Generating ePPRs for 2022 STIP Adoption

Use the following guidance document to create ePPRs for 2022 State Transportation Improvement Program (STIP).

1) [Create ePPRs from existing programmed Projects and for STIP Adoption Carry Over](#)
2) [Create new ePPRs for Proposed New Projects](#)

Please visit [Office of Capital Improvement Programming (OCIP)](#) for a link to [ePPR login screen (CalSMART),](#) [ePPR User's Guide](#) and [FAQs](#).

If you need additional information or help with creating ePPRs, please email us at ePPR@dot.ca.gov
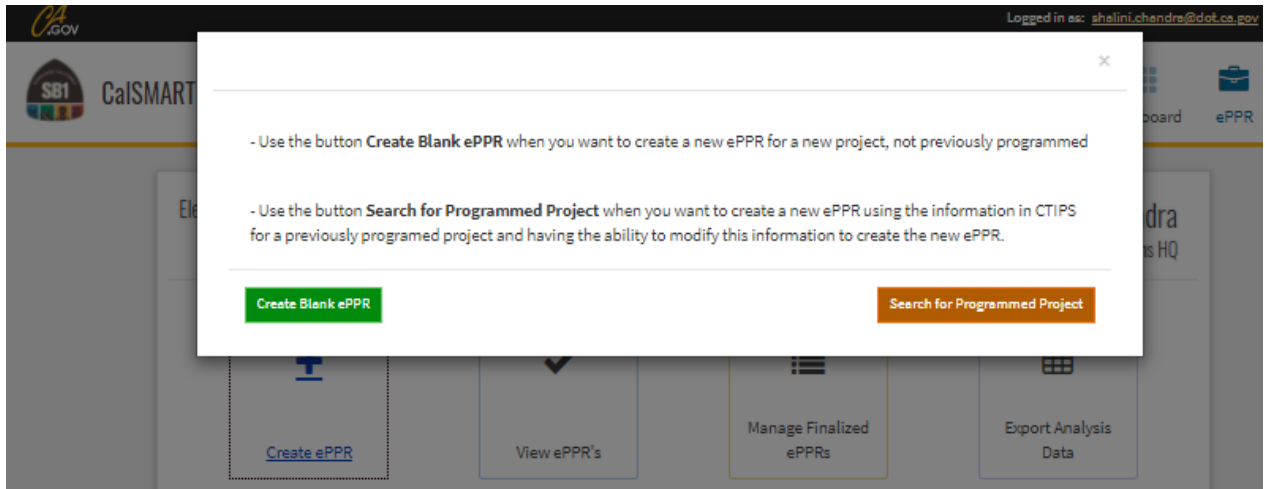
1. Create ePPRs from existing Programmed Projects for Adoption Carry Over

To create an ePPR document for an already programmed project that exists in Caltrans programming database, please follow the following steps:

1) Sign in to ePPR module and click on Create ePPR
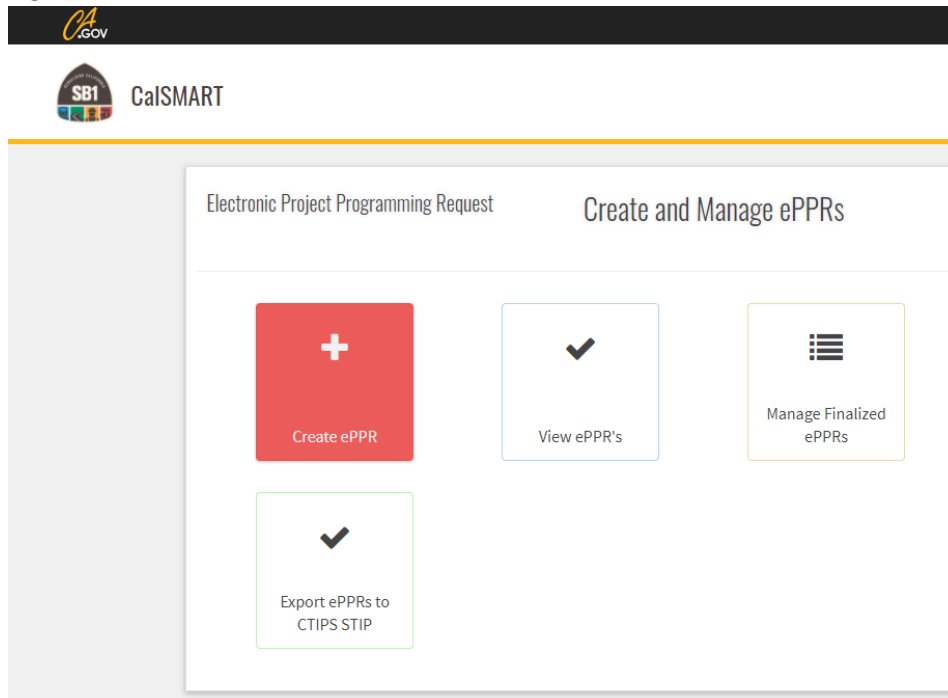
2) Click on 'Search for Programmed Project'

