

# 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

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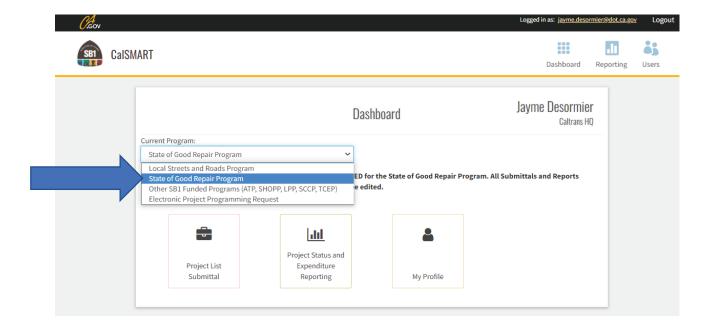
Editor's Note: The screenshots contained within this User's Guide may reference previous fiscal year(s) submittals.

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

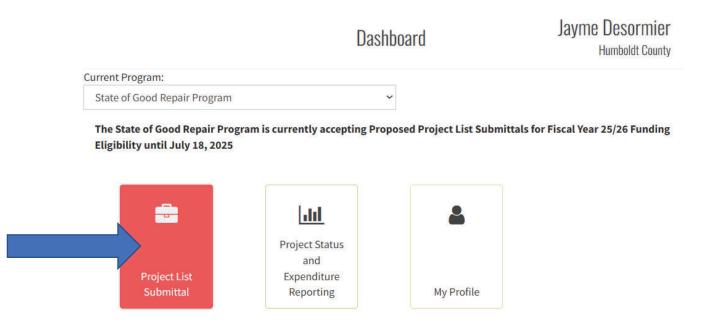
#### Dashboard

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.

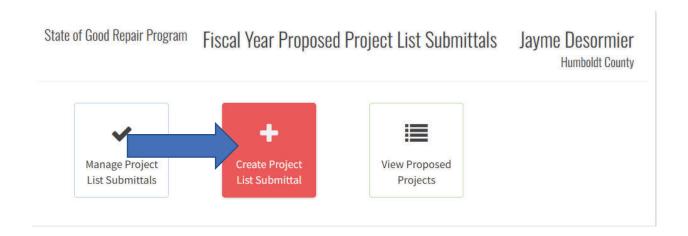


#### **Create Project List**

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.



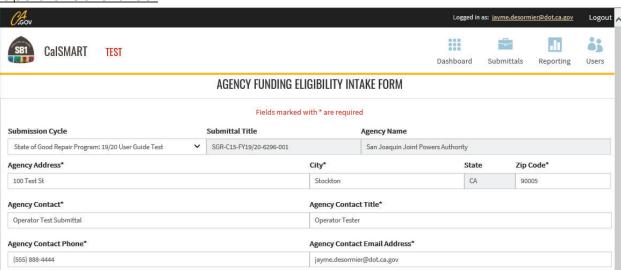
Please Note Project Lists can be submitted as follows:

- 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.
  - o 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**

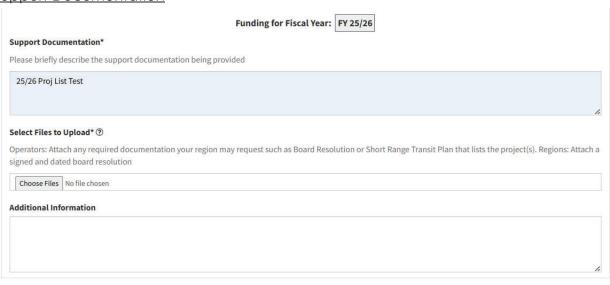


Region Cover Sheet – The Region only selects a Recipient (Operator) if the Region is creating a project list for one of the Operators under their purview. Leave blank if the Region is creating a project list solely for themselves. Regional Entities must create each Transit Operator's project lists before 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.

#### AGENCY FUNDING ELIGIBILITY INTAKE FORM



#### <u>Support Documentation</u>



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

Save and Continue

<u>Operator users</u> - 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.

<u>Region users</u> – 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.

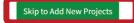
#### **Enter Proposed Project Information**

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. <a href="MPORTANT">IMPORTANT</a>, 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



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.

