State of Good Repair Program CalSMART Project List Submittal User Guide

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Editor's Note: The screenshots contained within this User's Guide may reference previous fiscal year(s) submittals.

Introduction

The online California State Multi-Modal Accountability Reporting Tool (CalSMART) is the portal for submitting both Project Lists and Project Status and Expenditure Reports. Having both stored in one central location reduces paperwork and errors, saves time, and can generate reports on an operator, regional, or program level.

Registering for CalSMART

This link takes you to CalSMART   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" (SGR) 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.
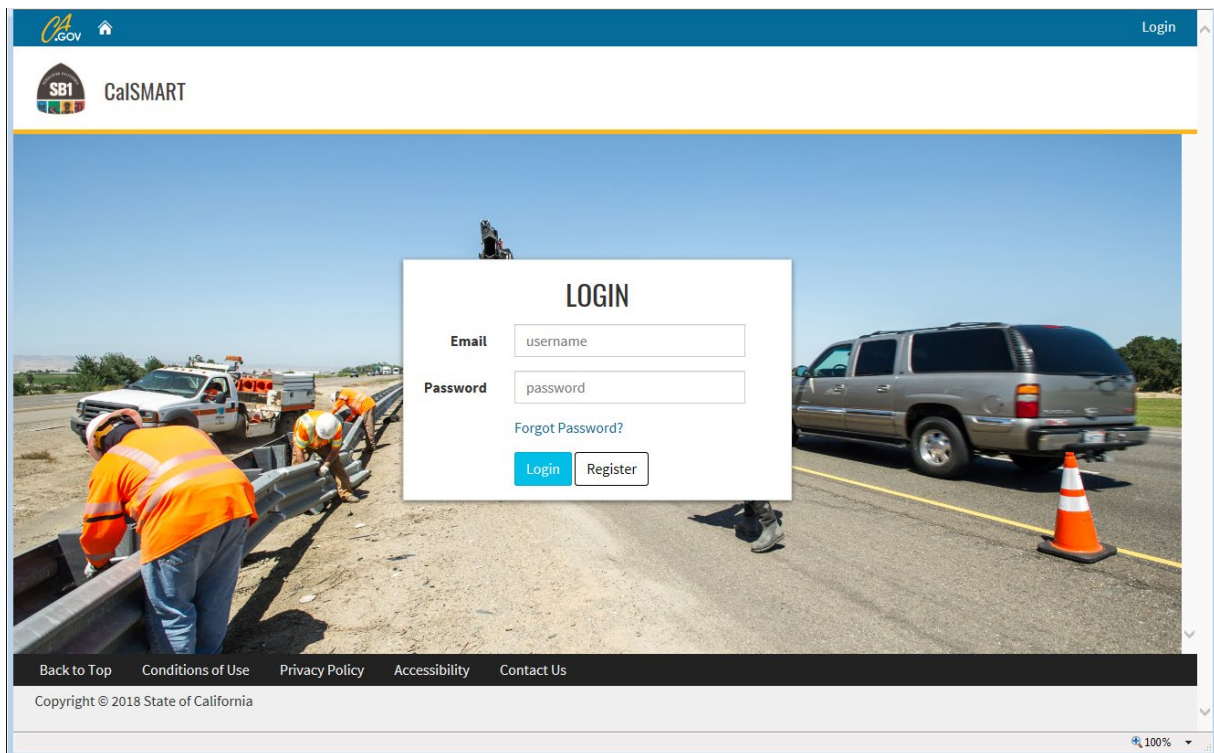
Enter your information and please be sure to check the box for "State of Good Repair Program" and click on "Submit"
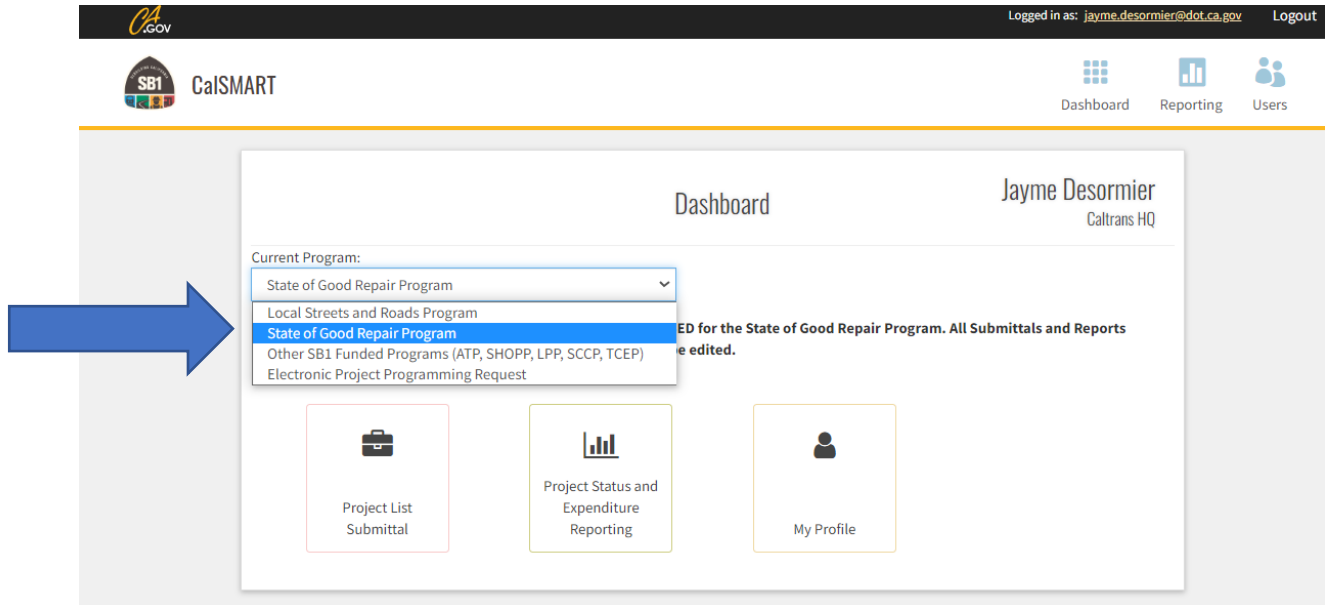

