



State of Good Repair Program CalSMART Project List Submittal User Guide

Division of Rail and Mass Transportation

State of Good Repair Program

Updated July 2025

Table of Contents

Introduction.....	2
Dashboard	2
Create Project List	3
Enter Proposed Project Information.....	6
Add Funding to an Existing Project or Add New Project	6
Input Project Information	7
Submit Project List	9
Examples of Notifications.....	11
Region Review of Operator Submittal.....	12
Reports	19
Registering for CalSMART	22

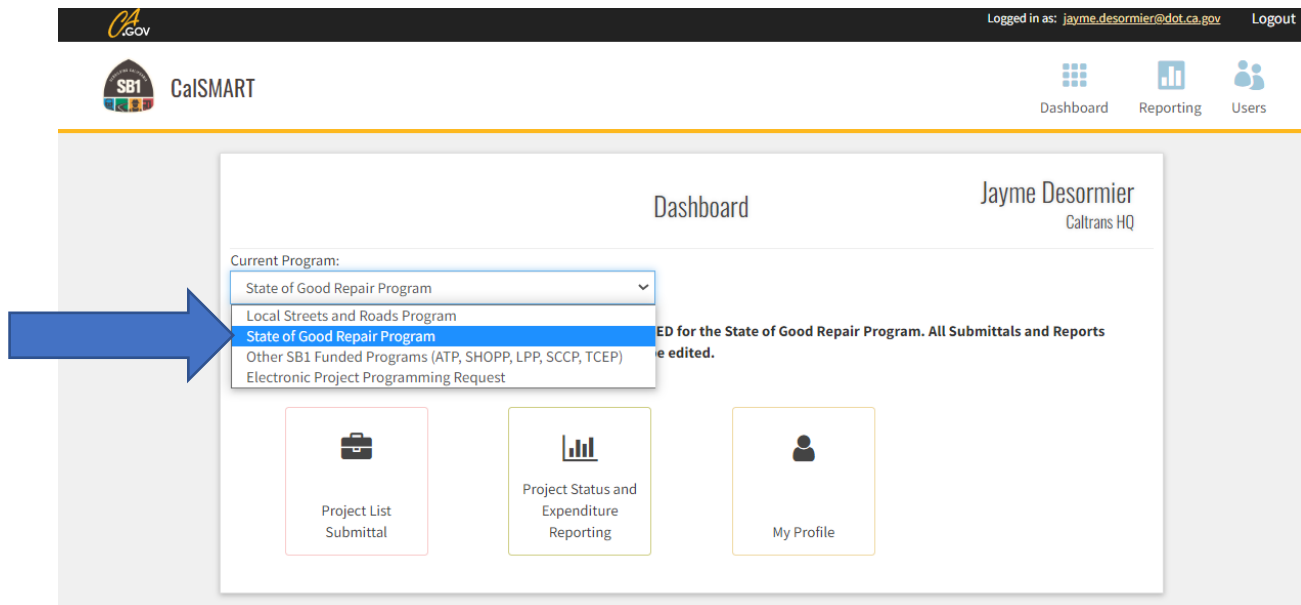
Editor's Note: The screenshots contained within this User's Guide may reference previous fiscal year(s) submittals.

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. If you are not yet registered with CalSMART, see Registering for CalSMART section located on page 22.

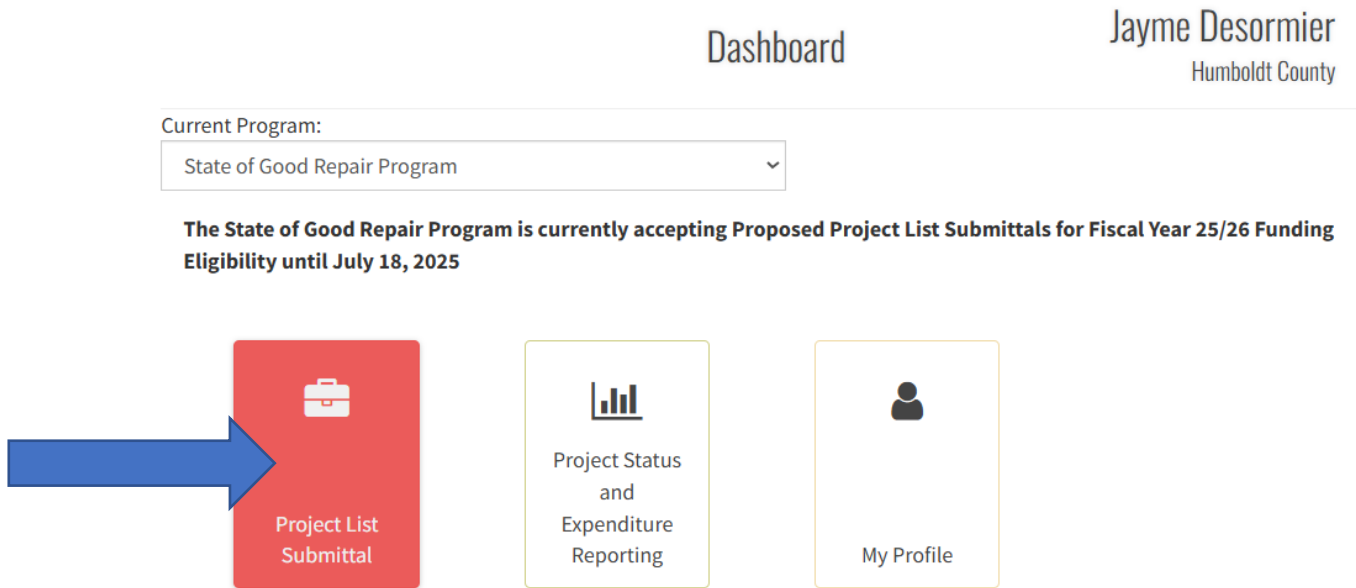
Dashboard

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.

