

eTRACKER

PROJECT SUBMISSION PROCESS

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Transportation Planning Services

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acog

eTRACKER ONLINE SUBMISSION:

NAVIGATE TO THE eTRACKER WEBSITE

eTRACKER log-in:

<https://etracker.acogok.org/secure/login>

If you have not already signed up for a log-in, please sign up immediately to ensure timely approval and access to the system.

*See the [eTRACKER Guidebook](#) for information on Sponsor verses CFP User accounts.

CONTINUED



The image shows the eTRACKER login page. At the top, there are four circular icons: a person walking (orange), a bicycle (purple), a bus (green), and a car (red). Below these icons is the text "Welcome To eTRACKER!". Underneath, there are two input fields: "Enter your User ID" and "Enter your Password". Below the password field is an orange "LOGIN" button. At the bottom, there is a link that says "NEW TO ETRACKER? FORGOT YOUR PASSWORD? [CLICK HERE](#)". A red arrow points from a text box below to the "CLICK HERE" link.

eTRACKER login page

Select [CLICK HERE](#) to create an account

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eTRACKER ONLINE SUBMISSION

CREATE AN ACCOUNT

- Select 'CLICK HERE' on the login page
- Provide an email address and complete CAPTCHA
- Fill out new user contact information
- Select Agency Name
- Select User Type
 - **Sponsors** – OCARTS local government entities and public transit agencies
 - **CFP** – Public Trusts, Authorities, colleges and universities, school districts, and Public-Private Partnerships

*See the [eTRACKER Guidebook](#) for information on Sponsor versus CFP User accounts.

Creating an account on eTRACKER

The screenshot shows the 'ACOG ACCOUNT SIGNUP / PASSWORD RESET' form. It is divided into two main sections. The top section, titled 'EMAIL ADDRESS', contains a text input field with the placeholder 'Email address' and a red arrow pointing to it. Below the input field is a CAPTCHA area with a checkbox labeled 'I'm not a robot' and a 'Submit' button. The bottom section, titled 'ETRACKER - NEW USER', contains several fields: 'PASSWORD REQUIREMENTS' (a list of rules), 'USERNAME' (pre-filled with 'test@gmail.com'), 'PASSWORD' (empty), 'RE-TYPE PASSWORD' (empty), 'NAME' (empty), 'EMAIL ADDRESS' (pre-filled with 'test@gmail.com'), 'PHONE NUMBER' (empty), 'AGENCY NAME' (a dropdown menu with a red arrow pointing to it and a note 'Contact ACOG Staff if agency name is not listed'), 'USER TYPE' (a dropdown menu with a red arrow pointing to it and a note 'Select User Type'), and a 'Submit New User Information' button. There are also two checkboxes for 'Are you responsible for amending projects in the TIP?' and 'Are you responsible for submitting project amendments for review?'.

ACOG ACCOUNT SIGNUP / PASSWORD RESET

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.

EMAIL ADDRESS

Email address

I'm not a robot

Submit

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
test@gmail.com

PASSWORD

RE-TYPE PASSWORD

NAME

EMAIL ADDRESS
test@gmail.com

PHONE NUMBER

AGENCY NAME

Are you responsible for amending projects in the TIP?

Are you responsible for submitting project amendments for review?

USER TYPE

Submit New User Information

eTRACKER ONLINE SUBMISSION

LOG-IN AS A SPONSOR OR CFP USER*

acog Project Tools Reports Other Tools Search Project ID... Advanced

New to ACOG eTRACKER? [View the Tutorials](#) to learn how to use the system. [\[dismiss\]](#)

In Progress Amendments	In Progress Adoptions
Amend TIP / Amend CFP 0 In Progress 3 In Progress (CFP) 0 In Denied 1 In Denied (CFP)	TIP Adoption 0 In Progress 0 In Denied
Submitted Amendments	Submitted Adoptions
0 Pending 0 Accepted	0 Pending 0 Accepted

[CONTACT ACOG](#) 1.28s [EMAIL ACOGTIPHELP@ECOINTERACTIVE.COM](mailto:ACOGTIPHELP@ECOINTERACTIVE.COM)

