

4205 N. Lincoln Blvd. | OKC

TRANSPORTATION PLANNING SERVICES

# eTRACKER GUIDEBOOK

UNIFIED PLANNING WORK PROGRAM

TASK 1.02 | SUBTASK 2C

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2021  
acog

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The contents of this report reflect the views of the Association of Central Oklahoma Governments (ACOG), the Metropolitan Planning Organization for the Oklahoma City Area Regional Transportation Study (OCARTS) Transportation Management Area. ACOG is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect official views or policy of the U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation.

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# INTRODUCTION TO eTRACKER

## WHAT IS eTRACKER?

eTRACKER, also referred to as the eTIP, is an electronic database system used to track and organize projects included in the Oklahoma City Area Regional Transportation Study (OCARTS) area Transportation Improvement Program (TIP). Tasks that the Association of Central Oklahoma Governments (ACOG) and other OCARTS area members can accomplish in the system include:

- Submit project applications during the 'Call for Projects' period for a number of programs including:
  - Surface Transportation Block Grant Program for the Oklahoma City Urbanized Area (STBG-UZA)
  - Congestion Mitigation and Air Quality
    - Air Quality Small Grant
    - Public Fleet Conversion Grant
  - Transportation Alternatives Program (TAP) (coming soon)
- Electronically view all projects listed in current TIP.
- View projects from previous TIPs.
- Submit and approve administrative modifications and amendment requests.
- Track federally funded project allocations and obligations.

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

# GETTING STARTED WITH eTRACKER

## 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 that are eligible to apply for and receive ACOG and OCARTS area funding (STBG, TAP, CMAQ, etc.) may request credentials. Information on how to log in can be found on page 5.

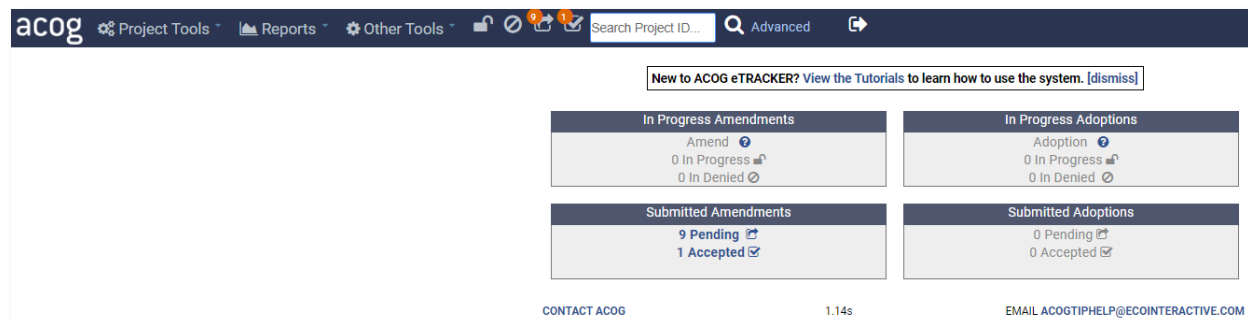


Figure 1: eTRACKER Internal Home Page

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, and comments are emailed directly to ACOG.

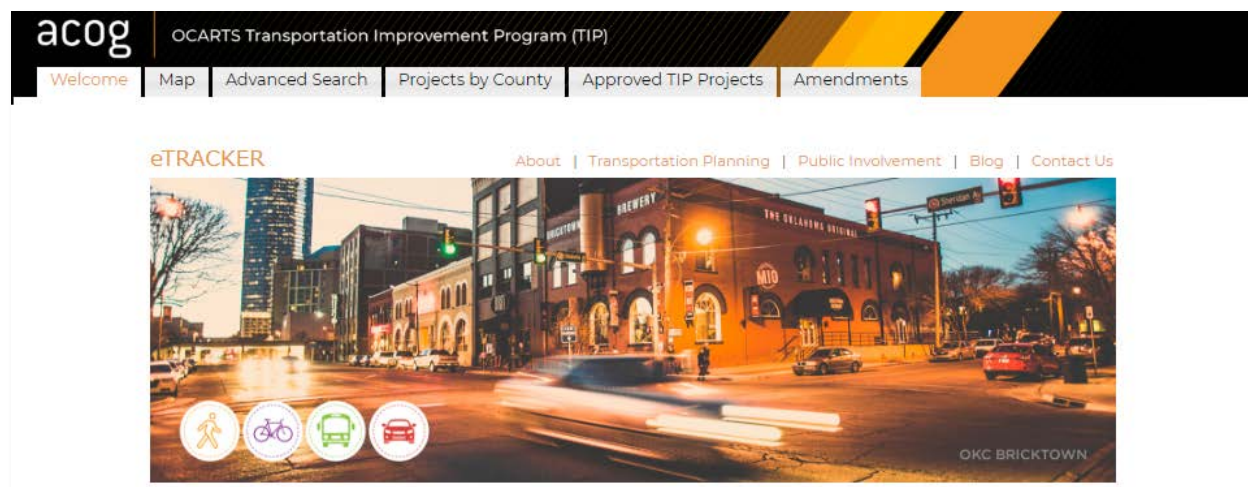


Figure 2: eTRACKER External (Public) Home Page

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

## PUBLIC WEBSITE: NAVIGATION

### GETTING TO THE PUBLIC WEBSITE FROM THE INTERNAL WEBSITE

To go to the external public website, navigate to 'Other Tools' and click 'Public Website'.

