

4205 N. Lincoln Blvd. | OKC

TRANSPORTATION PLANNING SERVICES

PROJECTTRACKER GUIDEBOOK

UNIFIED PLANNING WORK PROGRAM

TASK 1.02 | SUBTASK 2C

AUGUST 2022



2022
acog

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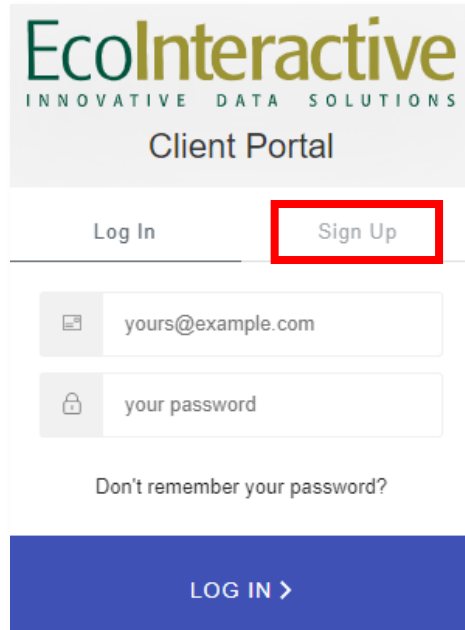
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ACCOUNT SET UP AND LOG IN

NEW USER

Go to <https://portal.acogok.ecointeractive.com/> and click “**Sign Up**” on the main log in page.



EcoInteractive
INNOVATIVE DATA SOLUTIONS
Client Portal

Log In Sign Up

yours@example.com

your password

Don't remember your password?

LOG IN >

Figure 1: ProjectTracker Home Page

Figure 2: New User sign-up form

Enter in the required information on the sign-up form.

- For the **Organization**, select what your lead agency is.
- For the **Requested Plans**, select the “**Select All**” to select the available ACOG Plans.

Figure 3: Requested Plans options

- For the **Requested Access Level**, select the “**Sponsor**” option.

Figure 4: Requested Access Level options

- For the **Requested Project Access**, select the “**My Organization’s Projects**”.

Figure 5: Requested Project Access options

Figure 6: Selected form options

- Complete the CAPTCHA verification.

Once the system receives your sign-up request, an email will be sent for verification.

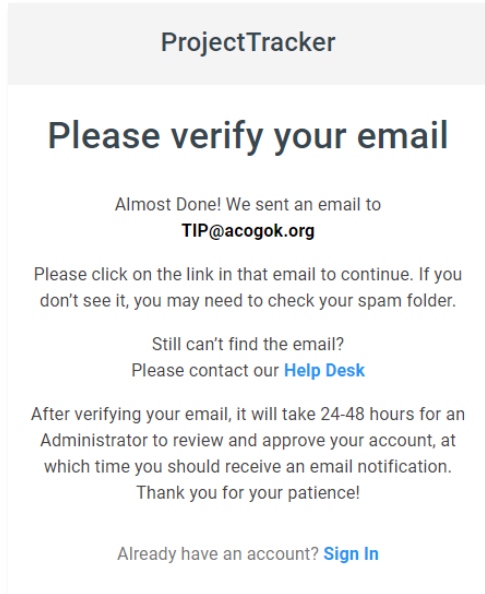


Figure 7: Verify your email

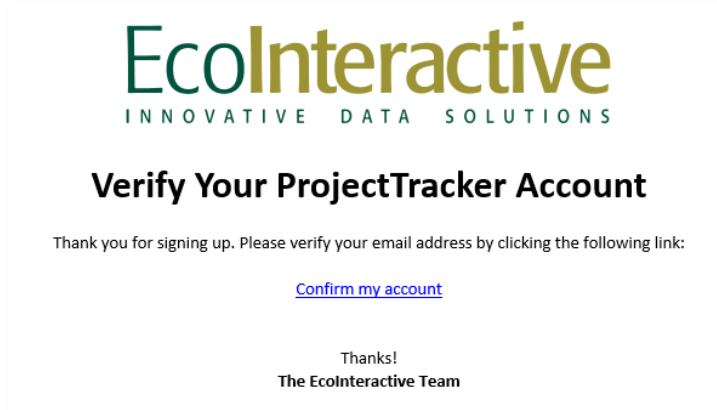


Figure 8: Verify your ProjectTracker account

Once the system administrator approves your sign-up request, you will be able to login into the system and begin using it.

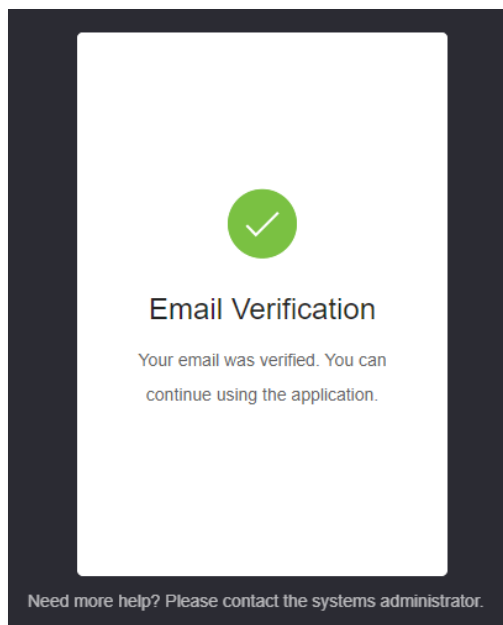


Figure 9: Email verification notification

RETURNING USER

Go to <https://portal.acogok.ecointeractive.com/> and enter in your log in information.

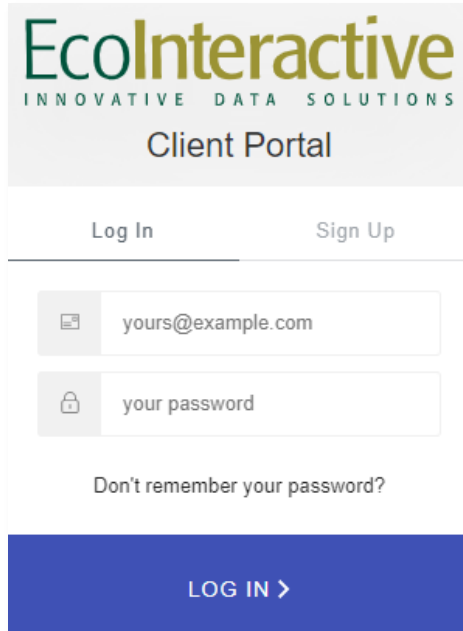


Figure 10: ProjectTracker log in page

After the log in, the home page/Dashboard will appear.

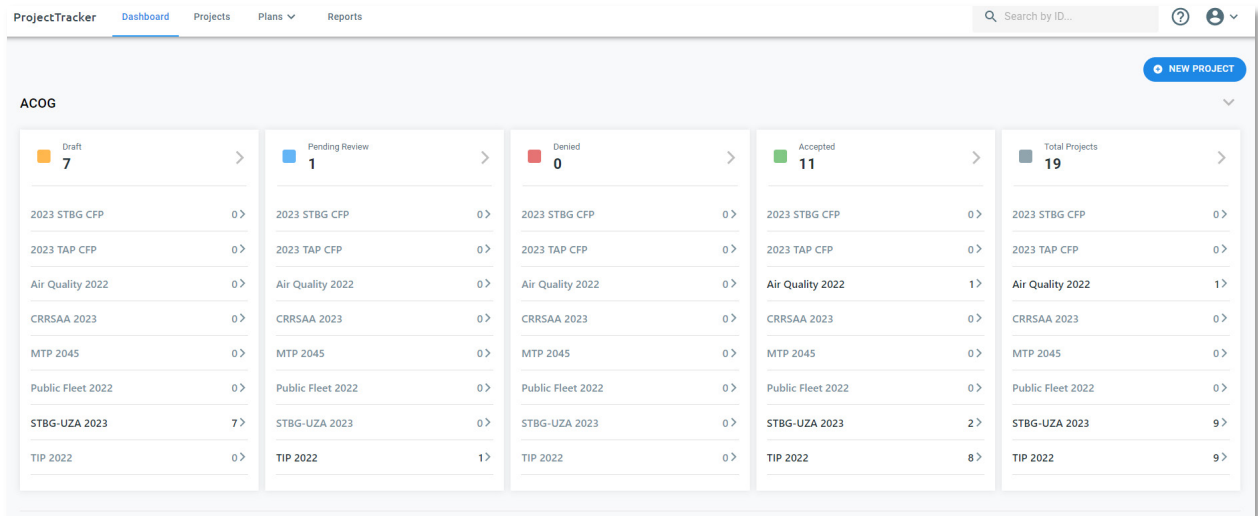


Figure 11: ProjectTracker home page and dashboard

NAVIGATING THE DASHBOARD

HOME PAGE AND DASHBOARD TAB

The home page on ProjectTracker is the Dashboard. The **Dashboard** tab will also bring you to the home page. The Dashboard will show all relevant projects to you, sorted by current status and plan cycle. The status of a project indicates where that project is along the review and approval process.