3) The projects can be searched with four different key words:

a) District and PPNO

b) CTIPS ID

c) ePPR ID

d) EFIS ID

Search the project based on your preferred search keys and check box in first column to select a project from the returned search result and click on Create ePPR

4) A click on the Create ePPR will generate a pop-up message, asking you to select, 'Yes' or 'No' for if this is an Amendment ePPR.
Select '**No**' for carryover projects in to 2022 STIP by creating this ePPR. *(It's an Adoption and not an Amendment?)*

5) **General Info Tab:** A draft ePPR must be saved to proceed further.
   - Select 'STIP' from the Program dropdown.
   - Select 'Regular', 'PPM', or 'AB 3090' from Project Type dropdown.
   - The implementing agencies selected on this page would appear as the only options on the implementing agency tab, so make sure all required agencies are listed here.
   - If you'd like to share this ePPR for review while you are working on it, please add the regional agency in the co-nominating agency so they would be able to view it.

- Fill out all required* fields and click 'Save Draft' in the Sections panel on the right to save draft. This step is required to save initial draft that can be edited at a later time. The draft ePPR can be printed as pdf for sending for reviews and comments.
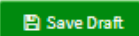
6) Go through all the tabs listed in the Sections area on right and fill out all required* fields on each tab. After verifying the information on that tab is still relevant and valid, **click 'Save Draft'** before working on another tab. There may be some data missing in the original programming data but the ePPR validation would require that all required* fields are updated before the 'Save as Final' appears on the Review/ Print Tab.

7) **Project Header**: Please provide all required information.

If the Project is located in one, two, or three counties: Select each county from the drop-down menu and type in the route and post mile information associated with each county.

If the Project is located in more than three counties: Select "Various" from the drop-down menu and type in the route.

Click "Save Draft" in the bottom right corner of the screen.

8) **Scope and Location**: Please provide a brief description of the project location. See the "Guidelines" section listed below the text box. The "Location (Project Limits)" is a brief description of the project location. The "Description (Scope of Work)" is a brief description of the elements of work. (Note: A more detailed scope and benefits of the project will need to be included in the 'Purpose and Need' section.) If additional space is needed use the Additional Information section. **Click "Save Draft" in the bottom right corner of the screen.**

PROJECT PROGRAMMING REQUEST

ePPR ID		Version	Project Title			
ePPR-CT-2022-0010		0	STIP 2022 SAMPLE			
District	EA		Project ID	PPNO	MPO ID	County
01	00000		0000000000	0000		VAR

Project Scope and Location   Fields marked with * are required

Description/Location *

"In (or Near) city or town, on road, from start location to end location. Construct (or install) item of work."

Guidelines -

The "Location (Project Limits)" is a brief description of the project location. The location should start with a listing of cities or communities in which the project is located followed by the cross streets or other distinguishing features that identify the beginning and ending project limits as appropriate. Long-distance Rail projects should include a listing of the counties in which the project is located followed by the cities or communities or other distinguishing features that identify the beginning and ending project limits. For rural projects, the nearest community should be identified along with the beginning and ending limits.

Project description should be in the following format (the underlined text represents variables):

"In (or Near) city or town, on road, from start location to end location. Construct (or install) item of work."

If the city has the same name as a county (such as Fresno, Sacramento, Los Angeles, etc.), say "In the city of city". Don't mention the route if the road is a state highway.