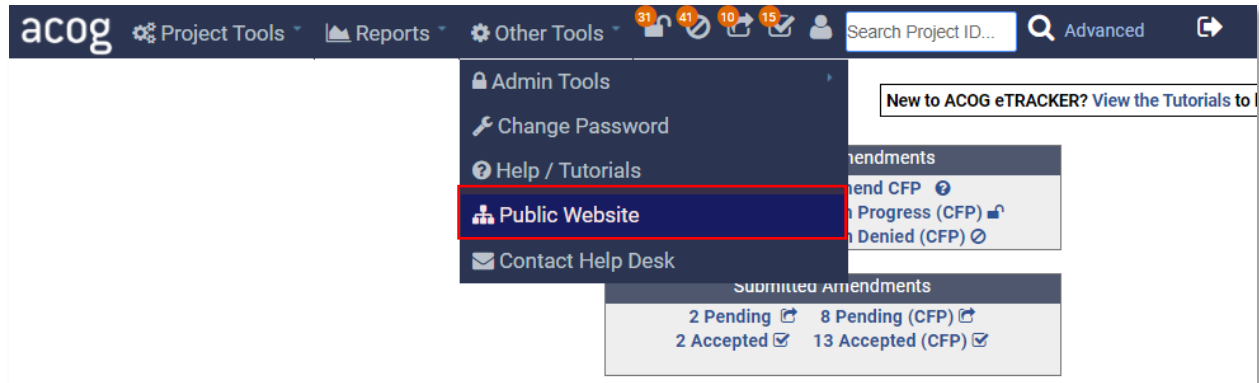


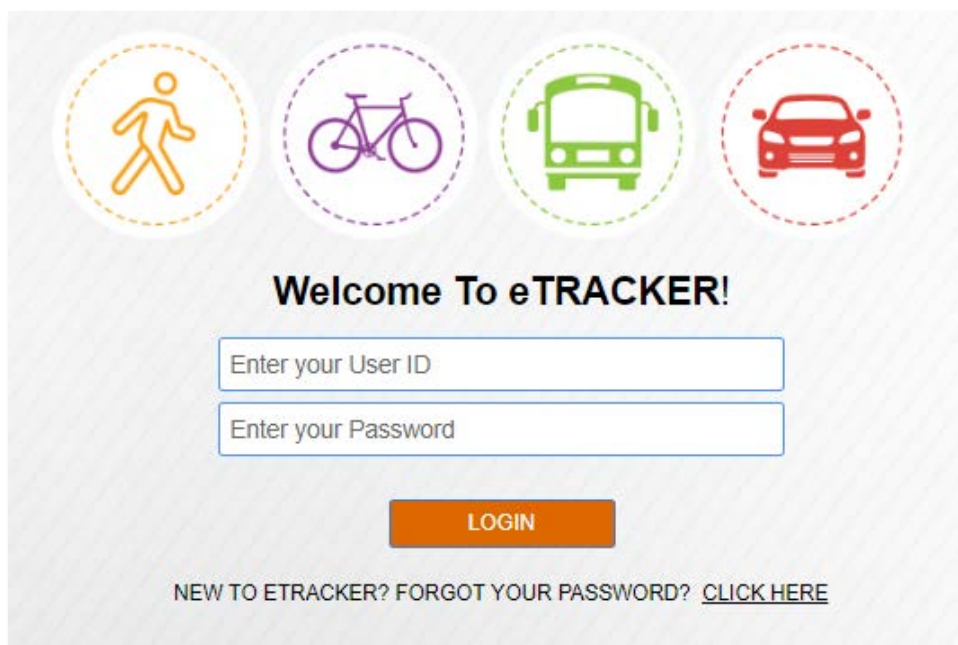
Figure 3: Navigate to the public website

### 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.

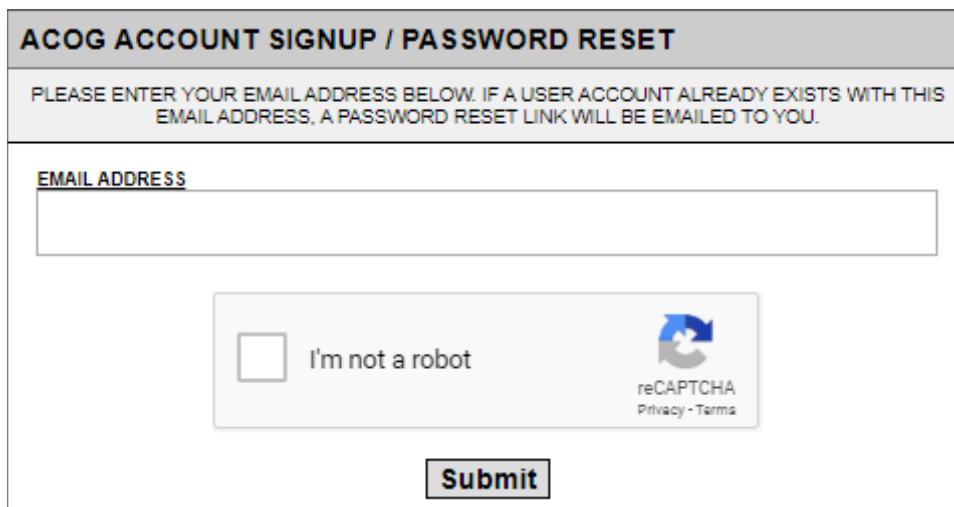
## INTERNAL ACCOUNT SET-UP AND LOGIN

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.

The login screen for eTRACKER features four circular icons at the top: a person walking (orange), a bicycle (purple), a bus (green), and a car (red). Below these icons, the text "Welcome To eTRACKER!" is centered. Underneath, there are two input fields: "Enter your User ID" and "Enter your Password". A blue "LOGIN" button is positioned below the password field. At the bottom, a link reads "NEW TO ETRACKER? FORGOT YOUR PASSWORD? [CLICK HERE](#)".

