

CalSMART Instructions for Submitting an Active Transportation Program (ATP) Project Progress Report

CalSMART is an online reporting tool for project sponsors to submit project progress reports for their ATP projects. These progress reports are required by the Senate Bill 1 Accountability and Transparency Guidelines.

New users need to register for an account (skip to step #1 below). After registering and logging on to your CalSMART Account, use these instructions as a step-by-step guide to complete your ATP project's progress report to prevent Caltrans from returning the report for an update and re-submittal.

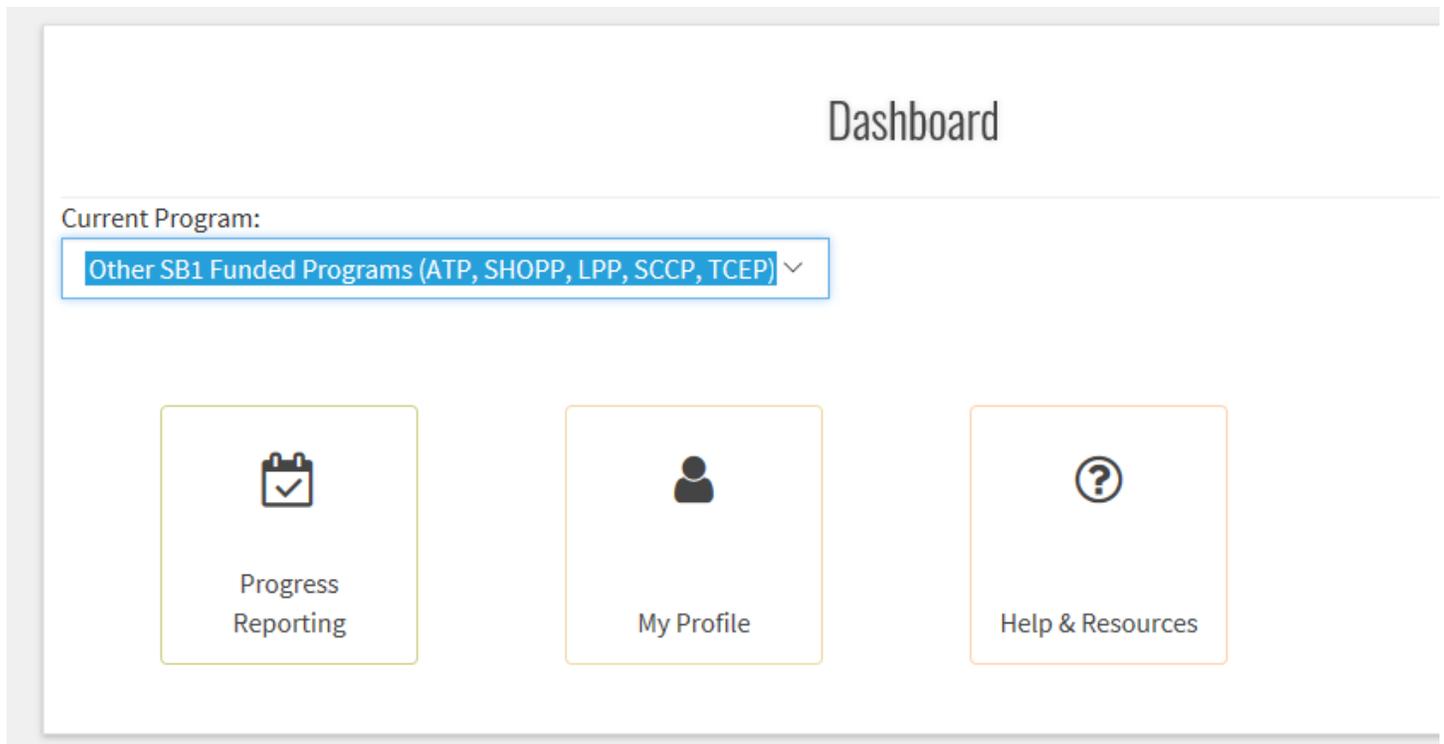
If you do not have a CalSMART account, follow these steps to register for a CalSMART account:

1. Visit calsmart.dot.ca.gov to register for an account

When registering, select 'Other SB1 Funded Programs' as your project's program **IF USERS DO NOT SELECT 'OTHER SB1 FUNDED PROGRAMS' THAN NO ROLE WILL BE ASSIGNED, AND NO PROJECTS TO REPORT ON WILL POPULATE.**

2. Submit registration
 - a. You will receive an email that your registration has been requested for approval by Caltrans and include a link for you to verify your email. **IF YOU DO NOT VERIFY YOUR EMAIL, CALTRANS CANNOT APPROVE YOUR REGISTRATION.**
3. Caltrans will review registration request
 - a. You will receive an email confirming whether your account was approved or rejected

Once your CalSMART registration is approved by Caltrans, please log in to your account, follow these steps to create and submit an ATP project progress report.