You will not be able to login to the SGR module until your account has been approved. You will receive an email (shown below) confirming your access.
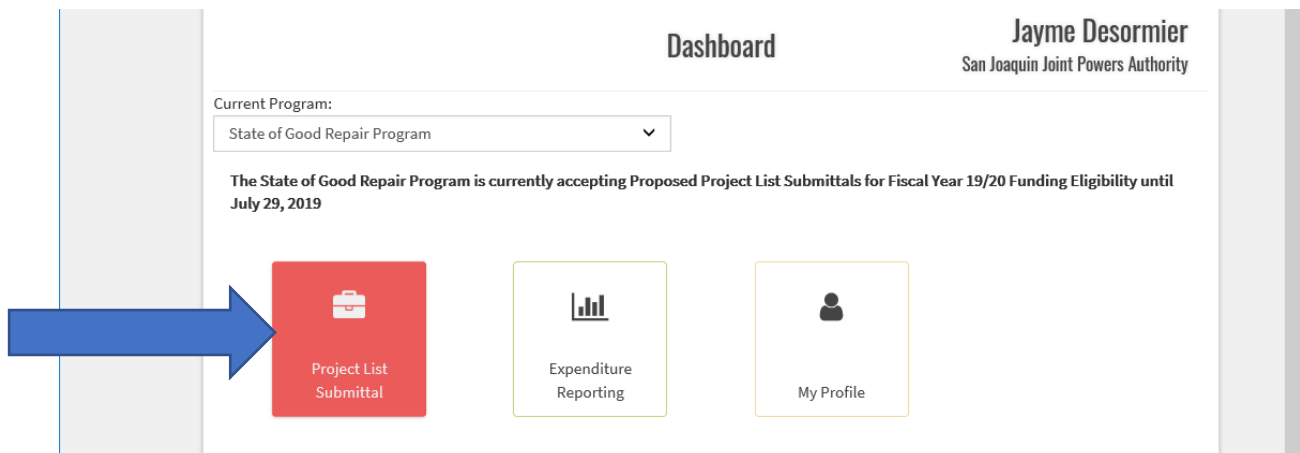
Dashboard

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.

