

FY 2009 TIP/ALCP DATA ENTRY SYSTEM INSTRUCTIONS

I. OVERVIEW

The FY 2009 Transportation Improvement Program/Arterial Life Cycle Program Data Entry System is designed to facilitate and standardize the annual update of the MAG Transportation Improvement Program (TIP) and the Arterial Life Cycle Program (ALCP). It is the responsibility of MAG Member Agencies to input and update the status of regionally significant projects in their jurisdiction. The 2009-2013 TIP will represent a prioritized listing/program of transportation projects and covers a 5-year period, which will be updated from the 2008-2012 MAG TIP Report. The FY09 ALCP will document the project and reimbursement schedule for the designated projects until FY 2026.

To meet federal requirements, the 2009-2013 TIP will report on all projects funded with federal funds and all regionally significant projects that are funded with Federal or non-Federal funds.

These regionally significant projects come from three main sources: the life cycle programs, the MAG Federal funded program, and locally sponsored projects. MAG defines a regionally significant project as a project that:

- 1) is on a road which serves regional transportation needs (i.e., urban freeways, other urban or rural principal arterials; and the one-mile grid street network and extensions thereof);
- 2) is greater than one-half mile in length, or is on a freeway, freeway ramp, or roadway which carries traffic over or under a freeway at an interchange; and,
- 3) alters the number of striped through-lanes available for motor vehicle use, and thus would normally be reflected in the roadway network used by MAG for regional transportation modeling purposes.

Fixed guideway transit facilities (i.e., trackage for light rail service, or dedicated busways) that serve regional transportation needs also meet the definition of a regionally significant project.

One of the new requirements of the Federal mandate, Safe Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU), is that the MAG TIP reports project costs in year of expenditure (YOE). To successfully fulfill this requirement, the user will indicate if the Project Cost Estimate Includes Inflation. Once the user answers the Inflation questions, a 'Cost with Inflation' is calculated for the user to view. MAG will keep all data records for original and inflated costs for future updates of the project.

Annual Update Deadlines

- Updated TIP 2008-2013 information: Monday, January 7, 2008
- Updated ALCP 2008-2013 information: Monday, January 7, 2008
- Updated ALCP 2014-2026 information: Friday, February 8, 2008

II. APPLICATIONS ACCESS

The TIP/ALCP Data Entry System is a Microsoft Access 2000 (Access) application and requires Access be installed on the computer(s) or network running the application. If MS Access 2000 is not available on your computer/network, MAG will provide an alternate method to use for the annual update process. Please contact MAG Staff immediately to have an alternative provided to you in a timely manner.

To download the application, please go to the TIP or ALCP webpage on the MAG website - <http://www.mag.maricopa.gov>. Please select the link associated with the "FY2009 TIP/ALCP Data Entry System," which is located mid-page. Each member agency will have its own database, separate from others. This will be annotated in the title and the download link. For successful operation, FY2009 the TIP/ALCP Data Entry System first should be downloaded and saved to the user's computer. After the file has been downloaded, the TIP/ALCP Data Entry System may be opened for immediate use.

III. PROGRAM OPERATION

A. PROGRAM INITIALIZATION

Upon opening the FY2009 the TIP/ALCP Data Entry, users will be prompted to the Data Entry System Main Menu (See Figure 1). If this does not occur or if the incorrect MAG member agency accidentally was selected for the annual update process, then the user must remove the TIP/ALCP Data Entry System by deleting the downloaded files. Once the files have been deleted, then the user must download the files again from the MAG website and repeat the initialization process.

B. MAIN FORM

The Main Form includes five large buttons on the left side of the form and an exit button on the lower right side of the form. When pressed, each of these buttons will bring up a new form to proceed with the update process. The five buttons are as follows:

1. Enter/Edit TIP Data
2. Enter/Edit ALCP Data
3. Print Reports
4. Export Data to Excel
5. Send Data to MAG

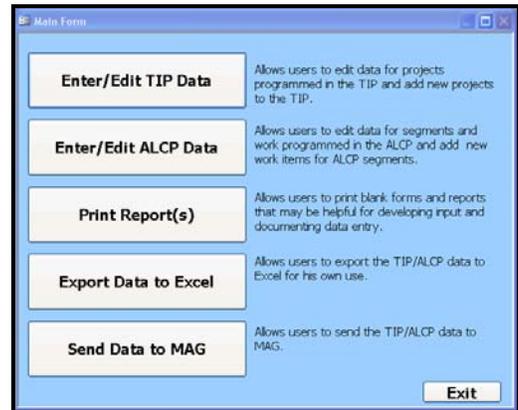


FIGURE1. MAIN FORM

IV. ENTER/EDIT TIP DATA

A. OPERATING THE ENTER/EDIT TIP FORM

The TIP form (See Figure 2) is the primary form used to update data in the Data Entry System. Certain fields are provided for informational purposes only, and modification of these fields is prohibited. Fields, which may not be updated, such as the Project ID and the amount of federal funds, will be grayed out.

