pennsylvania
DEPARTMENT OF TRANSPORTATION
BUREAU OF AVIATION

JACIP

(Joint Automated Capital Improvement Program)

Airport Sponsors User Guide

06/2016

Contents

I.   Introduction

JACIP (Joint Automated Capital Improvement Program) is an on-line internet application for providing interactive coordination of aviation funding among airports, the   Bureau of Aviation (BOA) and the Federal Aviation Administration (FAA). The system allows for project entry, program review, and data exchange between airports and the Bureau. This information is used by the Bureau to develop the Twelve Year Plan (TYP) and Capital Improvement Plan (CIP).

This user guide contains a number of screenshots, all information displayed in the screenshots is test data and does not reflect actual project data found in JACIP.

II.   User Access

All JACIP users are required to have a unique username to access the system. If you require access to JACIP for a new employee or consultant complete the JACIP User Registration form found on the PennDOT website and submit it to the Bureau JACIP Administrator at RA-pdJACIPhelp@pa.gov.

Airport sponsor user roles are as follows:
1. Authorized Official – The AO can create and submit project requests and data sheets.
2. Application Manager – The AM can create and submit project requests but can only create data sheets for AO submission.
3. Consultant – The consultant can create project requests and data sheets, but cannot submit them.

Passwords:
> You will be responsible for maintaining your own username and password. If you require assistance, the PennDOT JACIP Helpline will be able to assist you. However, the PennDOT IT Service Desk will be responsible for all JACIP password resets should you forget your password or lock your account.
>
> Passwords must contain 3 of the four following characteristics:
> 1) Upper case letter: A, B, C, D, etc.
> 2) Lower case letter: a, b, c, d, etc.
> 3) Numbers: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0
> 4) Special Characters: ~ @ # $ % ^ & * ( ) [ ] { } : ; " ' < > , . ? /
>
> Users will be required to change their passwords every 60 days. You will be asked, but not required, to change your password 15 days prior to its expiration. Once your password expires, you will be required to create a new one on your next successful login.
>
> You cannot re-use your last 10 passwords.
>
> If you unsuccessfully attempt to login to the system 5 times you will be locked out and will have to contact the Help Desk to have your account unlocked and password reset.

III. System Access

- JACIP   https://jacip.dot.pa.gov
- PennDOT   http://www.penndot.gov
- dotGrants   https://www.dotgrants.state.pa.us/egrants

JACIP Login Screen

IV.   Home Tab

Once logged into JACIP you will come to the Home tab. You can check this page for general information, upcoming dates and important system notifications.

Also, on this page you will be able to quickly view projects or datasheets that have been rejected by the Bureau.
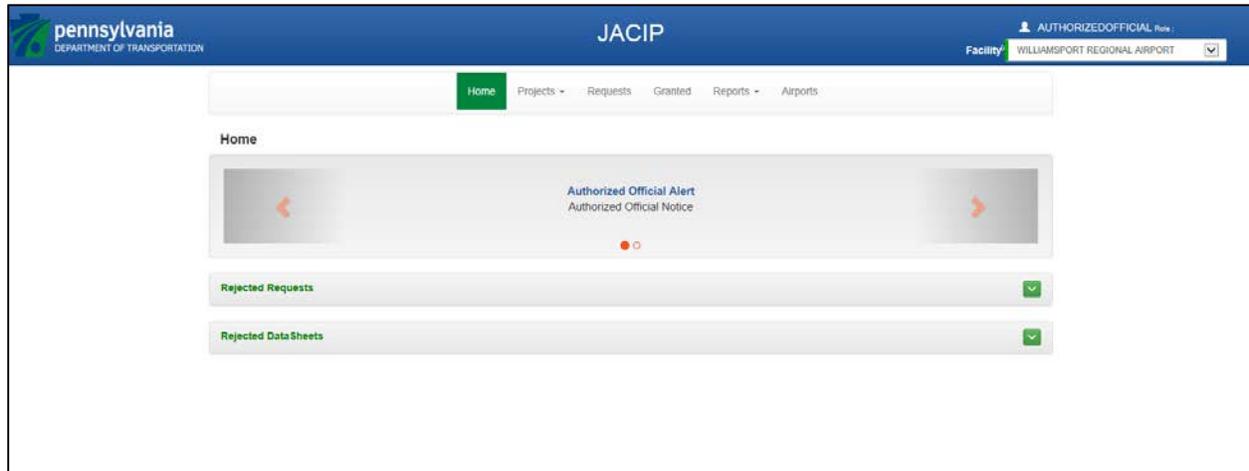
To view rejected requests click on the green down arrow.

