



MWCOG Bicycle and Pedestrian Plan
Project InfoTrak Cheat Sheet

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Background and Purpose

The regional bicycle and pedestrian project database is the foundation of the [Bicycle and Pedestrian Plan for the National Capital Region](#), which will undergo a major update this year.

The purpose of the plan is to provide a big picture of pedestrian and bicycle trends, policies and planned projects in the region. The time frame of the plan is 25 years.

The current version of the Bicycle and Pedestrian Plan was adopted in 2015, and was originally due for an update in 2019, but was delayed in favor of developing the [National Capital Trail Network](#) plan, which was adopted by the Transportation Planning Board in July 2020.

Inclusion of a project in the regional plan does not necessarily mean that the project will be funded. Most long range plans include many projects for which no funding source has been identified.

The schedule to update the bicycle and pedestrian plan is July 2021. In order to meet that deadline, we are asking member agencies to complete their sections of the bicycle and pedestrian project database by February 19, 2021.

Project Infotrak

The new database has been linked to the Transportation Improvement Program database as part of project Infotrak, which links up several formerly separate project databases within COG. If a project that includes bicycle and pedestrian accommodation is entered into the TIP, it will also appear in the bicycle and pedestrian project database. The TIP has shorter time horizon, and fewer projects, than the Bicycle and Pedestrian Plan.

Since the old project database was badly out of date, we decided to make a fresh start, importing project data in bulk from new agency plans last summer and fall.

The bulk import phase has been completed. There is an on-line portal through which agencies may add, delete, or edit projects. Henceforward, agencies will have to edit existing projects, or add new ones, within the on-line portal.

Every agency that has or wants to have bike/ped projects included in the plan should have someone with access to the portal. Agencies may have more than one person with editing rights.

What projects should be included in the regional plan?

Every project in the regional plan must be in an agency plan, capital improvement program, or other elected official approved document. Apart from that requirement, agencies have discretion over what projects they would like to put in the regional bicycle and pedestrian plan.

Agencies are encouraged to include large projects, projects of regional significance, and anything that is part of the [National Capital Trail Network](#), in the regional plan. Agencies are also encouraged to include bicycle and pedestrian projects that will provide access to [high capacity transit](#), or which serve an [Equity Emphasis Area](#).

Keep it manageable

We strongly encourage you to limit the number of projects, especially small projects, that you put in the regional database, and to consider the staff resources that you will have available to keep these project listings up to date. Not every bicycle and pedestrian project in your long-range plan needs to be in the regional plan. We would rather have accurate information on a small number of bicycle and pedestrian projects that have regional significance, than a large number of project listings that haven't been kept current.

If your agency participated in the bulk import phase you may have hundreds of projects from your plan in the regional database. Agencies are encouraged consider removing projects from the database that are small and not regionally significant, in order to keep the number of project listing to a level that the agency will be able to maintain and bring up to date on an annual basis.

For example, DDOT sent us hundreds of projects as a bulk import from the MoveDC plan, but they have decided to remove most of the smaller and standard bike lane projects from the regional bike/ped project database, while keeping the protected bike lane network, and selected standard bike lanes that make important connections.

Accessing Bicycle Pedestrian Project Tracker

Users will access the MWCOG's Bicycle and Pedestrian plan via the following link:

<https://projectinfotrak.mwco.org/secure/login> , and enter their information on the log-in screen.

If you've forgotten your password, select the "Click Here" link to reset it.



Main Menu

Upon logging in, you will be directed to the main menu.

In the center of the page, is a box with a list of In Progress projects, along with additional links and information. The status of each project represents where it is in MWCOG's review and inclusion in their Bicycle and Pedestrian plan.

- A. Count and link to the list of In Progress projects.
- B. Count and link to the list of Denied projects.
- C. Count and link to the list of Submitted projects.
- D. Count and link to the list of Accepted projects.
- E. Ability to export the list of projects shown on the screen to Excel
- F. Hyperlink to the project. Clicking on this link will bring you to the project screen.
Clicking on an In Progress or Denied project link will allow you to edit and submit for review. Clicking on Submitted or Accepted project links will allow you to read-only your submission.
- G. Mapping symbol indicates that the project has been mapped.
- H. Document symbol indicates a document has been uploaded to the project.
- I. Allows you to delete that version of the project. Once deleted, the project cannot be brought back.
- J. Link to contact EcoInteractive's help desk in case of application issue or question.
- K. Link to contact MWCOG's administrator of the system.

