

# 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

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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 <u>https://calsmart.dot.ca.gov/login/auth</u>

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"

Creov 🏠			Login
🚌 CalSMART	TEST		
	First Name	Last Name	
	Jayme	Admin Tester	
	Email	Phone Number	
	test@dot.ca.gov	(707) 555-5555	
	Job Title		
	Admin Tester		
	Agency (type to filter list)		
	Caltrans		
	Programs		
	Local Streets and Roads Program (LSR)		
	<ul> <li>State of Good Repair Program (SGR)</li> </ul>		
	Password	Confirm Password	
	A valid password is required		
	Passwords must be between 8 and 64 chara letter, one lowercase letter, one n		
	Sul	bmit	
Back to Top Cond	ditions of Use Privacy Policy Accessibilit	y Contact Us	
Copyright © 2018 Stat	e of California		

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.

	Dashboa	rd	Jayme Desormier San Joaquin Joint Powers Authority
Current Program:			
State of Good Repair Program	~		
July 29, 2019	<u></u>	<b></b>	

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** 

CaISMART TEST     CaISMART TEST        AGENCY FUNDING ELIGIBILITY INTAKE FORM     Fields marked with* are required     Submitsion Cycle   Submitsion Cycle   Submitsion Cycle   Submitsion Tycle   Submitsion Cycle   Submitsion Cycle	0.Gov			Logged in	as: jayme.desormi	er@dot.ca.gov	Logout		
AGENCY FUNDING ELIGIBILITY INTAKE FORM         Fields marked with * are required         Submission Cycle       Submittal Title       Agency Name         State of Good Repair Program: 19/20 User Guide Test       SGR-C15-FY19/20-6296-001       San Joaquin Joint Powers Authority         Agency Address*       City*       State       Zip Code*         100 Test St       Stockton       CA       90005         Agency Contact*       Agency Contact Title*       Center       Center	CalSMART TEST			Dashboard	Submittals	Reporting	<b>U</b> sers		
Fields marked with* are required         Submission Cycle       Submittal Title       Agency Name         State of Good Repair Program: 19/20 User Guide Test       SGR-C15-FY19/20-6296-001       San Joaquin Joint Powers Authorty         Agency Address*       City*       State       Zip Code*         100 Test St       Stockton       CA       90005         Agency Contact*       Agency Contact Title*       C       Stockton       CA       Stockton         Operator Test Submittal       Operator Test Submittal       Operator Test Submittal       Operator Test Submittal       Stockton       Stockton       Stockton		AGENCY FUNDING ELIGIBI	LITY INTAKE FORM						
Submission Cycle     Submittal Title     Agency Name       State of Good Repair Program: 19/20 User Guide Test     SGR-C15-FY19/20-6296-001     San Joaquin Joint Powers Authorty-       Agency Address*     City*     State     Zip Code*       100 Test St     Stockton     CA     90005       Agency Contact*     Agency Contact-Title*     Ca     Stockton       Operator Test Submittal     Operator Test Submittal     Operator Test Submittal     Operator Test Submittal		Fields marked with * a	are required						
State of Good Repair Program: 19/20 User Guide Test     SGR-C15-FY19/20-6296-001     San Joaquin Joint Powers Authority       Agency Address*     City*     State     Zip Code*       100 Test St     Stockton     CA     90005       Agency Contact*     Agency Contact Title*     Stockton     CA       Operator Test Submittal     Operator Test Submittal     Operator Test Submittal     Stockton	Submission Cycle	Submittal Title	Agency Name						
Agency Address*     City*     State     Zip Code*       100 Test St     Stockton     CA     90005       Agency Contact*     Agency Contact Title*        Operator Test Submittal     Operator Tester	State of Good Repair Program: 19/20 User Guide Test	SGR-C15-FY19/20-6296-001	San Joaquin Joint Po	wers Authority					
100 Test St     Stockton     CA     90005       Agency Contact*     Agency Contact Title*        Operator Test Submittal     Operator Tester	Agency Address*	City*	•	State	e Zip C	ode*			
Agency Contact*     Agency Contact Title*       Operator Test Submittal     Operator Tester	100 Test St	Stor	ckton	CA	9000	)5			
Operator Test Submittal Operator Tester	Agency Contact*	Agen	Agency Contact Title*						
	Operator Test Submittal	Ope	Operator Tester						
Agency Contact Phone* Agency Contact Email Address*	Agency Contact Phone*	Agen	Agency Contact Email Address*						
(555) 888-4444 jayme.desormier@dot.ca.gov	(555) 888-4444	jayn	me.desormier@dot.ca.gov						

