

Electronic Project Programming Request
(ePPR)
Instructions
(Programming Fact & Funding Sheets
for LPP-C, LPP-F, SCCP, TCEP and
non-SHOPP Projects)

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Department of Transportation
Division of Transportation Programming

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Introduction

The California Transportation Commission (CTC) requires that a Project Programming Request (PPR) be provided and printed for each project that will compete in each of the competitive programs such as (LPP-C, LPP-F, SCCP, and TCEP). In the future, PPR will also be used for amendment process as well as for all non-SHOPP projects.

A PPR is usually prepared by the project sponsor or implementing agency, with assistance from the Regional Transportation Planning Agency (RTPA), Metropolitan Planning Organization (MPO), Caltrans District Office (DO) or Headquarters (HQ) Transportation Programming, as appropriate.

The CTC STIP, Bond and SB1 Guidelines can be found on the Office of Capital Improvement Programming (OCIP) website at the following link: <https://dot.ca.gov/programs/transportation-programming/office-of-capital-improvement-programming-ocip>

Log into CalSMART

Go to the CalSMART website (calsmart.dot.ca.gov). If you do not already have a CalSMART account, register to obtain one. To register, click on the Register button, and you will be prompted for some information. Make sure you request you want access to Electronic Project Programming Request (ePPR) program. Click on the Submit button when you are done filling out the form. You will need to wait for a confirmation from the ePPR administrator to give you rights to access the system. Once you receive a confirmation that your account is setup, then proceed back to the CalSMART webpage to login.

If you already have a CalSMART account but do not have access to ePPR, then you need to log into CalSMART as usual. On the Dashboard page under the Current Program dropdown, click and select Electronic Project Programming Request. An email will then be sent to notify the ePPR administrator. Once your account is setup, you will receive a confirmation. Then log back into CalSMART.

Navigation Pane

The navigation pane is on the right side of the screen and is titled Sections. You can click on any section name, and the left screen will navigate to that section. Also, there are additional buttons that may display on the bottom of the pane like Print, Save Draft, Save as Final, etc. These buttons will only appear when they are allowed, see Figure 1.

On occasion, you may encounter “You have unsaved changes. Are you sure you want to continue? (You will lose any unsaved work)”. This will occur when you have made some changes and have not saved the work before moving to another section. In this case, you can click on the Cancel button to remain in the same section, so you can still save your work. You can also click on the OK button, but any unsaved edits in this section would be lost.



Figure 1
Navigation Pane

Create/Edit ePPR

An ePPR can be created by users from the “Lead Nominating Agency”, “Co-Nominating Agency” or any one of the “Implementing Agencies”. However, there can only be one creator of an ePPR, and the remaining agencies would only be allowed read access. The users with edit rights from the creating agency would all be allowed to make changes.

After you logged into CalSMART, you will land on the Dashboard page. Under the Current Program dropdown, click and select Electronic Programming Project Request. Depending on your user rights, you will have several buttons available. Click on the Create and Manage ePPRs button, and this will take you to the Create and Manage ePPRs page. To create a new PPR, click on the Create ePPR button. To view or edit an existing ePPRs, click on the View ePPR's button.

General Info Section

After clicking on the Create ePPR button, you will see the General Info section, see Figure 2. You will need to fill out this section completely and have successfully saved the project information before you can continue onto other sections; otherwise, the new project is not created in the system. If you exit before you have successfully saved the general project information, you will need to re-enter the information.

The screenshot shows the 'CREATE PROJECT PROGRAMMING REQUEST' form. At the top, there is a header with the CalSMART logo and 'Logged in as:'. Below the header, the title 'CREATE PROJECT PROGRAMMING REQUEST' is centered. The form is divided into two sections: 'General Information' and 'Agency Information'. The 'General Information' section includes a text input field for 'Title*', a dropdown menu for 'MPO*' (currently showing 'NON-MPO'), and another dropdown menu for 'Program*'. The 'Agency Information' section includes a dropdown menu for 'Lead Nominating Agency*' (currently showing 'Nothing selected'), a text input field for 'Implementing Agency(s)*', and another text input field for 'Co-Nominating Agency(s)*'. All fields marked with an asterisk are required.

Figure 2
General Info Section

On the screen, if there is an asterisk next to the field name, then that field is a required input. You will need to provide this information before you can mark this document as final, see Review/Print section. You can click the Save Draft button anytime, which is located at the bottom left-hand side of the Navigation Pane.

Title

Title is a concise statement of the project description.

MPO

Metropolitan Planning Organization (MPO) that would be responsible for the project.

Program

Select the appropriate programs that this PPR is to be used.

Lead Nominating Agency (Applicant)

"Lead Nominating Agency" is the primary supporter for the project, and is usually, but not necessarily, Caltrans, the RTPA or MPO.

To select an agency, click on the dropdown to find the agency name, then click to select it. You can also go to the box that is right above the list of names and type in a filter. Then the list is reduced to only those that match the filter criteria. To delete an agency name from the list, find the name on the list, then click on it to deselect it.

Implementing Agency

"Implementing Agency" is the recipient of the funds allocated by the CTC and is the agency responsible for delivering the project within cost, scope and schedule.

The identification of the "Implementing Agency" determines how project components are programmed, and therefore must be properly identified. Whenever Caltrans is identified as the Implementing Agency, Right of Way Support and Construction Support will be programmed separately from Right of Way Capital and Construction Capital. For Implementing Agencies other than Caltrans, Right of Way Support and Construction Support are programmed together with Right of Way Capital and Construction Capital components, respectively.

Also, users from those implementing agencies that are selected here will have read access to this ePPR from their view screen. In addition, their agency names would appear in the dropdown list when selecting an agency for implementing various project components, see Implementing Agency Roles section for detailed information.

