

**Electronic Project Programming Request**  
**(ePPR)**  
**Instructions**

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Department of Transportation  
Division of Financial Programming

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## **Introduction**

The California Transportation Commission (CTC) requires that a Project Programming Request (PPR) be provided and printed for each project that will compete in each of the competitive programs such as (LPP-C, LPP-F, SCCP, and TCEP). PPR will also be used for amendment process as well as for all non-SHOPP projects.

A PPR is usually prepared by the project sponsor or implementing agency, with assistance from the Regional Transportation Planning Agency (RTPA), Metropolitan Planning Organization (MPO), Caltrans District Office (DO) or Headquarters (HQ) Transportation Programming, as appropriate.

The CTC STIP, Bond and SB1 Guidelines can be found on the Office of Capital Improvement Programming (OCIP) website at the following link:

<https://dot.ca.gov/programs/financial-programming/office-of-capital-improvement-programming-ocip>

## **Log into CalSMART**

Go to the CalSMART website (calsmart.dot.ca.gov). If you do not already have a CalSMART account, register to obtain one. To register, click on the Register button, and you will be prompted for some information. Make sure you request you want access to Electronic Project Programming Request (ePPR) program. Click on the Submit button when you are done filling out the form. You will need to wait for a confirmation from the ePPR administrator to give you rights to access the system. Once you receive a confirmation that your account is setup, then proceed back to the CalSMART webpage to login.

If you already have a CalSMART account but do not have access to ePPR, then you need to log into CalSMART as usual. On the Dashboard page under the Current Program dropdown, click and select Electronic Project Programming Request. An email will then be sent to notify the ePPR administrator. Once your account is setup, you will receive a confirmation. Then log back into CalSMART.

## **Navigation Pane**

The navigation pane is on the right side of the screen and is titled Sections. You can click on any section name, and the left screen will navigate to that section. Also, there are additional buttons that may display on the bottom of the pane like Print, Save Draft, Save as Final, etc. These buttons will only appear when they are allowed, see Figure 1.

On occasion, you may encounter "You have unsaved changes. Are you sure you want to continue? (You will lose any unsaved work)". This will occur when you have made some changes and have not saved the work before moving to another section. In this case, you can click on the Cancel button to remain in the same section, so you can still save your work. You can also click on the OK button, but any unsaved edits in this section would be lost.

The image shows a vertical menu titled "Sections" with a light gray header. Below the header, a list of menu items is displayed. The first item, "General Info", is highlighted with a light blue background and a thin blue border. The other items are: "Project Header", "Scope and Location", "Implementing Agency Roles", "Legislative Districts", "Project Milestones", "Purpose and Need", "Category and Outputs", "Performance Indicators and Measures", "Additional Information", "Proposed Funding Plan", and "Review/Print". At the bottom of the menu, there is a green button with the text "Save Draft" in white.

Figure 1

## **Create/Edit ePPR**

An ePPR can be created by users from the “Lead Nominating Agency”, “Co-Nominating Agency” or any one of the “Implementing Agencies”. However, there can only be one creator of an ePPR, and the remaining agencies would only be allowed



read access. The users with edit rights from the creating agency would all be allowed to make changes.

After you logged into CalSMART, you will land on the Dashboard page. Under the Current Program dropdown, click and select Electronic Programming Project Request. Depending on your user rights, you will have several buttons available. Click on the Create and Manage ePPRs button, and this will take you to the Create and Manage ePPRs page. To create a new PPR, click on the Create ePPR button. To view or edit an existing ePPRs, click on the View ePPR's button.

## **General Info Section**

After clicking on the Create ePPR button, you will see the General Info section, see Figure 2. You will need to fill out this section completely and have successfully saved the project information before you can continue onto other sections; otherwise, the new project is not created in the system. If you exit before you have successfully saved the general project information, you will need to re-enter the information.

