

Plan Submission Portal User Guide



This user guide will explain how to submit new and/or updated active transportation plan information to the Active Transportation Plan Inventory (ATPI) via the Plan Submission Portal.

WHY YOU SHOULD SUBMIT YOUR PLAN

There are many benefits and uses of the Active Transportation Plan Inventory! Adding and updating your organization's Active Transportation Plan:

- Facilitates TxDOT engineers' efforts to consider local networks and preferences while scoping projects and developing their own plans.
- Provides engineers and planners with an easily accessible database to view active transportation plans to determine how they may interact geographically with one another and with proposed roadway projects, facilitating collaboration between agencies.
- Allows local governments, transportation agencies, and other interested stakeholders to catalog, access, and easily identify available plans related to bicycling and walking, specific geographic areas, or types of active transportation plans.
- Becomes a living planning resource to be expanded and continuously updated.

While TxDOT manages the Active Transportation Plan Inventory, it depends on local entities to contribute plan information and keep the entries up to date. Your contributions will help enable a coordinated effort to integrate more active transportation in local networks, creating safer and more sustainable transportation opportunities for all road users.

DETERMINING WHICH PLANS SHOULD BE INCLUDED

All active transportation plans that cover a region within the state of Texas should be submitted. An active transportation plan is any planning document with detailed infrastructure recommendations for bicycling, walking, or any other form of human-powered, non-motorized transportation (e.g., micro mobility, skateboarding, wheelchair use, etc.). It could be a stand-alone document like the City of El Paso Bike Plan or include a combination of modes like the H-GAC 2045 Regional Active Transportation Plan. These documents may contain active transportation design guidelines or facility location information in addition to being a visionary document that discusses long-term goals.

Unsure if your document should be added to the inventory? Feel free to reach out to TxDOT at BikePed@txdot.gov for clarification.

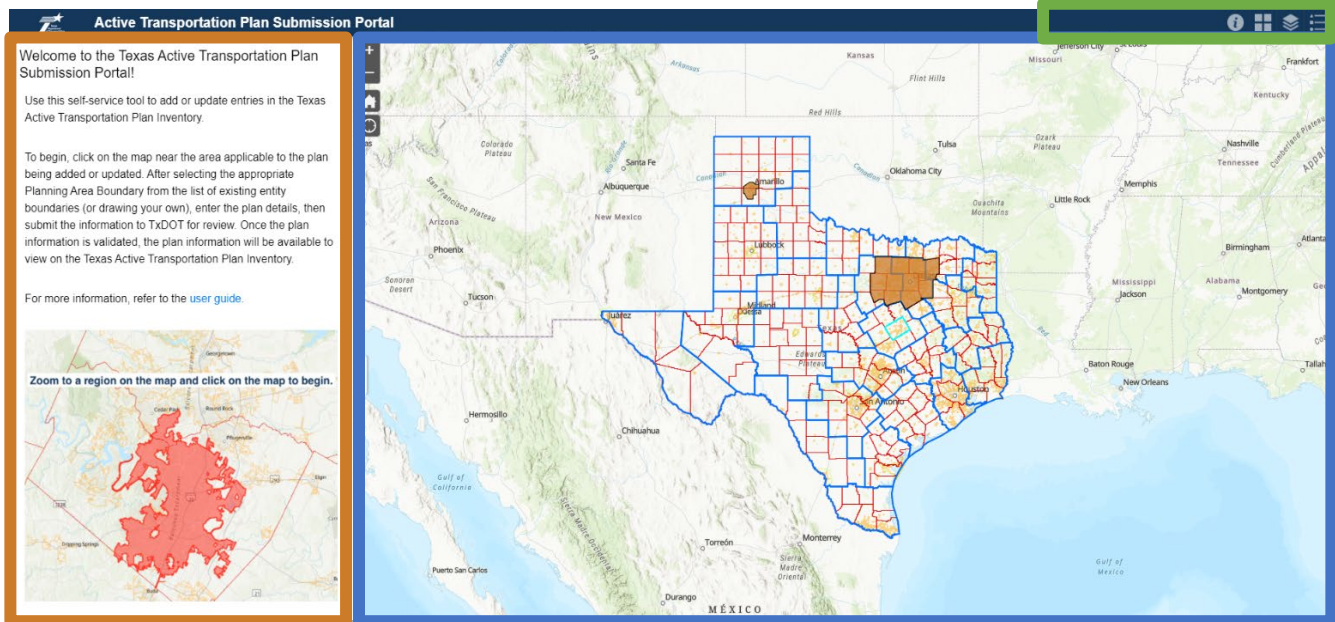
ACCESSING THE PLAN SUBMISSION PORTAL

Active transportation plan information can be submitted via the Plan Submission Portal, which is available at <https://apps.highstreet.work/PlanSubmissionPortal/>

Note: This is a temporary link. A permanent link will become available with the final version of the tool.