<u>Region Cover Sheet</u> – 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.

Cicov	Logged in as: <u>jaymedesormier@yahoo.com</u> Log	out
CalSMART TEST	Dashboard Submittals Reporting User	s
AG	ENCY FUNDING ELIGIBILITY INTAKE FORM	
	Fields marked with * are required	
Submission Cycle	Submittal Title	
State of Good Repair Program: 19/20 User Guide Test	✓ SGR-C15-FY19/20-6158-001	
Agency Name	Recipient (Operator)	
Placer County Transportation Planning Agency		~
Agency Address*		
100 Test St	Placer CA 90000	
Agency Contact*	Agency Contact Title*	
Region Tester	Region Tester	
Agency Contact Phone*	Agency Contact Email Address*	
(111) 222-3333	jaymedesormier@yahoo.com	

# Support Documentation

(999) 222-8292	eric.dudash@dot.ca.gov	
	Funding for Fiscal Year: FY 20/21	
Support Documentation*		
Please briefly describe the support documentation being p	rovided	
Draft Board Resolution		
· · · · · · · · · ·		
Select Files to Upload* (?)		
Select Files to Upload* ⑦ Operators: Attach any required documentation your region board resolution	may request such as Board Resolution or Short Range Transit Plan that lists the project(s). Regions: Attach a sign	ed and dated
Select Files to Upload* ③ Operators: Attach any required documentation your region board resolution Choose Files testing SCP docy	may request such as Board Resolution or Short Range Transit Plan that lists the project(s). Regions: Attach a sign	ed and dated
Select Files to Upload* ⑦ Operators: Attach any required documentation your region board resolution Choose Files testing SGR.docx	may request such as Board Resolution or Short Range Transit Plan that lists the project(s). Regions: Attach a sign	ed and dated
Select Files to Upload* ⑦ Operators: Attach any required documentation your region board resolution Choose Files_testing SGR.docx Additional Information	may request such as Board Resolution or Short Range Transit Plan that lists the project(s). Regions: Attach a sign	ed and dated
Select Files to Upload* ⑦ Operators: Attach any required documentation your region board resolution Choose Files testing SGR.docx Additional Information	may request such as Board Resolution or Short Range Transit Plan that lists the project(s). Regions: Attach a sign	ed and dated
Select Files to Upload* <sup>(2)</sup> Operators: Attach any required documentation your region board resolution (Choose Files) testing SGR.docx Additional Information	may request such as Board Resolution or Short Range Transit Plan that lists the project(s). Regions: Attach a sign	ed and dated
Select Files to Upload* <sup>(2)</sup> Operators: Attach any required documentation your region board resolution (Choose Files) testing SGR.docx Additional Information	may request such as Board Resolution or Short Range Transit Plan that lists the project(s). Regions: Attach a sign	ed and dated

\*Select Files to Upload – The system **requires** a document to be attached.

<u>Operator users</u> - 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.

<u>Region users</u> – 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.