- **Draft** - indicates that updates or edits are still being made to projects as part of a revision.
- **Pending Review** - indicates a project has been submitted for review by ACOG staff.
- **Denied** - indicates that ACOG staff have denied the updates submitted. A denial comment will be provided explaining the reason for denial. Sponsors can re-submit the project from the denial section after making the appropriate updates.
- **Accepted** - indicates projects that have been review by MPO staff and approved to be included within the specified revision.
- **Total Projects** - indicates all the projects from the previous 4 categories.

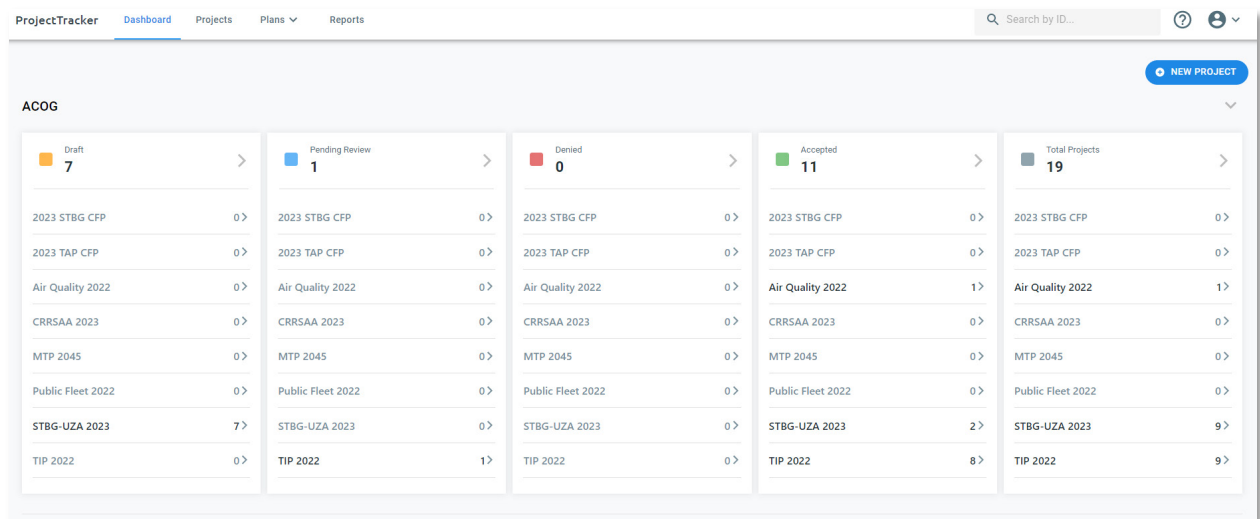


Figure 12: ProjectTracker home page and dashboard

PROJECTS TAB

Clicking on the **Projects** tab will bring you to an overview of all (relevant to you) projects. In this overview, you can sort projects by the status they are in or filter the results using the advanced search function on the left-hand side of the page.

Clicking on any project will take you to a project details page where you can review the full details related to the project. If the project is in “Draft” or “Denied” status, edits can be made directly to the project. If the project has been “Accepted”, the project can be amended as part of a separate revision.

In the top right-hand side of the page, you will find an EXPORT button that will export the displayed list if projects in an Excel format. Clicking on the NEW PROJECT button will bring up the Creating a New Project options. The three dots button brings up the option for Bulk Actions. The Bulk Actions option allows multiple projects to be selected to be deleted, update their status, or carry-over.

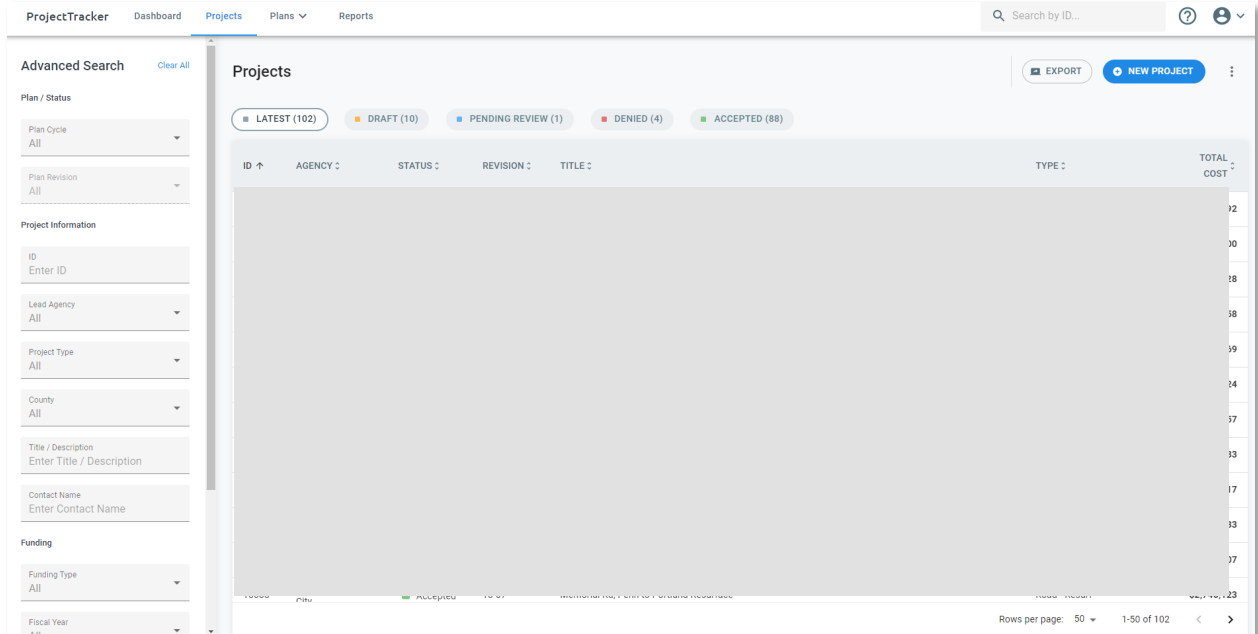


Figure 13: Projects tab view

PLANS TAB

Clicking on the **Plans** tab will bring up 2 options: **Plan Revisions** and **Plan Cycle**. The Plans Revisions shows an over of all Plan Revisions.

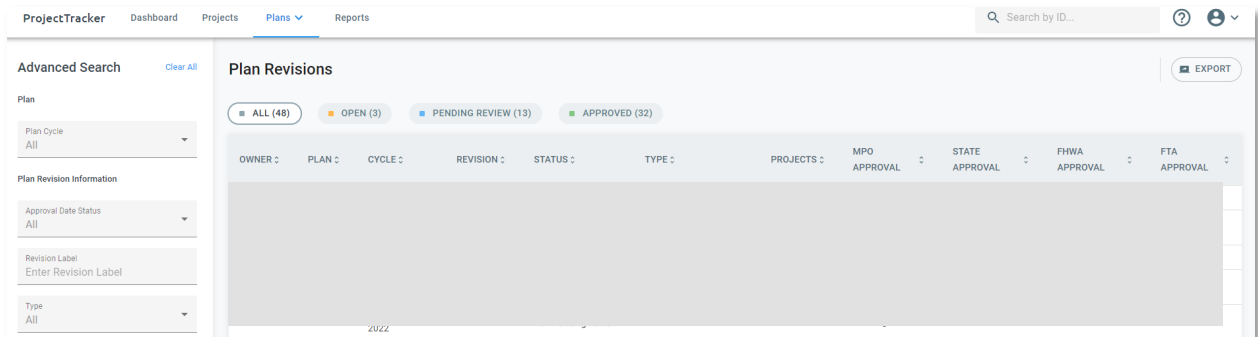


Figure 14: Plans Revisions view

The Plan Cycles shows all the plan cycles on ProjectTracker.

| OWNER | PLAN | CYCLE | STATUS | START YEAR | END YEAR | # REVISIONS | # PROJECTS |
|-------|------|-------------------|------------|------------|----------|-------------|------------|
| ACOG | CFP | Air Quality 2022 | Active | 2022 | 2025 | 1 | 11 |
| ACOG | CFP | CRRSAA 2023 | Active | 2023 | 2029 | 1 | 1 |
| ACOG | CFP | Public Fleet 2022 | Active | 2022 | 2025 | 1 | 4 |
| ACOG | CFP | STBG-UZA 2023 | Active | 2023 | 2026 | 1 | 66 |
| ACOG | CFP | TAP 2023 | Active | 2023 | 2027 | 1 | 2 |
| ACOG | MTP | MTP 2045 | Active | 2015 | 2045 | 1 | 156 |
| ACOG | TIP | TIP 2022 | Active | 2022 | 2025 | 5 | 156 |
| ACOG | CFP | Air Quality 2020 | Historical | 2020 | 2024 | 1 | 1 |
| ACOG | CFP | Public Fleet 2020 | Historical | 2020 | 2023 | 1 | 5 |

Figure 15: Plan Cycles view

REPORTS TAB

Clicking on the **Reports** tab will bring you to the reports section. Here you will have a variety of reports at your disposal to pull necessary information of all projects relevant to you. Utilize the “Report Filters” on the right-hand side of the page in order to narrow or broaden your reports. When viewing a report, you will have the option to export as an Excel file or print an overview on certain reports.