The "Description (Scope of Work)" is a brief description of the elements of work. Generally, the description should be two lines or less, but may require more if the project is more complex with several different activities. A more detailed list of the scope will be included in the Outputs section. If additional space is needed, continue the location, project limits, description and scope of work on Additional Information section.

9) **Implementing Agency Roles**: Identify the Implementing Agency for each phase of the project. **Click "Save Draft" in the bottom right corner of the screen.** As mentioned before, the options for implementing agencies are limited to the one selected on the General info tab. All implementing agencies selected on general information tab must be listed on this page.

PROJECT PROGRAMMING REQUEST

ePPR ID		Version	Project Title			
ePPR-CT-2022-0010		0	STIP 2022 SAMPLE			
District	EA		Project ID	PPNO	MPO ID	County
01	00000		0000000000	0000		VAR

Implementing Agency Roles   Fields marked with * are required

Implementing Agency for PA&ED *	Caltrans HQ
Implementing Agency for PS&E *	Caltrans HQ
Implementing Agency for Right-of-Way *	Caltrans HQ
Implementing Agency for Construction *	Caltrans HQ

10) **Legislative Districts**: Select the Legislative Districts (Senate, Assembly, and Congressional) associated with the project location. **Click "Save Draft" in the bottom right corner of the screen.**

PROJECT PROGRAMMING REQUEST

ePPR ID		Version	Project Title			
ePPR-CT-2022-0010		0	STIP 2022 SAMPLE			
District	EA		Project ID	PPNO	MPO ID	County
01	00000		0000000000	0000		VAR

Legislative Districts   Fields marked with * are required

Senate*	Assembly*	Congressional*
1	2	3

11) Project Milestones: Enter the proposed schedule (or actual completion) of various project milestones. For "Document Type", select the environmental document being used for the project from the dropdown menu.

There may be projects that don't have all the project delivery phases, in that case check the 'phase not applicable' box but make sure there is no existing or proposed funding for that phase in the funding tables. **Click "Save Draft" in the bottom right corner of the screen.**

<table>
<tr><td colspan="5" align="right">PROJECT PROGRAMMING REQUEST</td></tr>
<tr><td>ePPR ID
ePPR-CT-2022-0010</td><td>Version
0</td><td colspan="2">Project Title
STIP 2022 SAMPLE</td><td></td></tr>
<tr><td>District
01</td><td>EA
00000</td><td>Project ID
0000000000</td><td>PPNO
0000</td><td>MPO ID</td><td>County
VAR</td></tr>
</table>

Project Milestones   Fields marked with * are required

Phase		Existing	Proposed
Existing Project Study Report Approved		08/08/2021	
Begin Environmental (PA&ED) Phase *	☐ PA&ED Phase Not Applicable		09/09/21
Circulate Draft Environmental Document	Document Type EIR ▾ ?		10/10/21
Draft Project Report *			11/11/21
End Environmental (PA&ED) Phase *			12/12/21
Begin Design (PS&E) Phase *	☐ PS&E Phase Not Applicable		01/01/22
End Design Phase (RTL for Advertisement Milestone) *			02/02/22
Begin Right of Way Phase *	☐ Right of Way Phase Not Applicable		03/03/22
End Right of Way Phase (Right of Way Certification Milestone) *			04/04/22
Begin Construction Phase (Contract Award Milestone) *	☐ Construction Phase Not Applicable		05/05/22
End Construction Phase (Construction Contract Acceptance Milestone) *			06/06/22
Begin Closeout Phase *	☐ Closeout Phase Not Applicable		07/07/22
End Closeout Phase (Closeout Report) *			08/08/22

12) Purpose and Need: Provide a brief purpose and explanation of the need for the project. If additional space is needed, continue the Purpose and Need in the Additional Information. Please select items from the dropdown menus (all fields are required). **Click "Save Draft" in the bottom right corner of the screen.**

<table>
<tr><td colspan="5" align="right">PROJECT PROGRAMMING REQUEST</td></tr>
<tr><td>ePPR ID
ePPR-CT-2022-0010</td><td>Version
0</td><td colspan="2">Project Title
STIP 2022 SAMPLE</td><td></td></tr>
<tr><td>District
01</td><td>EA
00000</td><td>Project ID
0000000000</td><td>PPNO
0000</td><td>MPO ID</td><td>County
VAR</td></tr>
</table>

Project Purpose and Need   Fields marked with * are required

Purpose and Need Statement *

Brief purpose and explanation of the need for the project.

