Generating ePPRs for 2026 STIP Adoption

Use the following guidance document to create ePPRs for 2026 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 already 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:
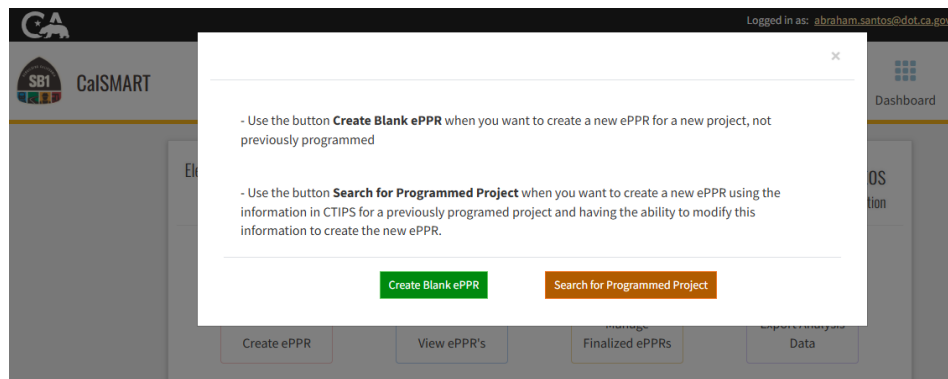
1. Register or login to [CalSMART](#)

2. Under Current Program, select Electronic Project Programming Request
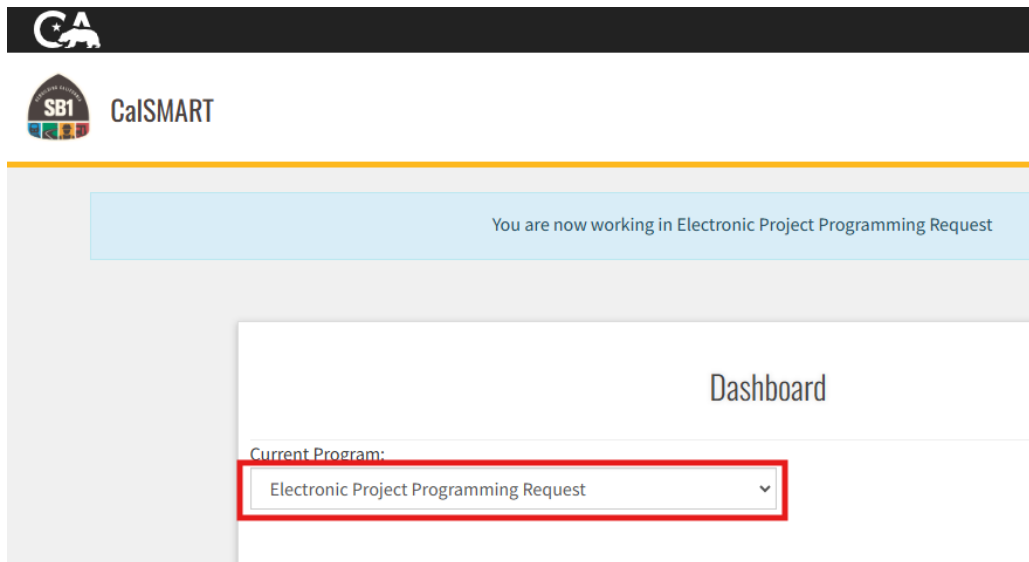
3. Click on Create and Manage ePPRs, then Create ePPR
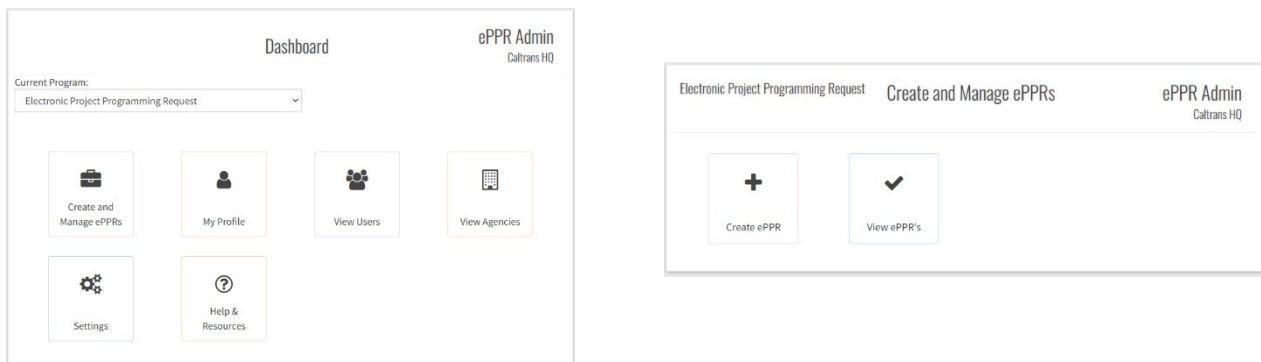
4. Click on 'Search for Programmed Project'

5. The projects can be searched by selecting one of the four identifiers:

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

6. A click on the Create ePPR will generate a pop-up message, asking if this is an Amendment ePPR. Select '**No**' to carryover projects in to 2026 STIP by creating this ePPR. *(Carryover projects are part of the STIP adoption, and are not considered as amendments)*

7. **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 will 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 the draft. This step is required to save the initial draft that can be edited at a later time. The draft ePPR can be printed as a pdf to be sent for reviews and comments (see step 19 on how to generate the pdf).