At the bottom of the form, several buttons allow the user to navigate through the database, sort data, set filters and perform various automatic checks. The operation of these buttons is discussed below.

Home, Right-Arrow, Left-Arrow and End Buttons

These buttons allow the user to move between projects. If a user is on the first project in the database, the Left-Arrow and Home buttons will be disabled. If the user is on the last project in the database, the End and Right-Arrow will be disabled.

The screenshot shows the 'Locally Funded Project' data entry form. It includes fields for Project ID (TMP10-620), Location (Various locations), Work Type (Renovate major streets), and a table for TIP years (2008-2013) with status options (No Change, Completed, Underway, Deleted, Deferred, Advanced). Below this are sections for Funding Source (Federal, Regional, Local), Agency Costs Estimate, Estimate Includes Inflation, and Cost with Inflation. The bottom section contains Facility Type (Mgmt System, Mode, Work Code), Facility Type (Freeway, Expressway, Arterial Street, Collector Street, Other), Current Facility Features (Average Daily Traffic, Length, Through Lanes, Paved Road, Paved Shoulder, Curbs, Bus Pullouts, Sidewalks, Bicycle Facilities), and Planned Facility Features. A 'Calculate Inflated Costs and Totals' button is also present. At the bottom, there are navigation buttons: Home, End, Add New Project, Duplicate Existing Project, Delete New Project, Data Check OFF, Table View/Set Filter, Filter Not On, and Return to Main Form.

FIGURE 2. TIP DATA ENTRY FORM

The screenshot shows the 'Table View' interface. It features a table with the following columns: TIP IDN, Location, Work Type, Old TIP Year, Status, New TIP Year, Mode, Program, Total Cost, and Return. The table contains several rows of project data, such as 'Bonarden Lane Railroad Crossing' and 'El Paso Gas Easement: Rural Rd to Kiwanis Park'. Below the table are 'Reset Filters' and 'Filter on Field Value' buttons, along with dropdown menus for 'Old Year', 'New Year', 'Status', 'Mode', and 'Program'. There is also a 'Sort on Field Value' button and a 'Form View' button.

FIGURE 3. TABLE VIEW/SET FILTER

This screenshot is similar to Figure 2, but it shows a red notification box with the text 'FILTER ON' overlaid on the 'Work Type' field. The 'Work Type' is set to 'Reconstruct local and major streets'. The rest of the form, including the funding and facility sections, is visible in the background.

FIGURE 4. FILTER ON

The current record number is displayed in the field located between the Right-Arrow and Left-Arrow buttons. Users may move to any record in the database by entering the record number and pressing the Enter or Return key.

Duplicate Existing Project Button

The Duplicate Existing Project_button is used to insert a new project with data from an existing project the user is currently viewing. The status field for the project is set as "New," the "New Yr" field is set to 2009 and the project identification number for the project is set as the time and date the new project was created.

Add New Project Button

The Add New Project button is used to insert a new, blank project. The status field for the project is set as "New," the "New Yr" field is set to 2009 and the project identification number for the project is set as the time and date the project was created.

Delete New Project Button

The Delete New Project button is used to delete projects created with either the Duplicate Existing Project or Add New Project buttons. This button cannot be used to delete an existing project in the TIP Data Entry System. To delete a project in the TIP, please change the project status to "Deleted" and MAG Staff will make the appropriate change.

Table View/Set Filter Button

The Table View/Set Filter button is used to view projects in a tabular format and to set filters that limit the projects to be edited. When this option is selected, a new table view will appear (See Figure 3). The user may select from five filters to limit the projects to be displayed. The filters enable the user to view projects by old year, new year, status, mode, and program. In addition to the Filter options, a user may use the Sort option to sort data alphabetically, by year, mode, etc.

Once the filter or selection is complete, the user can return to the Form View by selecting the far right button "Form View". When a filter is set, a large red 'FILTER ON' notification will be displayed on the data entry form (See Figure 4). To clear the filter the user will need to press the Clear Filter button.

B. COMPLETING THE TIP DATA ENTRY FORM

The TIP Data Entry form must be completed for the data transaction to take place. The top portion of the form is shown in Figure 5. Required information in this portion of the form includes the project location, work description, project year and funding data. Updating the information for the Project Year requires the user to review the year programmed in the 2008-2012 TIP, select one of the categories in the Status area: No Change, Completed, Underway, Deleted, Deferred, or Advanced, and select or verify the correct year in the 09-13 TIP column.