To select or deselect implementing agency names, use the same method as selecting or deselecting Lead Nominating Agency from above.

Co-Nominating Agency

"Co-Nominating Agency" is the co-supporter for the project, and is usually, but not necessarily, Caltrans, the RTPA or MPO. Those agencies that are listed here would also have view access to this ePPR. Their names would appear on the printout in the section under Co-Nominating Agency.

To select or deselect co-nominating agency names, use the same method as selecting or deselecting Lead Nominating Agency from above.

After a successful saved is made in this section, several fields will be created, but they are internal to the system and are greyed out (cannot be edited), see Figure 3.

CA.GOV Logged in as: shall

S81 **CaSMART** Da

PROJECT PROGRAMMING REQUEST

General Information Fields marked with * are required

Request ID	Version	Status	Last Updated	
ePPR-CT-2021-0002	0	Draft	03/03/2020 16:53:20	
Title*	MPO*	Program*	Cycle	
US 50 Multi-modal Corridor Enhancement Project/ US 50 HOV Lanes (I-5 to Wa	SACOG	SCCP	2020	

Agency Information

Lead Nominating Agency* (type to filter list) ?
 Caltrans HQ

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

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

Figure 3
General Info Section After Saved

Project Header Section

This section provides the general project information that is needed for display as header information on all subsequent sections, see Figure 4.

CA.gov
SB1 CalSMART
Logged in as: shalini.chandra@dot.ca.gov
Dashboard ePPR

PROJECT PROGRAMMING REQUEST

Header Information Fields marked with * are required

District* 03 EA 3F360 PPNO 3301 Element* Capital Outlay

Project ID 0312000216 MPO ID CAL18838

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	Sacramento	50		L	0.200		R	6.100	
2									
3									

Contact Information - Project Manager

Name* Nadarajah Suthahar

Phone* (530) 741-5408 Email Address* nadarajah.suthahar@dot.ca.gov

Figure 4
Project Header Section

District

“District” is the Caltrans district in which the project is located, with the exception that Rail is District 75

EA

"Expenditure Authorization (EA)" is a unique 5-digit number assigned by Caltrans.

PPNO

"PPNO" is an identification number assigned by Caltrans District offices for all STIP and Bond and SB1 projects. Caltrans HQ Project Management assigns PPNOs for intercity Rail projects administered by the Caltrans Intercity Rail Program and programmed through the Interregional Transportation Improvement Program (ITIP). All projects voted by the CTC require a PPNO.

Element

Capital Outlay (all on-system projects), Local Assistance, Mass Transit, and Rail (Intercity Rail) are the appropriate designations based on the type of project.

Project ID

“Project ID” is a unique 10-digit number assigned by Caltrans.

MPO ID

“MPO ID” is an identifier that can be used by the MPO (applicant) to track the project.

County

“County” is the county in which the project is located. If the project is in more than one county, input other counties on those rows below. If the project is in more than three counties, select “Various” for county.

Route

“Route” is the State Highway or intercity rail corridor on which the project is located. If the project is located on more than one route, input other routes on rows below. If the project is on more than three routes, put the information under the Additional Information section.

Route Suffix

If it has one, provide the information. It should either be “S” or “U”, see Caltrans Postmile System for information. If there is none, leave it blank.

Prefix Back

If it has one, provide the information. It should be one of those letters in the dropdown list. If it does not have one, then leave it blank.

Postmile Back

If it has one, provide the information. If it does not have one, then leave it blank.

Suffix Back

If it has one, provide the information. It should be one of those letters in the dropdown list. If it does not have one, then leave it blank.

Prefix Ahead

See Prefix Back.

Postmile Ahead

See Postmile Back.

Suffix Ahead

See Suffix Back.

Project Manager/Contact, Phone & E-mail

The “Project Manager” section identifies the individual responsible for delivering the project within cost, scope and schedule. For locally administered on-system projects, a Caltrans project manager must be identified.

Scope and Location Section

This section provides description and location of the project, see Figure 5. On the top of the page, you will see the header information taken from the Project Header section if it is already filled out.

CA.GOV
SB1 CalSMART
Logged in as: shalini.chandra@dot.ca.gov
Dashboard ePPR

District	EA	Project ID	PPNO	MPO ID	County	Route
3	3F360	0312000216	3301	CAL18838	SAC	50

PROJECT PROGRAMMING REQUEST

Project Scope and Location Fields marked with * are required

Description/Location *

In Sacramento County on US 50, from I-5 to 0.8 mile east of Watt Avenue. Construct 14 lane miles of HOV (or bus/carpool) lanes, widen twelve bridge structures, construct sound wall from Stockton Blvd to 65th Street, incorporate Intelligent Transportation System (ITS) elements into the HOV system, and replace and/or upgrade ancillary facilities including drainage systems, overhead signs, lighting, approach slabs, guard rail, and safety barriers.

Figure 5
Description/Location Section

Description/Location

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.

Implementing Agency Roles Section

This section provides information on implementing agency assigned to the various project components, see Figure 6.

The screenshot shows the CalSMART interface with the following details:

- Header: CA.GOV, Logged in as: shalini.chandra@dot.ca.gov
- Navigation: Dashboard, ePPR
- Project Information:

District	EA	Project ID	PPNO	MPO ID	County	Route
3	3F360	0312000216	3301	CAL18838	SAC	50
- Section: **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

Figure 6
Implementing Agency Roles Section

Implementing PA&ED

Agency that would be implementing the PA&ED phase.

Implementing PS&E

Agency that would be implementing the PS&E phase.

Implementing Right-of-Way

Agency that would be implementing the R/W phase.

Implementing Construction

Agency that would be implementing the CON phase.

For additional information on implementing agency, see the Implementing Agency under the General Info section.