Action	Type	Facility	Description	Project Total	UPIN	
view	New	WILLIAMSPORT REGIONAL AIRPORT	test1	$859,636	PPN0005259	
view	New	WILLIAMSPORT REGIONAL AIRPORT	Test Reject 11	$700,000	PPN0005248	

Clicking "View" will take you to the requests tab where you can update and resubmit your request. More information on requests can be found in the Requests section of this user guide.

To view rejected datasheets click on the green down arrow.

Action	Facility	ProjectTitle	SFY/FFY	Cost Estimate	Upin	
view	WILLIAMSPORT REGIONAL AIRPORT	Construct 12-Unit T-Hangar 15,000sf and Apron	2021	$1,025,100	PPN0002911	

Clicking "View" will take you to the data sheet where you can update and resubmit your datasheet. More information on datasheets can be found in the Datasheet section of this user guide.

V.   Projects Tab

This tab displays submitted, BOA accepted, projects and lists both Twelve Year Plan and Four Year Plan projects.

To view your projects click on the Projects tab and select Projects
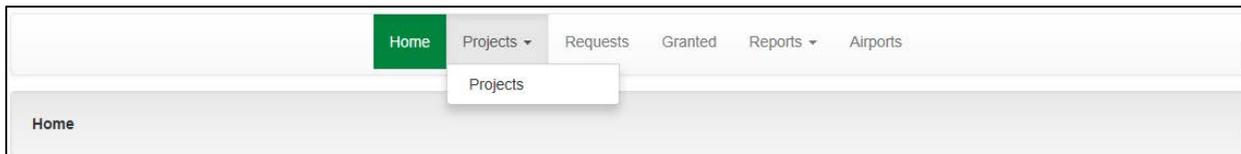
This will display all submitted and accepted non-granted projects.

Action	Data Sheet	SFY	FFY	Project Description	Project Amount	Status	National Priority	BOA Priority	Airport Priority	UPIN
✏ 🗑		1982	1983	Request Project	$115.00		41	0.00	12	PPN0005111
✏ 🗑		1995	1995	Description	$1,100.00		35	0.00	44	PPN0005148
✏ 🗑		1996	1997	New Request	$1,009,100.00		63	0.00	4	PPN0005153
✏ 🗑	Edit	2004	2005	Bryan Reject Dupe	$261,175.50		46	0.00	1	PPN0005324
✏ 🗑		2004	2005	OLD REQUEST	$10,000.00		49	0.00	3	PPN0005425
✏ 🗑	Edit	2005	2006	Test	$15,101.00		54	0.00	14	PPN0005137
	Create	2008	2009	Replace Existing 6-Unit T-hangars with 10-Unit T-hangars (2 ea)	$1,000,100.00		0	60.00	1	PPN0000924
		2008	2009	Extend Parallel Taxiway to the Runway 27 End, Phase 4 - Construction	$657,994.00		51	0.00	8	PPN0003547
Mod Request	Mod Request	2008	2009	XYZ	$100,000.00		40	0.00	1	PPN0005419
✏ 🗑		2008	2009	Funding Test Take 2	$10,750,000.00		71	0.00	1	PPN0005505
✏ 🗑		2009	2010	Dupe Test	$200,000.00		45	0.00	3	PPN0005329

Show More Project Details ☐

Projects highlighted in green are contained in the PennDot 4-Year Plan.
Total Projects = 47

- Approved Four Year Plan projects are highlighted in green. Other projects listed but not highlighted are projects that have been requested in an airport's Twelve Year Plan (TYP) but not yet selected for funding. These projects are referred to as "non-4 Year Plan" projects in JACIP.

Project Tab Features

- Filters – There are a number of ways you can filter projects listed on this tab.
  - Fiscal Year – You can set a date range to view your planned projects. This filter will allow you to view a single year or multiple years.
  - Four Year Plan – You can use this filter to view all projects, Four Year Plan projects, or Non Four Year plan projects.

- o Unique Project Identification Number (UPIN) – the UPIN is the project identifier assigned by JACIP when a request is created; you can search projects by entering a specific UPIN.
  - o Granted Projects – Clicking this check box will display projects that have already been granted along with your current planned projects.
  - o Once you have selected what filters you would like you will need to click "Apply Filter" to view your filtered projects.