**Figure 4:** Select the 'CLICK HERE' link to register for an account or recover password.

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

The form is titled "ACOG ACCOUNT SIGNUP / PASSWORD RESET". Below the title, a message states: "PLEASE ENTER YOUR EMAIL ADDRESS BELOW. IF A USER ACCOUNT ALREADY EXISTS WITH THIS EMAIL ADDRESS, A PASSWORD RESET LINK WILL BE EMAILED TO YOU." There is a large text input field labeled "EMAIL ADDRESS". Below the input field, there is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". A blue "Submit" button is located at the bottom of the form.

**Figure 5:** Enter a valid email address and complete the Captcha verification.

## CREATE AN ACCOUNT

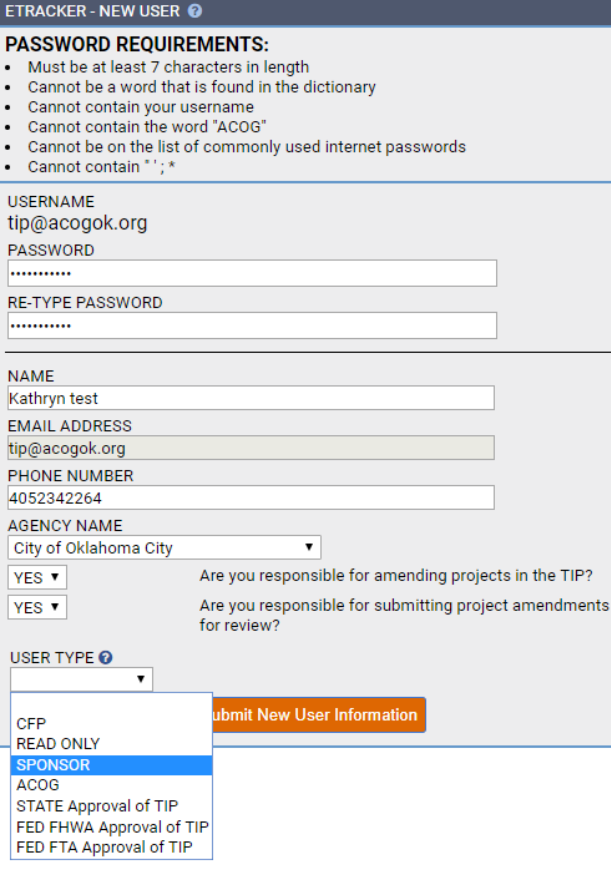
- Enter a password, following the password requirements.
- In the 'Name' field, be sure to enter your first and last name.
- Enter a 10-digit phone number.
- Select the appropriate agency from the drop-down list. The agencies listed are those that have edit rights to program and manage funding in eTIP. **If your agency is not listed, please contact ACOG at [TIP@acogok.org](mailto: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. Users submitting projects for a Call for Projects should select one of the following:

- **CFP:** Consultants or engineers submitting projects on behalf of a city, county, or transit agency.
- **Sponsors:** City, county, or transit agency planners or engineers who will be responsible for TIP amendments or who will follow the project after being selected for funding.

If you are unsure about any of these fields, please contact ACOG at [TIP@acogok.org](mailto:TIP@acogok.org).



The screenshot shows the 'ETRACKER - NEW USER' form. At the top, there are 'PASSWORD REQUIREMENTS' listed: must be at least 7 characters, cannot be a dictionary word, cannot contain the username, cannot contain 'ACOG', cannot be on a common password list, and cannot contain special characters. Below this are fields for USERNAME (tip@acogok.org), PASSWORD (masked with dots), and RE-TYPE PASSWORD (masked with dots). The next section contains fields for NAME (Kathryn test), EMAIL ADDRESS (tip@acogok.org), PHONE NUMBER (4052342264), and AGENCY NAME (City of Oklahoma City). There are two 'YES' buttons for questions about amending projects and submitting amendments. A 'USER TYPE' dropdown menu is open, showing options: CFP, READ ONLY, SPONSOR (highlighted in blue), ACOG, STATE Approval of TIP, FED FHWA Approval of TIP, and FED FTA Approval of TIP. An orange 'Submit New User Information' button is visible on the right.

**Figure 6:** Making sure to follow the password requirements, click "Submit New User Information" when finished.



## 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.**

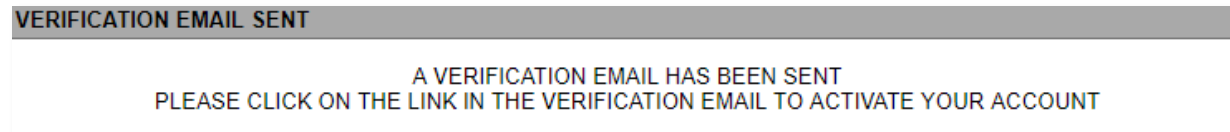


Figure 7: Verification Email Sent

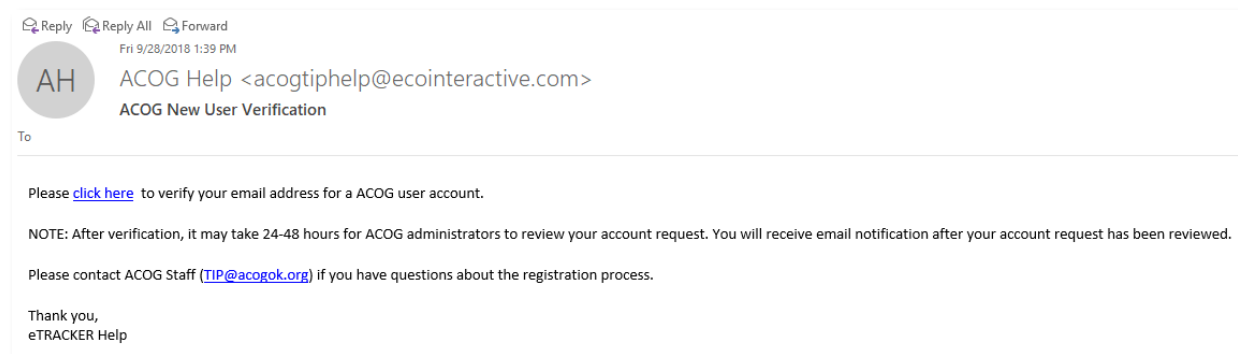


Figure 8: Verification Email Received

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

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.