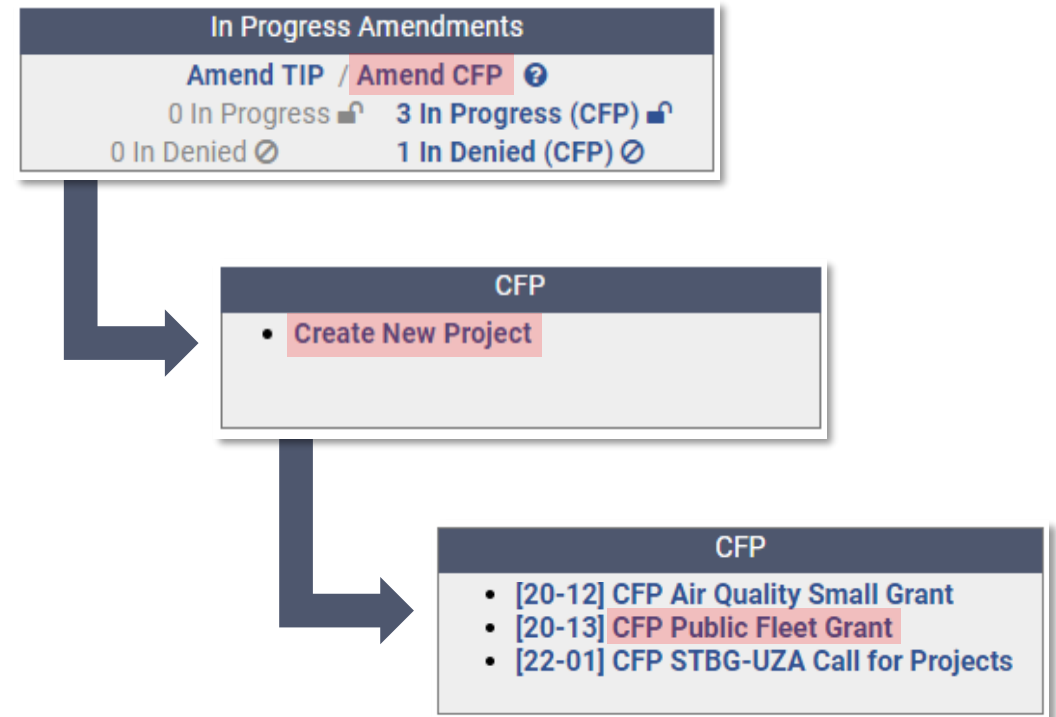
eTRACKER 'Sponsor' home page

*See the [eTRACKER Guidebook](#) for information on Sponsor versus CFP User accounts.

SUBMITTING NEW PROJECTS

1. Select 'Amend CFP (Call for Projects)'
2. Select 'Create New Project'
3. Select the correct CFP
 - [20-13] CFP Public Fleet Grant

New project submission process



eTRACKER ONLINE SUBMISSION

FILLING OUT THE APPLICATION

- PROJECT TITLE
- PROJECT DESCRIPTION
 - 200-character count minimum
- PRIMARY PROJECT TYPE
- LEAD AGENCY
- LOCATION


Project Information and Project Description

ADDING A NEW CFP PROJECT

Administrative Area

CALL FOR PROJECTS: 20-13 CFP 2020 JP #: N/A CMP: MODEL:

Access the following links for additional guidance and to download required application documents:

- STBG-UZA: ACOG's STBG-UZA Project Scoring Criteria Dashboard
- Public Fleet: ACOG's Fleet Conversion Grants webpage 
- Air Quality Small Grant: ACOG's Air Quality Grants webpage

Link to ACOG's Fleet Conversion Grants Webpage

Project Information

PROJECT TITLE [Spell Check](#)
Three (3) CNG Refuse Trucks

PROJECT DESCRIPTION [Spell Check](#)
Purchase of three (3) 2020 or newer compressed natural gas (CNG) refuse trucks. New vehicles replace one (1) 2001, one (1) 2009 and one (1) 2014 diesel refuse trucks. The vehicles will be used for daily commercial and residential solid waste collection.

PRIMARY PROJECT TYPE: Alternative Fuel Vehicles CAPACITY: No TCM:

LEAD AGENCY: ACOG COUNTY: Oklahoma MUNICIPALITY:

SYSTEM: Non-Infrastructure LOCATION TYPE: Other

Proposed Funding Information (\$0) [Funding History](#)

FFY	FUND TYPE	IMP	TOTAL
2021	Congestion Mitigation and Air Quality (Public Fleet)	\$200,000	\$200,000
2021	Local Match	\$50,000	\$50,000
			\$0
FFY 2021		\$250,000	\$250,000
	Congestion Mitigation and Air Quality (Public Fleet)	\$200,000	\$200,000
	Local Match	\$50,000	\$50,000
	GRAND TOTAL	\$250,000	\$250,000

