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eTRACKER
GUIDEBOOK

acog

TABLE OF CONTENTS

TRANSPORTATION IMPROVEMENT PROGRAM

WHAT IS THE TIP?

- The Transportation Improvement Program is a cooperatively developed four-year program or listing of projects.

- The TIP outlines federally funded multimodal transportation improvements and services to be implemented within the Oklahoma City Area Regional Transportation Study (OCARTS) area.

- The OCARTS Area TIP is prepared biennially by the Association of Central Oklahoma Governments (ACOG) in its role as the Metropolitan Planning Organization (MPO) for transportation planning in Central Oklahoma.

- The current federally approved TIP is for Federal Fiscal Year 2020-2023 (Oct. 1, 2019 - Sept. 30, 2023).

- Click here to view the current TIP.

WHAT IS THE eTIP?

- The eTIP is the electric version of the TIP and is displayed on the eTRACKER website.

- The eTIP provides the user with the most up to date TIP at any given time.

- The eTRACKER website (where the eTIP is housed) includes both an internal login site as well as an external public site.

WHAT IS eTRACKER?

- eTRACKER is an electronic database system used to track and organize projects included in the OCARTS area TIP.

- Tasks that ACOG and other OCARTS area members can accomplish in the system include:

  - Electronically view all projects listed in current FFY 2020-2023 TIP (internal and public site):

    - Surface Transportation Block Grant Program for the Oklahoma City Urbanized Area (STBG-UZA)
    - Transit
    - Transportation Alternatives Program (TAP)
    - Air Quality Small Grant Program (AQ)
    - ODOT (within OCARTS region)

  - View projects from previous TIPs.

  - Submit and approve administrative modifications and amendment requests.

  - Submit project applications during the 'Call for Projects' period.

  - Track federally funded project allocations and obligations.

INTERNAL SITE AND MEMBER ACCESS

- The internal eTRACKER database requires entities to establish login credentials, as described in this document, in order to review projects or submit applications. ACOG approves all users for the system.

- Staff or representatives of any agency are eligible to apply for and receive ACOG and OCARTS area (STBG, TAP, AQ, etc.) funding may request credentials.

- Information on how to log in can be found on page 4.
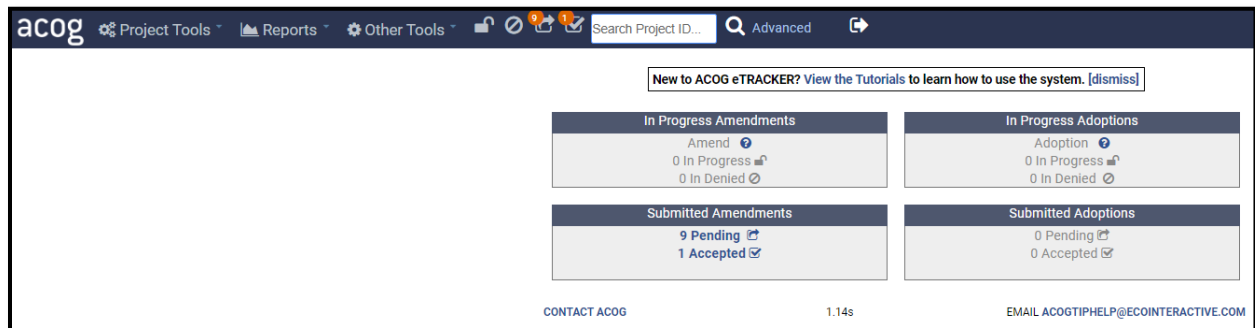
Figure 1: eTRACKER Internal Home Page

The internal site can be found here:
https://etracker.acogok.org/secure/login

EXTERNAL SITE AND PUBLIC REVIEW

- The external or public eTRACKER site does not require applicants to set up an account.

- Anyone may view projects listed in the current TIP.

- The site contains any approved amendments or modifications that have occurred since the original TIP adoption.