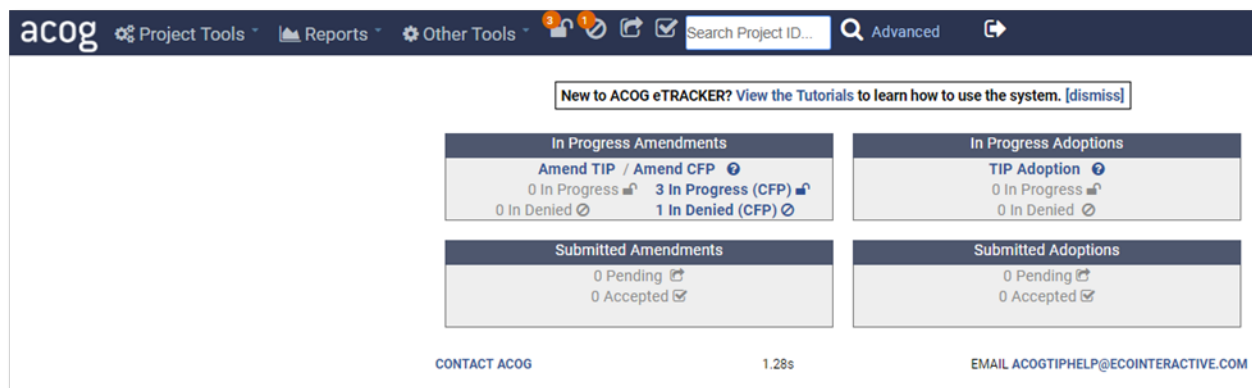


Figure 9: eTRACKER Home Page

## 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.

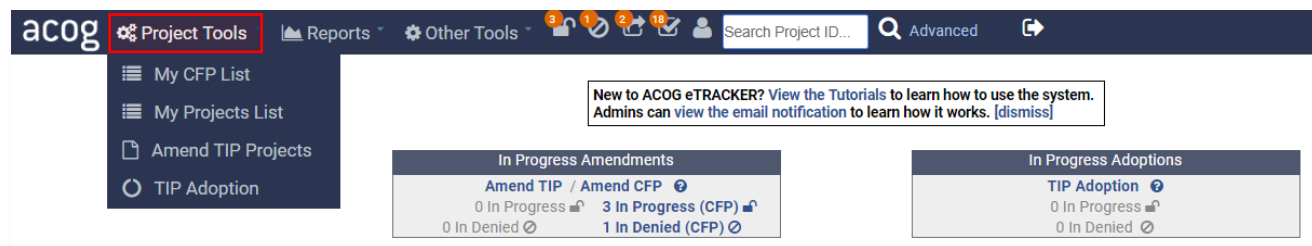


Figure 10: eTRACKER 'Project Tools'

## REPORTS

The 'Reports' menu includes different ways of displaying an entities' 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

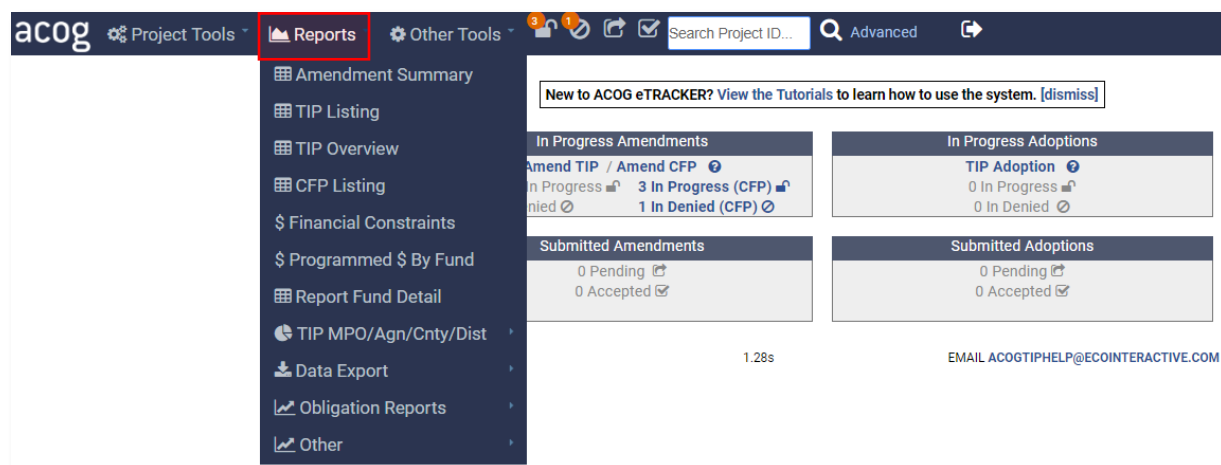


Figure 11: Hover over the 'Reports' tab to see different report types.