Legislative Districts Section

This section provides information on the legislative districts for which the project is located, see Figure 7.

The screenshot shows the CalSMART interface with the following details:

- Header: CA.GOV, Logged in as: shalini.chandra@dot.ca.gov
- Navigation: Dashboard, ePPR
- Project Information:

District	EA	Project ID	PPNO	MPO ID	County	Route
3	3F360	0312000216	3301	CAL18838	SAC	50
- Section: **Legislative Districts** (Fields marked with * are required)

Senate*	Assembly*	Congressional*
6	7	6

Figure 7
Legislative Districts Section

Assembly, Senate and Congressional Districts

This information must be included at time of programming. To select a legislative district, use the dropdown and check on the district number that are applicable for this project. You can select multiple values by selecting each value individually. To remove a value from the list, just use the dropdown and find that value. Then click on it to deselect it.

Project Milestones Section

This section provides information on environmental document type as well as several important milestone dates for the project, see Figure 8.

The screenshot shows the CaSMART Project Programming Request form. At the top, it displays the CA.GOV logo, the user 'shalini.chandra', and the 'CaSMART' logo. The form title is 'PROJECT PROGRAMMING REQUEST'. Below the title, there is a table with the following data:

District	EA	Project ID	PPNO	MPO ID	County	Route
3	3F360	0312000216	3301	CAL18838	SAC	50

Below the table, the 'Project Milestones' section is visible. It includes a note: 'Fields marked with * are required'. The milestones are listed in a table with columns for 'Phase', 'Existing', and 'Proposed'. The 'Proposed' column contains dates and calendar icons.

Phase	Existing	Proposed
Existing Project Study Report Approved	<input type="text"/>	<input type="text"/>
Begin Environmental (PA&ED) Phase *		11/01/2012 <input type="text"/>
Circulate Draft Environmental Document	Document Type: <input type="text" value="None"/>	09/28/2016 <input type="text"/>
Draft Project Report *		11/01/2012 <input type="text"/>
End Environmental (PA&ED) Phase *		05/31/2017 <input type="text"/>
Begin Design (PS&E) Phase *		06/04/2017 <input type="text"/>
End Design Phase (RTL for Advertisement Milestone) *		02/14/2020 <input type="text"/>
Begin Right of Way Phase *		08/18/2015 <input type="text"/>
End Right of Way Phase (Right of Way Certification Milestone) *		02/03/2020 <input type="text"/>
Begin Construction Phase (Contract Award Milestone) *		07/15/2020 <input type="text"/>
End Construction Phase (Construction Contract Acceptance Milestone) *		12/01/2024 <input type="text"/>
Begin Closeout Phase *		12/01/2025 <input type="text"/>
End Closeout Phase (Closeout Report) *		12/01/2026 <input type="text"/>

Figure 8
Project Milestones Section

Document Type

The environmental document that is being used for this project. It should be one of those items in the dropdown list.

Proposed Milestone Dates

Enter the proposed schedule or actual completion of various project milestones. Any project milestone revision to projects funded with Prop 1B Bond or SB 1 funds must be addressed on the Amendment Information section that will be implemented in the future.

Purpose and Need Section

This section provides an overview of the purpose of the project and helps justify the funding. This section also collects project information using either a checkbox or a dropdown list, see Figure 9.

The screenshot shows the 'PROJECT PROGRAMMING REQUEST' form in the CalSMART system. The user is logged in as 'shalini.chandra'. The form displays project details: District 3, EA 3F360, Project ID 0312000216, PPNO 3301, MPO ID CAL18838, County SAC, and Route 50. The 'Purpose and Need' section is active, with a text area containing a statement about reducing congestion on US 50. Below the text area are several dropdown menus: 'NHS Improvement?' (No), 'Roadway Class?' (2), 'Reversible Lane Analysis?' (Yes), 'Sustainable Communities Strategy Goals?' (Yes), and 'Reduce Greenhouse Gas Emissions?' (Yes). Fields marked with an asterisk are required.

Figure 9
Purpose and Need Section

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 section.

Checkbox/Dropdown

Select Yes or No for checkbox items or select an appropriate item from the dropdown list:

“NHS Improvements” checkbox - if on the National Highway System.

“Roadway Class” dropdown - Choose NA, or Class 1,2 or 3.

- Pertains to on-system Capital Outlay (CO) projects only.
- Class 1: Interstates, other principle arterials and urban freeways/expressways; includes Freight Network Tier 1 and Tier II, and the Strategic Highway Network (STRAHNET) routes.
- Class 2: Rural freeways/expressways and minor arterials; Non -Interstate National Highway System and Interregional Road System (IRRS); includes Freight Network Tier III.
- Class 3: Major and minor collector routes owned by the State.

“*Reversible Lane Analysis*” checkbox - If the project is not already programmed and qualifies as a capacity-increasing, or a major street or highway lane realignment project, this analysis must be done.

“*Supports Sustainable Communities Strategy (SCS) Goals*” checkbox - if the project supports Sustainable Communities Strategy goals as identified in the Regional Transportation Plan in accordance with SB 375. Identify the SCS goals supported by the project in the Additional Information section.

“*Reduces Greenhouse Gas Emissions*” checkbox - if the project reduces greenhouse gas emissions. Quantify the greenhouse gas reductions in the Additional Information section.

Category and Need Section

Provide all the outputs for the project here, see Figure 10. For a complete listing of Category/Outputs, see Appendix A.