<i>C.</i> Gov					Lo	egged in as: j <u>aymedes</u> e	ormier@yahoo.com	Logou
SB1	Cal	SMART TEST					.11	<b></b>
Q 🛃 🔋 🔊	oui				Dashbo	oard Submittal	s Reporting	Users
If a proje	ect app	ears on both the Proposed P	roject List and Expenditure Repo	rt, choose from the Expenditure Repor	t as this has the more up-to	o-date information.		
Add Fi	Indin	g to Existing Projects	from FY 18/19 Expendit	ure Report	·		Skip to Add New	Projects
Select	RPNo	Project Title	Project List. This will allow you to Project Description	o add funding to the project and edit p	Location (City or County)	Project Start Date	Estimated Comple	tion Date
Add	RP001	TART Transit Bus Replacement	Tahoe Truckee Area Regional Transit	(TART) 40' Gillig Low Floor CNG Transit Bus	Oakdale	04/10/2018	02/14/2020	
Add	RP006	New Project 1819 Exp Report	Adding new project to 1819 exp report Roseville 12/27/2019				03/29/2022	
Add Fl Click "Ad	Inding Id" to in	to Existing Projects	from FY 19/20 Proposed Project List.	d Project List	Estimated Project Start	Estimated Pr	piect Completion	
Add	PPOC	1 TART Bus Replacement	Buying two new buses		01/03/2020	01/01/2026		
Add	PPOC	2 bus shelter	test		09/05/2019	05/13/2020		
Add	PP00	3 bus shelter 2	test		09/05/2019	05/13/2020		
Back to	Тор	Conditions of Use Priv	vacy Policy Accessibility	Contact Us				

# 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.

SE CalSMART TEST						Dashboard	Submitta	als Reporting	Users
ate of Good Repair Program		Manage Fiscal Y	'ear Proposed Pro	iject Lis	t Submittals		My P	rofile	
UBMITTALS <i>c</i> 🗆 Hide App	roved <b>T</b>	SGR-C15-FY20/21-6088-001					Appr	ove Users	UTEINTIE
City of Eureka SGR-C12-FY19/20-6245-001 San Joaquin Regional Transit District	0	<b>Program</b> State of Good Repair Program	<b>Agency</b> San Joaquin Joint Pow Authority	ers	Date Created 06/10/2020	Date Sub 07/22/20	omitted 20	Date Approved 07/22/2020	ł
SGR-C12-FY19/20-6158-001 City of Auburn	0	Address 1 main st		<b>City</b> stockton		State CA	<b>Zip Code</b> 91000	2	
5GR-C12-FY19/20-5060-001 City of Fresno	ø	Contact Reg for Reg test			<b>Title</b> Reg Tester				
5GR-C12-FY19/20-5904-001 Humboldt County	0	View Files Create PDF					Edit Su	bmittal Send Bao	k History
5GR-C12-FY19/20-5060-002 City of Fresno	0	PROJECTS							Expand 4
GGR-C15-FY20/21-6088-001 an Joaquin Council of Governments	0	ID ↑ Title	Description		Location	Usef	ul Life Max E	st. Project Cost	View/Edit
iGR-C15-FY20/21-6088-001 an Joaquin Joint Powers Authority	© _	Copy Project from Previous FY						Add	New Project

Copyright © 2020 State of California

# 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.

O.Gov		Logged ir	Logo		
SBI CaISMART TEST		Dashboard	Submittals	Reporting	<b>U</b> sers
	Fields marked with * are required				
Program					
	State of Good Repair Program				
Recipient (Operator)	*Region(s)				
San Joaquin Joint Powers Authority	San Joaquin Council of Governments				-
Submittal	San Joaquin Council of Governments				
SGR-C15-FY19/20-6296-001	- LIUINO	1 214	DING		

<u>Operator Users</u> - 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.

<u>Region Users</u> - 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.

Gov			Logged in a	as: jayme.desormier@dot.ca.gov Logo		
CalSMART TEST			Dashboard	Submittals Reporting Users		
		PROPOSED PROJECT DETAIL				
		Fields marked with * are required				
Program						
		State of Good Repair Program				
Recipient (Operator)	*Region(s)					
San Joaquin Joint Powe	rs Authority San Joaqui	in Council of Governments		·		
Gubmittal		Submittal Status	Project	r status		
SGR-C15-FY19/20-6296-001		PENDING	PENDING PENDING			
Project Title			Project ID (if any)			
Operator Test Project			12345			
Project Category	* Asset Type	* Current Conditi	on of Asset *Esti	mated Useful Life		
Replacement 🗸	Rolling Stock/Fleet	▼ Fair	▶ 12			
	Project Location		Legislative Distri	cts		
lity	*County	*State Senate	*State Assembly	*US Congressional		