Fiscal Start		Four Year Plan		UPIN	Filter UPIN
Fiscal End		Project Status		Show Granted Projects	☐
					▼Apply Filter

- Project Modification Request – This feature allows an airport to request a modification or deletion of listed projects.
  - o You can request edits or deletion of projects in the Action column

  ☑ 🗑

  - o The Pencil and Paper button will allow you to edit a project
  - o The Trash can will allow you to submit your deletion request.

- **Procedural Guidance for Project Modification**
  - o Modification made to Twelve Year Plan (TYP) projects are automatically made in JACIP when requested by the sponsor.
  - o Modification requests to the Four Year Plan (FYP) must be approved by the Bureau. Approved modification will not show in JACIP until the completion of the year-end review and PMC approval of the change.

- Datasheet submission and creation
  - o Datasheets are required to be submitted before a project can be granted.
  - o Datasheets allow the Bureau to accurately plan for and program the correct funding level for your projects.
  - o When the Bureau approves a project to the Four Year Plan, or if you are requesting a Capital Budget release you will see "Create" in the datasheet column of your project.
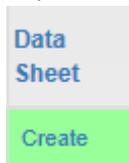
  Data
  Sheet

  Create

  - o Clicking create will take you to the datasheet.
  - o More information on datasheets can be found in the datasheet section of this user guide.

VI.   Datasheets

Datasheets are an important item for every project that the Bureau grants. Accurate datasheets allow the Bureau to efficiently utilize funding to achieve the greatest possible statewide investment.

Once your project has been approved for the Four Year Plan, or once you have requested a Capital Budget release, you will be able to create and submit a datasheet.

The datasheet is where you provide details of your project to the Bureau. Datasheets should be as detailed and complete as possible so the bureau can fully evaluate the project.

You will need to enter the Proposed Design Completion Date and the Proposed Bid Opening Date. You should also provide a more detailed project narrative than what was provided in your initial request as well as the justification for this project.

ORIGINAL Cost Estimate or As Programmed

Total	Federal	State	State CB	State Multimodal	Local	Other
$1,000,100.00	$0.00	$0.00	$500,000.00	$100.00	$500,000.00	$0.00

REVISION REQUEST (To Reflect Bids or change to Estimate or Programmed Cost)

Total	Federal	State	State CB	State Multimodal	Local	Other

Line Item

Original

--Please select a Line Item--

Revised

--Please select a Line Item--

(Capital Budget Projects include "CB" in Description)

Next you should complete any cost revisions that you may have, as well as changing what capital budget line item you would like to use if applicable.

Environmental

Environmental Status
none

Date Approved

Comments
Enter comments...

Land Title and exhibit "A" Status (Copy of Exhibit "A" Attached, as appropriate):

Status

Airport Layout Plan Status

Original
--Please select a value--

Date of Approval

Revised
--Please select a value--

Date of Approval

Airspace Status

Original

Date	Case #	Determination
	none	none

Revised

Date	Case #	Determination

Next complete the environmental, exhibit A, Airport Layout Plan, and Airspace information if applicable.

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Contingent Item:	Construction Project

☐   **I have reviewed and acknowledge Funding Contingent Item**

To the best of my knowledge and belief, all data shown on this CIP Data Sheet are true and correct and has been duly authorized by the Sponsor. By submitting this Data Sheet electronically it represents my signature as an authorized representative of the sponsor.

Authorized Representative: [   ]   **Date:** [   ] 📅

[Save Datasheet] [Save & Submit] [Return to Project List]

Finally, you should review any contingent items that are listed for your project. You must certify that you have reviewed the contingent items by checking the box.

Contingent items will be listed in a link detailing what contingent items are needed for your project.

Only an airport authorized official can submit the datasheet to the bureau. The above view will be different for consultants and application manager; those users will only be able to click Save Datasheet.

Once the Authorized Official has electronically signed and dated the datasheet it can be submitted to the bureau for review.