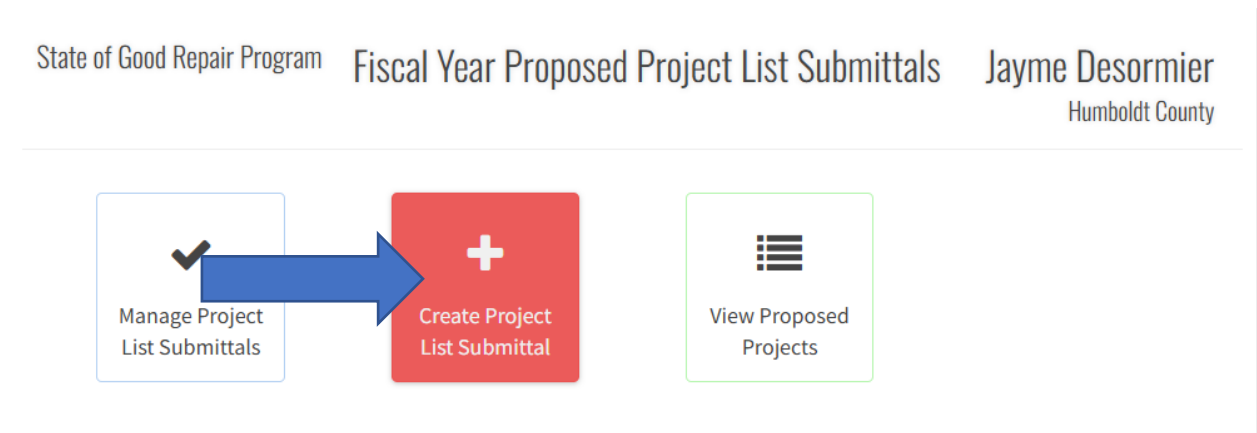


Create Project List

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

CA.GOV Logged in as: jayne.desormier@dot.ca.gov Logout

SB1 CalSMART TEST Dashboard Submittals Reporting Users

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*
Operator Test Submittal	Operator Tester

Agency Contact Phone*	Agency Contact Email Address*
(555) 888-4444	jayme.desormier@dot.ca.gov

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.**

AGENCY FUNDING ELIGIBILITY INTAKE FORM

Fields marked with * are required

Submission Cycle		Submittal Title	
State of Good Repair Program: 25/26 Project Submittal		SGR-C26-FY25/26-6125-001	
Agency Name		Recipient (Operator)	
Tahoe Regional Planning Agency		<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Recipient (Operator)</div> <div style="border: 1px solid #ccc; height: 20px; margin-top: 2px;"></div> </div>	
Agency Address*	City*	State	Zip Code*
test	test city	CA	55555
Agency Contact*		Agency Contact Title*	
Region Tester		Tester	
Agency Contact Phone*		Agency Contact Email Address*	
(555) 555-1111		jayme.desormier@dot.ca.gov	

Support Documentation

Funding for Fiscal Year: FY 25/26

Support Documentation*

Please briefly describe the support documentation being provided

25/26 Proj List Test

Select Files to Upload* ②

Operators: Attach any required documentation your region may request such as Board Resolution or Short Range Transit Plan that lists the project(s). Regions: Attach a signed and dated board resolution

Choose Files

No file chosen

Additional Information

Save and Continue

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

Operator users - Attach a Board Resolution 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 or Add New Project

If you are adding funding to an existing CalSMART project, you can select the project from this screen by selecting Add. To add a new project, select 'Skip to Add New Projects' button. **IMPORTANT**, if a project appears on both the FY 23/24 Expenditure Report and the Proposed Project List, **add FY 25/26 funding to the Expenditure report** record as this entry has the more up-to-date information and this may be due to a project not "linking" in the system correctly.

Add Funding to Existing Projects from FY 23/24 Expenditure Report

Skip to Add New Projects

Click "Add" to include a project on FY 25/26 Project List. This will allow you to add funding to the project and edit project dates. This will not allow you to edit other project details.

Select	SGR Project ID	RPNo	Project Title	Project Description	Location (City or County)	Project Start Date	Estimated Completion Date
Add	2018-5904-002	RP002	Test Project	testing again	Humboldt County	08/01/2018	08/04/2025
Add	2018-5904-003	RP003	Another Test Project	foo	Humboldt County	01/01/2023	06/30/2025
Add	2020-5904-006	RP006	New Proposed Project	one more test project	Humboldt County	11/01/2019	08/04/2025
Add	2022-5904-008	RP008	Test Project (not connected 2018-5904-002)	Test Project. Didn't connect to 2018-5904-002, reported seperate during 21/22 reporting but Hum Co didn't submit exp report.	Humboldt County	08/01/2018	08/04/2026
Add	2022-5904-009	RP009	Adding 20/21 Test Project	Adding a project for 20/21 testing. Adding funds during 21/22 testing.	Humboldt County	11/26/2020	12/16/2025
Add	2024-5904-012	RP012	New Project for 23/24	Replace broken equipment	Humboldt County	05/01/2024	05/31/2026

Add Funding to Existing Projects from FY 24/25 Proposed Project List

Click "Add" to include a project on FY 25/26 Project List.

Select	SGR Project ID	PPNo	Project Title	Project Description	Location (City or County)	Estimated Project Start	Estimated Project Completion
Add		PP011	New Project for 23/24	Replace broken equipment		05/01/2024	05/31/2026

If for any reason, you are unable to return to the Add Funding to Projects page above, you can access these features from the Manage Project List Submittal Page.

Manage Fiscal Year Proposed Project List Submittals

SGR-C26-FY25/26-5904-001
25/26 PROJECT SUBMITTAL

Program State of Good Repair Program	Agency Humboldt County	Date Created 06/17/2025	Date Submitted	Date Approved
Address test	City Sacramento	State CA	Zip Code 95834	
Contact Sun Glasses	Title The Sun			
Phone	Email			

View Files
Create PDF
Submit for Review
History

PROJECTS
Expand ^

ID ↑	SGR Project ID	Title	Description	No Projects Found	Location	Useful Life	Min	Max	Est. Project Cost	View/Edit
No Projects Found										

Add Funding to Existing Project
Add New Project

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.

CalSMART TEST

Dashboard
 Submittals
 Reporting
 Users

PROPOSED PROJECT DETAIL

Fields marked with * are required

Program

Recipient (Operator)

San Joaquin Joint Powers Authority

***Region(s)**

San Joaquin Council of Governments

Submittal

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

***Project Title**

Operator Test Project

Project ID (if any)

12345

***Project Category**

Replacement

***Asset Type**

Rolling Stock/Fleet

***Current Condition of Asset**

Fair

***Estimated Useful Life**

12

City

San Joaquin

Project Location
***County**

San Joaquin

Legislative Districts
***State Senate**

10

***State Assembly**

15

***US Congressional**

20

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.

