

Generating ePPR for SB1 Cycle 4 Projects

Use the following guidance document to create ePPRs for SB1 cycle 4 projects.

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

The user can log in to CalSMART at [ePPR login screen \(CalSMART\)](#).

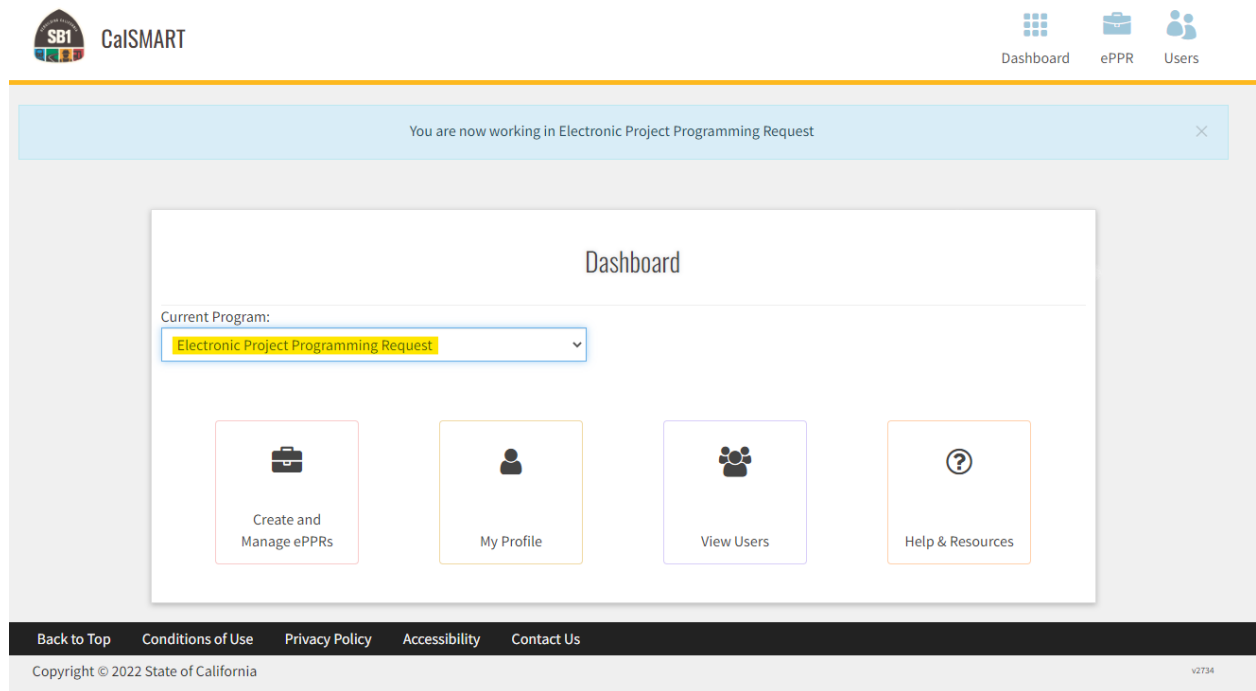
Please visit [Office of Capital Improvement Programming \(OCIP\)](#) for a link to [ePPR User's Guide](#) and [FAQs](#).

If you need additional information or help with creating ePPRs, please email us at ePPR@dot.ca.gov

