

Local Agency Infrastructure Condition Reporting Form

Instructions

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New User Account Setup

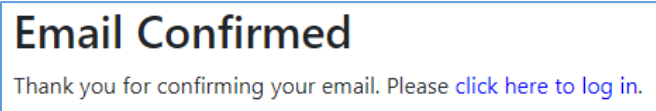
Welcome Email

You will receive an email from transparency@odot.oregon.gov with a subject line "Local Agency Infrastructure Condition Reporting Form - Confirm your account."

Save this email! It contains instructions, a link to access the online form, and your temporary password.

Authenticate Your Account and Change Your Password

1. **In the welcome email that you receive, click the link, “Click here to confirm your account.”** This will take you to the reporting form and a screen that says, “**Email Confirmed**. Thank you for confirming your email. Please [click here to log in](#).” Click the link, which will take you to a screen to change your password.



2. **Enter your email address and the temporary password.** The temporary password was sent to you in the welcome email from transparency@odot.state.or.us. Click “Log in.”

Log in

Log in to the Local Agency Infrastructure Condition Reporting Form below. The deadline for Oregon’s cities and counties to submit their reports is February 1, 2023. [Learn more about reporting requirements and check your agency’s reporting status.](#)

Email

Password

[Log in](#)

[Forgot your password?](#)

3. **Change your password.** You will automatically be taken to a page to change your password. Enter your temporary password in the top field and your new password in the bottom two fields. Click “Change Password.”
 - Passwords must contain at least 10 characters and include upper and lowercase, at least one numerical character and one special character (!, @, #, \$, etc.)

Change Password

Current password

New password

Passwords must contain at least 10 characters and include upper and lowercase, at least one numerical character and one special character.

Confirm new password

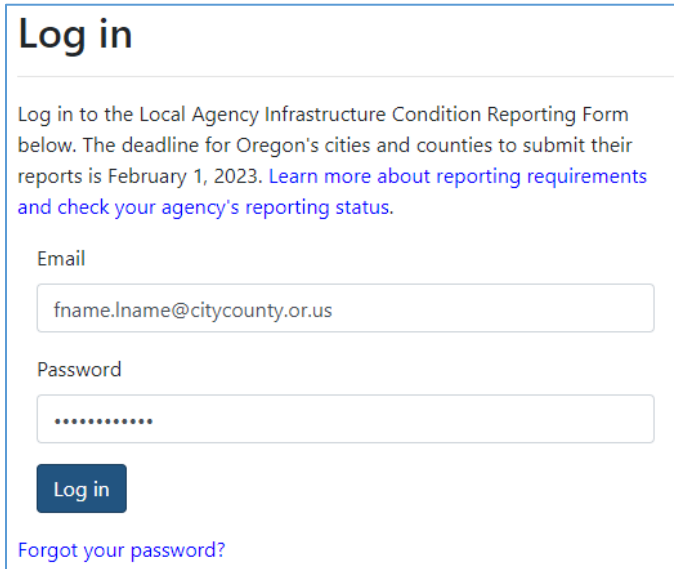
[Change password](#)

4. You will automatically be taken to the home page.

Returning Users

Login to <https://www.odot.state.or.us/TAPS/Account/Login?ReturnUrl=%2fTAPS%2f>. Returning users will be automatically taken to the log in screen.

1. **Enter your email address and the password.** Click “Log in.” You will then be taken to the home page.



Log in

Log in to the Local Agency Infrastructure Condition Reporting Form below. The deadline for Oregon's cities and counties to submit their reports is February 1, 2023. [Learn more about reporting requirements and check your agency's reporting status.](#)

Email

Password

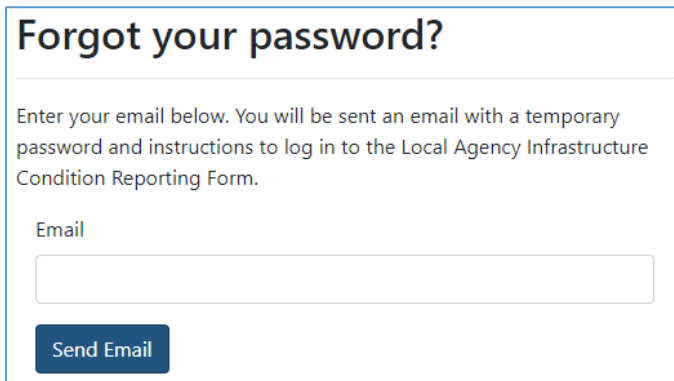
[Log in](#)

[Forgot your password?](#)

Forgot Password?