DASHBOARD - By logging in successfully, you will be taken to the Dashboard

Dashboard

Current Program:

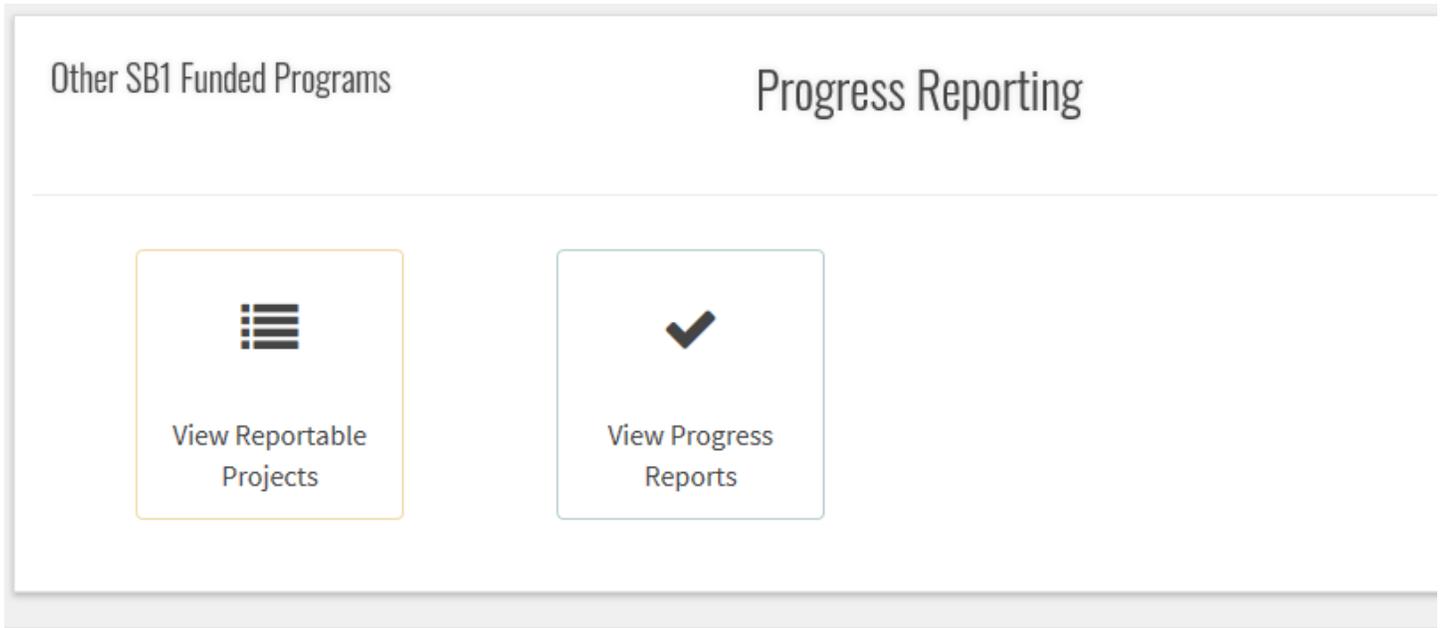
Other SB1 Funded Programs (ATP, SHOPP, LPP, SCCP, TCEP) ▾

Progress Reporting

My Profile

Help & Resources

1. CURRENT PROGRAM (drop-down list) – Select ‘Other SB1 Funded Programs’
2. PROGRESS REPORTING – Select the ‘Progress Reporting’ button to move to the next screen to view reportable projects for your agency, create the progress report or to open those that were already created.

PROGRESS REPORTING

Other SB1 Funded Programs

Progress Reporting

View Reportable Projects

View Progress Reports

1. VIEW REPORTABLE PROJECTS – Select the ‘View Reportable Projects’ button to view all of your agency’s projects that require a progress report, and to create the reports. If you do not see your report(s) here, then try the next button ‘View Progress Reports’.
2. VIEW PROGRESS REPORTS – Once you’ve created a progress report, you can open it here.

