



## Transportation Alternatives Program



## Online Application User Guide

# TAP User Guide

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Background: ODOT TOPS was built in 2013 to provide a new way for business partners to be able to interact with the department. The initial application area supported Consulting Engineering project solicitations. Soon after, online invoicing was added to the system. Now, support for TAP applications is supported. In several areas of this document, the acronym TOPS is used, and covers functions and capabilities that are providing support to TAP. In many cases, the terms are interchangeable since TOPS provides the foundation that includes TAP.

This purpose of this guide is to focus on the issues faced by sponsors of projects that are included in the TAP program.

In order for an organization to be able to work in TOPS, the user must register with the system and create a userid. The first person to do so for the organization will become the administrator for that organization profile. Additional users can register with that organization, and the administrator must grant access to those new users to work on behalf of the organization.

Main steps to use the system:

- 1) Register as a user – specify your organization
- 2) Retrieve your temporary password from your email
- 3) Log in and change the password
- 4) Verify your user account and organization profile
- 5) Enter project information

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## Getting Started – Create a userid and Log in to TOPS

<https://biappsrv.odot.ok.gov/apex/f?p=604:50>

If this is your initial access into the system, you need to establish your user account.

Creating a Userid:



### OKLAHOMA DEPARTMENT OF TRANSPORTATION

Transportation Online Professional Services

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#### About this page

This is the portal to the Engineering Contract Solicitation site for ODOT. In order to submit a Letter of Interest, you need to have an account for your Company and obtain a userid that is authorized to act on behalf of that Company. If you already have a userid, then login and proceed to the site. If you don't have a userid, click on the link that allows you to create one. If you are the first userid for the Company, then you will be set as the Primary Company Account Manager and will be able to manage any other users who request access to act on behalf of the Company. Complete all of the fields when requesting a userid, submit your request, and check your email for additional instructions.

For those firms that have additional users trying to register to do business for the firm - you MUST enter the company or firm name EXACTLY the same as it was entered when it was first registered (including spaces, commas, periods, ...). If you don't, the system considers it to be a different company name and it will generate a new company record.

#### Don't have a userid?

Click on this button to view the solicitations, but you can NOT submit a response via this button.

Or, if you want to be able to submit a response packet, you must register with the system using this button...  ...and then come back here and log in with your userid. You only need to register 1 time to get your userid.

Login	
Username	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="Login"/>

Trouble Logging In? Use one of these to email info to yourself.

[Forgot My Password!](#)  
[Forgot My Username!](#)

This link brings up a page that will allow you to register as a user, and if you are the first one to specify a organization name, you will become the organization profile administrator. Enter all of the fields in the screen to set up your userid.

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The organization profile administrator can be changed by the current profile administrator or the IT Staff at ODOT.

- Step 1)** Complete this form and submit your request.
- Step 2)** Go to your email and look for the message from this process.
- Step 3)** Follow the link to log in using the userid and password in the email. You will be asked to change your password.
- Step 4)** You can then log in and begin using the system.

**Contract Administration Access Request**

Company Name

First Name                      Middle                      Last Name  
                                           

Street

City

Oklahoma City, Tulsa, Norman, Edmond, Moore

State

OK

Zip  
 include the dash if entering zip + 4

Email

Phone  
 Enter as 9999999999

Title

User Name / User ID (this will be your login id - please do not use spaces in the name)

After you click the submit button, the system will create your user account, and then it will send a message to your email address that contains a temporary password. Go and retrieve that email message and then come back to the initial screen so you can log in with your userid and that temporary password. You will be prompted to change the password.

If your email link doesn't work, just come back to this page in your browser and log in with your userid:

<https://biappsrv.odot.ok.gov/apex/f?p=604:50>

# TAP User Guide

After you change your password to one that you create, you will have to come back through the logon process again. Once you do that, your screen should look like the one below. Make sure you are on the TAP tab:



## OKLAHOMA DEPARTMENT OF TRANSPORTATION

### Transportation Online Professional Services

Change Pass

Home Invoices Local Govt **TAP** Emerg

TAP Home

- My TAP Projects
- TAP User Guide
- ODOT Map Resources

#### TAP General Message

Message
Sponsors - the TAP online application system is now open. Registered users can create projects for submission to the evaluation process.
1 - 1