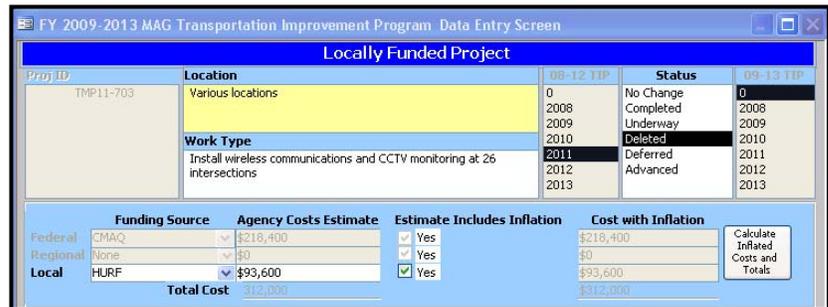


FIGURE 5. TOP PORTION OF TIP DATA ENTRY FORM

FUNDING

PLEASE NOTE: The required information regarding funding has changed from previous years. Users must input the type of funding, the Project Cost Estimates, and indicate if the Project Cost Estimate includes inflation. Once the inflation field(s) is completed, the 'Cost with Inflation' will be calculated for the user to view. Remember, it is a Federal requirement by the SAFETEA-LU legislation that the MAG TIP reports on project costs in year of expenditure (YOE). The amounts shown in the 'Cost with Inflation' area will be printed in the 2009-2013 MAG-TIP. MAG will keep save the original and inflated costs for future updates.

Certain fields in the TIP Data Entry form are grayed-out and may not be edited. These fields include the Project ID, federal and regional funding, and years associated with Federally funded projects. If a user is requesting a change to the year associated with a Federally funded project, please wait until the Closeout process is begun, or contact MAG Staff.

The bottom portion of the data entry form is shown in Figure 6. This is for the user to determine the management system, mode, work code, and facility information. On the right hand side, the user must review and modify the current facility feature information, and complete the future planned facility features, as needed.

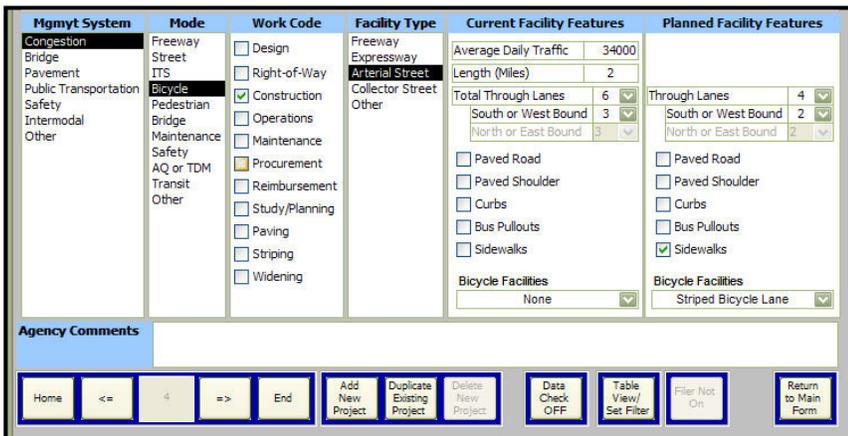


FIGURE 6. BOTTOM PORTION OF TIP DATA ENTRY FORM

V. ENTER/EDIT ALCP DATA

A. OPERATING THE ENTER/EDIT ALCP FORM

Member Agencies participating in the Arterial Life Cycle Program (ALCP) must update information for projects programmed in the ALCP. To update ALCP Project information, the user should push the Enter/Edit ALCP Data button on the Main Form to open the ALCP Data Entry Screen. Only projects pertaining to that agency will appear.

Similar to the TIP forms, certain fields in the ALCP Data Entry Screen are provided for informational purposes only, and modification of these fields is prohibited. These fields include the Regional Funds Not Programmed/Savings, Regional Funds Programmed, and Regional Funding Cap/Total.

Projects are organized by ALCP Project Segment Identification Number, or IDN, in the ALCP Data Entry Screen. In most cases, the IDN corresponds to RTP Code in the ALCP assigned to the project. The segment location will also correspond to the RTP Name provided in the ALCP.