NHS Improvement * ?	Yes		Roadway Class * ?	2
Reversible Lane Analysis * ?	Yes		Sustainable Communities Strategy Goals * ?	Yes

13) **Category and Outputs**: At least one output is required by the system (except PPM and AB3090 projects). Use Category and Output related to the infrastructure benefit that is provided by the project and fill in the total field. Then click "Add Output".

Enter the quantity for each output in the "Total" column. To add another output, repeat the process listed above (select category and output; click "Add Output"; enter "Total").

If there is any explanation about assumptions and limitations of the outputs value, please add the relevant information in the Additional Information Tab. **Click "Save Draft" in the bottom right corner of the screen.** If the project is a 'Regular' project type (not PPM or AB3090) but does not provide any infrastructure benefits, then select any one category and output, click on 'Add Output' and add 'zero' in the total columns.

Zero = Not Applicable.

14) **Performance Indicators and Measures**: At least one performance measure is required (except PPM and AB3090 projects). Click on "Select Additional Measures" to expand the drop-down. To add Benefit, select Measure and relevant indicator from the drop-down menu and click on 'Add Benefit'.

Providing project level benefit would help measure and document the total benefits at the regional level. If the project does not contribute to any performance and measure, please select any one measure and indicator, and click on 'Add Benefit' and add 'zero' in the value columns. Zero = Not Applicable.

If there is any explanation about assumptions and limitations of the Performance Indicators value, please add the relevant information in the Additional Information Tab.

PROJECT PROGRAMMING REQUEST

ePPR ID		Version		Project Title			
ePPR-CT-2022-0010		0		STIP 2022 SAMPLE			
District	EA		Project ID		PPNO	MPO ID	County
01	00000		0000000000		0000		VAR

Performance Indicators and Measures   Fields marked with * are required

[Select Additional Measures ∨]

Delete ?	Measure	Indicator		Unit	Build Total *	Future No Build Total *	Change

[Delete]

PROJECT PROGRAMMING REQUEST

ePPR ID		Version		Project Title			
ePPR-CT-2022-0010		0		STIP 2022 SAMPLE			
District	EA		Project ID		PPNO	MPO ID	County
01	00000		0000000000		0000		VAR

Performance Indicators and Measures   Fields marked with * are required

Additional Measures (optional) ?

Measure *	Congestion Reduction ∨	Indicator *	Daily Vehicle Hours of Travel Time Reduction ∨	[Add Benefit]

Add Program Benefits ?

Program	∨	[Add Program Benefits]

[∧ Hide this Section]

Delete ?	Measure	Indicator		Unit	Build Total *	Future No Build Total *	Change

[Delete]

PROJECT PROGRAMMING REQUEST

ePPR ID		Version		Project Title			
ePPR-CT-2022-0010		0		STIP 2022 SAMPLE			
District	EA		Project ID		PPNO	MPO ID	County
01	00000		0000000000		0000		VAR

Performance Indicators and Measures   Fields marked with * are required

Additional Measures (optional) ?

Measure *	System Reliability ∨	Indicator *	Transit Service On-Time Performance ∨	[Add Benefit]

Add Program Benefits ?

Program	∨	[Add Program Benefits]

[∧ Hide this Section]

Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
☐	Congestion Reduction	Daily Vehicle Hours of Travel Time Reduction	Hours	0	0	0

[Delete]

15) **Additional Information**: Use this section for overflow of information from previous tabs and to communicate any assumptions or restrictions about the project data or the ePPR module validation restriction so we can be aware of it.

If there is no information to be shared, please check 'No Comments'. **Click "Save Draft" in the bottom right corner of the screen.**

PROJECT PROGRAMMING REQUEST

ePPR ID		Version		Project Title				
ePPR-CT-2022-0010		0		STIP 2022 SAMPLE				
District	EA		Project ID		PPNO	MPO ID		County
01	00000		0000000000		0000			VAR

Additional Information

☐ No Comments

Additional Information

16) **Proposed Funding Plan**: The Funding portion of the Project Programming Request provides a detailed view of the proposed project programming. Each funding source is broken down by phase. In accordance with the CTC STIP Guidelines, all programmed component amounts must be escalated to the appropriate fiscal year and rounded to thousands.

