CALAVERAS COUNCIL of GOVERNMENTS

CALAVERAS COUNCIL OF GOVERNMENTS

CAPITAL IMPROVEMENT PROGRAM (CIP)

DATABASE

USER'S MANUAL

2013

***Calaveras Council of* Governments**

City of Angels Community Dev.

Calaveras County Public Works

ANGELS CAMP CALIFORNIA

CALAVERAS COUNTY

TABLE OF CONTENTS

CIP DATABASE

Introduction

As the Regional Transportation Planning Agency, the CCOG is the lead agency for transportation projects and programs in the County. The CCOG annually programs available funding to specific work activities through the Overall Work Program and Capital Improvement Program.

These programs include funds such as State Transportation Improvement Program, Congestion Mitigation and Air Quality Program, Transportation Enhancement Activities Program, CalOES, Public Transportation Modernization, Improvement and Service Enhancement Account, and Federal Demonstration (Earmark) Funds.

The Five-Year Transportation Capital Improvement Program (CIP) describes transportation capital improvements programmed in the five year period from fiscal year 2012-13 through fiscal year 2015-16 and sets forth a funding strategy for their implementation.

The CIP includes all active projects and those expected to be undertaken during the coming five fiscal years. In general, specific projects and their scheduled completion were based on:

- Information on grants secured by local jurisdiction that require identification in Calaveras COG's Federal Transportation Improvement Program.
- Programming action by Calaveras COG Board.
- Federal demonstration of federal earmarks received by local jurisdictions.
- Pass through arrangement between Calaveras COG and other Agencies for State/federal funds.

The information included in the CIP is based on the best information available at the time the project was programmed and /or allocated. A new CIP will be submitted for consideration each year with recommended adjustment or updates to project budgets, funding sources, descriptions, and/or schedules.

The CCOG will be updating the CIP regularly throughout the five year life, in an administrative process. The purpose is to track projects and ensure compliance with state/federal regulations, funding timelines and deadlines.

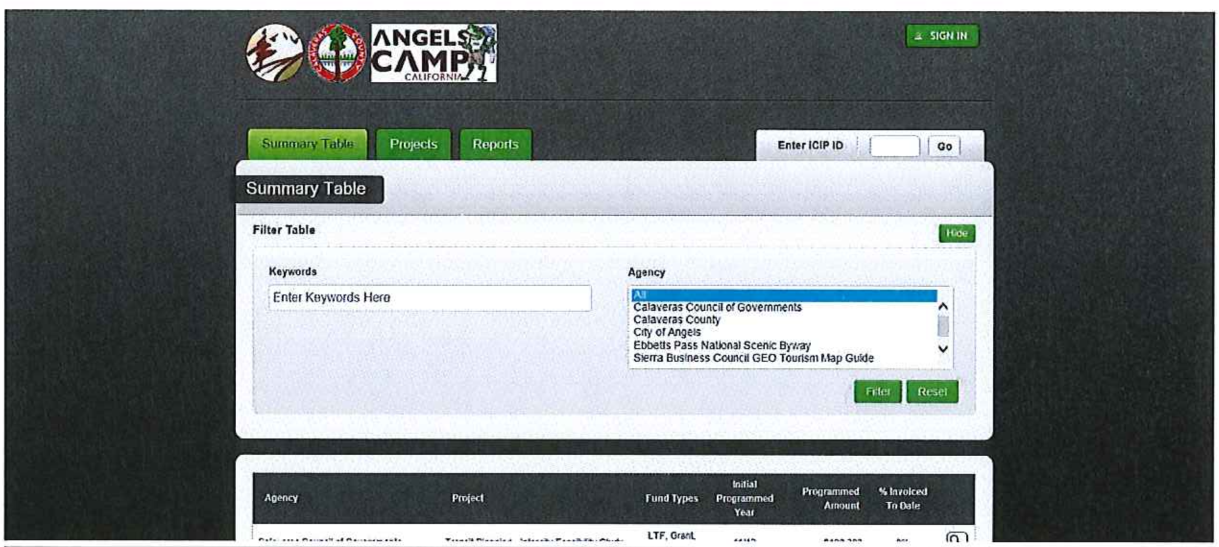
Access

In order to enter information into the database, you must first create an account. The database can be accessed at: WWW.CCOGCIP.COM . In order to create a new user, employees must provide CCOG Staff with an executed CIP User Request Form. The users email address will be used as their user ID. CCOG Staff will email new users a generic password.