If you forgot your password:

1. On the login screen **click “Forgot your password?”** You will be prompted to enter your email and click “Send Email.”



Forgot your password?

Enter your email below. You will be sent an email with a temporary password and instructions to log in to the Local Agency Infrastructure Condition Reporting Form.

Email

[Send Email](#)

2. **Check your email** for a message from transparency@odot.oregon.gov and a subject line of “Local Agency Infrastructure Condition Reporting Form – Reset Password Request.”

3. **Click the link** in the email. You will be taken to a page to enter your email address and a new password. After confirming your new password, click “Reset.”

Reset password

Email

Password

Passwords must contain at least 10 characters and include upper and lowercase, at least one numerical character and one special character.

Confirm password

Reset

4. **Follow the prompt** to login with your new password. You will be taken to the welcome page.

Condition Reporting

After logging in, users see the home page that includes brief instructions and a navigation bar for accessing various aspects of the site.

1. To begin or resume reporting, **click “Condition Reporting Form.”**

Local Agency Infrastructure Condition Reporting Home Contact Condition Reporting Form Account Settings Log off

Welcome

Welcome to the Transparency, Accountability and Performance Program **Local Agency Infrastructure Condition Reporting Form**. This web-based form is designed for Oregon’s cities and counties to easily report the condition of their roads and bridges as required under HB 2017, Sections 11 and 12. This form is also used for submitting URLs for local transportation project web pages.

The deadline for local agencies to submit their reports is **February 1, 2023**.

For instructions on filling out the Local Agency Infrastructure Condition Reporting Form, see the [Keep Oregon Moving: Local Governments](#) page. For more information on reporting requirements and to check your agency’s reporting status, visit the [Required Infrastructure Reporting for Cities and Counties](#) web page. Agency reporting status is updated nightly. Condition data may be reported by a single individual at each agency or by multiple people.

Click the button below to begin the reporting process. You will be logged out after 20 minutes of inactivity.

1 Condition Reporting Form

2. **Verify your contact information.**

- If you need to make corrections, click “Account Settings” in the blue navigation bar at the top of your screen. Then click “Update Contact Information.” Make necessary changes and click “Submit.” Return to the reporting form by clicking “Condition Reporting Form” in the upper, blue navigation bar.
3. **Select the agency** that you are reporting for. Use the drop down arrow to expand and see all options.
 - Cities and counties are listed in alphabetical order.

4. **Select the reporting year** that corresponds to your reporting deadline. The form should display the current reporting period by default.
 - If you are reporting for the Feb. 1, 2023 deadline, select “2023.”
 - Reporting periods are in descending order.

Local Agency Infrastructure Condition Reporting Form

⊕ Instructions

Contact Information

Name Firstname Lastname	Email fname.lname@citycounty.or.us
Work Title My Title	Work Phone 503-555-5555

Agency: Select an Agency **3** Reporting Period: 2023 **4**

Progress

<input type="checkbox"/> Road Condition Not Started	<input type="checkbox"/> Bridge Condition Not Started	<input type="checkbox"/> Submission Not Completed ⓘ	<input type="checkbox"/> Project Web Pages Not Started (optional)
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Report Road Condition Information

To report on your pavement conditions, click the gray bar “**Report Road Condition Information.**” It will expand to reveal the data entry form.

⊕ Report Road Condition Information

If your agency **does own** qualifying roads:

1. **Enter the number of centerline miles** in each category.
 - Use whole numbers only. No decimals.
 - Total miles will be calculated automatically.
2. Click the “**Save Road Condition Information**” button.

☰ Report Road Condition Information

Visit the [road condition resource page](#) to identify which roads should be included in your report.

If your agency has federal-aid roads:
 Enter the total number of centerline miles of paved federal-aid roads in each category. Round to the nearest mile. If your agency does not have any miles in a given category, enter 0.

