

CalSMART Questions and Answers

What is CalSMART?

CalSMART is an online project progress reporting tool that will be used to report quarterly on Senate Bill 1 (SB1) projects in the following programs:

- State Highway Operations and Protection Program (SHOPP)
- Solutions for Congested Corridors Program (SCCP)
- Trade Corridor Enhancement Program (TCEP)
- Local Partnership Program (LPP)
- Active Transportation Program (ATP)

When will CalSMART be available for use?

CalSMART will be go live on March 11, 2019. Users will be able to create accounts starting March 11, but users will not be able to create progress reports until March 15.

How do users create new accounts?

- Local agency users will go to calsmart.dot.ca.gov and register for a new account. Local agency users who already have a CalSMART account for the Local Streets and Roads (LSR) Program or the State of Good Repair (SGR) Program need to login and then request access to the “Other SB 1 Funded Programs” Program.
- Caltrans users will go to calsmart.ctpass.dot.ca.gov and register for an account. Once the account is created and the user validates the email address, the user will link the account to their Windows login information and access CalSMART without logging in from that point forward.

Who is responsible for submitting progress reports?

The local agency (or Caltrans District) who is implementing the current phase is responsible for submitting the progress report. For example, if the construction contract has been awarded, the project is in the construction phase. The construction implementing agency would be responsible for submitting the progress report.

How do users know which projects require progress reports?

When the user logs in and selects the “View Reportable Projects” button, a list of the agency’s projects requiring progress reports will be displayed. Any user registered under that agency (or Caltrans District) can create and submit progress reports for any project on the reportable projects list.

Where does the auto-populated data come from?

The auto-populated data comes from a variety of Caltrans data sources, including the Active Transportation Program (ATP) database, Project Resource and Schedule Management (PRSM), California Transportation Improvement Program System (CTIPS), Advantage, and Construction Accounting System (CAS):

- All ATP data comes from the ATP database.
- Project identifiers such as Caltrans District, County, Route, Postmile, Title, Description comes from CTIPS.
- Milestone data comes from PRSM for projects on the state highway system.

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- Funding data comes from PRSM for projects on the state highway system if a phase has started. If a phase has not started, or if a project is off the state highway system, funding data comes from CTIPS.
- Expenditure data comes from Advantage, but it is adjusted to account for project splits and combines.
- Outputs data comes from CTIPS.
- Construction contract award amount comes from CAS for projects on the state highway system.

How can a user change the auto-populated data?

The data must be changed in the source systems. If there is a problem with pre-populated data, local agency users should contact the Caltrans project manager for projects on the state highway system or the District Local Assistance Engineer (DLAE) for projects off the state highway system. Caltrans users should contact the owner of the data system (Programming for CTIPS, Construction for CAS, Accounting for Advantage, etc.) or make the necessary changes in PRSM.

When are corrective action plans required?

- Schedule corrective action plans are required in the following scenarios:
 - For SHOPP projects, when a current milestone date is outside the fiscal year of the approved milestone date.
 - For all other programs, when a current milestone date is outside the fiscal year of the approved milestone date OR when a current milestone date is 6+ months after the approved milestone date.
- Cost corrective action plans are required in the following scenarios:
 - For SHOPP projects, when the estimate at completion (EAC) is greater than 110% of the programmed amount plus \$200,000.
 - For all other programs, when the EAC is greater than the programmed amount.
- Benefits corrective action plans are required whenever the current benefits are less than the approved benefits.

Can a user delete a progress report?

No, but a progress report can be edited indefinitely until it is submitted.

Can a user recall a submitted progress report?

No. Once a progress report is submitted it cannot be edited unless an Admin user rejects it.

What kind of future system enhancements are planned?

Several features could not be accommodated in this first release but will be included in future quarters, including:

- Build tool tips into each field of each screen.
- Implement a test to determine whether a Corrective Action Plan is required for benefits changes.
- Ability for Caltrans Districts to review and reject progress reports for locally-implemented projects on the state highway system.

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- Summary of progress reporting status (not started, in progress, submitted, rejected, resubmitted) by agency.
- Indicate which phases have been allocated by the California Transportation Commission.
- Show project information (District, County, PPNO, Project ID, Title) on the top of each screen.
- Ability to copy user-entered data from previous quarter's report.
- Auto e-mail notice 30 days and 5 days before progress reports are due.

Where can users find CalSMART guidance?

There are several ways for a user to obtain help:

- A Quick Start Guide is available.
- Definitions and requirements for each field ("Tool tips") are available.
- A CalSMART Questions and Answers summary is available.
- Questions can be submitted to ATPProgressReporting@dot.ca.gov for ATP projects and SB1_Progress_Reports@dot.ca.gov for all other projects.