#### My Organization Info

Edit	Organization Name	Street	Address	Address2	Address3	City	State	Zip	Email	Phone	Created Date	Primary Acct Mgr	Org Type	Tap Enab
	ICFI	1182 Briar Rd	-	-	-	Somecity	OK	74888	PWALLACE@ODOT.ORG	405-522-1082	27-AUG-13	PHILIP WALLACE	Other	Y

#### My Account Record

Edit	User ID	First Name	Middle Name	Last Name	Street	City	State	Zip	Email	Phone	Organization Name	Title	Created Date	Primary Acct Mgr	User Status	User Status Date
	PHILIP	PHILIP	D	WALLACE	4712 E 109	MEEKER	OK	74855	PWALLACE@ODOT.ORG	405-522-1082	ICFI	-	27-AUG-13	Y	ACTIVE	30-APR-14

1 - 1

## Getting around in the system – navigation elements

Key features that will make the user experience less frustrating begin with understanding the navigation elements.

Your home page has a menu navigation block in the upper left corner of the screen. Links in this block take you to various pages that help you manage your data. Each of those links will be covered in more detail in this document. Other features are identified here so that you get an understanding of where to look for those components that make the web site easier to work with.

A very important area is the breadcrumb region of the page. That is the portion where links appear as you move deeper into the web site structure that will help you get back to where you started (or anywhere along the way). Here is an image of what this region might contain:



As you can see, the current page breadcrumb entry is at the end of the string, with the greater than sign between the entries. Each portion of the breadcrumb is a link that will take you back to a specific page that you visited.

We also use icons that represent “edit a specific record”

	<u>Solicitation Name</u>	<u>EC Number</u>	<u>Services Description</u>
	January 2014	1496	On-Demand Aerial LIDAR Mapping

That icon (the pencil and paper) is typically on the left side of the screen on each record when you are allowed to edit it. It is the method we use to navigate to the page used for data entry.

Another icon you will see represents the “view” or “drill-down” function. This works like the edit icon, but is used to move into a page that may not have editable fields.

# TAP User Guide

Listing of Available Solicitations				
<a href="#">View EC Details</a>	<a href="#">Solicitation Status</a>	<a href="#">Solicitation Name</a>	<a href="#">Download Requirements Packet</a>	<a href="#">Solicitation Response Due Date</a>
	OPEN	January 2014	Download	14-FEB-14
	OPEN	Mock Solicitation	Download	28-SEP-25

**Filter and sorting Options:** Another feature you need to be aware of is the ability to filter the report section of some of the pages so you only see specific records. That feature lives in the “gray bar” that holds links for specific things. Any time you see this bar, you should know how to help limit the amount of data that is being displayed:

Solicitation Name	EC Number	Services Description	Work Type Description	No. of Anticipated Contracts	Division	County Name	DBE Goal %	Contract Type	Requirements Desc
	January 2014	1496	On-Demand Aerial LIDAR Mapping	On-Demand Aerial LIDAR Mapping	1	Multiple		Task Order	The anticipated services will include, but are not limited to, providing survey-grade mapping using a Aerial LIDAR (Light Detection and Ranging) Sensor, Inertial Motion Unit (IMU), Global Posti...
	January 2014	1497	Preliminary Engineering, Preparation of Construction Plans (Design Survey)	Design Survey	10	Multiple	Alfalfa, Cimarron, Harper, Major Beckham, Roger Mills, Woodward Blaine Blaine, Custer, Harmon, Kiowa, V Caddo	-	I-40B OVER ELK CREEK, 0.15 MI. E. OF SH-6 IN ELK CITY, SH-6 OVER SADLER CREEK, 1.7 MI. N. OF SH-55 WEST JCT US-283 BRIDGE OVER DEAD INDIAN CREEK, 7.4 MI. N. OF SH-47 <...
	January 2014	1498	Preliminary Engineering, Preparation of Construction Plans	Bridge & Approaches	2	1	Cleveland, Lincoln	-	US-75 BRIDGES AT US-75/SH-16 JCT, 9.84...
	January 2014	1499	Preliminary Engineering, Preparation of Construction Plans	Bridge & Approaches	2	3	Craig, Creek, Mayes, Nowata, Osage Garfield, Kay, Kingfisher, Logan, N Jefferson Oklahoma, Sequoyah	-	SH-9 OVER LITTLE RIVER, 12.3 MI. E. OF US-77 SH-66B OVER CAPTAIN CREEK, 1.5 MI N.E. OF SH-66 The anticipated services will include the Environmental, Geotechnical Informatio...
			Preliminary				Osage		US-60 OVER BNSF RR APPROX. 0.9 MI. N. OF

If you click on the column headings in that bar, a small window will open that allows you to filter the data based on the value you select in the list. Also, you can sort the data as well as create control breaks for the data values in this column. Once you work with this user interface a bit, it will be very easy for you to operate.