Miles in **good** condition (round to the nearest mile)

Miles in **fair** condition (round to the nearest mile)

Miles in **poor** condition (round to the nearest mile)

Total miles:

If your agency does not have federal-aid roads:
 If your agency has no federal-aid road miles to report, you must check the box indicating that your agency has submitted Certified Public Road Miles to ODOT. See the [Certified Mileage and Condition Reporting Status](#) page to verify your agency's submittal for the 2023 reporting period.

My agency **does not own any roads on the Federal Aid System** but has submitted Certified Public Road Miles to ODOT. Checking this box will save the condition categories as zero.

Save Road Condition Information

If your agency **does not own** any qualifying roads:

1. **Check the box** certifying that your agency does not own any roads on the Federal Aid System and that you have submitted Certified Public Road Miles to ODOT.
 - Submitting Certified Public Road Miles is an annual requirement of all cities and counties in Oregon and is not related to HB 2017 or bridge and pavement reporting. For further information about your responsibilities for road mileage certification, contact Danny Spaulding with ODOT's Road Inventory Section at 503-986-4143.
 - The rest of the road fields will auto-populate with zeros.
2. Click the **"Save Road Condition Information"** button.


If your agency does not have federal-aid roads:
 If your agency has no federal-aid road miles to report, you must check the box indicating that your agency has submitted Certified Public Road Miles to ODOT. See the [Certified Mileage and Condition Reporting Status](#) page to verify your agency's submittal for the 2023 reporting period.

My agency **does not own any roads on the Federal Aid System** but has submitted Certified Public Road Miles to ODOT. Checking this box will save the condition categories as zero.