COMPONENTS OF THE PLAN SUBMISSION PORTAL

Figure 1



Side Panel

On the left-hand side of the screen is the side panel (Figure 1, orange box). When the website loads, this side panel will contain introductory information to help you get started with submitting or updating your organization's active transportation plan information. This is also where you will complete the form with information about the active transportation plan, which will be used in the ATPI.

Map

The main portion of the website is an interactive map (Figure 1, yellow box). This is where you will initiate your submission to the ATPI. Users can use the + and - buttons on the map or scroll with their mouse to zoom.

Menu

In the upper, right-hand corner of the screen are four icons (Figure 1, green box). Clicking each of these will display an additional side panel, which will appear on the right-hand side of the screen.



Information about the Plan Submission Portal (purpose of the tool, how the tool was created, etc.) will appear once the "i" icon is clicked.



By selecting the icon that looks like four squares, you will be presented with the "Basemap Gallery," allowing you to change the basemap. When the website loads, it defaults to the topographic basemap.



The "Layers List" icon is the third icon from the right. By clicking this icon, you will be given the option to toggle on and off layers on the map. The layers are

- Plan Inventory – displays all plans that have been validated by TxDOT and are currently available in the ATPI. These are orange polygons on the map. The user may need to uncheck this layer in order to locate their plan area for submittal.
- TxDOT Districts – displays all 25 TxDOT district boundaries. These are blue outlines on the map.
- Texas County Boundaries – displays all Texas counties as red outlines on the map.
- Texas City Boundaries – displays all city and municipality boundaries as yellow outlines on the map.
- Texas MPO Boundaries – displays MPO boundaries as green outlines on the map.



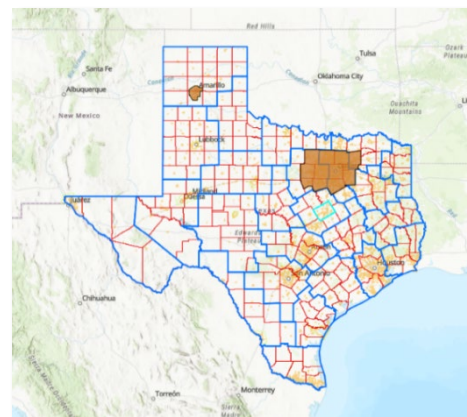
The final icon will display the Legend if selected. Refer to the legend for clarification on what each color and polygon represents on the map.

SUBMIT NEW ACTIVE TRANSPORTATION PLAN INFORMATION

1. Find your plan area boundary.

Begin the process of submitting your organization’s active transportation plan information by navigating the map to find the approximate coverage area (Figure 2). Zoom in and out of the map by using the + and – buttons in the upper, left-hand corner of the map, or by scrolling while hovering over the map. Click and drag the map to move around. You may need to uncheck the Plan Inventory layer in order to locate your plan area. Once you have located your plan’s coverage area, point and click within the plan area boundaries. You will then be prompted with a pop-up box (Figure 3) that contains a list of plan area boundaries to select from.

Figure 2



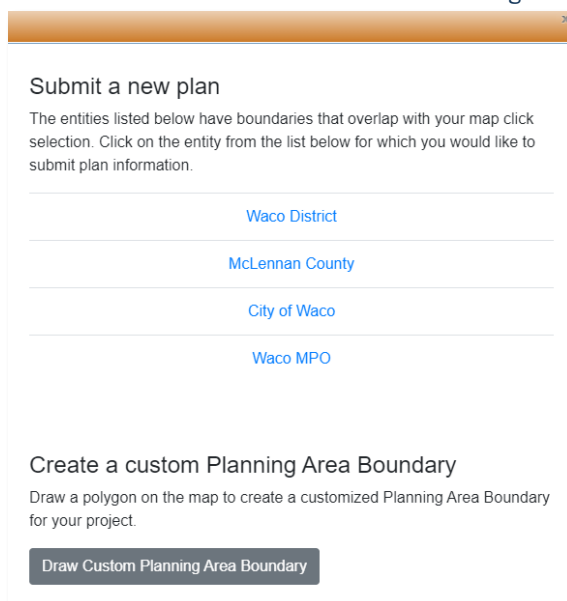
2. Select or create your plan area boundary.