My In Progress Bike/Ped Listing 5 Bike/Ped IN PROGRESS 0 Bike/Ped IN DENIED 0 Bike/Ped SUBMITTED 0 Bike/Ped ACCEPTED [PRINTER FRIENDLY](#) [EXPORT TO EXCEL](#)

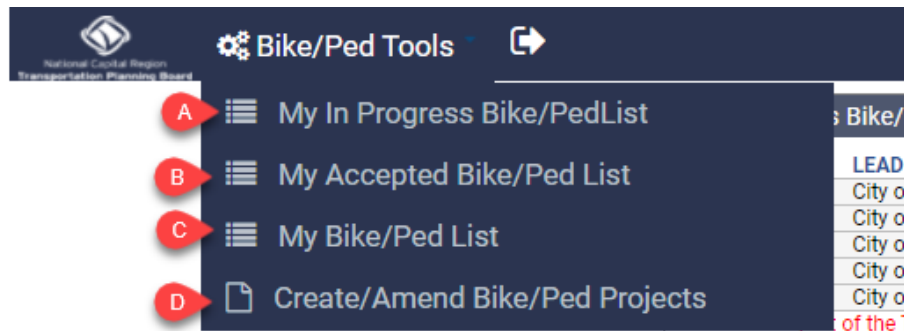
Bike/Ped ID	LEAD AGENCY	DOC	Bike/Ped STATUS	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC
7747	City of Fairfax	21-00.1		Fire Station 33 Trail	Bike/Ped	Scope Change(s)			
7745	City of Fairfax	21-00.1		George Snyder Trail	Bike/Ped	Scope Change(s)			
7748	City of Fairfax	21-00.1		Jermantown Road Corridor Improvements	Bike/Ped	Scope Change(s)			
7744	City of Fairfax	21-00.1		Old Lee Highway Multimodal Improvements	Bike/Ped	Scope Change(s)			
7746	City of Fairfax	21-00.1		Pickett Trail Connector	Bike/Ped	Scope Change(s)			

*ACCP is not part of the Total

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The main menu also contains a drop down menu of other actions you can take in the system.

- A. View the list of In Progress projects
- B. View the list of Accepted projects
- C. View the full list of projects in the current cycle of the Bicycle/Pedestrian plan
- D. Actions to allow you to create a new or amend a bike/ped project.



Reviewing and Submitting Existing Projects

Projects that were provided during the initial data import are currently shown in the system. The data is shown as provided by MWCOC to EcoInteractive staff. Please note, there may have been some fields remapped by MWCOC staff to align with valid values defined for the system.

To review a project, simply click on the ID hyperlink. This will take you into that project.

Bike/Ped ID	LEAD AGENCY	DOC	Bike/Ped STATUS	PROJECT TITLE	TYPE	CHANGE REASON	MATCH ALERT	MAP	DOC
7747	City of Fairfax	21-00.1		Fire Station 33 Trail	Bike/Ped	Scope Change(s)			
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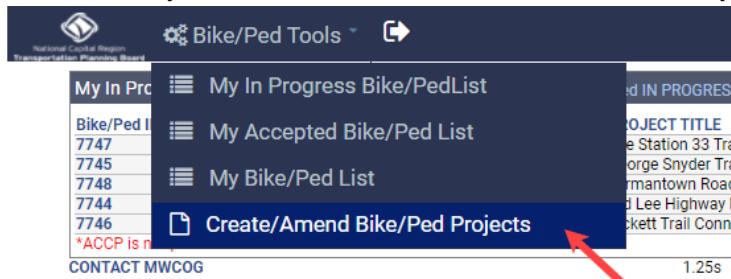
Make any adjustments to the project as needed. See “Filling Out Project Form” section for more details on fields required and field definitions. When happy with the information provided, click submit.

Creating New Projects

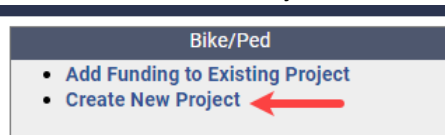
In cases where certain projects were not provided at the time of import, or there are newer projects not present, you can create a new project.

To create a new project:

1. Click on “Project Tool” >> “Create/Amend Bike/Ped Projects”



2. Select “Create New Project”



3. A new project form will be created. The following fields are required to create a project: Title, Description, Lead Agency, and Project Type. The remainder of the form can be filled out following the instructions outlined in the “Filling Out Project Form” section.