The screenshot shows the 'CREATE PROJECT PROGRAMMING REQUEST' form. At the top, there is a navigation bar with 'SBI CalSMART TEST' on the left and 'Dashboard ePPR Users' on the right. The form title is 'CREATE PROJECT PROGRAMMING REQUEST'. Below the title, there is a 'General Information' section with a red warning: 'Fields marked with \* are required'. The form contains several fields: 'Project Title\*' (text input), 'MPO\*' (dropdown menu with 'NON-MPO' selected), 'Program\*' (dropdown menu), 'Agency Information' section with 'Lead Nominating Agency\*' (dropdown menu showing 'Nothing selected'), 'Implementing Agency(s)\*' (dropdown menu), and 'Co-Nominating Agency(s)' (dropdown menu). On the right side, there is a 'Sections' navigation pane with 'General Info' selected. At the bottom right of the form, there is a green 'Save Draft' button.

### General Info Section

On the screen, if there is an asterisk next to the field name, then that field is a required input. You will need to provide this information before you can mark this document as final, see Review/Print section. You can click the Save Draft button anytime, which is located at the bottom left-hand side of the Navigation Pane.

### **Project Title**

Title is a concise statement of the project description.

### **MPO**

Metropolitan Planning Organization (MPO) that would be responsible for the project.

### **Program**

Select the appropriate programs that this PPR is to be used.

### **Lead Nominating Agency (Applicant)**

"Lead Nominating Agency" is the primary supporter for the project, and is usually, but not necessarily, Caltrans, the RTPA or MPO.

To select an agency, click on the dropdown to find the agency name, then click to select it. You can also go to the box that is right above the list of names and type in a filter. Then the list is reduced to only those that match the filter criteria. To delete an agency name from the list, find the name on the list, then click on it to deselect it.

### **Implementing Agency**

"Implementing Agency" is the recipient of the funds allocated by the CTC and is the agency responsible for delivering the project within cost, scope and schedule.

The identification of the "Implementing Agency" determines how project components are programmed, and therefore must be properly identified. Whenever Caltrans is identified as the Implementing Agency, Right of Way Support and Construction Support will be programmed separately from Right of Way Capital and Construction Capital. For Implementing Agencies other than Caltrans, Right of Way Support and Construction Support are programmed together with Right of Way Capital and Construction Capital components, respectively.

Also, users from those implementing agencies that are selected here will have read access to this ePPR from their view screen. In addition, their agency names would appear in the dropdown list when selecting an agency for implementing various project components, see Implementing Agency Roles section for detailed information.

To select or deselect implementing agency names, use the same method as selecting or deselecting Lead Nominating Agency from above.

### **Co-Nominating Agency**

"Co-Nominating Agency" is the co-supporter for the project, and is usually, but not necessarily, Caltrans, the RTPA or MPO. Those agencies that are listed here would also have view access to this ePPR. Their names would appear on the printout in the section under Co-Nominating Agency.

To select or deselect co-nominating agency names, use the same method as selecting or deselecting Lead Nominating Agency from above.

After a successful saved is made in this section, several fields will be created, but they are internal to the system and are greyed out (cannot be edited), see Figure 3.

**General Information** Fields marked with \* are required

ePPR ID: ePPR-CT-2022-0042    Version: 0    Status: Draft    Last Updated: 03/29/2022 13:44:23

Project Title\*: US 50 Multi-modal Corridor Enhancement Project/ US 50 HOV Lanes (I-5 to Watt Ave)    MPO\*: SACOG

Program\*: SCCP    Cycle: SCCP cycle 3

**Agency Information**

Lead Nominating Agency\* (type to filter list) ?  
Caltrans HQ

Implementing Agency(s)\* (type to filter list) ?  
Caltrans HQ

Co-Nominating Agency(s) (type to filter list) ?

Figure 3

## Project Header Section

This section provides the general project information that is needed for display as header information on all subsequent sections, see Figure 4.

**Header Information** Fields marked with \* are required

District\*: 03    EA: 3F360    PPNO: 3301    Element\*: Capital Outlay

Project ID: 0312000216    MPO ID: CAL18838

**Project Locations**

[Post Mile Query Tool](#) ?

Location	County	Route	Route Suffix	Prefix Back	Post Mile Back	Suffix Back	Prefix Ahead	Post Mile Ahead	Suffix Ahead
1	Sacramento County	50		L	0.200		R	6.100	
2									
3									

**Contact Information - Project Manager**

Name\*: Cody Partovi    Phone\*: (916) 215-9592    Email Address\*: cody.partovi@dot.ca.gov

Figure 4

## District

"District" is the Caltrans district in which the project is located, with the exception that Rail is District 75

## EA

"Expenditure Authorization (EA)" is a unique 5-digit number assigned by Caltrans.