- The public may comment on all projects listed.
    - Comments are emailed directly to ACOG.
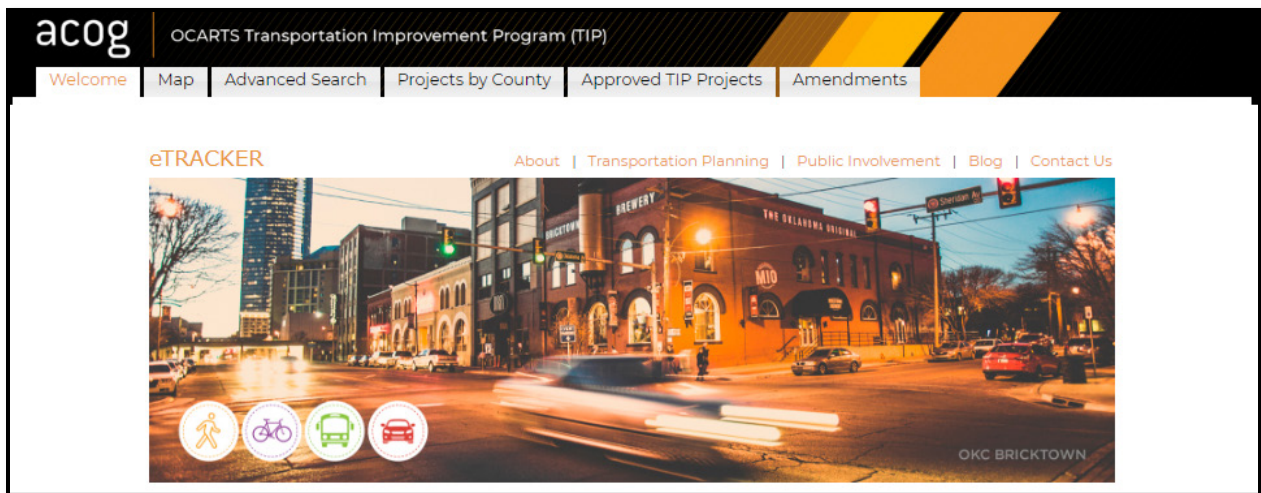
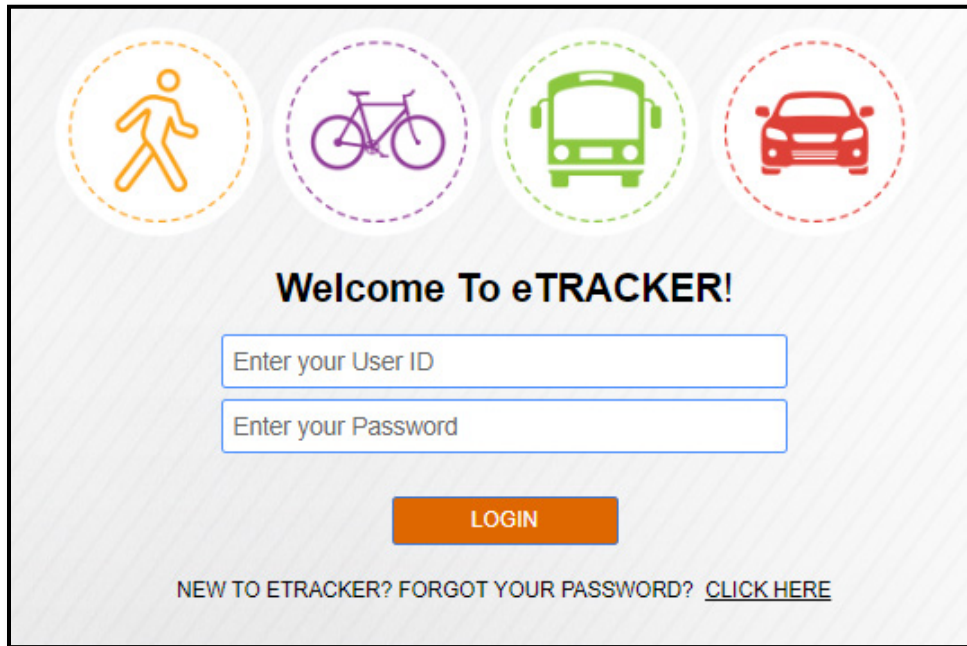**Figure 2:** eTRACKER External (Public) Home Page

The external site can be found here:
https://etracker.acogok.org/default.asp

GETTING STARTED WITH eTRACKER
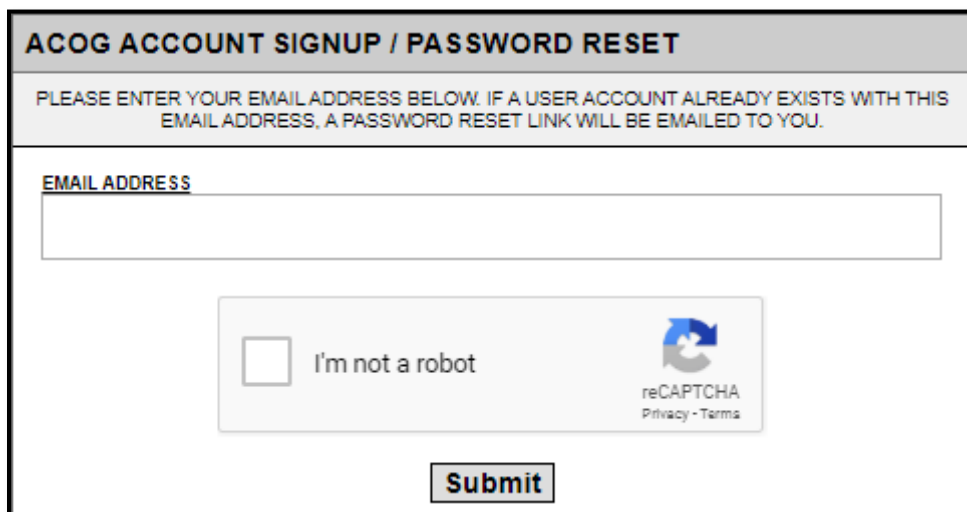
INTERNAL ACCOUNT SET-UP AND LOGIN

Access to the eTRACKER database begins with the login screen. Returning users can log in with the correct username and password. New users must first set up an account by clicking on the "Click Here" link. The same link can be used to reset forgotten passwords.

Figure 3: Click the "Click Here" link to register for an account.

Next, users will be prompted to enter a valid email address and complete the Captcha verification.

Figure 4: Enter a valid email address and complete the Captcha verification.

INTERNAL ACCOUNT SET-UP AND LOGIN

CREATE AN ACCOUNT

1. Enter a password, following the password requirements.

2. In the "Name" field, be sure to enter your first and last name.

3. Enter a 10-digit phone number.

4. Select the appropriate agency from the drop-down list. The agencies listed are those that have edit rights to program and manage funding in eTIP. If your agency is not listed, please contact ACOG at TIP@acogok.org to request it to be added.

SELECT THE APPROPRIATE USER TYPE:

• User types include CFP, read-only, sponsor, ACOG, and state, FHWA and FTA approval of TIP. For STBG Call for Projects (CFP) submission only, new users should select CFP as their user type. If you will also use the system for amendments and TIP project review, please select 'sponsor'.

• If you will be responsible for making or requesting amendments to the TIP, select 'yes' where appropriate.

• If you are unsure about any of these fields, please contact ACOG at TIP@acogok.org.

• For a list of eligible entities, please see the Surface Transportation Block Grant Program Procedures document.

ETRACKER - NEW USER ❓

PASSWORD REQUIREMENTS:
• Must be at least 7 characters in length
• Cannot be a word that is found in the dictionary
• Cannot contain your username
• Cannot contain the word "ACOG"
• Cannot be on the list of commonly used internet passwords
• Cannot contain " ' ; *

USERNAME
tip@acogok.org
PASSWORD
•••••••••••
RE-TYPE PASSWORD
•••••••••••

NAME
Kathryn test
EMAIL ADDRESS
tip@acogok.org
PHONE NUMBER
4052342264
AGENCY NAME
City of Oklahoma City ▼
YES ▼   Are you responsible for amending projects in the TIP?
YES ▼   Are you responsible for submitting project amendments for review?