Save Road Condition Information

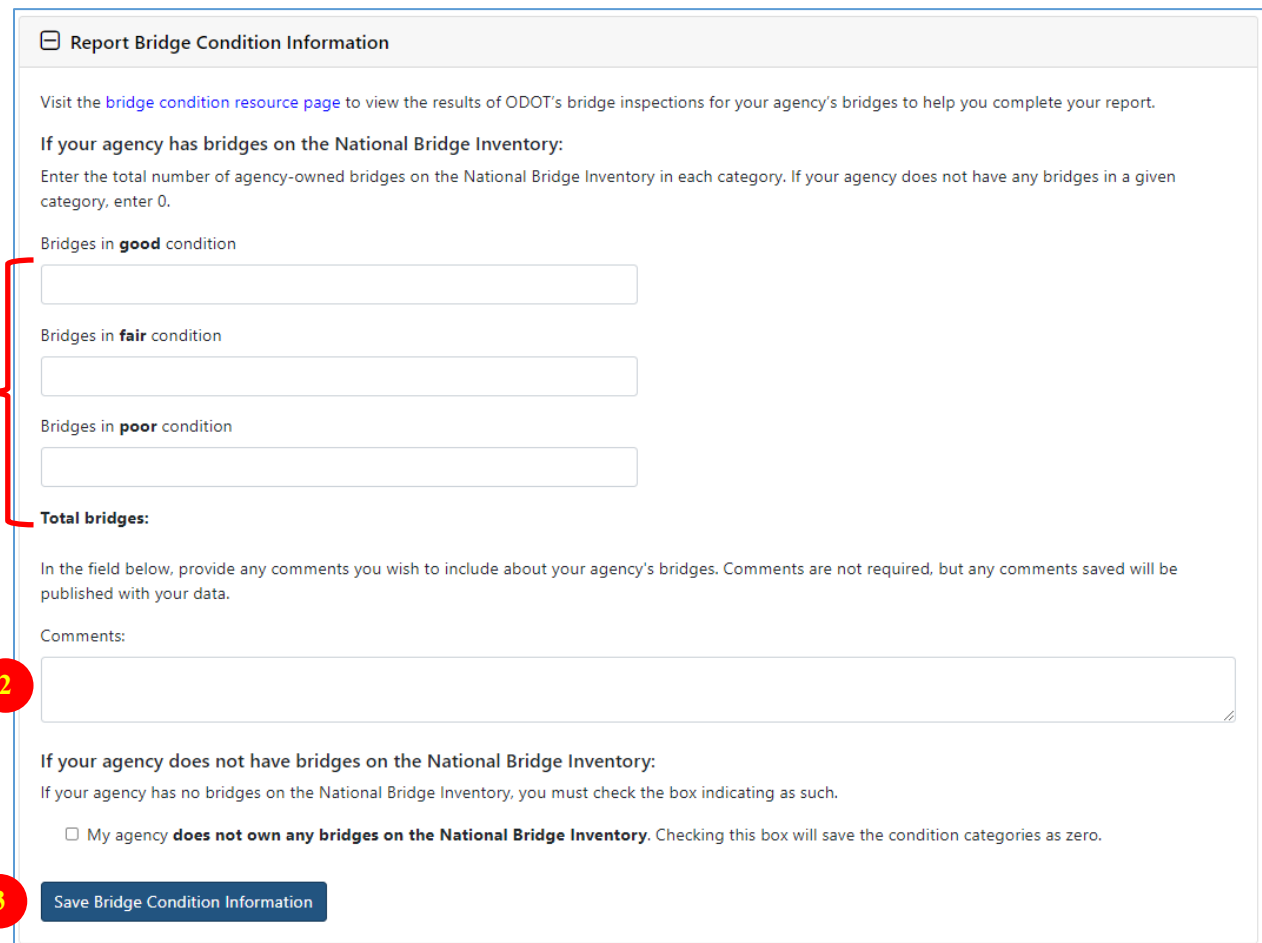
Report Bridge Condition Information


To report on your bridge conditions, click the gray bar “**Report Bridge Condition Information.**” It will expand to reveal the data entry form.

 Report Bridge Condition Information

If your agency **does own** qualifying bridges:

1. **Enter the number of bridges** on the National Bridge Inventory in each category (good, fair, poor).
 - NBI bridges are 20-feet or longer and on public roads.
 - ODOT inspects all NBI bridges in Oregon every two years. You can access the most recent inspection reports on ODOT’s transparency website:
<https://www.oregon.gov/ODOT/TAP/Pages/BridgeData.aspx>
 - Total bridges will be calculated for you.
2. **Enter any comments** you want to make.
 - Comments must be 255 characters or fewer.
3. Click “**Save Bridge Condition Information.**”



 Report Bridge Condition Information

Visit the [bridge condition resource page](#) to view the results of ODOT’s bridge inspections for your agency’s bridges to help you complete your report.

If your agency has bridges on the National Bridge Inventory:
Enter the total number of agency-owned bridges on the National Bridge Inventory in each category. If your agency does not have any bridges in a given category, enter 0.

Bridges in **good** condition

Bridges in **fair** condition

Bridges in **poor** condition

Total bridges:
In the field below, provide any comments you wish to include about your agency's bridges. Comments are not required, but any comments saved will be published with your data.

Comments:

If your agency does not have bridges on the National Bridge Inventory:
If your agency has no bridges on the National Bridge Inventory, you must check the box indicating as such.

My agency **does not own any bridges on the National Bridge Inventory.** Checking this box will save the condition categories as zero.

Save Bridge Condition Information

If your agency **does not own** qualifying bridges:

1. **Check the box** certifying that your agency does not own any bridges on the National Bridge Inventory. *NBI bridges are 20-feet or longer.*
 - The rest of the bridge fields will auto-populate with zeros.
2. Click **“Save Bridge Condition Information.”**

If your agency does not have bridges on the National Bridge Inventory:

If your agency has no bridges on the National Bridge Inventory, you must check the box indicating as such.

1

My agency **does not own any bridges on the National Bridge Inventory.** Checking this box will save the condition categories as zero.

2

Save Bridge Condition Information

Report Project Web Pages

HB 2017 requires ODOT to link to all available web pages for city- and county-owned transportation projects. To let us know about your agency’s project web pages, click the gray bar, **“Report Project Web Pages (Optional).”** The gray bar will expand to reveal the web address reporting form.

⊕ Report Project Web Pages (Optional)

1. In the Web Page Title field, **enter the project name.**
 - Limited to 50 characters
2. In the URL field, **enter the web address.**
 - Limited to 255 characters
3. **Click “Add Link,”** which will generate another row of input fields.
4. If you have more project pages, continue adding them. If you do not have any project web pages, you do not need to complete this section.

⊖ Report Project Web Pages (Optional)

HB 2017 has instructed ODOT to post links to local agency transportation project web pages. You are not required to provide project web pages.