**Record sets:** Once you understand the navigation elements, you should notice that the system groups certain types of records together. That group is a “record set” and can be thought of as the different projects you might have. The relationship between the different types of records is represented by the hierarchical model. For example, your organization has 1 or more individuals who can enter data into TOPS. That relationship is a 1 to 1 or 1 to many relationship between the organization and user. By using the visual representation of the data in TOPS, you should be able to see the action needed in order to create a new record for a set, or to be able to edit an existing record in the set. By understanding this concept, the navigation buttons and icons should be easy to understand.

## Your organization profile

The organization profile specifies which user accounts are authorized to edit data on behalf of the organization. From your home page, you can click on the edit icon for the organization (if you are the organization profile manager, you will be allowed to edit the data). That will take you into a page similar to the one shown below.

**OKLAHOMA DEPARTMENT OF TRANSPORTATION**  
Transportation Online Professional Services

Home > [Edit My Company Info](#)

**Edit My Company Info** Cancel Apply Changes

Company Name: ICFI  
Street: 11601 KINGS RD  
Address:   
Address2:   
Address3:   
City: MEEKER  
State: OK  
Zip: 74855 include - (dash) if zip + 4  
Email: PWALLACE@ODOT.ORG  
Phone: 4055221082 example: 9999999999 Enter as numbers ONLY.

Primary Company Profile Manager: PHILIP WALLACE  The User Primary Account Manager value must be a "Y" to appear in this list.  
Created Date: 27-AUG-13  
Invoice Enabled: N

**Users Authorized to act on behalf of My Company**

Edit	User Name	First Name	Last Name	Address	City	State	Zip	Email	Phone	Title	Self-Serve Company Name	Authorized Company Name
	PHILIP	PHILIP	WALLACE					PHILIP@ABEYCUSTOMDESIGNS.NET			ICFI	ICFI

# TAP User Guide

Created Date: 27-AUG-13

## Users Authorized to act on behalf of My Organization

Edit	User Name	First Name	Last Name	Address	City	State	Zip	Email	Phone	Title	Self-Serve Organization Name	Authorized Organization Name	Primary Account Manager
	PHILIP2	PHILIP2	WALLACE	-	-	-	-	PHILIP@APEXCUSTOMDESIGNS.NET	--	-	ICFI	ICFI	N
	PHILIP	PHILIP	WALLACE	4712 E 109	MEEKER	OK	74855	PWALLACE@ODOT.ORG	405-522-1082	-	ICFI	ICFI	Y
	153549	SUE	SURESH	200 NE 21ST STREET	OKLAHOMA CITY	OK	73105	sue.suresh@omes.ok.gov	405-522-1334	ADMIN	ICFI	ICFI	N

## Users who registered with my Organization Name but are Not Authorized to act on behalf of My Organization

no data found

## List Organization Logo / Image Records

Edit / Upload	Logo Seq	Created Date	Mimetype	Filename	Last Update	Charset	Logo Status	Description	Logo File	Logo Image
	1	13-NOV-2014	image/png	icfi-Logo-small-300x300.tfw.png	22-APR-15	-	Active	icfi IT solutions Apex Custom Designs Logo	Download	

Sections of this page allow you to specify who is authorized to work on behalf of your organization, view users who are not authorized for the organization (and change their status so they are authorized), and a mechanism that allows you to upload a logo.