Filling Out the Project Form

Items highlighted in green in the screenshot below represent required fields, where applicable.

- Project Title
- Project Description
- Primary Project Type
- Lead Agency
- Secondary Agency, if applicable
- County, if applicable
- Municipality, if applicable
- Accommodations - Must be set to “Bicycle/pedestrian accommodations included”
- Bike/Ped Plan - Select the latest plan cycle available; this is a field for MWCOG Bike/Ped management.
- National Capital Trail
- Safe Routes to School
- Facility Type¹
 - Contraflow Lanes

¹ For types of bike lanes and bike boulevards, see the NACTO Urban Bikeway Design Guide, <https://nacto.org/publication/urban-bikeway-design-guide/>.

- Shared Use Path²
 - Standard Bicycle Lane
 - Protected Bicycle Lane (or Cycle Track)
 - Buffered Bicycle Lane
 - Sidewalk
 - Pedestrian/Bicycle Bridge or Tunnel
 - Pedestrian Intersection Improvement
 - Streetscape/Pedestrian Improvements
 - Traffic Calming
 - Bike Parking
 - Bike Rack
 - Bike/Scooter Corral
 - Bike Route Marking
 - Bike Share
 - Bike Boulevards
 - Charging Stations
 - Other
- Path Alignment (Examples of independent alignment include an old railway right of way, a canal towpath, or a stream valley park. These facilities tend to provide a better user experience than paths build directly adjacent to busy roadways. Parkway facilities are judgement call – if there is a significant buffer, you can call it an independent alignment.)
 - Facility Length (Miles)
 - Width of Shared Use Path (ft) The current requirement for inclusion in the National Capital Trail Network is ten feet.
 - Surface of Shared Use Path. For purposes of the National Capital Trail, it needs to be paved or other firm surface such as crushed limestone.
 - Change Reason - for future revisions of the bike/ped plan, you can specify what type of information was updated.
 - Narrative - any other notes related to the updates made

Items highlighted in yellow represent fields that are optional and helpful if the data is available.

- Location information (system, location type, road name, from, to, distance, etc.)
- Funding information - if only the rough estimate of the total is known, simply fill in the estimated cost. This item is very much optional – you do not have to provide a cost estimate.

FFY (optional)	FUND TYPE	STUDY	PLANNING	PE	ROW	CON	UT	OTHER	TOTAL
									\$0
									\$0
GRAND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

- Estimated Completion Date.

² For shared use paths, see the AASHTO Guide for the Development of Bicycle Facilities, https://safety.fhwa.dot.gov/ped_bike/docs/b_aashtobik.pdf

The Project Questions section gives us more information on how a particular project addresses various regional planning priorities. Response to these questions is helpful but not mandatory for purposes of the bicycle and pedestrian plan.

The National Capital Trail Network, Activity centers³, equity emphasis areas⁴ (areas with disadvantaged populations), and high capacity transit station areas⁵ can be found on the COG web site.

³ <https://www.mwcog.org/maps/map-listing/activity-centers/>

⁴ <https://www.mwcog.org/transportation/planning-areas/fairness-and-accessibility/environmental-justice/equity-emphasis-areas/>

⁵ <https://www.mwcog.org/maps/map-listing/high-capacity-transit-hct-station-areas/>

TIP Programming **Obligation** Map Project IDS Documents Amendment History

Administrative Area

Detail

BIKE/PED 21-00.1 Bike/Ped 2021 CMP MODEL TIP ID

Project Information

PROJECT TITLE Spell Check
Fire Station 33 Trail

PROJECT DESCRIPTION Spell Check
Fire Station 33 Trail

PRIMARY PROJECT TYPE
Bike/Ped

LEAD AGENCY City of Fairfax SECONDARY AGENCY City of Fairfax COUNTY Fairfax MUNICIPALITY City of Fairfax

PRIMARY CONTACT PHONE (10-DIGIT) EMAIL URL

ACCOMMODATIONS Bicycle/pedestrian accommodations included COMPLETE STREET ADVANCE COMPLETE STREET EXEMPT

SYSTEM Local Streets LOCATION TYPE ROAD NAME FROM TO DIST MILE(S) 0.144569 Map

Conformity Information

MODEL

[ADD NEW LOCATION]

Congestion Management Process Information

Traffic congestion conditions necessitate the proposed project or program and are

If the congestion is on another facility, please identify it:

This project is capacity-increasing and on a limited access highway or other principal arterial

The following exemption criteria are true about the project? (Choose one, or indicate that none of the exemption criteria apply)

CMP

Environmental Information

ENVIRONMENTAL REVIEW DOCUMENT ENVIRONMENTAL REVIEW STATUS

This project has been identified for the following potential environmental mitigation activities.

