State of Good Repair Program
CalSMART Project List Submittal
User Guide

Division of Rail and Mass Transportation
State of Good Repair Program
Updated July 2022
# Table of Contents

Introduction .................................................................................................................................................. 2  
Registering for CalSMART ............................................................................................................................. 2  
Dashboard ..................................................................................................................................................... 4  
Create Project List ......................................................................................................................................... 4  
Enter Proposed Project Information ............................................................................................................. 7  
  Add Funding to an Existing Project ........................................................................................................... 7  
  Add New Project Information ................................................................................................................... 8  
Submit Project List ...................................................................................................................................... 10  
Examples of Notifications ........................................................................................................................... 12  
Region Review of Operator Submittal ........................................................................................................ 13  
Reports........................................................................................................................................................ 20  

Editor’s Note: The screenshots contained within this User’s Guide reference previous fiscal year(s) submittals. The CalSMART system itself will only be accessible for the current fiscal year of submittal. Changes made to existing projects will be entered using the current fiscal year submittal process.
**Introduction**

Many of you have previous experience using the CalSMART online reporting tool for submitting your Expenditure Reports. Now CalSMART includes a feature to submit your Project Lists. Having both your Project Lists and Status and Expenditure Reports stored in one central location should reduce paperwork and errors, save time, and provide a platform capable of generating reports on an operator, regional, or program level.

**Registering for CalSMART**

This link takes you to CalSMART  [https://calsmart.dot.ca.gov/login/auth](https://calsmart.dot.ca.gov/login/auth)

If you are already a registered CalSMART user for the Local Streets and Roads Program or other SB 1 programs, you only need to request access to the State of Good Repair module. Login and choose “State of Good Repair Program” from the Current Program dropdown menu. A notification of your request for access will be sent to the Caltrans SGR Branch to authorize access.

If you are not registered with CalSMART, select “Register” on the login page.
Enter your information and please be sure to check the box for “State of Good Repair Program” and click on “Submit”

You will not be able to login to the SGR module until your account has been approved. You will receive an email (shown below) confirming your access.
Dashboard

Once logged in, you will see the CalSMART Dashboard. Be sure to choose the State of Good Repair Program from the Current Program dropdown menu.

Create Project List

Choose the ‘Project List Submittal’ option from the Dashboard to create, view, or edit a project list.
Then choose ‘Create Project List Submittal’ when you are creating a project list for the current submission cycle. After the Project List has been created, you will choose ‘Manage Project List Submittals’ to View, Edit or Review the submittal.

Please Note Project Lists can be submitted as follows:

- Operators enter the project information directly into CalSMART and submit to their Regional Entities for review and submission to Caltrans.
  - The operator will be the entity responsible for entering and completing the Project Status and Expenditure Report.
- If both parties agree, Regional Entities can create project lists for Transit Operators under their purview.
  - Regional Entities must create each Transit Operator’s project lists before they create their own project list.
  - The operator will be the entity responsible for entering and completing the Project Status and Expenditure Report.
- The Region can collect all or some of their operator proposed projects and enter the information along with their own projects they plan to implement.
  - The operators must be identified in the project’s title.
  - The Region will be the entity responsible for entering and completing the Project Status and Expenditure Report.
Cover Sheet

This next screen asks for basic agency information. Please fill in each of the fields. Those fields marked with an “*” are required fields and the system will not let you advance if these fields are left blank.

Operator Cover Sheet

Region Cover Sheet – The Region only selects a Recipient(Operator) if the Region is creating a project list for one of the Operators under their purview. Leave blank if the Region is creating a project list solely for themselves. Regional Entities must create each Transit Operator’s project lists before they create their own project list. If you, as the Region, chooses a Recipient/Operator to create a list for, that Recipient/Operator will be responsible for reporting the project status and expenditures in the future. If you, as the Region, would like to be responsible for the project status and expenditure reporting, do not choose a Recipient/Operator.
*Select Files to Upload – The system requires a document to be attached.

**Operator users** - Attach a Board Resolution and/or any document(s) your Region may require. Should your Regional Entity not require a board resolution please submit a statement indicating a resolution is not required.

**Region users** – Attach the Board Resolution approving the project list you are submitting. If you do not yet have the approved resolution, you can still attach a DRAFT board resolution and indicate when you are expecting the board resolution to be officially approved and signed. You may also attach a statement indicating your region does not require a Board Resolution or any similar documentation.

**Enter Proposed Project Information**

The following screens allow you to input your proposed projects. You can add funding to an existing project or add a new project.

**Add Funding to an Existing Project**

If you are adding funding to an existing CalSMART project, you can select the project from this screen by selecting Add.
If for any reason, you are unable to return to the screen shown above, you can still add funding to existing, or add new projects, from the Manage Project List Submittal Page.

### Add New Project Information

If you would like to add a new project to the system, select ‘Skip to Add New Project’ or ‘Add New Project’ depending on the page you are on.
Inputting Project Information

Selecting either to add funding to an existing project or to add a new project will advance you to the Proposed Project Detail screen to input the project information required.

Operator Users - Select a Region from the dropdown. There are a few instances in which an Operator may report to or work with more than one Region. If that is the case, select the Regions the project will receive its funding from.

Region Users - The Region will automatically be selected when you are submitting a project list specifically for the Region. However, when submitting a project list for one of your Operators, you will need to select the Region.
The rest of the project fields are treated the same for both Operator and Region users.