Super Admin.	-	CCOG Staff
Admin. User	-	Department Heads, Agency Staff, Project Managers and Fiscal Staff. This user is able to create new records, revise and update current project information and process invoices. If that agency is the fiscal agent access to the funding section will also be available.
General User	-	Consultants, Caltrans, other Agency Staff. The user will have basic "lookup" access to view information only.
Public User	-	Public user will have access to view basic project information.

Sign In

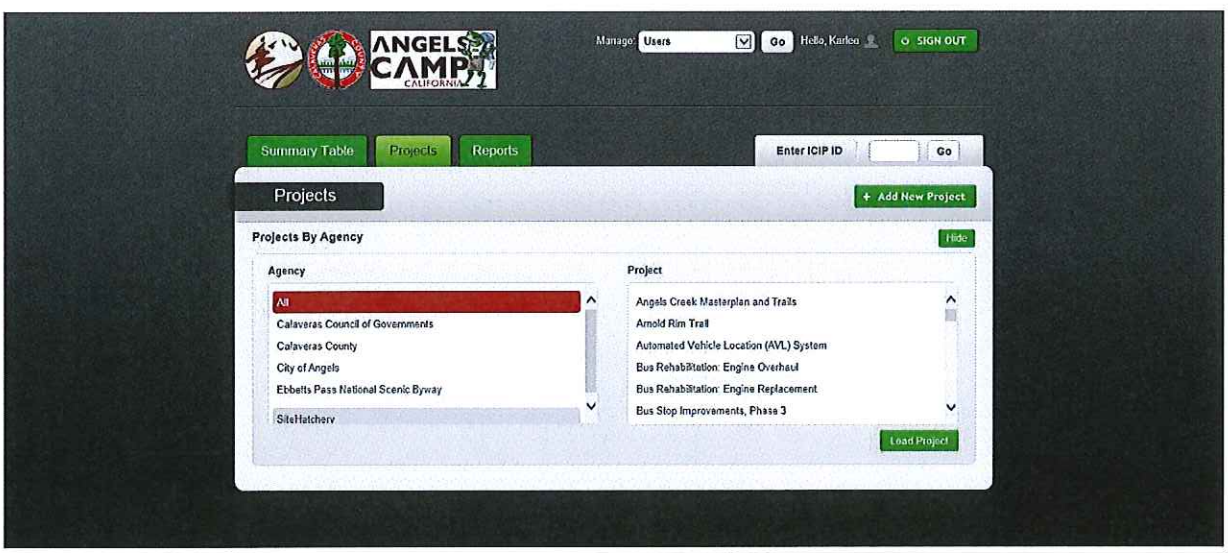
The home page will look like this; once you click on **SIGN IN** you will see the login page.