Project Descrip	otion						Pro	oject Schedule		
Skip to Add Ne	w 20/21 Project Tes	t				Est Project S	tart	* Est Comple	tion Date	
						10/02/2020	<b></b>	03/19/2021	<b>m</b>	
				11						
3R Funding										
	Original Est Alloc	cation	Actual Allocation	l i i i i i i i i i i i i i i i i i i i	Exper	nditures as of Sep	ot 30th	Balance		
FY	99313	99314	99313	99314	99313		99314	99313	99314	
17/18	\$	\$	\$1,500.00	\$1,500.00	\$		\$	\$1,500.00	\$1,500.00	
18/19	\$	\$	\$	\$	\$		\$	\$0.00	\$0.00	
19/20	\$	\$	\$	\$	\$		\$	\$0.00	\$0.00	
20/21	\$2,200.00	\$3,700.00	\$	\$	\$		\$	\$0.00	\$0.00	
Future Years	\$	\$	\$	\$	\$		\$	\$0.00	\$0.00	
eh en Frandin e A										
ther Funding A		>								
Fund Type	Fund Sour	rce				Estimated	Allocation Amo	unt		

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.

<i>Cl</i> .gov				Logged in	as: jayme.desormi	ier@dot.ca.gov	Logout
SB1 CalSM	MART TEST			Dashboard	Submittals	Reporting	<b>U</b> sers
	State of Good Repair Program	Fiscal Year Proposed	Project List Submittal	s Jaymı San Joaquin Join	e Desormie t Powers Authorit	r y	
	Manage Project List Submittals	+ Create Project List Submittal	View Proposed Projects				
Back to Top C	Conditions of Use Privacy Policy State of California	Accessibility Contact Us					

From the Manage Project List Submittal screen select 'Submit for Review'.

	-				Logged in	as: jayme.d	lesormier@dot.ca.go	<u>v</u> Log
GAISMART TES					Dasiiboaru	Subinit	ats Reporting	USE
		Project	t Operator Test Project has b	een saved.				
GR-C12-FY19/20-6296-001 an Joaquin Joint Powers Authority	0	Program     State of Good Repair Program	<b>Agency</b> San Joaquin Joint Powers Authority	Date Created 07/23/2019	Date Subr	mitted	Date Approved	
an Joaquin Joint Powers Authority	0	Address 🕝 100 Test St	Ci St	<b>ty 🗭</b> ockton	State CA	Zip Code 90005	6	
n Joaquin Joint Powers Authority	A	Contact 🕜 Operator Test Submittal		Title 🕼 Operator Tester				
n Joaquin Joint Powers Authority	0	Phone C (555) 888-4444		Email 🕝 jayme.desormier	@dot.ca.gov			
n Joaquin Joint Powers Authority	0	View Files Create PDF					Submit for Review	History
n Joaquin Joint Powers Authority	<b>A</b>	PROJECTS						Expand ^
					Us	eful Life		
		D Title PP001 Operator Test Project	Description Operator test project.	Location San Joaquin,San J	Min oaquin 12	Max 12	Est. Project Cost 20,000	View/Edit
		Copy Project from Previous FY					Add Net	w Project

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.

	Tue 7/23/2019 1:56 PM		
CN	CalSMART Notification <no-reply@dot.ca.go< th=""><th>V&gt;</th><th></th></no-reply@dot.ca.go<>	V>	
	Projects Submitted Successfully - TEST		
To Desormier, J	ayme@DOT; Desormier, Jayme@DOT		
Retention Policy	Enforced: Inbox 120 day (4 months)	Expires	11/20/2019

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 <u>SB1SGRcomments@dot.ca.gov</u>.

