ACOG
PROJECTTRACKER
PROJECT SUBMISSION PROCESS – CMAQ

ACOG Transportation Planning Services Division
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TPSgrants@acogok.org

FEBRUARY 2023
ACCOUNT SET UP

- All applications must be filled out on ProjectTracker (previously known as eTracker)
- ProjectTracker log in site: https://portal.acogok.ecointeractive.com/
- Click “Sign Up” on the main log in page
- If you have not already signed up for a login, please sign up immediately to ensure timely approval and access to the system
Enter in the required information on the Sign-Up Form

• For the **Organization**, select what your lead agency is
  - If your organization is not listed, please contact tpsgrants@acogok.org before proceeding

• For **Requested Plans**, choose “Select All” to select the available ACOG Plans

• For the **Requested Access Level**, select the “Sponsor” option
Enter in the required information on the sign-up form

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

• Complete the CAPTCHA verification

Example of selected form options
Once the system receives your sign-up request, an email will be sent for verification.

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

- It can take up to 24 – 48 hours during normal working hours for your account to be approved.
• After the log in, the home page/Dashboard will appear
On the Dashboard, click on the **NEW PROJECT** button on the right-hand side

The “Creating a New Project” dialogue option will appear
• For the **Plan Cycle**, select the Call for Project option that you are applying for
  - Select **“ACOG/CFP/2023 Air Quality CFP”** to create an application for the Air Quality Small Grant Program
  - Select **“ACOG/CFP 2023 Public Fleet CFP”** to create an application for the Clean Air for Public Sector Fleet Grant

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

<table>
<thead>
<tr>
<th>Select Plan Cycle</th>
<th>Plan Cycle*</th>
<th>Select Plan Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACOG / CFP / 2023 Air Quality CFP</td>
<td>ACOG / CFP / 2023 Air Quality CFP</td>
<td>2023 Air Quality Call</td>
</tr>
<tr>
<td>ACOG / CFP / 2023 Public Fleet CFP</td>
<td>ACOG / CFP / 2023 Public Fleet CFP</td>
<td>2023 Public Fleet Call</td>
</tr>
</tbody>
</table>

Plan Cycle drop down options

Plan Revision drop down option for the Air Quality Small Grant Program

Plan Revision drop down option for the Clean Air for Public Sector Fleet Grant Program
After clicking the **CONTINUE** button, fill out the required information of Title, Project Type, Lead Agency, and Description.

If you do not see a Project Type listed that best describes your project, scroll down and select “Other”.

You do not need to fill out the ID field as it is automatically generated.

For Lead Agency, you will only be able to select the organization that you have access to.

- i.e. if you signed up as the City of Oklahoma City, you can only choose the City of Oklahoma City as the Lead Agency.

Then click the **CREATE PROJECT** button.
CREATING AN APPLICATION - CONTINUED

Creating a New Project

Now enter basic information about your new project. Additional details can be entered after you save.

- ID
- Title *
- Project Type *
  - Select Project Type

- Lead Agency *
  - Select Lead Agency

- Description *

Now enter basic information about your new project. Additional details can be entered after you save.

- ID
- Title *
  - Example Project Name

- Project Type *
  - Other

- Lead Agency *
  - ACOG

- Description *
  - Example project description should be at least 200 characters long.

Blank new project

New project filled out example
Once you have created a project, the system will automatically take you to the **PROGRAMMING** tab of the new project.

- On this tab, you will be able to add further details related to the project.
- Be sure to fill out all the required information (red asterisk).
- You do not need to fill out any information that is not required.
Initial example project after it has been created with red lines noting items that do not need to be filled out
On the PROGRAMMING tab, complete the required items under Project Administration and Project Information

- Leave the Location Information section blank
- Proceed to fill out the Programming Information section
• Under Programming Information, click the ADD ROW button

• Select the CFP year “2023”

• For the FUND TYPE, select either “Congestion Mitigation and Air Quality (AQ Small Grant)”, “Congestion Mitigation and Air Quality (Public Fleet)”, or “Local Match”

• You must include at least two rows: one for the requested funding award (at least 80%) and one for the local match (at least 20%)

• Only put in the construction cost and the local match in the CON (Construction) column
FILLING OUT APPLICATION CONTINUED

Initial funding information after adding two rows:

<table>
<thead>
<tr>
<th>FY</th>
<th>FUND TYPE</th>
<th>ACOP</th>
<th>PC</th>
<th>CON</th>
<th>CE</th>
<th>UT</th>
<th>INF</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>Congestion Mitigation and Air Quality (AG Small Grant)</td>
<td>+</td>
<td>$80,000</td>
<td></td>
<td>$80,000</td>
<td></td>
<td>$80,000</td>
<td>$240,000</td>
</tr>
<tr>
<td>2021</td>
<td>Local Match</td>
<td>+</td>
<td>$10,000</td>
<td></td>
<td>$10,000</td>
<td></td>
<td>$10,000</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

GRAND TOTAL: $270,000

Funding information example with an 80/20 split
• Save changes often and before moving to a different tab
• When you are ready to add more edits to the project or move to a different tab, select the EDIT button
You do not need to fill anything out on the **OBLIGATION**, **MAP**, **IDS/CONTACTS**, **REVISION HISTORY**, or **PROJECT QUESTIONS** tabs.

You only need to be concerned with the **PROGRAMMING** and **ATTACHMENTS** tabs.
The **ATTACHMENTS** tab is where the required documents can be uploaded and stored for the project application.

- Files may be dragged and dropped into the box or searched for instead.
- Upload all the required application documents and select an appropriate document type.

See the appropriate guidebook (for either the [Air Quality Small Grant Program](https://example.com) or [Clean Air for Public Sector Fleet Grant Program](https://example.com)) for the required documents that must be submitted.
No attachments uploaded.

Drag and drop your files here to upload (max filesize 250MB)

SELECT FILES INSTEAD
UPLOADING DOCUMENTS - CONTINUED

Example uploaded attachments

Example of saved attachments
• Once the application has been filled out, all the required documents have been uploaded, and all changes have been saved, select the **SUBMIT FOR REVIEW** button

• Once the project has been submitted, the status will be changed from “DRAFT” to “PENDING REVIEW”

• If you need to edit or add to your application after you have submitted it for review, please contact tpsgrants@acogok.org
For both the Air Quality Small Grant Program and the Clean Air for Public Sector Fleet Grant Program:

- Application cycle opens on Monday, February 13, 2023
- All projects must be submitted for review by Friday, March 31, at 4:00 p.m.
- ACOG staff will review applications and reach out if there are any questions or issues
- Final project selections will be approved in May 2023 (tentative)
QUESTIONS OR ISSUES?

View the full ProjectTracker guidebook or Contact the Transportation Planning Services Division

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