## **PPNO**

"PPNO" is an identification number assigned by Caltrans District offices for all STIP and Bond and SB1 projects. Caltrans HQ Project Management assigns PPNOs for intercity Rail projects administered by the Caltrans Intercity Rail Program and programmed through the Interregional Transportation Improvement Program (ITIP). All projects voted by the CTC require a PPNO.

## **Element**

Capital Outlay (all on-system projects), Local Assistance, Mass Transit, and Rail (Intercity Rail) are the appropriate designations based on the type of project.

## **Project ID**

"Project ID" is a unique 10-digit number assigned by Caltrans.

## **MPO ID**

"MPO ID" is an identifier that can be used by the MPO (applicant) to track the project.

## **County**

"County" is the county in which the project is located. If the project is in more than one county, input other counties on those rows below. If the project is in more than three counties, select "Various" for county.

## **Route**

"Route" is the State Highway or intercity rail corridor on which the project is located. If the project is located on more than one route, input other routes on rows below. If the project is on more than three routes, put the information under the Additional Information section.

## **Route Suffix**

If it has one, provide the information. It should either be "S" or "U", see Caltrans Postmile System for information. If there is none, leave it blank.

## **Prefix Back**

If it has one, provide the information. It should be one of those letters in the dropdown list. If it does not have one, then leave it blank.

## **Postmile Back**

If it has one, provide the information. If it does not have one, then leave it blank.

## **Suffix Back**

If it has one, provide the information. It should be one of those letters in the dropdown list. If it does not have one, then leave it blank.

## **Prefix Ahead**

See Prefix Back.

## **Postmile Ahead**

See Postmile Back.

## **Suffix Ahead**

See Suffix Back.

## **Project Manager/Contact, Phone & E-mail**

The “Project Manager” section identifies the individual responsible for delivering the project within cost, scope and schedule. For locally administered on-system projects, a Caltrans project manager must be identified.

## **Scope and Location Section**

This section provides description and location of the project, see Figure 5. On the top of the page, you will see the header information taken from the Project Header section if it is already filled out.

The screenshot displays a project management interface. At the top, there is a header section with the following fields: ePPR ID (ePPR-CT-2022-0050), Version (0), Project Title (Nikola application), District (05), EA, Project ID, PPHO (1234), MPO ID, County (MON), and Route (101). Below the header, the main content area is titled "Project Scope and Location" and contains a text box with the description: "testing transfer of benefits for SB1 cycle 3 from CalSMART to CTIPS". On the right side, there is a sidebar menu with sections: General Info, Project Header, Scope and Location (highlighted), Implementing Agency Role, Legislative Districts, and Project Milestones.

Figure 5

## **Description/Location**

The “Location (Project Limits)” is a brief description of the project location. The location should start with a listing of cities or communities in which the project is located followed by the cross streets or other distinguishing features that identify the beginning and ending project limits as appropriate. Long-distance Rail projects should include a listing of the counties in which the project is located followed by the cities or communities or other distinguishing features that identify the beginning and ending project limits. For rural projects, the nearest community should be identified along with the beginning and ending limits.

Project description should be in the following format (the underlined text represents variables):

*“In (or Near) city or town, on road, from start location to end location.  
Construct (or Install) item of work.”*

If the city has the same name as a county (such as Fresno, Sacramento, Los Angeles, etc.), say "In the city of city". Don't mention the route if the road is a state highway.

The “Description (Scope of Work)” is a brief description of the elements of work. Generally, the description should be two lines or less, but may require more if the project is more complex with several different activities. A more detailed list of the scope will be included in the Outputs section. If additional space is needed, continue

the location, project limits, description and scope of work on Additional Information section.

### **Implementing Agency Roles Section**

This section provides information on implementing agency assigned to the various project components, see Figure 6.

Implementing Agency Roles	
Fields marked with * are required	
Implementing Agency for PA&ED *	Caltrans HQ
Implementing Agency for PS&E *	Caltrans HQ
Implementing Agency for Right-of-Way *	Caltrans HQ
Implementing Agency for Construction *	Caltrans HQ

#### Implementing Agency Roles Section

### **Implementing PA&ED**

Agency that would be implementing the PA&ED phase.