VII. Request Tab

This tab allows sponsors to create new project requests. Once a project is submitted and accepted by the Bureau it becomes part of the airports Twelve Year Plan (TYP). On this page you will also be able to view saved requests and requests that have been submitted that are waiting for Bureau acceptance.
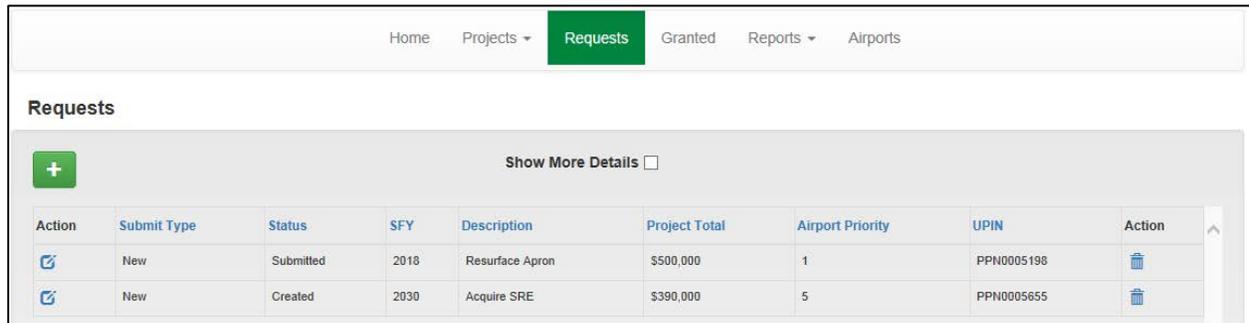
A new feature of the Request tab is letting users switch between a detailed and a high level view of their requests. Clicking on the "Show More Details" box will bring up the details of the requested funding.

To add a new request:

Click on , this will open the project request form in a new window.

You will also notice a box for entering Multimodal funding to your project request. The Department will not be accepting applications for multimodal funding through JACIP. Multimodal funding can be entered for your project, but you *MUST* go through the formal multimodal funding application process.

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1. Enter the required information for your project
   a. Project Year
   b. Sponsor Priority
   c. A brief Project Description
   d. Project category
      i. This is a new requirement to JACIP
      ii. See Appendix 4 for a description of each project category.

2. You have the option of how you would like to enter your project dollar amounts. If you already know the amount of the federal, state, and local shares you can enter them manually by selecting the amount button. If you only have a total project cost, but not the break downs, you can select the percentage option and the system will automatically calculate the Federal, state, and local shares for you.

By Percentage

Project Amount				
Calculated By	○ Amount ● Percentage	Federal Amount ($)	90,000	90.00%
Fed/State/Local	90.0/5.0/5.0 ▾	State Amount($)	5,000	5.00%
Project Total ($)	100,000	Local Amount ($)	5,000	5.00%
Line Item	--Please Select Earmark-- ▾	State CB($)	0	0.00%
		Multimodal($)	0	0.00%
		Other($)	0	0.00%

By Amount

Project Amount				
Calculated By	● Amount ○ Percentage	Federal Amount ($)	90,000	90.00%
Fed/State/Local	--Please Select a FSL Percentage- ▾	State Amount($)	5,000	5.00%
Project Total ($)	100,000	Local Amount ($)	5,000	5.00%
Line Item	--Please Select Earmark-- ▾	State CB($)	0	0.00%
		Multimodal($)	0	0.00%
		Other($)	0	0.00%

3. If your airport has a line item appropriation in a Capital Budget Act that you would like to use select it in the the drop down menu.

4. To save your project submission click Save .

   To submit your project request click Save and Submit .

   Submitting projects is limited to users with the role of Authorized Official or Application Manager.

5. While your request is waiting for review you have the option to "unsubmit" the project. To unsubmit your project click on the edit icon, , in the action column. This will open the request screen. At the bottom of the screen click the unsubmit button.

6. By selecting unsubmit your project returns to created but un-submitted status.

VIII. Granted Tab

The data listed on the Granted Tab is actual grant award information imported from dotGrants. This page has been modified to display programmed vs granted amounts and the actual grant number of a specific grant.

You can see the more traditional detailed view by clicking on the ⊞ button.

This data allows the Bureau to track the differences between the programmed amount and the actual granted amount making it easier to identify historical trends. This data is then used to enhance the decision making process for all involved parties.

