



How to Submit an Amendment to the MTIP

About SACTrak

SACOG maintains a large database of transportation projects. As those projects change, so does their information in the database. SACTrak is a new tool for organizing, sharing, and updating that information. It is located online at <https://sactrak.sacog.org/>

Registering for the First time

For first-time users wishing to view project information

1. Go to website and click on “NEW USER”
2. Submit user information
3. Wait for confirmation from SACOG

Amending an Existing MTIP Project

Making changes to a project in the current MTIP, saving your work, and then submitting your amendment

1. From Main Menu, under AGENCY WORKING AREA, click on “Search for Project to Amend”
2. Under LEAD AGENCY select your own
3. Click “Search for Project”
4. Click on “EXPORT TO EXCEL” to download complete list, or click on projects to view individually.
5. Click on “AMEND” to make changes to a project.
6. Make changes to the appropriate sections.
7. * Mark the project on the map by clicking “Mark Location on Map.” (A new screen pops up with instructions.)
8. Click “Save Project” to save your changes—this DOES NOT submit your amendment!
9. Repeat for all projects needing changes.
10. To view your saved amendments go to Main Menu. Under AGENCY WORKING AREA, click on “AMENDMENTS IN PROGRESS”
11. You can edit or delete saved work
12. When you are ready to submit, click “SUBMIT TO SACOG.”

*This step is required of all projects that are being amended.

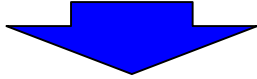
See next page if the project you wish to amend is not in the current MTIP

Nominating a New Project as an Amendment

Moving a project from the MTP into the current MTIP, or submitting a brand new project to the MTIP

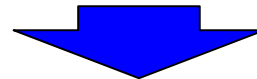
1. From Main Menu, under AGENCY WORKING AREA, click on “Nominate a Project”

If this is a project that is new to the MTIP but exists in the MTP...



2. Click on “MTIP Project.”
3. To search for the project in the MTP, enter the ID # for the project under project ID, or try key words in the project description box. (Sandwich the key word with an asterisk on either side.)
4. Select a project to nominate
5. Make changes to appropriate sections
6. * Mark the project on the map by clicking “Mark Location on Map.” (A new screen pops up with instructions.)
7. Click “Save Project” to save your changes—this DOES NOT submit your amendment!
8. Repeat for all projects needing changes.
9. To view your saved amendments go to Main Menu. Under AGENCY WORKING AREA, click on “NOMINATIONS IN PROGRESS”
10. You can edit or delete saved work
11. When you are ready to submit, click “SUBMIT TO SACOG.”

If this is a project that is new to both the MTP and MTIP...



2. Click on “Joint MTP/MTIP Project”
3. Enter all information
4. * Mark the project on the map by clicking “Mark Location on Map.” (A new screen pops up with instructions.)
5. Click “Save This New Project as In Progress” to save your changes—this DOES NOT submit your amendment!
6. Repeat for all project nominations new to both the MTP and MTIP.
7. To view your saved amendments go to Main Menu. Under AGENCY WORKING AREA, click on “NOMINATIONS IN PROGRESS”
10. You can edit or delete saved work
11. When you are ready to submit, click “SUBMIT TO SACOG.”

* This step is required of all projects that are being amended.

Congratulations! You have submitted an amendment!

Staff is ready to assist you with your amendment. Email José Luis Cáceres jcaceres@sacog.org or by phone at (916) 340-6218.