The Reports tab interface includes a main content area with report cards and a sidebar for filters. The report cards are organized into two sections: Project Revision Reports and Summary Reports. The Report Filters sidebar on the right allows users to refine their search by Plan Cycle, Plan Revision, Review Status, and Project Information (ID, Lead Agency, Project Type, County). A 'GENERATE REPORT' button is located at the bottom of the filters.

Figure 16: Reports tab view

THE SEARCH TOOL

Users can search for a project in the search bar using the TIP ID or JP number.

CALL FOR PROJECTS (CFP) SUBMISSION PROCESS

CREATING A NEW APPLICATION

On the Dashboard, click on the **NEW PROJECT** button on the right-hand side.

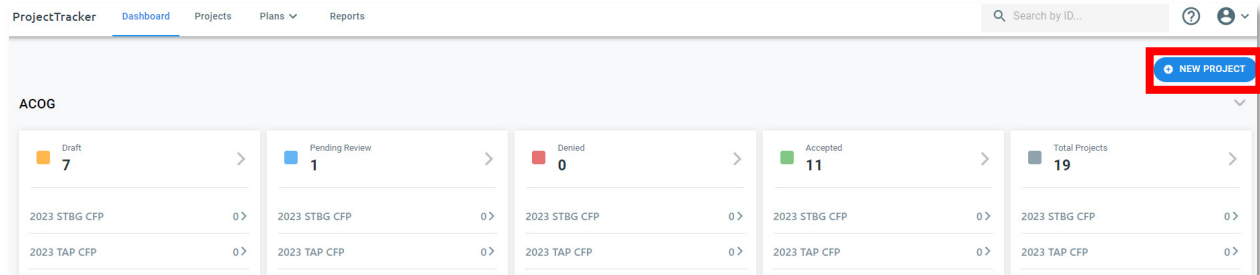


Figure 17: ProjectTracker Dashboard and main page

The “Creating a New Project” option will appear.

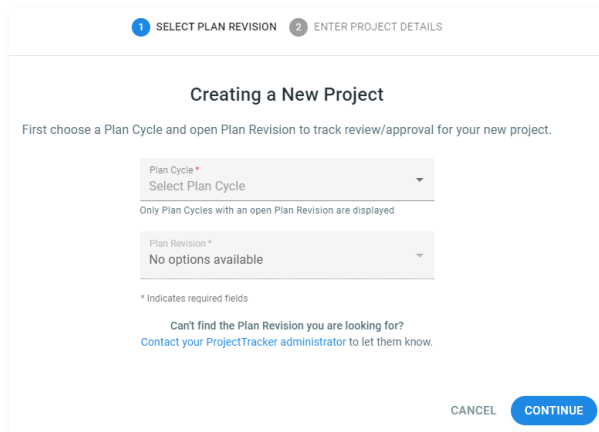


Figure 18: Create a New Project

For the **Plan Cycle**, select the Call for Project option that you are applying for.



Figure 19: Plan Cycle drop down options

For the **Plan Revision**, select the only available option.

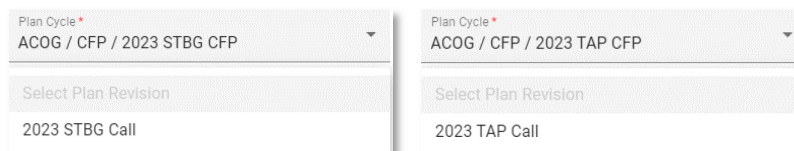


Figure 20: Plan Revision drop down option

CREATING A NEW STBG-UZA APPLICATION

For the Plan Cycle, select **ACOG/CFP/2023 STBG CFP** and **2023 STBG Call** for the Plan Revision. Once you have selected the **Plan Cycle** and the **Plan Revision**, click the **CONTINUE** button.

The screenshot shows a web form titled "Creating a New Project" with two progress indicators at the top: "1 SELECT PLAN REVISION" (active) and "2 ENTER PROJECT DETAILS". The main heading is "Creating a New Project". Below it, a message reads: "First choose a Plan Cycle and open Plan Revision to track review/approval for your new project." There are two dropdown menus: "Plan Cycle *" with the selected value "ACOG / CFP / 2023 STBG CFP" and "Plan Revision *" with the selected value "2023 STBG Call". A note below the first dropdown states: "Only Plan Cycles with an open Plan Revision are displayed". A footnote says: "* Indicates required fields". A link reads: "Can't find the Plan Revision you are looking for? Contact your ProjectTracker administrator to let them know." At the bottom right are "CANCEL" and "CONTINUE" buttons.

Figure 21: STBG-UZA option example

Fill out the required information: Title, Project Type, Lead Agency, and Description. The ID field is not required to create the new project. The system will automatically generate an ID. Once you have inputted all the required information, click on the **CREATE PROJECT** button.

The screenshot shows the "Creating a New Project" form with the progress indicators "1 SELECT PLAN REVISION" (checked) and "2 ENTER PROJECT DETAILS" (active). The heading is "Creating a New Project". A message reads: "Now enter basic information about your new project. Additional details can be entered after you save." There are four input fields: "ID" (with a note "If left blank, an ID will be auto-generated."), "Title *" (with a note "If left blank, an ID will be auto-generated."), "Project Type *" (with a dropdown menu showing "Select Project Type"), and "Lead Agency *" (with a dropdown menu showing "Select Lead Agency"). A "Description *" field is also present. At the bottom right are "BACK" and "CREATE PROJECT" buttons.

Figure 22: Blank new project

The screenshot shows the "Creating a New Project" form with the progress indicators "1 SELECT PLAN REVISION" (checked) and "2 ENTER PROJECT DETAILS" (active). The heading is "Creating a New Project". A message reads: "Now enter basic information about your new project. Additional details can be entered after you save." There are four input fields: "ID" (with a note "If left blank, an ID will be auto-generated."), "Title *" (with the value "Example Project Name"), "Project Type *" (with a dropdown menu showing "Road - Resurf"), and "Lead Agency *" (with a dropdown menu showing "City of Oklahoma City"). A "Description *" field contains the text "Example project created for guidebook." At the bottom right are "BACK" and "CREATE PROJECT" buttons.

Figure 23: New project filled out example

Once you have created a project, the system will automatically take you the **PROGRAMMING** tab of the new project. On this tab, you will be able to add further details related to the project. When a project is first created, it will automatically be placed in a "Draft" status until submitted. Remember to click **SAVE CHANGES** when you are done editing a project or ready to submit the project for review. Any time the **SAVE CHANGES** is clicked, the **EDIT** button must be clicked in order to start editing the information.

ProjectTracker Dashboard **Projects** Plans Reports Search by ID...

19 - Example Project Name DISCARD SAVE CHANGES DRAFT Project ready to submit.

Revision: ACOG / CFP / 2023 STBG CFP / 2023 STBG Call Last edited: ACOG TIP (08/31/2022)

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS

Project Administration

Plan Revision* ACOG / CFP / 2023 STBG CFP / 2023 STBG Call ID* 19 CMP - None -
Model - None -

Project Information

Project Title* Example Project Name
Project Description* Example project created for guidebook.
Project Type* Road - Resurf Lead Agency* City of Oklahoma City County Select County Municipality Select Municipality
Capacity Select Capacity TCM Select TCM

Figure 24: Initial example project after it has been created

19 - Example Project Name DISCARD SAVE CHANGES DRAFT Project ready to submit.

Revision: ACOG / CFP / 2023 STBG CFP / 2023 STBG Call Last edited: ACOG TIP (08/31/2022)

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS

Figure 25: Available tabs

Fill out the required information. For the **Capacity** option, select **No** if the project is not increasing the road capacity. For the **TCM** option, select **No** if the project will not be used for Traffic Control Management.

Project Information

Project Title* Example Project Name
Project Description* Example project created for guidebook.
Project Type* Road - Resurf Lead Agency* City of Oklahoma City County Select County Municipality Select Municipality
Capacity Select Capacity TCM Select TCM

Figure 26: Initial data after project has been created

Click on the **ADD NEW LOCATION** button to add a section for location information. Fill in the applicable location information. Multiple locations maybe added if need.

The screenshot shows a form titled "Location Information". In the center, there is a message that says "No Location added.". At the bottom left of the form, there is a button labeled "ADD NEW LOCATION" with a plus icon, which is highlighted with a red rectangular border.