Click "Add a Funding Source" – either the blue link or the green button (bottom left corner).

For STIP Funds, enter the following information:

Use Fund Category: Select "IIP" or "RIP"
Fund Description: Select "STIP – Federal/State"
Committed: Select "No"

Then Click the "Add Funding Amount". Enter FY (YY/YY) and funding amounts (per $1000) for the phases in the FY when STIP funds are requested.

Fund #1				IIP - STIP - Federal/State (Uncommitted)					▾
Component	Prior	22/23	23/24	24/25	25/26	26/27	27/28+	Total	
Total	0	0	0	0	0	0	0	0	

FY	E&P (PA&ED)	PS&E	R/W SUP	CON SUP	R/W	CON	Actions
20/21	1000						💾 ⊘

Click the green floppy disk icon (under "Actions") to save.

Fund #1				IIP - STIP - Federal/State (Uncommitted)					▾
Component	Prior	22/23	23/24	24/25	25/26	26/27	27/28+	Total	
Total	1,000	0	0	0	0	0	0	1,000	

FY	E&P (PA&ED)	PS&E	R/W SUP	CON SUP	R/W	CON	Actions
20/21	1,000	0	0	0	0	0	✎ 🗑

+ Add Funding Amount

Add additional fund sources and amounts as needed. For requesting STIP- COVID funds in addition to regular IIP/RIP funds

Use Fund Category: Select "IIP" or "RIP"
Fund Description: Select "COVID Relief Funds - STIP"
Committed: Select "No

Click the green "Save" button at the bottom of the Sections pane to save the information on the Proposed Funding tab.

The entire Proposed Funding Plan should now be listed as in screenshot below.

PROJECT PROGRAMMING REQUEST								
ePPR ID ePPR-CT-2022-0010		**Version** 0	**Project Title** STIP 2022 SAMPLE					
District 01	**EA** 00000		**Project ID** 0000000000		**PPNO** 0000	**MPO ID**		**County** VAR

Proposed Project Funding Plan *(all amounts in $1,000)*

				Proposed Total Project Cost					▲
Component	Prior	22/23	23/24	24/25	25/26	26/27	27/28+	Total	Implementing Agency
E&P (PA&ED)	0	1,000	0	0	0	0	0	1,000	Caltrans HQ
PS&E	0	0	0	0	0	0	0	0	Caltrans HQ
R/W SUP	0	0	0	0	0	0	0	0	Caltrans HQ
CON SUP	0	0	0	0	0	0	0	0	Caltrans HQ
R/W	0	0	0	0	0	0	0	0	Caltrans HQ
CON	0	0	0	0	0	0	0	0	Caltrans HQ
Total	0	1,000	0	0	0	0	0	1,000	

Funding Sources

Fund #1: IIP - STIP - Federal/State (Uncommitted)	▾

17) **Review/Print:** Ensure that each section is complete, with "NO ERRORS" and a green checkmark (No Error indicator). If there is an error, a black exclamation mark will appear next to the section, along with a red description of the error. Please remedy errors as necessary, until all sections have the green checkmark.

The Button 'Save as Final' will appear on the review Tab when there is a green check (No Error) indicator next to all tabs.

DO NOT SAVE AS FINAL if you want to review and make any changes to the ePPR later.

You may print the ePPR at any point to generate a pdf (with draft watermark) that can be shared for review and comments.

To Finalize the ePPR, click "Save as Final" and generate a Print pdf without "draft watermark". All final ePPR submissions should be finalized to allow for CTC to take action.

If edits/updates need to be made to a finalized ePPR before a deadline, click on the "Copy" icon and create a new version, make edits, and save as final. Make sure to submit the most updated/relevant ePPR with the application.

18) **To edit the Draft ePPR** before it is 'Saved as Final', click on the ePPR ID in the 'View ePPR' list. Do not click copy/ duplicate the ePPR, in order to edit it.