8. Go through all the tabs listed in the Sections area on the 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' button appears on the Review/ Print Tab.

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   Fields marked with * are required

Project ID   MPO ID
0000000000

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*
Project Manager   (123) 456-7890   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.

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.**

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 Information tab. All implementing agencies selected on the General information tab must be listed on this page.

PROJECT PROGRAMMING REQUEST

ePPR ID		Version	Project Title			
ePPR-CT-2026-0001		0	STIP 2026 Example			
District	EA		Project ID	PPNO	MPO ID	County
01	00000		000000000	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 ▾

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.**

PROJECT PROGRAMMING REQUEST

ePPR ID		Version	Project Title			
ePPR-CT-2026-0001		0	STIP 2026 Example			
District	EA		Project ID	PPNO	MPO ID	County
01	00000		000000000	0000		VAR

Legislative Districts   Fields marked with * are required

Senate*	Assembly*	Congressional*
1	2	3

13. **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.**

PROJECT PROGRAMMING REQUEST

ePPR ID		Version	Project Title			
ePPR-CT-2026-0001		0	STIP 2026 Example			
District	EA		Project ID	PPNO	MPO ID	County
01	00000		000000000	0000		VAR

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		09/09/2021 📅
Circulate Draft Environmental Document	Document Type EIR ▾ ?		11/11/2025 📅
Draft Project Report *			12/12/2025 📅
End Environmental (PA&ED) Phase *			01/01/2025 📅
Begin Design (PS&E) Phase *	☐ PS&E Phase Not Applicable		02/02/2026 📅
End Design Phase (RTL for Advertisement Milestone) *			03/03/2026 📅
Begin Right of Way Phase *	☐ Right of Way Phase Not Applicable		04/04/2026 📅
End Right of Way Phase (Right of Way Certification Milestone) *			05/05/2026 📅
Begin Construction Phase (Contract Award Milestone) *	☐ Construction Phase Not Applicable		06/06/2026 📅
End Construction Phase (Construction Contract Acceptance Milestone) *			07/07/2026 📅
Begin Closeout Phase *	☐ Closeout Phase Not Applicable		08/08/2026 📅

14. **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.**

15. **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.

16. **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 a relevant indicator from the drop-down menu and click on 'Add Benefit'.

    Providing project level benefits will help measure and document the total benefits at the regional level. If the project does not contribute to any performance 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 an explanation about assumptions and limitations of the Performance Indicators value, please add the relevant information in the Additional Information Tab.

17. **Additional Information**: Use this section to include any 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-2026-0001		0		STIP 2026 Example				

District	EA		Project ID		PPNO		MPO ID	County
01	00000		000000000		0000			VAR

Additional Information

☐ No Comments

Additional Information

[large text box]

18. **Proposed Funding Plan**: The funding portion of the ePPR provides a detailed view of the proposed project programming. Each funding source is broken down by phase. In accordance with the CTC's STIP Guidelines, all programmed component amounts must be inputted 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).

PROJECT PROGRAMMING REQUEST

ePPR ID		Version		Project Title				
ePPR-CT-2026-0001		0		STIP 2026 Example				

District	EA		Project ID		PPNO		MPO ID	County
01	00000		000000000		0000			VAR

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

					Proposed Total Project Cost				
Component	Prior	26/27	27/28	28/29	29/30	30/31	31/32+	Total	Implementing Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	

Funding Sources

No Funding Sources Found for this ePPR

Add a Funding Source

[Add Funding Source]

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.

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

Add additional fund sources and amounts as needed.

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		Version		Project Title				
ePPR-CT-2026-0001		0		STIP 2026 Example				
District	EA		Project ID		PPNO	MPO ID		County
01	00000		000000000		0000			VAR

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

				Proposed Total Project Cost						
Component	Prior	26/27	27/28	28/29	29/30	30/31	31/32+	Total	Implementing Agency	
E&P (PA&ED)	1,000	0	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	1,000	0	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.

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

Sections

- **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
- **Amendment** ⊘

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

[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. Click on the Print button located at the bottom right of the screen to generate the pdf.

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.

20. **To edit the Draft ePPR** before it is 'Saved as Final', click on the ePPR ID in the 'View ePPR' list. This will take you back to the draft ePPR where you would be able to edit any sections that needs to be updated.
Note: Do not click "copy" and "duplicate" the ePPR, in order to edit it.