☒ ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

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

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FILLING OUT THE APPLICATION

- SYSTEM AND LOCATION TYPE
 - For fleet replacement projects, select 'Non-Infrastructure' under System and 'Other' under Location Type
- PROPOSED FUNDING INFORMATION
 - Select 'Congestion Mitigation and Air Quality (Public Fleet)' under FUND TYPE for the proper Project Questions to appear.
 - Be sure to identify the correct funding year
- PROJECT QUESTIONS
 - Project Questions will be updated based on the funding type selected

ADDING A NEW **CAP** PROJECT

Administrative Area

CALL FOR PROJECTS 20-13 CFP 2020 JP # N/A CMP MODEL

Access the following links for additional guidance and to download required application documents:

- STBG-UZA: ACOG's STBG-UZA Project Scoring Criteria Dashboard
- Public Fleet: ACOG's Fleet Conversion Grants webpage
- Air Quality Small Grant: ACOG's Air Quality Grants webpage

Project Information

PROJECT TITLE *Spell Check*
Three (3) CNG Refuse Trucks

PROJECT DESCRIPTION *Spell Check*
Purchase of three (3) 2020 or newer compressed natural gas (CNG) refuse trucks. The vehicles will be used for daily commercial and municipal waste collection.

PRIMARY PROJECT TYPE
Alternative Fuel Vehicles

LEAD AGENCY
ACOG

COUNTY
Oklahoma

MUNICIPALITY
Tulsa

SYSTEM LOCATION TYPE
Non-Infrastructure Other

Proposed Funding Information (\$0)

FFY (or SEP)	FUND TYPE	IMP	TOTAL
2021	Congestion Mitigation and Air Quality (Public Fleet)	\$200,000	\$200,000
2021	Local Match	\$50,000	\$50,000
			\$0

FFY 2021

	IMP	TOTAL
Congestion Mitigation and Air Quality (Public Fleet)	\$200,000	\$200,000
Local Match	\$50,000	\$50,000
GRAND TOTAL	\$250,000	\$250,000

☒ ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

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

For fleet replacement projects, select 'Non-Infrastructure' and a location type of 'Other' to ensure the proper funding location pops up.

Select the proper funding type to bring up the correct list of Project Questions

FILLING OUT THE APPLICATION

- PROJECT QUESTIONS

- Project questions will auto populate based on funding type selected in previous slide

Project Questions

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:
 - ☐ High Capacity Public and/or Private Access Infrastructure
 - ☐ Medium Capacity Public and/or Private Access Infrastructure
 - ☐ Time-Fill Private Access Fleet Facility Infrastructure
 - ☐ Section 4, 5, and 6 of the application has been completed
- ☐ Alternative Fuel 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
- ☐ Alternative Fuel Vehicle documentation has been uploaded:
 - ☐ Vehicle Retirement and Replacement Tables
 - ☐ Dedicated AFVs and Hybrid Vehicles budget
 - ☐ Dedicated AFVs and Hybrid Vehicles budget support documentation
- ☐ Other required documents have been uploaded:
 - ☐ Assurances and Resolutions
 - ☐ Idle Reduction and Telematics Strategies (signed) documentation (if applicable)

Answer questions based on project type

SAVING THE APPLICATION

- CLICK 'SAVE' TO INITIALLY SAVE THE APPLICATION
 - You can continue editing the application after saving.