The screenshot shows the 'PROJECT PROGRAMMING REQUEST' form in the CalSMART system. At the top, it displays the user's login information: 'Logged in as: shalini.chandra' and a 'Dashboard' link. Below the header, project details are listed: District 3, EA 3F360, Project ID 0312000216, PPNO 3301, MPO ID CAL18838, County SAC, and Route 50. The 'Category and Outputs Information' section includes a note: 'Fields marked with * are required'. There are two dropdown menus for 'Category *' and 'Output *', and an 'Add Output' button. Below this is a table of existing outputs:

Delete	Category	Output	Unit	Total
<input type="checkbox"/>	Pavement (lane-miles)	HOV/HOT mainline constructed	Miles	14
<input type="checkbox"/>	Other	Sound wall miles constructed	Miles	2.4

A red 'Delete' button is located at the bottom left of the table.

Figure 10
Category and Need Section

Outputs

Choose a *Category*:

- Bridge/Tunnel
- Drainage
- TMS (Traffic Management Systems)
- Pavement (lane-miles)
- Operational Improvements
- Active Transportation
- Rail/Multi-Modal
- ADA Improvements
- Other

Click on the Category dropdown and select the appropriate category. Then click on the Output dropdown and select the appropriate Output. Then click on the Add Output button. After all the Category/Output items are selected, go the appropriate line and in the Total column, put in appropriate values. Then click Save Draft button in the Navigation Pane as appropriate. You do not need to provide all the values at once, but you will need to provide them before you can make the document as final.

Performance Indicators and Measures Section

Provide all the Performance Indicators and Measure in this section, see Figure 11. For a complete listing of Measure/Indicators, see Appendix B.

PROJECT PROGRAMMING REQUEST

District: 3, EA: 3F360, Project ID: 0312000216, PPNO: 3301, MPO ID: CAL18838, County: SAC, Route: 50

Performance Indicators and Measures Fields marked with * are required

Measure * Indicator *

Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
*	Congestion	Project Area, Corridor, County, or Regionwide VMT per Capita and Total VMT	Total Miles	<input type="text" value="14"/>	<input type="text" value="0"/>	14
			VMT per Capita	<input type="text" value="450"/>	<input type="text" value="0"/>	450
*	Congestion	Person Hours of Travel Time Saved	Person Hours	<input type="text" value="3"/>	<input type="text" value="0"/>	3
			Hours per Capita	<input type="text" value="451,515"/>	<input type="text" value="4,646"/>	446869
*	Congestion	Daily Vehicle Hours of Delay	Hours	<input type="text" value="45"/>	<input type="text" value="9"/>	36
*	System Reliability	Peak Period Travel Time Reliability Index	Index	<input type="text" value="2.3"/>	<input type="text" value="0"/>	2.3
*	System Reliability	Transit Service On-Time Performance	% "On-time"	<input type="text" value="80"/>	<input type="text" value="50"/>	30
*	Air Quality & GHG	Particulate Matter	PM 2.5 Tons	<input type="text" value="10,121"/>	<input type="text" value="12,141"/>	-2020
			PM 10 Tons	<input type="text" value="2,354"/>	<input type="text" value="4,545"/>	-2191
*	Air Quality & GHG	Carbon Dioxide (CO2)	Tons	<input type="text" value="0"/>	<input type="text" value="0"/>	0
*	Air Quality & GHG	Volatile Organic Compounds (VOC)	Tons	<input type="text" value="0"/>	<input type="text" value="0"/>	0
*	Air Quality &	Sulphur Dioxides (SOx)	Tons	<input type="text" value="0"/>	<input type="text" value="0"/>	0

Figure 11
Performance Indicators and Measures

If any one of the SB1 programs is selected in the General Info section, then all the required Performance Indicators and Measures for that program are automatically populated here. They will also have an asterisk in the Delete column since those items are required. If you want to add any optional items, you can do so by selecting an item under the Measure dropdown and then select an item under the Indicator dropdown. Click on the Add Benefit button, and the selected item is added to the project list. Since it is an optional item, it will have a checkbox in the Delete column. If you want to delete that item from the list, just check the checkbox for that item in the Delete column. Then click on the Delete button that is on the bottom left-hand side of the page. You may need to scroll if it is not visible. You can delete multiple items at the same

time by checking all the checkboxes and then click on the Delete button. This will delete all the items simultaneously.

If you deselect any one of the previously selected SB1 programs in the General Info section and have already worked on those required items in this section, then those previously required items would then be converted to optional items. You can delete those optional items using either of the two delete methods mentioned above.

After the Performance Indicators and Measures have been selected, you need to put in an appropriate value for the Build Total and Future No Build Total columns. The Change column will show the value of Build Total - Future No Build Total. Click on the Save Draft button in the Navigation Pane as appropriate. Just like the Category and Need section, you do not need to provide all the values at once, but you will need to provide them before you can make the document as final.

Additional Information Section

This section lets you provide additional information where it is needed, see Figure 12. An example would be providing latitude and longitude coordinates of the project. If no additional information is to be provided for this section, then place a check in the No Comments checkbox. This is to let the system know that you did not forget to fill out this section.

The screenshot shows the CalSMART web application interface. At the top, there is a navigation bar with the Caltrans logo and 'CalSMART' text. A user is logged in as 'sbajini.chandra@dot.ca.gov'. Below the navigation bar, there is a table with the following data:

District	EA	Project ID	PPNO	MPO ID	County	Route
3	3F360	0312000216	3301	CAL18838	SAC	50

Below the table, there is a section titled 'PROJECT PROGRAMMING REQUEST'. Underneath, there is a checkbox labeled 'No Comments' which is currently unchecked. Below the checkbox, there is a text area labeled 'Additional Information' containing the following text:

This project is a co-applicant with the Sacramento Regional Transit District's (SAC-RT) Light Rail expansion project from Sunrise Blvd to Downtown Folsom for the SB 1 Solutions for Congested Corridor Program funds. The US 50 multi-modal corridor enhancement project in Sacramento County combines the US 50 HOV Lanes project (03-3F360) and the Sacramento Regional Transit District's (SACRT) Light Rail expansion project from Sunrise Blvd to Downtown Folsom.