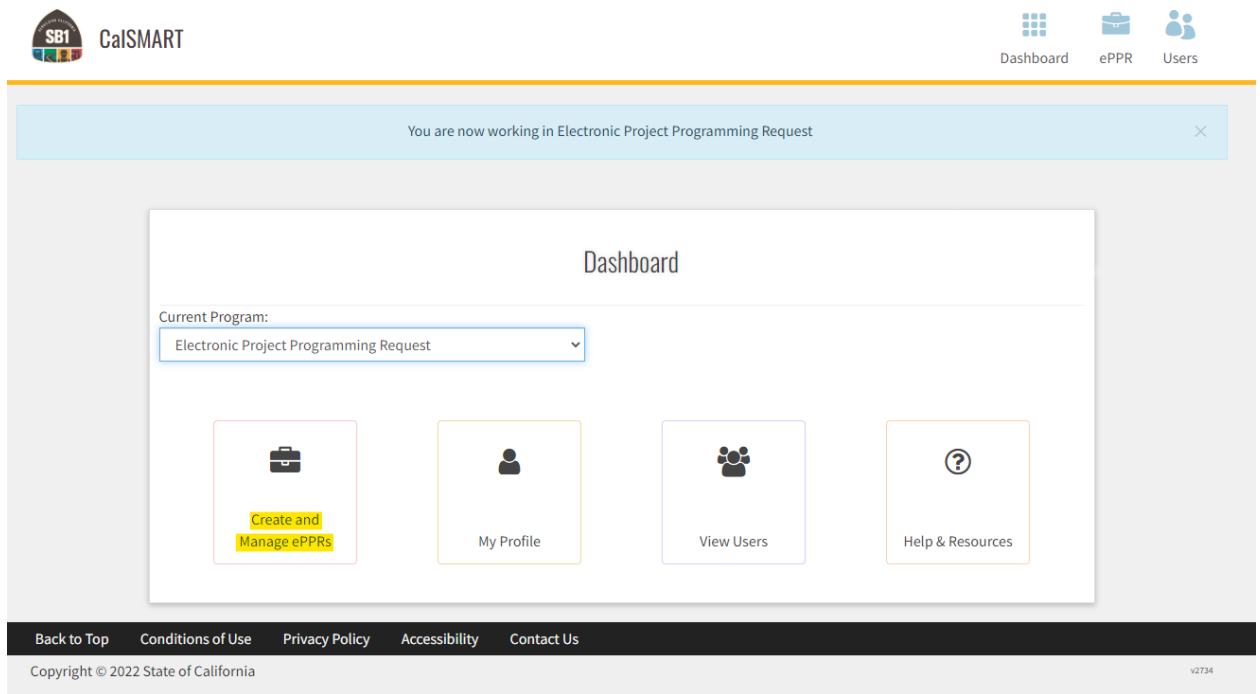
1. Create ePPRs from existing Programmed Projects for requesting 'new' SB 1 funds

To create an ePPR document for an already programmed project that exists in Caltrans programming database CTIPS, please follow the following steps (For already programmed projects that are not in CTIPS, e.g., TIRCP projects, please follow the instructions for creating new project but keep the same PPNO and other project information as the original programmed project):

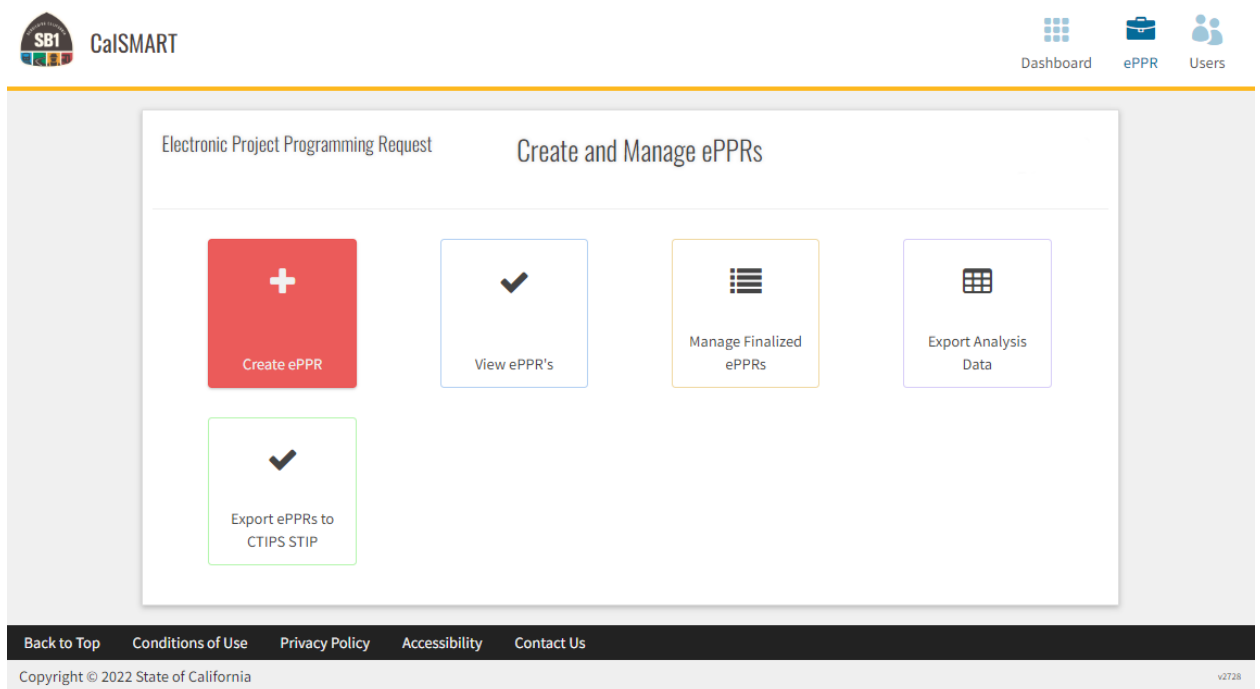
- 1) Select **"Electronic project Programming Request"** from the Current Program drop down list.