GENERAL INFORMATION

- Now your project’s progress report is created, and you must ‘save’ before proceeding to enter anything.
- Review the information populated in the GENERAL INFORMATION and update as needed, where the system allows.
- Once you’ve saved and verified the GENERAL INFORMATION, move on to the MILESTONES section on the right-hand side of the screen.

CREATE PROGRESS REPORT

General Information			
Report ID	Agency	Period	Prepared By
PRG-3-494-0001	Humboldt County	FY 19/20 Q1	Jalime Espinoza
Contact Information			
Contact*		Contact Title*	
<input style="border: 1px solid red;" type="text"/>		Project Manager	
Contact name is required			
Contact Phone*		Contact Email Address*	
<input type="text"/>		<input type="text"/>	
Project Information			
Project ID	Title	Program	
0114000127	Humboldt Bay Trail South	ATP	
District	EA	PPNO	Predecessor PPNO(s)
01		2391	
Implementing Agencies			
PA&ED		PS&E	
Humboldt County		Humboldt County	

Steps - Unsubmitted

- General Info
- Milestones
- Time Extensions
- Funding
- Expenditures
- Outputs
- Corrective Action Plan

MILESTONES

6. By clicking the Actions button on the right, you have the option to select ‘Copy Data from Prior Report’ and make updates or move on to next tab if nothing has changed. You can do this for each tab but doing it in one tab does not update the entire report.
 7. BASELINE AGREEMENT NOT REQUIRED (check box) – This box will automatically be checked if a Baseline Agreement is not required.
 8. PLANNED COMPLETION DATE – Select a Planned Completion Date for each phase applicable to your project that is not complete (excluding the Completion and Final Delivery Reports), **whether the phase is funded by ATP or not. INCLUDE PLANNED DATES FOR ALL APPLICABLE PHASES TO THE PROJECT THAT ARE NOT COMPLETE.**
 - a. *System will not allow you to enter any past dates. If there are any past dates – you should any past dates as an ACTUAL COMPLETION DATE in the column to the right.
 - b. For NI projects, include the begin and end dates in the Construction phases.
 - c. For combination (infrastructure and NI) projects, select a begin date for whichever begins sooner, construction or NI activities. Select an end date for whichever (infrastructure or NI) is ending later.
 9. ACTUAL COMPLETION DATE – Select an Actual Completion Date for each phase applicable to your project that is complete (excluding the Completion and Final Delivery Reports), **whether the phase is funded by ATP or not. INCLUDE ACTUAL DATES FOR ALL APPLICABLE PHASES TO THE PROJECT THAT ARE COMPLETE.**
- NOTE:** The system requires a Planned OR Actual date and will not allow you to enter both.
10. Save and move on to the Time Extensions section.

PROJECT MILESTONES					
Project ID	Title	District	EA	PPNO	Program
0118000139	McKinleyville Safe Routes to School Program	01		2504A	ATP

Milestone	Not Required	Approved Completion Date (by CTC)	Planned Completion Date	Actual Completion Date
Baseline Agreement	<input checked="" type="checkbox"/>			
PA&ED				
ROW Cert				
Ready to List				
Begin Construction (Contract Awarded)				
End Construction				
Completion Report				
Final Delivery Report				

Steps - Unsubmitted

- General Info
- Milestones**
- Time Extensions
- Funding
- Expenditures
- Outputs
- Corrective Action

Actions

TIME EXTENSIONS

11. By clicking the Actions button on the right, you have the option to select ‘Copy Data from Prior Report’ and make updates or move on to next tab if nothing has changed. You can do this for each tab but doing it in one tab does not update the entire report.
12. Enter any time extensions (in months) that have been approved by the Commission.
 - a. Do not enter any anticipated or submitted extension requests that have not been approved.
13. Save and move on to the Funding section.

Approved Time Extensions (in months)				Steps - Unsubmitted
Phase	Allocation	Award	Expenditure	
PA&ED				General Info
Right of Way				Milestones
PS&E				Time Extensions
Construction				Funding
				Expenditures
				Outputs
				Corrective Action Plan
				Comments
				Actions

FUNDING

*Everything except for the Award Amount (in 1,000s) in this tab is auto-populated from the Caltrans ATP database. If there are any discrepancies, please email atpprogressreporting@dot.ca.gov.

14. If the project has awarded the construction contract or the consultant contract award, please enter the amount in the 1,000s under the funding chart.