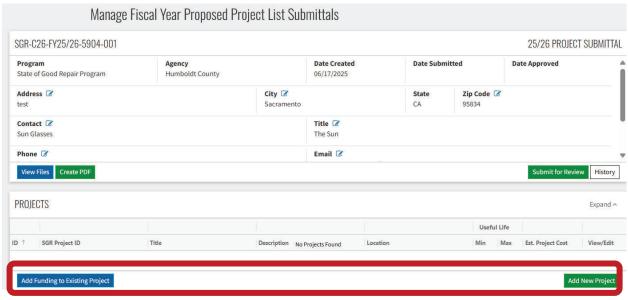
Select	SGR Project ID	RPNo	Project Title	Project Description	Location (City or County)	Project Start Date	Estimated Completion Date
Add	2018-5904- 002	RP002	Test Project	testing again	Humboldt County	08/01/2018	08/04/2025
Add	2018-5904- 003	RP003	Another Test Project	foo	Humboldt County	01/01/2023	06/30/2025
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.

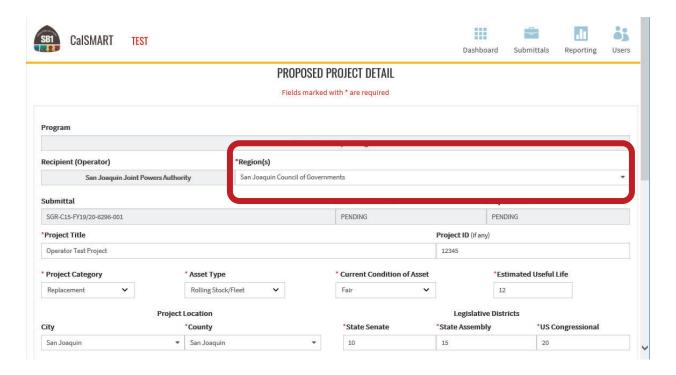
Select	SGR Project ID	PPNo	Project Title	<b>Project Description</b>	Location (City or County)	Estimated Project Start	Estimated Project Completion
Add		PP011	New Project for 23/24	Replace broken equipment		05/01/2024	05/31/2026

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.



## **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.

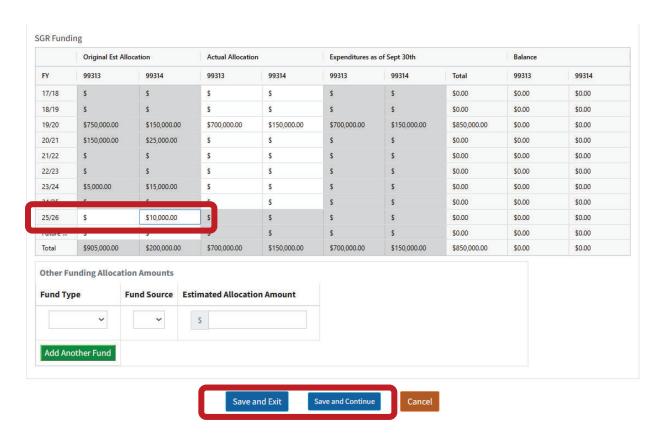


<u>Operator Users</u> - Select a Region from the dropdown. There are a few instances in which an Operator may report to or work with more than one Region. If that is the case, select the Regions the project will receive its 99313 funding from.

<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.

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.



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

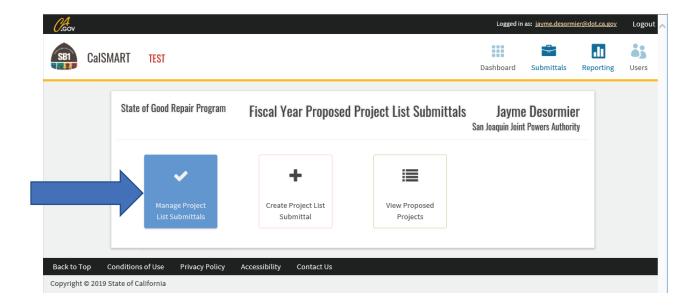
To complete your project list, select 'Save and Exit'

#### **Submit Project List**

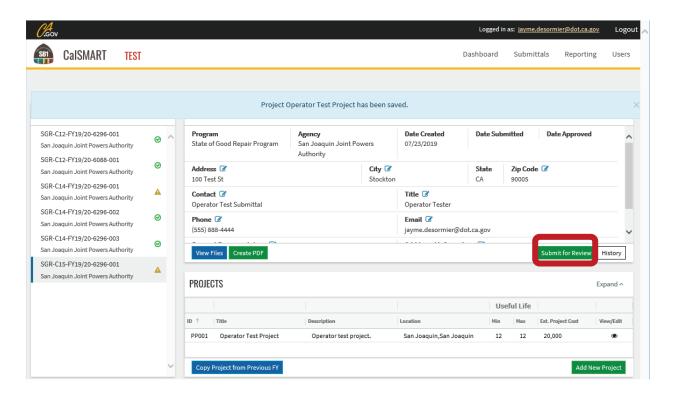
After completing your project list, it will need to be submitted for review:

- 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'.