## Creating Projects

Sponsors must create records that identify potential projects that will be considered for inclusion in the TAP program. In order to create a project, you click on the link that takes you to a page for maintaining that project data:



### TAP Home

- My TAP Projects
- TAP User Guide
- ODOT Map Resources

### TAP General Message

Sponsors - the TAP online appl

### My Organization Info

Edit	Organization Name	Street	Address	Address2	Address3
	ICFI	1182 Briar Rd	-	-	-

# TAP User Guide

Your page should look something like this:



## OKLAHOMA DEPARTMENT OF TRANS

Transportation Online Professional Se

TAP Home > **TAP Projects**

**My Organization Information**

Organization Name	Street	City	State	Zip	Organization Type
ICFI	1182 Briar Rd	Somecity	OK	74888	Other

**TAP Project Solicitations**

Cal Year	Solicitation Name	Description	Administrat
2015	June 2015	June Project Solicitation	Mark Scott

Use the Create a new project button to start the process of entering information for your project.



## OKLAHOMA DEPARTMENT OF TRANSPOR

Transportation Online Professional Servic

TAP Home > TAP Projects > **Edit TAP Project**

**Edit TAP Project**

\* Project Id  \* Application Status

\* Project Desc

\* Project Location

Project Length in Feet  Project Length in Miles

\* Project Beginning Location

\* Project Ending Location

\* House Dist  House Dist2

\* Senate Dist  Senate Dist2

\* Congress Dist  Congress Dist2

**Sponsor Information**

Organization Name	Organization Type
ICFI	Other

# TAP User Guide

Required fields are identified with the asterisk character. Use a project id that helps you identify this project. For the application status, leave it blank or change it to **Pending** if you want to. The management process for the TAP program will handle the values for this field. Enter all of your data and press the **Create** button. This will save the project record, and you can then start adding more information to that set of data.

Once you have created the initial project record, you can add information that identifies additional data components that are needed. In order to understand the navigation elements that are part of the system, you need to recognize the page elements that allow you to edit a record, or create a new one. The edit icon is the pencil and paper, and it is normally on the left end of a record in a “report region” that shows existing records. For the project records, that page looks like this, and the edit icon appears to the left:



**OKLAHOMA DEPARTMENT OF**  
**Transportation Online Profess**

TAP Home > **TAP Projects**

**My Organization Information**

Organization Name	Street	City	State	Zip	Organization Type
ICFI	1182 Briar Rd	Somecity	OK	74888	Other
					1 - 1

**TAP Project Solicitations**

Cal Year	Solicitation Name	Description	Ad
2015	June 2015	June Project Solicitation	Mar

<b>Edit</b>	Project Id	Project Desc	Project Location	Project Length Feet	Project Length Miles	Project Begin Location	Project End Location	House Dist	Hou Dis
	Project ID#1	This is my project description for Project ID#1	Project location for Project ID#1	-	-	The project begins at the corner of pine and main	Approximately 3/4 mile north of 5th street	01	-

Click on that icon to bring up the data entry page. You should notice that additional data sections are visible once the record exists. Some of those sections include the Project Development Status, Funding Information, Project Activities, and the ability to provide GPS coordinates for the project.

## GPS Coordinates for the Project

The system provides a way for the user to provide a single lat/long coordinate, which should correspond to the central point of the project. To do this, edit your project and click on the button to bring up a map that allows you to drag a map pointer to the location of the project. Once you have the pointer on the correct location, click on the save coordinates button.

Describe any public involvement or public support for the project.  
How does the public benefit including any safety enhancements?

Describe your maintenance plan for the completed project and who will be responsible

[Provide GPS Coordinates for this project](#)