Be sure to input the 25/26 Funding Estimates in the Original Estimate Allocation fields.

SGR Funding

FY	Original Est Allocation		Actual Allocation		Expenditures as of Sept 30th			Balance	
	99313	99314	99313	99314	99313	99314	Total	99313	99314
17/18	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
18/19	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
19/20	\$750,000.00	\$150,000.00	\$700,000.00	\$150,000.00	\$700,000.00	\$150,000.00	\$850,000.00	\$0.00	\$0.00
20/21	\$150,000.00	\$25,000.00	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
21/22	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
22/23	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
23/24	\$5,000.00	\$15,000.00	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
24/25	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
25/26	\$	\$10,000.00	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
Future	\$	\$	\$	\$	\$	\$	\$0.00	\$0.00	\$0.00
Total	\$905,000.00	\$200,000.00	\$700,000.00	\$150,000.00	\$700,000.00	\$150,000.00	\$850,000.00	\$0.00	\$0.00

Other Funding Allocation Amounts

Fund Type	Fund Source	Estimated Allocation Amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

To add funding to additional projects, select 'Save and Continue'

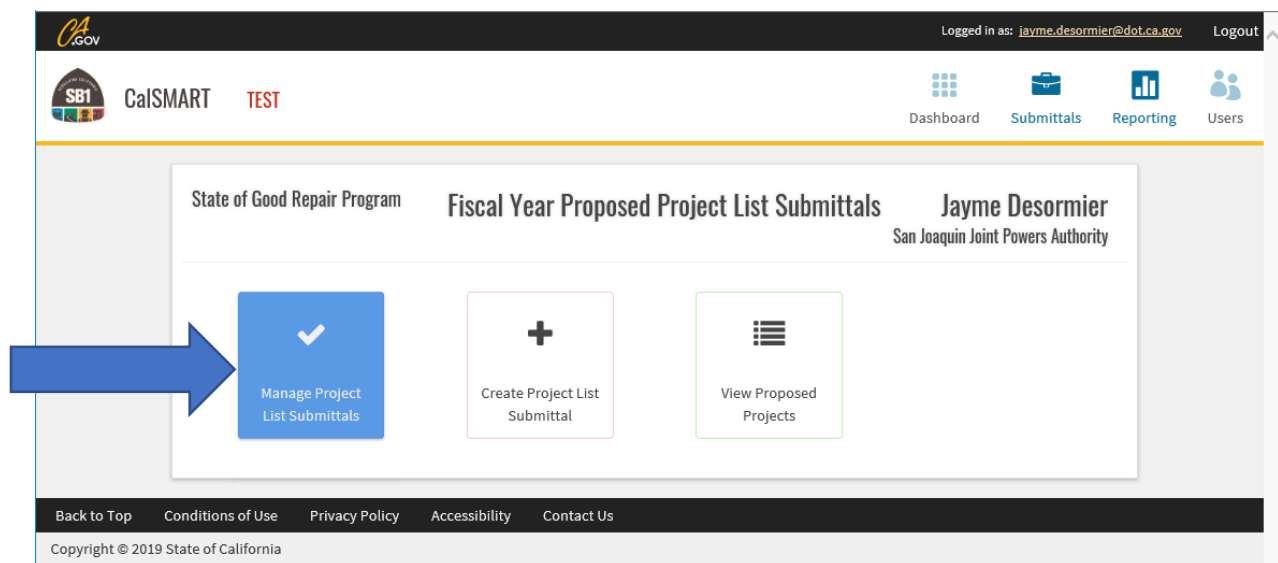
To complete your project list, select 'Save and Exit'

Submit Project List

After completing your project list, it 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 Exit', 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'.

The screenshot shows the CalSMART TEST interface. At the top, there's a header with the Caltrans logo, 'CaSMART TEST', and navigation links: Dashboard, Submittals, Reporting, Users. A notification bar at the top states 'Project Operator Test Project has been saved.' Below this, on the left, is a list of projects with status icons (green checkmarks and yellow triangles). The main area displays project details for 'Operator Test Submittal'. Fields include Program (State of Good Repair Program), Agency (San Joaquin Joint Powers Authority), Date Created (07/23/2019), Date Submitted, Date Approved, Address (100 Test St), City (Stockton), State (CA), Zip Code (90005), Contact (Operator Test Submittal), Title (Operator Tester), Phone ((555) 888-4444), and Email (jayme.desormier@dot.ca.gov). At the bottom of the form, there are buttons for 'View Files', 'Create PDF', 'Submit for Review' (highlighted with a red box), and 'History'. Below the form is a 'PROJECTS' table with columns: ID, Title, Description, Location, Useful Life (Min, Max), Est. Project Cost, and View/Edit. The table contains one row: PP001, Operator Test Project, Operator test project., San Joaquin, San Joaquin, 12, 12, 20,000. At the bottom of the projects section, there are buttons for 'Copy Project from Previous FY' and 'Add New Project'.

ID	Title	Description	Location	Min	Max	Est. Project Cost	View/Edit
PP001	Operator Test Project	Operator test project.	San Joaquin, San Joaquin	12	12	20,000	



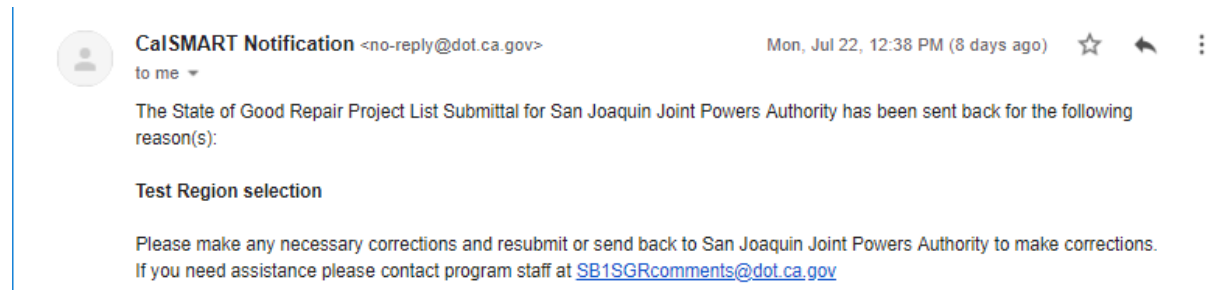
Operators, your role is complete unless your Region or Caltrans notifies you that a revision or correction is needed for your submittal. You may still want to review the Report section of the guide for information on available reports.

