



ATL

Call for Projects Information Package

2022 ATL Regional Transit Plan

January 2022

Contents

Introduction	1
Overview of Call for Projects	1
ARTP Timeline	2
What happens after the project submittal?	3
Summary of Technical Information	4
Project Evaluation Framework.....	4
Priority Regional Transit Network.....	6
Network Analysis Summary Report	8
Network Analysis Methodology Memorandum	8
FAQ.....	9
TrackATL.....	9
User Training Guide.....	10
Key Contacts and Links.....	11

Figures

Figure 1. ARTP Development Timeline	2
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Tables

Table 1. Draft Evaluation Criteria for Expansion and Enhancement Projects	5
Table 2. Draft Evaluation Criteria for State of Good Repair and Systemwide Projects.....	6

Attachments

Attachment A: Priority Regional Transit Network Criteria
Attachment B: Network Analysis Measures Page Number
Attachment C: TrackATL User Training Guide



ATL

Introduction

Thank you for your interest in the 2022 ATL Regional Transit Plan Call for Projects! The ATL Regional Transit Plan (ARTP), developed by the Atlanta-Region Transit Link Authority (ATL), is intended to coordinate transit planning and advance transit investments throughout the 13-County Atlanta region. The 2022 ARTP is the third iteration of the plan and marks a new, more sophisticated approach to regional transit planning, employing the first-ever comprehensive regional network analysis to identify unmet transit gaps and needs across the region. Background information regarding the 2022 ARTP and work completed to date can be found on the [ARTP website](#).

The information in this package and the supporting documentation can be used in support of project submissions, as it provides guidance regarding how projects will be evaluated and ultimately prioritized.

Overview of Call for Projects

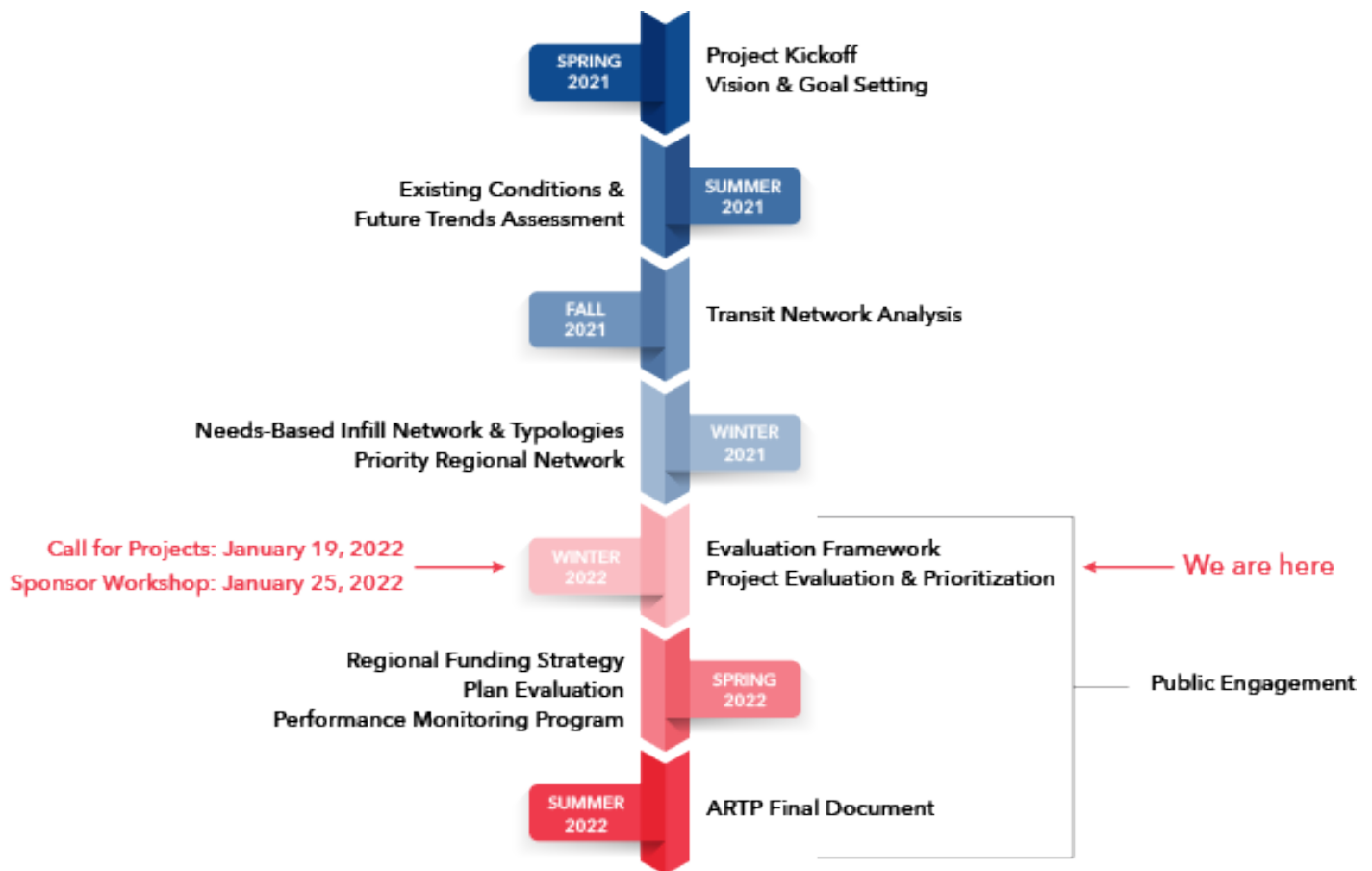
The Call for Projects is an integral part of advancing the 2022 ARTP process. The Call for Projects will open on January 19, 2022. ATL and consultant team staff will hold a virtual Call for Projects Workshop on January 25 at 2pm-3:30pm to review the overall process, provide eligible project sponsors with additional information, and answer any questions. The Call for Projects will close on March 4, 2022.

If you have questions that cannot be answered with the information in this package, please contact Aileen Daney, ATL Planning Director at adaney@atltransit.ga.gov.

ARTP Timeline

The Call for Projects will inform the Project Evaluation and Prioritization process, as well as the Regional Funding Strategy and public engagement efforts in Spring 2022. The ARTP project team will incorporate submitted projects into a regional transit plan strategy that clearly communicates how the ATL, and the region can fund and build a seamless regional transit network, quantifies and communicates the expected benefits of such a network, and tracks our progress towards realizing this vision. The final ARTP document is expected to be presented to the ATL Board for adoption in August 2022. A schedule of the ARTP Process is shown below in Figure 1.

FIGURE 1. ARTP DEVELOPMENT TIMELINE



What happens after the project submittal?

When project sponsors submit a project, the TrackATL system will update the project status to 'Pending Review'. This status update automatically notifies the ATL personnel responsible for reviewing the project. Project sponsors may view the progress of submitted projects through the main dashboard via project status updates (Draft, Pending Review, Denied, or Accepted). If a project is denied, the ATL reviewer will provide the sponsor with clarifications as to why the project was not accepted. Projects are often temporarily denied, but ultimately accepted once minor edits or additional information is provided.

While projects are under review, sponsors can recall or unsubmit any project to make any additional changes. After modification, the project will need to be resubmitted for review.

Following the closure of the call for projects (March 4, 2022), the ATL will evaluate submitted projects based on the defined evaluation criteria found in this document. The evaluation process, expected to be complete in Spring 2022, will include ongoing coordination with the Transit Operators Group (TOG) and stakeholders to confirm evaluation methodology and results. In tandem with this process, ATL will engage the TOG and stakeholders on the financial analysis and funding strategies development for near- and long-term lists of projects and programs. Results of project evaluation and prioritization will be shared with the public for their feedback in the Summer of 2022.

Summary of Technical Information

Project sponsors should reference and utilize the following technical information during the project submittal process. Projects that align with the ARTP's project evaluation criteria, the Priority Regional Transit Network, and network analysis needs are more likely to be competitive for state and federal discretionary funding consideration as well as the Transportation Improvement Program (TIP) and formula fund recommendations within the ARTP.

Project Evaluation Framework

The ARTP's project evaluation process will follow a 3-step process to identify the short and long-term priority project lists and regional funding strategy.

Step 1: Policy Consideration

The intent of the Policy Consideration is to inform how projects are prioritized and help to identify appropriate funding sources for project implementation.

- Is the project spatially consistent with the Priority Regional Transit Network?
- Does the project address a regional transit need identified in the network analysis?
- Is the project in a locally adopted plan?

Step 2: Performance Evaluation and Scores

Projects will be scored according to one of four project types: expansion, enhancement, state of good repair, and systemwide project (new standalone project type). Only like project types are scored against like project types.

The evaluation criteria build on the network analysis framework that aligns with ATL's Governing Principles and ARTP vision elements. Table 1 and Table 2 present the draft criteria, measures, and metrics to evaluate and score projects. Input from the TOG will be used to inform the evaluation weights and overall scoring process. Final measures and metrics along with the weights will be shared with the TOG and project sponsors.

Following the scoring process, relative impacts to cost (cost effectiveness quadrants) will be calculated based on total evaluation scores and estimated cost effectiveness. The results will be compared across project types to inform the priority list of projects.

Step 3: Final Factors

Performance metrics are not the only input for prioritization decision-making. Supplemental information such as deliverability, regional equity, and stakeholder support round out this process, ensuring the region's highest scored projects can be built on-time, strike a geographic balance, and reflect regional and community desires.

TABLE 1. DRAFT EVALUATION CRITERIA FOR EXPANSION AND ENHANCEMENT PROJECTS

Criteria	Measure	Metric
Mobility and Connectivity	Transit Propensity	Does the project serve/address populations and activities that generate demand for transit?
	Access to Jobs and Essential Destinations	Does the project provide access to essential destinations (grocery store, employment opportunity, healthcare facility, education facility)?
	Frequent or Fixed-Route Network Connectivity	Does the project connect to or extend the frequent or fixed-route network?
Equity	Transit Access and Level of Service for EJ Populations	Does the project provide access to frequent or fixed-route service for EJ populations? <u>AND/OR</u> Does the project provide extended service hours?
	Cost and Affordability	Does the project provide transit service for areas with high concentrations of households experiencing rent burden?
	Access to Jobs and Essential Destinations for EJ and Disabled Populations	Does the project provide access to essential destinations (grocery store, employment opportunity, healthcare facility, education facility) for EJ and disabled populations?
Land Use and Economic Development	Development and Market Strength	Does the project serve an economic development zone?
	Transit-Supportive Land Use and Density	What concentration of population and employment density does the project serve?
	Regulations and Incentives	Is the project located in an area with transit-friendly development regulations and incentives such as zoning, parking, urban form, and affordable housing?
Safety, Resiliency, and Sustainability	Safety for People Walking and Bicycling to Transit	Does project apply proven safety countermeasures? <u>AND</u> Is project on a high-risk corridor for people walking and bicycling?
	Safety and Security Features	Does project have features which improve safety and security for riders, drivers, and crew members?
	Emissions Reduction	To what extent does the project reduce greenhouse gas emissions?
	Hazard Mitigation and Adaptation	Does the project reduce the effect of a disaster or build redundancy into agency operations?
Innovation	Innovative Project Features	Does the project apply innovative features, including technology elements, financing and funding strategies, and project delivery strategies?
	Travel Time Reliability	Does the project include components to support faster or more reliable travel time?