For each plan submitted to the ATPI, an associated planning area is required. Within the pop-up (Figure 3), you will have two options for selecting your active transportation plan’s coverage area.

The first option is to select an existing boundary (e.g., Waco District, McLennan County, City of Waco, Waco MPO, etc.). If you see your active transportation plan’s coverage area listed, select it from the list to continue. If you do not see your coverage area listed, but you are confident that it aligns with an existing boundary, try zooming in or out on the map and clicking again.

If your active transportation plan’s coverage area does not align with an existing plan area boundary, click the gray “Draw Custom Planning Area Boundary” button to begin drawing a custom planning area boundary on the map.

Figure 3



2.1. Create a custom plan area boundary.

After clicking the “Draw Custom Planning Area Boundary” button, your cursor will change, and a

tooltip will appear that says, “click to start drawing.” Zoom in to your custom planning area and start creating your custom boundary by pointing and clicking until you have captured the entire planning region. Your planning area boundary will be limited to only straight lines, but feel free to be as precise as you would like (i.e., include as many points as necessary). Finish your custom plan area boundary creation by double-clicking at your last boundary point.

3. Enter your organization’s plan information.

After a plan area boundary has been selected or created, a form will appear to the left of the map in the side panel. Fill out all required fields, and as many other fields as possible. This will ensure the information displayed in the ATPI contains as much information about your plan as possible.

3.1. Entity Name

Select or enter the full, official name of the organization who owns the active transportation plan. “Entity Name” is a required field.

3.2. Department Name

If applicable, enter the name of the department within the organization that is responsible for the active transportation plan. Alternatively, enter the department in which the contact person works.

3.3. Contact Name

Enter the name of the best person for TxDOT to contact should an issue or question arise about the active transportation plan, and for updates and reminders in the future. TxDOT hopes to maintain the ATPI and this person and corresponding email address may be contacted in the future to verify that the most current plan information is reflected in the tool.

3.4. Contact Email

Enter the email address of the submitter, department, or organization responsible for the active transportation plan – whichever is monitored most consistently and will be responsive should TxDOT need to reach out for any reason. Contact email is a required field.

3.5. Contact Phone and Extension

Enter the phone number and associated extension (if applicable) for the individual, department, or organization responsible for the active transportation plan.

3.6. Plan Name

Enter the official name of the active transportation plan. Plan name is a required field.

3.7. Plan URL

Enter an active URL for the active transportation plan. To avoid broken links, please provide a URL to either the plan website or directly to the plan document, whichever is the least likely to change. Plan URL is a required field.

3.8. Year of Plan Adoption or Publication

To assist with version control, and for reference by users, enter the year that the active transportation plan was published and/or adopted.

3.9. Plan GIS URL

If applicable, enter an active URL for any GIS data related to the plan. This could include a link to a map or a shapefile.

3.10. Plan Description

Provide a brief description of the contents and purpose of the active transportation plan. Please include the following:

- Any keywords users may input into a search field while browsing the plan information (e.g., bicycle, pedestrian, micromobility, infrastructure, design, MPO, safety, etc.).
- Design guidelines or references to specific locations within the planning region.
- Page numbers referencing helpful sections of the plan that are particularly relevant.
- As much detail about the contents of the plan as possible.

3.11. Active Transportation Specific Page Numbers

If the planning document submitted is not dedicated entirely to active transportation and the relevant sections are found within a larger document, enter the specific page numbers.

3.12. Plan Tags and Keywords

Add a few important, informative words that describe the contents of the document. These words will be searchable using the ATPI search text box. Examples include walking, bike, pedestrian, design, safety, and infrastructure.

3.13. Modes Covered

Select all modes of active transportation that the plan covers. If you are using a Windows operating system, hold down the control key to select multiple modes. If you are using a Mac operating system, hold down the command key to select multiple modes.

4. Submit your active transportation plan information.

After you have completed the form, click the “Submit Plan” button. Your information will be passed on to TxDOT for approval before being displayed in the ATPI.

UPDATE ACTIVE TRANSPORTATION PLAN INFORMATION

1. Find your plan area boundary.

Updating plan information is very similar to submitting new plan information. Follow the instructions in step 1 for submitting new active transportation plan information. Once you have clicked on the map and are prompted with a pop-up, continue to step 2.

2. Select an existing plan to update.

If your organization has previously submitting plan information, the pop-up box will contain an additional section titled, “Update an existing plan.” Select your organization’s plan from the list to update the information. **Please only update plan information for which your organization is responsible.**

3. Update plan information.

A form will appear to the left of the map, pre-populated with the current information about the active transportation plan. Modify, add, or remove any necessary information, then click “Submit.”