Examples of Notifications

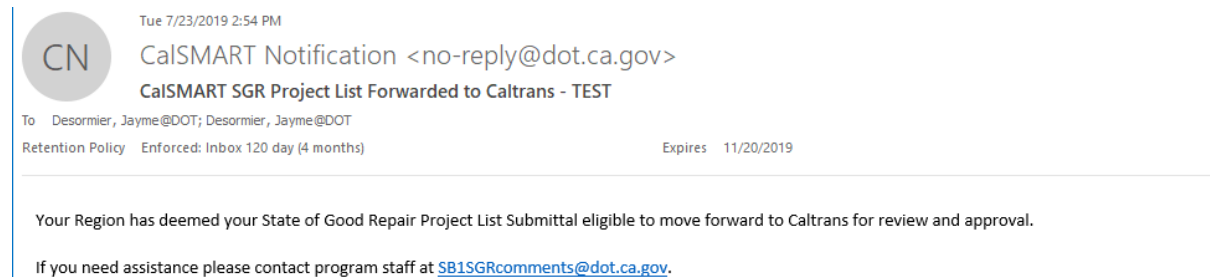
Notification that your project list was submitted.



Notification that your project list was sent back for corrections.



Notification after your Region submits your project list to Caltrans.

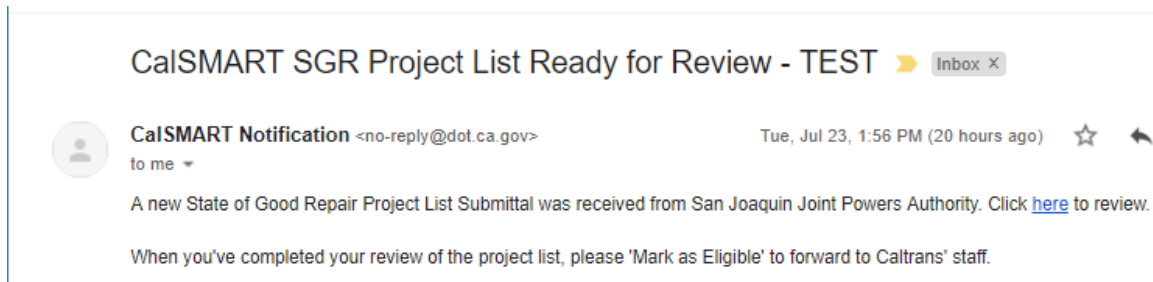


Notification after Caltrans approves your project list.