## Notification that your project list was sent back for corrections

CalSMART Notification <no-reply@dot.ca.gov> to me • Mon, Jul 22, 12:38 PM (8 days ago) 🛛 😭 🔺 🕴

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 <u>SB1SGRcomments@dot.ca.gov</u>

### 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 <u>SB1SGRcomments@dot.ca.gov</u>.

### Notification after Caltrans approves your project list.

Tue 7/23/2019 3:04 PM CalSMART Notification < no-reply@dot.ca.gov> calSMART SGR Project List Approved by Caltrans - TEST To Desormier, Jayme@DOT; Desormier, Jayme@DOT; cesarmayorga707@gmail.com Retention Policy Enforced: Inbox 120 day (4 months) Expires 11/20/2019

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 <u>SB1SGRcomments@dot.ca.gov</u>

# **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'.

CalS	MART TEST			Dashboard	Reporting	U
		You are now working in State of	f Good Repair Program			
		Dashb	oard	Jayme Desormie San Joaquin Council of Government	r s	
	Current Program: State of Good Repair Program	~				
	The State of Good Repair Program July 29, 2019	n is currently accepting Proposed Proj	ject List Submittals for Fisc	al Year 19/20 Funding Eligibility until		
	Project List	Expanditure	•			
	Submittal	Reporting	My Profile			

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.

tate of Good Repair Program		Manage Fiscal Y	ear Proposed Pro	oject List	t Submittals					
SUBMITTALS 🗢 🗹 Hide Appr	roved <b>T</b>	SGR-C15-FY20/21-6088-001						20/21 PR	OJECT LIST	TES
SGR-C12-FY19/20-6088-001 San Joaquin Council of Governments	A	<b>Program</b> State of Good Repair Program	<b>Agency</b> San Joaquin Regional Commission	Rail	Date Created 07/17/2020	Date Sub 07/22/20	mitted 20	Date Appr	oved	
San Joaquin Council of Governments	A	Address 🕝		City 📝		State	Zip Code	Ø		
SGR-C15-FY20/21-6088-001 San Joaquin Council of Governments SGR-C12-FY19/20-6088-001 San Joaquin Joint Powers Authority	0 0	Contact C Reg for Oper test View Files Create PDF		Stockton	Title 🕜 Reg Tester	CA	31000		His	story
SGR-C15-FY20/21-6088-001 San Joaquin Joint Powers Authority	⊘	PROJECTS							Expa	and ^
SGR-C15-FY20/21-6088-001 San Joaquin Regional Rail Commission	0							Useful Life		
		ID ↑ Title PP001 New project	Description 18/19 Evn Rer	ort Project Ar	Location Iding San Ioaqui	in	N	Ain Max	Est. Project	Cost

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.

State of Good Repair Program		Manage Fiscal Ye	ar Proposed Proj	ect Li	st Submittals				
SUBMITTALS 2 Ide App	roved 🔻	SGR-C15-FY19/20-6296-001						19/20 USER GUID	E TEST
SGR-C14-FY19/20-6088-003 City of Lodi SGR-C12-FY19/20-6088-001	⊘ ^	Program State of Good Repair Program	<b>Agency</b> San Joaquin Joint Power Authority	s	Date Created 07/23/2019	Date Sub 07/23/20	mitted 19	Date Approved	^
San Joaquin Council of Governments	<b>A</b>	Address 🕝 100 Test St	(	C <b>ity </b>		State CA	Zip Code 90005	Ø	
San Joaquin Council of Governments	Ø	Contact 🕝 Operator Test Submittal			Title 🕝 Operator Tester				
SGR-C14-FY19/20-6088-002 San Joaquin Council of Governments	0	Phone 🕝 (555) 888-4444			Email 🕼 jayme.desormier@de	ot.ca.gov			
SGR-C15-FY19/20-6296-001 San Joaquin Joint Powers Authority	0	View File Create PDF				-	Send Back	Mark as Eligible Hi	story
SGR-C12-FY19/20-6088-001 San Joaquin Joint Powers Authority	0								

A simple report of the Cover Sheet and Project Details will be displayed as a pdf file.