### Project Development Status (number of days)

no data found

Create

### TAP Project Funding Information

no data found

Create

### TAP Project Activities

no data found

Create

# TAP User Guide

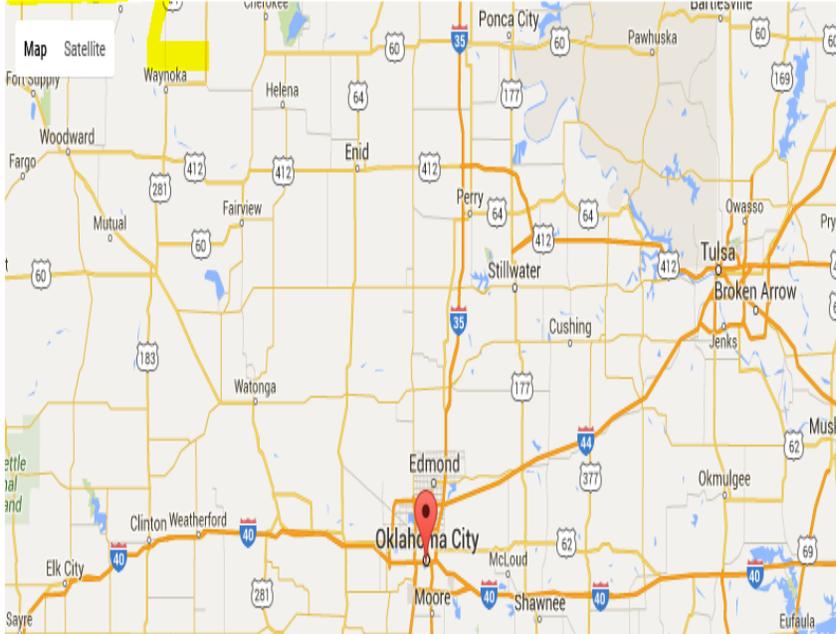
## My Project Info

Cancel

Organization Name	Org Type	User Name	Project Id	Project Desc
ICFI	Other	Philip Wallace	Project ID#1	This is my project description for Project ID#1
				1 - 1

## Map

Save Coordinates



**Marker status:**  
Click and drag the marker to desired location.

**Current position:**  
35.45624, -97.517427

**Closest matching address:**  
26 Skydance Pedestrian Bridge, Oklahoma City, OK 73109, USA

**Resulting position latitude:**

**Resulting position longitude:**

## Project Development Status

To enter the development status of the project (number of days for specific functions to be performed), use the create button.



**OKLAHOMA DEPARTMENT OF T**  
Transportation Online Professi

TAP Home > TAP Projects > Edit TAP Project > [Edit TAP Project Development Status](#)

### Project Information

Organization Name	Organization Type	User Name	Project ID	Project Desc
ICFI	Other	Philip Wallace	Project ID#1	This is my project description for Project ID#1
				1 - 1

### Edit TAP Project Development Status

Cancel

Create

Estimated Timeline Duration (number of days)

Sponsor Resolution	<input type="text"/>
Master Planning Activities	<input type="text"/>
Recon / Scoping Report	<input type="text"/>
Consultant Selection	<input type="text"/>
Preliminary Design	<input type="text"/>
Environmental Studies	<input type="text"/>
Final Design and PS&E	<input type="text"/>
Right-of-Way Acquisition	<input type="text"/>
Utility Relocation	<input type="text"/>
Total Number of Days	<input type="text"/>

## Project Funding Information

Use this section to provide the funding information for the project.

TAP HOME > TAP Projects > Edit TAP Project > **Edit TAP Project Funding**

### Project Information

Organization Name	Organization Type	Project ID	Project Desc	Created By
ODOT LOCAL GOVERNMENT DIVISION	State Government	Priority 5	Sidewalks	Mark Scott
				1 - 1

Edit TAP Project Funding
Cancel
Create

**Use this section to identify TAP funding.**

	Total Estimate \$	FedShr %	Sponsor \$	Federal \$
Planning	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Engineering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inspection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Project Activities

The project activities section is where the user identifies major activities that will be part of the project. This page in the system is dynamic – when the user clicks on the Yes or Show radio button, an additional section is presented to the user so the needed data items can be identified. The default page is shown in the images below – with all of the radio buttons in their neutral condition so the expanded sections do not show. Each section is further identified and shown in the guide below.

**Edit TAP Project Activities** Cancel Create

**Identify all applicable TAP Activity Categories and check all related project types / options.**

Activity 1: Bicycle and Pedestrian Facilities  Yes  
 No

---

Activity 2: Safe Routes for Non-Drivers  Yes  
 No

---

Activity 3: Conversion of Abandoned  
Railway Corridors to Trails  Yes  
 No

---

Activity 4: Scenic Turnouts and Overlooks  Yes  
 No

---

Activity 5: Outdoor Advertising Management  Yes  
 No

---

Activity 6: Historic Preservation and  
Rehab of Historic  
Transportation Facilities  Yes  
 No