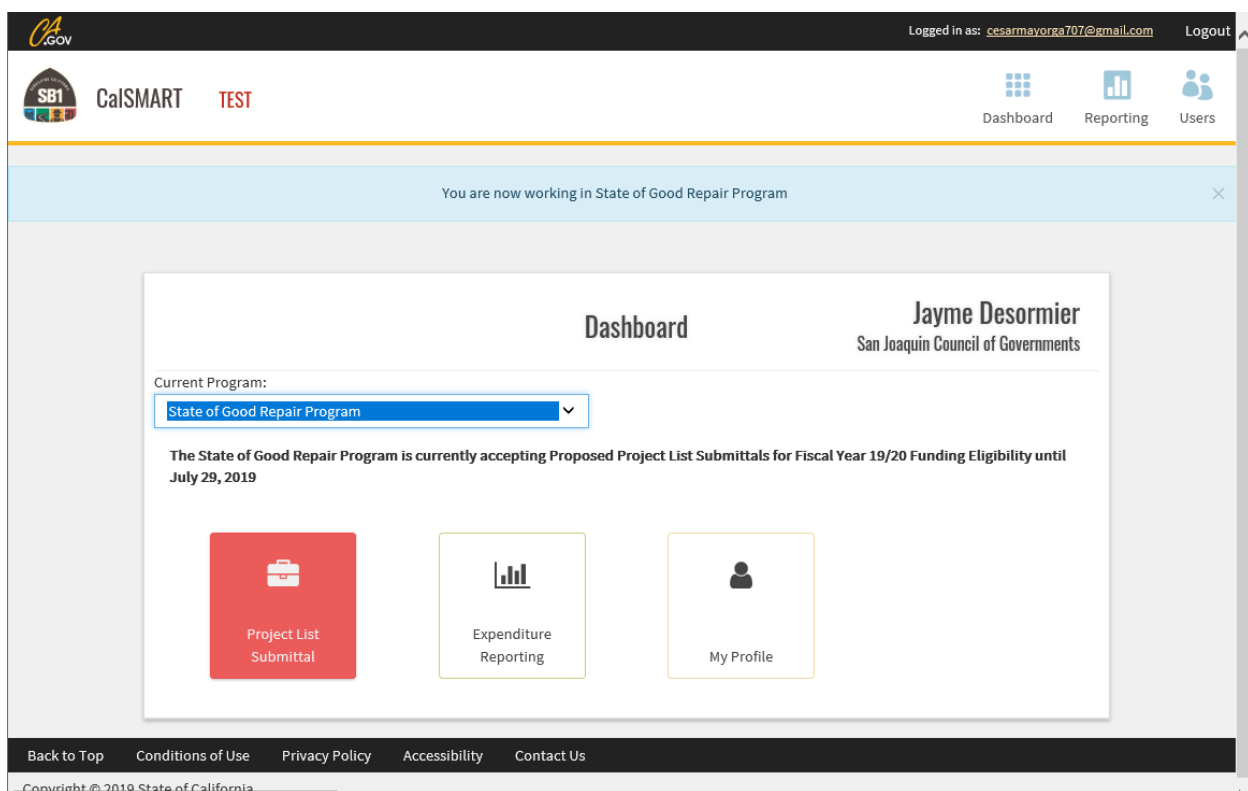


Region Review of Operator Submittal

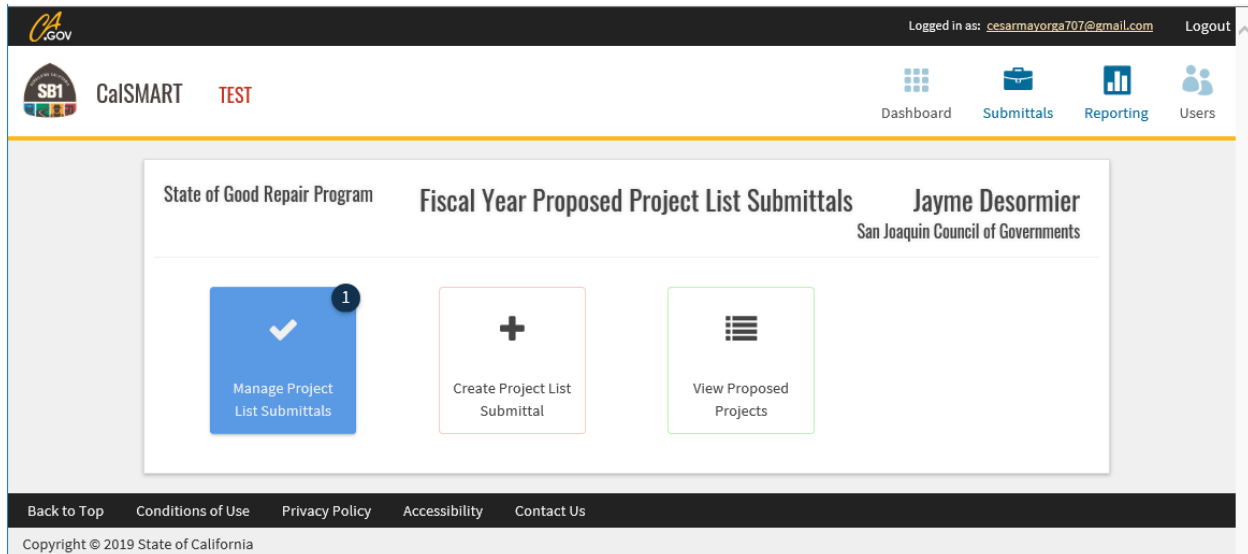
The Region will receive an email notification from CalSMART that a project list is ready for review.



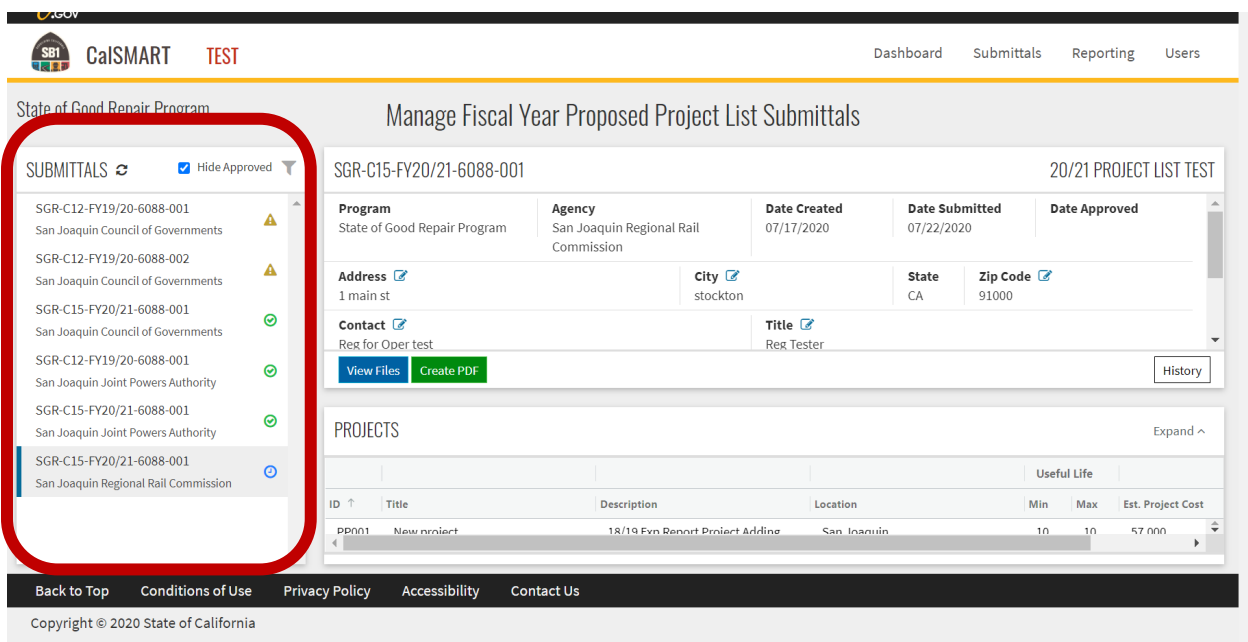
To review the submittal, the Region shall login to CalSMART and select 'Project List Submittal'.



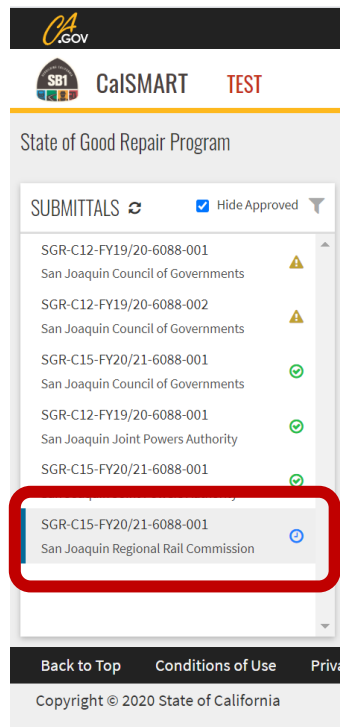
Select 'Manage Project List Submittals'. The number in the right-hand corner indicates how many submittals are waiting for review.