### **Implementing PS&E**

Agency that would be implementing the PS&E phase.

### **Implementing Right-of-Way**

Agency that would be implementing the R/W phase.

### **Implementing Construction**

Agency that would be implementing the CON phase.

For additional information on implementing agency, see the Implementing Agency under the General Info section.

### **Legislative Districts Section**

This section provides information on the legislative districts for which the project is located, see Figure 7.

Legislative Districts		
Fields marked with * are required		
Senate*	Assembly*	Congressional*
6	7	6

#### Legislative Districts Section

### **Assembly, Senate and Congressional Districts**

This information must be included at time of programming. To select a legislative district, use the dropdown and check on the district number that are applicable for this project. You can select multiple values by selecting each value individually. To remove a value from the list, just use the dropdown and find that value. Then click on it to deselect it.

## Project Milestones Section

This section provides information on environmental document type as well as several important milestone dates for the project, see Figure 8.

Project Milestones		Fields marked with * are required	
Phase	Existing	Proposed	
Existing Project Study Report Approved	07/13/2021		
Begin Environmental (PA&ED) Phase *			08/04/2021
Circulate Draft Environmental Document	Document Type: <input type="text" value="None"/> ?		10/04/2021
Draft Project Report *			10/04/2021
End Environmental (PA&ED) Phase *			12/04/2021
Begin Design (PS&E) Phase *			01/04/2022
End Design Phase (RTL for Advertisement Milestone) *			11/15/2023
Begin Right of Way Phase *			01/04/2022
End Right of Way Phase (Right of Way Certification Milestone) *			10/15/2023
Begin Construction Phase (Contract Award Milestone) *			01/15/2024
End Construction Phase (Construction Contract Acceptance Milestone) *			01/15/2027
Begin Closeout Phase *			01/15/2028
End Closeout Phase (Closeout Report) *			01/15/2029

### Project Milestones Section

## Document Type

The environmental document that is being used for this project. It should be one of those items in the dropdown list.

## Proposed Milestone Dates

Enter the proposed schedule or actual completion of various project milestones. Any project milestone revision to projects funded with Prop 1B Bond or SB 1 funds must be addressed on the Amendment Information section that will be implemented in the future.

## Purpose and Need Section

This section provides an overview of the purpose of the project and helps justify the funding. This section also collects project information using either a checkbox or a dropdown list, see Figure 9.

**Project Purpose and Need**

Purpose and Need Statement

Project Benefits:  
Benefits include improved on-time performance, reduced freight and passenger delays, and improved freight and passenger operations locally and throughout the entire San Joaquin Corridor. Environmentally, the second platform with supporting infrastructure will reduce the locomotive idling time and offer considerable reductions in harmful emissions, which will help improve the air quality in the valley.

NHS Improvement ?  ?

Reversible Lane Analysis ?  ?

Reduce Greenhouse Gas Emissions ?  ?

Roadway Class ?  ?

Sustainable Communities Strategy Goals ?  ?

### Purpose and Need Section

## **Purpose and Need**

Provide a brief purpose and explanation of the need for the project. If additional space is needed, continue the Purpose and Need in the Additional Information section.

## **Checkbox/Dropdown**

Select Yes or No for checkbox items or select an appropriate item from the dropdown list:

“NHS Improvements” checkbox - if on the National Highway System.

“Roadway Class” dropdown - Choose NA, or Class 1,2 or 3.

- Pertains to on-system Capital Outlay (CO) projects only.
- Class 1: Interstates, other principle arterials and urban freeways/expressways; includes Freight Network Tier 1 and Tier II, and the Strategic Highway Network (STRAHNET) routes.
- Class 2: Rural freeways/expressways and minor arterials; Non -Interstate National Highway System and Interregional Road System (IRRS); includes Freight Network Tier III.
- Class 3: Major and minor collector routes owned by the State.

“Reversible Lane Analysis” checkbox - If the project is not already programmed and qualifies as a capacity-increasing, or a major street or highway lane realignment project, this analysis must be done.