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

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) 🛣 🧄





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.



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  $\underline{SB1SGRcomments@dot.ca.gov}.$ 

#### Notification after Caltrans approves your project list.



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)

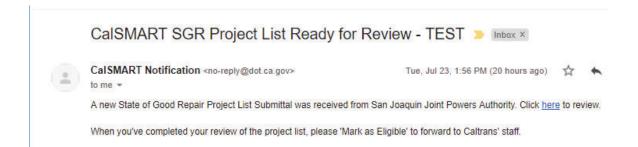
Expires 11/20/2019

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

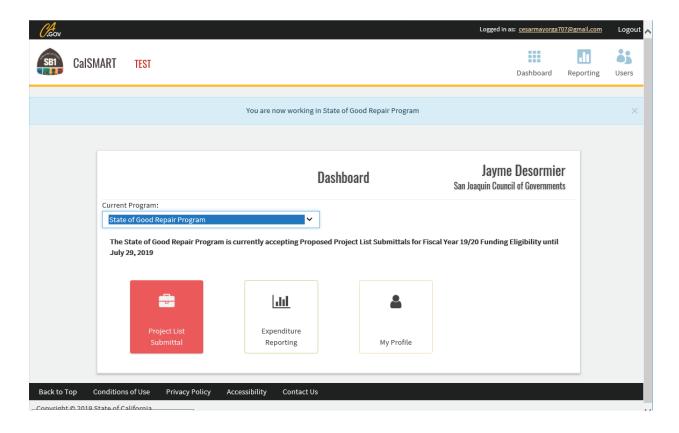
If you need assistance please contact program staff at <a href="mailto:SB1SGRcomments@dot.ca.gov">SB1SGRcomments@dot.ca.gov</a>

#### **Region Review of Operator Submittal**

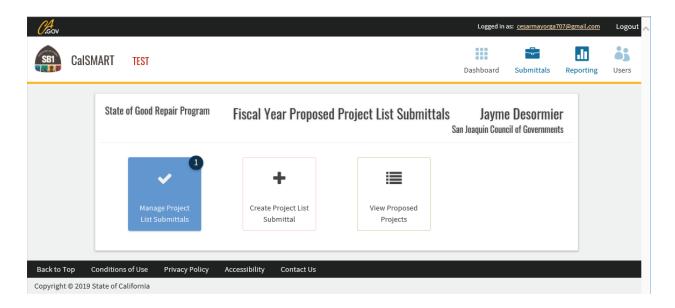
The Region will receive an email notification from CalSMART that a project list is ready for review.



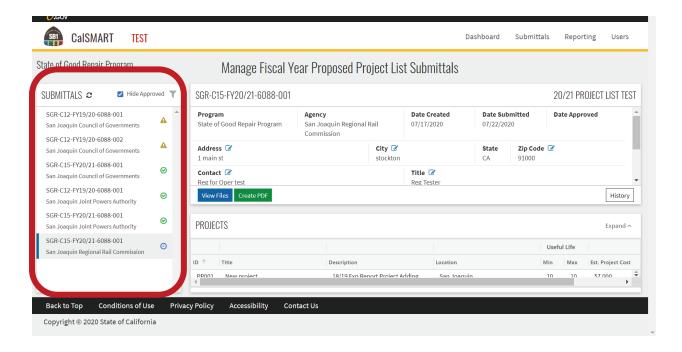
To review the submittal, the Region shall login to CalSMART and select 'Project List Submittal'.



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



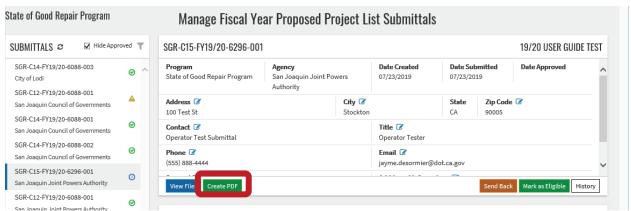
The submittal will appear in your Submittal Inbox. Select 'Hide Approved' if you only want to see the submittals that you have not yet marked as eligible.