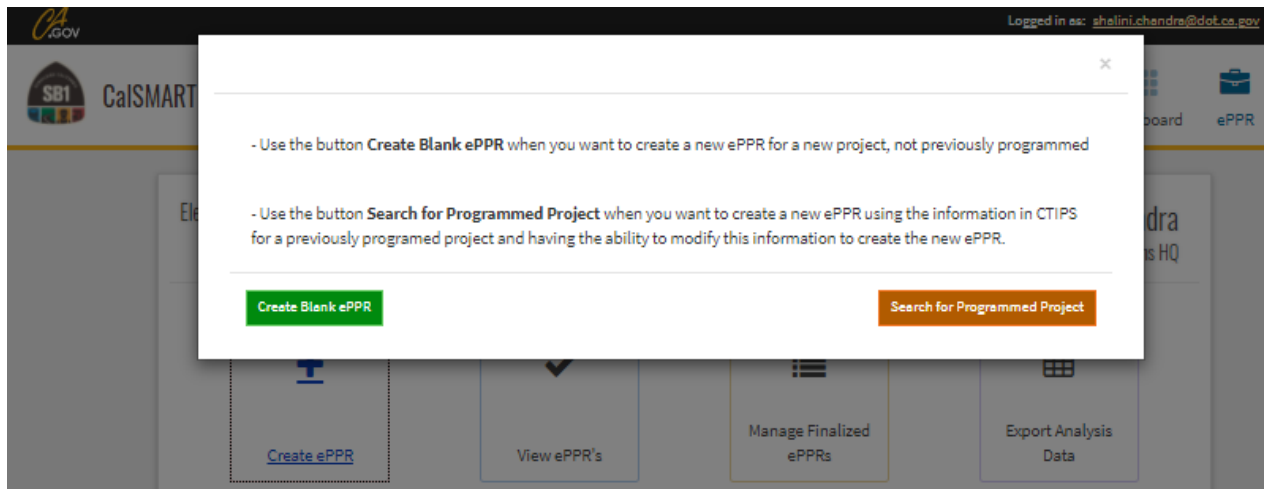
2) Click on “Create and Manage ePPRs”



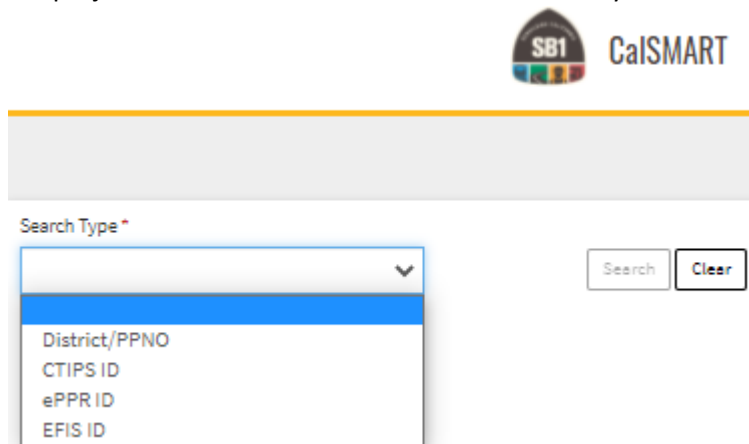
3) Click on “Create ePPR”



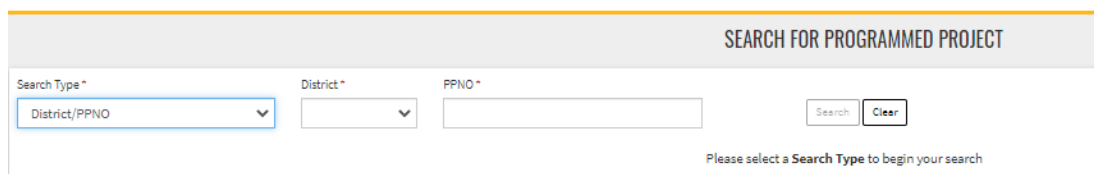
4) Click on “Search for Programmed Project”



