TIS/TOA Scoping Meeting Submission

1. Click on **Create New Submission** button

2. Select a review type TIS/TOA Scoping Meeting Request
   a. **Meeting Form** tab appears

3. TIS/TOA Scoping Meeting Request Form required to create submission
   a. Click on **Meeting Form** tab
   b. Click on **Fill Out TIS/TOA Meeting Form** button
   c. Form will open

4. Complete form and click **Submit**
   a. Required fields must be completed to submit form
   b. Form closes and Submission window appears
   c. Meeting scheduled directly by DelDOT, not scheduled through PDCA
   
   *Form needs to be uploaded at the time of submission

5. Click **Submit for Review** to create submission
   a. Email notification sent to requestor
TIS/TOA Scoping Meeting Request: Scoping Memo

1. TIS/TOA Scoping Memo email notification is automatically sent once the Reviewer uploads the Scoping Memo into PDCA.

2. View TIS/TOA Scoping Memo within the submission

   *All versions (original and revised) of the TIS/TOA Scoping Memo are stored in the submission*

3. Click **Accept** button to accept current TIS/TOA Scoping Memo
   - DelDOT is sent notification the Scoping Memo has been accepted and the submission automatically closes, allowing the Traffic Counts and Request TIS/TOA Cost Estimate Submissions to be available.

4. Click **Request Revision** button TIS/TOA Scoping Memo is not accepted
   - DelDOT will review TIS/TOA Scoping Memo and schedule a meeting to discuss TIS
   - Click **OK** to confirm the request for revision

**Note:** When choosing ‘Request Revision’, **before** clicking the action button, please provide specifics to the revisions being requested, by either:
1. uploading a documented listing requested revisions or
2. briefly describing requested revisions in the Notes tab

Updated 4-1-21
TIS Option A:

1. **TIS/TOA Traffic Counts Submission**
   1. Clicks on Create New Submission button
   2. Select review type TIS/TOA Traffic Counts
      a. Upload of Traffic Counts document required before submission can be created
   3. Upload of Traffic Counts document
      a. Required before submission can be created
   4. Click Submit for Review

2. **Preliminary TIS Report Submission**
   1. Clicks on Create New Submission button
   2. Select review type Preliminary TIS Report
      a. Upload of Preliminary TIS Report document required before submission can be created
   3. Upload of Preliminary TIS Report
      a. Required before submission can be created
   4. Click Submit for Review

3. **Final TIS Report Submission**
   1. Clicks on Create New Submission button
   2. Select review type Final TIS Report
      a. Upload of Final TIS Report document required before submission can be created
   3. Upload of Final TIS Report
      a. Required before submission can be created
   4. Click Submit for Review

4. Once Final TIS Report Submission has been reviewed and completed by the Reviewer, the Draft TIS Review Letter Submission is automatically created and will show on the project’s page.
TIS Option B:

Request TIS Cost Estimate – Option B Submission
*TIS/TOA Scoping Meeting is required before ‘TIS Cost Estimate – Option B’ request can be submitted
1. Clicks on Create New Submission button
2. Select review type Request TIS Cost Estimate – Option B
   a. No Upload Document requirement
3. Click Submit for Review
4. Cost estimate available for review once DelDOT closes submission

Perform TIS Submission
1. Clicks on Create New Submission button
2. Select review type Perform TIS
   a. No Upload Document requirement
3. Click Add Additional Fee Payment
   a. Fee Required before submission can be created
4. Select Fee Type Perform TIS
   a. Initial Fee $1.00
   b. Add Additional Fee Payment

5. Enter fee listed in TIS Cost Estimate and click Create
   a. Fee is added (confirm amount is correct)
   b. Click Calculate and Pay
6. Directed to DelDOT payment processing page
   a) required before submission can be create
   b) Complete payment
7. Click Submit for Review

Once DelDOT completes the Perform TIS submission, the Draft TIS Review Letter Submission is automatically created once Final TIS Report submission closed.
Draft TIS Review Letter Submission

1. Draft TIS Review Letter Submission automatically created through the PDCA when either Final TIS Report Submission (Option A) or Perform TIS Submission (Option B) is completed.

2. View Draft TIS Review Letter in Project Documents section
   * All versions of the Draft TIS Review Letter are stored under Project Documents

3. Click Accept button to accept current Draft TIS Review Letter
   a. DelDOT will finalize TIS Review letter and create the Final TIS Review Letter submission

4. Click Request Revision button if Draft TIS Review Letter is not accepted
   a. DelDOT will review Draft Review TIS Letter and schedule a meeting to discuss TIS
      i. Meeting not scheduled through PDCA
   b. Click OK to confirm the request for revision

Note: If a revision is requested, DelDOT will either revise the Draft TIS Review Letter or chose to keep the Draft TIS Review Letter as is

5. Click Accept or Request Revision on the Draft TIS Review Letter Submission
   a. DelDOT notes available in ‘Notes’ tab
   b. Process repeated until a Draft TIS Review Letter accepted by the developer and DelDOT
1. Final TIS Review Letter Submission automatically created through the PDCA when the Draft TIS Review Letter Submission is closed
   1. Note the status is Completed

2. No action required for developer within the Final TIS Review Letter Submission

3. Final TIS Review Letter is available for review in Project Documents section
   b. All versions of the Draft TIS Review Letter and the Final TIS Review Letter are stored under Project Documents section.