Saving the application

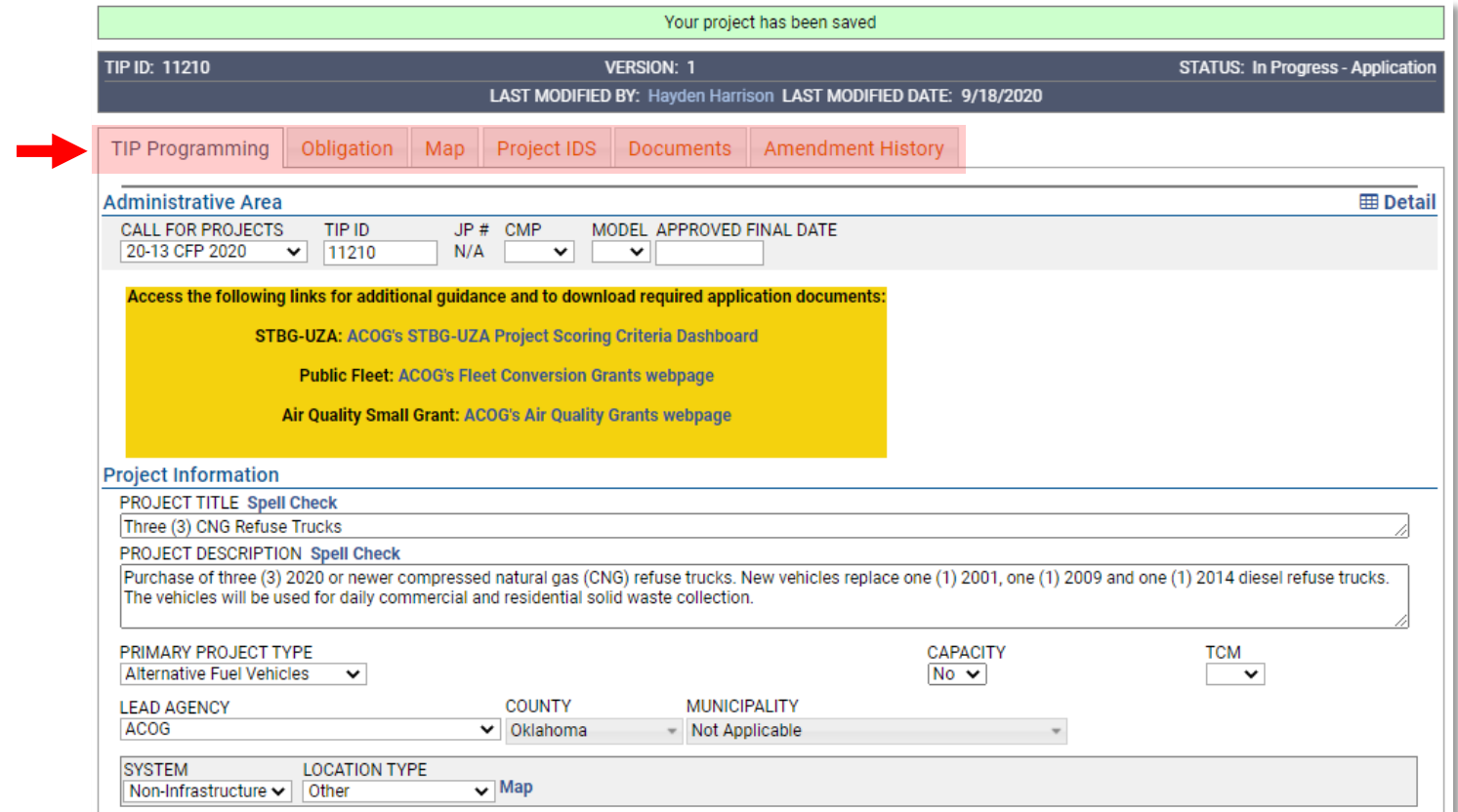
The screenshot displays the 'Change Reason' section of the eTracker application. It features a radio button for 'NEW PROJECT.' and a text area for 'NARRATIVE - GUIDANCE'. Below this is a section for 'NARRATIVE (AUTOMATE)'. At the bottom, there are four orange buttons: 'Save', 'Save As Final', 'Upload Project Documents', and 'Submit for Review'. The 'Save' button is highlighted with a red square, and a red arrow points to it from below. The footer includes 'CONTACT ACOG', a timer '2.12s', and the email 'EMAIL ACOGTIPHELP@ECOINTERACTIVE.COM'.

