eTRACKER
PROJECT SUBMISSION PROCESS

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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
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 verses CFP User accounts.
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LOG-IN AS A SPONSOR OR CFP USER*

*See the eTRACKER Guidebook for information on Sponsor versus CFP User accounts.

eTRACKER 'Sponsor' home page
eTRACKER ONLINE SUBMISSION

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
FILLING OUT THE APPLICATION

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

Project Information and Project Description

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

- STBG-42A: ACOG's STBG-42A 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: Spott Check
- PROJECT DESCRIPTION: Spott 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

Lead Agency
- COUNTY: Oklahoma
- MUNICIPALITY: Other

System
- LOCATION TYPE: Other

Proposed Funding Information ($0)

- 2021: Congestion Mitigation and Air Quality (Public Fleet) $200,000, Local Match $50,000
- 2022: Congestion Mitigation and Air Quality (Public Fleet) $200,000, Local Match $50,000

- GRAND TOTAL: $250,000

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

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.
**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)
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SAVING THE APPLICATION

• CLICK ‘SAVE’ TO INITIALLY SAVE THE APPLICATION
  – You can continue editing the application after saving.
### ADDITIONAL TABS

- SAVING THE APPLICATION WILL UNLOCK MORE TABS

### Additional project application tabs

<table>
<thead>
<tr>
<th>Administrative Area</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALL FOR PROJECTS</td>
<td></td>
</tr>
<tr>
<td>TIP ID</td>
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<tr>
<td>JP #</td>
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<td>CMP</td>
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</tr>
<tr>
<td>MODEL APPROVED FINAL DATE</td>
<td></td>
</tr>
</tbody>
</table>

Access the following links for additional guidance and to download required application documents:
- STEG-UIZA: [ACOG’s STEG-UIZA 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

**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.

<table>
<thead>
<tr>
<th>PRIMARY PROJECT TYPE</th>
<th>CAPACITY</th>
<th>TCM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Fuel Vehicles</td>
<td></td>
<td></td>
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</tbody>
</table>

**LEAD AGENCY**: ACOG

**COUNTY**: Oklahoma

**MUNICIPALITY**: Not Applicable

**SYSTEM**: Non-Infrastructure

**LOCATION TYPE**: Map
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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

Tab for uploading project documentation
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SUBMITTING THE PROJECT

- SELECT ‘SAVE AND SUBMIT’ WHEN FINISHED

Saving and submitting a project
eTRACKER ONLINE SUBMISSION

VIEWING CURRENT PROJECTS

• UNDER ‘IN PROGRESS AMENDMENTS’, SELECT ‘# IN PROGRESS (CFP)’ TO SEE CURRENT PROJECTS

Viewing projects in progress
QUESTIONS?

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ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS