MPMS TAP Screens

Training Documentation

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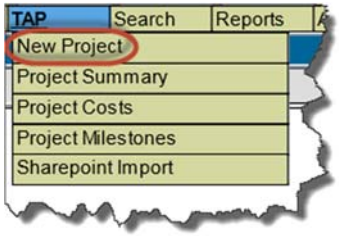
Header

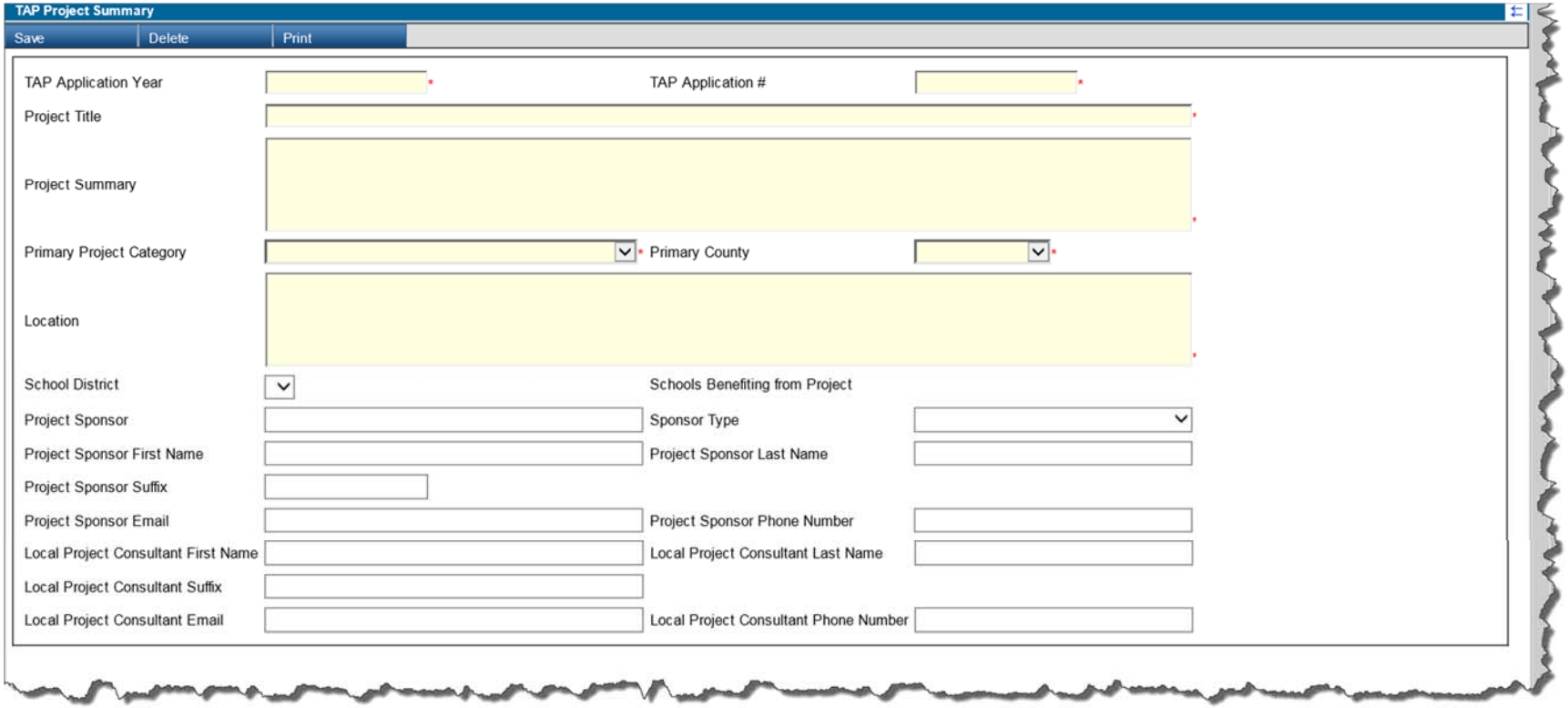
The header displayed within each TAP screen provides the following information:

MPMS Project Number – derived from the county selected within the TAP application or Project Summary screen.
Project Title – derived from the county selected within the TAP application or Project Summary screen.
District – derived from the county selected within the TAP application or Project Summary screen.
Planning Partner/County – derived from the county selected within the TAP application or Project Summary screen.
Status – current status of the project. See the **How to Acquire Candidate Status** section within this manual for additional information.
Sponsor – derived from the county selected within the TAP application or Project Summary screen.

TAP New Project

To create a new TAP project within MPMS, open the TAP Project Summary screen by navigating to the TAP > Project Summary menu items.





TAP Application Year*: Enter the year of the TAP application round.
TAP Application #*: Enter a unique number assigned to the TAP application.
Project Title*: Enter the official name that will be used to reference the project from this point forward. Simple names are best. Consider the primary project location and intent. (For example, Maple Street Station TOD or Anytown Streetscape.)
Project Summary*: Provide a concise overview of the proposed project. At a minimum, describe where and what improvements are being requested (i.e. sidewalks along 1st Street near Elm Elementary.
Primary Project Category*: From the drop down select the primary category which further describes the scope of the project.
Primary County*: From the drop down select the primary county where the plan or construction project is proposed. Selecting the county will automatically populate the District and Planning Partner fields.
Location*: Provide a concise description of the location of the project.
School District: From the drop down list select the primary school district that involves or will be affected by the proposed project. Selecting the primary school district will automatically populate the schools within the school district.
Schools Benefiting from Project: From the displayed list select the school(s) within the selected school district which involves or will be affected by the proposed project.
Project Sponsor: Enter the name of the Agency responsible for implementation of the project. In most cases, the sponsor will maintain ownership of the project if the improvements fall within the sponsor's right of way.
Sponsor Type: From the drop-down select the type of applicant. (Municipality, Regional Transportation Authority, National Resource/Public Land, Transit Agency, School District/School, Tribal Government, County, County Recreational Trails Authorities, County Recreational Authorities, Other Public Body)
Project Sponsor First Name: Enter the first name of the person responsible for the TAP application.
Project Sponsor Last Name: Enter the first name of the person responsible for the TAP application.
Project Sponsor Suffix: Enter the suffix of the person responsible for the TAP application.
Project Sponsor Email: Enter the email address of the person responsible for the TAP application.
Project Sponsor Phone Number: Enter the phone number of the person responsible for the TAP application.
Local Project Consultant First Name: Enter the first name of the project's local consultant.
Local Project Consultant Last Name: Enter the last name of the project's local consultant.
Local Project Consultant Suffix: Enter the suffix of the project's local consultant.
Local Project Consultant Email: Enter the email address of the project's local consultant.
Local Project Consultant Phone Number: Enter the phone number of the project's local consultant.

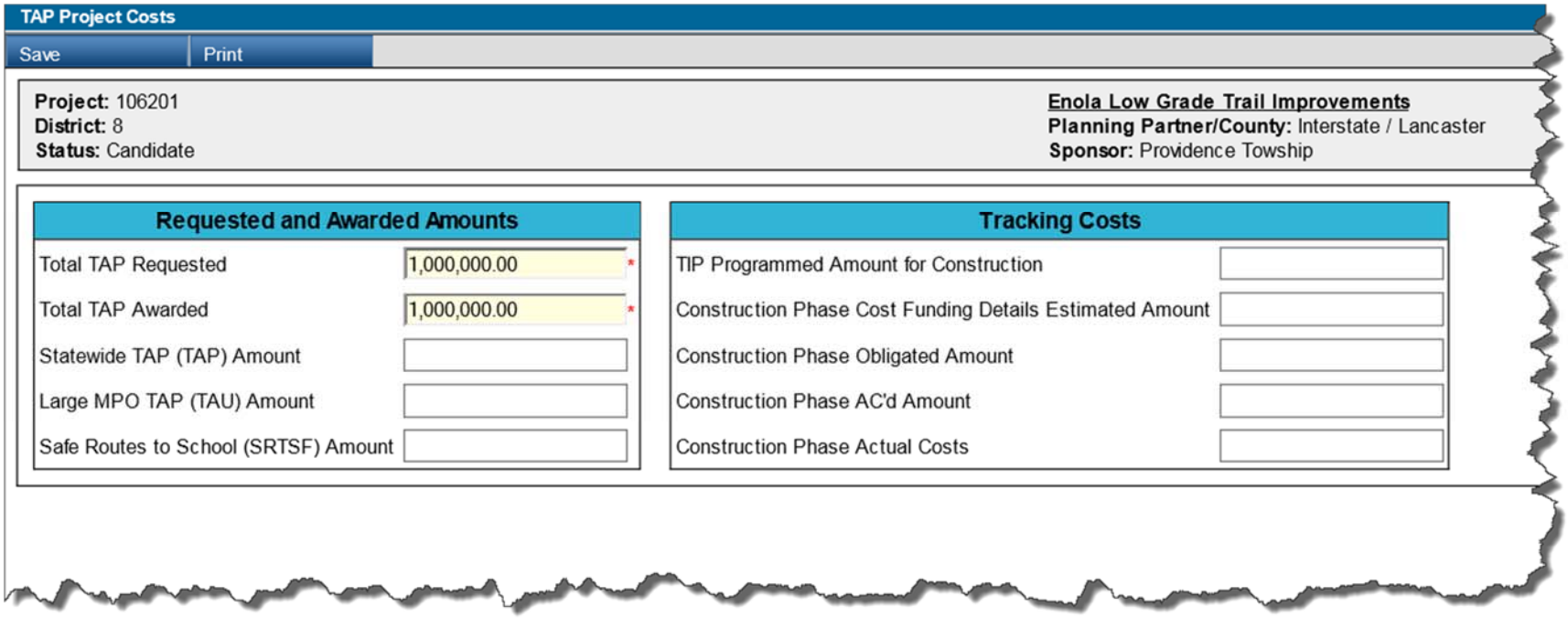
Upon entering the requested information, click the **Save** button. The fields marked with an asterisk (*) are required fields in order to save the new project.

TAP Project Summary

To add or edit an existing TAP project, open the TAP Project Summary screen by navigating to the TAP > Project Summary menu items.

TAP Project Costs

To add or edit project costs associated with the TAP project, open the TAP Project Costs screen by navigating to the TAP > Project Costs menu items.

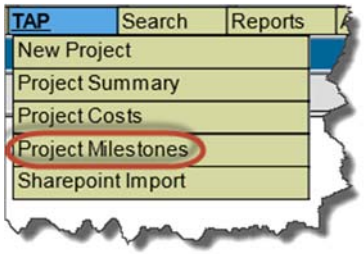


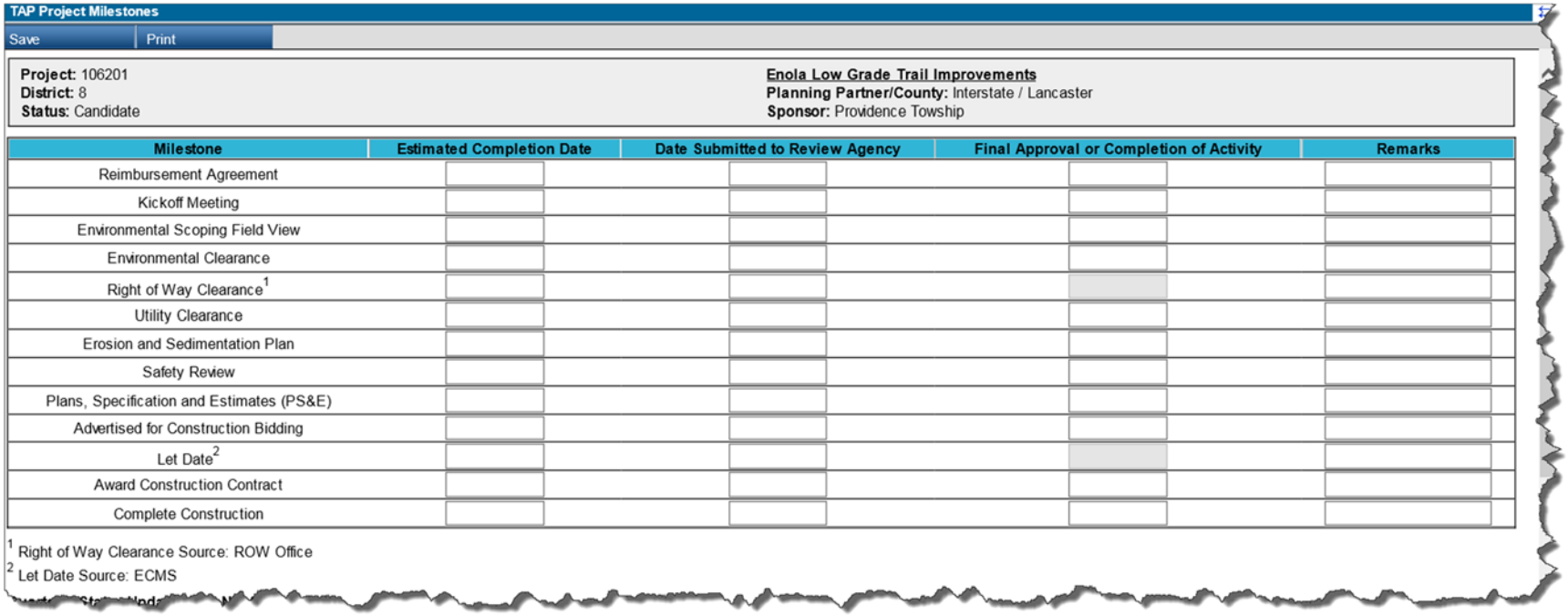
Total TAP Requested*: Enter the total amount requested for the TAP project.
Total TAP Awarded*: Enter the total amount awarded to the TAP project.
Statewide TAP (TAP) Amount: Enter the amount associated to the TAP funding source.
Large MPO TAP (TAU) Amount: Enter the amount associated to the TAU funding source.
Safe Routes to School (SRTSF) Amount: Enter the amount associated to the SRTSF source.
TIP Programmed Amount for Construction: Enter the total amount programmed on a TIP for the project's construction phase.
Construction Phase Cost Funding Details Estimated Amount: Enter the total estimated amount of the project's construction phase.
Construction Phase Obligated Amount: Enter the total obligated amount of the project's constructions phase.
Construction Phase AC'd Amount: Enter the total advance construct amount of the project's construction phase.
Construction Phase Actual Costs: Enter the total actual amount of the project's construction phase.

Upon entering the requested information, click the **Save** button. The fields marked with an asterisk (*) are required fields in order to save.

TAP Project Milestones

To add or edit milestone dates associated with the TAP project or to add status updates, open the TAP Project Milestones screen by navigating to the TAP > Project Milestones menu items.





TAP Project Milestones

Save | Print

Project: 106201
District: 8
Status: Candidate

Enola Low Grade Trail Improvements
Planning Partner/County: Interstate / Lancaster
Sponsor: Providence Towship

Milestone	Estimated Completion Date	Date Submitted to Review Agency	Final Approval or Completion of Activity	Remarks
Reimbursement Agreement				
Kickoff Meeting				
Environmental Scoping Field View				
Environmental Clearance				
Right of Way Clearance[1]				
Utility Clearance				
Erosion and Sedimentation Plan				
Safety Review				
Plans, Specification and Estimates (PS&E)				
Advertised for Construction Bidding				
Let Date[2]				
Award Construction Contract				
Complete Construction				

[1] Right of Way Clearance Source: ROW Office
[2] Let Date Source: ECMS

Reimbursement Agreement: The estimated date the Reimbursement Agreement will be completed; the date the Reimbursement Agreement was sent to the Agency for review; and the actual date the Reimbursement Agreement was approved.
Kickoff Meeting: The estimated date of the completion of the kickoff meeting; the date the kickoff meeting date was submitted to the review agency; and the actual date of the completion of the kickoff meeting.
Environmental Scoping Field View:
Environmental Clearance: The estimated date of when the project will be granted environmental clearance; and the actual date when the project was granted environmental clearance.
Right of Way Clearance: The estimated date of when the project will be granted right of way clearance; and the actual date when the project was granted right of way clearance. *Note: The actual date will be pulled from ROW and automatically populated.*
Utility Clearance: The estimated date of when the project will be granted utility clearance; and the actual date when the project was granted utility clearance.
Erosion and Sedimentation Plan: The estimated date the Erosion and Sedimentation Plan will be completed; the date the Erosion and Sedimentation Plan was sent to the Agency for review; and the actual date the Erosion and Sedimentation Plan was approved.
Safety Review: The estimated date the safety review will be completed; and the actual completion date the safety review was completed.
Plans, Specification and Estimates (PS&E): The estimated completion date of the Plans, Specification and Estimates document; the date the PS&E document was submitted for review to the Agency; and the actual date of the approval/completion of the PS&E document.
Advertised for Construction Bidding:
Let Date: The estimated date the project will be advertised for construction bidding; and the actual date the project will be let. *Note*: *The actual Let date will be pulled from ECMS and automatically populated.*
Award Construction Contract: The estimated date the construction contract will be awarded; and the actual date the construction contract was awarded.
Complete Construction: The estimated date the construction of the project will be completed; and the actual date the construction of the project was completed.

Upon entering the requested information, click the **Save** button.

Quarterly Status Updates and Next Steps: Provide a quarterly status update and details regarding the next steps of the project within this field.
Additional Comments: Provide additional comments regarding the project within this field.

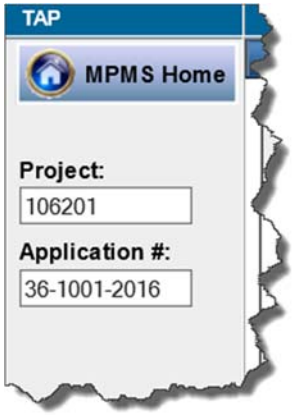
Click the **Prepend Timestamp** button to automatically populate your username, date and time before the narrative.

Click the **Append Timestamp** button to automatically populate your username, date and time after the narrative.

TAP – Search

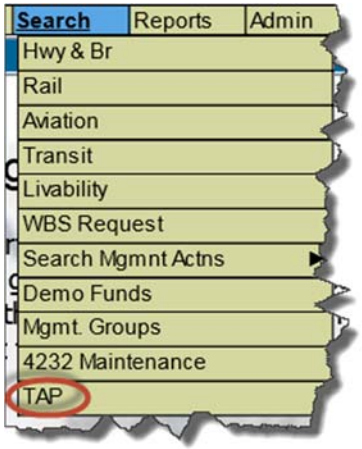
Left Navigation Search

Within the left navigation area, search by the MPMS project number and TAP application number. Enter the number, press the enter key, and the project information will be displayed on the active screen.

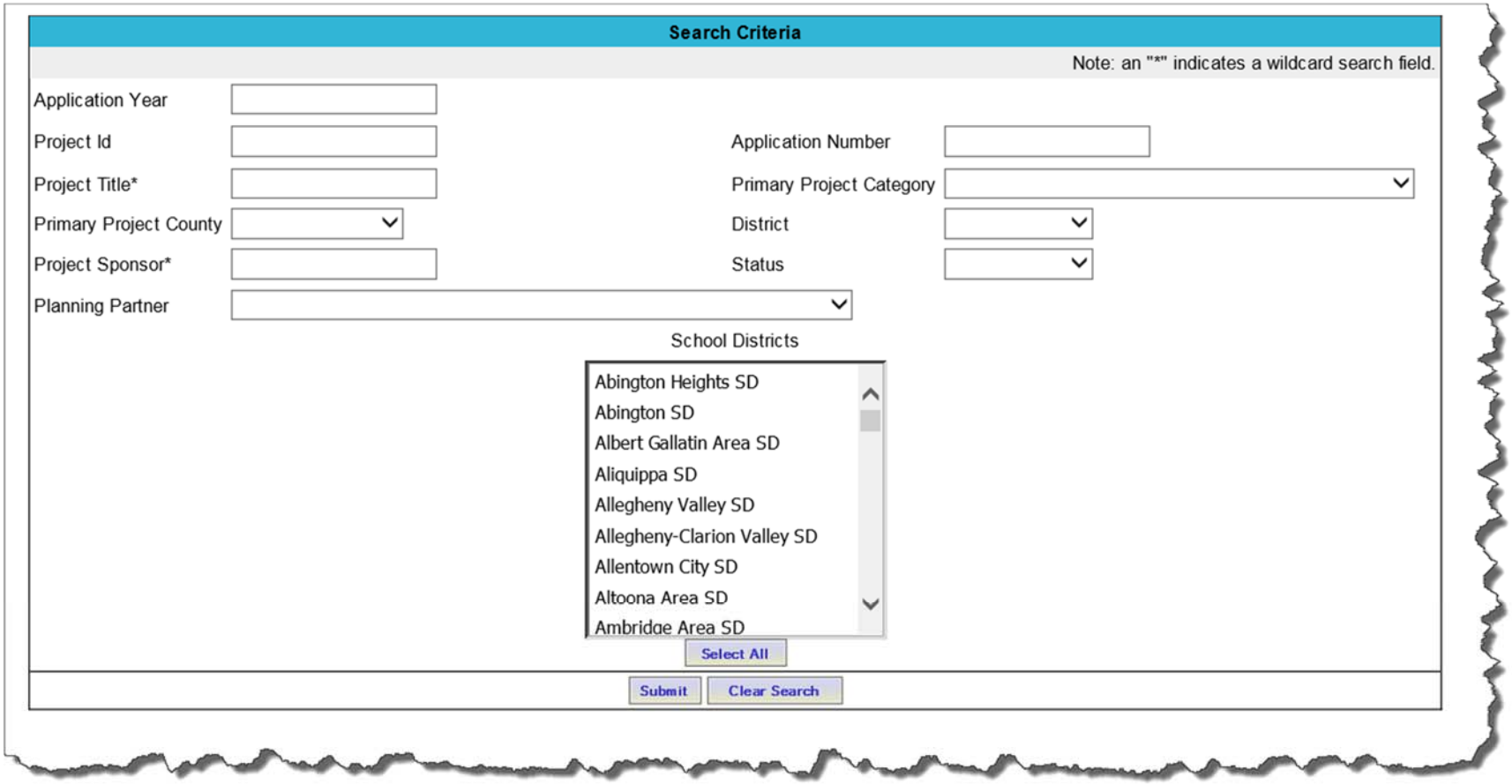


TAP Project Search

To search for TAP project information, click on the Search > TAP menu items and the TAP Search screen will be displayed.



Enter search criteria within at least one of the fields and click the **Submit** button. Please Note - If an asterisk (*) is displayed next to the field, this indicates that a wildcard search can be performed within that field. For example, if adams was entered within the **Project Title** field, results containing 'adams' within the project title will be displayed regardless if it is in the beginning, middle or end of the title. Also, those fields with the wildcard feature are not case sensitive.



The search results for the search criteria entered will be displayed. Click the column title to display the results in ascending/descending order. Click the **Export** button to export the results into an excel spreadsheet and/or click the **Print** button to print the results.

Submit | Clear Search | Print | Export

MPMS #	App #	Project Title	Project Sponsor	Planning Partner	District	County	Total TAP Awarded
106200	36-1003-2016	Main Street curb and sidewalk	Beth Howe	Interstate	11	Lawrence	0.00
106201	36-1001-2016	Enola Low Grade Trail Improvements	Providence Township	Interstate	8	Lancaster	1,000,000.00
106202	36-1002-2016	Conestoga Pines Pedestrian and Bicycle Connection	City of Lancaster	Interstate	8	Lancaster	1.00
106203	36-1000-2016	Elizabethtown Borough-Elizabethtown Area School Di	Elizabethtown Borough	Interstate	8	Lancaster	300,000.00
106204	25-1000-2016	Little Italy Neighborhood Sidewalk Reconstruction	Upper Bermudian	Erie Area MPO	1	Erie	175,745.00
106205	1	Test ST 2016_2A_B	undefined	Adams County MPO	8	Adams	0.00
106206	09-1000-2016	Moland Park Trail	Warwick Township	Delaware Valley Regional Planning Commission MPO	6	Bucks	412,104.00
106207	09-1002-2016	Neshaminy Greenway Trail (Bristol to Upper State)	Upper Bermudian	Delaware Valley Regional Planning Commission MPO	6	Bucks	15,000.00
106208	15-1000-2016	Paoli Pike Trail, Segment C	Upper Bermudian	Delaware Valley Regional Planning Commission MPO	6	Chester	1,000,000.00
106209	15-1002-2016	Woodbine Road Multi-Use Trail	Downingtown Borough	Delaware Valley Regional Planning Commission MPO	6	Chester	916,600.00

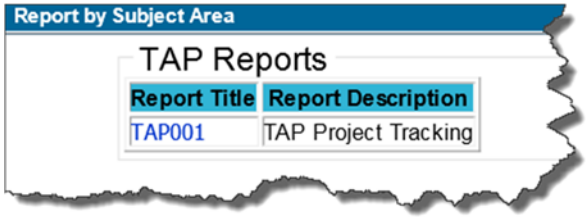
<< < [1] 2 3 4 > >>

Click the **Clear Search** button to remove the search criteria and results.

TAP Reports

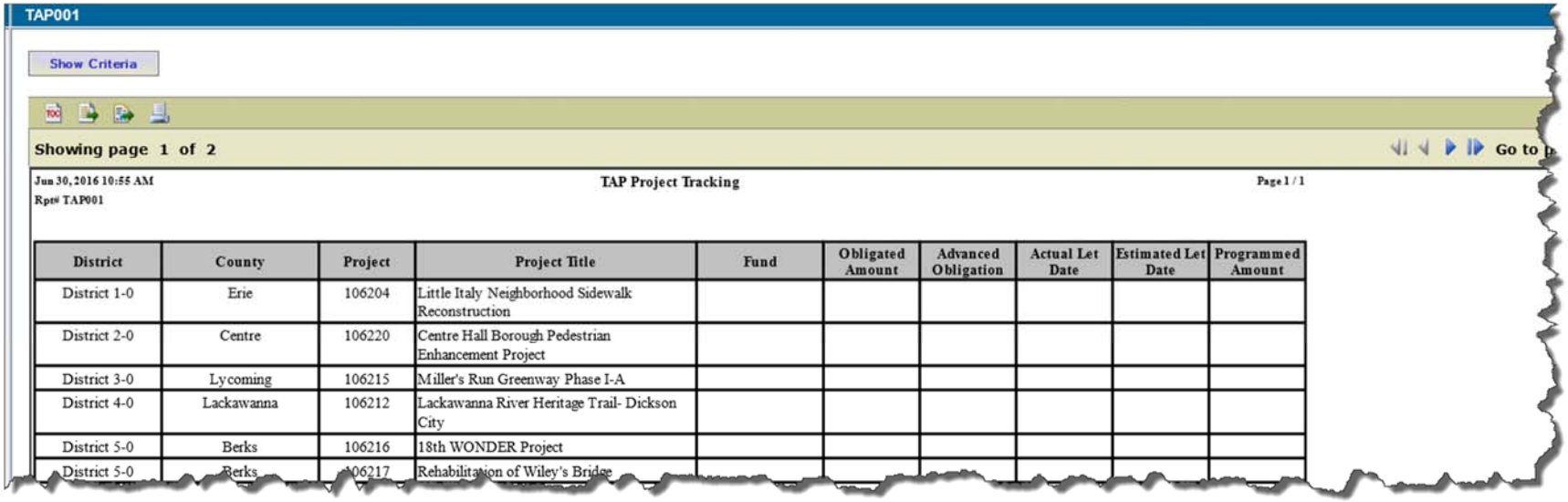
To display the available TAP reports, click on the Reports > TAP menu items and the TAP Reports screen will be displayed.

Click on the TAP001 hyperlink to display the TAP001 criteria page.



Enter the Application Year and/or the Planning Partner or District information and click the **Submit report** button.

The TAP001 report will be displayed. To run another TAP001 report, click the **Show Criteria** button to return to the criteria page.



TAP001

Show Criteria

Showing page 1 of 2

Go to

Jun 30, 2016 10:55 AM
Rpt# TAP001

TAP Project Tracking

Page 1 / 1

District	County	Project	Project Title	Fund	Obligated Amount	Advanced Obligation	Actual Let Date	Estimated Let Date	Programmed Amount
District 1-0	Erie	106204	Little Italy Neighborhood Sidewalk Reconstruction						
District 2-0	Centre	106220	Centre Hall Borough Pedestrian Enhancement Project						
District 3-0	Lycoming	106215	Miller's Run Greenway Phase I-A						
District 4-0	Lackawanna	106212	Lackawanna River Heritage Trail- Dickson City						
District 5-0	Berks	106216	18th WONDER Project						
District 5-0	Berks	106217	Rehabilitation of Wiley's Bridge						

How to Acquire Candidate Status

In order for the project to attain Candidate status and be eligible to be programmed, data should be provided within the following fields:

Project Title – information provided within the Project Summary screen.
Responsible Planning Partner – information provided within the Project Summary screen.
Location – information provided within the Project Summary screen.
Total TAP Requested – information provided within the Project Costs screen.
Total TAP Awarded – information provided within the Project Costs screen.