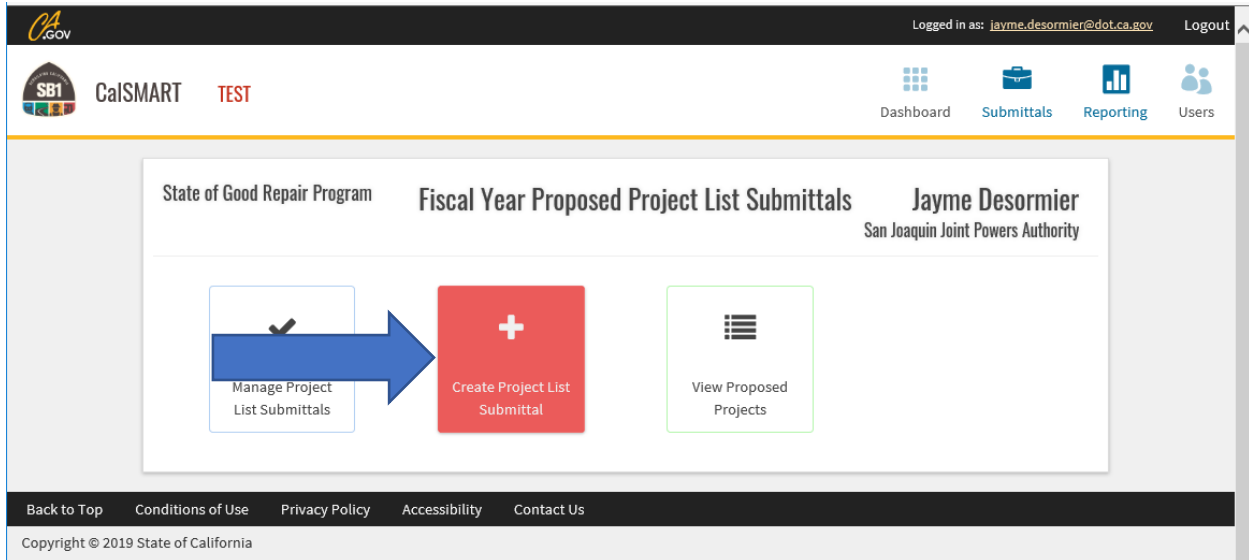## Create Project List

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.**

Support Documentation

*Select Files to Upload – The system <mark>requires</mark> a document to be attached to continue.

Operator users - Attach a Board Resolution and/or any document(s) your Region may require. You may also attach a statement indicating your region does not require a Board Resolution or any similar documentation.

Region users – Attach the Board Resolution approving the list of projects you are approving in your region.

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.

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. ==**IMPORTANT**==, if a project appears on both the FY 22/23 Expenditure Report and the 23/24 Proposed Project List, **add FY 24/25 funding to the Expenditure report** record as this entry has the more up-to-date information.

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.

Input 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 99313 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.

*New required Zero Emissions Element question button located under the Project Schedule Dates. If the project includes any Zero Emissions elements be sure to select Yes, if not select No.

To complete your project list, select 'Save and Exit'
To add another project, select 'Save and Continue'