The actual work limits are longer than 14 HOV lane miles constructed.

Figure 12
Additional Information Section

Proposed Funding Plan Section

General

This page provides information for project funding, see Figure 13. This is the Proposed Funding Plan main screen. The Funding portion of the Project Programming Request provides a detailed view of the proposed project programming. This form distinctly identifies the various funding sources that may be involved in a project. It delineates the programming breakdown for each funding source and for each component within the funding source.

A project receiving funds for a smaller distinct usable segment of an overall larger project displays only the funds contributing to the distinct usable segment. If funds are used in a manner that are not a distinct usable segment, then funding for the entire overall project must be displayed. Often, funding for larger projects may be split into smaller distinct usable segments or activities for programming and construction/contract award purposes. In those

instances, caution must be used in displaying the various fund sources for these types of projects so that funding is not double counted when programmed.

For additional guidance on programming project components, see “Programming Project Components Sequentially” of the STIP Guidelines.

In accordance with the CTC STIP Guidelines, all programmed component amounts must be escalated to the appropriate fiscal year and rounded to thousands.

Project Development Components

“Environmental Studies and Permits (E&P)”, also referred to as “Project Approval and Environmental Document (PA&ED)”, is programmed in the fiscal year during which environmental studies will begin. “Plans, Specifications and Estimates (PS&E)” is programmed in the fiscal year during which design will begin. Refer to “Program Year for Cost Components” of the CTC STIP Guidelines for further information on programming Project Development components.

Right of Way Components

“Right of Way (R/W)”, including Caltrans “Right of Way Support (R/W SUP)”, is programmed in the first fiscal year(s) during which Right of Way acquisition (including utility relocation) contracts will be executed. Refer to “Program Year for Cost Components” of the CTC STIP Guidelines for further information. For Caltrans projects, STIP amendments for R/W Capital and R/W Support are only permitted in conjunction with the Annual Right of Way Plan. Refer to “STIP Amendments” of the CTC STIP Guidelines.

“Right of Way Support (R/W SUP)” is used only for projects implemented by Caltrans. For all other implementing agencies, Right of Way Support costs are included in the Right of Way Capital component.

Construction Components

“Construction (CON)”, including Caltrans “Construction Support (CON SUP)”, is programmed in the fiscal year during which the construction allocation will be approved by the CTC. All construction costs that are associated with a single construction contract should be listed in one fiscal year. If a project will have multiple contracts to be advertised in different fiscal years, then the construction costs (including Caltrans support costs) may be programmed in multiple years. In this case, a PPR must be completed for each segment.

“Construction Support (CON SUP)” is used only for projects implemented by Caltrans. For all other implementing agencies, Construction Support costs are included in the Construction Capital component.

Fiscal Years

Funding for each component is programmed according to appropriate fiscal year. The cost of each project component will be listed no earlier than in the State fiscal year in which the particular project component can be delivered.

Program Code

“Program Code” is used by Caltrans to allow projects to be categorized for program and project tracking purposes. The codes are normally assigned by the Caltrans District Offices.

Funding Agency

The “Funding Agency” is the agency providing the local (non-state) funding contributions to the project.

Fund Source

The source of funds contributed to the project (i.e., RIP, IIP, [SB 1- TCEP, SCC, LPP, ATP] Prop 1B Bond, RSTP, CMAQ, Local Measure, etc.)

Notes

The “Notes” field is available to include any pertinent information regarding the funding. For example, the fund source may be more fully described, or if funds are being reduced for a particular component, the reason for the reduction should be noted.

Proposed Total Project Cost

The “Proposed Total Project Cost” table at the top of the funding information page provides an overview of the total funding proposed for each component of the project. All the information in this table is calculated automatically by summing up the values in the various fund source tables.

The screenshot shows the CalSMART PROJECT PROGRAMMING REQUEST interface. At the top, there are navigation links for 'Dashboard' and 'ePPR'. Below the header, there are fields for 'District', 'EA', 'Project ID', 'PPNO', 'MPO ID', 'County', and 'Route'. The main section is titled 'Proposed Project Funding Plan (all amounts in \$1,000)'. It contains a table with the following data:

Component	Prior	Proposed Total Project Cost					Total	Implementing Agency
		21/22	22/23	23/24	24/25	25/26		
E&P (PA&ED)	0	0	0	0	0	0	0	0
PS&E	0	0	0	0	0	0	0	0
R/W SUP	0	0	0	0	0	0	0	0
CON SUP	0	0	0	0	0	0	0	0
R/W	0	0	0	0	0	0	0	0
CON	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Below the table, there is a section for 'Funding Sources' which displays the message: 'No Funding Sources Found for this ePPR' with a blue hyperlink 'Add a Funding Source'. At the bottom left of the screen, there is a green button labeled 'Add Funding Source'.

Figure 13
Proposed Funding Plan Section

Add Funding Source

To add a new fund source, click on Add Funding Source button located on the bottom left of the screen, see Figure 13. When there is no funding source associated with the project, you can click on the hyperlink Add a Funding Source in the middle of screen, and a Funding Source Details screen would appear, see Figure 14.

Select an item from the Fund Category dropdown list. Then select an item from the Fund Description dropdown. If you cannot find an item in the Fund Description dropdown that meets your need, you can select Create New Fund Description. Then proceed to the New Fund Description textbox and type in a custom description.

Select an item from the Funding Agency dropdown if applicable. If you have any notes, type in the Note textbox. Then Select Y/N radio button for whether the fund has been committed or not.

If a fund is secured, i.e., programmed or reasonably expected, then consider it as Committed. You must have at least one funding amount before you can save the information. Otherwise, click the Cancel button to abort and return to the Proposed Funding Plan main screen without saving.