“Supports Sustainable Communities Strategy (SCS) Goals” checkbox - if the project supports Sustainable Communities Strategy goals as identified in the Regional Transportation Plan in accordance with SB 375. Identify the SCS goals supported by the project in the Additional Information section.

“Reduces Greenhouse Gas Emissions” checkbox - if the project reduces greenhouse gas emissions. Quantify the greenhouse gas reductions in the Additional Information section.

## **Category and Need Section**

Provide all the outputs for the project here, see Figure 10. For a complete listing of Category/Outputs, see Appendix A.

Delete	Category	Output	Unit	Total
<input type="checkbox"/>	State Highway Road Construction	Mixed flow lane-miles constructed	Miles	<input type="text" value="9"/>
<input type="checkbox"/>	State Highway Road Construction	Auxiliary lane miles constructed	Miles	<input type="text" value="2"/>

Category and Need Section



## Outputs

Choose a *Category*:

- Bridge/Tunnel
- Drainage
- TMS (Traffic Management Systems)
- Pavement (lane-miles)
- Operational Improvements
- Active Transportation
- Rail/Multi-Modal
- ADA Improvements
- Other

Click on the Category dropdown and select the appropriate category. Then click on the Output dropdown and select the appropriate Output. Then click on the Add Output button. After all the Category/Output items are selected, go the appropriate line and in the Total column, put in appropriate values. Then click Save Draft button in the Navigation Pane as appropriate. You do not need to provide all the values at once, but you will need to provide them before you can make the document as final. 'Zero' is an acceptable data and it can be used for 'not applicable'.

## Performance Indicators and Measures Section

Provide all the Performance Indicators and Measure in this section, see Figure 11. For a complete listing of Measure/Indicators, see Appendix B.

At least one performance measure is required (except for PPM and AB3090 projects). Click on "Select Additional Measures" to expand the drop-down. To add Benefit, select Measure and relevant indicator from the drop-down menu and click on 'Add Benefit'.

Providing project-level benefits would help measure and document the total benefits at the regional level. If the project does not contribute to any performance and measure, please select any one measure and indicator, click on 'Add Benefit' and add 'zero' in the value columns. Zero = Not Applicable.

If there is any explanation about the assumptions and limitations of the Performance Indicators value, please add the relevant information in the Additional Information Tab.

PROJECT PROGRAMMING REQUEST						
ePPR ID ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE				
District 01	EA 00000	Project ID 0000000000	PPHO 0000	MPO ID	County VAR	
Performance Indicators and Measures <span style="color: red;">Fields marked with * are required</span>						
Select Additional Measures ▾						
Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
Delete						

**PROJECT PROGRAMMING REQUEST**

ePPR ID: ePPR-CT-2022-0010    Version: 0    Project Title: STIP 2022 SAMPLE

District: 01    EA: 00000    Project ID: 0000000000    PPNO: 0000    MPO ID:    County: VAR

**Performance Indicators and Measures**    Fields marked with \* are required

Additional Measures (optional) ?

Measure \* : Congestion Reduction    Indicator \* : Daily Vehicle Hours of Travel Time Reduction    **Add Benefit**

Add Program Benefits ?

Program :    **Add Program Benefits**

^- Hide this Section

Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
<b>Delete</b>						

**PROJECT PROGRAMMING REQUEST**

ePPR ID: ePPR-CT-2022-0010    Version: 0    Project Title: STIP 2022 SAMPLE

District: 01    EA: 00000    Project ID: 0000000000    PPNO: 0000    MPO ID:    County: VAR

**Performance Indicators and Measures**    Fields marked with \* are required

Additional Measures (optional) ?

Measure \* : System Reliability    Indicator \* : Transit Service On-Time Performance    **Add Benefit**

Add Program Benefits ?

