Ad-Mod period for 3/2 thru 3/6/2026.	03/13/2026	N/A	N/A
TPB / FY 2026-2029 TIP / 26-07	Ad-Mod period for 3/30 through 4/3/26.	04/08/2026	N/A	N/A
TPB / FY 2026-2029 TIP / 26-06.3...	Amendment period 3/11/26 through 3/20/2026.	04/15/2026	04/28/2026	Not Required
TPB / FY 2026-2029 TIP / 26-02.3...	Amendment period 1/21/26 through 1/23/2026.	02/18/2026	03/09/2026	05/11/2026
TPB / FY 2026-2029 TIP / 26-08.2...	Amendment period 4/8/26 through 4/17/2026.	05/20/2026	05/26/2026	Not Required
TPB / FY 2026-2029 TIP / 26-10.2...	Amendment period 5/13/2026 through 5/22/2026. No amendments were submitted during this cycle.	Not Required	Not Required	Not Required
TPB / FY 2026-2029 TIP / 26-10.4...	Amendment period 5/13/2026 through 5/22/2026. No amendments were submitted during this cycle.	Not Required	Not Required	Not Required
TPB / FY 2026-2029 TIP / 26-00	Adopted FY 2026-2029 TIP	12/17/2025	Not Required	Not Required
TPB / FY 2026-2029 TIP / 26-01	Ad-Mod period for 1/5 thru 1/9/2026.	01/15/2026	N/A	N/A
TPB / FY 2026-2029 TIP / 26-02.2...	Amendment period 1/21/26 through 1/23/2026.	02/18/2026	05/28/2026	Not Required
TPB / FY 2026-2029 TIP / 26-04.2...	Amendment period 2/11/26 through 2/20/2026.	03/18/2026	05/28/2026	Not Required
TPB / FY 2026-2029 TIP / 26-11	Ad-Mod period for 6/1 through 6/5/26.	06/10/2026	N/A	N/A
TPB / FY 2026-2029 TIP / 26-08.3...	Amendment period 4/8/26 through 4/17/2026.	05/20/2026	06/01/2026	Not Required
TPB / FY 2026-2029 TIP / 26-12.4...	Amendment period 6/8/2026 through 6/17/2026. No amendments were submitted during this cycle.	Not Required	Not Required	Not Required
TPB / FY 2026-2029 TIP / 26-09	Ad-Mod period for 4/27 thru 5/8/2026.	05/20/2026	N/A	N/A
TPB / FY 2026-2029 TIP / 26-04.3...	Amendment period 2/11/26 through 2/20/2026.	03/18/2026	Not Required	05/11/2026
TPB / FY 2026-2029 TIP / 26-06.4...	Amendment period 3/11/26 through 3/20/2026. No amendments were submitted during this cycle.	Not Required	Not Required	Not Required
TPB / FY 2026-2029 TIP / 26-12.1...	Amendment period 6/8/2026 through 6/17/2026. No amendments were submitted during this cycle.	Not Required	Not Required	Not Required
TPB / FY 2026-2029 TIP / 26-08.1...	Amendment period 4/8/26 through 4/17/2026. No amendments were submitted during this cycle.	Not Required	Not Required	Not Required
TPB / FY 2026-2029 TIP / 26-12.3...	Amendment period 6/8/2026 through 6/17/2026. No amendments were submitted during this cycle.	Not Required	Not Required	Not Required



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