TABLE 2. DRAFT EVALUATION CRITERIA FOR STATE OF GOOD REPAIR AND SYSTEMWIDE PROJECTS

Criteria	Measure	Metric
Mobility and Connectivity	Transit Propensity	Does the project serve/address populations and activities that generate demand for transit?
	Level of Service Impacted	What level of service is impacted?
	Addresses Unmet Need	Does the project address an unmet need for capital investment in vehicles or supporting facilities?
Equity	Benefit EJ and Disabled Populations	Does the project provide a benefit to EJ and disabled populations?
	Cost and Affordability	Does the project benefit areas with high concentrations of households experiencing rent burden?
Land Use and Economic Development	Development and Market Strength	Does the project serve an economic development zone?
Safety, Resiliency, and Sustainability	Emissions Reduction	To what extent does the project reduce greenhouse gas emissions?
	Improves Asset Condition	Does the project have features which improve the age or condition of the vehicle, facility, or system?
Innovation	Improves Reliability and Efficiency	Does the project have features which improve reliability and efficiency?

Priority Regional Transit Network

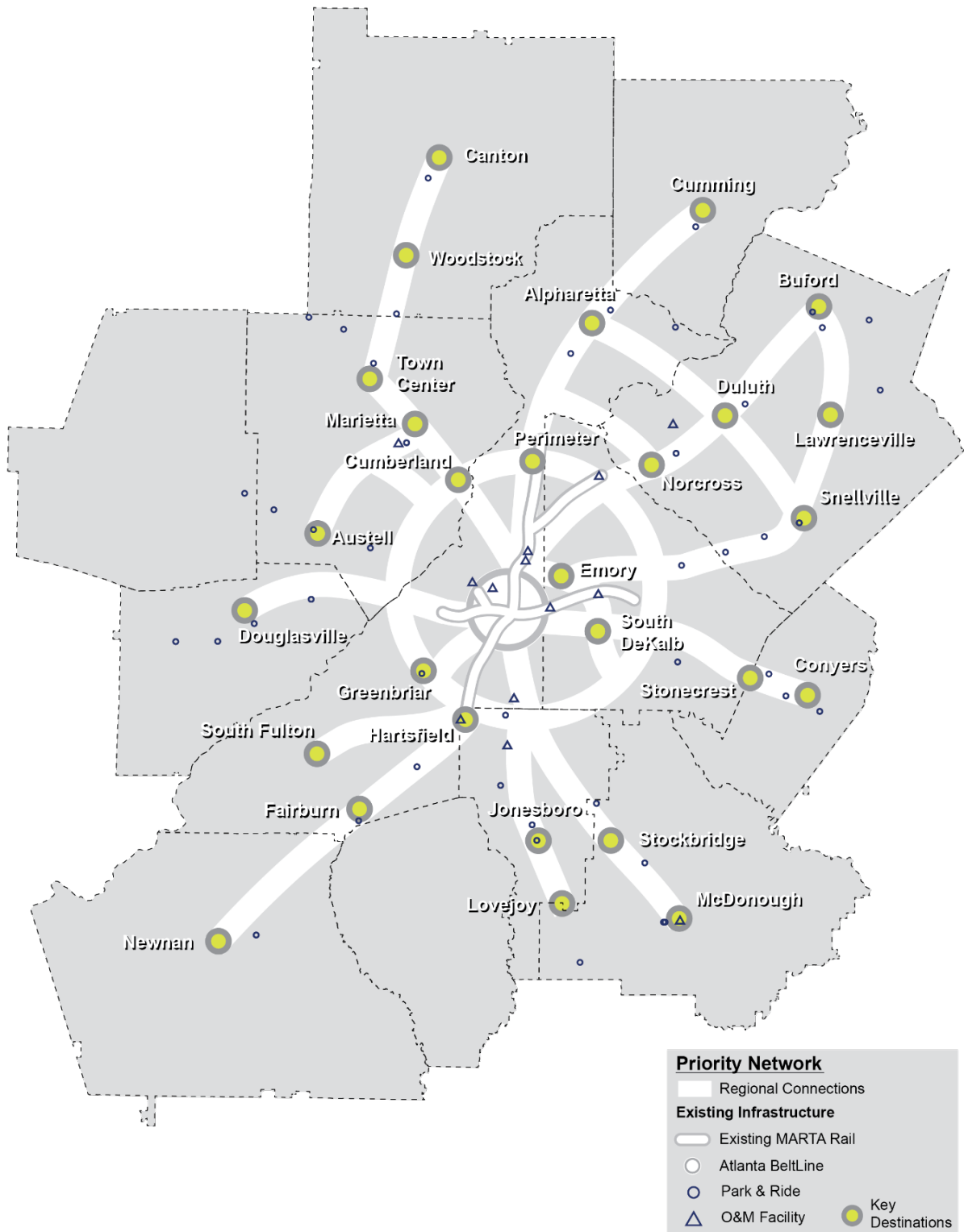
The Priority Regional Transit Network is intended to serve as a policy tool to help guide the region's transit investments. This network also indicates service intensity typologies defined for the 13-county region. The Priority Regional Transit Network, shown below in Figure 2, was developed based on criteria that underscored:

- Promoting regional connectivity and addresses transit need
- Building upon utility of prior studies and efforts
- Optimizing project delivery timeframe

Network connections that contribute to regional connectivity and address an identified need were weighted more heavily than the other criteria. See **Attachment A** for more information on the criteria used to develop the Priority Regional Transit Network.

The Priority Regional Transit Network will aid in project and program prioritization, particularly for those that align with regionally significant connections. The TOG played a key role in achieving consensus on the most significant connections used to refine the Priority Regional Transit Network.

FIGURE 2. PRIORITY REGIONAL TRANSIT NETWORK



Network Analysis Summary Report

The [Network Analysis Summary Report](#), available for download on the ATL webpage, compares current and future transit demand throughout the region against public transportation services offered today. This analysis goes beyond simply identifying geographic and service gaps to evaluate the regional transit system's alignment with equity, economic development, transit-supportive infrastructure, and key regional transportation investments.

This summary report is organized by analysis category: Mobility and Connectivity (pg. 4), Equity (pg. 16), Economic Development (pg. 34) and Safety, Efficiency, and Resiliency (pg. 40). See **Attachment B** that highlights the major network analysis categories, the measures used to determine gaps and needs within each category, and the respective page numbers that may help inform project submittals.

Network Analysis Methodology Memorandum

The *Transit Network Analysis Technical Memorandum* describes the detailed methodology and assumptions used to identify regional transit gaps and needs as summarized in the [Network Analysis Summary Report](#). This document is a companion document to the [Network Analysis Summary Report](#) and includes a much more rigorous dive into each analysis category. This memorandum is available by request by emailing Aileen Daney at ADaney@ATLtransit.ga.gov.

FAQ

Q: Can I upload multiple projects at one time?

A: No, but multiple projects can be saved in draft state and returned to prior to submission of the applications.

Q: Would I have to resubmit projects submitted during the previous Call for Projects if no project features have changed?

A: Yes, you will still need to answer the (newly) required fields and resubmit the projects under the 2022 Plan Cycle. The project information submitted previously will be available to update directly in TrackATL so that you do not have to start over.

Q: Can I upload ArcGIS shapefiles of the projects instead of using the hand mapping tool?

A: You can include a zip file of project shapefiles as a part of the “Attachments” tab of the project application. You can also use the hand mapping tool to share project spatial information.

Q: How will I know if my submittals have been accepted or approved?

A: When you submit a project, ATL personnel responsible for reviewing the project are notified. They can then accept or reject the submittal. When this action is taken, the account administrator on the project sponsor side will receive a notification.

Q: What if I don’t have all the required answers? For example, my County may not go to referendum so some of these projects do not have an anticipated construction date.

A: If it is truly unknown, we suggest using the placeholder date 00/00/0000, or providing the best estimate possible to the nearest 5- or 10-year increment. As a part of ATL’s assessment of all the projects submitted, we will work closely with the sponsor to make sure anticipated network years/phasing are presented as fairly as possible.

Q: Are multiple logins able to view the same project sponsor submittals? For example, if an employee from an agency created an account, could other people from their organization create a login and be allowed to contribute to that project submittal?

A: Yes, a single project sponsor can have multiple users as well as multiple permission levels or roles (e.g., read-only rights or editing capabilities).

TrackATL

TrackATL Site Link: <https://portal.trackatl.ecointeractive.com/>

If you have any issues signing up, please contact TrackATL's Help Desk at TrackATL_HelpDesk@ecointeractive.com.

User Training Guide

The Project Tracker User Training Guide (**Attachment C**) describes how to create and submit a new project, how to edit and amend a project, and how to interface with the overall portal. Please be mindful of the following questions and required inputs that must be completed before you are able to submit a project:

- > Assumed Project Operator
- > ATL District Location(s)
- > Anticipated/Actual Construction/Implementation Start Date
- > Anticipated/Actual Construction/Implementation End Date
- > Anticipated/Actual Engineering and Design Start Date
- > Anticipated/Actual Engineering and Design End Date
- > Anticipated/Actual Planning End Date
- > Anticipated/Actual Service Start Date
- > TAM Plan Consistency
- > Cost Estimate Base Year
- > Cost Escalation Assumption
- > Cost by Phase
- > Fund Type
- > Funding Commitment Levels
- > Customer Amenities
- > Dedicated Running Way
- > Dedicated Transit Station(s)
- > Has project been through robust public engagement process?
- > Has project been included in adopted local plan?
- > Operational Elements
- > Project Development tasks underway
- > Project Mode
- > Project Need or Purpose
- > Seeking Discretionary Funding
- > State of Good Repair Elements
- > Technology Elements
- > Affordable Housing Elements
- > Type of Supportive Infrastructure (if needed)
- > Zero Emission Bus Vehicles or Equipment

If you do not answer these questions before submitting, you will be unable to fully submit and will receive error messages.

Key Contacts and Links

If you have questions about the ARTP or Call for Projects, please contact Aileen Daney at adaney@atltransit.ga.gov.

If you have questions about TrackATL, please contact TrackATL's Help Desk at TrackATL_HelpDesk@ecointeractive.com.