## 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.)

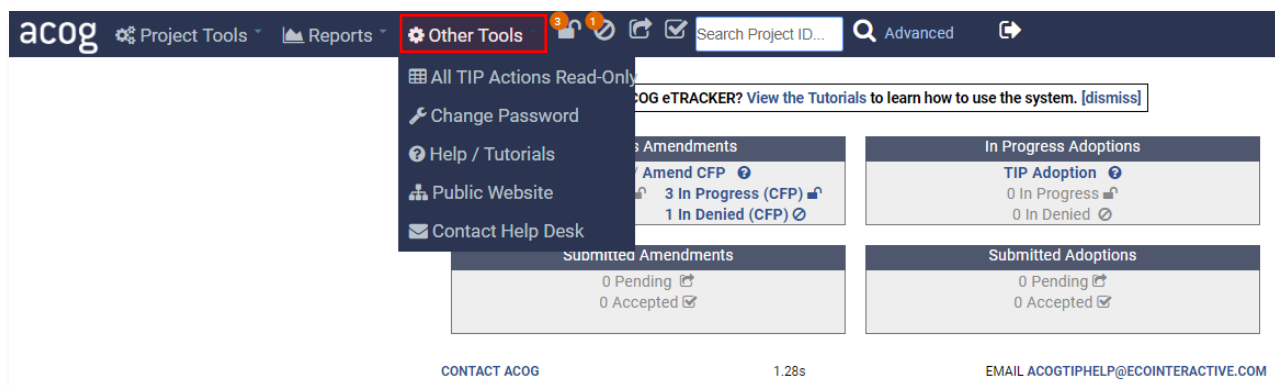


Figure 12: eTRACKER 'Other Tools'

## THE SEARCH TOOL

Users can search for a project in the search bar using:

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

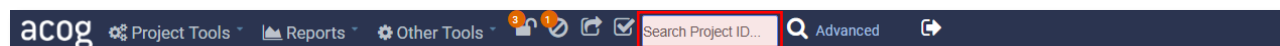


Figure 13: Search by TIP ID or JP Number to find a project.

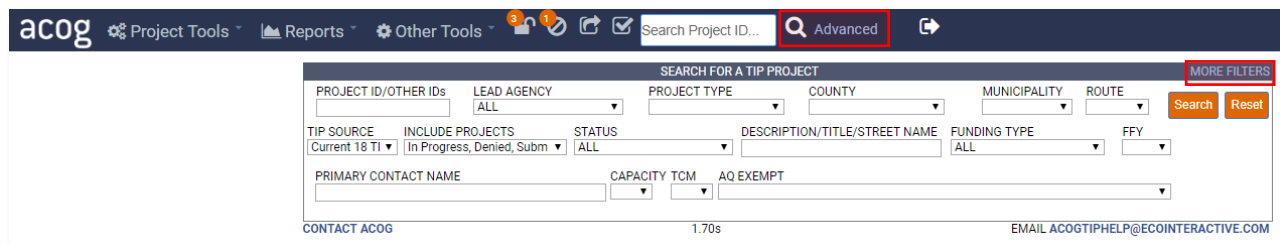


Figure 14: Hit 'More Filters' to expand searching capabilities.

# CALL FOR PROJECTS (CFP) SUBMISSION PROCESS

## CFP USER SUBMISSION 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

## CFP FUNDING TYPES

- Surface Transportation Block Grant Program for the Oklahoma City Urbanized Area (STBG-UZA)
- Congestion Mitigation and Air Quality (CMAQ)
  - Air Quality Small Grant
  - Public Fleet Conversion Grant
- Metropolitan Transportation Plan (MTP)
- Transportation Alternatives Program (TAP) (coming soon)
- Other funding programs

**IMPORTANT:** 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.

## CREATING 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.

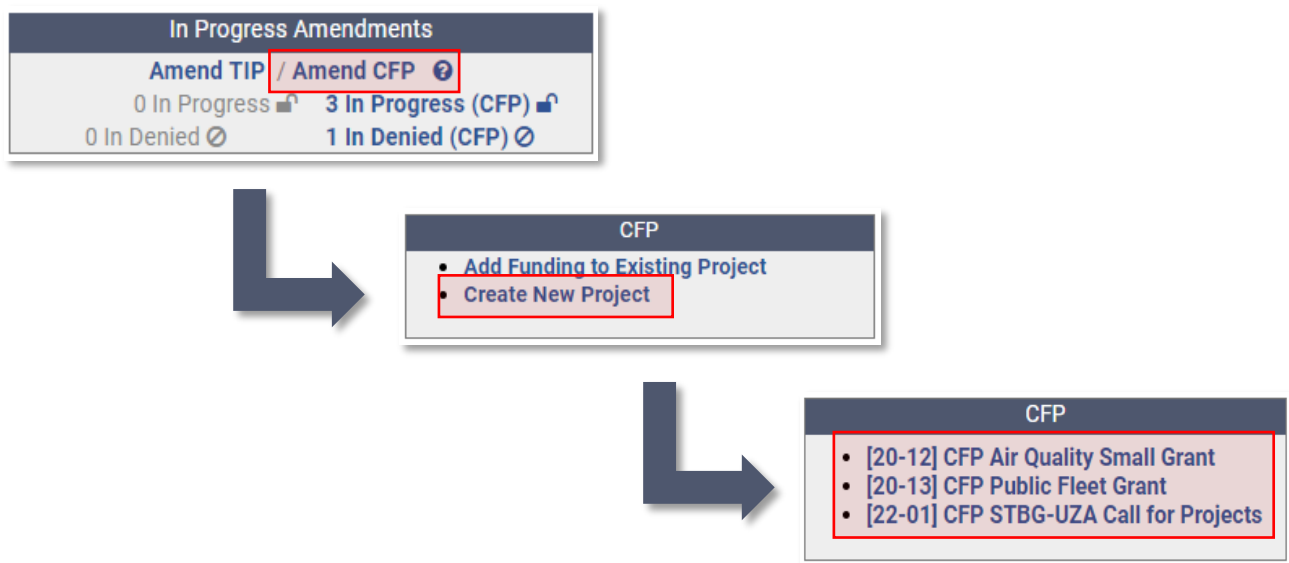


Figure 15: Starting a new application

**IMPORTANT:** Users should be sure to select the proper CFP for the program they are submitting projects for. Submitting a project in an incorrect CFP will not allow it to be properly reviewed by ACOG staff.