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

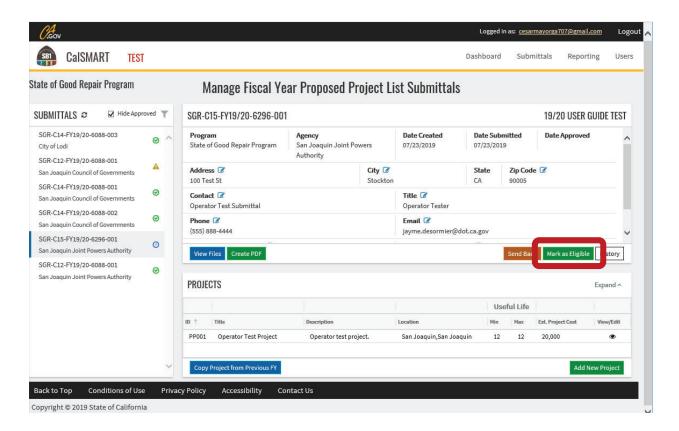
The Est. 99313 and Est. 99314 Costs are the current submission cycle costs.

# **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.

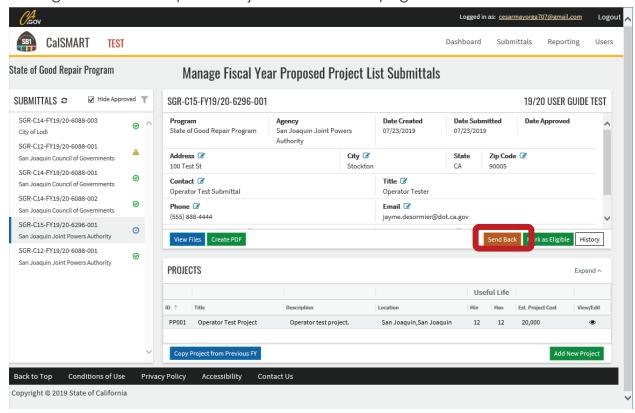


#### Send Back for Corrections or Edit Project List Submittal

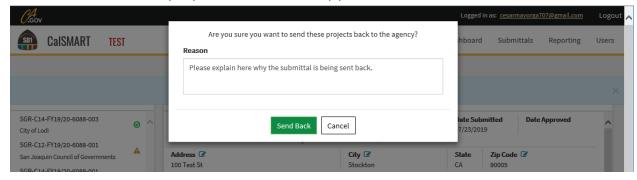
If the submittal needs to be corrected or revised, the Region can Edit the submittal or Send Back to the Operator for revisions.

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).

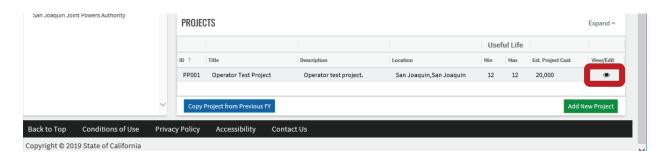
To send back to the Operator for revisions, select the 'Send Back' button on the Manage Fiscal Year Proposed Project List Submittals page.



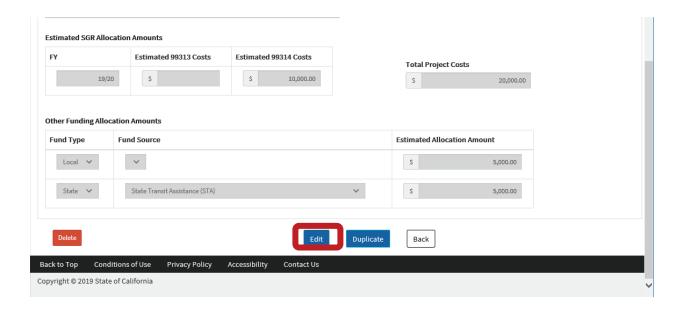
When returning the submittal back for revisions, please provide the Operator an explanation why the proposed list is being returned and what issues need to be addressed before the proposed list can be approved.



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

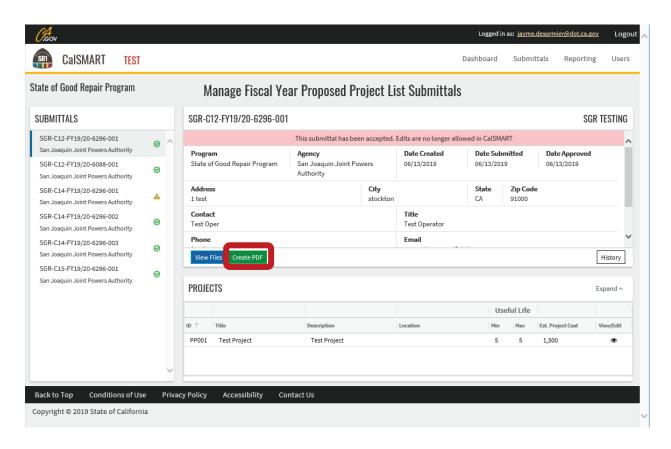


From the Proposed Project Detail screen, select 'Edit' at the bottom of the screen and make any necessary revisions. Be sure to <u>save</u> the changes.