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ADDITIONAL TABS

- SAVING THE APPLICATION WILL UNLOCK MORE TABS

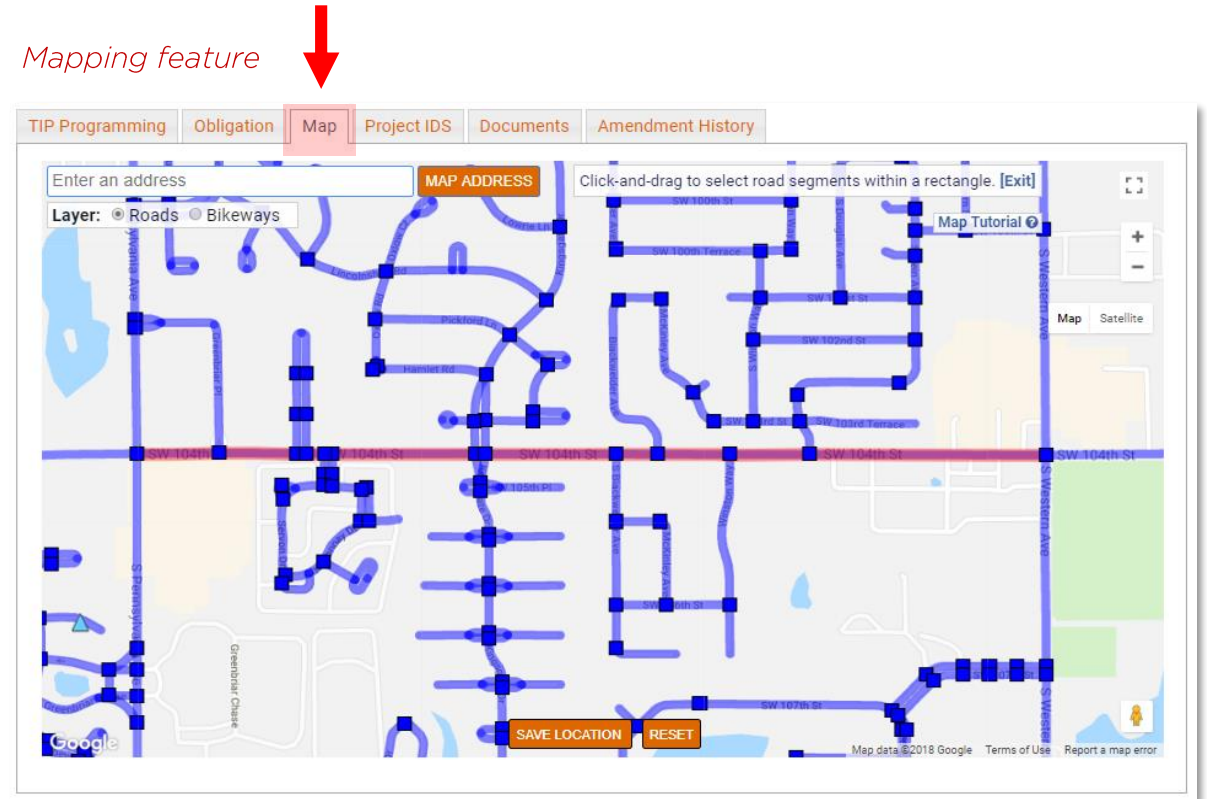
Additional project application tabs



The screenshot displays the eTracker Online Submission interface. At the top, a green banner states "Your project has been saved". Below this, a dark blue header bar contains the following information: TIP ID: 11210, VERSION: 1, STATUS: In Progress - Application, and LAST MODIFIED BY: Hayden Harrison LAST MODIFIED DATE: 9/18/2020. A red arrow points to the "TIP Programming" tab, which is highlighted in pink. Other tabs include "Obligation", "Map", "Project IDS", "Documents", and "Amendment History". The main content area is titled "Administrative Area" and includes a "Detail" link. It contains a table with columns: CALL FOR PROJECTS (20-13 CFP 2020), TIP ID (11210), JP # (N/A), CMP (dropdown), MODEL (dropdown), and APPROVED FINAL DATE (empty). Below the table, a yellow box provides links for additional guidance and required application documents: STBG-UZA: ACOG's STBG-UZA Project Scoring Criteria Dashboard, Public Fleet: ACOG's Fleet Conversion Grants webpage, and Air Quality Small Grant: ACOG's Air Quality Grants webpage. The "Project Information" section follows, containing fields for PROJECT TITLE (Three (3) CNG Refuse Trucks), PROJECT DESCRIPTION (Purchase of three (3) 2020 or newer compressed natural gas (CNG) refuse trucks...), PRIMARY PROJECT TYPE (Alternative Fuel Vehicles), CAPACITY (No), TCM (dropdown), LEAD AGENCY (ACOG), COUNTY (Oklahoma), MUNICIPALITY (Not Applicable), SYSTEM (Non-Infrastructure), and LOCATION TYPE (Other). A "Map" link is also present.

MAPPING THE PROJECT

- NAVIGATE TO THE MAP TAB TO MARK THE LOCATION OF THE PROJECT (IF APPLICABLE).
 - Selecting a blue segment or node will highlight in red.



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UPLOADING REQUIRED DOCUMENTS

- NAVIGATE TO THE DOCUMENTS TAB TO UPLOAD REQUIRED DOCUMENTS

TIP ProgrammingObligationMapProject IDSDocuments

Project Document

No Documents Uploaded To This Project.