PROJECT PROGRAMMING REQUEST LIST

ePPR ID	Version	PPR FY	Project Title	Creating Agency	MPO	ePPR Status	Copy	Delete
ePPR-CT-2021-0019	0	2021	Coast Subdivision Positive Train Control Implementation Project	Caltrans HQ	NON-MPO	Draft		✖
ePPR-CT-2021-0018	0	2021	Eureka/Arcata Corridor Improvement	Caltrans HQ	NON-MPO	Draft		✖
ePPR-CT-2020-0165	1	2021	Eureka/Arcata Corridor Improvement	Caltrans HQ	NON-MPO	Draft		✖
ePPR-CT-2021-0016	0	2021	This is a test	Caltrans HQ	SACOG	Draft		✖
ePPR-CT-2021-0015	0	2021	Route 101 Marin-Sonoma Narrows Contract A4, Construct Southbound HOV Lanes	Caltrans HQ	MTC	Draft		✖
ePPR-CT-2020-0011	1	2021	Heaven test 3.3	Caltrans HQ	SCAG	Draft		✖
ePPR-CT-2021-0014	0	2021	Coast Subdivision Positive Train Control Implementation Project	Caltrans HQ	NON-MPO	Draft		✖
ePPR-CT-2020-0169	1	2020	Soda Bay Road Rehabilitation	Caltrans HQ	NON-MPO	Draft		✖
ePPR-CT-2021-0013	0	2021	Eureka/Arcata Corridor Improvement	Caltrans HQ	NON-MPO	Draft		✖
ePPR-CT-2020-0171	0.1	2020	This is a test	Caltrans HQ	SACOG	Final		

1 2 3 4 5 6 7 8 9 10 .. 24 Next

Results Per Page: 10 | 25 | 50

19) If edits/ updates must be made to a finalized ePPR before the application deadline, click on the 'Copy' icon, and create a new version, make edits, and save as Final. Make sure to submit the most updated / relevant ePPR with the application.

2. Creating ePPR on CalSMART for new Projects
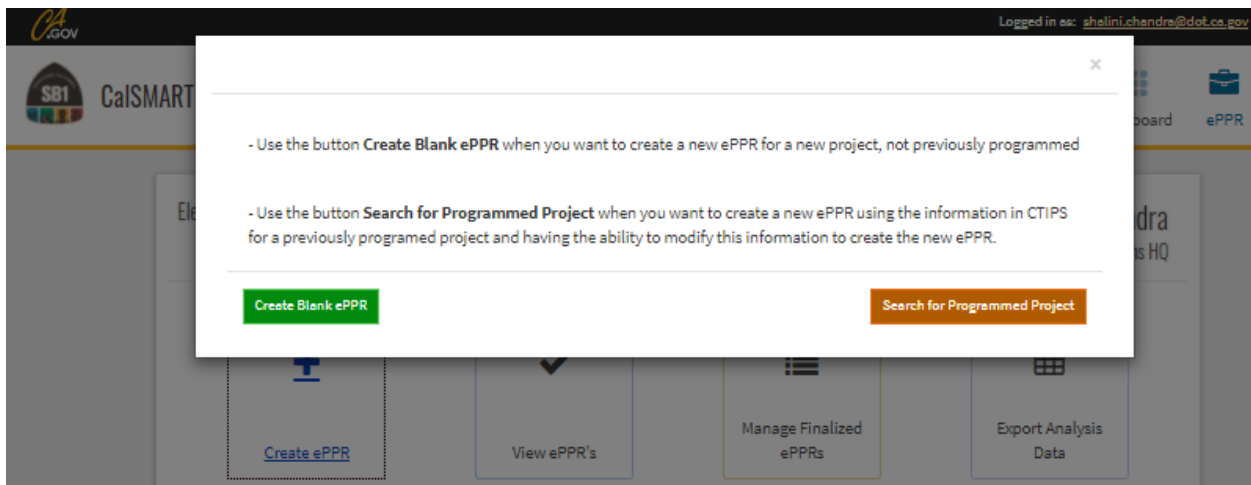
20) Sign in to ePPR module and click on Create ePPR
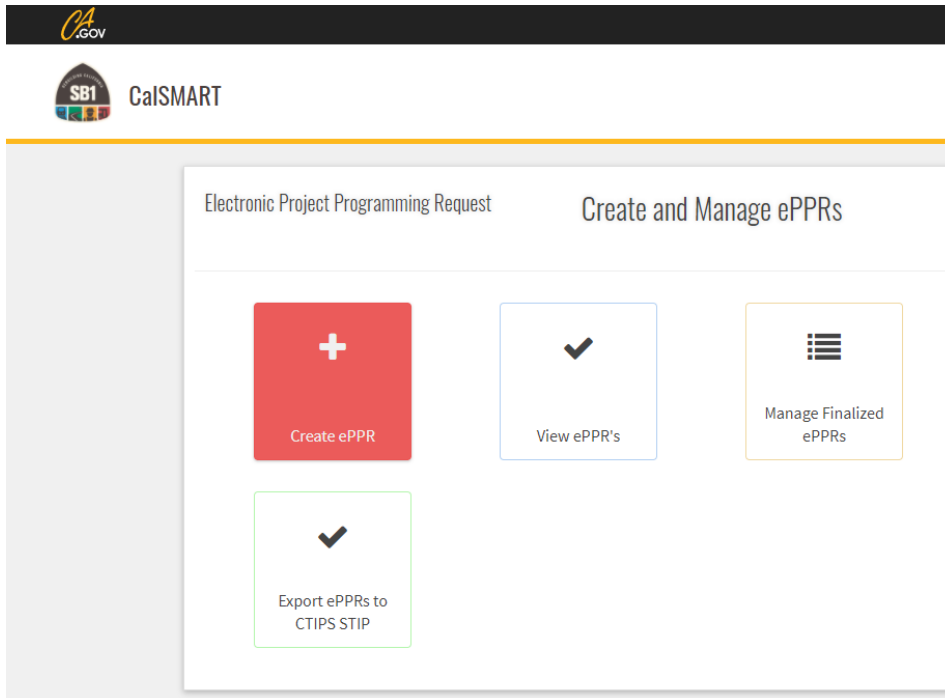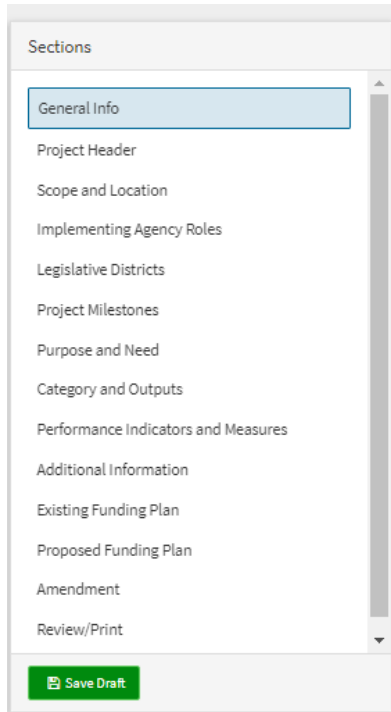
21) Click on "Create Blank ePPR".