Figure 27: Initial location information

The screenshot shows a more detailed "Location Information" form. It includes several input fields: "System" (with a dropdown menu), "Location Type" (with a dropdown menu), "Route/Road Name", "Bridge Number", "From", "To", "Length" (with a value of "0" and a close button), "Milepost Begin", "Milepost End", "Milepost Length", and "# of Various Locations". At the bottom left, there is a button labeled "ADD NEW LOCATION" with a plus icon, highlighted with a red rectangular border.

Figure 28: Location Information options

Click the **ADD ROW** to add a section for funding information. Select the funding year (FY) that you are applying for. If the funding year is not one of the ones that is being used for the call for projects, it will not be accepted. **The funding year must match the funding year on the Excel application.** If the application years do not match, the application will not be accepted.

Only put in the construction cost and the local match (if applicable) in the **CON** (Construction) column. If the project is a Transit project, then put the funding amount(s) in the **IMP** (Implementation) column. If there are funding amounts in the wrong columns or in addition to the CON or IMP column, the project will not be accepted.

For the **FUND TYPE**, select **STBG-Urban** if you are applying for the 80/20 part of the STBG-UZA funding. Add another row and select **Local Match** to add the 20% local match. If you are applying for the STBG-UZA Safety portion of the funding, select **STBG-Urban Safety**. The second row is not necessarily for the 100% funded safety project.

The screenshot shows a table titled "Programming Information". At the top, it displays "Min Match 0%" and "Effective Match 0%". The table has columns for "FY", "FUND TYPE", "AC/CP", "PE", "CON", "CE", "UT", "IMP", and "TOTAL". The table is currently empty, with a message "No Programming Information Defined" in the center. At the bottom left, there is a button labeled "ADD ROW" with a plus icon, highlighted with a red rectangular border.

Figure 29: Initial funding information

Programming Information | Min Match 0% Effective Match 0%

| FY * | FUND TYPE * | AC/CP | PE | CON | CE | UT | IMP | TOTAL |
|----------------|----------------|-------|-----|-----|-----|-----|-----|-------|
| Required field | Required field | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Required field | Required field | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| GRAND TOTAL | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Figure 30: Initial funding information after adding two rows

Programming Information | Min Match 0% Effective Match 0%

| FY * | FUND TYPE * | AC/CP | PE | CON | CE | UT | IMP | TOTAL |
|--------------|--------------|-------|-----|-----|-----|-----|-----|-------|
| 2025 | STBG - Urban | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025 | Local Match | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| FY 2025 | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Local Match | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| STBG - Urban | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| GRAND TOTAL | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Figure 31: Funding information example for the 80/20

Save the changes often and before moving to a different tab.

ProjectTracker | Dashboard | **Projects** | Plans | Reports

19 - Example Project Name

Revision: ACOG / CFP / 2023 STBG CFP / 2023 STBG Call | Last edited: ACOG TIP (08/31/2022)

DISCARD | **SAVE CHANGES**

DRAFT Project ready to submit.

PROGRAMMING | OBLIGATION | MAP | IDS / CONTACTS | ATTACHMENTS | REVISION HISTORY | PROJECT QUESTIONS

Figure 32: Save changes location

When you are ready to add more edits to the project or move to a different tab, select the EDIT button.

ProjectTracker | Dashboard | **Projects** | Plans | Reports

19 - Example Project Name

Revision: ACOG / CFP / 2023 STBG CFP / 2023 STBG Call | Last edited: ACOG TIP (08/31/2022)

EDIT | SUBMIT FOR REVIEW

DRAFT Project ready to submit.

PROGRAMMING | OBLIGATION | MAP | IDS / CONTACTS | ATTACHMENTS | REVISION HISTORY | PROJECT QUESTIONS

Figure 33: Edit button location

The **MAP** tab is used to draw the location(s) of the project. Point(s), line(s), and polygon(s) are the available features that maybe used to show the location(s) of the project.

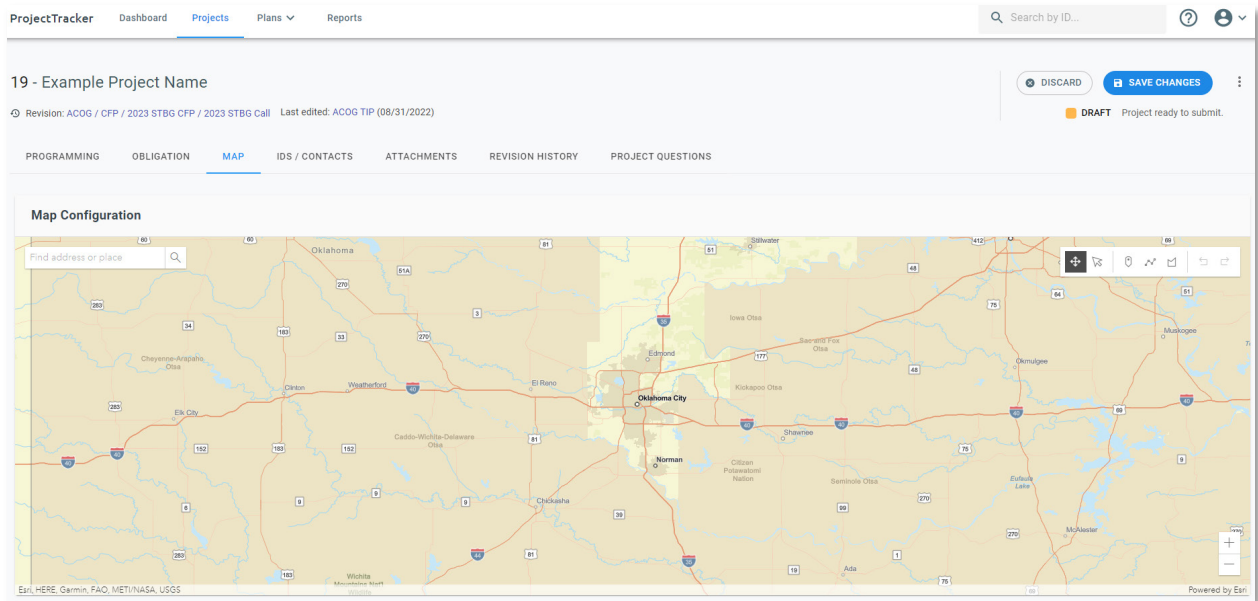


Figure 34: Initial MAP tab view

Select the feature(s) that would be best to use to represent the location(s) of the project. The selectable features and map navigation tools are located on the top right side of the map in the white box. After selecting a drawing feature, click on the starting location of the project and keep adding features till the location(s) have been completed. Use the undo or redo options as needed. Drawn feature maybe deleted as well. **BE SURE TO SAVE THE CHANGES BEFORE LEAVING THE MAP TAB.**

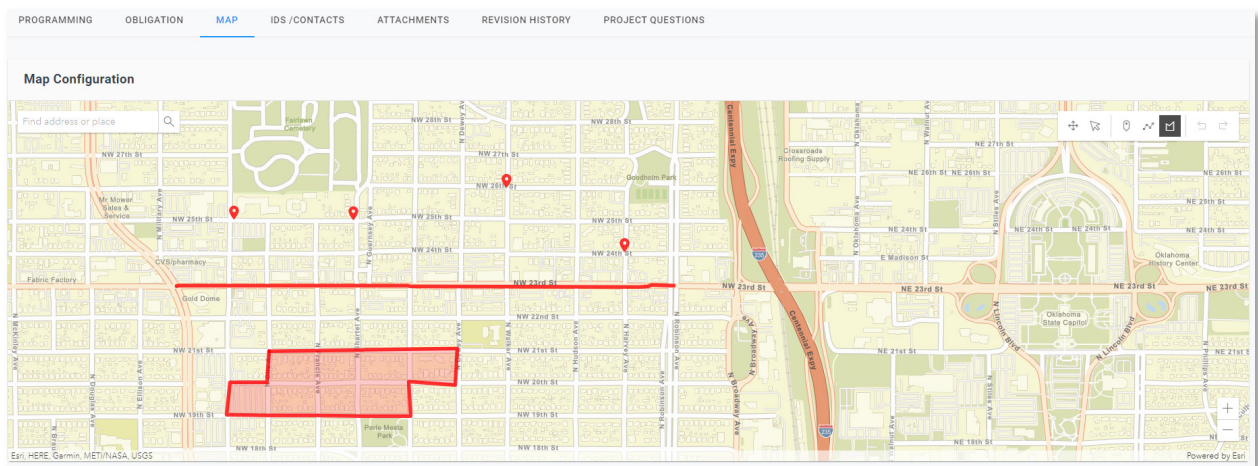


Figure 35: Drawing features examples

The **ATTACHMENTS** tab is where the required application documents can be uploaded and stored for the project application. Files may be drag dropped into the box or searched for instead.

