

# CMAQ Tracking system -- Basic Project entry process

## 1. select the year

The screenshot shows a web browser window with the CMAQ Tracking system interface. The browser's address bar is empty, and the toolbar includes standard navigation buttons (back, forward, stop, home, search, print, etc.). The page has a blue header bar with the following navigation links: **Entry** (with sub-links: Enter a New Project, Enter Subsequent Project, Edit Existing Project, Delete Existing Project), **Utilities**, **Search**, **Reports**, **Approval**, **Administration**, **Federal Highway Administration**, **CMAQ System**, **Help**, and **Logout**. Below the header, the main content area has a light green background. It contains the following form elements:   
- A label "Select Project Year:" followed by a dropdown menu showing "2006".   
- A label "Please select a state to enter information on:" followed by a dropdown menu showing "District of Columbia".   
- A "Go" button located below the state dropdown.   
The main content area is mostly empty, with a small scrollbar visible on the right side.

## 2. Enter the relevant project information

Windows taskbar icons: [Back] [Forward] [Stop] [Home] [Search] [Star] [Refresh] [Mail] [Print] [Folder] [Help]

**Federal Highway Administration**  
CMAQ System Help Logout

**Navigation Links:**  
Entry: Enter a New Project  
Utilities: Enter Subsequent Project  
Search: Edit Existing Project  
Reports: Delete Existing Project  
Approval: [Link]  
Administration: [Link]

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### Enter Project Information

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#### Project Information

Project Year: 2006

State Project Id (optional):

FMIS Project Id (optional):

TIP Project Id (optional):

Is this an outreach activity? No

Is this a TCM in an approved SIP? No

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#### Project Location

State: District of Columbia

MPO:

Non-Attainment/Maintenance Area:

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#### Project Details

*These items will appear in the Project Description for Reporting Purposes*

Project Title:

*Please check if applicable*

☐ Experimental Pilot Projects

☐ Public-Private Partnerships

Project Reporting Category: Demand Management

Select the Category and then click on "Build Description." If you change the Category, remember to click on Build Description again and provide the necessary information before saving the project.

(Note: STP/CMAQ is only for States that receive minimum apportionment funds.)

Project Description:

Additional Description Information  
Enter additional information here as needed.  
(optional)

## 2 Continued (screen is longer than a single screenshot)

Non-Attainment/Maintenance Area

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**Project Details**

*These items will appear in the Project Description for Reporting Purposes*

Project Title

*Please check if applicable*

☐ Experimental Pilot Projects

☐ Public-Private Partnerships

Project Reporting Category

Select the Category and then click on "Build Description." If you change the Category, remember to click on Build Description again and provide the necessary information before saving the project.

(Note: STP/CMAQ is only for States that receive minimum apportionment funds.)

Project Description

Additional Description Information

Enter additional information here as needed.  
(optional)

**Project Benefits**

VOC Emissions Benefit (kg/day)	<input type="text"/>	Qualitative Analysis	<input type="checkbox"/>
CO Emissions Benefit (kg/day)	<input type="text"/>	Qualitative Analysis	<input type="checkbox"/>
NO <sub>x</sub> Emissions Benefit (kg/day)	<input type="text"/>	Qualitative Analysis	<input type="checkbox"/>
PM <sub>10</sub> Emissions Benefit (kg/day)	<input type="text"/>	Qualitative Analysis	<input type="checkbox"/>
PM <sub>2.5</sub> Emissions Benefit (kg/day)	<input type="text"/>	Qualitative Analysis	<input type="checkbox"/>

**Monetary Information**

CMAQ Obligation Amount (this Fiscal Year):

Total Project Amount (this Fiscal Year):

Cancel Project Entry  Save Data and Submit for Approval  Save Data For Later Editing

Project numbers – optional

Outreach, TCM – check if applicable

MPO, nonattainment area—select from dropdown

Project Title – user types in

Check boxes (experimental pilot, Public-private partnership) – check if applicable

Project Reporting category – select from dropdown

Build Description – follow project description tree

Additional Project description – enter as needed

Project benefits – enter quantified benefits or check if a qualitative analysis was done

Enter CMAQ dollars obligated, and total dollars obligated for the year.

Then the user clicks on “Save Data and submit for approval”