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.
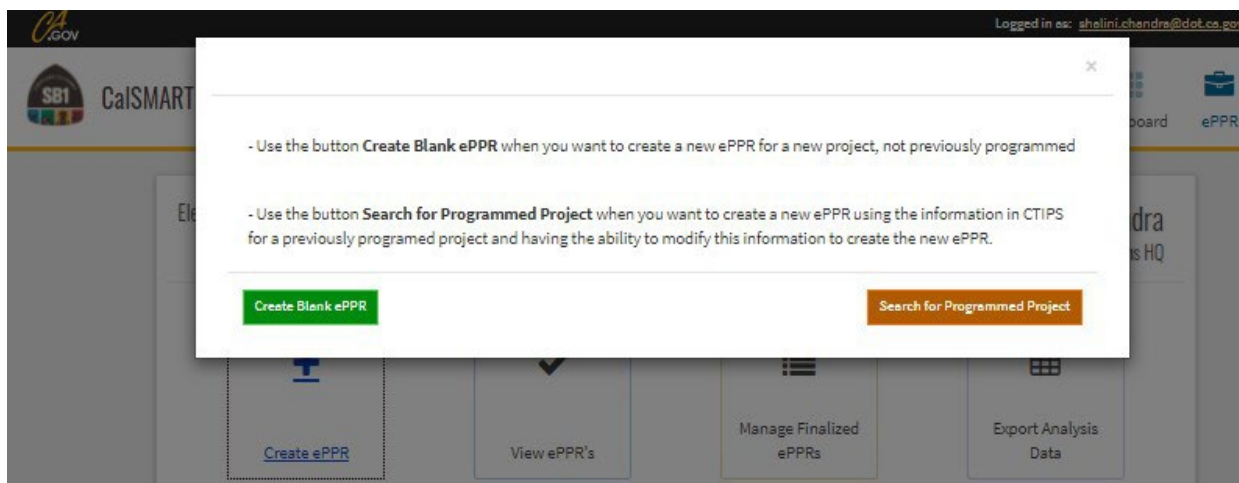
2) Creating ePPR on CalSMART for new Projects

1. Sign in to ePPR module and click on Create ePPR
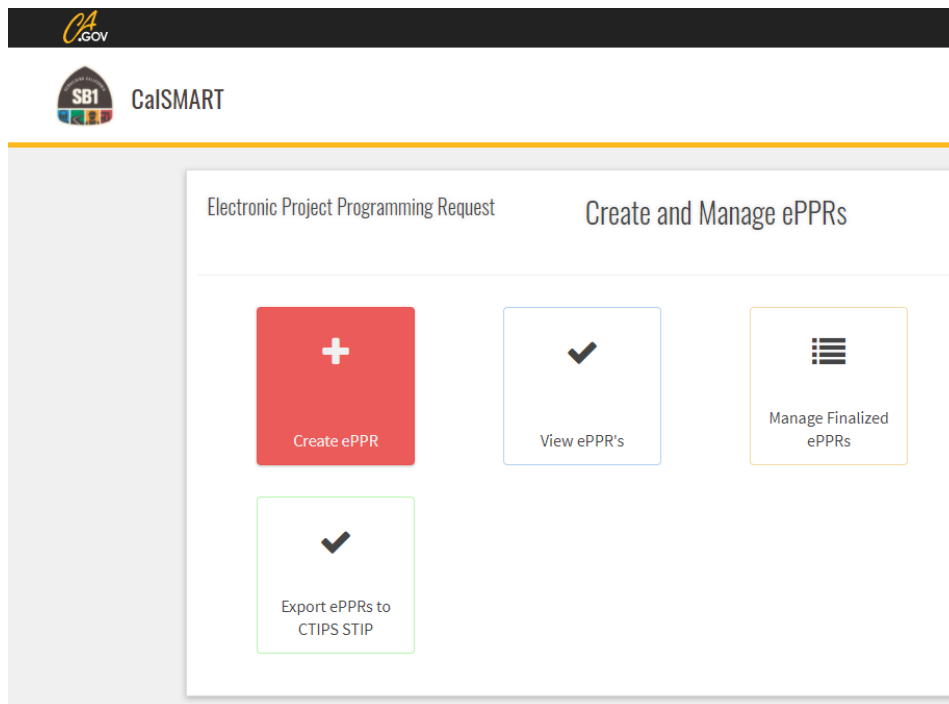
2. Click on "Create Blank ePPR".

3. **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 the draft. This step is required to save the initial draft that can be edited at a later time.

   d. The implementing agencies selected on this page will 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 to ensure that 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 to send for reviews and comments.

   g. After saving, the screen will refresh with additional fields. Under "Cycle", you should see "**STIP2026**".

4. 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.

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 Draft

5. Follow Steps 9 through 21, as mentioned above in the previous sections for more details about completing the individual tabs.
For additional information about the data fields on each tab aside from 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 further assistance.