		FY 1				
	-		9/20			
Submittal Details						
Program	Agency			Date Created	Date	Date Approved
State of Good Repair Program	San Joaqu	in Joint Powers	Authority	07/23/2019	07/23/2019	
Address		City		State	Zip Code	
100 Test St		Stockton		CA	90005	
Contact			Contact Tit	le		
Operator Test Submittal			Operator Te	ster		
Contact Phone			Contact Em			
555) 888-4444			Jayme.desor	rmier@dot.ca.gov		
Explain any required documentati	on here.					

The Est. 99313 and Est. 99314 Costs are the current submission cycle costs.

Title	Description	Asset Type	Project Category	Est. Useful Life	Est. Project Start Date	Est. Project Completion Date	Est. 99313 Costs	Est. 99314 Costs
perator Test roject	Operator test project.	Rolling Stock/Fleet	Replacement	12	12/01/2019	06/25/2021	\$0	\$10,000
	1		I	I			I	I

## 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.

<i>C</i> .cov					Logged i	in as: <u>cesarmayo</u>	rga707@gmail.co	<u>m</u> Logo
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## 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.

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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.

CalSMART TEST		Are you sure you want to see Reason	nd these projects back to the agency?	Logged	n as: <u>cesarmayorga707/@gmail.com</u> Submittals Reporting	Logout 🗸
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If you find you need to Edit a project, select the View/Edit eyeball icon.

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From the Proposed Project Detail screen, select 'Edit' and make any necessary revisions. Be sure to <u>save</u> the changes.

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# <u>Reports</u>

Users can save a pdf copy of their Project List submittal by selecting 'Create PDF' from the Manage Proposed Project List Submittal page.

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# **Submittal Report**

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#### SGR-C15-FY19/20-6296-001

FY 19/20

#### Submittal Details

Program	Agency			Date Created	Date	Date Approved	
State of Good Repair Program	San Joaqu	in Joint Powers	Authority	07/23/2019	07/23/2019		
Address		City		State	Zip Code		
100 Test St		Stockton		CA	90005		
Contact		Contact Title	•				
Operator Test Submittal	Operator Tester						
Contact Phone	Contact Email						
(555) 888-4444	jayme.desormier@dot.ca.gov						
Support Documentation			Additional In	formation			
Explain any required documentation	here.						

Project Det	ails							
Title	Description	Asset Type Project Category		Est. Useful Life	Est. Project Start Date	Est. Project Completion Date	Est. 99313 Costs	Est. 99314 Costs
Operator Test Project	Operator test project.	Rolling Stock/Fleet	Replacement	12	12/01/2019	06/25/2021	\$0	\$10,000

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'.

CalSMART	TEST					Dashboard	Submittals	Reporting	Users
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Agency	San Joaquin Joint Powers Authority	20/21	SGR-C15-FY20/21- 6088-001	PP003	Maintenance	Test Project		06/10/2020	Reviewed
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All Submittals 🔹	San Joaquin Regional Rail Commission	20/21	SGR-C15-FY20/21- 6088-001	PP001	Rehabilitation	New project		07/17/2020	Reviewed
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This will give you a detailed report of your projects in the Project List Submittal module.

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3	San Joaquin Council of	San Joaquin Joint Powers Auth	19/20	PP001	Test Project for Operator	Test project replacing vehicles	Replacemen	t Rolling Stock/Fleet	Fair	12	09/20/2019	12/20/2021	Stockton	San Joaquin	500	50000	10000	60
4	San Joaquin Council of	San Joaquin Joint Powers Authority	19/20	PP002	Test Project for Operator	Repair 2 Bus Shelters	Repair	Passenger Facilities	Fair	5	09/10/2019	06/24/2020		San Joaquin	1000	500	500	2
6	San Joaquin Council of	San Joaquin Joint Powers Auth	19/20	PP001	Operator Test Project	Operator test project.	Replacemen	t Rolling Stock/Fleet	Fair	12	12/01/2019	06/25/2021	San Joaquin	San Joaquin		10000	10000	20