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IX.   Report Tab

Airport sponsors have two reports that can be run, the Project Report and the Planning Report.
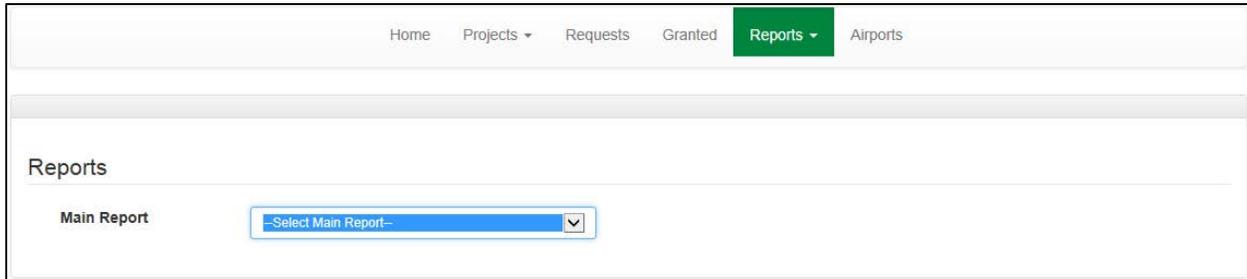
The Project Report will display all projects listed in the projects tab in either PDF or Microsoft Excel formats.

The Planning Report allows you to filter projects to only display certain years and other parameters.
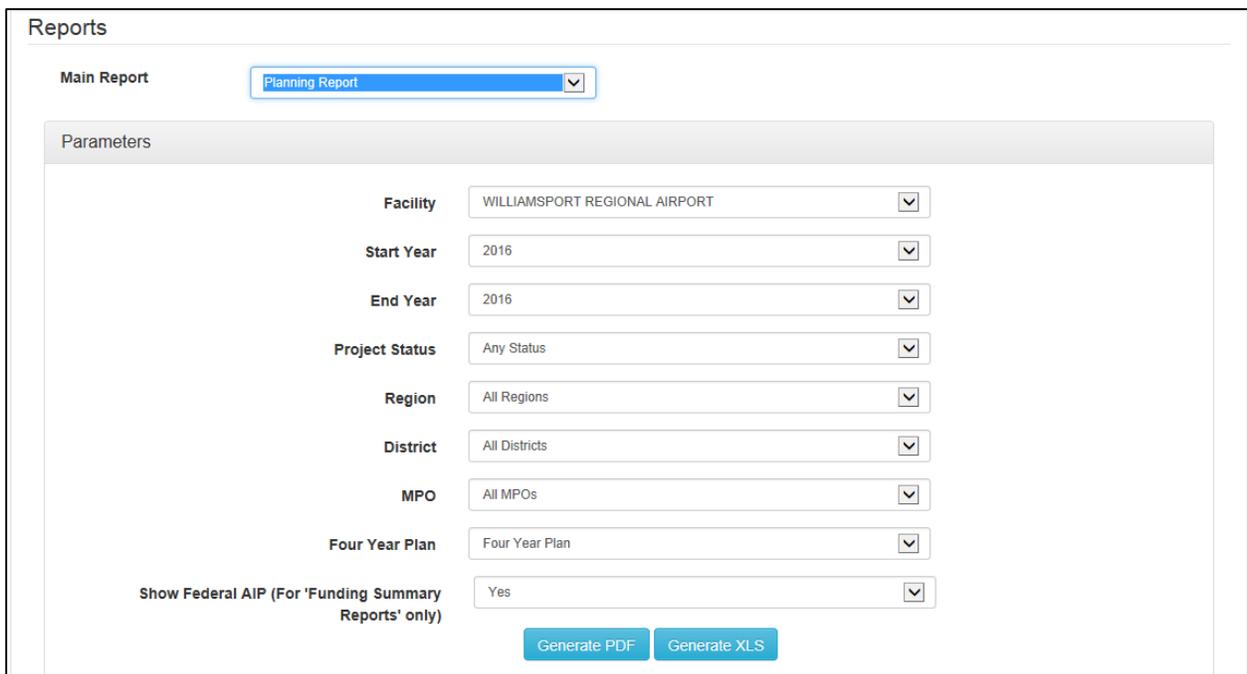
X.   Airport Tab

The airport tab displays airport information collected during the system plan updates. As an airport user you do not have the ability to update any information on the airport tab.

You can view Entitlements or Capital Budget Line items available to your airport.