Program :    **Add Program Benefits**

^- Hide this Section

Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
<input type="checkbox"/>	Congestion Reduction	Daily Vehicle Hours of Travel Time Reduction	Hours	0	0	0

**Delete**

**Performance Indicators and Measures**    Fields marked with \* are required

Select Additional Measures ▾

Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
*	Congestion Reduction	Change in Daily Vehicle Hours of Delay	Hours	606,000	933,000	-327000
*	Congestion Reduction	Change in Daily Truck Hours of Delay	Hours			0
<input type="checkbox"/>	Congestion Reduction	Change in Daily Vehicle Miles Travelled	VMT per Capita	429,000,000	403,000,000	26000000
<input type="checkbox"/>	Congestion Reduction	Person Hours of Travel Time Saved	Miles	558,000,000	525,000,000	33000000
<input type="checkbox"/>	Congestion Reduction	Person Hours of Travel Time Saved	Hours per Capita	115,846,000	0	115846000
<input type="checkbox"/>	Congestion Reduction	Person Hours of Travel Time Saved	Person Hours	150,600,000	0	150600000
*	Throughput (Freight)	Change in Truck Volume	# of Trucks			0
*	Throughput (Freight)	Change in Rail Volume	# of Trailers			0
*	Throughput (Freight)	Change in Rail Volume	# of Containers			0
<input type="checkbox"/>	System Reliability (Freight)	Peak Period Travel Time Reliability Index	Index	1.07	1.11	-0.04
<input type="checkbox"/>	System Reliability (Freight)	Level of Transit Delay	% "On-time"	0	0	0
*	Velocity (Freight)	Travel Time or Total Cargo Transport Time	Hours			0
*	Air Quality & GHG	Particulate Matter	PM 10 Tons	9	0	9

### Performance Indicators and Measures

If any one of the SB1 programs is selected in the General Info section, then all the required Performance Indicators and Measures for that program are automatically populated here. They will also have an asterisk in the Delete column since those items are required. If you want to add any optional items, you can do so by selecting an item under the Measure dropdown and then select an item under the Indicator dropdown. Click on the Add Benefit button, and the selected item is added to the project list. Since it is an optional item, it will have a checkbox in the Delete column. If you want to delete that item from the list, just check the checkbox for that item in the Delete column. Then click on the Delete button that is on the bottom left-hand side of the page. You may need to scroll if it is not visible. You can delete multiple items at the

same time by checking all the checkboxes and then click on the Delete button. This will delete all the items simultaneously.

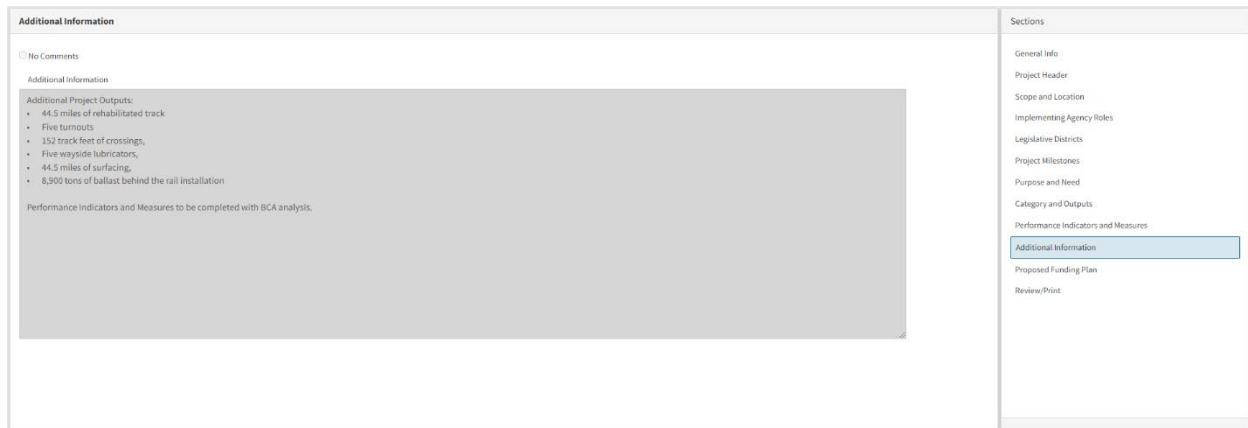
If you deselect any one of the previously selected SB1 programs in the General Info section and have already worked on those required items in this section, then those previously required items would then be converted to optional items. You can delete those optional items using either of the two delete methods mentioned above.

After the Performance Indicators and Measures have been selected, you need to put in an appropriate value for the Build Total and Future No Build Total columns. The Change column will show the value of Build Total - Future No Build Total. Click on the Save Draft button in the Navigation Pane as appropriate. Just like the Category and Need section, you do not need to provide all the values at once, but you will need to provide them before you can make the document as final.