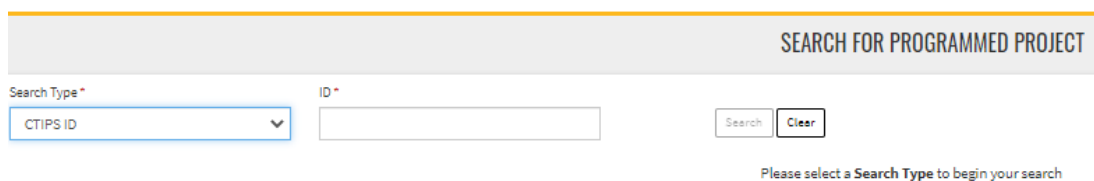
5) The projects can be searched with four different keywords:



a) District and PPNO



b) CTIPS ID



c) ePPR ID

SEARCH FOR PROGRAMMED PROJECT

Search Type *

ePPR ID

ID *

Search

Clear

Please select a Search Type to begin your search

d) EFIS ID

SEARCH FOR PROGRAMMED PROJECT

Search Type *

EFIS ID

ID *

Search

Clear

Please select a Search Type to begin your search

SEARCH FOR PROGRAMMED PROJECT										
Search Type *		District *		PPNO *						
District/PPNO		04		2204						
Select One	CTIPS ID	Title	EA	EFIS ID	District	PPNO	County	Route	Post Mile Back	Post Mile Ahead
<input type="checkbox"/>	10600000611	Route 87 Guadalupe Freeway Corridor	487441		04	2204D	SCL	87	7.600	8.900
<input type="checkbox"/>	10600000566	Route 87 Guadalupe Freeway Corridor	487401		04	2204	SCL	87	6.300	7.100
<input type="checkbox"/>	10600000928	Rt. 87 Landscaping	0A2721		04	2204Y	SCL	87	6.900	9.100
<input type="checkbox"/>	10600000328	Route 87 Guadalupe Freeway Corridor	487481		04	2204B	SCL	87	7.600	8.900
<input type="checkbox"/>	10600000927	Rte 87 Landscaping	0A2711		04	2204G	SCL	87	6.100	6.900
<input type="checkbox"/>	10600000326	Guadalupe Freeway Riparian Habitat	487491	040002046	04	2204F	SCL	87	7.600	8.900

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

- 6) 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 new fund requests by creating this ePPR.

Is this an Amendment ePPR?

- Click '**Yes**', if you'd like to create ePPR for a scope, schedule or cost update/change. Use this feature for printing ePPR for Baseline agreements as well.

- Click '**No**', if you'd like to request additional funds for an existing project from new fund sources (including for new STIP cycle) not currently part of projects existing funding plan.

Yes

No

7) **General Info Tab:** A draft ePPR must be saved to proceed further.

- Select '**Program**' from the Program dropdown. Select all the funds that you may request funds for in SB1 cycle 4. All funds selected here will need 'uncommitted' funds request on the Proposed Funding Plan Tab. These are the funds that you are requesting from SB1 cycle 4. If the project already has committed SB1 funds for a previous phase, please create a new 'uncommitted' fund line.
- 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 field 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.** This draft ePPR will contain the draft watermark.

The screenshot shows the 'PROJECT PROGRAMMING REQUEST' form, specifically the 'General Information' tab. The form includes several required fields marked with an asterisk (*). The 'Project Title*' field contains 'Coast Subdivision Positive Train Control Implementation Project'. The 'MPO*' dropdown menu is set to 'NON-MPO'. The 'Program*' dropdown menu is open, showing a search bar with the text 'Type to filter list' and a list of options: 'OTHER', 'TCEP', 'SCCP', 'LPPC', and 'Caltrans HQ'. The 'Implementing Agency(s)* (type to filter list) ?' dropdown menu is set to 'Caltrans HQ'. The 'Co-Nominating Agency(s) (type to filter list) ?' dropdown menu is empty. A red border highlights the 'Program*' dropdown menu.

8) 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. Please review the detailed instructions about filling out ePPR linked on the OCIP webpage or in the 'Help' section of CalSMART ePPR module.

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

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

PROJECT PROGRAMMING REQUEST

Header Information Fields marked with * are required

District*

EA

PPNO

Element*

Project ID

MPO ID

Project Locations

Post Mile Query Tool ?

