What is the Lake Tahoe EIP Project Tracker?
The Lake Tahoe EIP Project Tracker is a web-based platform that allows EIP project implementers to efficiently report project accomplishments and expenditures. The Project Tracker is not a project management tool, but rather a tool that illustrates EIP programmatic accomplishments to stakeholders (e.g. funders) and the public. It also hosts the EIP 5-Year Priority Project List and allows EIP partners to propose updates to the list.

Who Uses the Project Tracker Tool?
Project Implementers – EIP partners implement projects throughout the year and staff updates project accomplishments and expenditures in the Project Tracker annually.

Program Administrator - TRPA staff are responsible for maintaining the EIP 5-Year Priority Project List on the Project Tracker and conducting quality assurance of project accomplishment and expenditure updates submitted by Project Implementers.

EIP Executives, Funders and the General Public – EIP partner executives, federal and state legislative staff and other local and national stakeholders access the Project Tracker accomplishment reports to understand the results of EIP implementation efforts and support the decision-making processes.

What is the Reporting Process?
Every fall Project Implementers update project accomplishments and expenditures in the Lake Tahoe EIP Project Tracker. Updates are required for all projects in Planning/Design, Implementation, or Post-Implementation stage. The Program Administrator maintains the EIP 5-Year Priority Project List and quality checks project updates submitted by Project Implementers. Project updates submitted and approved by the Program Administrator are reflected in the results reports available on the Project Tracker and the Program Administrator also uses the project updates to develop an annual EIP report summarizing key EIP accomplishments for EIP Executives and other stakeholders.

What Does an Accomplishment Report Look Like?
Project Tracker accomplishments reports are automatically updated when project updates are approved by the Program Administrator. The real-time reports are available from the Results menu. Currently the Project Tracker provides “Investment by Funding Sector,” “Spending by Sector by Focus Area by Program,” and “Results by Program” reports.

<table>
<thead>
<tr>
<th>Funding Sector</th>
<th># of Funding Sources</th>
<th># of Funding Organizations</th>
<th># of Projects</th>
<th>$ All Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>17</td>
<td>10</td>
<td>171</td>
<td>$141,871,777</td>
</tr>
<tr>
<td>Local</td>
<td>13</td>
<td>11</td>
<td>49</td>
<td>$10,955,024</td>
</tr>
<tr>
<td>Private</td>
<td>12</td>
<td>11</td>
<td>25</td>
<td>$76,645,295</td>
</tr>
<tr>
<td>State California</td>
<td>13</td>
<td>6</td>
<td>88</td>
<td>$40,372,243</td>
</tr>
<tr>
<td>State Nevada</td>
<td>9</td>
<td>5</td>
<td>64</td>
<td>$27,328,611</td>
</tr>
<tr>
<td>Total</td>
<td>64</td>
<td>43</td>
<td>378</td>
<td>$202,671,450</td>
</tr>
</tbody>
</table>

![EIP Investment by Funding Sector](image)
How Do I Update a Project in the Project Tracker?
To access the Project Tracker, go to ein.laketahoeinfo.org. Click the Log In link in the upper right-hand corner of the homepage and type in your username and password provided by the TRPA Project Administrator.

Navigate to the “Update My Project(s)” page under the Projects menu and click the “Begin” button for each project in your list. Follow the steps outlined in the image below to update your project information.

**STEP 1.** Update basic project info such as Stage, or Completion Year.

**STEP 2.** Enter your project’s annual accomplishments by selecting a performance measure, and entering its options and accomplishment value. You must enter at least one performance measure each year until the project is Completed, or select “No accomplishments to report.”

**STEP 3.** Enter your project’s annual expenditures by selecting funding sources and entering the expenditures for each year until the project is Completed. If your project had no expenditures for a given year, enter zero “0” for at least one of its funding sources.

**STEPS 4-8.** Add additional project information. The only required step is identifying your projects “simple” location (a single point or area).

Note: Transportation projects in the FTIP are also required to enter budget information.

**FINAL STEP.** Submit the update. TRPA will review and either approve, or return for corrections/clarifications. You can Save updates and submit later if you like.