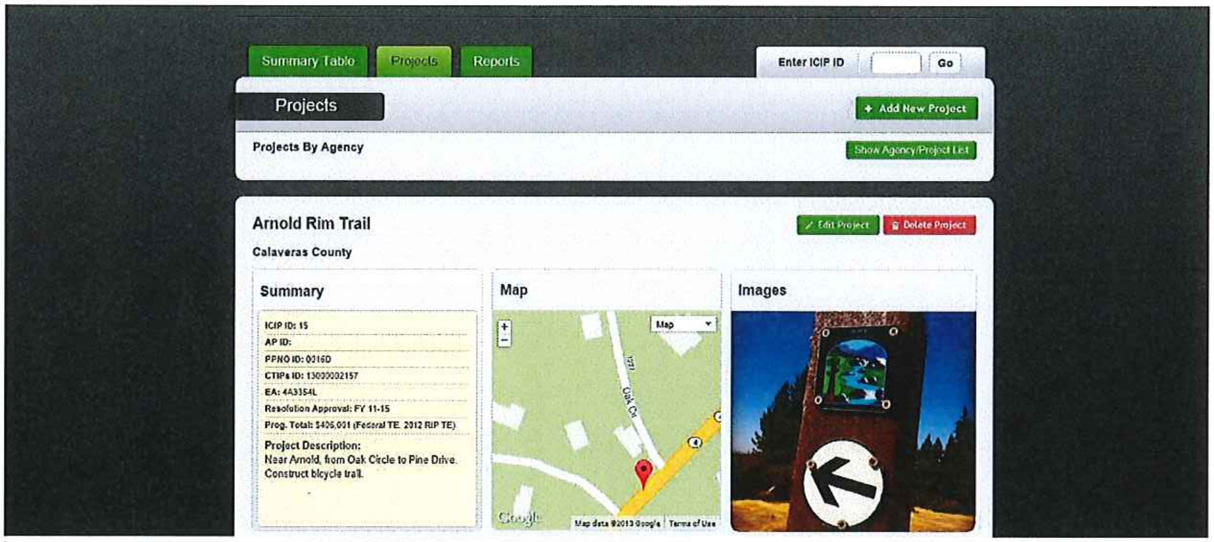
Your log in will be your email address and the generic password provided by CCOG.

DATA ENTRY

To enter a new project you must create a new record:
Click on the **Projects** tab in the upper left corner of the page.
Click the **+ Add New Project** located in the upper right corner of the Project window.
A small window will appear. Be sure to select the appropriate agency from the drop-down menu at the top.
Enter the Project Name and Project Description. If applicable CTIPS #, Resolution #s, PSA information then click **Save**.



The information just entered is now in the **Summary** window on the left. Here you can add or edit information from the previous window.



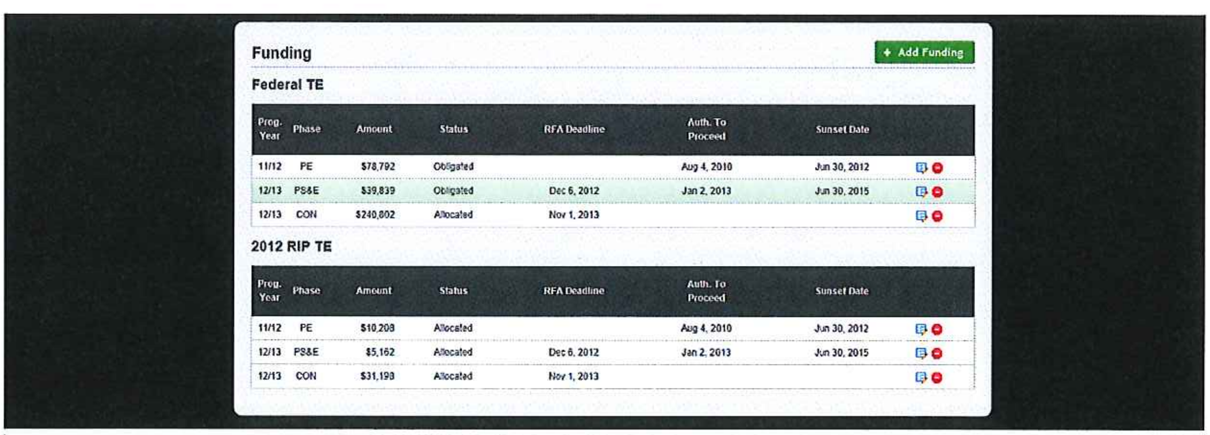
Here you can add a point to the map using an address or latitude and longitude. Be sure to enter a name in the **Point Label** field.

Click **Center Map** to verify the location is correct, then click **Add Marker.**

If the project is along a route and not one location, create markers on each end then click on the **Routing** tab and select the start and end points from the markers you have created. Click **Save** when you are finished.

Here you can also upload images. Click on **Edit Images** to upload project specific images.