Additional Links:

[Existing Conditions and Future Trends Assessment](#)

[Transit Network Analysis](#)

[TrackATL Project Submittal](#)



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Attachment A: Priority Regional
Transit Network Criteria

Attachment B: Network Analysis
Measures Page Number

Attachment C: TrackATL User
Training Guide



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Attachment A

Priority Regional Transit Network
Criteria

Criteria	Measures
Promote Regional Connectivity and Address Transit Need	Connect counties, transit systems, activity centers, intermodal facilities, and provide critical network linkages
	Serve high transit propensity areas and historically underserved communities
Build Upon Utility of Prior Studies and Efforts	Recognize extent of prior efforts and community support
	Consider project development phase, timeline, and funding commitment
Optimize Project Delivery Timeframe	Leverage other transportation investments that may lower cost or provide additional funding
	Minimize right-of-way impacts and environmental concerns



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Attachment B

Network Analysis Measures
Page Number

Network Analysis Measures	Measures to Determine Gaps and Needs	Page Number
Mobility and Connectivity	Travel Demand: Identify unserved regional connections by comparing major OD pairs/travel flows to level of service	6
	Transit Propensity: Identify local service gaps by comparing medium to high transit propensity areas to level of service	8
	Transit Alignment with Regional Growth Policy: Urban/suburban/rural distribution of service to identify regional patterns of coverage, span, frequency	14
Equity	Protected Classes: Nine populations protected under Title VI of the Civil Rights Act and the Executive Order on Environmental Justice without access to frequent service	18
	Low- and Mid- Wage Jobs: Jobs that pay \$3,333 per month or less without access to frequent all-day service	22
	Housing Affordability: Households who pay more than 30% of income on mortgage or rent without access to frequent all-day service	24
	Access to Essential Services: Environmental Justice (EJ) residents without access to healthcare, grocery stores, and education within 30 minutes by transit	26
Economic Development	Economic Development Zones: Alignment with economic development zones (e.g., TADs, Empowerment Zones, Opportunity Zones, CIDs)	36
	Activity Centers: Level of service and transit connectivity of ARC's 13 major activity centers	37
Safety, Efficiency, and Resiliency	Pedestrian / Bike Safety: Alignment with ARC's high-risk corridors for pedestrians and bikes	42
	Regional Transportation Investments: Alignment with Express lane system; Alignment with regional ITS/RTOP infrastructure	43



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Attachment C

TrackATL User Training Guide

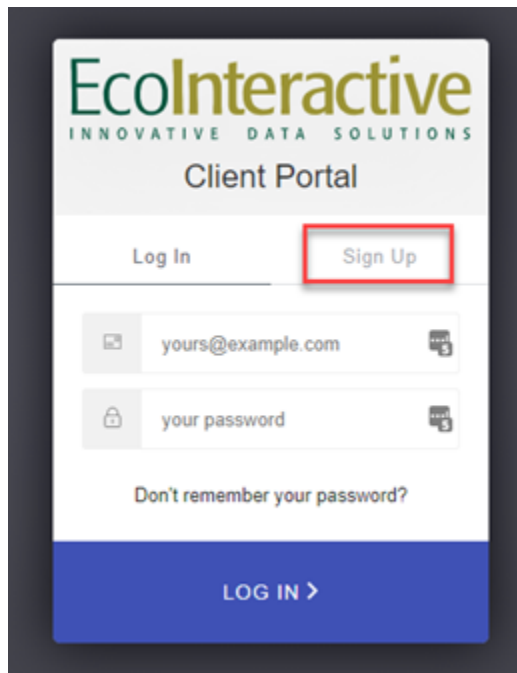
Table of Contents

System Sign Up	3
Dashboard overview	4
Projects tab overview	4
Creating a new project	5
Project Page Overview	7
Mapping a Project	7
Adding IDs & Contacts	9
Adding Attachments	10
Submitting a Project	11
Editing a Project	11
Amending a Project	12
Accepting / Denying Projects (Admin & MPO Users)	14
Creating a new Plan Cycle (Admin Only)	15
Adding a Revenue Scenario (Admin Only)	16
Plan Revisions	19
Reports	22
User Access (Admin)	23

System Sign Up

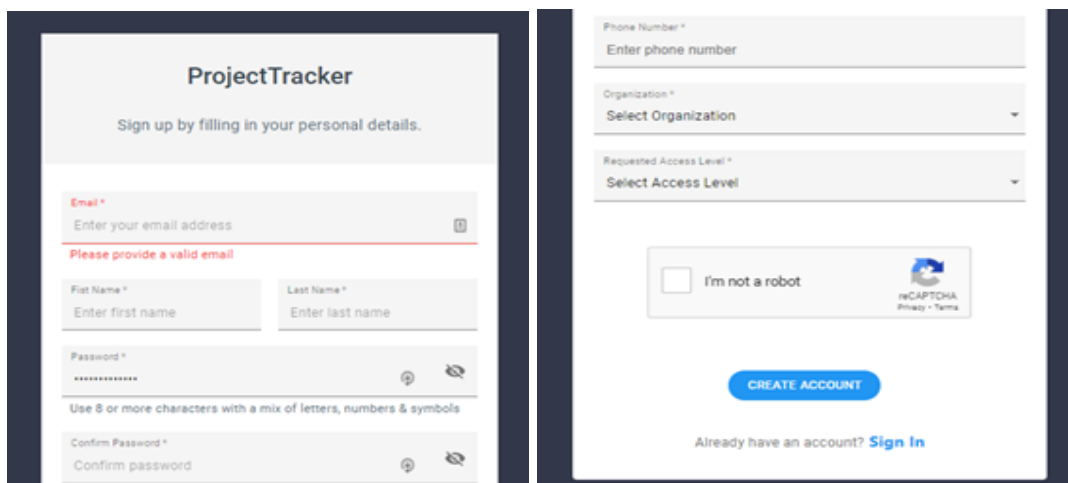
Site Link: <https://portal.TrackATL.ecointeractive.com>

1. To sign up for a new account, click “Sign Up” on the main login page.



The screenshot shows the EcoInteractive Client Portal login page. The header includes the EcoInteractive logo and the text 'INNOVATIVE DATA SOLUTIONS' and 'Client Portal'. Below the header, there are two buttons: 'Log In' and 'Sign Up'. The 'Sign Up' button is highlighted with a red box. Below the buttons, there are two input fields: 'Email' with the placeholder 'yours@example.com' and 'Password' with the placeholder 'your password'. Below the password field, there is a link 'Don't remember your password?'. At the bottom, there is a large blue button labeled 'LOG IN >'.

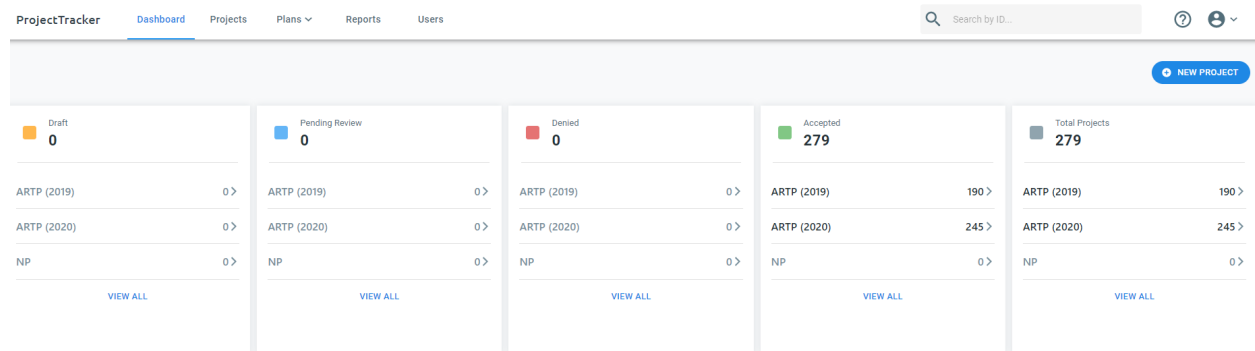
2. Enter in the required information on the sign-up form. For organization, select what your lead agency is. For ‘Requested Access Level’:
 - a. Select ATL Staff, if you are ATL Staff
 - b. Otherwise, select Sponsor



The image shows two side-by-side screenshots of the ProjectTracker sign-up form. The left screenshot shows the top section of the form with the title 'ProjectTracker' and the instruction 'Sign up by filling in your personal details.' Below this, there are five input fields: 'Email *' (with placeholder 'Enter your email address'), 'First Name *' (with placeholder 'Enter first name'), 'Last Name *' (with placeholder 'Enter last name'), 'Password *' (with placeholder 'Use 8 or more characters with a mix of letters, numbers & symbols'), and 'Confirm Password *' (with placeholder 'Confirm password'). The right screenshot shows the bottom section of the form. It includes three dropdown menus: 'Phone Number *' (with placeholder 'Enter phone number'), 'Organization *' (with placeholder 'Select Organization'), and 'Requested Access Level *' (with placeholder 'Select Access Level'). Below these is a CAPTCHA section with a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. At the bottom, there is a blue button labeled 'CREATE ACCOUNT' and a link 'Already have an account? Sign In'.

- 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 login into the system and begin using it,

Dashboard overview



- The Dashboard tab will bring you to the following view which will show all relevant projects to you, sorted by current status and plan cycle. The status of a project indicates where that project is along the review and approval process:
 - Draft - indicates that updates or edits are still being made to projects as part of a revision
 - Pending Review - indicates a project has been submitted for review by ATL Staff
 - Denied - indicates that ATL staff have denied the updates submitted. A denial comment will be provided explaining the reason for denial. Sponsors can re-submit the project from the denial section after making the appropriate updates.
 - Accepted - indicates projects that have been reviewed by ATL staff and approved to be included within the specified revision.
- Clicking “[View All](#)” will take you to the corresponding projects in a given status. Similarly, you may click any plan cycle within a status to only view projects within the given status and cycle.
- From the Dashboard you can also click “New Project” to create a project.

Projects tab overview

The Projects tab shows a list of projects with filters for Plan Cycle (ARTP (2020)) and Plan Revision (All). The project list includes columns for ID, AGENCY, STATUS, REVISION, TITLE, PROJECT MODE, TYPE, and TOTAL COST.