PROJECT PROGRAMMING REQUEST

District: 3 EA: 3F360 Project ID: 0312000216 PPNO: 3301 MPO ID: CAL18838 County: SAC Route: 50

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

Fund Category*: CMAQ Fund Description*: Nothing selected New Fund Description: [Empty]

Funding Agency: Nothing selected Notes: [Empty] Committed*: Yes No

Fund #	Component	Prior	CMAQ -					Total
			21/22	22/23	23/24	24/25	25/26	
	Total	0	0	0	0	0	0	0

FY: E&P (PA&ED) PS&E R/W SUP CON SUP R/W CON Actions

+ Add Funding Amount

Add Funding Source Cancel

Figure 14
Proposed Funding Plan, Funding Source Details

Add Funding Amount

To add funding amount in the Funding Source Details screen, click on Add Funding Amount button. All funding values are in \$1,000.

Type in FY (FY1/FY2), then any E&P, PS&E, R/W SUP, CON SUP, R/W, CON values where applicable. Click the save icon (floppy disk) on the right side of the Funding Amount line entry. After a save is made, the save icon is then changed to the edit icon (pencil). You will need to click on this icon to make edits to the funding amount.

To add additional funding amount if needed, just click on the Add Funding Amount button. When you are done with adding the funding amount, click on the Save button in the Navigation Pane.

After a save is made, the newly created Fund Source would collapsed into one line, which can then be expanded for viewing by clicking on the down arrow located on the far right-hand side of the fund source. If you click on the Fund Source name, it would display a Funding Source Details screen for editing, see Figure 15. On the screen, when you click the Cancel button, it would return to the Proposed Funding Plan main screen without saving.

Delete Funding Amount

When in the Funding Source Details screen, click on the trash icon to delete the funding amount for a given FY. In this case there will not be a confirmation message to warn about the deletion.

Delete Funding Source

From the Proposed Funding Plan main screen, click the down arrow located on the far right-hand side of the the collapsed fund source of interest. This fund source would then be

expanded for viewing, see Figure 16. Click on Delete Fund Source button at the bottom right-hand corner. A confirmation to delete the fund source would appear. Click OK to confirm and the fund source would be deleted from the system. Click Cancel to return to the Fund Source Expanded screen.

The screenshot shows the 'PROJECT PROGRAMMING REQUEST' form in the CalSMART system. At the top, it displays the user's login information: 'Logged in as: shaili.chandra@dot.ca.gov'. The form includes a header with the CalSMART logo and navigation links for 'Dashboard' and 'ePPR'. Below the header, project details are listed: District 3, EA 3F360, Project ID 0312000216, PPNO 3301, MPO ID CAL18838, County SAC, and Route 50.

The 'Funding Source' section is expanded, showing the following details:

- Fund Category:** Other State
- Fund Description:** Public Transportation Account
- New Fund Description:** (Empty field)
- Funding Agency:** Caltrans HQ
- Notes:** (Empty text area)
- Committed:** Radio buttons for Yes and No, with 'No' selected.

A table titled 'Other State - Public Transportation Account (Uncommitted)' displays the following data:

Fund #5	Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total
	Total	0	0	0	0	0	0	0	0

Below the table, there are input fields for 'FY' (21/22), 'E&P (PA&ED)', 'PS&E', 'R/W SUP', 'CON SUP', 'R/W', and 'CON' (2300). An 'Actions' column contains a green plus icon and a red minus icon. At the bottom left, there are 'Add Funding Source' and 'Cancel' buttons. At the bottom right, there is a green 'Save Funding Source' button.

Figure 15
Proposed Funding Plan, Funding Source Details with Fund Line Entry

Logged in as: shalini.chandra@dct.ca.gov

CalSMART

Dashboard ePPR

PROJECT PROGRAMMING REQUEST

District	EA	Project ID	PPNO	MPO ID	County	Route
3	3F360	0312000216	3301	CALL18838	SAC	50

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

Component	Prior	21/22	22/23	Proposed Total Project Cost				Total	Implementing Agency
				23/24	24/25	25/26	26/27+		
E&P (PA&ED)	13,600	0	0	0	0	0	0	13,600	Caltrans HQ
PS&E	13,000	0	0	0	0	0	0	13,000	Caltrans HQ
R/W SUP	4,300	0	0	0	0	0	0	4,300	Caltrans HQ
CON SUP	46,800	0	0	0	0	0	0	46,800	Caltrans HQ
R/W	5,700	0	0	0	0	0	0	5,700	Caltrans HQ
CON	365,900	0	0	0	0	0	0	365,900	Caltrans HQ
Total	452,300	0	0	0	0	0	0	452,300	

Funding Sources

Fund #1: State SB1 SCCC - Solution for Congested Corridors Program (Committed)

Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	Notes
E&P (PA&ED)	0	0	0	0	0	0	0	0	
PS&E	0	0	0	0	0	0	0	0	
R/W SUP	0	0	0	0	0	0	0	0	
CON SUP	10,000	0	0	0	0	0	0	10,000	
R/W	0	0	0	0	0	0	0	0	
CON	80,000	0	0	0	0	0	0	80,000	
Total	90,000	0	0	0	0	0	0	90,000	

[Delete Fund Source](#)

Fund #2: Local Funds - Local Measure (Committed)

Fund #3: Other State - National Hwy System (Committed)

Fund #4: State SB1 SCCC - Solution for Congested Corridors Program (Uncommitted)

[Add Funding Source](#)

Figure 16
Proposed Funding Plan, Fund Source Expanded

Review/Print Section

The section provides detailed information regarding completeness of this ePPR, see Figure 17. If any of the sections has not been filled out, then a message “Tab Not Started” would appear. If that section is filled out, then an error, warning message, or a message of “NO ERRORS” would display. Once all the sections are properly filled out and does not contain any errors, then a Save as Final button would appear. Warning messages are not considered errors. Clicking on the Save as Final button would generate a final PDF containing a PPR ID with a version number as well as a timestamp. This information is printed on the PDF in the upper right-hand corner on the first page, and the PPR ID with the version number is printed on all subsequent pages. This final PDF would not have a “Draft” watermark and is to be used as an attachment for the project submittal per SB1 program guidelines.