## **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-C26-FY25/26-5919-001

FY 25/26

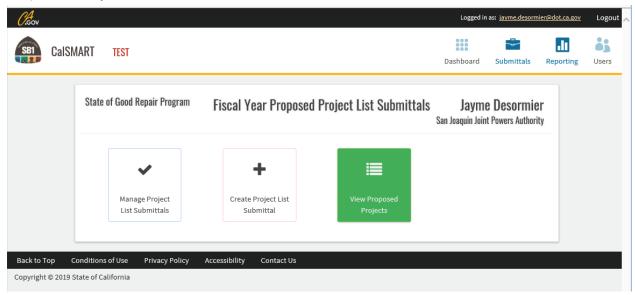
# Submittal Details

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

# **Project Details**

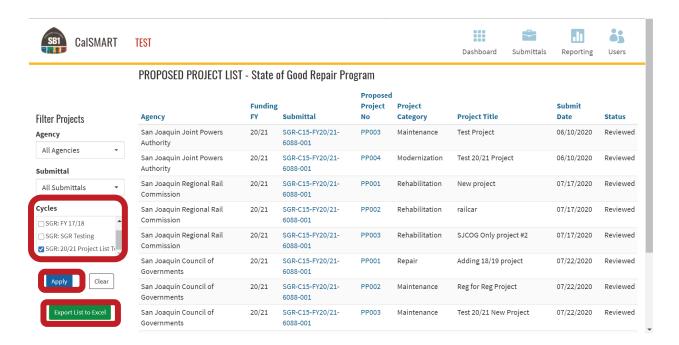
Title	Description	Est. Project Start Date	Est. Project Completion Date	FY 25/26 Est. 99313 Costs	FY 25/26 Est. 99314 Costs
TART Transit Bus Replacement	Tahoe Truckee Area Regional Transit (TART) 40' Gillig Low Floor CNG Transit Bus	04/10/2019	05/15/2026	\$0	\$48,000
20/21 New project	Adding new 20/21 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'.

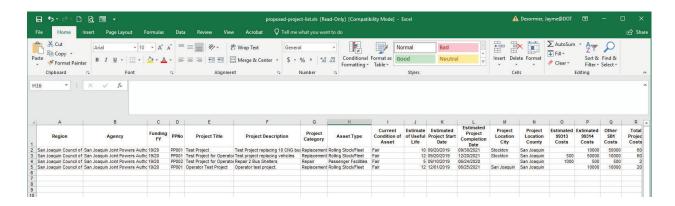


To view your current submission cycle projects, select the correct cycle and select the 'Apply' button. To view all your projects in the Project List Submittal module, leave the Cycles blank.

Select 'Export List to Excel'.



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

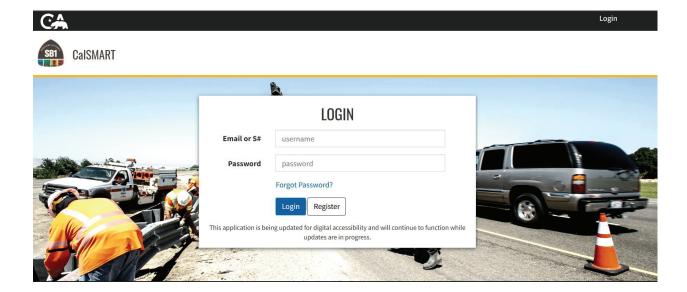


## **Registering for CalSMART**

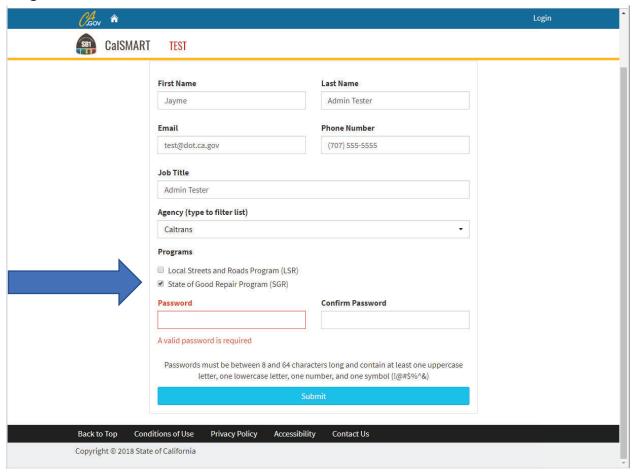
This link takes you to CalSMART <a href="https://calsmart.dot.ca.gov/login/auth">https://calsmart.dot.ca.gov/login/auth</a>

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.