---

Activity 7: Vegetation Management  Yes  
 No

---

Activity 8: Archaeological Activities  Yes  
 No

---

Activity 9: Stormwater Management  Yes  
 No

---

Activity 10: Wildlife Mortality Mitigation  Yes  
 No

---

Safe Routes to Schools Infrastructure Related  Yes  
 No

---

Safe Routes to Schools - Non Infrastructure  Yes  
 No

---

---

NEPA Questions and Issues

- Show
- Hide

---

Right of Way Questions and Issues

- Show
- Hide

## Activity 1: Bicycle and pedestrian facilities

**Edit TAP Project Activities** Cancel Create

**Identify all applicable TAP Activity Categories and check all related project types / options.**

Activity 1: Bicycle and Pedestrian Facilities  Yes  No

Sidewalks, walkways, curb ramps

Bike Lane Striping

Wide Paved Shoulders

Off Road Trails

Bike and Pedestrian Bridges & Underpasses

Other - Describe

Description

## Activity 2: Safe Routes for non-drivers

Activity 2: Safe Routes for Non-Drivers  Yes  No

Description

### Activity 3: Conversion of abandoned railroad corridors to trails

Activity 3: Conversion of Abandoned Railway Corridors to Trails  Yes  No

Multi Use Trails

Rails to Trails projects

Bike Parking - Bus Racks

Acquiring RR ROW for Trail Use

Other - Describe

Description

### Activity 4: Scenic turnouts and overlooks

Activity 4: Scenic Turnouts and Overlooks  Yes  No

Description

## Activity 5: Outdoor advertising management

Activity 5: Outdoor Advertising Management  Yes  
 No

Description

## Activity 6: Historic preservation of transportation facilities

Activity 6: Historic Preservation and Rehab of Historic Transportation Facilities  Yes  
 No

Interpretive displays at historic sites

Access Improvements to historic sites and buildings

Restoration of railroad depots, bus stations, etc.

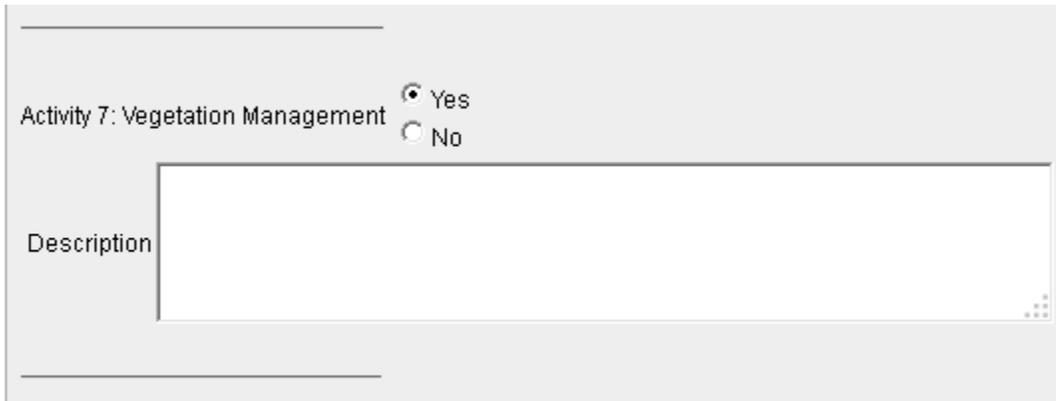
Rehabilitation of rail trestles, tunnels, bridges, etc.