CA.GOV
Logged in as: shalini.chandra@dot.ca.gov [Logout](#)

CaISMART
Dashboard ePPR Users

PROJECT PROGRAMMING REQUEST

District	EA	Project ID	PPNO	MPO ID	County	Route	Project Title
3	3F360	0312000216	3301	CAL18838	SAC	50	US 50 Multi-modal Corridor Enh

Review (All sections must be completed, without errors, before the PPR can be finalized)

- **General Info** ✔
 - NO ERRORS
- **Project Header** ✔
 - NO ERRORS
- **Scope and Location** ✔
 - NO ERRORS
- **Implementing Agency Roles** ✔
 - NO ERRORS
- **Legislative Districts** ✔
 - NO ERRORS
- **Project Milestones** ✔
 - NO ERRORS
- **Purpose and Need** ✔
 - NO ERRORS
- **Category and Outputs** ✔
 - NO ERRORS
- **Performance Indicators and Measures** ✔
 - NO ERRORS
- **Additional Information** ✔
 - NO ERRORS
- **Proposed Funding Plan** ✔
 - NO ERRORS

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

Figure 17
Review/Print

Appendix A

Listing of Outputs by Category

Category	Output	Unit
Bridge/Tunnel	New interchanges	SQFT
Bridge/Tunnel	Modified/Improved interchanges	SQFT
Bridge/Tunnel	New bridges/tunnels	SQFT
Bridge/Tunnel	Modified/Reconstructed bridges/tunnels	SQFT
Bridge/Tunnel	At-grade crossings eliminated	SQFT
Bridge/Tunnel	New local road bridge structures/tunnels	SQFT
Bridge/Tunnel	Local reconstructed bridge/tunnels	SQFT
Bridge/Tunnel	Local rehabilitated bridge/tunnels	SQFT
Drainage	Culverts	LF
TMS (Traffic Management Systems)	Traffic census stations	EA
TMS (Traffic Management Systems)	Changeable message signs	EA
TMS (Traffic Management Systems)	Closed circuit television cameras	EA
TMS (Traffic Management Systems)	Freeway ramp meters	EA
TMS (Traffic Management Systems)	Communications (fiber optics)	Miles
TMS (Traffic Management Systems)	Highway advisory radio	EA
TMS (Traffic Management Systems)	Traffic signal interconnect projects	EA
TMS (Traffic Management Systems)	Software and hardware systems	EA
TMS (Traffic Management Systems)	TMC interconnect projects	EA
TMS (Traffic Management Systems)	Traffic monitoring detection stations	EA
TMS (Traffic Management Systems)	Extinguishable message signs	EA
Pavement (lane-miles)	Mixed flow mainline constructed	Miles
Pavement (lane-miles)	HOV/HOT mainline constructed	Miles
Pavement (lane-miles)	Passing lane constructed	Miles
Pavement (lane-miles)	Auxiliary lane constructed	Miles
Pavement (lane-miles)	Truck climbing lanes constructed	Miles

Category	Output	Unit
Pavement (lane-miles)	Roadway lane miles - new	Miles
Pavement (lane-miles)	Intersections constructed - new	Miles
Pavement (lane-miles)	Ramps and connectors constructed	Miles
Pavement (lane-miles)	Mainline shoulders construction	Miles
Pavement (lane-miles)	Local road - rehabilitated	Miles
Pavement (lane-miles)	Local road - reconstructed	Miles
Pavement (lane-miles)	Local road - new	Miles
Rail/Multi-Modal	Rail cars/transit vehicles	EA
Rail/Multi-Modal	Miles of new track	Miles
Rail/Multi-Modal	Miles of rehabilitated track	Miles
Rail/Multi-Modal	Grade separations/rail crossing improvements	EA
Rail/Multi-Modal	Station improvements	EA
Rail/Multi-Modal	New stations	EA
Operational Improvements	Auxiliary lanes	Miles
Operational Improvements	Intersection/Signal improvements	EA
Operational Improvements	Interchange modifications	EA
Operational Improvements	Ramp modifications	EA
Operational Improvements	Slow vehicle lanes	Miles
Operational Improvements	Curve and vertical alignment corrections	EA
Operational Improvements	Two-way left turn lanes	EA
Operational Improvements	Channelization	EA
Operational Improvements	Chain control and truck brake inspection sites	EA
Operational Improvements	Shoulder widening	EA
Operational Improvements	Turnouts	EA
Operational Improvements	Turn pockets constructed	EA
Active Transportation	Pedestrian/Bicycle facilities miles constructed	Miles
Active Transportation	Bicycle lane-miles	Miles

Category	Output	Unit
Active Transportation	Sidewalk miles	Miles
Active Transportation	# Signs, lights, greenway, or other safety/beautification	EA
Active Transportation	Pedestrian bridge	SQFT
Active Transportation	Crosswalk	EA
Active Transportation	Crossing island	EA
ADA Improvements	New sidewalk	LF
ADA Improvements	Repair existing sidewalk	LF
ADA Improvements	New curb ramp installed	EA
ADA Improvements	Repair/upgrade curb ramp	EA
ADA Improvements	Install accessible pedestrian signal	EA
ADA Improvements	Lower pedestrian push button	EA
ADA Improvements	Relocate pedestrian push button posts	EA
ADA Improvements	Modify driveway	LF
ADA Improvements	New crosswalk	LF
ADA Improvements	Modify crosswalk	LF
ADA Improvements	Remove obstructions	EA
ADA Improvements	Install new detectable warning surface	SQFT
ADA Improvements	Upgrade detectable warning surface	SQFT
ADA Improvements	Curb ramp retired	EA
Other	Sound wall miles constructed	Miles
Other	Port improvements	EA
Other	Border crossing improvements	EA

