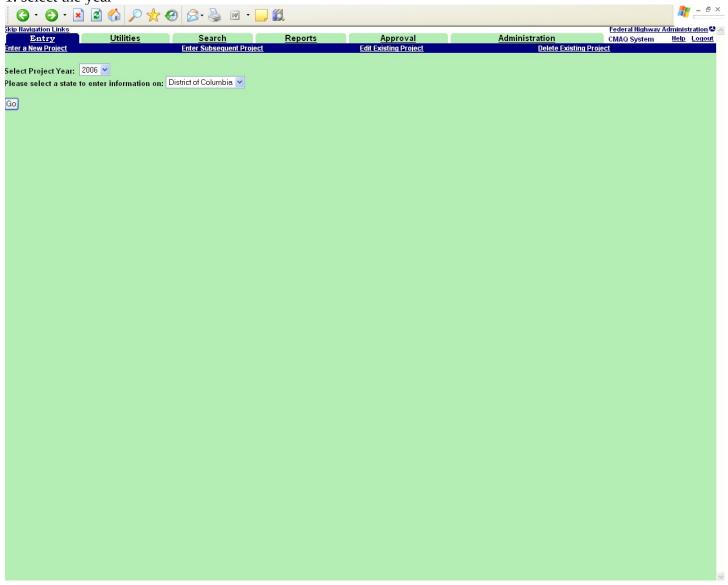
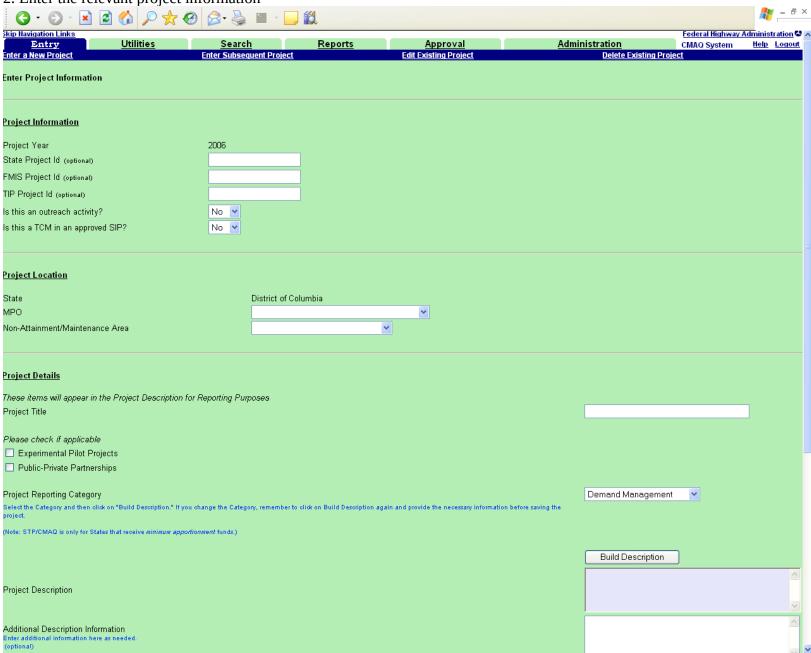
## CMAQ Tracking system -- Basic Project entry process

1. select the year



2. Enter the relevant project information



2 Continued (screen is longer than a single screenshot) v Non-Attainment/Maintenance Area 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 Demand Management 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 I/M and Other TCMs Pedestrian/Bicycle (Note: STP/CMAQ is only for States that receive minimum apportionment funds.) Shared Ride Traffic Flow Improvements Transit STP/CMAQ Miscellaneous Project Description Additional Description Information Enter additional information here as needed. (optional) **Project Benefits** VOC Emissions Benefit (kg/day) Qualitative Analysis 🗌 CO Emissions Benefit (kg/day) Qualitative Analysis NO, Emissions Benefit (kg/day) Qualitative Analysis PM<sub>40</sub> Emissions Benefit (kg/day) Qualitative Analysis 🔲 PM<sub>2.5</sub> Emissions Benefit (kg/day) Qualitative Analysis 🔲 Monetary Information CMAQ Obligation Amount (this Fiscal Year): Total Project Amount (this Fiscal Year):

Save Data For Later Editing

Cancel Project Entry

Save Data and Submit for Approval

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"

## 4. Approval process



User needs to review and approve projects, by clicking on box to the left and then clicking on "approve" at the bottom of the list.