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.
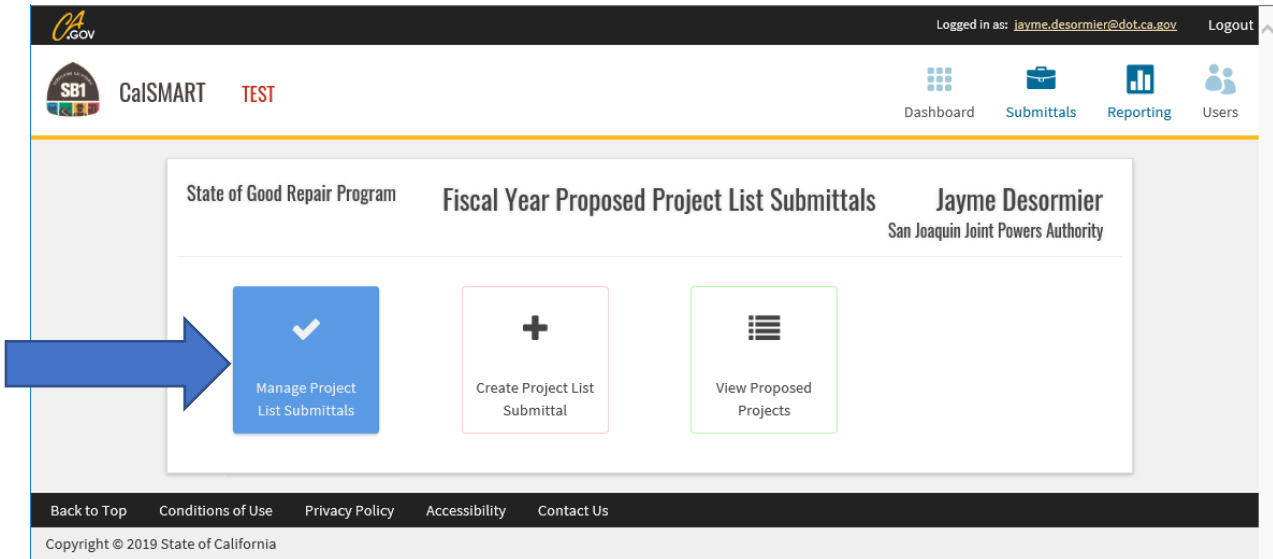
From the Manage Project List Submittal screen select 'Submit for Review'.
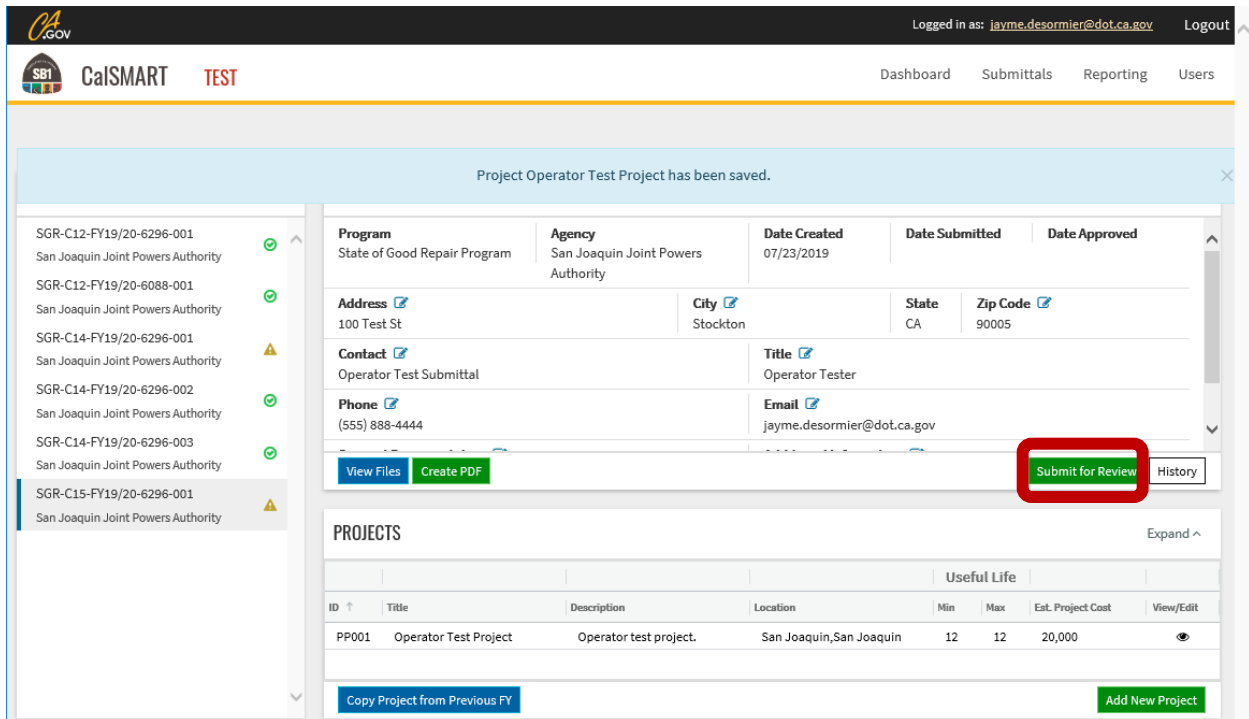
STOP **Operators, your role is complete unless your Region or Caltrans notifies you that a revision or correction is needed for your submittal.** You may still want to review the Report section of the guide for information on available reports**.**

Examples of Notifications

Notification that your project list was submitted.

Tue 7/23/2019 1:56 PM

CN CalSMART Notification <no-reply@dot.ca.gov>
Projects Submitted Successfully - TEST

To   Desormier, Jayme@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 SB1SGRcomments@dot.ca.gov.

Notification that your project list was sent back for corrections

CalSMART Notification <no-reply@dot.ca.gov>   Mon, Jul 22, 12:38 PM (8 days ago)   ☆   ↩   ⋮
to me ▾

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.

Tue 7/23/2019 2:54 PM

CN CalSMART Notification <no-reply@dot.ca.gov>
CalSMART SGR Project List Forwarded to Caltrans - TEST

To   Desormier, Jayme@DOT; Desormier, Jayme@DOT
Retention Policy   Enforced: Inbox 120 day (4 months)   Expires   11/20/2019

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.