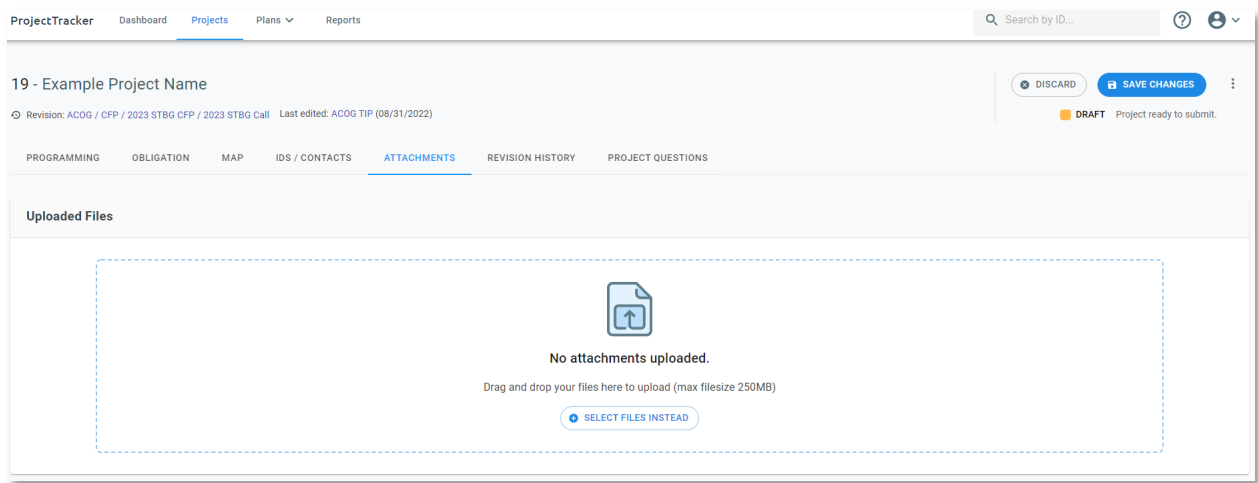


Figure 36: Initial ATTACHMENTS tab view

Upload all the required application documents and select an appropriate document type. If the project was not mapped in the MAP tab, a zipped folder containing a shapefile or a KML file will be accepted. A PDF or jpg of the location(s) will not be accepted and the project will be rejected. See the appropriate guidebook for the required documents that must be submitted.

For the STBG-UZA grant, the required uploaded documents are:

- **Pre-application Survey for ACOG's Transportation Grants**
- **Project Rating Worksheet(s)**
- **ODOT Scoping Form**
- **STBG-UZA Programming Resolution**
- **Itemized Cost Estimate**
- **Shapefile or KML file of the location(s)** (upload only if the project was not mapped in ProjectTracker)
- **Supporting documentation**
 - Traffic counts
 - PCI or pavement coring sample results
 - Bridge sufficiency ratings
 - Applicable crash data
 - Complete Streets exemption form (if applicable)


| PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS | | | | | | | |
|---|---------------------------------|---|---------------------------------|-------------|---------------|-----------------|---|
| Uploaded Files | | | | | | | |
| DOC DATE : | DESCRIPTION : | TYPE : | FILE NAME : | FILE SIZE : | UPLOADED BY : | UPLOADED DATE : | |
| 08/10/2022 | Pre-application Survey.pdf | Project Application Documents | Pre-application Survey.pdf | 31.55 KB | | | ✕ |
| 08/10/2022 | Cost Estimate.pdf | Cost Estimate - Itemized | Cost Estimate.pdf | 31.54 KB | | | ✕ |
| 08/10/2022 | Shapefile.zip | Map/Drawings/Plans | Shapefile.zip | 1.17 MB | | | ✕ |
| 08/10/2022 | STBG-UZA Excel Application.xlsx | Select a Document Type <small>Required field</small> | STBG-UZA Excel Application.xlsx | 8.10 KB | | | ✕ |
| 08/10/2022 | ODOT Scoping Form.docx | Select a Document Type <small>Required field</small> | ODOT Scoping Form.docx | 11.62 KB | | | ✕ |
| 08/10/2022 | Programming Resolution.pdf | Select a Document Type <small>Required field</small> | Programming Resolution.pdf | 31.55 KB | | | ✕ |
|  Drag and drop your files here to upload (max filesize 250MB) or select files instead. | | | | | | | |

Figure 37: Example uploaded attachments

| ProjectTracker Dashboard Projects Plans Reports | | | | | | | |
|---|---------------------------------|-------------------------------|---------------------------------|-------------|---------------|-----------------|--|
| 19 - Example Project Name | | | | | | | EDIT SUBMIT FOR REVIEW |
| Revision: ACOG / CFP / 2023 STBG CFP / 2023 STBG Call Last edited: ACOG TIP (08/31/2022) | | | | | | | |
| PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS | | | | | | | |
| Uploaded Files | | | | | | | |
| DOC DATE : | DESCRIPTION : | TYPE : | FILE NAME : | FILE SIZE : | UPLOADED BY : | UPLOADED DATE : | |
| 08/10/2022 | Shapefile.zip | Map/Drawings/Plans | Shapefile.zip | 1.17 MB | ACOG TIP | 08/10/2022 | |
| 08/10/2022 | Cost Estimate.pdf | Cost Estimate - Itemized | Cost Estimate.pdf | 31.54 KB | ACOG TIP | 08/10/2022 | |
| 08/10/2022 | Pre-application Survey.pdf | Project Application Documents | Pre-application Survey.pdf | 31.55 KB | ACOG TIP | 08/10/2022 | |
| 08/10/2022 | ODOT Scoping Form.docx | Project Application Documents | ODOT Scoping Form.docx | 11.62 KB | ACOG TIP | 08/10/2022 | |
| 08/10/2022 | STBG-UZA Excel Application.xlsx | Project Application Documents | STBG-UZA Excel Application.xlsx | 8.1 KB | ACOG TIP | 08/10/2022 | |
| 08/10/2022 | Programming Resolution.pdf | Project Application Documents | Programming Resolution.pdf | 31.55 KB | ACOG TIP | 08/10/2022 | |

Figure 38: Example of saved attachments

On the **PROJECT QUESTIONS** tab, fill out the applicable questions. The answers provided are checked with the other application documents to make sure the project is consistent throughout the application.

| 19 - Example Project Name | | | | | | | | | | | |
|--|---------------|---------------|--|----------------|--------------|---------------|-------------|------------|---------------|----|---|
| Revision: ACOG / CFP / 2023 STBG CFP / 2023 STBG Call Last edited: ACOG TIP (08/31/2022) | | | | | | | | | | | |
| PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS | | | DISCARD SAVE CHANGES | | | | | | | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <p>Questions By Plan Cycle</p> <table border="1"> <thead> <tr> <th>OWNER / PLAN :</th> <th>PLAN CYCLE :</th> <th># QUESTIONS :</th> <th># ANSWERS :</th> </tr> </thead> <tbody> <tr> <td>ACOG / CFP</td> <td>2023 STBG CFP</td> <td>30</td> <td>0</td> </tr> </tbody> </table> </div> | | | | OWNER / PLAN : | PLAN CYCLE : | # QUESTIONS : | # ANSWERS : | ACOG / CFP | 2023 STBG CFP | 30 | 0 |
| OWNER / PLAN : | PLAN CYCLE : | # QUESTIONS : | # ANSWERS : | | | | | | | | |
| ACOG / CFP | 2023 STBG CFP | 30 | 0 | | | | | | | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <p>General</p> <p>1. Project Scoring Criteria Application Total Points Earned:</p> <input type="text" value="Enter your answer"/> </div> | | | | | | | | | | | |
| <div style="border: 1px solid #ccc; padding: 5px;"> <p>2. Associated 2045 Project ID (not required for R,R,R&R, Transit, or Safety Projects):</p> </div> | | | | | | | | | | | |

Figure 39: Initial PROJECT QUESTIONS tab

Once the application has been filled out, all the required documents have been uploaded, and the changes have been saved, select the **SUBMIT FOR REVIEW** button. Once the project has been submitted, it's status will be changed from DRAFT to PENDING REVIEW.

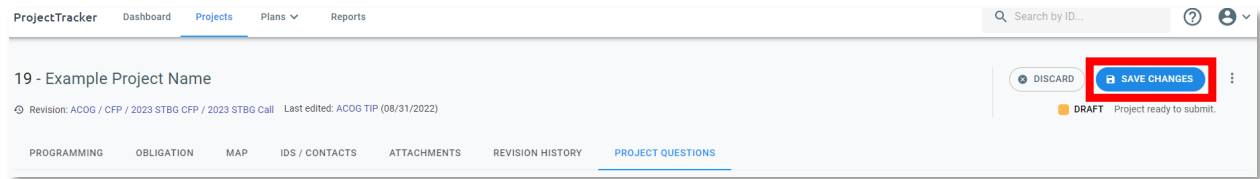


Figure 40: Submit for review button

CREATING A NEW TAP APPLICATION

For the Plan Cycle, select **ACOG/CFP/2023 TAP CFP** and **2023 TAP Call** for the Plan Revision. Once you have selected the **Plan Cycle** and the **Plan Revision**, click the **CONTINUE** button.