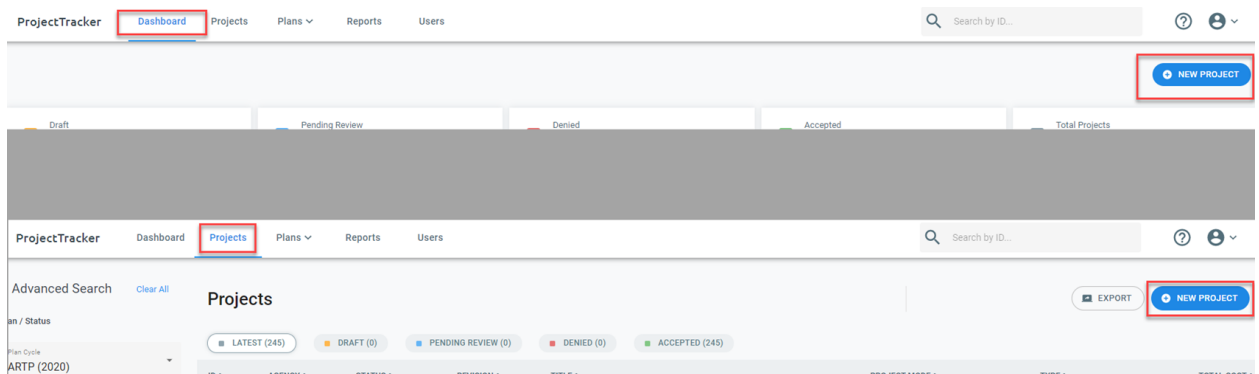
ID	AGENCY	STATUS	REVISION	TITLE	PROJECT MODE	TYPE	TOTAL COST
092G	GCT	Accepted	Adoption	Direct Connect Expansion Route 402	Arterial Rapid Transit	Expansion	\$38,481.00
091G	GCT	Accepted	Adoption	Direct Connect Expansion Route 401	Arterial Rapid Transit	Expansion	\$43,544.00
124G	GCT	Accepted	Adoption	Rapid Bus Corridor 207: Lawrenceville Highway	Bus Rapid Transit	Expansion	\$5,679.00
123G	GCT	Accepted	Adoption	BRT Route 705: Snellville to Peachtree Corners	Bus Rapid Transit	Expansion	\$281,554.00
122G	GCT	Accepted	Adoption	BRT Route 704: Snellville to I-985 Park-and-Ride	Bus Rapid Transit	Expansion	\$319,124.00

- Clicking on the “[Projects](#)” tab will bring you to an overview of all (relevant to you) projects. In this overview you can sort projects by the status they are in or filter the results using the advanced search function on the left hand side of the page.
 - In the top right-hand side of the pager you will find an export function, should you need to export a list of all projects shown in the overview.

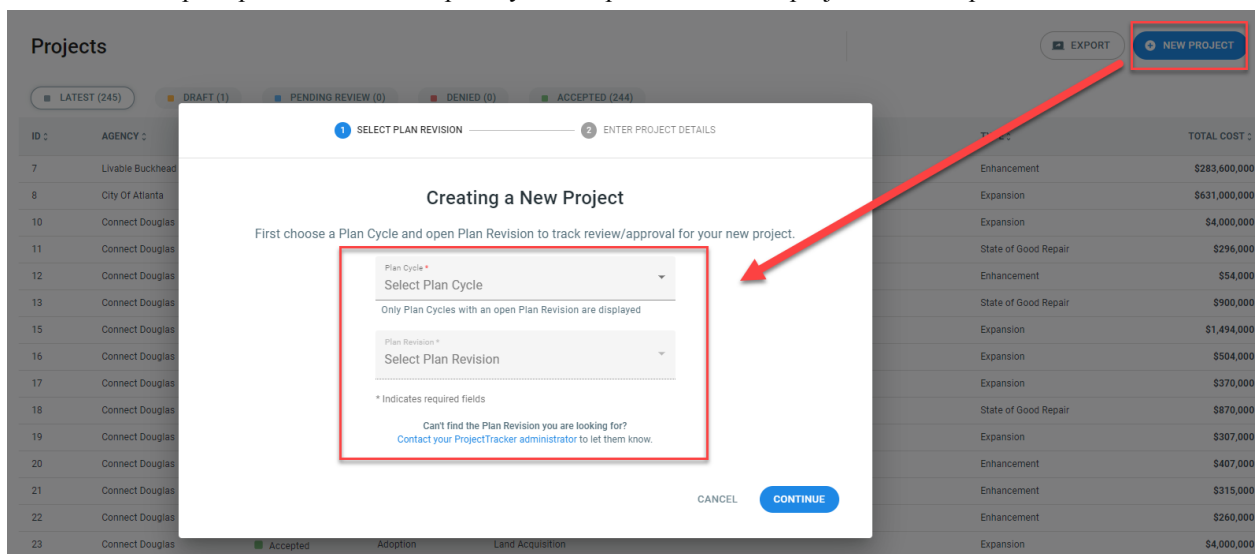
- b. Utilize the advanced search section to append additional columns to the table or to use a custom filter to further sort your projects.
2. Clicking on any project will take us to a project details page where you can review the full details related to the project. If the project is in 'Draft' or 'Denied' status, edits can be made directly to the project. If the project has been 'Accepted', the project can be amended as part of a separate revision.
3. Click the 'New Project' button in the top right hand corner to create a new project.

Creating a new project

1. Click the 'New Project' button on the top right-hand side of the 'Dashboard' or 'Projects' tab to begin creating a new project.



2. You will first be prompted to enter in the plan cycle and plan revision the project will be a part of.



3. Next you must give your project a title, project type, lead agency, and description before the project is created. Once you have inputted all required information the 'Create Project' button will be available (Fields marked with * must be filled out).
 - a. The ID Field is not required to be filled out. The system will automatically generate an ID if you choose not to do so.

Creating a New Project

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

ID Title *

If left blank, an ID will be auto-generated.

Project Type * Lead Agency *

Select Project Type Select Lead Agency

Description *

BACK CREATE PROJECT

4. Once you have created a project the system will automatically take you to the drilldown page for the new project. On this page you will be able to add further detail related to your project (funding, location, ID's, attachments, mapped location, etc.)
 - a. When a project is first created it will be automatically placed in a 'Draft' status until submitted.

ProjectTracker Dashboard **Projects** Plans Reports Users

Search by ID...

12345 - ATL Test Proj

Revision: ARTP / ARTP (2020) / Admin Modification #1 Last edited: EcoInteractive Admin (05/05/2021)

PROGRAMMING MAP IDS /CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS

DISCARD SAVE CHANGES

DRAFT Project ready to submit.

5. Remember to click 'Save Changes' when you are done editing a project or before you are ready to submit the project.

Project Page Overview

12345 - ATL Test Proj

DISCARD

SAVE CHANGES

Revision: ARTP / ARTP (2020) / Admin Modification #1 Last edited: EcoInteractive Admin (05/05/2021)

DRAFT

Project ready to submit.

PROGRAMMING

MAP

IDS /CONTACTS

ATTACHMENTS

REVISION HISTORY

PROJECT QUESTIONS

A

B

C

D

E

F

Project Administration

Plan Revision *
ARTP / ARTP (2020) / Admin Modification #1

ID *
125

Project development tasks underway
Select Project development tasks underway

of Regional Significance Criteria Met
Select # of Regional Significance Criteria Met

Regional Significance Criteria Met
Select Regional Significance Criteria Met

Project Priority Ranking

Cost Effectiveness Quadrant
Select Cost Effectiveness Quadrant

Congressional Districts
Select Congressional Districts

State House Districts
Select State House Districts

Senate Districts
Select Senate Districts

Project Information

G

Project Title *
ATL Test Proj

Project Description *
Testing for ATL

Project Type *
Included in adopted local plan?
Select Included in adopted loca...

Please indicate which adopted local plan and describe consistency.

County

Municipality

Consistent with relevant TAM plan?
Select Consistent with relevant ...

Please indicate which TAM Plan and describe consistency.

Location Information

H

No Location added.

ADD NEW LOCATION

Programming Information

I

Match 0% Effective Match 0%

FY *	FUND TYPE *	PLAN	ENG/DES	ROW	CON/IMP	VEH/RS	O&M	CNTNGNCY	TOTAL
No Programming Information Defined									

ADD ROW

Change Reason Details

J

Change Reason *
☒ New Project ☐ Project Changed (e.g. Schedule / Funding / Scope) ☐ Project Completed ☐ Project Removed

Narrative Description of Changes *
Enter a narrative description of the changes that will be made in this project revision

Prior Project Revision Comparison

K

No prior revision exists for comparison.

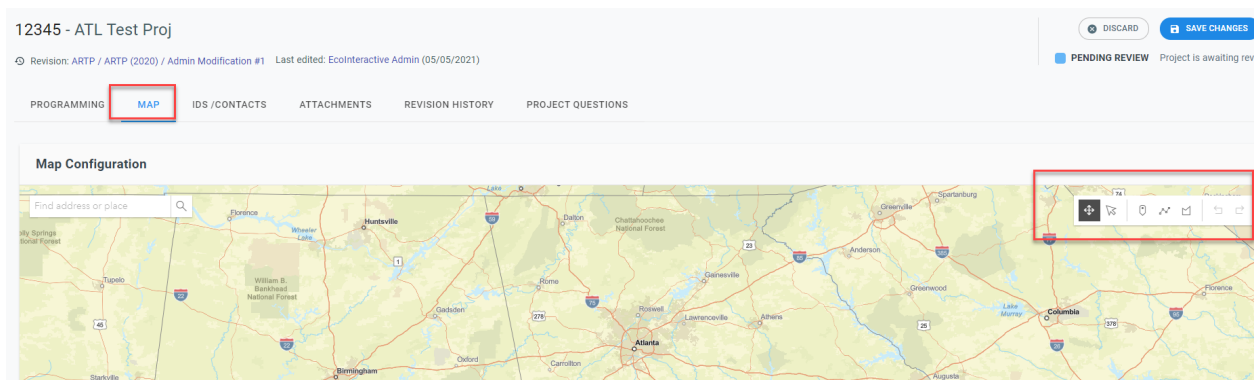
CID, TAD, or Tax Increment Financing?
Select CID, TAD, or Tax Increme...

If yes, please describe (CID,TAD or Tax Increment) Financing.

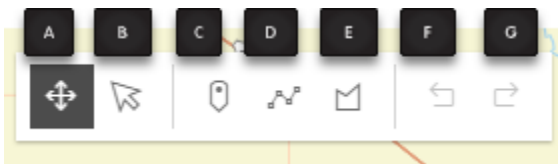
1. After creating a project you will arrive at this overview page of the project. The following list contains a brief description of each tab, button, and section. Further details into each section is provided in the training manual.
 - A. **Programming** - The programming tab is the main section of the individual project page. That will display the above view. From here you can navigate to different sections to update information as needed.
 - B. **Mapping** - Map all relevant locations of your project.
 - C. **IDs/Contacts** - Add relevant contacts and IDs to your project.
 - D. **Attachments** - Upload any relevant documents pertaining to your project.
 - E. **Revision History** - Compare the current project to previous years or see any updates made.
 - F. **Project Questions** - Section that allows for relevant questions pertaining to projects.
 - G. **Project Administration** - Project Admin details pertaining to the revision and project ID
 - H. **Project Information** - Contains basic project information surrounding type location, description, etc.
 - I. **Programming Information** - Program funds that will be utilized for the project.
 - J. **Change Reason Details** - Provide notes for the reason for change to the project (new project, revision, completed, removed).
 - K. **Prior Project Revision Comparison** - Quick comparison of the current version of the project you are viewing to previous version
 - L. **Project Status** - Shows current status of the project.