Upload Project Documents

Enter A Description And Then Select The Document You Want To Upload By Clicking On

Document Date	Document Description (Optional)	Document Type	Filename
			Choose File
			Choose File
			Choose File
			Choose File
			Choose File
			Choose File

Upload Selected

ZOOMED IN

TIP ProgrammingObligationMapProject IDSDocumentsAmendment History

Project Document

No Documents Uploaded To This Project.

Upload Project Documents

Enter A Description And Then Select The Document You Want To Upload By Clicking On

Document Date	Document Description (Optional)	Document Type	Filename
			Choose File
			Choose File
			Choose File
			Choose File
			Choose File
			Choose File

Upload Selected

Tab for uploading project documentation

eTRACKER ONLINE SUBMISSION

SUBMITTING THE PROJECT

- SELECT 'SAVE AND SUBMIT' WHEN FINISHED

Change Reason

☐ COMPLETE PROJECT
☐ DELETE PROJECT
☐ DELAY PROJECT
☒ NEW PROJECT

NARRATIVE - LAST UPDATED: 10/22/2019 - [GUIDANCE](#)

PROJECT CHANGES (FROM PREVIOUS VERSION): Local Match
▶ Add funds in FFY 20 in CON for \$79,000
Congestion Management Air Quality
▶ Add funds in FFY 20 in CON for \$200,000
Total project cost \$279,000

[Save](#) [Save As Final](#) [Save and Submit](#)

ZOOMED IN


Change Reason

☐ COMPLETE PROJECT
☐ DELETE PROJECT
☐ DELAY PROJECT
☒ NEW PROJECT

NARRATIVE - LAST UPDATED: 10/22/2019 - [GUIDANCE](#)

PROJECT CHANGES (FROM PREVIOUS VERSION): Local Match
▶ Add funds in FFY 20 in CON for \$79,000
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Total project cost \$279,000

[Save](#) [Save As Final](#) [Save and Submit](#)



Saving and submitting a project

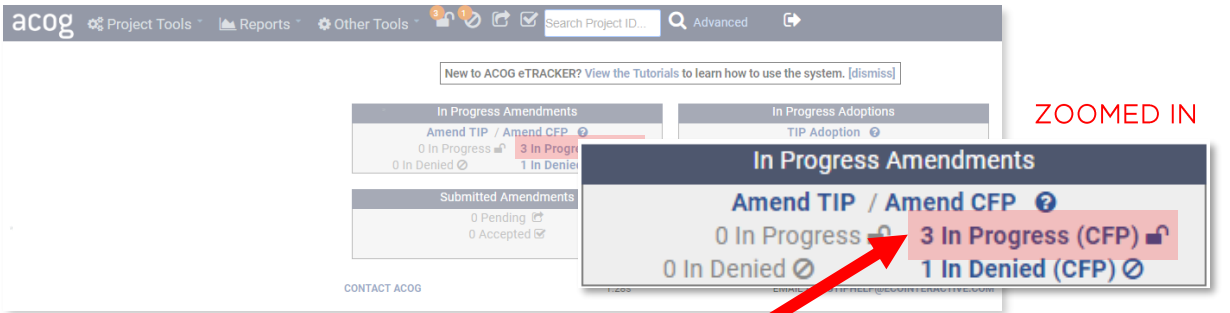
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VIEWING CURRENT PROJECTS

- UNDER 'IN PROGRESS AMENDMENTS', SELECT '# IN PROGRESS (CFP)' TO SEE CURRENT PROJECTS

Viewing projects in progress

eTRACKER Homepage



CFP AMENDMENTS IN PROGRESS					PRINTER FRIENDLY		EXPORT TO EXCEL				SUBMIT	
TIP ID	LEAD AGENCY	DOC	CFP STATUS	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC			
11210	ACOG	20-13		Three (3) CNG Refuse Trucks	Alternative Fuel Vehicles	New Project				x	[SUBMIT]	
11201	COTPA	22-01		EMBARC Fleet Replacement	Transit Capital and Rehab	New Project		VAR		x	[SUBMIT]	

SELECT '# In Progress (CFP)' TO VIEW PROJECTS

QUESTIONS?

Hayden Harrison

Program Coordinator

Transportation Planning Services

Lauren Wood

Associate Planner

Transportation Planning Services

ASSOCIATION OF
CENTRAL OKLAHOMA
GOVERNMENTS

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