USER TYPE ❓
▼

CFP
READ ONLY
SPONSOR
ACOG
STATE Approval of TIP
FED FHWA Approval of TIP
FED FTA Approval of TIP

ubmit New User Information

Figure 5: Making sure to follow the password requirements, click "Submit New User Information" when finished.

INTERNAL ACCOUNT SET-UP AND LOGIN

ACCOUNT VERIFICATION

- New users will receive an email indicating they have successfully submitted a request for a user account.

- Click the link in the email to verify the address.

- After the verification, ACOG staff will be notified of the request.

- Although ACOG staff will attempt to review user requests as soon as possible, it may take up to two business days for ACOG staff to review and approve accounts.
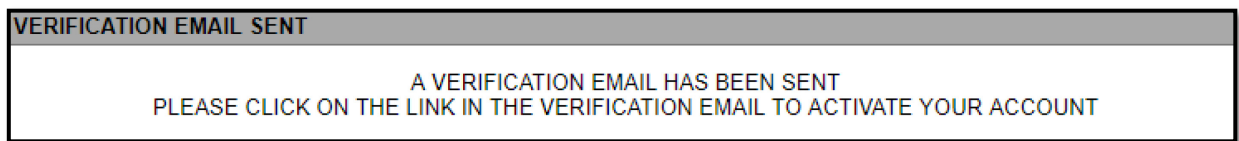

Figure 6: Verification Email Sent
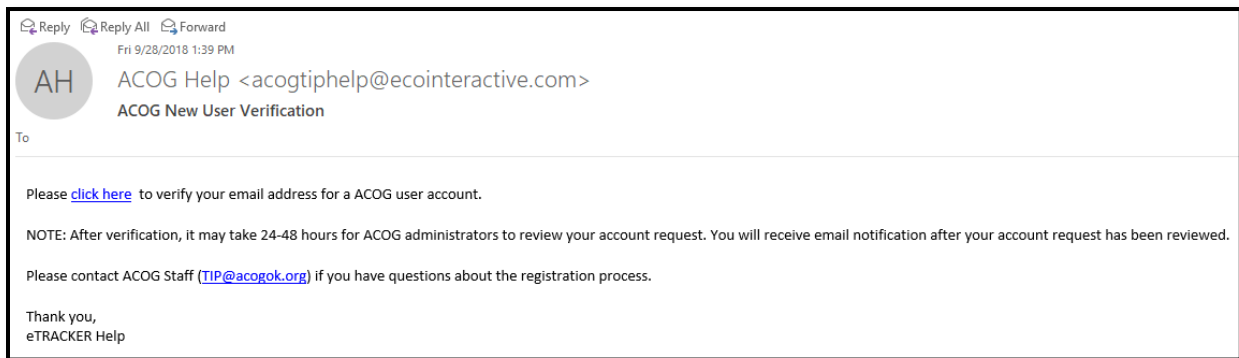
Figure 7: Verification Email Received

Once approved, users will receive an email indicating the request for access has been approved and the user will be able to log in.

NAVIGATING eTRACKER: HOME SCREEN AND MENU BAR

NAVIGATING THE HOME SCREEN

- Menu bars at the top of each page can be used to navigate throughout the eTRACKER database.

- The menu choices vary by user level and the figures presented here illustrate the view of 'Sponsor' users.

- The top menu bar remains at the top in every page view.

- To return to the home page, users may click on the 'acog' icon in the top left corner.
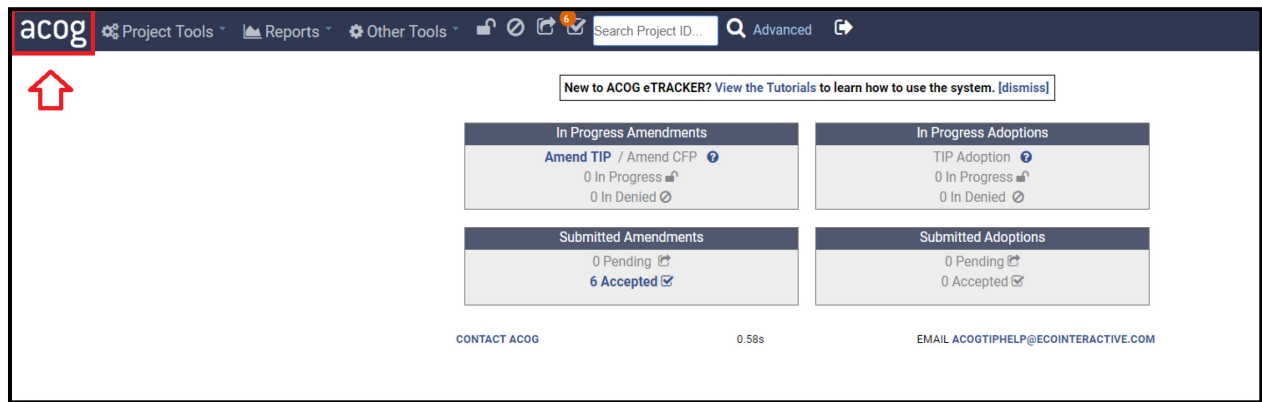
Figure 8: eTRACKER Home Screen

NAVIGATING eTRACKER: PROJECT TOOLS

THE 'PROJECT TOOLS' DROPDOWN INCLUDES:

- **My CFP List:** All projects entered into the system for the user (you will not see any other sponsor's project information).

- **My Projects List** (sponsor users only): Any projects listed in the TIP for the sponsor/entity.

- **Amend TIP Projects** (sponsor users only): This can be selected to amend any projects currently listed in the TIP.

- **TIP Adoption** (sponsor users only): Location to request to change or add projects to a new TIP adoption.