Location	County	Route	Route Suffix	Prefix Back	Post Mile Back	Suffix Back	Prefix Ahead	Post Mile Ahead	Suffix Ahead
1									
2									
3									

Contact Information - Project Manager

Name*

Phone*

Email Address*

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.

PROJECT PROGRAMMING REQUEST									
Header Information <small>Fields marked with * are required</small>									
Project ID		MPO ID							
<input type="text" value="0000000000"/>		<input type="text"/>							
Project Locations									
Post Mile Query Tool ?									
Location	County	Route	Route Suffix	Prefix Back	Post Mile Back	Suffix Back	Prefix Ahead	Post Mile Ahead	Suffix Ahead
1	Del Norte	101			1,000			2,000	
2	Humboldt	101			3,000			4,000	
3									
Contact Information - Project Manager									
Name*			Phone*			Email Address*			
<input type="text" value="Project Manager"/>			<input type="text" value="(123) 456-7890"/>			<input type="text" value="project.manager@dot.ca.gov"/>			

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

PROJECT PROGRAMMING REQUEST									
Header Information <small>Fields marked with * are required</small>									
District*		EA	PPNO		Element*				
<input type="text" value="01"/>		<input type="text" value="00000"/>	<input type="text" value="0000"/>		<input type="text" value="Capital Outlay"/>				
Project ID		MPO ID							
<input type="text" value="0000000000"/>		<input type="text"/>							
Project Locations									
Post Mile Query Tool ?									
Location	County	Route	Route Suffix	Prefix Back	Post Mile Back	Suffix Back	Prefix Ahead	Post Mile Ahead	Suffix Ahead
1	Various								
2									
3									
Contact Information - Project Manager									
Name*			Phone*			Email Address*			
<input type="text" value="Project Manager"/>			<input type="text" value="(123) 456-7890"/>			<input type="text" value="project.manager@dot.ca.gov"/>			

Click “Save Draft” in the bottom right corner of the screen.

- 10) **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 ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE				
District 01	EA 00000	Project ID 0000000000	PPWO 0000	MPO ID	County VAR	
Project Scope and Location Fields marked with * are required						
Description/Location *						
<div>"In (or Near) city or town, on road, from start location to end location. Construct (or install) item of work."</div>						
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) <u>city or town</u> , on <u>road</u> , from <u>start location</u> to <u>end location</u> . Construct (or install) <u>item of work</u> ." If the city has the same name as a county (such as Fresno, Sacramento, Los Angeles, etc.), say "In the city of <u>city</u> ". 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.						

- 11) **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 assigned a phase on this page.

PROJECT PROGRAMMING REQUEST						
ePPR ID ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE				
District 01	EA 00000	Project ID 0000000000	PPWO 0000	MPO ID	County VAR	
Implementing Agency Roles Fields marked with * are required						
Implementing Agency for PA&ED *		<div>Caltrans HQ</div>				
Implementing Agency for PS&E *		<div>Caltrans HQ</div>				
Implementing Agency for Right-of-Way *		<div>Caltrans HQ</div>				
Implementing Agency for Construction *		<div>Caltrans HQ</div>				

- 12) **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.**

- 15) **Category and Outputs:** Add all the output that the project component will accomplish. Make sure outputs are consistent with Project report, cost estimates and other supporting documents. 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”.

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										
Category and Outputs Information Fields marked with * are required															
<div>Category * Bridge / Tunnel</div> <div>Output * New Interchanges</div> <div>Add Output</div>															
<table><thead><tr><th>Delete</th><th>Category</th><th>Output</th><th>Unit</th><th>Total</th></tr></thead><tbody><tr><td><input type="button" value="Delete"/></td><td></td><td></td><td></td><td></td></tr></tbody></table>						Delete	Category	Output	Unit	Total	<input type="button" value="Delete"/>				
Delete	Category	Output	Unit	Total											
<input type="button" value="Delete"/>															

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”). Please add infrastructure benefits under one category only i.e., don’t list same sidewalk under Active Transportation and ADA improvement both, just pick one category.