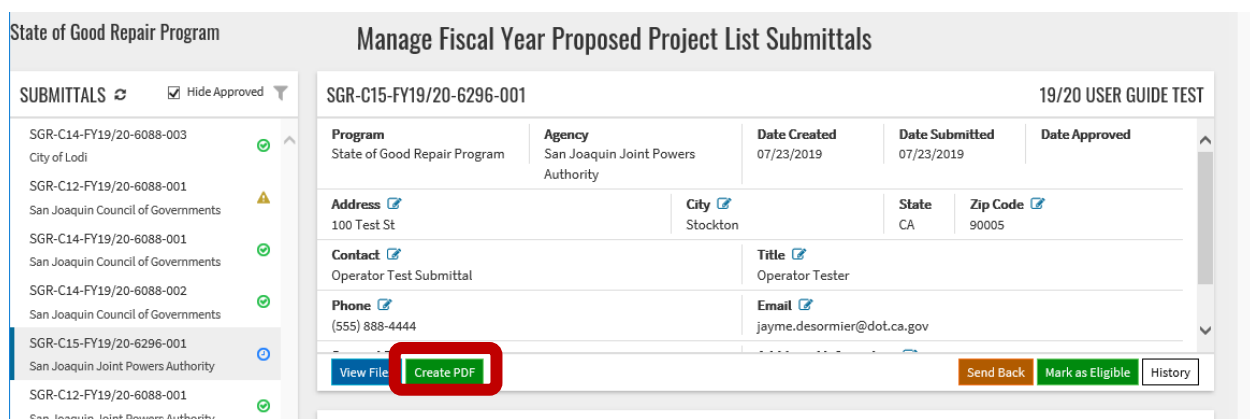
The submittal will appear in your Submittal Inbox. Select 'Hide Approved' if you only want to see the submittals that you have not yet marked as eligible.



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

Submittal Report

SGR-C26-FY25/26-5919-001

FY 25/26

Submittal Details

Program State of Good Repair Program	Agency Placer County	Date Created 07/16/2025	Date 07/16/2025	Date 07/17/2025
Address 100 Test	City Placer	State CA	Zip Code 90000	
Contact Jayme Tester		Contact Title Operator Tester		
Contact Phone (888) 555-4444		Contact Email jayme.desormier@dot.ca.gov		
Support Documentation Test		Additional Information		

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

Project Details

Title	Description	Est. Project Start Date	Est. Project Completion Date	FY 25/26 Est. 99313 Costs	FY 25/26 Est. 99314 Costs
TART Transit Bus Replacement	Tahoe Truckee Area Regional Transit (TART) 40' Gillig Low Floor CNG Transit Bus	04/10/2019	05/15/2026	\$0	\$48,000
20/21 New project	Adding new 20/21 project. adding 21/22 funds & updating 20/21 actual allocation.	07/31/2020	09/28/2026	\$0	\$4,500

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.

CA.GOV
SBI CalSMART TEST
Logged in as: cesarmayorga707@gmail.com Logout
Dashboard Submittals Reporting Users

State of Good Repair Program Manage Fiscal Year Proposed Project List Submittals

SUBMITTALS ☒ Hide Approved

SGR-C14-FY19/20-6088-003 City of Lodi
SGR-C12-FY19/20-6088-001 San Joaquin Council of Governments
SGR-C14-FY19/20-6088-001 San Joaquin Council of Governments
SGR-C14-FY19/20-6088-002 San Joaquin Council of Governments
SGR-C15-FY19/20-6296-001 San Joaquin Joint Powers Authority
SGR-C12-FY19/20-6088-001 San Joaquin Joint Powers Authority

SGR-C15-FY19/20-6296-001 19/20 USER GUIDE TEST

Program State of Good Repair Program **Agency** San Joaquin Joint Powers Authority **Date Created** 07/23/2019 **Date Submitted** 07/23/2019 **Date Approved**

Address 100 Test St **City** Stockton **State** CA **Zip Code** 90005

Contact Operator Test Submittal **Title** Operator Tester
Phone (555) 888-4444 **Email** jayme.desormier@dot.ca.gov

[View Files](#) [Create PDF](#) [Send Back](#) [Mark as Eligible](#) [History](#)

PROJECTS Expand

ID	Title	Description	Location	Min	Max	Est. Project Cost	View/Edit
PP001	Operator Test Project	Operator test project.	San Joaquin, San Joaquin	12	12	20,000	View/Edit

[Copy Project from Previous FY](#) [Add New Project](#)

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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.

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).

To send back to the Operator for revisions, select the 'Send Back' button on the Manage Fiscal Year Proposed Project List Submittals page.

The screenshot shows the CalSMART interface for managing fiscal year proposed project list submittals. The top navigation bar includes the CalSMART logo, a 'TEST' label, and links for Dashboard, Submittals, Reporting, and Users. The user is logged in as cesarmayorga707@gmail.com. The main heading is 'Manage Fiscal Year Proposed Project List Submittals'. On the left, there is a 'SUBMITTALS' sidebar with a 'Hide Approved' filter and a list of submittals. The selected submittal is SGR-C15-FY19/20-6296-001, submitted by San Joaquin Joint Powers Authority. The details for this submittal are shown on the right, including Program, Agency, Date Created, Date Submitted, Date Approved, Address, City, State, Zip Code, Contact, Title, Phone, and Email. At the bottom of the details section, there are buttons for 'View Files', 'Create PDF', 'Send Back' (highlighted with a red box), 'Mark as Eligible', and 'History'. Below the details is a 'PROJECTS' section with a table of projects. The table has columns for ID, Title, Description, Location, Useful Life (Min, Max), Est. Project Cost, and View/Edit. The first project is PP001, 'Operator Test Project', located in San Joaquin, San Joaquin, with a useful life of 12-12 and an estimated project cost of 20,000. At the bottom of the page, there is a footer with links for Back to Top, Conditions of Use, Privacy Policy, Accessibility, and Contact Us, and a copyright notice for 2019 State of California.

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.


The screenshot shows a modal dialog box overlaid on the CalSMART interface. The dialog box has a title bar that says 'Are you sure you want to send these projects back to the agency?'. Below the title bar, there is a section labeled 'Reason' with a text area for the user to provide an explanation. At the bottom of the dialog box, there are two buttons: 'Send Back' and 'Cancel'. The background of the page is dimmed, showing the same submittal details as the previous screenshot.

If you find you need to Edit a project, select the View/Edit eyeball icon.