Figure 9: eTRACKER 'Project Tools'

NAVIGATING eTRACKER: REPORTS

THE 'REPORTS' MENU INCLUDES DIFFERENT WAYS OF DISPLAYING PROJECT LISTINGS BY TYPE, LOCATION AND FUNDING.
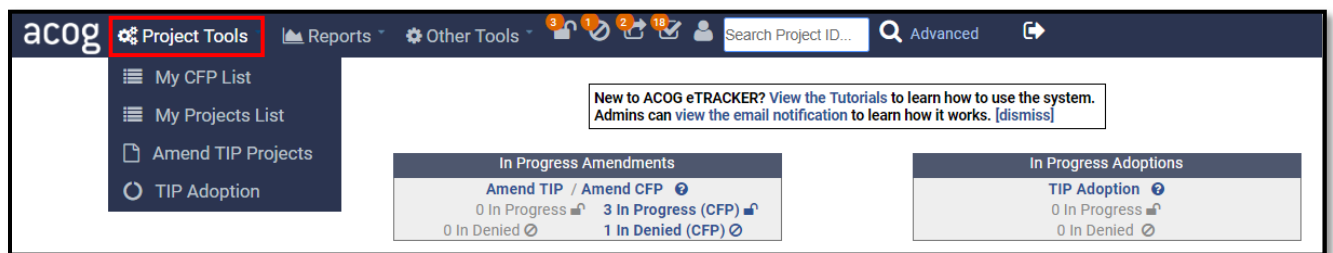
- **Amendment Summary:** any sponsor amendments requested/approved/declined

- **TIP Listing:** all sponsor projects in TIP

- **TIP Overview:** report generator for sponsor TIP projects

- **Financial Constraints:** report generator for sponsor TIP projects based on financial constraints

- **Programmed $ by fund:** report generator for sponsor TIP projects based on funding type

- **Report Fund Detail:** report generator for sponsor TIP projects based on expense type

- **TIP MPO/Agn/Cnty/Dist:** graph report generator by MPO, agency, county or district

- **Data Export:** export funding info, project info or mapping GIS files

- **Obligation Reports:** reports generated based on federal obligations

- **Other:** report generated describing all names of funds in the eTRACKER system
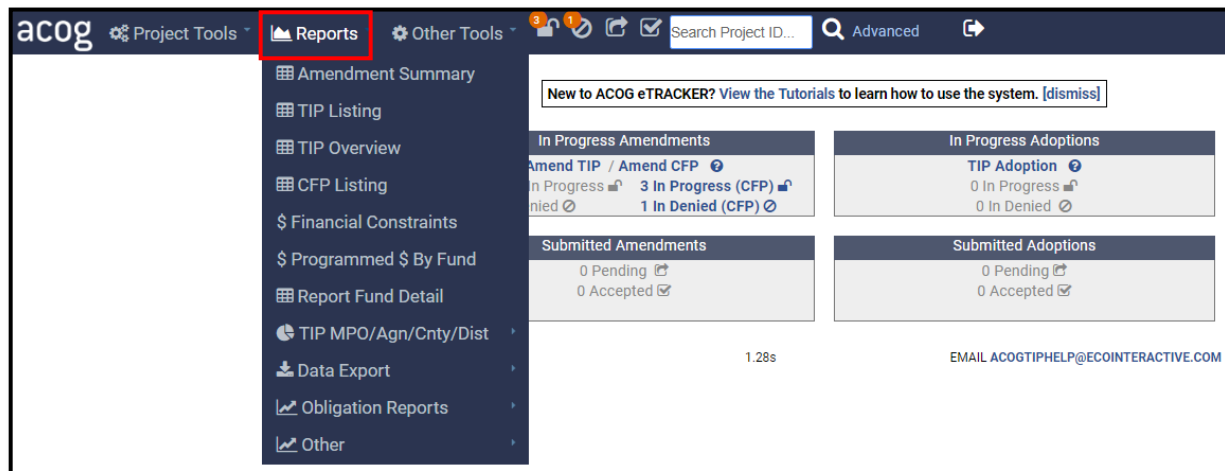
Figure 10: Hover over the 'Reports' tab to see different report types.

NAVIGATING eTRACKER: OTHER TOOLS

THE 'OTHER TOOLS' MENU INCLUDES:

- **All TIP Actions:** A listing of all actions in the current TIP

- **Change Password:** Change system password

- **Help/Tutorials:** System tutorials created by EcoInteractive

- **Public Website:** Link to the public eTRACKER site, no login required

- **Contact Help Desk:** To contact EcoInteractive for technical issues (broken links, server error messages, etc.)

Figure 11: eTRACKER 'Other Tools'

NAVIGATING eTRACKER

THE SEARCH TOOLS:

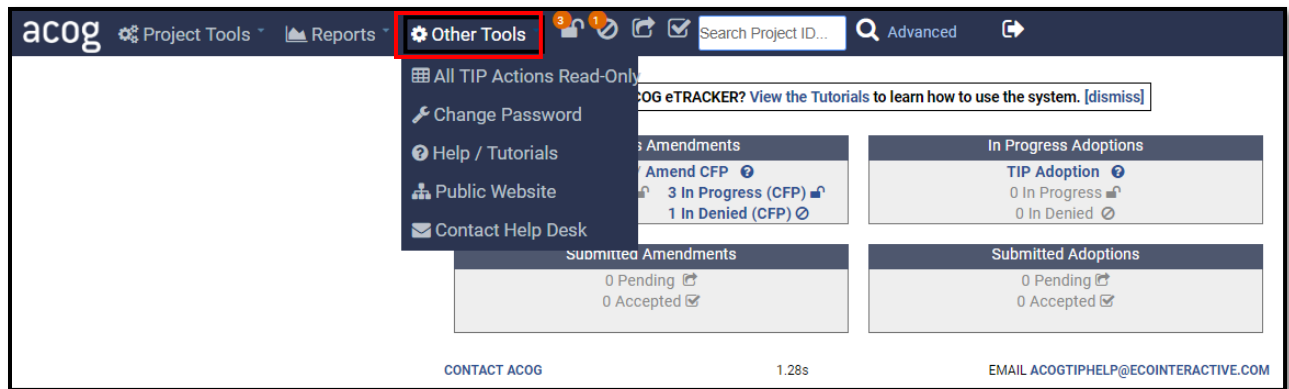- **Search Project ID:** search by TIP ID or by JP Number (no parenthesis)
- **Advanced Search:** provides an option to complete a more detailed search and project listing