The screenshot shows a web form titled "Creating a New Project" with two progress indicators at the top: "1 SELECT PLAN REVISION" and "2 ENTER PROJECT DETAILS". The main heading is "Creating a New Project". Below it, a message reads: "First choose a Plan Cycle and open Plan Revision to track review/approval for your new project." There are two dropdown menus. The first is labeled "Plan Cycle *" and has "ACOG / CFP / 2023 TAP CFP" selected. Below it, a note says "Only Plan Cycles with an open Plan Revision are displayed". The second dropdown is labeled "Plan Revision *" and has "2023 TAP Call" selected. A note below says "* Indicates required fields". At the bottom, there is a link: "Can't find the Plan Revision you are looking for? Contact your ProjectTracker administrator to let them know." At the bottom right, there are two buttons: "CANCEL" and "CONTINUE".

Figure 41: TAP option example

Fill out the required information: Title, Project Type, Lead Agency, and Description. The ID field is not required to create the new project. The system will automatically generate an ID. Once you have inputted all the required information, click on the **CREATE PROJECT** button.

The screenshot shows the "Creating a New Project" form with the progress indicators "1 SELECT PLAN REVISION" and "2 ENTER PROJECT DETAILS". The heading is "Creating a New Project". Below it, a message reads: "Now enter basic information about your new project. Additional details can be entered after you save." There are four input fields: "ID" (with a note "If left blank, an ID will be auto-generated."), "Title *" (with a note "Example Project Name"), "Project Type *" (with a dropdown menu showing "Select Project Type"), and "Lead Agency *" (with a dropdown menu showing "Select Lead Agency"). There is also a "Description *" field. At the bottom right, there are two buttons: "BACK" and "CREATE PROJECT".

Figure 42: Blank new project

The screenshot shows the "Creating a New Project" form with the progress indicators "1 SELECT PLAN REVISION" and "2 ENTER PROJECT DETAILS". The heading is "Creating a New Project". Below it, a message reads: "Now enter basic information about your new project. Additional details can be entered after you save." There are four input fields: "ID" (with a note "If left blank, an ID will be auto-generated."), "Title *" (with a note "Example Project Name"), "Project Type *" (with a dropdown menu showing "Bicycle and Pedestrian"), and "Lead Agency *" (with a dropdown menu showing "City of Oklahoma City"). There is also a "Description *" field with the text "Example project created for guidebook." At the bottom right, there are two buttons: "BACK" and "CREATE PROJECT".

Figure 43: New project filled out example

Once you have created a project, the system will automatically take you the **PROGRAMMING** tab of the new project. On this tab, you will be able to add further details related to the project. When a project is first created, it will automatically be placed in a "Draft" status until submitted. Remember to click **SAVE CHANGES** when you are done editing a project or ready to submit the project for review. Any time the **SAVE CHANGES** is clicked, the **EDIT** button must be clicked in order to start editing the information.

ProjectTracker Dashboard **Projects** Plans Reports Search by ID... ?

20 - Example Project Name DISCARD SAVE CHANGES DRAFT Project ready to submit.

Revision: ACOG / CFP / 2023 TAP CFP / 2023 TAP Call Last edited: ACOG TIP (08/31/2022)

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS

Project Administration

Plan Revision * ACOG / CFP / 2023 TAP CFP / 2023 TAP Call ID * 20 CMP - None - Model - None -

Project Information

Project Title * Example Project Name Project Description * Example project created for guidebook.

Project Type * Bicycle and Pedestrian Lead Agency * City of Oklahoma City County Select County Municipality Select Municipality Capacity Select Capacity TCM Select TCM

Figure 44: Initial example project after it has been created

ProjectTracker Dashboard **Projects** Plans Reports Search by ID... ?

20 - Example Project Name DISCARD SAVE CHANGES DRAFT Project ready to submit.

Revision: ACOG / CFP / 2023 TAP CFP / 2023 TAP Call Last edited: ACOG TIP (08/31/2022)

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS

Figure 45: Available tabs

Fill out the required information. For the **Capacity** option, select **No** if the project is not increasing the road capacity. For the **TCM** option, select **No** if the project will not be used for Traffic Control Management.

Project Information

Project Title * Example Project Name Project Description * Example project created for guidebook.

Project Type * Bicycle and Pedestrian Lead Agency * City of Oklahoma City County Select County Municipality Select Municipality Capacity Select Capacity TCM Select TCM

Figure 46: Initial data after project has been created

Click on the **ADD NEW LOCATION** button to add a section for location information. Fill in the applicable location information. Multiple locations maybe added if need.

The screenshot shows a form titled "Location Information" with a central message "No Location added." Below this message is a button labeled "ADD NEW LOCATION" which is highlighted with a red rectangular border.

Figure 47: Initial location information

The screenshot shows the "Location Information" form with several input fields: "System*" (dropdown), "Location Type*" (dropdown), "Route/Road Name", "Bridge Number", "From", "To", "Length" (with a value of 0), "Milepost Begin", "Milepost End", "Milepost Length", and "# of Various Locations". An "ADD NEW LOCATION" button is visible at the bottom left.

Figure 48: Location Information options

Click the **ADD ROW** to add a section for funding information. Select the funding year (FY) that you are applying for. If the funding year is not one of the ones that is being used for the call for projects, it will not be accepted.

Only put in the construction cost and the local match in the **CON** (Construction) column. If there are funding amounts in the wrong columns or in addition to the CON column, the project will not be accepted.

For the **FUND TYPE**, select **Transportation Alternative Program** for the 80% part of the TAP funding. Add another row and select **Local Match** to add the 20% local match.

The screenshot shows a table titled "Programming Information" with a header row containing columns: "FY*", "FUND TYPE*", "AC/CP", "PE", "CON", "CE", "UT", "IMP", and "TOTAL". The table body is empty, displaying the message "No Programming Information Defined". A red-bordered "ADD ROW" button is located at the bottom left.

Figure 49: Initial funding information

The screenshot shows the "Programming Information" table with two rows added. Each row has "Required field" errors under the "FY*" and "FUND TYPE*" columns. The values in the "PE", "CON", "CE", "UT", and "IMP" columns are all "\$0". A "GRAND TOTAL" row is at the bottom, showing totals of "\$0" for all columns except "AC/CP".

| FY * | FUND TYPE * | AC/CP | PE | CON | CE | UT | IMP | TOTAL |
|----------------|----------------|-------|-----|-----|-----|-----|-----|-------|
| Required field | Required field | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Required field | Required field | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| GRAND TOTAL | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Figure 50: Initial funding information after adding two rows

Programming Information | Min Match 0% Effective Match 0%

| FY * | FUND TYPE * | AC/CP | PE | CON | CE | UT | IMP | TOTAL |
|-------------------------------------|-------------------------------------|-------|-----|-----|-----|-----|-----|-------|
| 2021 | Transportation Alternatives Program | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2021 | Local Match | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| ADD ROW | | | | | | | | |
| FY 2021 | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Local Match | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Transportation Alternatives Program | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| GRAND TOTAL | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

Figure 51: Funding information example for the 80/20

Save the changes often and before moving to a different tab.

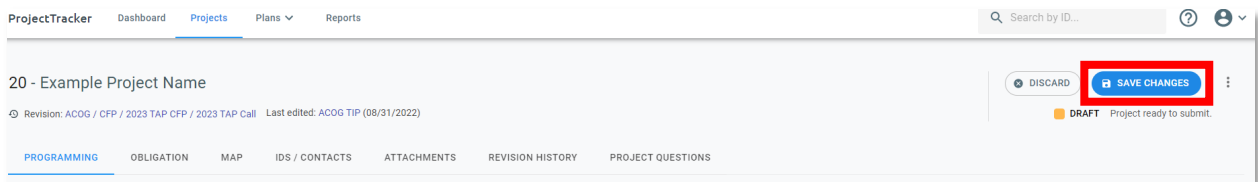


Figure 52: Save changes location

When you are ready to add more edits to the project or move to a different tab, select the EDIT button.

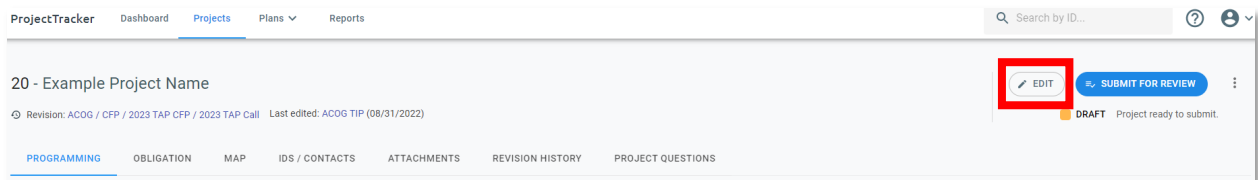


Figure 53: Edit button location

The **MAP** tab is used to draw the location(s) of the project. Point(s), line(s), and polygon(s) are the available features that maybe used to show the location(s) of the project.