Restoration and reuse of historic buildings

## Activity 7: Vegetation management

Activity 7: Vegetation Management  Yes  
 No

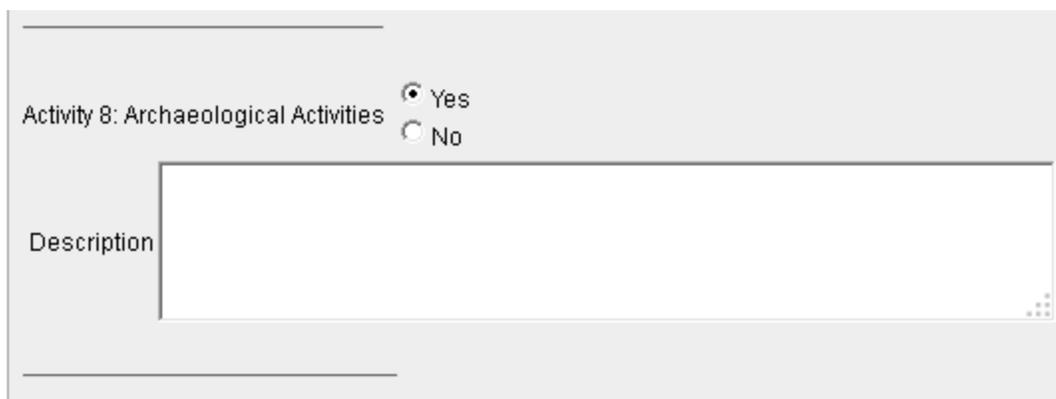
Description



## Activity 8: Archaeological activities

Activity 8: Archaeological Activities  Yes  
 No

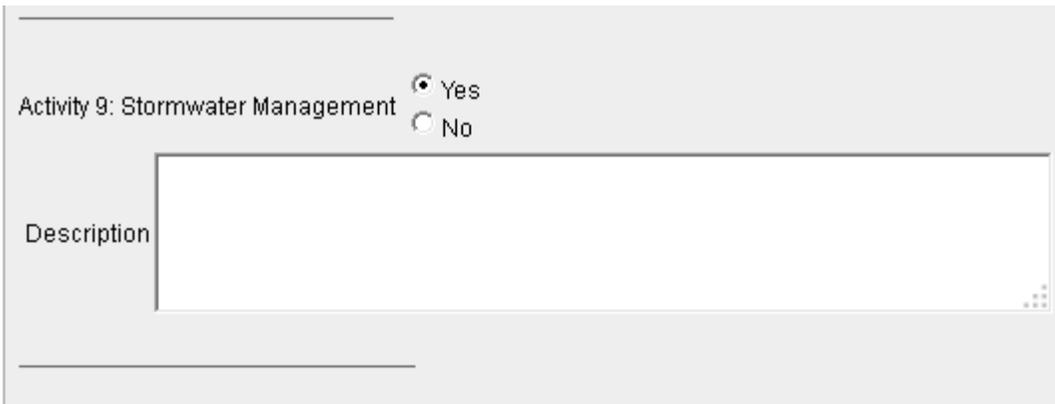
Description



### Activity 9: Stormwater management

Activity 9: Stormwater Management  Yes  
 No

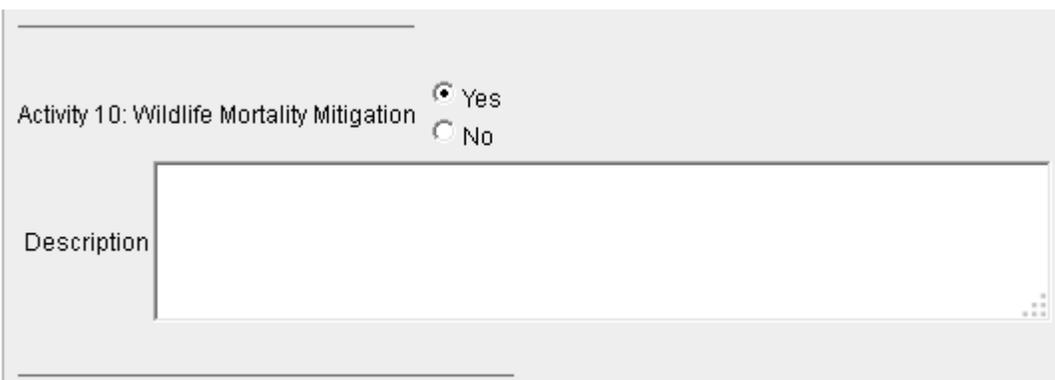
Description



### Activity 10: Wildlife mortality mitigation

Activity 10: Wildlife Mortality Mitigation  Yes  
 No

Description



## Safe routes to schools – infrastructure related

Safe Routes to Schools Infrastructure Related  Yes  
 No

Sidewalk improvements: new sidewalks, widening, gap closures, curbs, gutters, ramps

Traffic Calming and speed reduction improvements

Pedestrian and Bicycle Crossing Improvements

On-street bicycle facilities: new bicycle lanes, widened lanes or shoulders

Off-street bicycle and pedestrian improvements: trails and pathways separated from a roadway

Secure bicycle parking facilities: secured, lighted, and covered facilities

Traffic Diversion Improvements: separation from vehicular traffic

## Safe routes to schools – non-infrastructure related

Safe Routes to Schools - Non Infrastructure  Yes  
 No

Public awareness campaigns and outreach to press and community leaders

Traffic Education and enforcement in the vicinity of schools

Student sessions on bicycle and pedestrian safety, health, and environment

Funding for training, volunteers, and managers of safe routes to school programs

## NEPA questions and issues

NEPA Questions and Issues  Show  
 Hide

- Wetlands Impacts
- COE 404 / DEQ Permitting Required
- Endangered Species Impacts
- Tribal Coordination
- Migratory Bird Impacts
- Flood Plain Impacts
- Public Parks and Recreational Areas
- Hazardous Materials - LUST Sites
- Cultural Resources