Figure 12: 'Search Project ID' and 'Advance' Search Capabilities
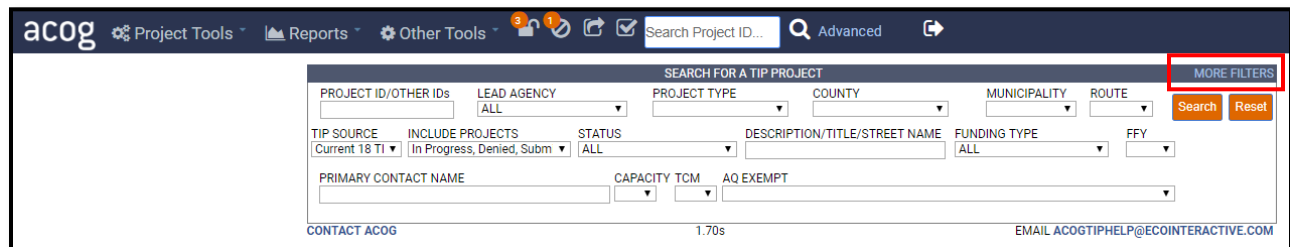

Figure 13: Hit 'More Filters' to extend searching capabilities

CALL FOR PROJECTS (CFP) SUBMISSION

CALL FOR PROJECTS (CFP) SUBMISSION USER TYPES:

- **Sponsor** – responsible for submitting projects for the CFP **AND** reviewing and requesting modifications of projects in the TIP

- **CFP** – only responsible for submitting projects for the CFP

FUNDING SUBMISSION TYPES

- STBG-UZA

- TAP (coming soon)

- Air Quality Small Grant Program (AQ)

- MTP (coming soon)

- Other funding (coming soon)

SPONSOR AND CFP HOMEPAGE AND MENU BAR INTERFACES LOOK SLIGHTLY DIFFERENT, BUT PROJECT SUBMISSION CAN BE COMPLETED THE SAME WAY ONCE WITHIN THE PROJECT SCREEN.

INSTRUCTIONS FOR NAVIGATING BOTH ARE AVAILABLE:

- Sponsor users see page 13

- CFP users see page 22
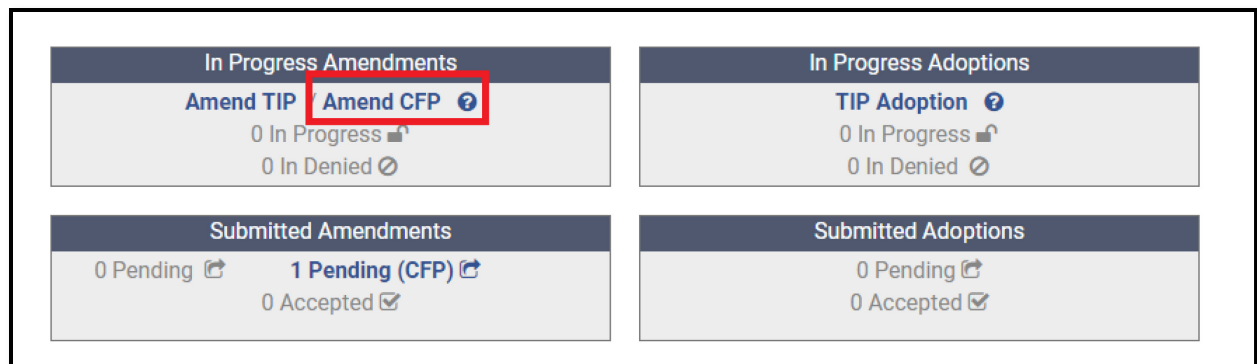
Figure 14: Submit projects using 'Amend CFP'.

CALL FOR PROJECTS (CFP) SUBMISSION: **SPONSOR** USER SUBMISSION PROCESS

STARTING A NEW APPLICATION

- New applications can only be started by clicking on the 'Amend CFP' link in the 'In Progress Amendments' box on the Home Page, selecting 'Create New Project', and then selecting the appropriate CFP to open a new project screen.
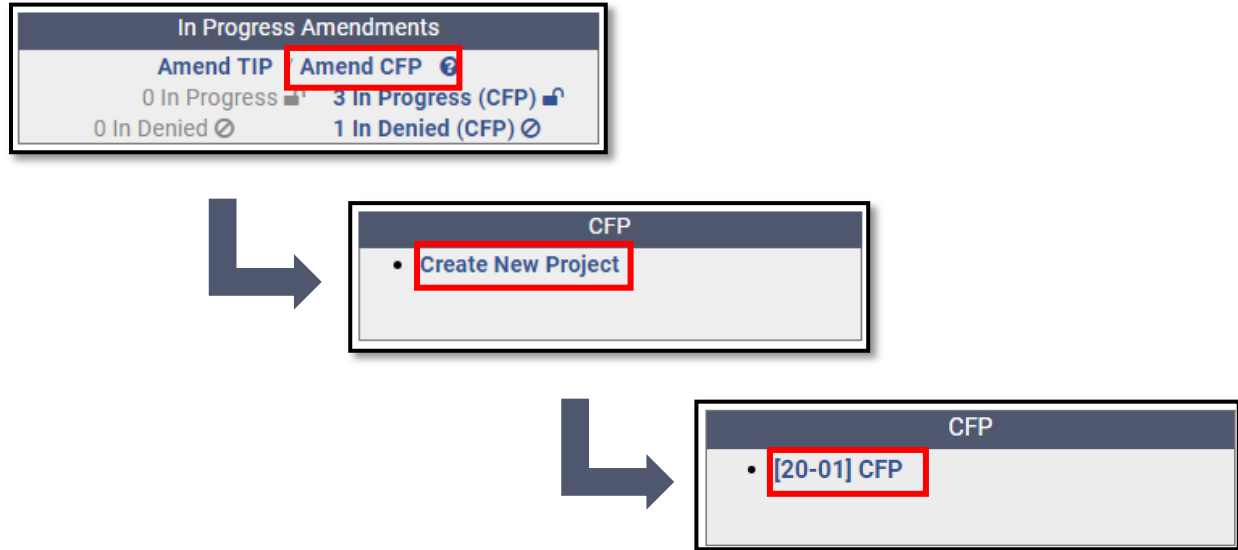
Figure 15: Process to Start a New Application