Mapping a Project

1. To map a project click on the 'Map' tab within the project page.

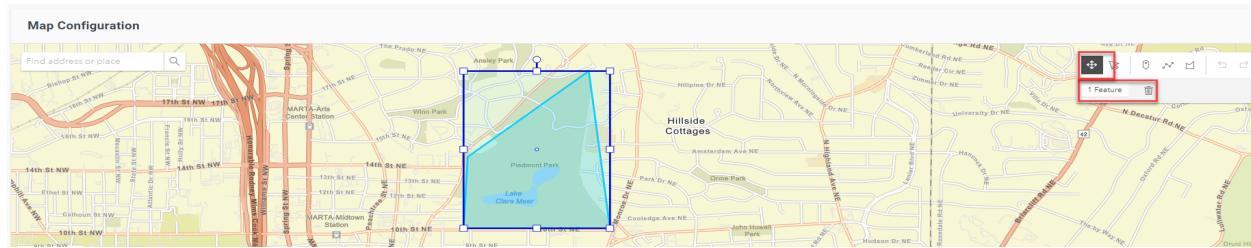


2. The project must be in an 'edit' mode in order for the following mapping tools to be made available.

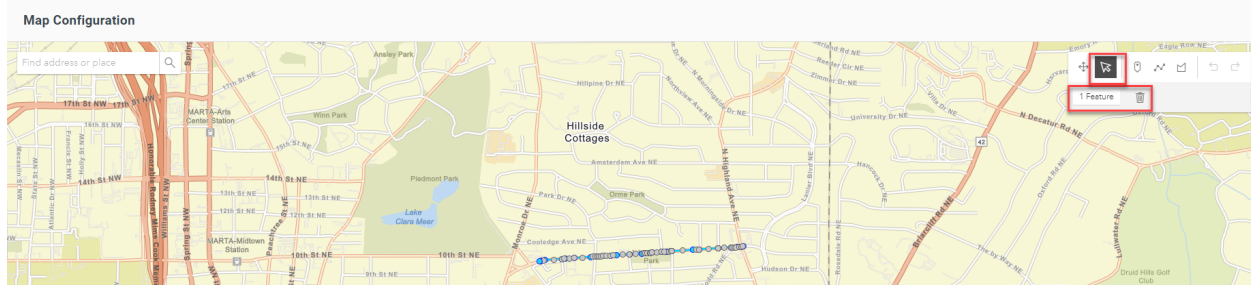


- A. **Transform**: Allows you to refine the shapes and lines you have created on the map. You have the ability to also discard the item within the transform tool by clicking the small trash can icon in the

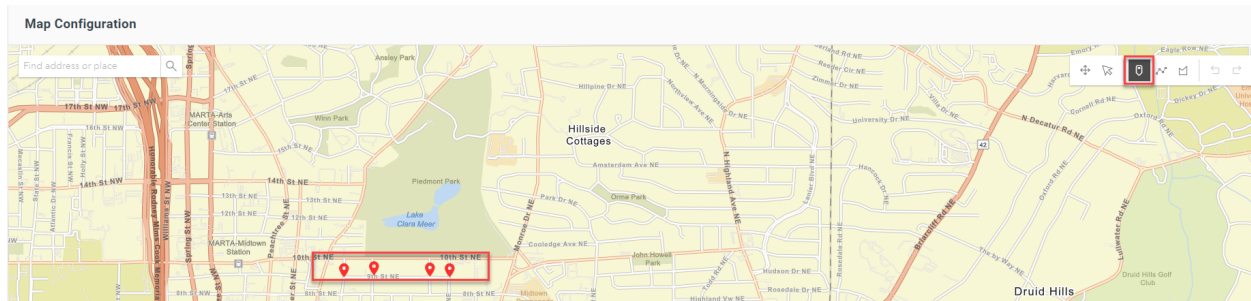
tools section.



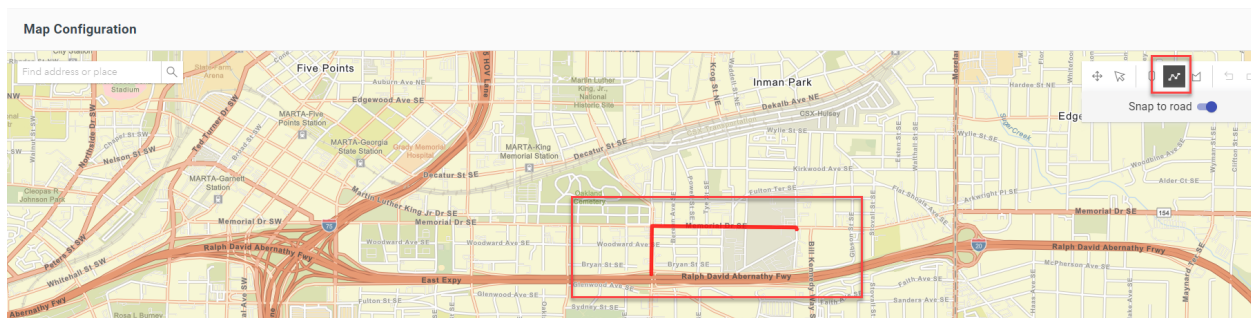
- B. Reshape: Allows you to refine the line or shape you have created on the map. You may adjust the size, scope, and area of your mapped project. You have the ability to also discard the item within the transform tool by clicking the small trash can icon in the tools section.



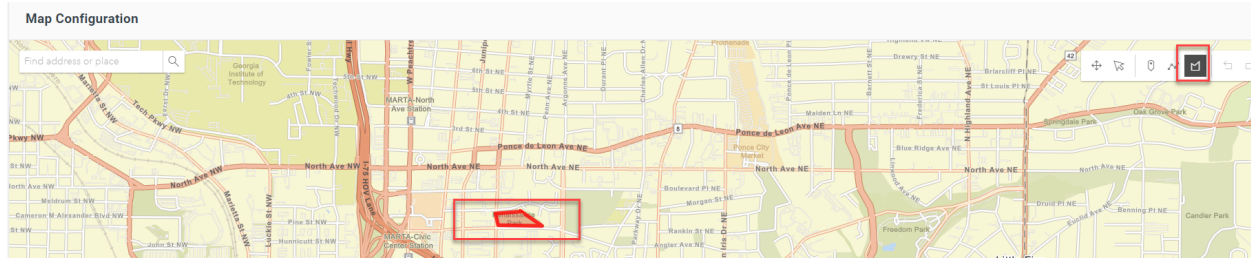
- C. Point: Gives you the ability to place a point anywhere on the map.



- D. Polyline: Create a line on the map to indicate the location of your project. This tool has the ability to 'snap to road' as well. Click the tool and select your first spot to create a start point and continue creating points as needed. **You will need to double-click when setting the end-point for the line.**



- E. Polygon: Create and define an area that your project is within.



- F. Undo: Allows you to undo the last move when creating a line, shape, or using the transform and shape tools. When creating a line or shape the undo button will not be available after the line or shape is set.
 - G. Redo: Allows you to redo any changes that you inadvertently took away.
3. Remember to click 'Save Changes' in the top-right corner of the page when you have finished mapping your project.

Adding IDs & Contacts

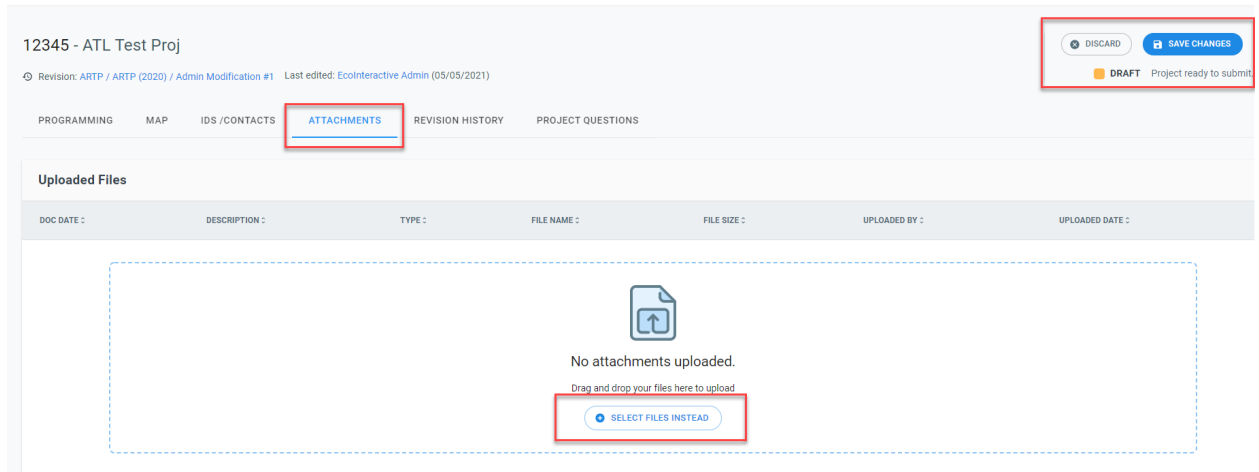
1. Click on 'IDS/Contacts' in the relevant project page and ensure you are in 'Edit' mode.

2. In the Project ID section enter in any relevant ID's for the project and click 'Add ID'. Projects can have multiple IDs.
3. After all IDs have been entered click 'Save Changes' to finish adding IDs.

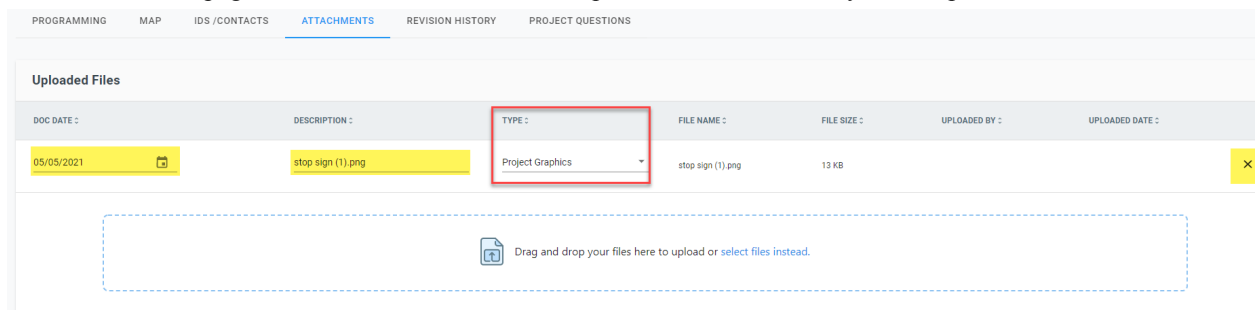
4. Click on 'IDS/Contacts' in the relevant project page and ensure you are in 'Edit' mode.
5. In the 'Contacts' section select the relevant contact if necessary from the dropdown menu.
6. Click 'Save Changes' to save the contact and finish.

Adding Attachments

1. Upload and attach files to your project by clicking the “Attachments” tab on the project page.



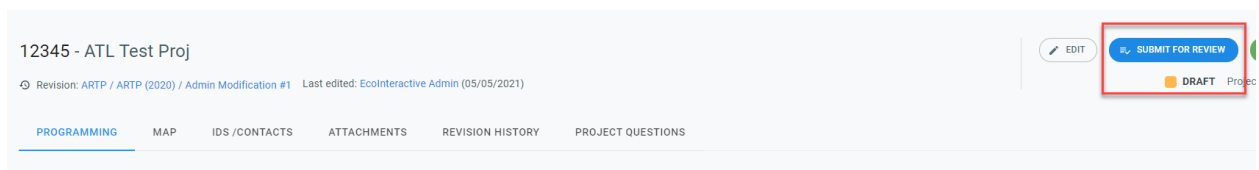
2. To add an attachment the project must be in ‘Edit’ mode.
3. On the attachment page click ‘Select Files Instead’ to upload a document from your computer.