San Joaquin Joint Powers Authority

PROJECTS

Expand ^

ID ↑	Title	Description	Location	Min	Max	Est. Project Cost	View/Edit
PP001	Operator Test Project	Operator test project.	San Joaquin, San Joaquin	12	12	20,000	

[Copy Project from Previous FY](#) [Add New Project](#)

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From the Proposed Project Detail screen, select 'Edit' at the bottom of the screen and make any necessary revisions. Be sure to save the changes.

Estimated SGR Allocation Amounts

FY	Estimated 99313 Costs	Estimated 99314 Costs
19/20	\$	\$ 10,000.00

Total Project Costs

\$ 20,000.00

Other Funding Allocation Amounts

Fund Type	Fund Source	Estimated Allocation Amount
Local		\$ 5,000.00
State	State Transit Assistance (STA)	\$ 5,000.00

[Delete](#) [Edit](#) [Duplicate](#) [Back](#)

[Back to Top](#) [Conditions of Use](#) [Privacy Policy](#) [Accessibility](#) [Contact Us](#)

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Reports

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

State of Good Repair Program

Manage Fiscal Year Proposed Project List Submittals

SGR-C12-FY19/20-6296-001 SGR TESTING

This submittal has been accepted. Edits are no longer allowed in CalSMART

Program	Agency	Date Created	Date Submitted	Date Approved
State of Good Repair Program	San Joaquin Joint Powers Authority	06/13/2019	06/13/2019	06/13/2019

Address	City	State	Zip Code
1 test	stockton	CA	91000

Contact	Title
Test Oper	Test Operator

Phone	Email

[View Files](#) [Create PDF](#) [History](#)

PROJECTS Expand ^

ID	Title	Description	Location	Useful Life	Est. Project Cost	View/Edit
PP001	Test Project	Test Project		Min: 5, Max: 5	1,500	View/Edit

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

Submittal Report

SGR-C26-FY25/26-5919-001

FY 25/26

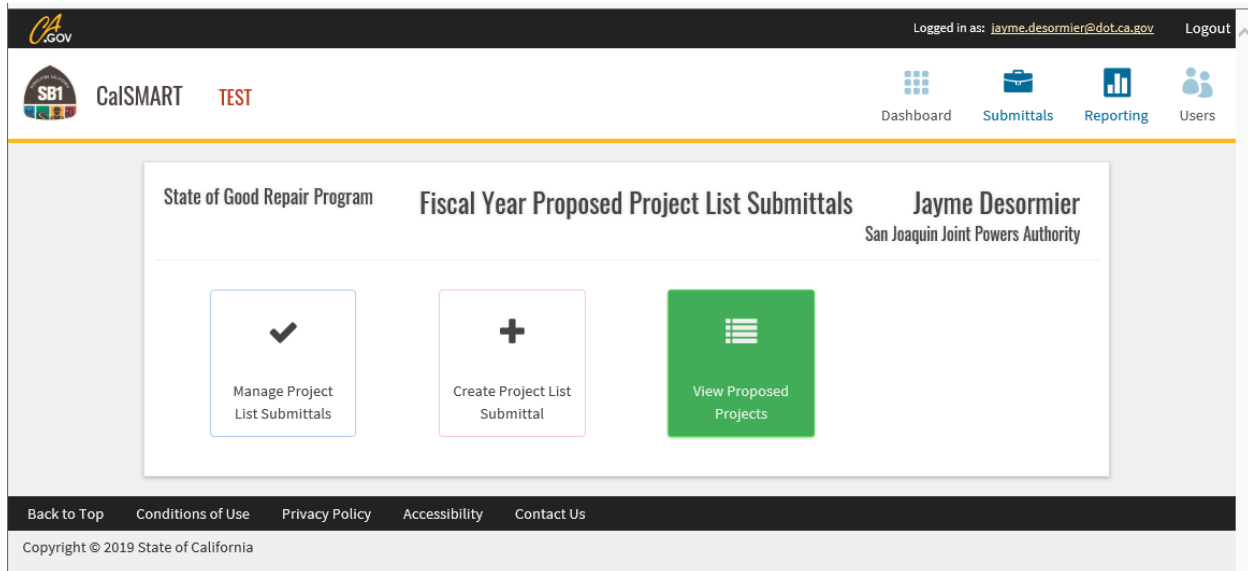
Submittal Details

Program State of Good Repair Program	Agency Placer County		Date Created 07/16/2025	Date 07/16/2025	Date 07/17/2025
Address 100 Test		City Placer	State CA	Zip Code 90000	
Contact Jayme Tester			Contact Title Operator Tester		
Contact Phone (888) 555-4444			Contact Email jayme.desormier@dot.ca.gov		
Support Documentation Test			Additional Information		