SPONSOR USER SUBMISSION PROCESS

FILLING OUT AN APPLICATION

- After prompting the system to Create New Project, a blank application will appear.
- The sections to fill out are:
  - **Project information** – Title, Description, Primary Project Type, Lead Agency, County, Municipality (if applicable), and Project Location (mapping available after initial save)
  - **Proposed Funding Information** – FFY, Fund Type,
    - PE: Preliminary Engineering
    - ROW: Right of Way Acquisition
    - CON: Construction
    - CE: Construction Engineering
    - UT: Utilities
  - **Project Questions** – Check each box that applies to new improvements being made to your project.
  - **Change Reason** – Application will display change reason and what changed after each save.
- Click 'Save' at the bottom of the application to save your project

Figure 16: CFP Application

SPONSOR USER SUBMISSION PROCESS

HEADER INFORMATION

- **TIP ID** (autogenerated): The TIP ID is the unique identification number for the project within the TIP database.

- **Version:** The history of changes to projects is controlled and documented using "versions".

- **Status:** The status of a project changes over its life cycle from project entry into the eTRACKER database to the project being built. The status in the header information of a project indicates its current program status.

- **Last Modified:** The user who last modified the project and date of the last project modification are displayed in the header information of the project page.

PROJECT PAGES

- For new applications, only the TIP Programming tab of the project page will be available.

- Once a new application has been created and an ID assigned by saving the application in progress, additional "tabs" are available to the user. Users can navigate from one tab to another without losing changes made on other tabs; however, information on each tab must be saved using the save button on that tab to retain the changes before navigating away from the project application to any other menu item, such as the home page or My CFP List.

Figure 17: Project Pages (tabs)

SPONSOR USER SUBMISSION PROCESS

OBLIGATION TAB:

- If selected for funding, this tab will track federal funding obligations throughout the life of the projects.

- During the application process, this tab will be blank.

MAP TAB:

- Applicants are responsible for mapping project locations or uploading a mapped location for mapping by ACOG staff.

- The mapping application uses Google Maps as a base layer with other OCARTS and ODOT transportation system data.

- See page 17 for more detail on how to map in the eTRACKER system.

PROJECT IDS TAB:

- If selected for funding, several ID numbers will be assigned over the life of the project, including TIP ID, a JP Number (ODOT) and a federal project number.

- In most cases, these IDs will not be assigned until funding is secured and this tab will remain blank.

DOCUMENTS TAB:

- The Documents tab is used to upload and display documents associated with the project, including forms required to apply for STBG-UZA and other funding.

- See page 19 for more information on uploading project documents.

AMENDMENT HISTORY TAB:

- The history of changes to projects is controlled and documented using "versions".

- The tab displays a log of versions from project creation within eTRACKER to completion.

- New applications will not have a history.

SPONSOR USER SUBMISSION PROCESS

MAPPING A PROJECT

- To map a project, zoom in to the exact location until the blue segment lines and nodes are displayed and click on appropriate line segments and/or nodes with which the project is associated. Select "Bikeways" layer for off-road bicycle projects and the "Roads" layer for all other projects. The following are important attributes of the mapping application:

  - In the "Roads" layer, dark blue lines represent road segments and dark blue squares represent intersections.

  - In the "Roads" layer, light blue triangles represent bridges or structures and are often not located precisely on top of the water or other feature crossed. When in doubt about a bridge location, it can be verified using ODOT's Bridge and Culverts online map. Since the ODOT bridge file is the same for both eTIP and the ODOT page, the bridges will be located in the same place.

  - In the "Bikeways" layer, purple lines represent bicycle paths.

- Linear (from/to) projects should be marked as segments. If additional specific work is also being done at a structure or intersection along the segment, those point features should also be selected. For projects that consist of multiple point features, with no work on the segments in between, each point should be selected, rather than the segment.

- Segments and points will turn red when selected. When finished mapping, users should click the "Save Location" button. To clear the current map, and any saved changes, click the "Reset" button.
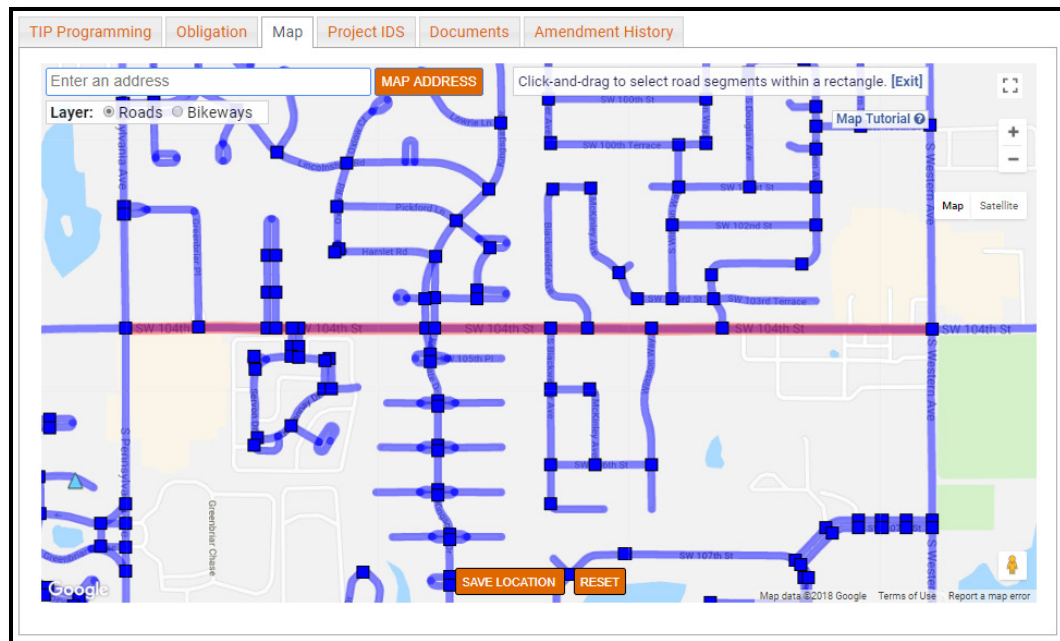
Figure 18: Selected objects will be highlighted in red.

