

# ENVIRONMENTAL IMPROVEMENT PROGRAM

## Lake Tahoe EIP Project Tracker



### Implementer Quickstart Guide

#### 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.

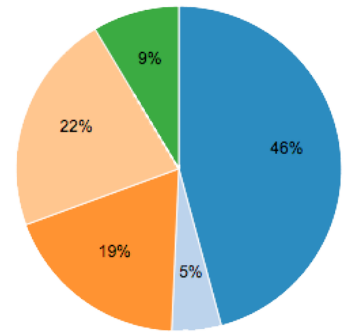
**Program Administrator** - TRPA staff are responsible for maintaining the EIP 5-Year Priority Project List on the Project Tracker and conducting quality assurance of project accomplishment and expenditure updates submitted by Project Implementers.

**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 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.

EIP Investment by Funding Sector



Funding Sector	# of Funding Sources	# of Funding Organizations	# of Projects	\$ All Time
Federal	17	10	171	\$141,871,277
Local	13	11	49	\$11,453,924
Private	12	11	25	\$76,645,295
State California	13	6	89	\$45,372,343
State Nevada	9	5	44	\$27,328,611
<b>Total</b>	<b>64</b>	<b>43</b>	<b>378</b>	<b>\$302,671,450</b>

#### 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.



**Project Implementers**  
Implement projects throughout the year



**Project Implementers**  
update project information in the Project Tracker

JANUARY

MARCH

NOVEMBER

DECEMBER



Accomplishment reports from the previous year are available for review by **EIP Executives, Funders & Stakeholders**



**The Program Administrator**  
reviews project information provided by Project Implementers

## How Do I Update a Project in the Project Tracker?

To access the Project Tracker, go to [eip.laketahoeinfo.org](http://eip.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.

LAKE TAHOE ENVIRONMENTAL IMPROVEMENT PROGRAM

Find Project:

HOME ABOUT PROJECTS PROGRAM INFO RESULTS MANAGE Welcome Jeanne McNamara Request Support Log Out

Project Update for Reporting Year: 2014

### 01.01.01.0064 - MONTGOMERY ESTATES AREA 1 EROSION CONTROL PROJECT

[Back to "Update My Projects" list](#)

Instructions

The various aspects of your project that are available for update can be seen on the left. Several of these sections are optional, but others are required:

- Basics: You must enter the project's start and completion dates
- Performance Measures (PMs): You must enter an accomplishment value for at least one PM per year (or indicate you have no accomplishments)
- Expenditures: You must enter at least one Expenditure per year (if you spent nothing, enter a \$0 expenditure)
- Location - Simple: You must input your project's location via an interactive map or provide a short location description

Use the navigation to the left to view and enter your project updates. Be sure to click Save on each page. While you may Save information in an incomplete state, in order to Submit your update, all required information must be provided. You will see some icons next to some pages – here is what they mean:

- ⚠ Required information has not been completely provided (you can't submit this update)
- ✓ Required information has been provided (you may submit this update)

Submitting this update will notify TRPA. TRPA will review your updates and either approve them or return them to you for corrections/clarifications. The "official" information about this project will not be updated, or included in program reports, until TRPA approves this update.

Click the ⓘ icon to view field-specific help, and to see the reporting guidance for a specific PM. You can also see this same guidance on the PM Summary pages available from the list of [Performance Measures](#).

If you have questions or run into problems, please [Request Support](#).

[Delete this Update](#)

**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.