The user may navigate through the form currently displayed by tabbing to or clicking on the desired field. Each project programmed in the ALCP is saved as a separate and distinct record in Access. To navigate to another ALCP Project listed in the TIP Data Entry System, the user can scroll through projects using the scroll button on their mouse (when applicable), entering the record number associated with the project, or selecting the left or right arrow buttons in the lower, left-hand corner of the form until the appropriate record or IDN appears (See Figure 7). In addition, the user may return the TIP Data Entry System’s Main Form by clicking on the Return to Main Form button in the upper, right-hand corner of the ALCP Data Entry Screen.

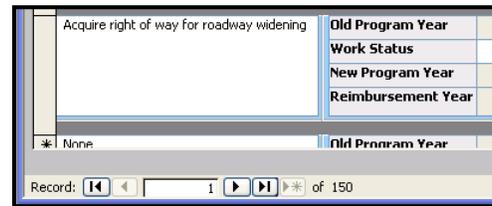


FIGURE 7. ALCP NAVIGATION BUTTONS

B. COMPLETING THE ALCP DATA ENTRY FORM

The top portion of the ALCP Data Entry Form contains data on the segment location and current/planned facility features (See Figure 8). Changes to projects programmed in the ALCP must adhere to the approved ALCP Policies and Procedures.

To download a copy of the approved AICP Policies and Procedures, please visit the MAG ALCP website at <http://www.mag.maricopa.gov/project.cms?item=5034>.

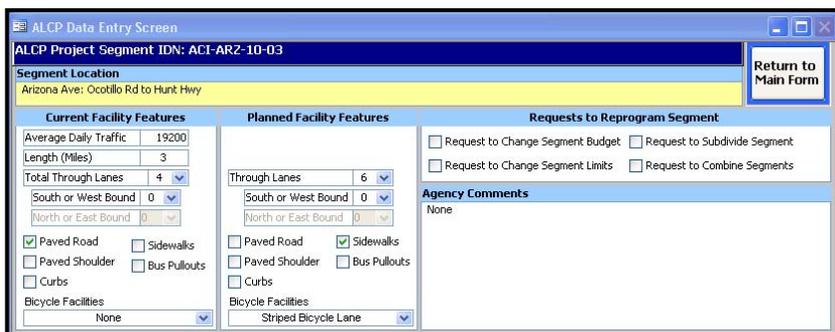


FIGURE 8. TOP PORTION OF THE ALCP DATA ENTRY FORM

If one or more of these boxes are checked, then an explanation must be provided in the Agency Comments field. The comments field may also be used to address any other changes made to the project, such as requested change in the year funds for reimbursement are programmed. After reviewing the request for compliance with the ALCP Policies and Procedures, MAG Staff will make the appropriate change during the annual update process. If the change cannot be made, MAG Staff will contact the Member Agency to explain why the request was denied and will work with the Member Agency on an acceptable reprogramming option.

The bottom portion of the ALCP Data Entry form displays the amount of regional funds programmed for reimbursement, the years programmed for work and reimbursement, and the local match required (See Figure 9). Funds programmed for reimbursement for the project are displayed in the gray box to on the right-hand side of the screen. The amount of regional funds programmed will be updated as users change the amount of funds programmed by work phase. The ALCP Data Entry System prohibits the user from exceeding the amount of funds programmed by project segment. If users exceed this amount, an error message will appear informing the user that the regional cost exceeds the regional funding cap for the segment, and the regional reimbursement amount will return to the most recent

MAG TIP Data Entry System Instructions

allowed reimbursement entered in the field. The regional reimbursement programmed for a project is limited to 70% of the total project costs or the amount programmed in the ALCP, *whichever is less*.

The ALCP Data Entry form includes calculators to assist the user in determining the the minimum local match required and/or the maximum regional reimbursement based on the programmed reimbursement and data entered in the form. If the minimum local match has not been calculated, the user may press the Min Local button to determine the required minimum local contribution. In addition, the user may calculate the maximum regional reimbursement by pressing the Max Regional button. These calculators are designed to assist member agencies in determining the amount of local and regional funds programmed by work phase.

Segment	Regional Funding Totals	Regional Funds Not Programmed/ Savings	Regional Funds Programmed	Regional Funding Cap/Total
		\$5,894,000	\$0	\$5,894,000
Work Description	Schedule (Fiscal Years)		Funding (2007 Constant Dollars)	
Construct roadway widening	Old Program Year	2013	Source	Local RARF Total
	Work Status		Cost	\$1,563,400 \$3,648,000 \$5,211,400
	New Program Year	0	Match	30% 70% 100%
	Reimbursement Year	0	Min Local Max Regional	
Design roadway widening	Old Program Year	2011	Source	Impact Fees RARF Total
	Work Status		Cost	\$1,357,000 \$362,000 \$1,719,000
	New Program Year	0	Match	79% 21% 100%
	Reimbursement Year	0	Min Local Max Regional	
Acquire right of way for roadway widening	Old Program Year	2012	Source	Impact Fees RARF Total
	Work Status		Cost	\$1,942,000 \$1,884,000 \$3,826,000
	New Program Year	0	Match	51% 49% 100%
	Reimbursement Year	0	Min Local Max Regional	
None	Old Program Year	0	Source	None RARF Total