22) **General Info:** Please provide the required information (required fields are marked with an asterisk).

    a. Select 'STIP' from the Program dropdown

    b. Select 'Regular', 'PPM', or 'AB 3090' from Project Type dropdown.

    c. Fill out all other required* fields and click 'Save Draft' in the Sections panel on the right to save draft. This step is required to save initial draft that can be edited at a later time.

    d. The implementing agencies selected on this page would appear as the only options on the implementing agency tab, so make sure all required agencies are listed here.

    e. If you'd like to share this ePPR for review while you are working on it, please add the regional agency in the co-nominating agency so they would be able to view it.

    f. Click 'Save Draft' at the bottom right on the Sections panel. At this point the draft ePPR can be printed as pdf for sending for reviews and comments.

    g. After saving, the screen will refresh with additional fields. Under "Cycle", you should see **"STIP2022"**.

23) Go through all the tabs listed in the Sections area on right and fill out all required* fields on each tab. After verifying the information is accurate for that tab, **click 'Save Draft'** before working on another tab. For additional information about data fields on each tab besides the ones listed below, please refer to the ePPR User's Guide.

Sections

General Info
Project Header
Scope and Location
Implementing Agency Roles
Legislative Districts
Project Milestones
Purpose and Need
Category and Outputs
Performance Indicators and Measures
Additional Information
Existing Funding Plan
Proposed Funding Plan
Amendment
Review/Print

💾 Save Draft

24) Follow Steps 7 through 19, as mentioned above in the previous sections for more details about completing the individual tabs.
For additional information about data fields on each tab besides the ones listed, please refer to the ePPR User's Guide.

Please email at ePPR@dot.ca.gov or contact your district STIP liaison if you have any questions or need help.