Tue 7/23/2019 3:04 PM

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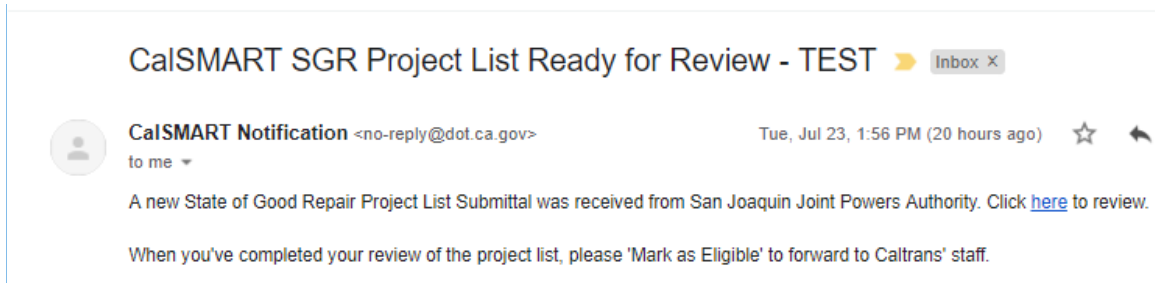
To   Desormier, Jayme@DOT; Desormier, Jayme@DOT; cesarmayorga707@gmail.com
Retention Policy   Enforced: Inbox 120 day (4 months)   Expires   11/20/2019

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 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.

CalSMART SGR Project List Ready for Review - TEST ▶ Inbox ✕

CalSMART Notification <no-reply@dot.ca.gov>   Tue, Jul 23, 1:56 PM (20 hours ago) ☆ ↩
to me ▾

A new State of Good Repair Project List Submittal was received from San Joaquin Joint Powers Authority. Click here to review.

When you've completed your review of the project list, please 'Mark as Eligible' to forward to Caltrans' staff.