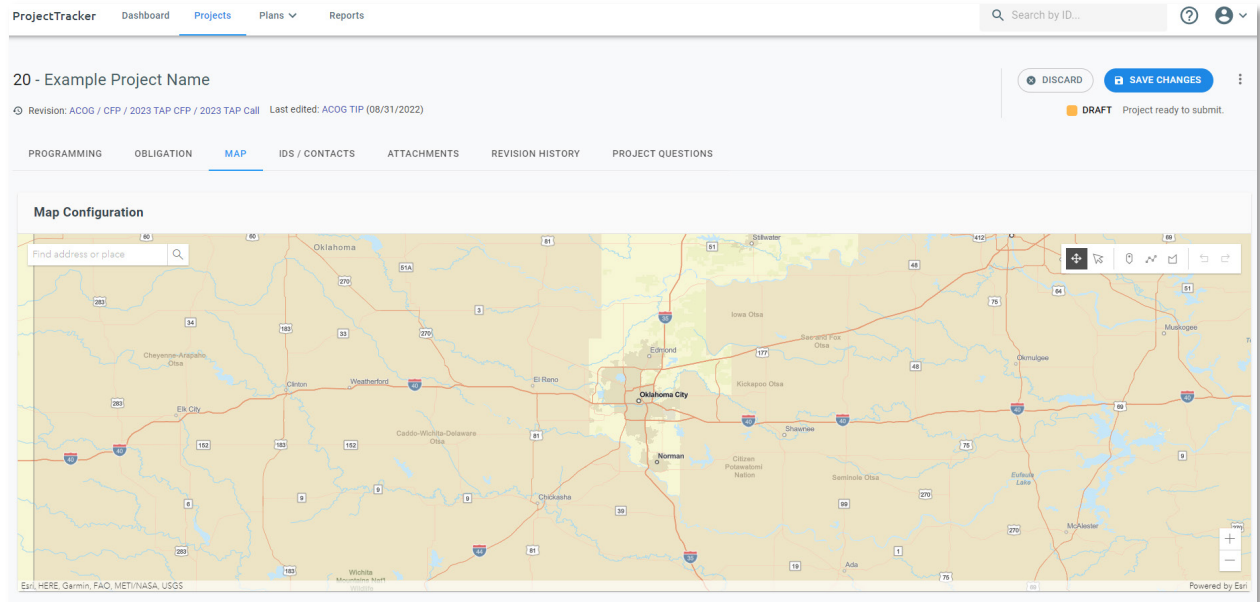


Figure 54: Initial MAP tab view

Select the feature(s) that would be best to use to represent the location(s) of the project. The selectable features and map navigation tools are located on the top right side of the map in the white box. After selecting a drawing feature, click on the starting location of the project and keep adding features till the location(s) have been completed. Use the undo or redo options as needed. Drawn feature maybe deleted as well. **BE SURE TO SAVE THE CHANGES BEFORE LEAVING THE MAP TAB.**

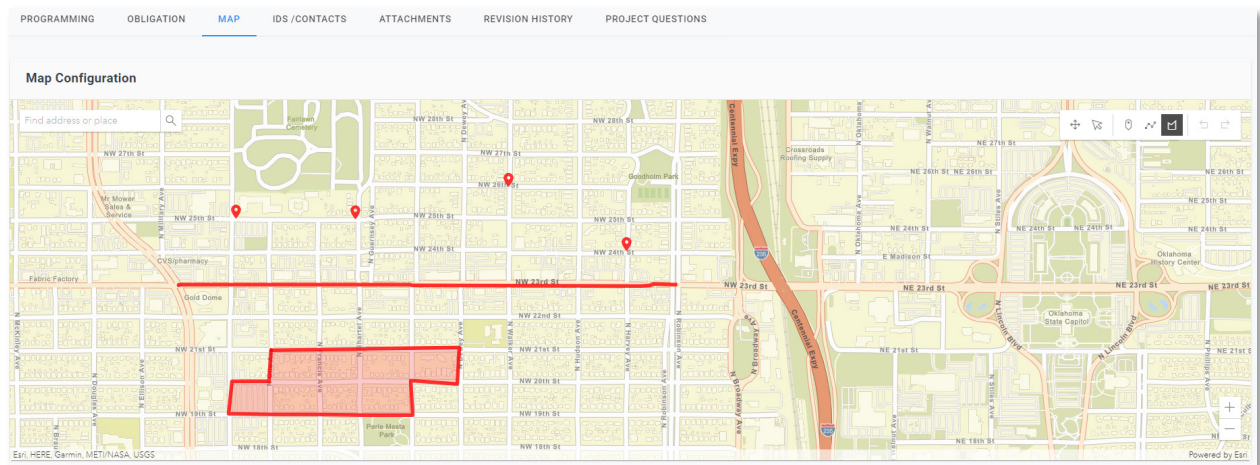


Figure 55: Drawing features examples

The **ATTACHMENTS** tab is where the required application documents can be uploaded and stored for the project application. Files maybe drag dropped into the box or searched for instead.

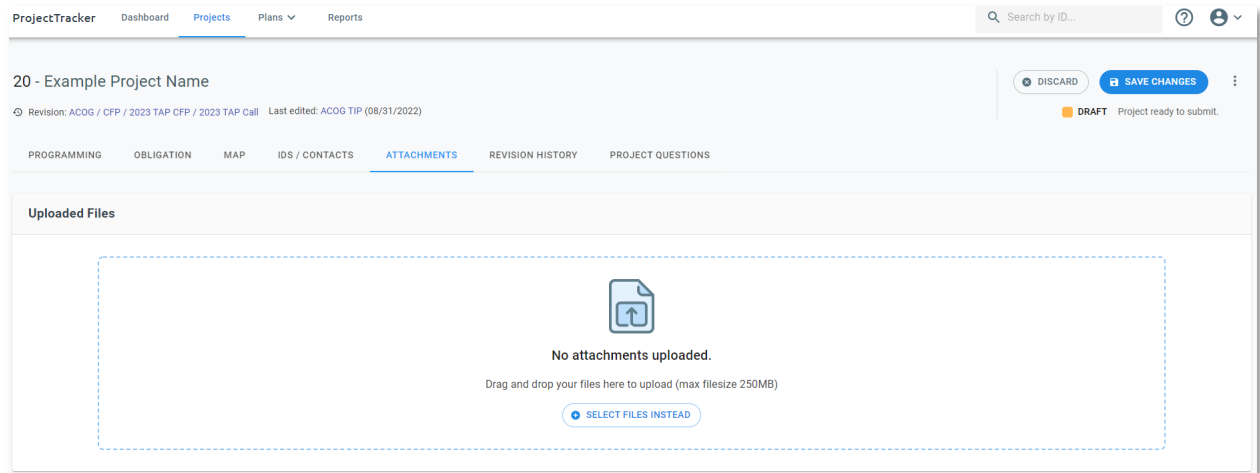


Figure 56: Initial ATTACHMENTS tab view

Upload all the required application documents and select an appropriate document type. See the appropriate guidebook for the required documents that must be submitted.

For the TAP grant, the required uploaded documents are:

- **Pre-application Survey for ACOG’s Transportation Grants**
- **Project location map showing street names, project limits, and north arrow**
- **Signed letter(s) of support (letters must be specific to the proposed TAP project and may be from any involved stakeholders, partners, or organizations)**
- **Preliminary cost estimate/project budget (must be no older than 6 months prior to the date of the resolution and updated as needed to be current within 6 months of the date of application submission)**
- **Signed maintenance plan**
- **Detailed timeline and work plan**
- **Plan for gathering evaluation metrics**
- **Adopted resolution (with original signatures or a certified copy). An agenda item for an upcoming public meeting will be accepted as long as final adopted resolution is provided before project selection. The resolution should describe the location of the project, type of improvement, total project cost, and source(s) of funds.**
- **Scoring criteria worksheet**
- **ODOT scoping and site plan forms**

| DOC DATE | DESCRIPTION | TYPE | FILE NAME | FILE SIZE | UPLOADED BY | UPLOADED DATE |
|------------|----------------------------|---|----------------------------|-----------|-------------|---------------|
| 08/23/2022 | Pre-application Survey.pdf | Project Application Documents | Pre-application Survey.pdf | 31.55 KB | | |
| 08/23/2022 | TAP-Scoring-Worksheet.pdf | Project Application Documents | TAP-Scoring-Worksheet.pdf | 178.06 KB | | |
| 08/23/2022 | Cost Estimate.pdf | Cost Estimate - Itemized | Cost Estimate.pdf | 31.54 KB | | |
| 08/23/2022 | ODOT Scoping Form.docx | Select a Document Type <small>Required field</small> | ODOT Scoping Form.docx | 11.62 KB | | |
| 08/23/2022 | Programming Resolution.pdf | Select a Document Type <small>Required field</small> | Programming Resolution.pdf | 31.55 KB | | |