## Right of way questions and issues

Right of Way Questions and Issues  Show  Hide

- Entirely within Existing Public Rights-of-Way
- Additional ROW Required
- Residential or Commercial Relocation
- Tribal Ownership to be Acquired
- Federal Lands
- Public Utility Relocations Required
- Private Utility Relocations Required
- Encroachments to be Cleared
- Osage Mineral Council Jurisdiction

## File Attachments for a project

The system provides a way for the user to upload file attachments that provide additional supporting information for the project. Use the create button to upload documents.

Home Invoices

TAP Home > TAP Projects > **Edit TAP Project**

Edit TAP Project Cancel Apply Changes

\* Project Id  \* Application Status Pending ▼

\* Project Desc

\* Project Location

Project Length in Feet  Project Length in Miles

\* Project Beginning Location

\* Project Ending Location

\* House Dist  House Dist2

\* Senate Dist  Senate Dist2

\* Congress Dist  Congress Dist2

\* Population Over 200k  Yes  No \* Population Over 5,000  Yes  No \* Population Under 5,000  Yes  No

\* Work Description

**Sponsor Information**

Organization Name	Organization Type	Name
ICFI	Other	Philip Wallace
1 - 1		

**Project Attachments**

Create  
no data found

**Solicitation(s) the Project is associated with**

Submit My Project  
no data found

**Project County (boundary of the project)**

Create  
no data found

**Project School District Information (boundary of project)**

Create  
no data found

**Project Indian Tribe Information (boundary of project)**

Create

## Project Boundaries

The system provides a way for users to identify the project boundaries / sponsors for a project. Use the appropriate create button to go to the page where specific information can be entered:

The screenshot shows a web application interface for 'Project Boundaries'. On the left is a sidebar with several input fields: 'Miles', 'corner of pine and main', 'rth of 5th street', three 'it2' fields, and radio buttons for 'Yes' and 'No' with a red asterisk and the text '\* Population Under 5,000'. Below these are two more text input areas. The right side of the interface contains a list of sections, each with a 'Create' button and the text 'no data found':

- Project Attachments**: Create button, no data found.
- Solicitation(s) the Project is associated with**: Submit My Project button, no data found.
- Project County (boundary of the project)**: Create button, no data found.
- Project School District Information (boundary of project)**: Create button, no data found.
- Project Indian Tribe Information (boundary of project)**: Create button, no data found.
- Project City or Town (boundary of project)**: Create button, no data found.
- Regional Transportation Authority or MPO (boundary of project)**: Create button, no data found.

Decide which of the options are appropriate for your organization and create the record(s) that provide the detail information needed. Each of the detail screens are shown below:



**OKLAHO**

Tr

TAP Home > TAP Projects > Edit TAP Project > **Edit TAP Project County**

**Edit TAP Project County** Cancel Create

Select the County and enter the percentage of the project that is in that county.

County No

Project Pct



**OKLAHOMA**

Trans

TAP Home > TAP Projects > Edit TAP Project > **Edit TAP Project School District**

**Edit TAP Project School District** Cancel Create

Select the school district and enter the percent of the project that resides in that district.

School District

Project Pct



OKLA

TAP Home > TAP Projects > Edit TAP Project > **Edit TAP Project Indian Tribe**

**Edit TAP Project Indian Tribe** Cancel Create

Select Indian Tribe and enter the percentage of the project for that tribe.

Indian Tribe

Project Pct



OKLA

TAP Home > TAP Projects > Edit TAP Project > **Edit TAP Project City or Town**

**Edit TAP Project City or Town** Cancel Create

Select the City / Town and enter the percentage of the project for that tribe.

City or Town

Project Pct



OKL/

TAP Home > TAP Projects > Edit TAP Project > **Edit TAP Project MPO**

Edit TAP Project RTA / MPO

Cancel

Create

Select the RTA and enter the percentage of the project for that area.

RTA, COG, or MPO - Select One -

Project Pct