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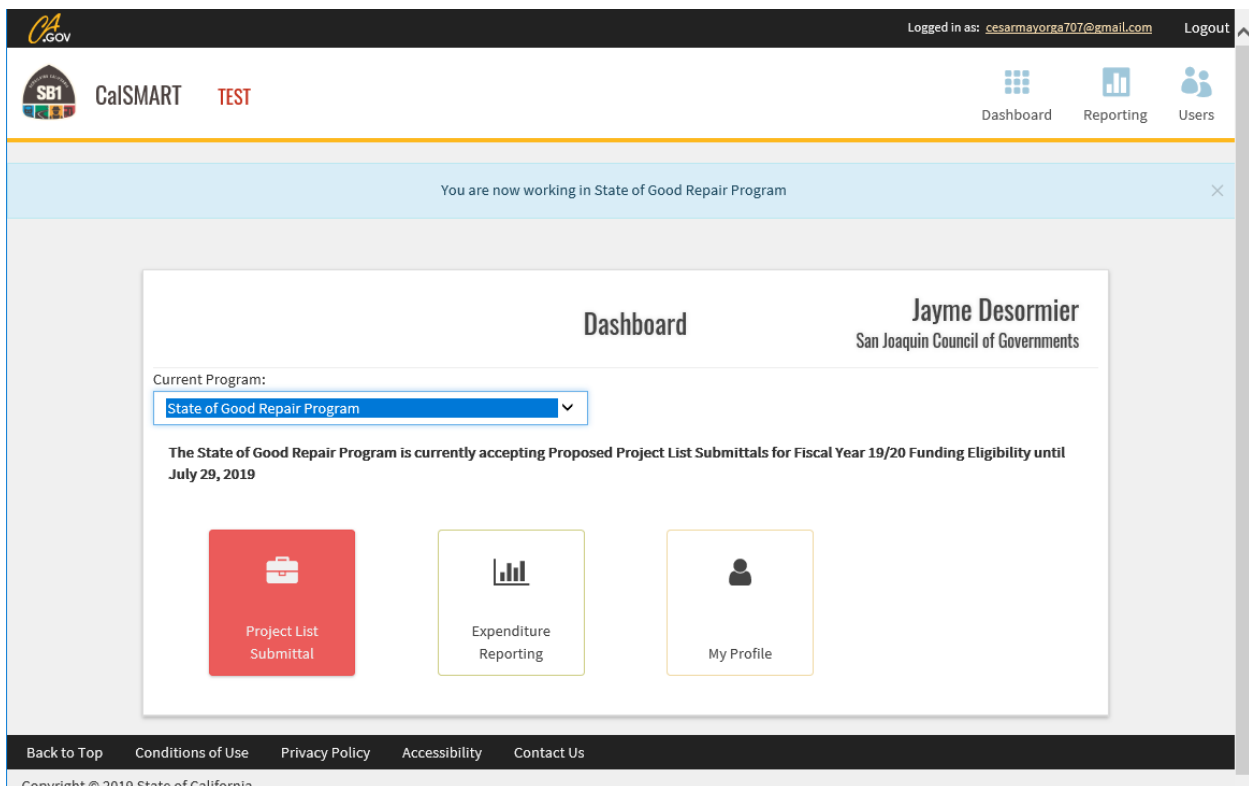
Select 'Manage Project List Submittals'. The number in the right-hand corner indicates how many submittals are waiting for review.
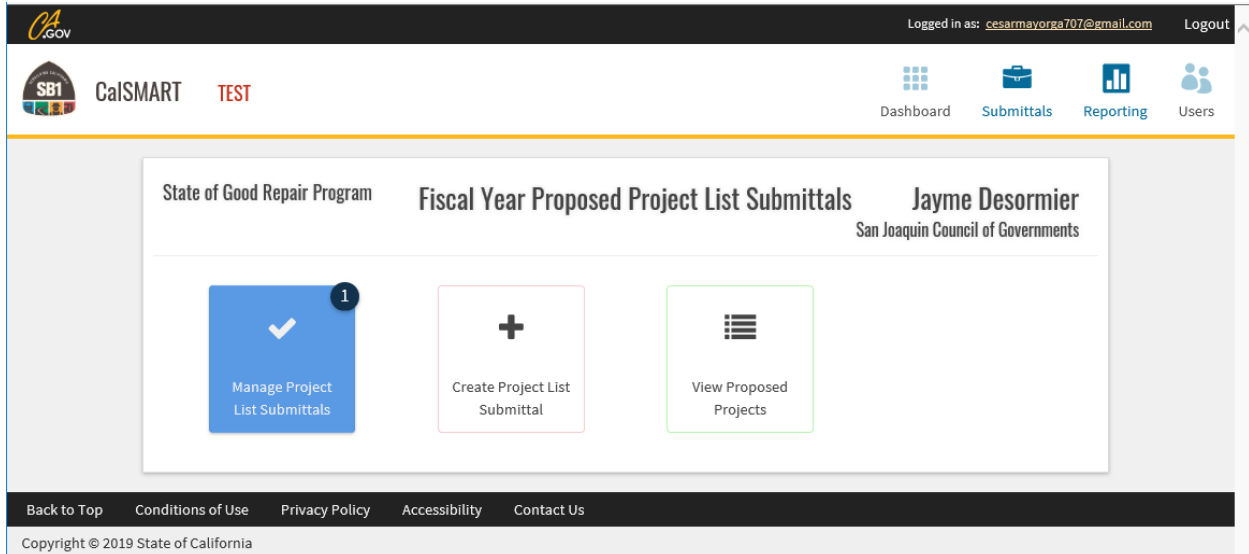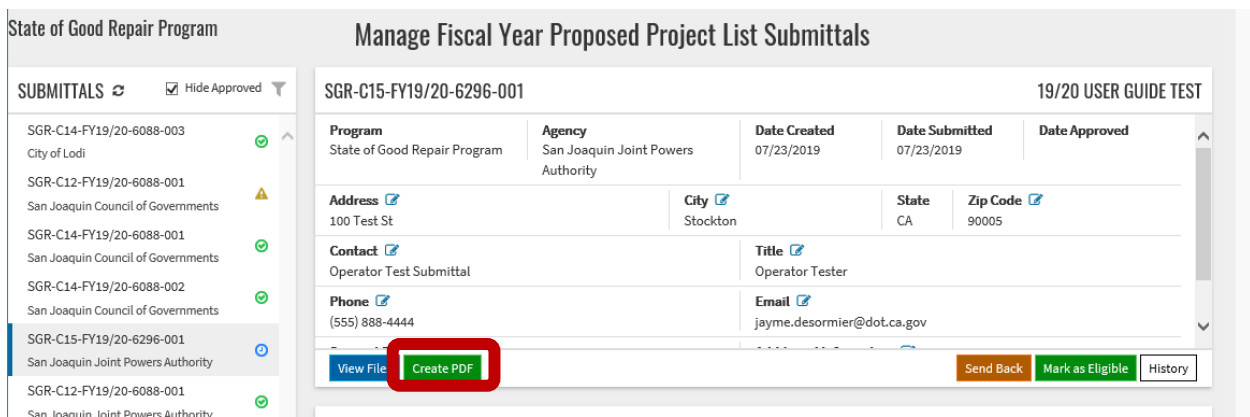