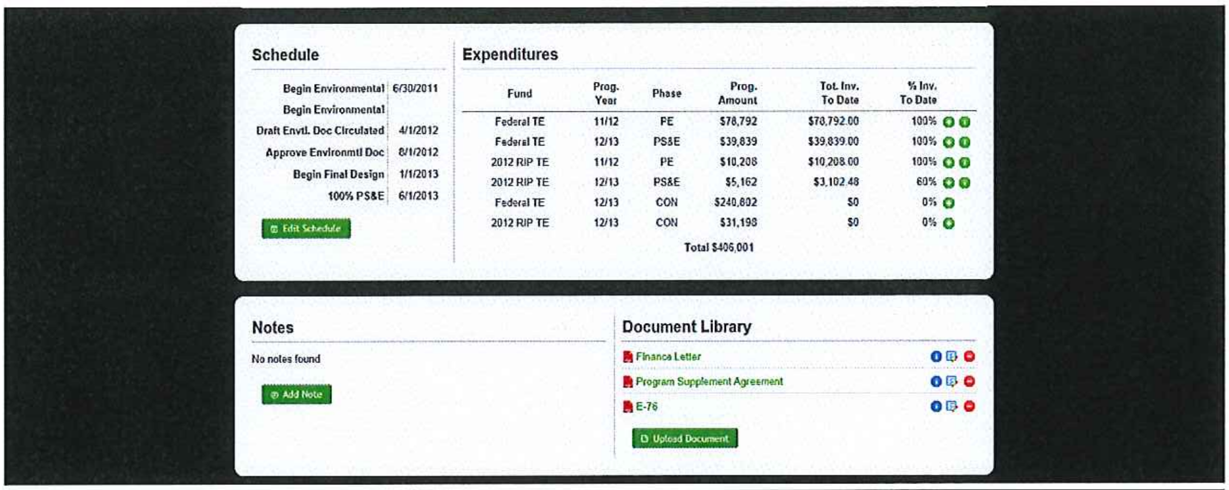
The Funding section will reflect programming and approved allocations, agencies will only have access to edit or add if they are the designated Fiscal Agent.



To Add Funding:

Click on the Add Funding button
Select fund type from the drop-down menu. Program year, Component and the Amount are all required fields. Then click **Add.**

To Add or Edit Project Schedules:
Click **Edit Schedule** under the Schedule section, and select event title, date and supply comments if needed. Then click **Save.**



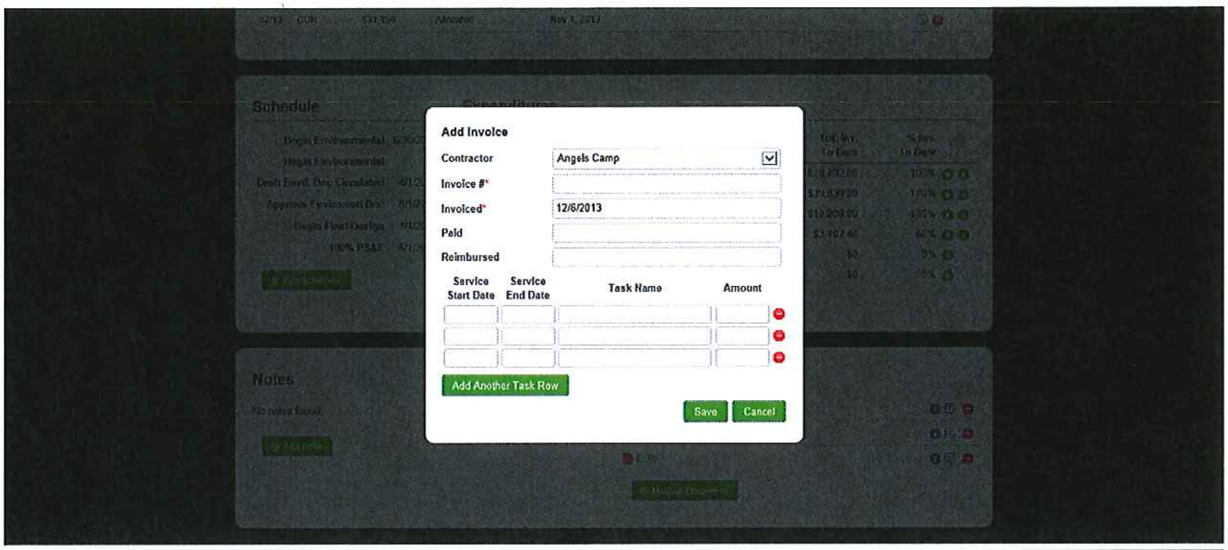
At the bottom of the project page is the Document Library and Notes section for the project. Here you will up load, RFA's, PSA's, E-76, Finance Letter, MOU's, Contracts, Agreements, and completed Plans or Designs.