4. Once you have selected a file to upload you can select the appropriate document date, document type, and also input the description of the upload. If you need to remove the uploaded file, press the (x) on the far right of the document.
5. After adding an attachment make sure to click ‘Save Changes’ in the top right-hand corner.

Submitting a Project

1. After entering in all necessary and relevant project information you are now ready to submit your project for review.



2. Clicking ‘Submit for Review’ will place the project in a ‘Pending Review’ status until the appropriate personnel has accepted or denied the project. When you submit a project the system will automatically notify the personnel responsible for review.
3. While waiting for approval you may unsubmit the project to make any necessary changes by clicking the ‘Unsubmit’ button on the top right-hand side of the page.
 - a. If you unsubmit a project, you will need to resubmit the project for review.

4. You may always check the progress of your project through the main dashboard to see which status your project(s) currently is in.

The screenshot shows the ProjectTracker Dashboard. At the top, there are navigation tabs: ProjectTracker, Dashboard (selected), Projects, Plans, Reports, and Users. A search bar is on the right. A 'NEW PROJECT' button is in the top right. Below the navigation is a summary section with four colored boxes: Draft (2), Pending Review (0), Denied (0), and Accepted (279). To the right of these is a 'Total Projects' box showing 280. Below this is a table with columns for project status and counts for ARTP (2019) and ARTP (2020).

Status	Count
Draft	2
Pending Review	0
Denied	0
Accepted	279

Project	ARTP (2019)	ARTP (2020)
ARTP (2019)	0	0
ARTP (2020)	2	0

Editing a Project

1. To edit a project click on the 'Edit' button in the top right-hand corner of the project page. Projects in a draft or denied status will be open to editing. For projects in a 'pending review' status, you will have to click 'Unsubmit' on the project page. Projects that have already been accepted cannot be edited only amended.

The screenshot shows three project pages. Each page has a title, a breadcrumb trail, and a last edited timestamp. The first project is '45 - ATL Test Proj' with a status of 'DRAFT'. The second project is 'Proj' with a status of 'DENIED'. The third project is '12345 - ATL Test Proj' with a status of 'PENDING'. Each project page has an 'EDIT' button and a 'SUBMIT FOR REVIEW' button. The 'DENIED' project also has an 'UNSUBMIT' button.

45 - ATL Test Proj
vision: ARTP / ARTP (2020) / Admin Modification #1 Last edited: EcoInteractive Admin (05/05/2021)
EDIT SUBMIT FOR REVIEW
DRAFT

Proj
120 / Admin Modification #1 Last edited: EcoInteractive Admin (05/05/2021)
EDIT SUBMIT FOR REVIEW
DENIED Project ready to submit

12345 - ATL Test Proj
Revision: ARTP / ARTP (2020) / Admin Modification #1 Last edited: EcoInteractive Admin (05/05/2021)
EDIT UNSUBMIT
PENDING

2. After you have made all necessary changes to the project remember to click 'Save Changes' and submit when ready. If you exit the page without saving the system will prompt you before the changes are discarded.

The screenshot shows a dialog box titled 'Exit without saving?'. It contains the text 'If you leave this section you will lose any unsaved changes.' and two buttons: 'DISCARD CHANGES' and 'CONTINUE EDITING'.

Exit without saving?

If you leave this section you will lose any unsaved changes.

DISCARD CHANGES CONTINUE EDITING

Amending a Project

- Existing projects can be amended into open revisions. Navigating to the 'Projects' tab, sorting by approved projects, and utilizing the advanced search filters will allow you to sort through the list of the latest accep

The screenshot shows the ProjectTracker interface. The 'Projects' tab is selected in the top navigation bar. On the left, the 'Advanced Search' sidebar is open, showing filters for Plan / Status, Plan Cycle, Plan Revision, Project Information, ID, Lead Agency, Project Type, and County. The 'ACCEPTED (279)' filter is selected in the top right of the Projects table. The table lists projects with columns for ID, AGENCY, STATUS, REVISION, TITLE, TYPE, and TOTAL COST.

ID	AGENCY	STATUS	REVISION	TITLE	TYPE	TOTAL COST
7	City Of Atlanta	Accepted	Adoption	MARTA West Line High Capacity Transit	Expansion	\$283,600,000
8	City Of Atlanta	Accepted	Adoption	Northwest Regional High Capacity Transit Corridor	Expansion	\$631,000,000
10	Connect Douglas	Accepted	Adoption	Fixed Route Operating Assistance	Expansion	\$4,000,000
11	Connect Douglas	Accepted	Adoption	Commuter Vanpool Replacement Vehicles	State of Good Repair	\$296,000
12	Connect Douglas	Accepted	Adoption	Staff Vehicles	Enhancement	\$54,000
13	Connect Douglas	Accepted	Adoption	Preventive Maintenance	State of Good Repair	\$900,000
15	Connect Douglas	Accepted	Adoption	Fixed Route Vehicles	Expansion	\$1,494,000
16	Connect Douglas	Accepted	Adoption	Vehicles for Paratransit Expansion	Expansion	\$504,000
17	Connect Douglas	Accepted	Adoption	Vehicles for Vanpool Expansion	Expansion	\$370,000
18	Connect Douglas	Accepted	Adoption	Fixed Route, Paratransit Replacement Vehicles	State of Good Repair	\$870,000
19	Connect Douglas	Accepted	Adoption	Bus shelters and passenger amenities	Expansion	\$307,000

ted projects you may need to amend.

- Once you have selected the project that needs amended click the 'Amend Project' button in the top right-hand corner of the page. This action will begin the amendment process if a revision is open.

The screenshot shows the '13 - Preventive Maintenance' project page. The 'AMEND PROJECT' button is highlighted in the top right corner. The page displays project details, including the revision history and the last edited date.

- After clicking 'amend project' you will input the Plan Cycle and Plan Revision the amendment will be a part of.

The screenshot shows the 'Amend Project 13' dialog box. The dialog prompts the user to select a Plan Cycle and Plan Revision. The 'Plan Cycle' is set to 'ARTP (2020)' and the 'Plan Revision' is set to 'Admin Modification #1'. The dialog also includes a 'CONTINUE' button and a 'CANCEL' button.

- If no open plan revision is available, you will receive the following message.
 - Clicking 'Contact your ProjectTracker administrator' will enable you to communicate with the administrator and request a new revision be opened in order to submit your amendments.

Can't Amend Project.

No Open Plan Revisions Found. An open plan revision is required to track new and amended projects. [Contact your ProjectTracker administrator](#)

GOT IT

- After you have finished amending the project remember to '[Save Changes](#)' and '[Submit for Review](#)' when ready.
- When a project is updated the changes made will be highlighted within the project page.

ProjectTracker Dashboard Projects Plans Reports Users

Search by ID...

17 - Vehicles for Vanpool Expansion

Revision: ARTP / ARTP (2020) / Admin Mod #2 Last edited: Ecolnteractive Admin (05/05/2021)

EDIT SUBMIT FOR REVIEW

DRAFT Project ready to submit.

PROGRAMMING MAP IDS /CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS

Project Information

Project Title *
Vehicles for Vanpool Expansion

Project Description *
Since 1987, Douglas County has operated a vanpool program designed to take commuters to job locations. Douglas County currently has 35 daily vanpool routes, but intends to create at least one new route per year over the next seven years. New vehicles are needed to accommodate this growth.

Project Type *
Expansion

Organization *
Connect Douglas

County
Coveta, Dekalb, Douglas

Municipality
Wise: Douglas

Assumed Project Operator
- None -

Project Mode

Project Need or Purpose

ATL Districts Project Interests

Type of Supportive Infrastructure (if applicable)
- None -

Seeking Discretionary Funding
- None -

Project Financial Co-Sponsor

- Likewise, the Revision History tab is available at the top of the individual project page. Clicking on revision history will allow you to see all revisions and previous versions of the project.

17 - Vehicles for Vanpool Expansion

Revision: ARTP / ARTP (2020) / Admin Mod #2 Last edited: Ecolnteractive Admin (05/05/2021)

EDIT UNSUBMIT

PENDING R

PROGRAMMING MAP IDS /CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS


Plan Revisions

PLAN	CYCLE	REVISION TYPE	REVISION	STATUS	TOTAL COST	ATL FUNDING STAFF APPROVAL	ATL PLANNING STAFF APPROVAL
ARTP	ARTP (2020)	Administrative Modification	Admin Mod #2	Draft	\$370,000	Pending	Pending
ARTP	ARTP (2020)	Adoption	Adoption	Accepted	\$370,000	12/2/2020	12/2/2020
ARTP	ARTP (2019)	Adoption	Adoption	Accepted	\$369,000	12/5/2019	12/5/2019

Additional Requirements for Submitting/Amending a Project

- In order to submit or amend a project in the system the following fields questions must be answered
 - Anticipated/Actual Construction/Implementation Start Date
 - Anticipated/Actual Construction/Implementation End Date
 - Anticipated/Actual Engineering and Design Start Date

- Anticipated/Actual Engineering and Design End Date
 - Anticipated/Actual Planning End Date
 - Anticipated/Actual Service Start Date
 - Assumed Project Operator
 - ATL Districts Project Intersects
 - Consistent with relevant TAM plan?
 - Cost Estimate Base Year
 - Customer Amenities
 - Dedicated Running Way
 - Dedicated Transit Station or Stations
 - Has project been through robust public engagement process?
 - Included in adopted local plan?
 - Operational Elements
 - Planning Start Date
 - Project development tasks underway
 - Project Mode
 - Project Need or Purpose
 - Seeking Discretionary Funding
 - State of Good Repair Elements
 - Technology Elements
 - Type of Supportive Infrastructure (if needed)
 - Zero Emission Bus Vehicles or Equipment
2. If you do not answer these questions before submitting/amending the project you will be unable to do so and will also receive an error message similar to the one below until all requirements have been met.

 This project tab is missing the following requirements needed to submit this project for review. Make sure these requirements are met before submitting your project.

- Please indicate the Project Development Task(s) Underway
- Please indicate the Cost Estimate Base Year
- Please indicate the Assumed Project Operator
- Please indicate the Project Mode
- Please indicate the Project Need or Purpose
- Please indicate the ATL District(s) the Project Intersects
- Please indicate the Type of Supportive Infrastructure

Accepting / Denying Projects (Admin & MPO Users)

1. In the 'Dashboard' tab Administrators & MPO users can see all relevant projects pending review by cycle. You may view all or by cycle.