The submittal will appear in your Submittal Inbox. Select 'Hide Approved' if you only want to see the submittals that you have not yet marked as eligible.
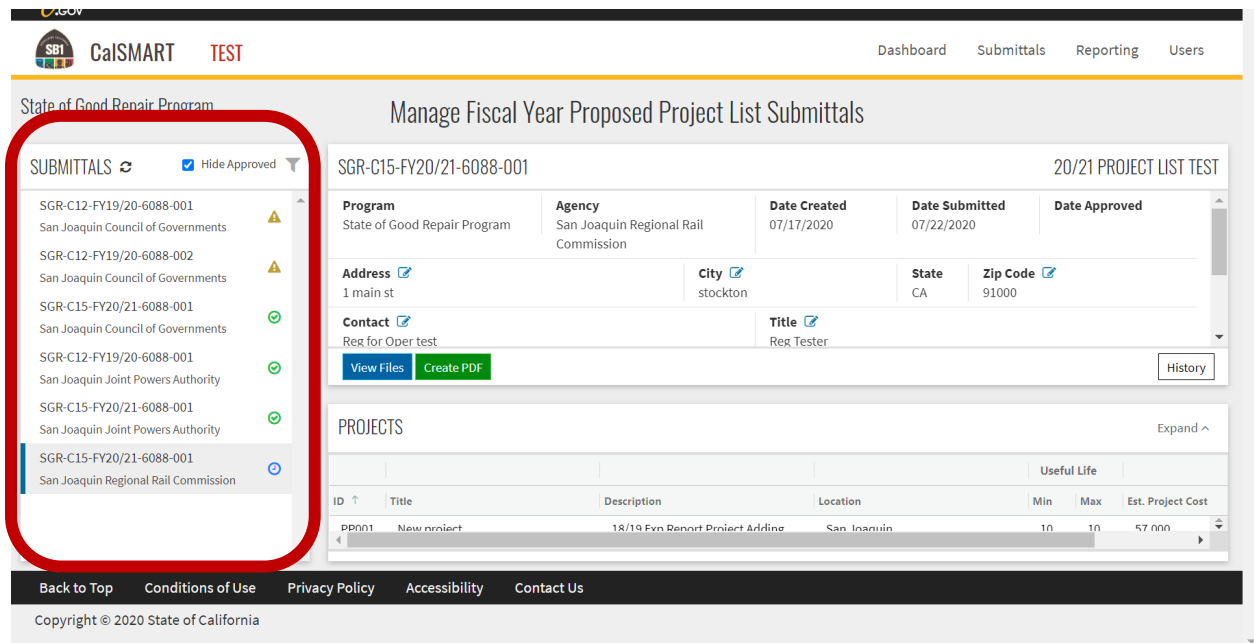
The blue clock icon indicates a submittal is waiting for your review.
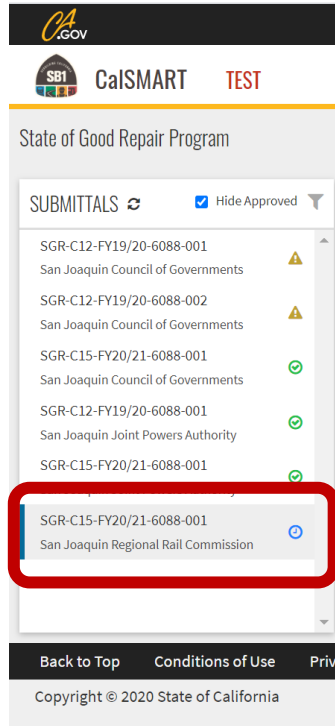
Select 'Create PDF' on the Manage Submittal Screen for the most efficient way to review a submittal.

A simplified two-page report of the Cover Sheet and Project Details will be displayed as a pdf file.

Submittal Report

SGR-C15-FY19/20-6296-001

FY 19/20

Submittal Details

Program		Agency		Date Created	Date	Date Approved
State of Good Repair Program		San Joaquin 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 Information**			
Explain any required documentation here.						

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

Project Details

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

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.