Figure 57: Example uploaded attachments

| DOC DATE | DESCRIPTION | TYPE | FILE NAME | FILE SIZE | UPLOADED BY | UPLOADED DATE |
|------------|----------------------------|-------------------------------|----------------------------|-----------|-------------|---------------|
| 08/23/2022 | Cost Estimate.pdf | Cost Estimate - Itemized | Cost Estimate.pdf | 31.54 KB | ACOG TIP | 08/23/2022 |
| 08/23/2022 | TAP-Scoring-Worksheet.pdf | Project Application Documents | TAP-Scoring-Worksheet.pdf | 178.06 KB | ACOG TIP | 08/23/2022 |
| 08/23/2022 | Programming Resolution.pdf | Project Application Documents | Programming Resolution.pdf | 31.55 KB | ACOG TIP | 08/23/2022 |
| 08/23/2022 | ODOT Scoping Form.docx | Project Application Documents | ODOT Scoping Form.docx | 11.62 KB | ACOG TIP | 08/23/2022 |
| 08/23/2022 | Pre-application Survey.pdf | Project Application Documents | Pre-application Survey.pdf | 31.55 KB | ACOG TIP | 08/23/2022 |

Figure 58: Example of saved attachments

On the **PROJECT QUESTIONS** tab, fill out the applicable questions. The answers provided are checked with the other application documents to make sure the project is consistent throughout the application.

| OWNER / PLAN | PLAN CYCLE | # QUESTIONS | # ANSWERS |
|--------------|--------------|-------------|-----------|
| ACOG / CFP | 2023 TAP CFP | 13 | 0 |

General

1. Project Scoring Worksheet Total Points Earned:

2. Associated 2045 Project ID (if applicable):

Figure 59: Initial PROJECT QUESTIONS tab

Once the application has been filled out, all the required documents have been uploaded, and the changes have been saved, select the **SUBMIT FOR REVIEW** button. Once the project has been submitted, it's status will be changed from DRAFT to PENDING REVIEW.

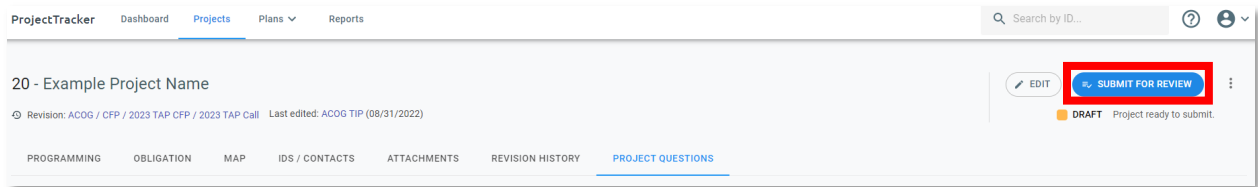


Figure 60: Submit for review button

CONTINUING A SAVED STBG-UZA OR TAP APPLICATION

On the **Dashboard**, select either the Draft option to view all your projects that are in draft status or select the specific grant under the Draft section that your project was created in.

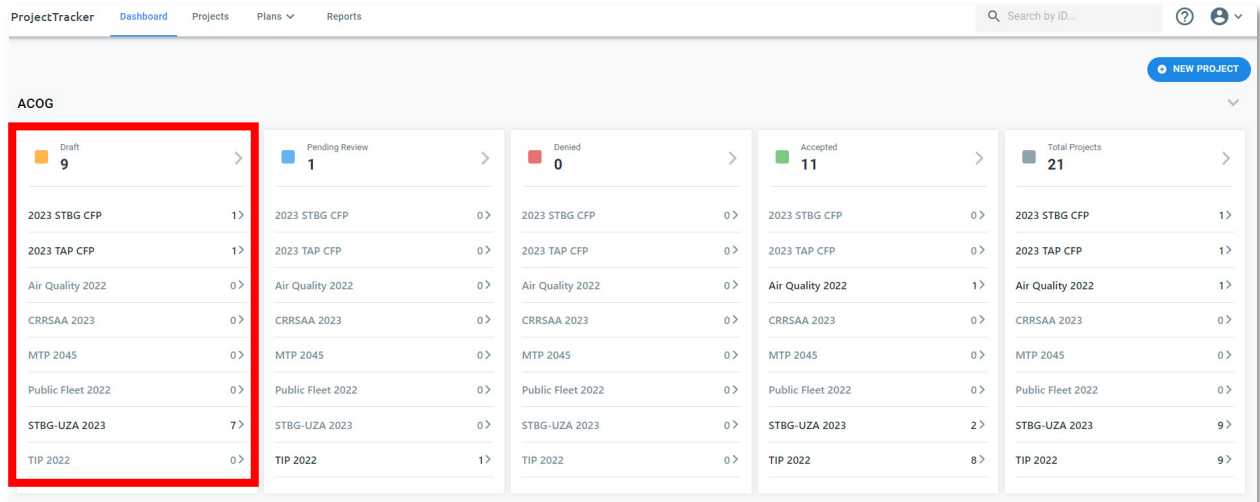


Figure 61: Dashboard

Select the project that you wish to edit.

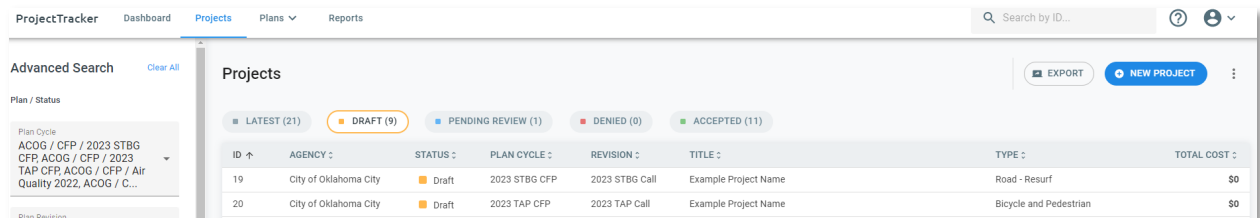


Figure 62: View of all the draft projects for your entity

Then select the **EDIT** button on the right side.

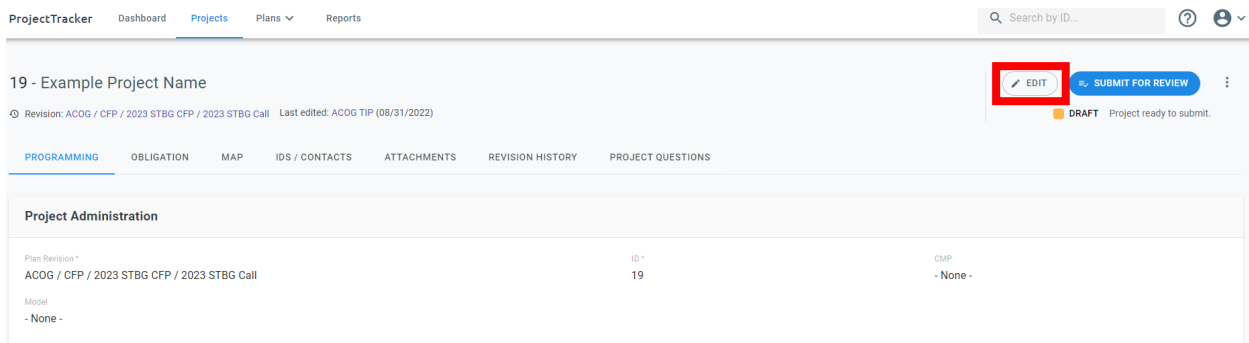


Figure 63: Project selected to continue editing

QUESTIONS OR ISSUES

CONTACTS

At the bottom of the sponsor or CFP homepage are links to contact ACOG and ProjectTracker system administrators.

- For questions related to any of the call for projects, contact ACOG at tpsgrants@acogok.org.
- For STBG-UZA project specific or procedural questions, contact ACOG at tpsgrants@acogok.org or (405)234-2264, or visit the [STBG-UZA Project Scoring Criteria Dashboard](#).
- For questions related to the Transportation Alternatives Program (TAP), contact Jordan Evans at jevans@acogok.org or visit the [Transportation Alternatives Program](#) website for grant information.
- For questions related to the Air Quality Small Grant Program, contact ACOG at CMAQ@acogok.org or visit the [Air Quality Small Grant Program](#) website for grant information.
- For questions related to the Fleet Conversion Grants Program, contact Eric Pollard at epollard@acogok.org or visit the [Fleet Conversion Grants](#) webpage.
- For technical issues, such as broken links and server error messages within the ProjectTracker website, contact ACOGTIPHELP@ecointeractive.com.