Entitlements (Federal Funding)
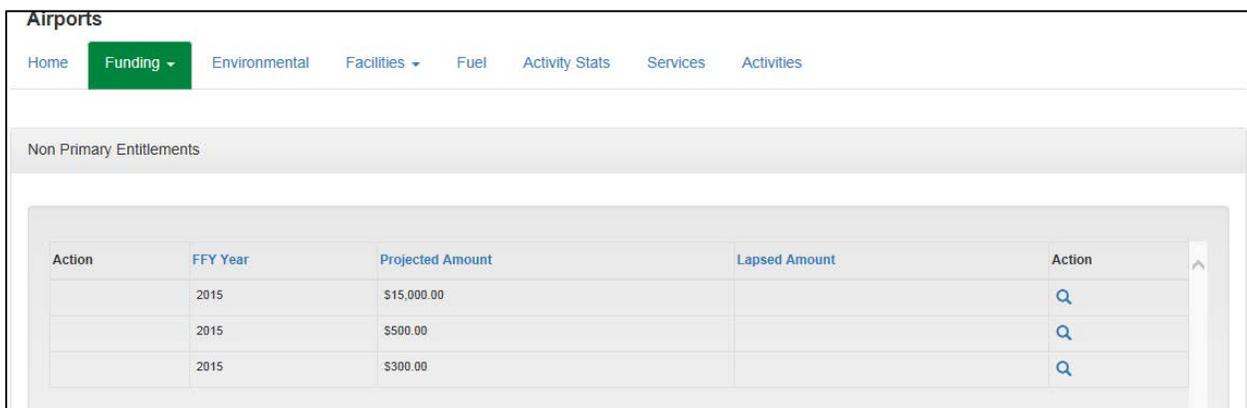
Earmarks (State Transportation Assistance Program (TAP) funding, also known as Capital Budget)

Clicking on the magnifying glass will allow you to view detail of the earmark or entitlement.

Appendix 1 – JACIP Workflow

Airport Consultant, Application Manager, or Authorized Officials creates a project request.	The Application Manager or the Authorized Offical submits the Request for BOA review.	BOA reviews the project, if accepted the project is listed as part of the airports Twelve Year Plan (TYP).
Project is evaluated annually for inclusion on the airports Four Year Plan (FYP).	Once added to the FYP the airport will be able to submit a data sheet for the project.	Data sheets can be created by the Consultant, Application Manager, or the Authorized Official, but only the AO can submit the data sheet.
BOA reviews the data sheet.	Once all BOA reviews are complete the Project is sent to dotGrants to begin the Tentative Allocation and granting process.	Granted information is imported back into JACIP monthly for tracking in the Granted Tab.

Appendix 2 – JACIP Inventory Acronyms

General Tab	*Facilities Tab*
ADO: Airports District Office (FAA)	RW: Runway
ALP: Airport Layout Plan	T/W: Taxiway
ARC: Airport Reference Code	**Activity Stats Tab**
ARP Lat: *Airport Reference Point Latitude*	AC Volume Tonnage: Air Cargo Tonnage
ARP Long: Airport Reference Point Longitude	IFR Departures: Instrument Flight Rules Departures
CVMU: Central Vendor Management Unit	**Services Tab**
DUNS: Data Universal Numbering System	APU: Auxiliary Power Unit
NPIAS: National Plan of Integrated Airport Systems	FTZ: Pennsylvania Foreign trade Zone
NAVAIDS/Airport Tab	GCO: *Ground Communication Outlet*
ATCT: Air Traffic Control Tower	KOZ: Pennsylvania Keystone Opportunity Zone
NADIN: National Airspace Data Interchange Network	
Seg. Circle: Segmented Circle	
WRS: Weather Reporting System	
NAVAIDS/Runway	
ALS: Approach Lighting Systems	
CA: *Circling Approach*	
DME: *Distance Measuring Equipment*	
GPS: Global Positioning System	
ILS: Instrument Landing System	
LOC: Localizer	
LPV: Localizer *Performance with Vertical Guidance*	
NDB: Non-directional Beacon	
PAPI: Precision Approach Indicator	
REIL: Runway End Identifier Lights	
RSA: Runway Safety Area	
RW: Runway	
RW CZ Lights: Runway Caution Zone Lights	
VASI: *Visual Approach Slope Indicator*	
VFR TSS: *Visual Flight Rules Threshold Siting Surface*	
VOR: Very High Frequency Omni-directional Range	

Appendix 3 – General Coding Explanation

1. General – Codes independent of program update

- **X – Delete:** Project removed completely from FYP/TYP**. Do not re-use MPMS #.**
- **G – Granted**: Grant award letter sent
- **TAC – Tentative Allocation CANDIDATE**
- **TDG – To Dot Grants:** Project transferred from JACIP **to** Dot Grants for TA setup.
- **FR – Funding Ready** – FYP project sponsor would like funding earlier than programmed if available.