Please note, this only applies to projects that are receiving a sub-allocation of 99313 funding. For projects that are solely funded with 99314 funds, the Region does not have authority to edit or return to the Operators for revision(s).

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 <u>save</u> the changes.

Reports

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

A simplified two-page report of the Cover Sheet and Project Details will be displayed as a pdf file.

Submittal Report

SGR-C15-FY19/20-6296-001

FY 19/20

Submittal Details

Program	Agency		Date Created	Date	Date Approved
State of Good Repair Program	San Joaquin 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 Information**		
Explain any required documentation here.					

Project Details

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'.
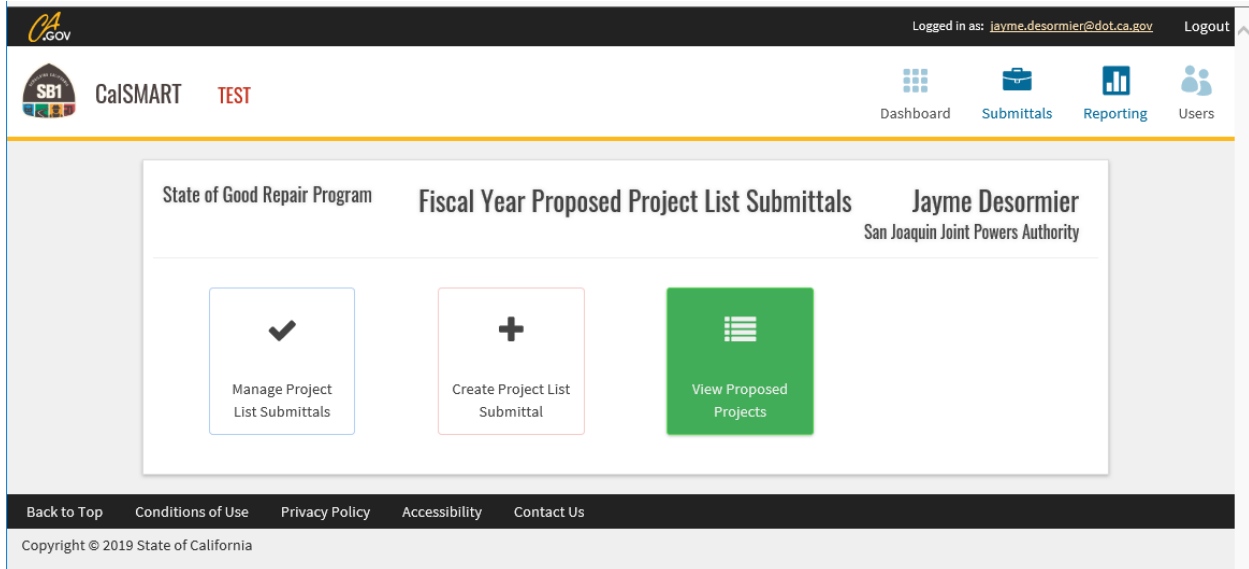
To view your current submission cycle projects, select the correct cycle and select the 'Apply' button. To view all your projects in the Project List Submittal module, leave the Cycles blank.
Select 'Export List to Excel'.

This will give you a detailed report of your projects in the Project List Submittal module.

Region	Agency	Funding FY	PPNo	Project Title	Project Description	Project Category	Asset Type	Current Condition of Asset	Estimate of Useful Life	Estimated Project Start Date	Estimated Project Completion Date	Project Location City	Project Location County	Estimated 99313 Costs	Estimated 99314 Costs	Other SB1 Costs	Total Project Costs
San Joaquin Council of	San Joaquin Joint Powers Autho	19/20	PP001	Test Project	Test Project replacing 10 CNG bus	Replacement	Rolling Stock/Fleet	Fair	10	09/20/2019	09/30/2021	Stockton	San Joaquin		10000	50000	60
San Joaquin Council of	San Joaquin Joint Powers Autho	19/20	PP001	Test Project for Operator	Test project replacing vehicles	Replacement	Rolling Stock/Fleet	Fair	12	09/20/2019	12/20/2021	Stockton	San Joaquin	500	50000	10000	60
San Joaquin Council of	San Joaquin Joint Powers Autho	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
San Joaquin Council of	San Joaquin Joint Powers Autho	19/20	PP001	Operator Test Project	Operator test project.	Replacement	Rolling Stock/Fleet	Fair	12	12/01/2019	06/25/2021	San Joaquin	San Joaquin		10000	10000	20