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										
Category and Outputs Information Fields marked with * are required															
<div>Category * </div> <div>Output * </div> <div>Add Output</div>															
<table><thead><tr><th>Delete</th><th>Category</th><th>Output</th><th>Unit</th><th>Total</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Bridge / Tunnel</td><td>New Interchanges</td><td>SQFT</td><td>1</td></tr></tbody></table>						Delete	Category	Output	Unit	Total	<input type="checkbox"/>	Bridge / Tunnel	New Interchanges	SQFT	1
Delete	Category	Output	Unit	Total											
<input type="checkbox"/>	Bridge / Tunnel	New Interchanges	SQFT	1											
<div><input type="button" value="Delete"/></div>															

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.** For example, one new elevator could count towards one facility improvement but please list it in the additional information tab.

- 16) **Performance Indicators and Measures:** All ‘required’ performance measures for the fund type selected on the general information tab will be populated on this tab. 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’.

ePPR created from an already programmed project, may not show all the required performance measures. Additional performance measures may be added individually or through program selection. On the Program dropdown, select the corresponding Program for the project. Click on “Add Program Benefits” and all the required performance measure for the selected program will be added.

If the project does not contribute to a ‘required’ performance and measure, please 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

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						

- 17) **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.

Additional Information

☒ No Comments

Additional Information

Sections **(Not Saved)**

General Info

Project Header

Scope and Location

Implementing Agency
Roles

Legislative Districts

Project Milestones

Purpose and Need

Category and Outputs

Performance Indicators
and Measures

 Save Draft

18) **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. 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).

Funding Source (all amounts in \$1,000) Fields marked with * are required

Fund Category* State SB1 SCCP Fund Description* Solution for Congested Corridors Program New Fund Description

Funding Agency Nothing selected Notes Committed* ?
☐ Yes
☒ No

Fund #1	State SB1 SCCP - Solution for Congested Corridors Program (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

Refer to the funding source program guidelines for allowable fund request project phase

FY	E&P (PA&ED)	PS&E	R/W SUP	CON SUP	R/W	CON	Actions
							+ Add Funding Amount

Then Click the “Add Funding Amount”. Enter FY (YY/YY) and funding amounts (per \$1000) for the phases in the FY when SB 1 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

Click the green “Save” button at the bottom of the Sections pane to save the information on the **Proposed Funding tab**. The application will not allow you to delete/change Fiscal Year (FY) from existing data. If you need to remove funds from a fiscal year please zero them out but the FY line will remain.

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	PPWO 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)									

19) **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.

PROJECT PROGRAMMING REQUEST							
ePPR ID ePPR-CT-2022-0010	Version 0		Project Title STIP 2022 SAMPLE				
District 01	EA 00000	Project ID 0000000000	PPWO 0000	MPO ID	County VAR	Route null	
Review (All sections must be completed, without errors, before the PPR can be finalized)							
<ul style="list-style-type: none"> 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 Proposed Funding Plan 						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 Proposed Funding Plan Review/Print	
Save as Final						Print	

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 package.

- 20) 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

Search

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-2020-0185	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-2020-0189	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

- 21) 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.

Logged in as: shalini.cha

ePPR-CT-2021-0016

×

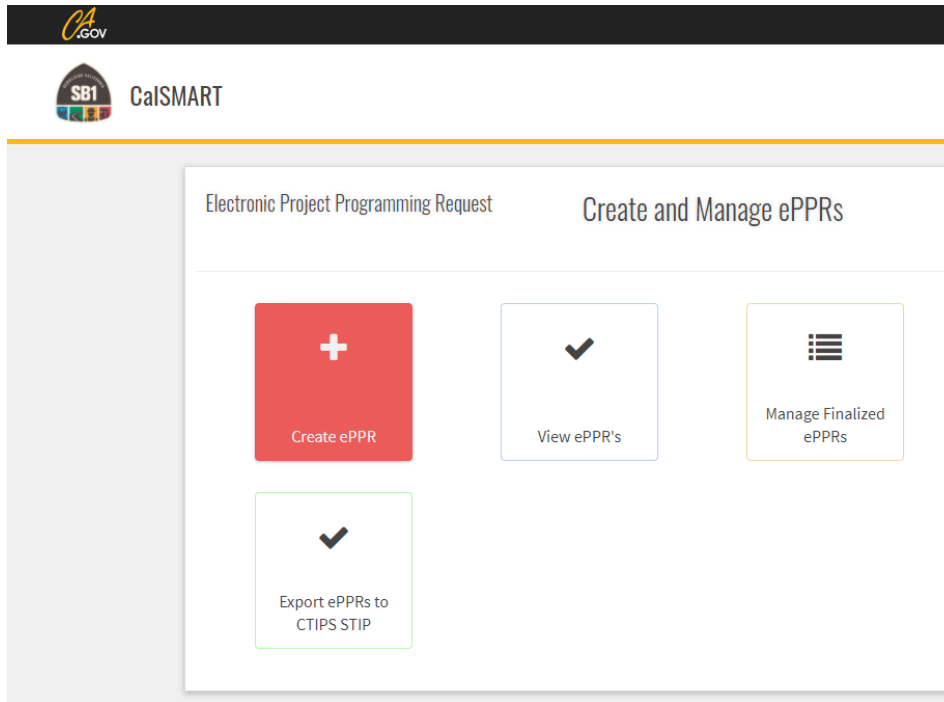
Select 'Duplicate' to copy ePPR to a new ID. Select 'New version' if making changes to the existing ePPR