SPONSOR USER SUBMISSION PROCESS

ADDITIONAL MAP FEATURES:

- **Select Multiple Segments:**
  - Click-and-drag to select road segments within a rectangle.
  - Allows users to select many road segments in a single area at one time.
  - CAUTION: Only segments completely contained within the box will be selected.
  - If segments that are not included within the project are selected, clicking on them individually will unselect them.

- **Create New Node:**
  - Click on a road to create a new node at that location.
  - Allows users to add new nodes where needed.
  - CAUTION: New nodes should be used sparingly, as the underlying segment data will not be automatically split at the new node.

- **Measure a Distance**
  - Click on the map to start the measure, then each subsequent click provides the distance, in feet (under 1 mile) or miles, from the previous location clicked. The total distance is displayed in the top left corner of the map. For distances displayed in feet, users can determine the length in miles by dividing the number of feet displayed by 5,280. The user can remove previous segments by clicking "Remove Previous Segment" or can clear the measurement by clicking "Clear Distance Measurement".
    - Allows users to measure project lengths to provide accurate location information on the TIP Programming tab.

- **Adjust Segment Start/End**
  - In some cases, the segments on the map may not start/end at a project limit. The Adjust Segment Start/End link can be used to decrease the length of a selected segment. Click the segment to that needs to be modified (the segment to modify must already be selected on the map before clicking "Adjust Segment Start/End") then click and drag the marker to adjust the length of the segment (the markers must be placed on an existing roadway) to match the project limit. Note that segments can only be shortened, not lengthened.

SPONSOR USER SUBMISSION PROCESS

UPLOADING PROJECT DOCUMENTS

- At the top of the project creation page, users may click the "Upload Project Documents" link to upload documents associated with the project upon creation. Once a project is created, click the "Documents" tab to begin the document upload process.

- To upload a new document, click the cloud icon on the far-right side of the page to unhide/hide the "Upload Project Documents" options, as illustrated in Figure 18. From there, enter information related to the document including the date of the document and a description. Then select the document type from the drop-down list and click "Choose File". Users may upload up to six documents at a time. When all documents have been chosen, click "Upload Selected".

Figure 19: Uploading Project Documents

SPONSOR USER SUBMISSION PROCESS

SAVING AND SUBMITTING PROJECT APPLICATIONS:

- At any time while completing the TIP Programming information portion of the application, users may click the "Save" button. In addition to saving entered data, doing so will also check for errors or omissions on the form. In order to map the project and attach required documents, the project application must be saved at least once.

- After the application form has been completed, the project has been mapped, and all required documents attached, click on "Save as Final" to notify ACOG staff that the application is complete and ready for review. **IMPORTANT!** Once you have clicked "Save as Final", you will no longer be able to make any changes to the application unless it is released back to you by ACOG staff.

- Applicants should work with ACOG staff to resolve any errors or omissions and give themselves adequate time to review changes and submit the application to ACOG prior to the application deadline. **Applications that have not been submitted to ACOG by the appropriate deadline will not be considered for funding.** Applicants will receive an email notification from "ACOGTIPHelp@ecointeractive.com" notifying them of the reviewers' actions. Applicants will also be notified of ACOG staff actions from the same email address.

DATA VALIDATION AND ERROR MESSAGES

- A series of data validations occur when the user clicks the "Save", "Save as Final" or "Submit" button, including checks for complete and logical data.

- Data Validation Errors:

  - If any data validations fail, error messages will be displayed. Project applications can be saved but cannot be submitted to ACOG until all error messages are addressed.

  - Error messages will be displayed in a beige box at the top of the application form and affected fields will be highlighted in yellow.

SPONSOR USER SUBMISSION PROCESS

SYSTEM NOTIFICATIONS

- You will receive a notification email whenever a project with your Lead Agency is 'Saved as Final' by an applicant. To review the application, open your In Progress (CFP) list from the home page and look for 'Save As Final' in the CFP Status Column.

- After review, click on the 'Submit' button to forward the application to ACOG. Applicants will be notified that you have submitted the project.

OTHER AVAILABLE TASKS AS A SPONSOR:

- Reviewing projects in current TIP
  - 'Project Tools' > 'My Projects List'
- Modification and amendment requests
  - 'In Progress Amendments' > 'Amend TIP'
- New TIP adoptions
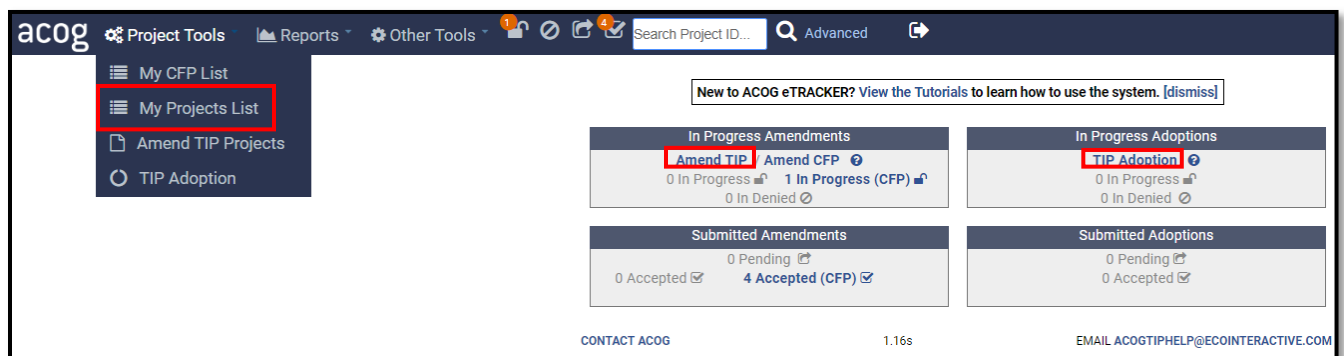 - 'In Progress Adoptions' > 'TIP Adoption'