Project web pages saved here will be shared on ODOT’s website. Provide a web page title and URL. The URL must start with *http://* or *https://*. Click the “Add Link” button to save it. You may then add additional project web pages, if necessary.

Web Page Title

URL

1

2

3

Add Link

5. Any web pages submitted this year or in a previous reporting year are shown under **“Saved Project Web Pages.”** If you need to delete incorrect or out-of-date web pages, click the red **“x”** next to the project web page.

Saved Project Web Pages

Any web pages submitted this year or in a previous reporting year are shown below. Click the red “x” to delete incorrect or out-of-date web pages.

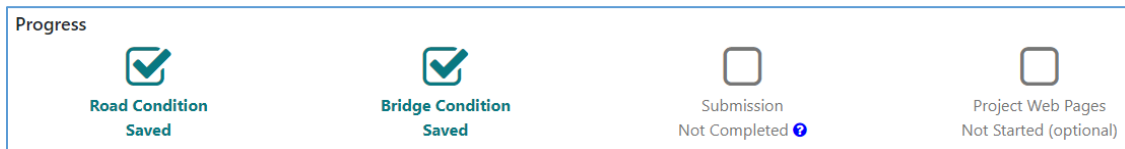
5

✕ Multnomah County Road Projects

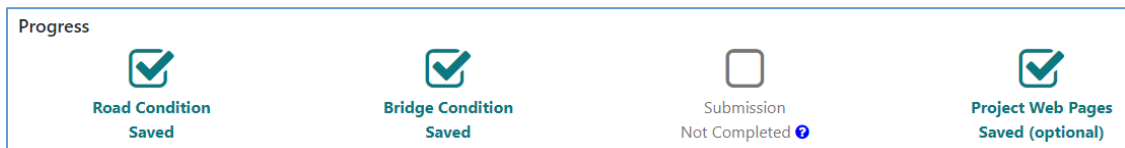
Preview and Submit Your Data

Data entered into the form is *saved* when you click save buttons, including the “Save Progress” button.

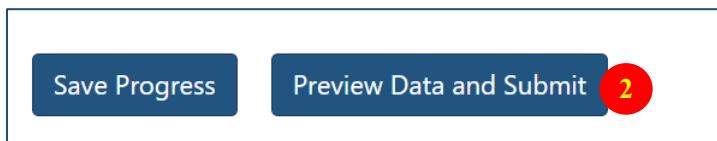
1. When you have saved your road condition information and your bridge condition information, you are ready to submit your report. The progress bar will show which parts of the form you have completed. You will be able to submit your report when the progress bar shows Road Condition Completed, Bridge Condition Completed and Project Web Pages Completed or Project Web Pages Not Completed.



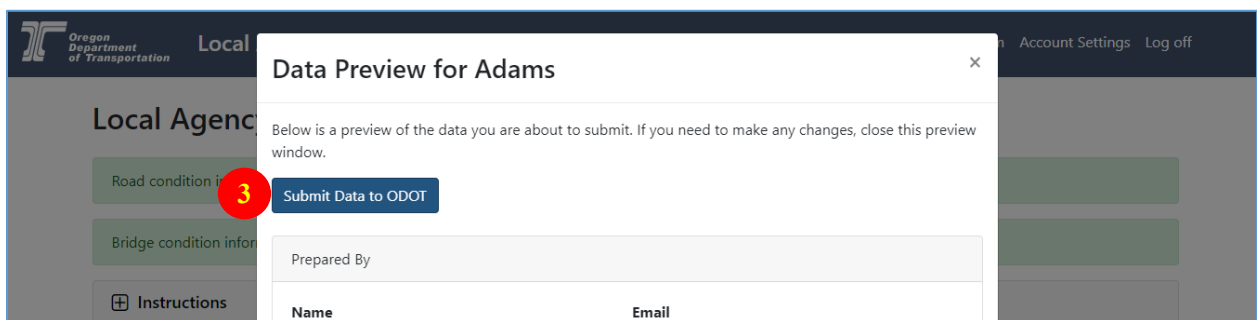
OR



2. Click “**Preview Data and Submit.**”



3. From the “**Preview Data and Submit**” pop-up, review your data and press the “**Submit Data to ODOT**” button.



4. Even after data has been submitted, you can still return to the form to make and **submit** changes.