FREQUENTLY ASKED QUESTION FOR ePPR MODULE ON CALSMART

Q.   The milestones tab requires all date fields to be filled in, even when project may not have ROW or PAED components. Will the built-in Logic prevent the PPR from being finalized if the schedule fields are not all filled in?

A.   Yes, the required milestone dates needs to be filled in before the application can be finalized. This logic was built in to make sure we do not receive incomplete information on projects. A work around for the projects that do not require these phases would be to fill in the initial study report date, or match design phase for PA&ED and R/W if they do not have those phases. The person evaluating the application can decipher if the repeating milestone dates are warranted or not.

Q.   Is there a way to upload info in CalSMART that is already populated in CTIPS?

A.   At this time, for Cycle 2 of SB 1 competitive programs (TCEP, SCCP, LPP-C) and non-competitive program LPP-F, ePPR tool is not connected to CTIPS and data cannot be transferred. We anticipate that this feature will be available in future cycles.

Q.   Are all the performance indicators/measures Cal BCA outputs as well?

A.   Most of the performance indicators/measures are Cal BCA outputs. If you have any questions about any specific measure area, please feel free to email Laura Pennebaker at: laura.pennebaker@catc.ca.gov

Q.   Will the application autosave as you work through the funding tab, in case it crashes? Especially given you have to click on each hyper link to enter fund sources.

A.   Save as often as possible. Like most web applications, ePPR does not have autosave feature. It only has the last saved version.

Q.   Can we limit/allow multiple people to work on the ePPR for a single project? (e.g. programming and PM staff)

A.   All individuals from the same agency who can view/edit (depending on their rights) will have the same rights with all the PPRs created by the same agency. It would be up to the agency to come up with a process to ensure that the work is completed in sequence and more than one individual is not editing a given PPR and consequently accidently overwritten the other person's work. If an agency wants to limit some users to view only rights, please let the ePPR administrator know.

Q.   What if you have to edit after you finalize? Do you just start over?

A.   We are working on a feature that would allow duplication of draft ePPR or create newer versions but at the moment just make sure that you are absolutely sure that you want to finalize; otherwise, starting over is the only option available.

Q.   CTC staff previously suggested to us that if we have an SCCP project with multiple components with different schedules to be implemented by different contractors (e.g. Highway component, transit component, and local road component - each being implemented by different agencies under different contracts with different enviro/construction/ROW schedules for each), that separate PPRs will be needed for each component/mode. Is there a way to use a similar project number or somehow link them all?

A.   In the Project Header, there is a field called MPO ID. This field is for agency to use to track their projects and can potentially be utilized for the purpose of linking projects, but the ePPR tool does not use that field or any other field to link the projects.

Q.   Can we upload maps or other graphics?

A.   The maps and graphics can be part of the application package but currently they cannot be uploaded as a part of ePPR module.

Q.   Where is most updated SB1 Program Guidelines?

A.   The Program guidelines for Solutions for congested Corridors Program, Trade Corridor Enhancement Program and Local Partnership Competitive Program are posted at CTC website - https://catc.ca.gov/

Q.   Why am I unable to Print a draft or Final ePPR, and get an error message when I click Print?

A.   There is a problem in transfer of data from web tool to the pdf rendering, where certain special characters copied from MS Word or other applications are not acceptable to Adobe system. If you had copied and pasted text (description/ additional information) into the ePPR form, please check for special characters (non-printable characters and characters in the extended ASCII set) and if possible, eliminate them. It would be ideal that the data is not copied and-pasted into the tool, but since that is not always possible, making sure that special characters are not copied is the next best solution. This should solve the printing issue in the interim while we find a solution to the problem.