Figure 20: Additional tasks as a Sponsor

CALL FOR PROJECTS (CFP) SUBMISSION,
CFP USER SUBMISSION PROCESS

CFP USER'S HOME PAGE

- The home page provides an at-a-glance summary of the status of the user's applications. Applications that are "In Progress" are listed individually. The summary bar above the list also displays the number of the user's projects that have been submitted to ACOG. Return to this list at any time by clicking on the ACOG logo or selecting "My In Progress CFP List" from the CFP Tools menu.

CREATE/AMEND CFP PROJECTS

- To begin a new application select Create/Amend CFP Projects, then select "Create New Project" to start a new application with a blank form.

- **The application process from here is the same as for the 'Sponsor' users. Please see pages 13 through 21 for a detailed submission process.**

IN PROGRESS APPLICATIONS

- Applications that have been started and saved, but not yet submitted to ACOG for review, are considered to be In Progress. To review and/or edit a pending application prior to saving as final, click on the ID link to open the most recently saved version of the project. Note, once saved as final, only ACOG staff can release an application for additional changes. Once released, the CFP Status will be "Unsubmitted Final".

CFP SUBMITTED

- From the home page, click on "CFP Submitted" to view a list of applications that have been submitted to ACOG. Submitted changes are read-only. To view a submitted application, click on the ID link. In order to un-submit an application, CFP users must contact ACOG.

CFP IN DENIED

- From the home page, click on "In Denied (CFP)" to view a list of applications that have been submitted to ACOG staff, but denied. The list will include the reason for denial. Prior to the final application deadline, applicants may attempt to address denial comments.

PROJECT RESUBMISSION PROCESS

IF PROJECT WAS PREVIOUSLY SUBMITTED:

- Instead of selecting 'Amend CFP' and creating a new project, select the highlighted button below to edit and resubmit projects for consideration.
- The number of projects an entity has in the in the CFP will be displayed.
- Edit and resubmit the project as normal.

Figure 21: Project resubmission process.

PUBLIC WEBSITE: NAVIGATION

NAVIGATING TO THE EXTERNAL WEBSITE FROM THE INTERNAL SITE

- Under 'Other Tools', click 'Public Website'

PUBLIC SITE TABS

- **Welcome:** This tab contains information about the Transportation Improvement Plan as well as a link to the short-range planning section on ACOG's website.

- **Map:** This tab displays all projects in the current TIP. Click on each project for more information.

- **Advance Search:** Search for projects by Project ID, Title or Description, Location/County, Lead Agency, Project Type, and Federal Funding.

- **Projects by County:** Display projects on a map by any county in the OCARTS area.

- **Approved TIP Projects:** List all projects on the current approved TIP. Click on the hyperlinked ID to open a new tab displaying more information about a project.

- **Amendments:** View all current and past amendments and approval dates by the MPO, State and FHWA.
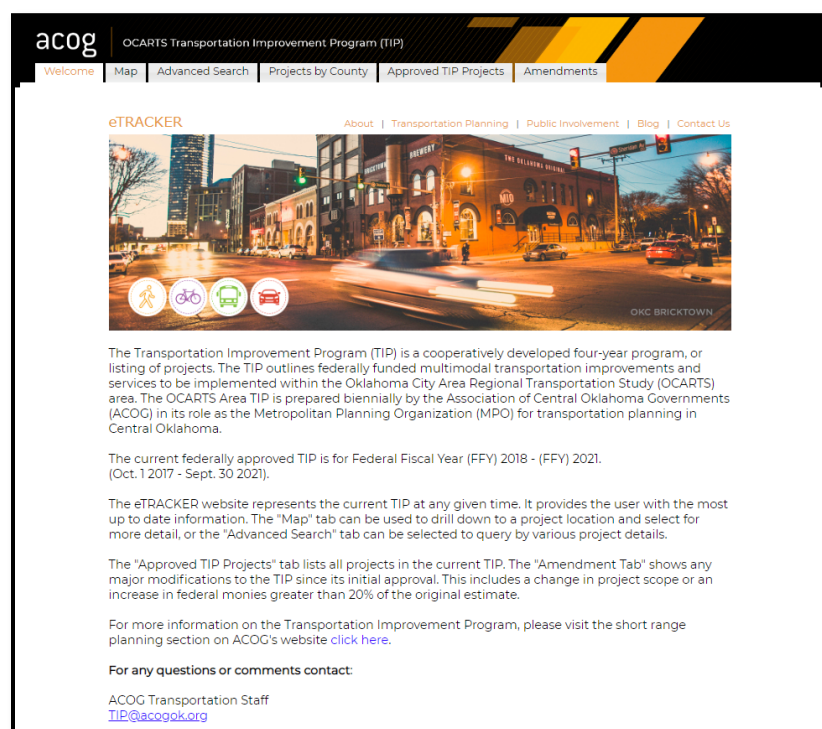

Figure 22: Public Website Home Page

QUESTIONS OR ISSUES

CONTACTS:

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

- For STBG-UZA project specific or procedural questions, contact ACOG at TIP@acogok.org or (405)234-2264.

- For questions related to the Air Quality Small Grant Program, contact ACOG at CMAQ@acogok.org.

- For technical issues, such as broken links and server error messages within the eTRACKER website, contact ACOGTIPHELP@ecointeractive.com.