ProjectTracker **Dashboard** Projects Plans ▾ Reports Users Search by ID

Draft	Pending Review	Denied	Accepted
1	1	0	280
ARTP (2019) 0 >	ARTP (2019) 0 >	ARTP (2019) 0 >	ARTP (2019) 190 >
ARTP (2020) 1 >	ARTP (2020) 1 >	ARTP (2020) 0 >	ARTP (2020) 245 >
NP 0 >	NP 0 >	NP 0 >	NP 0 >
VIEW ALL	VIEW ALL	VIEW ALL	VIEW ALL

- Once you select the appropriate cycle or view all in the 'Pending Review' section you will arrive at a list of projects awaiting your approval or denial.

Projects EXPORT

LATEST (246)
DRAFT (1)
PENDING REVIEW (1)
DENIED (0)
ACCEPTED (245)

ID	AGENCY	STATUS	REVISION	TITLE	TYPE
17	Connect Douglas	Pending Review	Admin Mod #2	Vehicles for Vanpool Expansion	Expansion

Rows per page: 50

- Selecting a project will bring us to the individual project page to review all information and you will have the ability to 'Accept' or 'Deny' a project. .

17 - Vehicles for Vanpool Expansion

Revision: ARTP / ARTP (2020) / Admin Mod #2 Last edited: EcolInteractive Admin (05/05/2021)

EDIT
UNSUBMIT
DENY
ACCEPT

PENDING REVIEW Project is awaiting review

[PROGRAMMING](#)
[MAP](#)
[IDS / CONTACTS](#)
[ATTACHMENTS](#)
[REVISION HISTORY](#)
[PROJECT QUESTIONS](#)

Project Administration

- If the project is denied you will have the ability to provide clarification for the denial. Denying a project will notify the project sponsor and move the project into an "Denied" status.

Deny Project Revision?

If you are sure you want to deny this project revision, enter the reason below and click DENY.

Deny Reason

Please input more detailed information

This reason will be shared with the user who submitted the project for review.

CANCEL
DENY

Creating a new Plan Cycle (Admin Only)

- Clicking the 'Plans' tab will provide a drop-down menu for plan revisions and plan cycles. Pressing Plan Cycles will take us to an overview of all plan cycles. This overview provides information about what type of plan this is, the cycle, status, years, and also the number of projects and revisions each program has.

ProjectTracker Dashboard Projects **Plans** Reports Users

Search by ID...

ALL (3)
DRAFT (0)
ACTIVE (3)
HISTORICAL (0)

[Plan Revisions](#)
[Plan Cycles](#)

EXPORT
NEW PLAN CYCLE

PLAN	CYCLE	STATUS	START YEAR	END YEAR	# REVISIONS	# PROJECTS
ARTP	ARTP (2019)	Active	2019	2050	2	190
ARTP	ARTP (2020)	Active	2020	2050	3	246
Not Programmed in ARTP	NP	Active	2020	2050	3	0

2. Selecting one of the cycles will bring us to an overview of that specific cycle.

ARTP (2020) - ATL Regional Transit Plan (2020)

ARTP

[EDIT](#) ACTIVE

Plan Cycle Information

Plan *	Cycle Short Name *	Cycle Full Name *
ARTP	ARTP (2020)	ATL Regional Transit Plan (2020)
Start Year *	End Year *	Cycle Status *
2020	2050	Active
		# Revisions *
		3
		# Projects *
		246

Revenue Scenarios

No revenue scenarios created for this plan cycle.

[+ ADD REVENUE SCENARIO](#)

3. Within this page we can click 'New Revenue Scenario' to create a new revenue scenario for the plan.
4. Administrators may also click 'Edit' to update any prevalent cycle information.
5. Within the overview cycle page you may also see all Plan Revisions that have been attached to the cycle.

Adding a Revenue Scenario (Admin Only)

1. Clicking the 'Plans' tab will provide a drop-down menu for plan revisions and plan cycles. Clicking 'Plan Cycles' will take us to an overview of all plan cycles. This overview provides information about what type of plan this is, the cycle, status, years, and also the number of projects and revisions each program has.

ProjectTracker Dashboard Projects **Plans** Reports Users

Search by ID...

Plan Cycles

Plan Revisions

Plan Cycles

ALL (3) DRAFT (0) ACTIVE (3) HISTORICAL (0)

PLAN :	CYCLE :	STATUS :	START YEAR :	END YEAR :	# REVISIONS :	# PROJECTS :
ARTP	ARTP (2019)	Active	2019	2050	2	190
ARTP	ARTP (2020)	Active	2020	2050	3	246
Not Programmed in ARTP	NP	Active	2020	2050	3	0

EXPORT NEW PLAN CYCLE

2. Selecting one of the cycles will bring us to an overview of that specific cycle.

ARTP (2020) - ATL Regional Transit Plan (2020)

ARTP

[EDIT](#) ACTIVE

Plan Cycle Information

Plan *	Cycle Short Name *	Cycle Full Name *		
ARTP	ARTP (2020)	ATL Regional Transit Plan (2020)		
Start Year *	End Year *	Cycle Status *	# Revisions *	# Projects *
2020	2050	Active	3	246

Revenue Scenarios

No revenue scenarios created for this plan cycle.

[+ ADD REVENUE SCENARIO](#)

3. Within this page we can click 'New Revenue Scenario' to create a new revenue scenario for the plan.
4. Once clicked, the following prompts will appear asking for a scenario name and description.

Create New Revenue Scenario

Enter a name and description for your new revenue scenario.

Revenue Scenario Name *

Test scenario

Description

Test Rev

[CANCEL](#) [CREATE](#)

5. After establishing a name and description you will be taken to an overview of the Revenue Scenario where you will be able to add funds into your scenario.

Revenue Scenario Information

Revenue Scenario Title *
Test scenario

Description
Test Rev

Funds

Enter valid amount or leave N/A if the available revenue is the same as programmed revenue.

Search funds

FUND NAME	CARRY OVER	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047
No funds have been defined for this revenue scenario. Use ADD FUNDS below to specify the funds for this scenario.																													

Select Funds to add

ADD FUNDS

Funds

Enter valid amount or leave N/A if the available revenue is the same as programmed revenue.

Search

Select All

Federal Capital

\$303

\$303, 5304, 5305

\$304

\$305

\$307

ADD FUNDS

- Clicking the drop-down list ‘Select Funds to Add’ will display available funds to add to your scenario. Choose the relevant funds and click ‘Add Funds’ to populate the funds on the page.
- After you have selected the funds you will be able to input revenue amounts for the relevant fund and year.
 - N/A represents that the available revenue is the same as programmed revenue.

Test scenario

DISCARD

SAVE CHANGES

ARTP - ARTP (2020)

Revenue Scenario Information

Revenue Scenario Title *
Test scenario

Description
Test Rev

Funds

Enter valid amount or leave N/A if the available revenue is the same as programmed revenue.

Q

Search funds

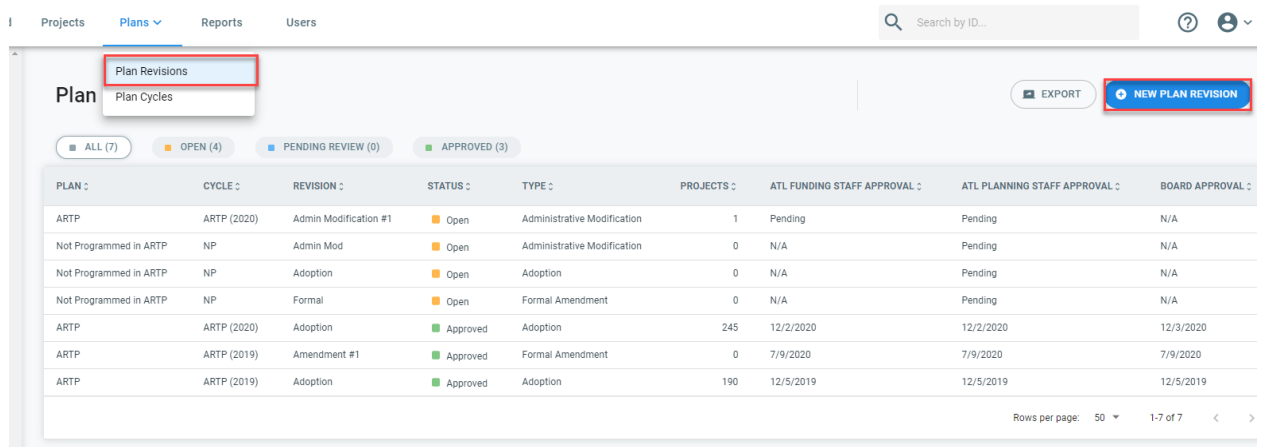
FUND NAME	CARRY OVER	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047
FEDERAL CAPITAL																													
\$303	\$0	N/A	\$750,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
\$304	\$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$1,000,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
\$305	\$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$5,000,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
\$307	\$0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
TOTAL	\$0	\$0	\$750,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

- After you have inputted all relevant funding information for the Revenue Scenario remember to ‘Save Changes’ in the top right-hand corner of the page.
- Once you have saved the scenario you will be able to utilize the scenario when running reports for the given plan cycle.

**Multiple scenarios can be created for a single Plan Cycle. In addition, existing revenue scenarios can be duplicated to create new scenarios.

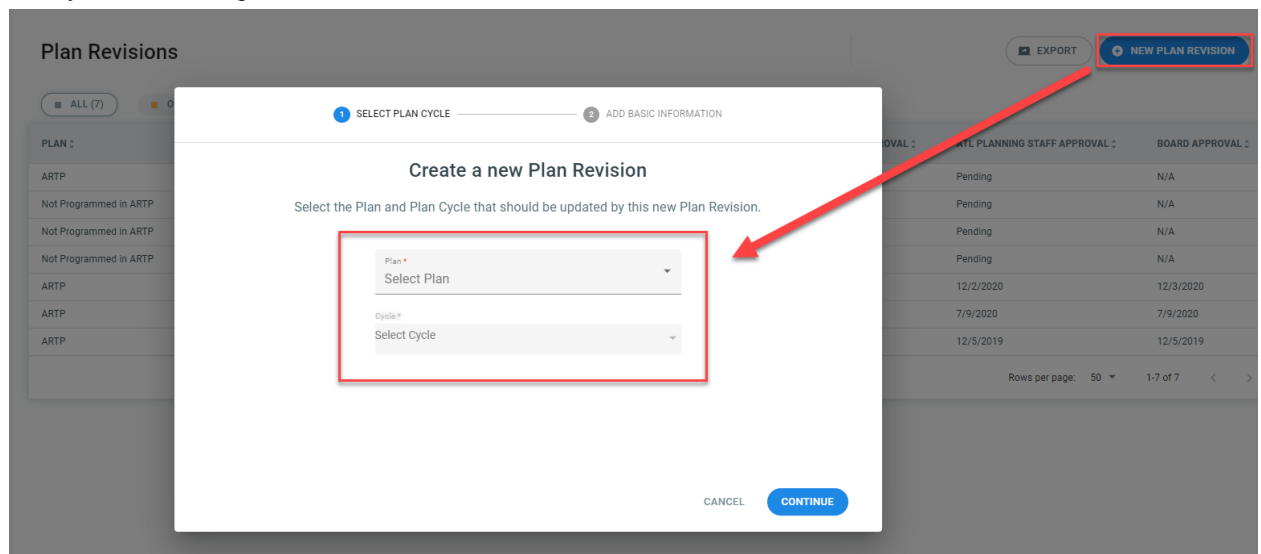
Plan Revisions

1. Click on the 'Plans' tab and select 'Plan Revisions' to see an overview of all Plan Revisions.



PLAN	CYCLE	REVISION	STATUS	TYPE	PROJECTS	ATL FUNDING STAFF APPROVAL	ATL PLANNING STAFF APPROVAL	BOARD APPROVAL
ARTP	ARTP (2020)	Admin Modification #1	Open	Administrative Modification	1	Pending	Pending	N/A
Not Programmed in ARTP	NP	Admin Mod	Open	Administrative Modification	0	N/A	Pending	N/A
Not Programmed in ARTP	NP	Adoption	Open	Adoption	0	N/A	Pending	N/A
Not Programmed in ARTP	NP	Formal	Open	Formal Amendment	0	N/A	Pending	N/A
ARTP	ARTP (2020)	Adoption	Approved	Adoption	245	12/2/2020	12/2/2020	12/3/2020
ARTP	ARTP (2019)	Amendment #1	Approved	Formal Amendment	0	7/9/2020	7/9/2020	7/9/2020
ARTP	ARTP (2019)	Adoption	Approved	Adoption	190	12/5/2019	12/5/2019	12/5/2019

2. Click 'New Plan Revision' in the top right-hand corner to establish a new revision and input which Plan and Cycle it will be a part of.