Click **Upload Documents**, a window will request the document name or you can browse your computer and name the document.

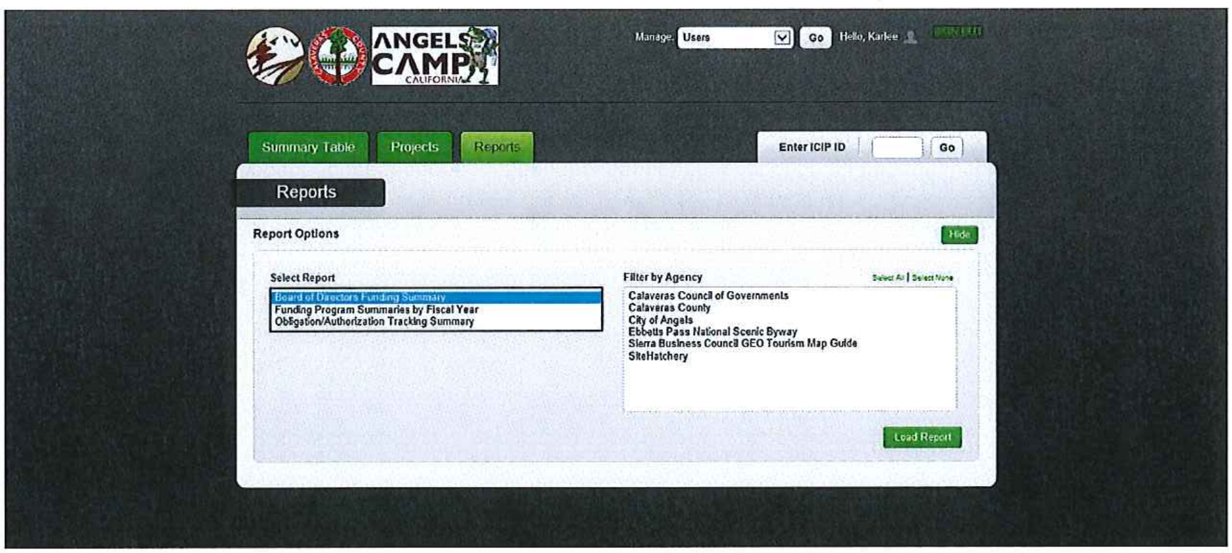
PROJECT MAINTENANCE

The Expenditures section is where users will enter invoices paid per phase. The user will click on the green **+** to add an invoice.

As seen in the screen shot below an add invoice window will appear:
Select the Contractor
Enter Invoice #
Enter Invoice Date
Date Paid
Reimbursed
Service Start Date, Service End Date, Task Invoiced, Amount
Click **Save**



PROJECT REPORTS



There are three (3) reports available to run under the **Reports** Tab:
Funding Summary
Funding Program Summaries by Fiscal Year
Obligation/Authorization Tracking Summary

To run a report, select the type of report you would like to run from the drop down menu under **Select report.**

Select the agency; you can select multiple agencies by holding down the ctrl key and clicking on each agency.

Click **Load Report**
To print a report, simply right click within the report field and **Select Print**.

USER ACCESS FORM

The CCOG CIP User Access form is available on the CCOG website www.calacog.org .