

2008 STIP General Instructions

What to do:

1. Read and understand the [Adopted 2008 STIP Guidelines](#).
 - These guidelines describe the policies, standards, criteria and procedures for the development, adoption and management of the STIP.
2. Obtain a copy of the [County and Interregional Share Targets](#) (from page 21 of the adopted 2008 STIP Fund Estimate).
 - Use these targets as a guide as you re-spread unallocated projects and project components carried forward from the 2006 STIP.
3. Prepare Project Programming Request Forms for adjustments to currently programmed projects, such as:
 - Scope change
 - Changes to the implementing agency
 - Cost increases/decreases or programming new components
 - Adding fund sources

CTIPS will automatically populate the Project Programming Request (formerly known as the Fact and Funding Sheet) with existing data.

For multiple projects (i.e. - entire County or entire District), go to Actions-->STIP Management-->Generate Project Programming Request. Select the current or future STIP cycle. Then select the District, County, Element (Capital Outlay, Local Assistance, Mass Transit, Rail), and/or Document (STIP, Bond, TCRP) and click the "Start" button. This process will generate one or more Excel files that can be saved to your computer.

For an individual project, go to View-->STIP Project Form. Select the desired project, and click the "Make PPR" button on the "Project Definition" tab. Then select the current or future STIP cycle. This process will generate an Excel file that can be saved to your computer.

Alternatively, [Pre-populated PPRs](#) are available online. Just click the link(s) for the desired project(s), enable macros, and save the file(s) to your computer.

4. Prepare Project Programming Request Forms for new projects.

If you need to add a new 2008 STIP project, download a [2008 Project Programming Request – New Projects](#). Make sure you enable macros and save the file to your computer.

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5. Adjust your RIP funded programming to fit the Fund Estimate Annual Programming Targets (see above).
 - Regions, Caltrans, and project sponsors work together to adjust project programming as needed.
6. Submit completed forms by the [due date](#).
 - RTIPs are due to the CTC on February 19, 2008.
 - Electronic copies of all completed forms may be e-mailed as noted on the contact list on the [Office of Capital Improvement Programming \(OCIP\) main page](#).