Create a new Plan Revision

Select the Plan and Plan Cycle that should be updated by this new Plan Revision.

Plan *
Select Plan

Cycle *
Select Cycle

CANCEL CONTINUE

3. After selecting a cycle for the revision you will need to input the revision type and label the revisions as well. 'Revision Type' contains a drop-down list of available revision types.

1 SELECT PLAN CYCLE 2 ADD BASIC INFORMATION

Creating a new Plan Revision

Now, enter Plan Revision basic information. Additional details can be entered after you save.

Revision Type *
Administrative Modification

Revision Label *
Administrative Modification #2

Summary
Testing

Comments
Enter Revision Comments

BACK CREATE

4. After creating the revision you will be brought to the Plan Revision page showing only open plan revisions.

<div> ALL (8) OPEN (5) PENDING REVIEW (0) APPROVED (3) </div>								
PLAN	CYCLE	REVISION	STATUS	TYPE	PROJECTS	ATL FUNDING STAFF APPROVAL	ATL PLANNING STAFF APPROVAL	BOARD APPROVAL
ARTP	ARTP (2020)	Administrative Modification #2	Open	Administrative Modification	0	Pending	Pending	N/A
ARTP	ARTP (2020)	Admin Modification #1	Open	Administrative Modification	1	Pending	Pending	N/A

5. Clicking the created revision (or any revision) will bring you to an overview of the revision and any relevant information. At the bottom of the page will be a list of projects that are included in the revision.

Administrative Modification #2 - Administrative Modification

ARTP (2020)

Plan Revision Information

Plan	Plan Cycle	Plan Revision Type *	Plan Revision Label *	Summary
ARTP	ARTP (2020)	Administrative Modification	Administrative Modification #2	Testing

Comments

☐ Display on Public Website and enable Public Comments

Approval Dates Checkboxes indicate required dates

ATL Funding Staff Approval	ATL Planning Staff Approval	Board Approval
Pending	Pending	N/A

☒ Required

Pending Projects: 0

Accepted Projects: 0

Projects

6. To disable users from creating new projects within a Revision, select “Edit”, deactivate the “Open to add Projects” button, and ‘Save Changes’. This can be helpful in situations where you have a deadline for submission but still require time to review the projects. On the deadline, you can turn off “Open to add Projects” and the revision will move to a ‘Pending Review’ status.
7. Necessary administrators can approve a revision by clicking ‘Edit’ when viewing the revision and inputting the appropriate approval date and clicking ‘Save Changes’ in the top right-hand corner of the page when complete.

Admin Modification #1 - Administrative Modification

DISCARD

SAVE CHANGES

OPEN

Edit to close to Project additions

Plan Revision Information

Plan

Plan Cycle

Plan Revision Type*

Plan Revision Label*

Summary

ARTP

ARTP (2020)

Administrative Modification

Admin Modification #1

Comments

☐ Display on Public Website and enable Public Comments

Approval Dates

Use checkboxes to adjust required dates

ATL Funding Staff Approval

ATL Planning Staff Approval

Board Approval

☐ Required

☒ Required

N/A

Pending Projects

Approved Projects

1

0

Admin Modification #1 - Administrative Modification

EDIT

APPROVED

Open to add Projects

Plan Revision Information

Plan

Plan Cycle

Plan Revision Type*

Plan Revision Label*

Summary

ARTP

ARTP (2020)

Administrative Modification

Admin Modification #1

Comments

☐ Display on Public Website and enable Public Comments

Approval Dates

Checkboxes indicate required dates

ATL Funding Staff Approval

ATL Planning Staff Approval

Board Approval

N/A

05/19/2021

N/A

☐ Required

☒ Required

- Once all the necessary approvals have been dated the revision will show an “Approved” status.

Reports

- Click ‘[Reports](#)’ at the top of the page to reach the Report Overview. From here you will have a variety of reports at your disposal to pull necessary information.
- Utilize the ‘Report Filters’ on the right-hand side of the page in order to narrow your reporting, append additional columns, and input the required information to generate a report..

Report Filters

Clear All

Plan / Status

Plan Cycle

Select Plan Cycle

Plan Revision

All

Review Status

All

☒ Include Completed Projects

☐ Include Removed Projects

Project Information

ID

Enter ID

Lead Agency

All

Project Type

All

County

All

Time / Description

Enter Title / Description

Contact Name

Enter Contact Name

Funding

Funding Type

All

Fiscal Year

All

Additional Filters

Select Additional Filters

GENERATE REPORT

- When viewing a report you will have the option to export as an excel file on the top right-hand side of the report.

< Programmed Summary by Fund

EXPORT

FUND TYPE	PRIOR	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
5307	\$5,606,819	\$7,758,883	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5307 and VW Settlement	\$0	\$0	\$0	\$27,360,146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5309	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5337 and VW	\$0	\$18,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- Within a report you may drill down further into the data by clicking on the rows within the report. For example, in the 'Programmed Summary by Fund' report we may click into any of the fund types to get a drilldown list of projects that will be utilizing the selected fund.

FUND TYPE	PRIOR	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
5307	\$5,606,819	\$7,758,883	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5307 and VW Settlement	\$0	\$0	\$0	\$27,360,146	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5309	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5337 and VW	\$0	\$18,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
5339(a)	\$0	\$0	\$0	\$615,000	\$1,938,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

5307

ID	AGENCY	PLAN REVISION	TITLE	SOURCE	PRIOR	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
11	Connect Douglas	Adoption	Commuter Vanpool Replacement Vehicles	5307	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
60	Xpress	Adoption	Town Center/Big Shanty Park and Ride Expansion	5307	\$0	\$7,756,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
61	Xpress	Adoption	Hickory Grove Park and Ride	5307	\$5,606,819	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
176	Xpress	Adoption	Transit Signal Priority	5307	\$0	\$2,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals					\$5,606,819	\$7,758,883	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Rows per page: 50 1-4 of 4

User Access (Admin)

- Click on 'Users' on the top of the page to manage the users within your system.
- In the User Overview you will see the status of any user in the system, including any user pending review or denied.

ProjectTracker Dashboard Projects Plans Reports **Users** Search by ID...

Users

ALL (5) PENDING REVIEW (0) DENIED (0) APPROVED (5)

NAME	ORGANIZATION	STATUS	EMAIL ADDRESS	PHONE NUMBER	LAST LOGIN
Aileen Daney	ATL	Approved	adaney@atttransit.ga.gov	(999) 999-9999	05/05/2021
Cain Williamson	ATL	Approved	cwilliamson@atttransit.ga.gov	(999) 999-9999	N/A
Daniel Walls	ATL	Approved	dwalls@atttransit.ga.gov	(999) 999-9999	05/05/2021
Ecolinteractive Admin	ATL	Approved	atl_admin@ecolinteractive.com	(999) 999-9999	05/05/2021
Richard Hathcock	ATL	Approved	rhathcock@atttransit.ga.gov	(999) 999-9999	N/A

- Clicking in to a user will show us their status, other prevalent information, and also the level of access they have for any organization(s).
- You will also be able to 'Accept' or 'Deny' a user from here and also update their access rights.
- Clicking 'Edit' on the User Overview page will allow you to update any information necessary and also give you the ability to update access right.

Case Test

PPACG

DISCARD SAVE CHANGES

PENDING APPROVAL Review account to finish user sign up

Profile Information

First Name *	Last Name *	Organization *	Created Date
Case	Test	PPACG	02/09/2021
Email Address *	Phone Number *		Last Login
test4@test.com	(111) 111-1111		02/09/2021

- To update access rights when in 'Edit' mode, click 'Add Access' and select the necessary rights for a user to have.
- It is important to note that a User can have a variety of roles and access rights within the system.**

Plan Owner	Plan	Organization	Role
ATL	All	All	Admin

ADD ACCESS

User Roles Explained

- Admin**: Full Access
- ATL Staff**: Sponsor rights + ability to accept / deny project revisions
- Sponsor**: Can view projects, edit, submit for review and amend
- Read Only**: Can only view projects

Add New Access

First select Plan Owner, then the Plan, Organization, and Role.

Plan Owner * ATL	Role * Select Role
Plan All	
Only options within the selected Plan Owner are displayed	
Organization All	
Only options within the selected Plan Owner are displayed	

CANCEL ADD ACCESS

- Once you have selected the relevant organizations and roles for a user click 'Add Access' and 'Save Changes' to complete the process. **This step can be repeated to grant different levels of access rights for an individual user to different organizations.**

EcoInteractive Admin

DISCARD
SAVE CHANGES

APPROVED
User can log in

ATL

Profile Information

First Name *
EcoInteractive

Last Name *
Admin

Organization *
ATL

Created Date
04/28/2021

Email Address *
atl_admin@ecointeractive.com

Phone Number *
(999) 999-9999

Last Login
05/05/2021

Access Rights

Plan Owner	Plan	Organization	Role	
ATL	All	All	Admin	X
ATL	ATL - ARTP	ATL	ATL Staff	X
ATL	ATL - ARTP	Buckhead CID	ATL Staff	X

User Roles Explained

Admin
Full Access

ATL Staff
Sponsor rights + ability to accept / deny project revisions

Sponsor
Can view projects, edit, submit for review and amend

Read Only
Can only view projects

9. After adding all necessary 'access rights' or updating any user information make sure you 'Save Changes' before exiting the page. If you fail to do so the system will warn you before discarding changes.
10. If you need to remove access at any point you can do so by 'editing' the specific user, click the (X) by the access you wish to remove, and 'Save Changes.'