Proposed Funding Information (\$0)

Funding History

FFY (2018-2021)	FUND TYPE	STUDY	PLANNING	PE	ROW	CON	UT	OTHER	TOTAL
									\$0
									\$0
GRAND TOTAL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

ESTIMATED TOTAL PROJECT COST IS EQUAL TO TOTAL PROGRAMMED \$

Schedule Information

ESTIMATED PROJECT COMPLETION DATE ACTUAL PROJECT COMPLETION DATE CURRENT IMPLEMENTATION STATUS

Bicycle And Pedestrian Plan

BIKE/PED PLAN 21-00.1 NATIONAL CAPITAL TRAIL No SAFE ROUTES TO SCHOOL

FACILITY TYPE Standard Bicycle Lane PATH ALIGNMENT Along an Existing Roadway FACILITY LENGTH (MILES) 0.144569

WIDTH OF SHARED USE PATH (FT) SURFACE SHARED USE PATH Paved

Project Questions

- This project provides, enhances, supports, or promotes the following travel modes options
- This project improve accessibility for historically transportation-disadvantaged individuals (i.e., persons with disabilities, low-incomes, and/or limited English proficiency)
- This project begins or ends in an Activity Center.
- This project connects two or more Activity Centers.
- This project promotes non-auto travel within one or more Activity Centers.
- This project contributes to enhanced system maintenance, preservation, or safety.
- This project is primarily designed to reduce travel time on highways and/or transit without building new capacity (e.g., ITS, bus priority treatments, etc.).
- This project enhances safety for motorists, transit users, pedestrians, and/or bicyclists.
- This project expected to contribute to reductions in emissions of criteria pollutants.
- This project expected to contribute to reductions in emissions of greenhouse gases.
- This project enhances, supports, or promotes the following freight carrier modes.
- This project enhances, supports, or promotes the following passenger carrier modes.
- This project addresses the following planning factors

Change Reason

All Comments

COMPLETE PROJECT

DELETE PROJECT

DELAY PROJECT

NEW PROJECT

SCHEDULE / FUNDING / SCOPE (select an option below)

Scope Change(s)

OTHER CHANGE REASON

NARRATIVE - GUIDANCE PROPOSED

PROJECT CHANGES (FROM PREVIOUS VERSION): Total project cost \$0

Save Save and Submit

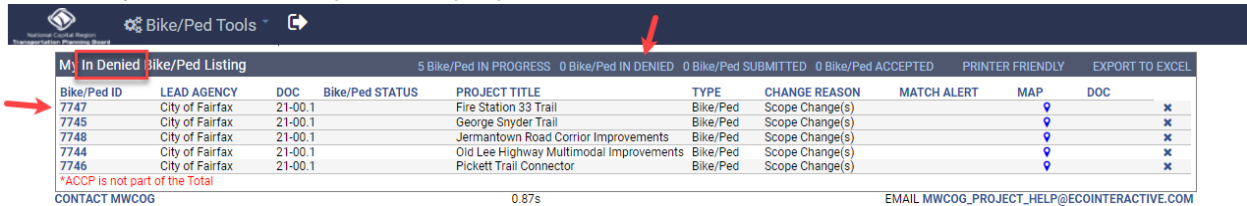
Mapping Projects

The instructions outlined in the following link outline the steps to map a project:

<https://projectinfotrak.mwcog.org/secure/tutorial.asp?section=mapTutorial> .

Submitting Denied Projects

In cases where a project has been denied and requires some action in order for it to be included in the Bicycle/Pedestrian plan, the project will be accessible in the 'Denied' section.



In Denied Bike/Ped Listing									
5 Bike/Ped IN PROGRESS 0 Bike/Ped IN DENIED 0 Bike/Ped SUBMITTED 0 Bike/Ped ACCEPTED									
PRINTER FRIENDLY EXPORT TO EXCEL									
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Click on the project ID hyperlink to access the project. Make the needed updates, and submit the project.