Project ID	Title	District	EA				
0118000139	McKinleyville Safe Routes to School Program	01					
Funding (in \$1,000)							
SB1 Funding							
Phase	Approved Project Funding	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP
PA&ED	25						25
PS&E	40						40
RW Support							
Const Support							
RW Capital	12						12
Const Capital	535						535
Total	612						612
Award Amount (in \$1,000)							
<input type="text"/>							

EXPENDITURES

15. By clicking the Actions button on the right, you have the option to select ‘Copy Data from Prior Report’ and make updates or move on to next tab if nothing has changed. You can do this for each tab but doing it in one tab does not update the entire report.
16. If Caltrans has processed any expenditures, it will auto-populate in the SB 1 Funds columns
 - a. However, some expenditures were labeled in a phase by Accounting that are not identified in CalSMART yet but the CalSMART team is working on updating the amounts in a future round of reporting.
17. Enter any actual expenditures that are paid for outside of ATP funding in the Additional Local column. This is required for any phase applicable to the project and not just those funded by the ATP.
18. Enter any actual or current anticipated Planned Expenditures at Completion for each applicable phase, not just those funded by the ATP.

Expenditures (in \$1,000)												
Phase	Total	SBI Funds					Other Funds					Planned Expenditure at Completion
		SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local & Private	Additional Local	
PA&ED												25
PS&E												40
RW Support												
Const Support												
RW Capital												12
Const Capital												535
Total												612

OUTPUTS

19. By clicking the Actions button on the right, you have the option to select ‘Copy Data from Prior Report’ and make updates or move on to next tab if nothing has changed. You can do this for each tab but doing it in one tab does not update the entire report.
20. Enter all current Anticipated at Completion outputs in the ‘Anticipated at Completion’ column.
21. If the ‘Approved Outputs’ are incorrect, please enter the correct ones and add any that are missing via the ‘Add Output’ button and explain the Corrective Action Plan tab that is next.

PROGRESS REPORT						
Project ID	Title	District	EA	PPNO	Program	
0118000139	McKinleyville Safe Routes to School Program	01		2504A	ATP	

Output	Approved	Anticipated at Completion	Units
New ADA Ramp	3		Each
New Class 2 Bike Lanes/Routes	1400		Linear feet
New Class 3 Bike Lanes/Routes	3600		Linear feet
New RRFBS/Signal 4	4		Each
New Sidewalks (4' to 8')	300		Linear feet
Shorten Crossing 2	1		Each

CORRECTIVE ACTION PLAN

22. By clicking the Actions button on the right, you have the option to select ‘Copy Data from Prior Report’ and make updates or move on to next tab if nothing has changed. You can do this for each tab but doing it in one tab does not update the entire report.
23. COST – If there is a change in the project cost, provide a summary describing the reason for the change and describe the corrective action plan (CAP). For example, if construction is going to cost more than anticipated, provide a description of why and how the cost overrun will be funded.
24. SCHEDULE – If there is a change in the project schedule, provide a summary describing the reason the change and describe the CAP. For example, if a project is delayed and the schedule is pushed out, the project may need a time extension. Describe the delay and steps to take to deliver the project without funds lapsing.
25. If the schedule is within the approved and no CAP is needed, explain this.
26. SCOPE – If there is a change in the project scope, provide a summary describing the reason the change and describe the CAP. For example, if a project scope change is proposed, provide a summary describing the reason and that you will be submitting a scope change request to Caltrans.
27. BENEFITS – If there is a change in the project schedule, provide a summary describing the reason the change and describe the CAP.
28. IF CTC ACTION IS REQUIRED TO IMPLEMENT A CAP, WHEN DO YOU ANTICIPATE SUBMITTING THE REQUEST – Select a date of when you anticipate submitting a time extension request or a scope change request to Caltrans.

Once your report is submitted, Caltrans will review and approve or send back with comments for updating the report. Agencies must update their report and re-submit to comply with reporting requirements.

Corrective Action Plan (fill in)
Steps

If there is a change in the project cost, schedule, scope, and/or expected benefits, provide a summary describing the reason for the change and describe below the corrective action plan to manage any risk to the implementation of the project as programmed.

* Required Field

Cost

Schedule

Scope

Benefits

If CTC action is required to implement a Corrective Action Plan, when do you anticipate submitting the request?

- General Info
- Milestones
- Time Extensions
- Funding
- Expenditures
- Outcomes & Outputs
- Corrective Action Plan

Submit