## FILLING OUT AN APPLICATION

After prompting the system to Create New Project, and selecting the desired CFP, a blank application will appear. There are three initial sections of the application that users need to fill out:

- Project Information
- Proposed Funding Information
- Project Questions

### PROJECT INFORMATION

Information required under 'Project Information' includes:

- Project Title
- Project Description (200-character count minimum)
- Primary Project Type
- Capacity (Y/N): applicable if adding capacity to the roadway (i.e. widening)
- Lead Agency
- County
- Municipality
- Mapping Location

ADDING A NEW CFP PROJECT Upload Project Documents

**Administrative Area**

CALL FOR PROJECTS 20-01 CFP 2020 TIP ID

For additional guidance and to download application document templates, view the [STBG-UZA Project Scoring Criteria Dashboard](#) (opens in new tab).

**Project Information**

PROJECT TITLE [Spell Check](#)  
Resurfacing - SW 104th St. from S. May Ave. to S. Western Ave.

PROJECT DESCRIPTION [Spell Check](#)  
Street resurfacing, 5 ft. sidewalk on the north side of SW 104th St. from S. May Ave. to S. Pennsylvania Ave. and ADA compliant wheelchair ramps, 1.90 miles

PRIMARY PROJECT TYPE Road - Resurf CAPACITY No TCM

LEAD AGENCY City of Oklahoma City COUNTY Oklahoma MUNICIPALITY Oklahoma City

\* MAP LINK WILL APPEAR AFTER YOU CLICK SAVE

| SYSTEM        | LOCATION TYPE  | ROAD NAME   | FROM      | TO            | DIST MILE(S) |
|---------------|----------------|-------------|-----------|---------------|--------------|
| Local Streets | Street Segment | SW 104th St | S May Ave | S Western Ave | 1.90         |

[\[ADD NEW LOCATION\]](#)

Figure 16: Fill out all required information under Project Information.

## PROPOSED FUNDING INFORMATION

Information required under 'Project Information' includes:

- Federal Fiscal Year (FFY)
  - The year in which the project will take place
- Fund Type
  - PE: Preliminary Engineering
  - ROW: Right of Way Acquisition
  - CON: Construction
  - CE: Construction Engineering
  - UT: Utilities
  - IMP: Implementation (Selecting 'Transit' in the Mapping Location section under 'System' will automatically change the funding information shown (see Figure 18)).

| SYSTEM        | LOCATION TYPE  | ROAD NAME          | FROM       | TO         | DIST MILE(S) |     |
|---------------|----------------|--------------------|------------|------------|--------------|-----|
| Local Streets | Street Segment | N Pennsylvania Ave | NW 10th St | NW 23rd St | 1            | Map |

[ADD NEW LOCATION]

| Proposed Funding Information (\$0) |              | PE | ROW | CON         | CE | UT | TOTAL       |
|------------------------------------|--------------|----|-----|-------------|----|----|-------------|
| FFY (oct-<br>SEPT)                 | FUND TYPE    |    |     |             |    |    |             |
| 2022                               | STBG - Urban |    |     | \$2,000,000 |    |    | \$2,000,000 |
| 2022                               | Local Match  |    |     | \$500,000   |    |    | \$500,000   |
|                                    |              |    |     |             |    |    | \$0         |

Funding History

Figure 17: Proposed Funding Information for *road projects*.

| SYSTEM  | LOCATION TYPE | ROAD NAME | NEAREST CROSS STREET |     |
|---------|---------------|-----------|----------------------|-----|
| Transit |               |           |                      | Map |

[ADD NEW LOCATION]

| Proposed Funding Information (\$0) |                                                      | IMP       | CON | ENG | TOTAL     |
|------------------------------------|------------------------------------------------------|-----------|-----|-----|-----------|
| FFY (oct-<br>SEPT)                 | FUND TYPE                                            |           |     |     |           |
| 2022                               | Congestion Mitigation and Air Quality (Public Fleet) | \$160,000 |     |     | \$160,000 |
| 2022                               | Local Match                                          | \$40,000  |     |     | \$40,000  |
|                                    |                                                      |           |     |     | \$0       |

Funding History

Figure 18: Proposed Funding Information for *transit and other vehicle-related projects*.

**IMPORTANT:** Selecting the proper funding type will pull up the correct project questions. Entities should be sure to include the local match funds below the funding program the applicant is applying for.



## PROJECT QUESTIONS

Different project questions are displayed based on the funding type selected. The default application displays project questions used for the STBG-UZA Call for Projects. Users submitting projects for CMAQ or TAP should be sure to select the correct fund type for the proper questions to show on the application.

**Proposed Funding Information (\$0)**

| FFY (year) | FUND TYPE    |
|------------|--------------|
| 2022       | STBG - Urban |
| 2022       | Local Match  |

**Project Questions**

- ☐ None of the questions below apply to this project
- ☐ Project is split from another project. The TIP ID is
- ☐ Application completed, total points earned:
- ☐ Proximity to school, radius in miles:
- ☐ RR Crossing within limits
- ☐ Adding new bridge. # of lanes:
- ☐ Adding new road. # of lanes:
- ☐ Changing road to a boulevard (Physical median/divider separates opposing lanes of traffic)?
- ☐ # lanes before:  # lanes after:
- ☐ # lanes before:  # lanes after:
- ☐ Maintenance/Rehabilitation/Reconstruction:
- ☐ Preventive maintenance (CPM)
- ☐ Repave road
- ☐ Rehabilitate road
- ☐ Reconstruct road
- ☐ Pave gravel road
- ☐ Other pavement maint/rehab/recons, describe:
- ☐ Project does not include any Pavement Maintenance/Rehabilitation/Reconstruction work
- ☐ Bike/Pedestrian improvements (non-motorized) Non-motorized cost
- ☐ Current sidewalks
- ☐ Proposed sidewalks
- ☐ Current bike lanes
- ☐ Proposed bike lanes

Figure 19: Project Questions for STBG-UZA (referred to as 'STBG - Urban') in eTRACKER.