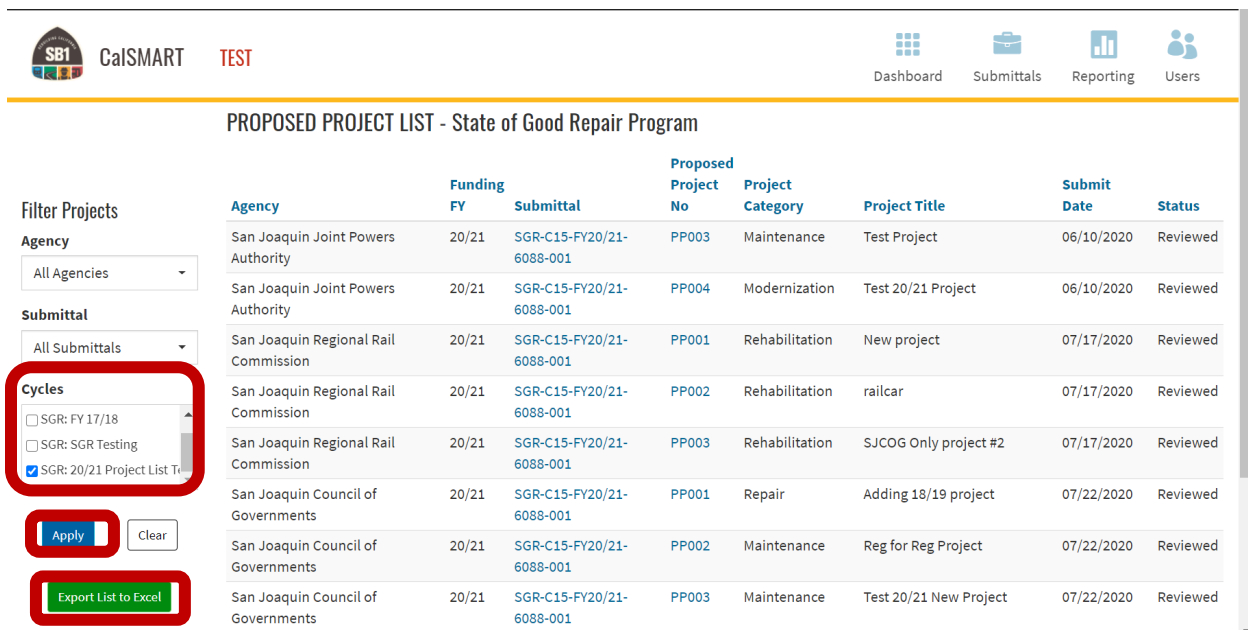
Project Details

Title	Description	Est. Project Start Date	Est. Project Completion Date	FY 25/26 Est. 99313 Costs	FY 25/26 Est. 99314 Costs
TART Transit Bus Replacement	Tahoe Truckee Area Regional Transit (TART) 40' Gillig Low Floor CNG Transit Bus	04/10/2019	05/15/2026	\$0	\$48,000
20/21 New project	Adding new 20/21 project. adding 21/22 funds & updating 20/21 actual allocation.	07/31/2020	09/28/2026	\$0	\$4,500

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'.



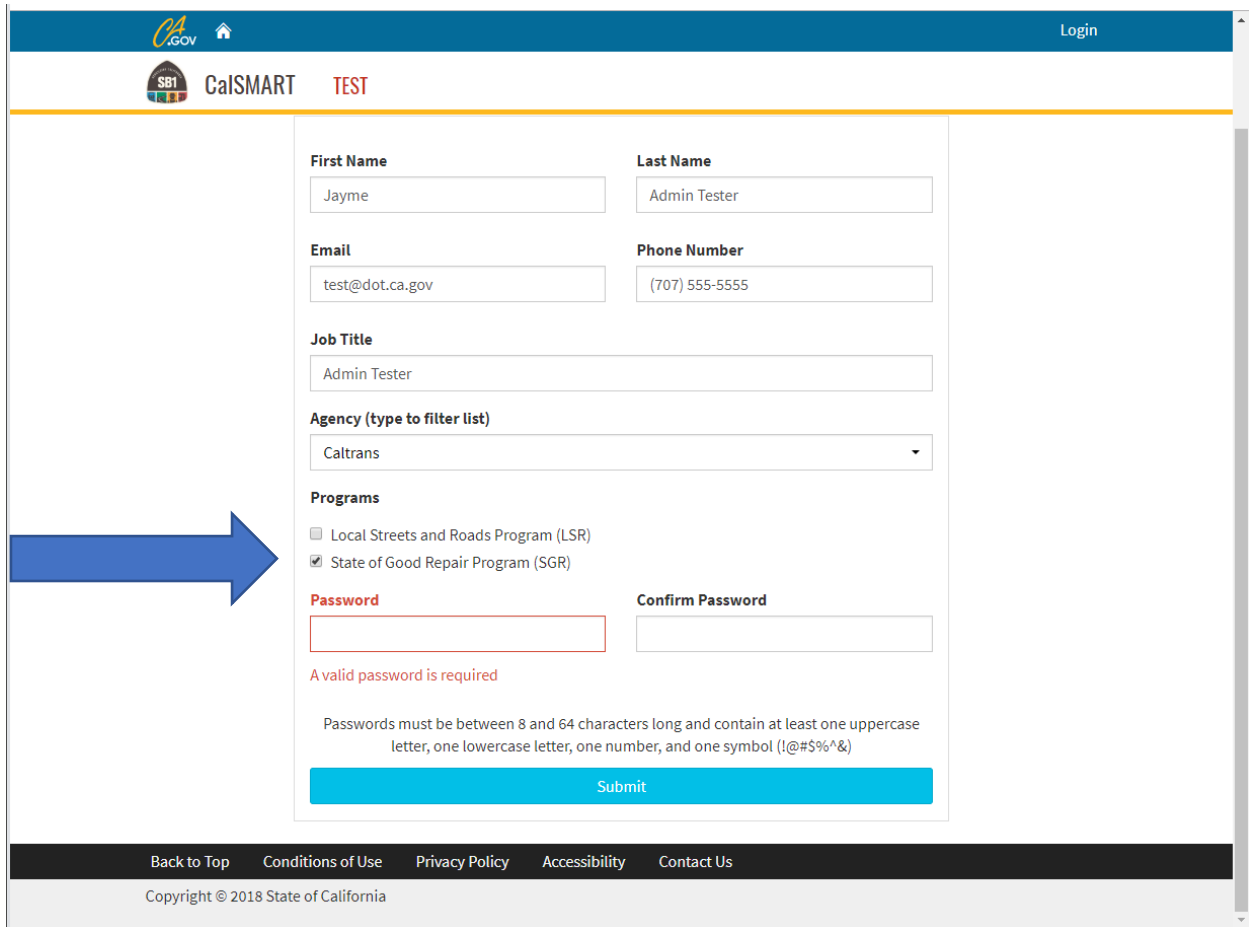
[illegible]

This link takes you to CalSMART <https://calsmart.dot.ca.gov/login/auth>

If you are not registered with CalSMART, select "Register" on the login page.

22

Enter your information and please be sure to check the box for “State of Good Repair Program” and click on “Submit”



CA.GOV

SB1 CalSMART TEST

First Name: Jayme

Last Name: Admin Tester

Email: test@dot.ca.gov

Phone Number: (707) 555-5555

Job Title: Admin Tester

Agency (type to filter list): Caltrans

Programs:

- ☐ Local Streets and Roads Program (LSR)
- ☒ State of Good Repair Program (SGR)

Password: [Redacted]

Confirm Password: [Redacted]

A valid password is required

Passwords must be between 8 and 64 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one symbol (!@#%&^&#)

Submit

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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.