Appendix B

Listing of Indicators by Measure

Measure	Required For	Indicator	Unit
Congestion Reduction	LPP, SCCP	Project Area, Corridor, County, or Regionwide VMT per Capita and Total VMT	Total Miles
Congestion Reduction	LPP, SCCP	Project Area, Corridor, County, or Regionwide VMT per Capita and Total VMT	VMT per Capita
Congestion Reduction	LPP, SCCP	Person Hours of Travel Time Saved	Person Hours
Congestion Reduction	LPP, SCCP	Person Hours of Travel Time Saved	Hours per Capita
Congestion Reduction	LPP, SCCP	Daily Vehicle Hours of Delay	Hours
Congestion Reduction	TCEP	Daily Vehicle Hours of Travel Time Reductions	Hours
Congestion Reduction	TCEP	Daily Truck Trips	# of Trips
Congestion Reduction	TCEP	Daily Truck Miles Traveled	Miles
Congestion Reduction	Optional	Percent Change in Non-Single Occupancy Vehicle Travel	%
Congestion Reduction	Optional	Per Capita and Total Person Hours of Delay per Year	Person Hours
Congestion Reduction	Optional	Per Capita and Total Person Hours of Delay per Year	Hours per Capita
Throughput	Optional	Bicycle/Pedestrian Screen Line Counts	# of Bikes
Throughput	Optional	Bicycle/Pedestrian Screen Line Counts	# of Pedestrians
Throughput	TCEP	Change in Truck Volume That Can Be Accommodated	# of Trucks
Throughput	TCEP	Change in Rail Volume That Can Be Accommodated	# of Trailers
Throughput	TCEP	Change in Rail Volume That Can Be Accommodated	# of Containers
Throughput	TCEP	Change in Cargo Volume That Can Be Accommodated	# of Tons
Throughput	TCEP	Change in Cargo Volume That Can Be Accommodated	# of Containers
Throughput	Optional	Peak Period Person Throughput by Applicable Mode	# of Persons
Throughput	Optional	Passengers per Vehicle Service Hour	# of Passengers

Measure	Required For	Indicator	Unit
System Reliability	LPP, SCCP	Peak Period Travel Time Reliability Index	Index
System Reliability	LPP, SCCP	Transit Service On-Time Performance	% "On-time"
System Reliability	TCEP	Truck Travel Time Reliability Index	Index
System Reliability	TCEP	Daily Vehicle Hours of Travel Time Reduction	Hours
Velocity	TCEP	Travel Time or Total Cargo Transport Time	Hours
Velocity	Optional	Average Peak Period Weekday Speed for Road Facility	Miles per Hour
Velocity	Optional	Average Peak Period Weekday Speed for Rail Facility	Miles per Hour
Air Quality & GHG	LPP, SCCP, TCEP	Particulate Matter	PM 2.5 Tons
Air Quality & GHG	LPP, SCCP, TCEP	Particulate Matter	PM 10 Tons
Air Quality & GHG	LPP, SCCP, TCEP	Carbon Dioxide (CO2)	Tons
Air Quality & GHG	LPP, SCCP, TCEP	Volatile Organic Compounds (VOC)	Tons
Air Quality & GHG	LPP, SCCP, TCEP	Sulphur Dioxides (SOx)	Tons
Air Quality & GHG	LPP, SCCP, TCEP	Carbon Monoxide (CO)	Tons
Air Quality & GHG	LPP, SCCP, TCEP	Nitrogen Oxides (NOx)	Tons
Safety	LPP, SCCP, TCEP	Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries	Number
Safety	LPP, SCCP, TCEP	Number of Fatalities	Number
Safety	LPP, SCCP, TCEP	Fatalities per 100 Million VMT	Number
Safety	LPP, SCCP, TCEP	Number of Serious Injuries	Number
Safety	LPP, SCCP, TCEP	Number of Serious Injuries per 100 Million VMT	Number
Safety	Optional	Number of Property Damage Only and Non-Serious Injury Collisions	Number
Safety	Optional	Accident Cost Savings	Dollars
Accessibility	LPP, SCCP	Number of Jobs Accessible by Mode	Number

Measure	Required For	Indicator	Unit
Accessibility	LPP, SCCP	Number of Destinations Accessible by Mode	Number
Accessibility	LPP, SCCP	Percent of Population Defined as Low Income or Disadvantaged Within ½ Mile of Rail Station, Ferry Terminal, or High-Frequency Bus Stop	%
Economic Vitality	LPP, SCCP, TCEP	Jobs Created (Direct and Indirect)	Number
Cost Effectiveness	LPP, SCCP, TCEP	Cost Benefit Ratio	Ratio
System Preservation Pavement	LPP	Pavement Condition Index	Index
System Preservation Pavement	LPP	Pavement Condition Index	Rating
System Preservation Bridges	LPP	Bridge Deck Rating	Rating
System Preservation Bridges	LPP	Bridge Superstructure Rating	Rating
System Preservation Bridges	LPP	Bridge Substructure Rating	Rating
Noise Level (Soundwalls Only)	LPP	Number of Receptors	Number
Noise Level (Soundwalls Only)	LPP	Properties Directly Benefited	Number
Noise Level (Soundwalls Only)	LPP	Number of Decibels	Number