**Proposed Funding Information (\$0)**

| FFY (year) | FUND TYPE                                            |
|------------|------------------------------------------------------|
| 2022       | Congestion Mitigation and Air Quality (Public Fleet) |
| 2022       | Local Match                                          |

**Project Questions**

- ☐ Applicant understands and agrees to the Clean Air Grant Guidelines
- ☐ Applicant is currently an active member of ACOG's Central Oklahoma Clean Cities Coalition
- ☐ This project is a Public Private Partnership (PPP)
- ☐ This project is able to be completed within 18 months
- ☐ This project contains Alternative Fuel Infrastructure Facilities:
  - ☐ Types of Alternative Fuel Infrastructure Projects:
    - ☐ City Public and/or Private Access Infrastructure
    - ☐ Capacity Public and/or Private Access Infrastructure
    - ☐ Private Access Fleet Facility Infrastructure
- ☐ Sections 5, and 6 of the application has been completed
- ☐ Infrastructure documentation has been uploaded:
  - ☐ Preliminary Environmental Assessment File
  - ☐ Alternative Fuel Infrastructure Budget documentation
  - ☐ Alternative Fuel Infrastructure Budget Support documentation
- ☐ This project contains Alternative Fuel Vehicles/Equipment:
  - ☐ Number of Light Duty Dedicated AFVs
  - ☐ Number of Heavy Duty Dedicated AFVs
  - ☐ Number of Light Duty Hybrid and/or Plug-in Hybrid Vehicles
  - ☐ Number of Heavy Duty Hybrid and/or Plug-in Hybrid Vehicles
  - ☐ Number of dedicated Alternative Fuel Commercial/Industrial Mowing Equipment
- ☐ Sections 7, 8, and 9 of the application have been completed

Figure 20: Project Questions for Congestion Mitigation and Air Quality (Public Fleet).

**Proposed Funding Information (\$0)**

| FFY (cont.) | FUND TYPE                                              |
|-------------|--------------------------------------------------------|
| 2022        | Congestion Mitigation and Air Quality (AQ Small Grant) |
| 2022        | Local Match                                            |

**Project Questions**

☐ None of these questions below apply to this project

☐ Application completed, total points earned:

☐ Project is split from another project. The TIP ID is:

☐ Proximity to school, radius in miles:

☐ Reduce travel lanes (road diet) # lanes before  # lanes after

☐ Bicycle and Pedestrian Facilities

☐ Trail facility within the right of way of the road

☐ Bicycle racks, shelters, lockers

☐ Bicycle public services/repair stations

☐ Signage

☐ Pavement markings

☐ Pedestrian lighting

☐ Pedestrian signals

☐ Other bicycle and/or pedestrian improvements, describe:

☐ Meets NACTO design standards

☐ Meets AASHTO design standards

☐ Project does not include any bicycle and/or pedestrian improvements

**Figure 222:** Project Questions for Congestion Mitigation and Air Quality (AQ Small Grant).

**IMPORTANT:** Users MUST select the correct funding type for the proper questions to pop up.

## SAVING THE PROJECT INITIALLY

Once users have filled out the three sections (Project Information, Proposed Funding Information, and Project Questions), click 'Save' to initially save the application. After saving, users will be able to:

- Map the project location
- Upload project documents
- Add project ID numbers

**Change Reason**

☒ NEW PROJECT.

**NARRATIVE - GUIDANCE**

**NARRATIVE (AUTOMATE)**

CONTACT ACOG 2.12s EMAIL ACOGTIPHELP@ECOINTERACTIVE.COM

**Figure 23:** Click 'Save' to save the project. Addition tabs will appear.

## HEADER INFORMATION

After saving the project, more information will appear at the top of the application:

- **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.

## ADDITIONAL PROJECT TABS

For new applications, only the TIP Programming tab of the project application 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.

The screenshot displays the project application interface for TIP ID 10798, Version 1, with a status of 'In Progress - Application'. The header includes 'LAST MODIFIED BY: test2' and 'LAST MODIFIED DATE: 8/30/2018'. A red box highlights the navigation tabs: 'TIP Programming', 'Obligation', 'Map', 'Project IDS', 'Documents', and 'Amendment History'. Below the tabs, the 'Administrative Area' contains a 'CALL FOR PROJECTS' dropdown set to '20-01 CFP 2020' and a link to the 'STBG-UZA Project Scoring Criteria Dashboard'. The 'Project Information' section includes fields for 'PROJECT TITLE' (Reno: Midwest to Douglas - Resurfacing), 'PROJECT DESCRIPTION' (Reno: Midwest to Douglas - Resurfacing), 'PRIMARY PROJECT TYPE' (Road - Resurf), 'CAPACITY' (No), and 'TCM'. It also features dropdowns for 'LEAD AGENCY' (City of Oklahoma City), 'COUNTY' (Oklahoma), and 'MUNICIPALITY' (Oklahoma City). At the bottom, there are fields for 'SYSTEM' (Local Streets), 'LOCATION TYPE' (Street Segment), 'ROAD NAME' (Reno), 'FROM' (Midwest), 'TO' (Douglas), and 'DIST MILE(S)' (1), along with a 'Map' button and a '[ADD NEW LOCATION]' link.

Figure 24: Additional Project Tabs

### Additional Tabs include:

- **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** (more information on page 20):
  - Applicants are responsible for mapping project locations or uploading a location map for ACOG staff.
  - The mapping application uses Google Maps as a base layer with other OCARTS and ODOT transportation system data.

- 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 (more information on page 22):
  - 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.
- 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.