FIGURE 9. BOTTOM PORTION OF THE ALCP DATA ENTRY FORM

Projects and/or work phases may have no change, or be completed, underway, advanced, deferred, or deleted by clicking the appropriate selection from the Work Status drop down box under Schedule (Fiscal Years). If the user elects to delete a project, proper justification must be entered in the Agency Comments field in the top portion of the form. To change the year programmed for work or reimbursement programmed in the ALCP, the user must select the appropriate work status from the drop down box prior to enable the New Program Year and Reimbursement Year fields.

VI. PRINT REPORTS

This Print Report form may be used to print standard reports on project programmed in the TIP or ALCP (See Figure 10). These reports are discussed below.

TIP Listing

The TIP Listing report produces a listing of data in a format similar to that used in the MAG TIP Report. Data printed in this report is limited to that used in the MAG TIP and includes TIP identification numbers, project locations, work type, and funding data.

TIP Form View

The TIP Form View report generates the TIP project data in a similar format as the TIP Data Entry Form. The form allows the user to print detailed information by project.

ALCP Form View

The ALCP Form View report generates the ALCP project data in a similar format as the TIP Data Entry Form. The form applies only to projects programmed in the ALCP and allows the user to print detailed information by project.

PrintReport : Form

Data Entry System Print Screen

Reports

- TIP Listing
- TIP Form View
- ALCP Form View

Please select a report and then press the 'Print' button, to open a print preview screen for the selected report.

When the 'Print' button is pressed a print preview screen will be opened. In this screen you have the option to view the report prior to printing, to limit the printing only to specified pages, to modify print settings prior to or to cancel the print operation.

When you are through printing you will need to click the 'Close' button at the top of the print screen.

Print Report Cancel/Exit

FIGURE 10. PRINT REPORT FORM

When the Print Report form appears, the user should select the appropriate report and press the Print Report button on the lower left hand side of the screen to print the specified report. When the Print button is pressed, a standard Access print preview screen will be displayed. In this screen, the user will have the option to view the report prior to printing, to limit the printing only to specified pages, to modify print settings prior, or to cancel the print operation. After printing is complete, click the 'Close' button at the top of the print screen to exit print preview and return to the Print Report form.

VII. EXPORT DATA TO EXCEL

The user may export TIP/ALCP Data to MS Excel. To access the form, the user should select the Export Data to Excel button on the Main Form, which will in turn prompt the form to appear (See Figure 11). On the form, the user has the option of exporting TIP or ALCP data to a location on their computer or network. After selecting the data to export, a popup will appear prompting the user to select the appropriate location to save the exported file.

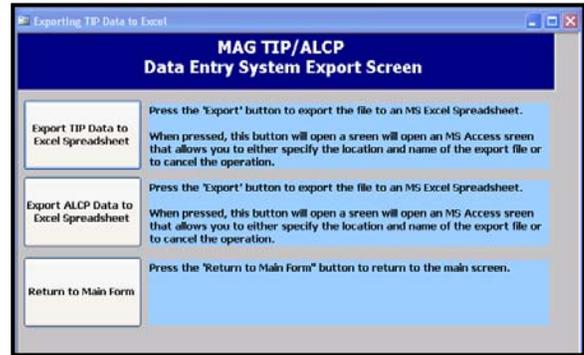


FIGURE 11. EXPORT DATA TO EXCEL FORM

VIII. SEND DATA TO MAG FORM

This form is used to e-mail the completed and updated TIP data to MAG. When the user presses the E-Mail TIP Data to MAG button on the Main form, a popup form appears with two buttons: an E-Mail button and a Cancel button. When the E-Mail button is pressed, a standard MS Outlook E-mail form will appear with an attached spreadsheet of TIP data and the "TO" and "SUBJECT" e-mail fields completed for the user.

IX. QUESTIONS OR COMMENTS

If you need additional information on using this program or have noted errors in the program or wish to suggest improvements, please contact:

- MAG Offices: (602) 254-6300 or mag@mag.maricopa.gov
- Eileen Yazzie: eyazzie@mag.maricopa.gov
- Stephen Tate: state@mag.maricopa.gov
- Christina Hopes: chopes@mag.maricopa.gov