2. Coding for Capital Budget Projects ONLY

- ➤ **R-** Recommended for funding by staff
- ➤ **RCB – Requested Capital Budget release**

3. Programming Codes

Reduced Funding or No Impact Codes

- **RFP – Remove from FYP Program.**
- **MD – Modified Description**: Use if changing description, but not significantly changing intent of project or cost.
- **TAS – Tentative Allocation Sent**: May be used during Programming to identify a project from a previous year that is in the process of taking a grant. *Please see dotGrants for the current status of a TA.*

Funding Consideration Codes and Order of Priority for in Reports:

- **Blank Code/Green:** Previously Approved Four Year Plan Project
- **DF – Delay due to Funding:** This is used to annotate a BOA shift in order to balance the funding in any given year.
- **DR – Delay due to Readiness:** Airport is waiting for completion of an EA, BCA, etc. This could also apply if airport is waiting for permits, law suit outcomes, or other local support type issue. This would include delay of a project to accelerate an out year programmed project.
- **SI – Significant** (Cost) **Increase:** Total project cost increase of $250, 000 or more. This frequently necessitates the need to delay the project.
- **A – Accelerated: Actual movement** of a programmed project into an earlier program year.
- **NP – New Phase**: This should be used for the **new phase** if you are breaking a project into phases.
- **N – New project**

Appendix 4 – Project Categories

Apron – A paved aircraft parking area, usually abutting a passenger/cargo terminal or hangar, which is used for loading and unloading passengers and cargo, for fueling, and for otherwise parking or servicing aircraft.

Building – Structures such as a hangar, terminal, parking garage, snow removal equipment storage building, aircraft rescue and firefighting building, sand and chemical storage building.

Equipment – Snow removal equipment, field maintenance equipment, aircraft rescue and firefighting safety equipment, perimeter fencing, security enhancements. Emergency generator, Airport Weather Reporting Equipment, Aircraft deicing equipment.

Ground Transportation – Modes of transportation such as shuttles, taxis, trains, etc. that move passengers from one part of an airport to the other, typically from landside to airside. Includes access road, service road, terminal people mover, and access rail.

Heliport – A small airport used by helicopters. Heliports typically contain one or more helipads and may have limited facilities such as fuel, lighting, a windsock, or even hangars. In larger towns and cities, customs facilities may be available at a heliport.

Land – Acquisition fee or easement for approach protection, airport development, or noise compatibility.

New Airports – Used for the construction of a new airport.

Other – Projects that include lighting and\or removing obstructions, runway incursion caution bars, beacons, NAVAIDS, noise monitoring systems, deicing containment facility, environmental mitigation, noise mitigation measures, airport rescue and firefighting training facility, guidance signs, improve airport drainage, construct fuel farm, repair utilities, improve airport erosion control.

Other – Security – Security enhancements.

Planning – Proactively working with airport partners at federal, state, and local level to oversee airport planning process including environmental studies, Master Plan Study, Airport Layout

Plans, Aeronautical surveys, wildlife hazard assessment, environmental assessments and system planning.

Public Buildings – Noise mitigation measures for public buildings.

Residence – Noise mitigation measures for residences.

Runways – A rectangular area on a land aerodrome prepared for the landing and takeoff of aircraft". Runways may be a man-made surface (often asphalt, concrete, or a mixture of both) or a natural surface (grass, dirt, gravel, etc.). Includes lighting, instrument approach, safety area improvements, and sensors.

Seaplane Bases – Projects at a type of airport that is located in a body of water, usually a river or lake, where seaplanes and amphibious aircraft take-off and land.

Taxiways – A defined path established for the taxiing of aircraft from one part of the airport to another. Includes lighting, instrument approach, safety area, and sensors.

Terminal Development – Construction, alteration, expansion and improvements to air passenger terminals.

Vertiport – Projects at a public facility for VTOL aircraft. Larger helipads, intended for use by helicopters and other VTOL or powered lift aircraft, may be called vertiports.