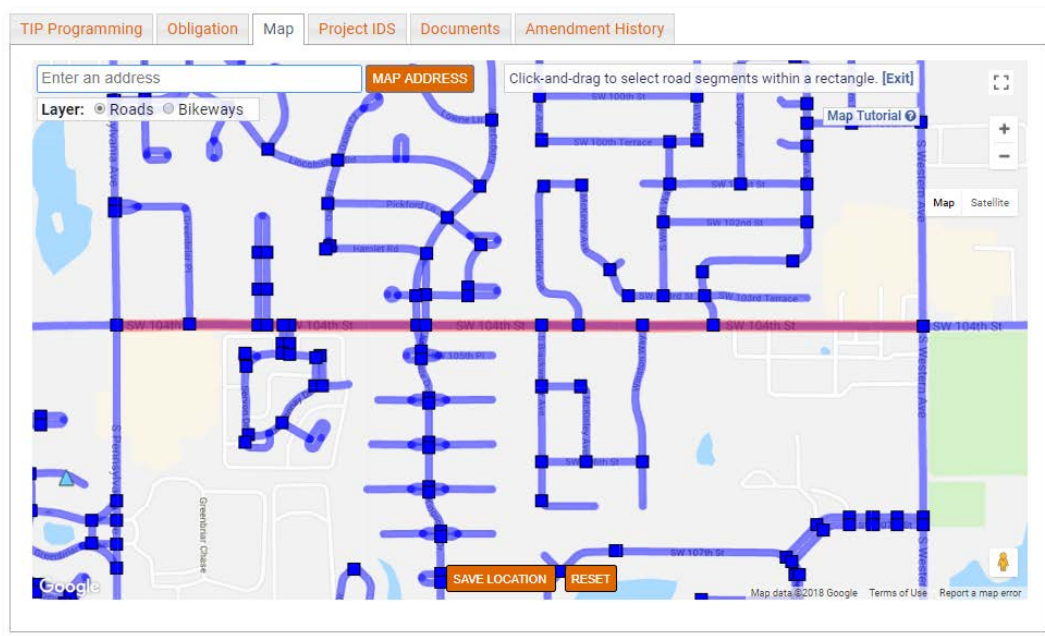
## MAPPING A PROJECT

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 to see current bicycle facilities 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 facilities.

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 25:** Selected objects will be highlighted in red.

## ADDITIONAL MAPPING FEATURES

**Selecting multiple segments:** Click and drag to select road segments within a rectangle. This allows users to select many road segments in a single area one at a 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 a New Node:** Click on a road to create a new node at that location. This 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 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.

## 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 22. 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”. When all documents have been chosen, click “Upload Selected”.

| Document Date | Document Description (Optional) | Document Type | Filename                                                  |
|---------------|---------------------------------|---------------|-----------------------------------------------------------|
|               |                                 |               | <input type="button" value="Choose File"/> No file chosen |
|               |                                 |               | <input type="button" value="Choose File"/> No file chosen |
|               |                                 |               | <input type="button" value="Choose File"/> No file chosen |
|               |                                 |               | <input type="button" value="Choose File"/> No file chosen |
|               |                                 |               | <input type="button" value="Choose File"/> No file chosen |
|               |                                 |               | <input type="button" value="Choose File"/> No file chosen |

Figure 26: Upload Project Documents

## 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, clicking 'Save' 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.

The screenshot displays the 'Change Reason' form. At the top, there are four radio button options: 'COMPLETE PROJECT', 'DELETE PROJECT', 'DELAY PROJECT', and 'NEW PROJECT'. The 'NEW PROJECT' option is selected. Below these options is a text field labeled 'NARRATIVE - LAST UPDATED: 10/22/2019 - GUIDANCE'. Underneath the text field is a section titled 'PROJECT CHANGES (FROM PREVIOUS VERSION): Local Match'. This section contains two bullet points: 'Add funds in FFY 20 in CON for \$79,000' and 'Congestion Management Air Quality'. Below these is another bullet point: 'Add funds in FFY 20 in CON for \$200,000'. At the bottom of this section is the text 'Total project cost \$279,000'. To the right of the form, there is a link labeled 'All Comments'. At the bottom of the form, there are three buttons: 'Save', 'Save As Final', and 'Save and Submit'.

Figure 27: Save As Final when finished.

Applicants should work with ACOG staff to resolve any errors or omissions and give themselves adequate time to review changes and 'Save 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](mailto: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. 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.



## 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. The user can edit and resubmit the project as normal.

| In Progress Amendments                                                                                                                                                                                                                                                                                                                                                                                                                                      | In Progress Adoptions                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Amend TIP</a> / <a href="#">Amend CFP</a> <br>0 In Progress <br>0 In Denied <br><b>2 In Progress (CFP)</b>  | TIP Adoption <br>0 In Progress <br>0 In Denied  |
| Submitted Amendments                                                                                                                                                                                                                                                                                                                                                                                                                                        | Submitted Adoptions                                                                                                                                                                                                                                                                                      |
| 0 Pending <br>0 Accepted <br><b>8 Accepted (CFP)</b>                                                                                                                                                     | 0 Pending <br>0 Accepted                                                                                                           |

Figure 28: Project Resubmission Process

## QUESTIONS OR ISSUES

### CONTACTS:

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

- For STBG-UZA project specific or procedural questions, contact ACOG at [TIP@acogok.org](mailto:TIP@acogok.org) or (405)234-2264, or visit the [STBG-UZA Project Scoring Criteria Dashboard](#).
- For questions related to the Air Quality Small Grant Program, contact ACOG at [CMAQ@acogok.org](mailto: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](mailto:epollard@acogok.org) or visit the [Fleet Conversion Grants](#) webpage.
- For technical issues, such as broken links and server error messages within the eTRACKER website, contact [ACOGTIPHELP@ecointeractive.com](mailto:ACOGTIPHELP@ecointeractive.com).