New Version

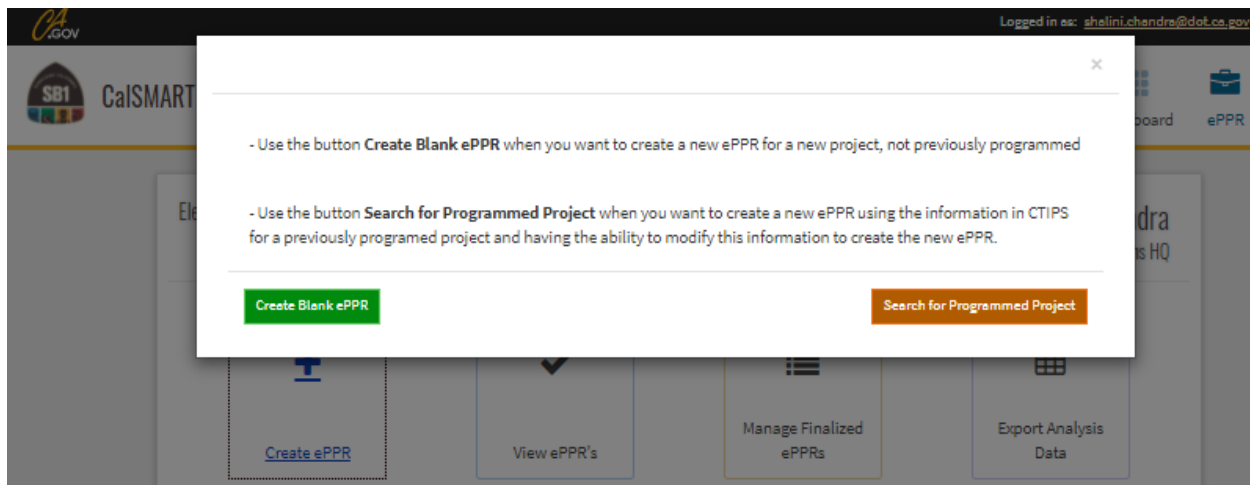
Duplicate

2. Creating ePPR on CalSMART for new Projects

22) Sign in to ePPR module and click on Create ePPR



23) Click on "Create Blank ePPR".



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

- Select '**Program**' from the Program dropdown
- 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.
- 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.
- 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.

PROJECT PROGRAMMING REQUEST

General Information Fields marked with * are required

Project Title* MPO*

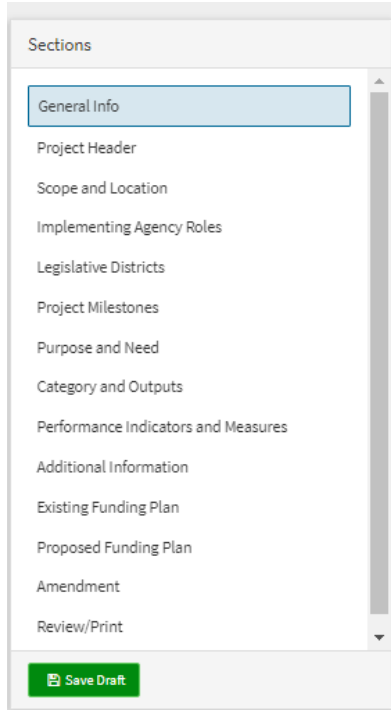
Program*

- ☐ OTHER
- ☐ TCEP
- ☐ SCCP
- ☐ LPPC

Implementing Agency(s)* (type to filter list) ?

Co-Nominating Agency(s) (type to filter list) ?

25) 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

26) 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.