The Proposed Project List projects now includes the full SGR funding table. Fields greyed out are not editable.

To complete your project list, select ‘Save and Exit’
To add another project, select ‘Save and Continue’
To duplicate this project, select ‘Save and Duplicate’

Submit Project List

All Project Lists will need to be submitted for review:

- Operator project lists will be forwarded to their Region for review.
- Region submittals will be forwarded directly to Caltrans for review.

After clicking ‘Save and Continue’, the system will take you to the Manage Project List Submittal screen automatically. If you are not ready to submit at this time, you can always select ‘Manage Project List Submittals’ to return to this screen later.
From the Manage Project List Submittal screen select ‘Submit for Review’.

Operators, your role is complete unless your Region or Caltrans notifies you that a revision or correction is needed for your submittal. You may still want to review the Report section of the guide for information on available reports.
Examples of Notifications

Notification that your project list was submitted.

Thank you for your SB 1 Project List Submittal. It has been received. If staff has any questions or needs additional information, someone will contact you.

If you need to contact program staff please send an email to SB1SGRcomments@dot.ca.gov.

Notification that your project list was sent back for corrections

The State of Good Repair Project List Submittal for San Joaquin Joint Powers Authority has been sent back for the following reason(s):

Test Region selection

Please make any necessary corrections and resubmit or send back to San Joaquin Joint Powers Authority to make corrections.

If you need assistance please contact program staff at SB1SGRcomments@dot.ca.gov

Notification after your Region submits your project list to Caltrans.

Your Region has deemed your State of Good Repair Project List Submittal eligible to move forward to Caltrans for review and approval.

If you need assistance please contact program staff at SB1SGRcomments@dot.ca.gov.

Notification after Caltrans approves your project list.

This email will serve as proof that your State of Good Repair Project List Submittal was reviewed and approved by Caltrans.

If you need assistance please contact program staff at SB1SGRcomments@dot.ca.gov
Region Review of Operator Submittal

The Region will receive an email notification from CalSMART that a project list is ready for review.

To review the submittal, the Region shall login to CalSMART and select ‘Project List Submittal’.
Select ‘Manage Project List Submittals’. The number in the right-hand corner indicates how many submittals are waiting for review.

The submittal will appear in your Submittal Inbox. Select ‘Hide Approved’ if you only want to see the submittals that you have not yet marked as eligible.
The blue clock icon indicates a submittal is waiting for your review.

Select ‘Create PDF’ on the Manage Submittal Screen for the most efficient way to review a submittal.
A simple report of the Cover Sheet and Project Details will be displayed as a pdf file.

The Est. 99313 and Est. 99314 Costs are the current submission cycle costs.
**Mark as Eligible**

If the submittal is eligible, select ‘Mark as Eligible’. This will transmit the submittal to Caltrans for review and approval. Note, as the Region, you must mark your own project list submittal as eligible to prompt the system to forward it to Caltrans.

**Send Back for Corrections or Edit Project List Submittal**

If the submittal needs to be corrected or revised, the Region can Edit the submittal or Send Back to the Operator for revisions.
When returning the submittal back for revisions, please provide the Operator an explanation why the proposed list is being returned and what issues need to be addressed before the proposed list can be approved.

If you find you need to Edit a project, select the View/Edit eyeball icon.
From the Proposed Project Detail screen, select ‘Edit’ and make any necessary revisions. Be sure to save the changes.
Users can save a pdf copy of their Project List submittal by selecting 'Create PDF' from the Manage Proposed Project List Submittal page.
# Submittal Report

**SGR-C15-FY19/20-6286-001**

**FY 19/20**

## Submittal Details

<table>
<thead>
<tr>
<th>Program</th>
<th>Agency</th>
<th>Date Created</th>
<th>Date</th>
<th>Date Approved</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Test St</td>
<td>Stockton</td>
<td>CA</td>
<td>95205</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
<th>Contact Title</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator Test Submittal</td>
<td>Operator Tester</td>
<td><a href="mailto:jayme.desomser@dot.ca.gov">jayme.desomser@dot.ca.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Phone</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>(555) 888-4444</td>
<td><a href="mailto:jayme.desomser@dot.ca.gov">jayme.desomser@dot.ca.gov</a></td>
</tr>
</tbody>
</table>

**Support Documentation**

- Explain any required documentation here.

**Additional Information**

## Project Details

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Asset Type</th>
<th>Project Category</th>
<th>Est. Useful Life</th>
<th>Est. Project Start Date</th>
<th>Est. Project Completion Date</th>
<th>Est. 95% Costs</th>
<th>Est. 95% Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator Test Project</td>
<td>Operator test project, Nailing Stock/Deck</td>
<td>Replacement</td>
<td>12</td>
<td>1/20/2019</td>
<td>9/29/2021</td>
<td>90</td>
<td>10,000</td>
<td></td>
</tr>
</tbody>
</table>
Users can also save a more detailed report of their Proposed Projects. Select ‘View Proposed Projects’.

To view your current submission cycle projects, select the correct cycle and select the ‘Apply’ button. To view all your projects in the Project List Submittal module, leave the Cycles blank.
Select ‘Export List to Excel’.
This will give you a detailed report of your projects in the Project List Submittal module.