## **Additional Information Section**

This section lets you provide additional information where it is needed, see Figure 12.

An example would be providing latitude and longitude coordinates of the project. Or if there are requirements in the guidelines that doesn't have a specific field for, the user can add those details here, for example:



The screenshot shows a software interface with two main panels. The left panel is titled "Additional Information" and contains a "No Comments" checkbox, a "Additional Information" section with a list of project outputs (44.5 miles of rehabilitated track, five turnouts, 152 track feet of crossings, five wayside lubricators, 44.5 miles of surfacing, and 8,500 tons of ballast behind the rail installation), and a note about performance indicators and measures. The right panel is titled "Sections" and lists various sections: General Info, Project Header, Scope and Location, Implementing Agency Roles, Legislative Districts, Project Milestones, Purpose and Need, Category and Outputs, Performance Indicators and Measures, Additional Information (highlighted), Proposed Funding Plan, and Review/Print.

Figure 12  
Additional Information Section

If no additional information is to be provided for this section, then place a check in the No Comments checkbox. This is to let the system know that you did not forget to fill out this section.

## **Proposed Funding Plan Section**

### **General**

This page provides information for project funding, see Figure 13. This is the Proposed Funding Plan main screen. The Funding portion of the Project Programming Request provides a detailed view of the proposed project programming. This form distinctly identifies the various funding sources that may be involved in a project. It delineates the

programming breakdown for each funding source and for each component within the funding source.

A project receiving funds for a smaller distinct usable segment of an overall larger project displays only the funds contributing to the distinct usable segment. If funds are used in a manner that are not a distinct usable segment, then funding for the entire overall project must be displayed. Often, funding for larger projects may be split into smaller distinct usable segments or activities for programming and construction/contract award purposes. In those instances, caution must be used in displaying the various fund sources for these types of projects so that funding is not double counted when programmed.

For additional guidance on programming project components, see "Programming Project Components Sequentially" of the STIP Guidelines.

In accordance with the CTC STIP Guidelines, all programmed component amounts must be escalated to the appropriate fiscal year and rounded to thousands.

### **Project Development Components**

"Environmental Studies and Permits (E&P)", also referred to as "Project Approval and Environmental Document (PA&ED)", is programmed in the fiscal year during which environmental studies will begin. "Plans, Specifications and Estimates (PS&E)" is programmed in the fiscal year during which design will begin. Refer to "Program Year for Cost Components" of the CTC STIP Guidelines for further information on programming Project Development components.

### **Right of Way Components**

"Right of Way (R/W)", including Caltrans "Right of Way Support (R/W SUP)", is programmed in the first fiscal year(s) during which Right of Way acquisition (including utility relocation) contracts will be executed. Refer to "Program Year for Cost Components" of the CTC STIP Guidelines for further information. For Caltrans projects, STIP amendments for R/W Capital and R/W Support are only permitted in conjunction with the Annual Right of Way Plan. Refer to "STIP Amendments" of the CTC STIP Guidelines.

"Right of Way Support (R/W SUP)" is used only for projects implemented by Caltrans. For all other implementing agencies, Right of Way Support costs are included in the Right of Way Capital component.

### **Construction Components**

"Construction (CON)", including Caltrans "Construction Support (CON SUP)", is programmed in the fiscal year during which the construction allocation will be approved by the CTC. All construction costs that are associated with a single construction contract should be listed in one fiscal year. If a project will have multiple contracts to be advertised in different fiscal years, then the construction costs (including Caltrans support costs) may be programmed in multiple years. In this case, a PPR must be completed for each segment.

"Construction Support (CON SUP)" is used only for projects implemented by Caltrans. For all other implementing agencies, Construction Support costs are included in the Construction Capital component.

## **Fiscal Years**

Funding for each component is programmed according to appropriate fiscal year. The cost of each project component will be listed no earlier than in the State fiscal year in which the particular project component can be delivered.

## **Program Code**

"Program Code" is used by Caltrans to allow projects to be categorized for program and project tracking purposes. The codes are normally assigned by the Caltrans District Offices.

## **Funding Agency**

The "Funding Agency" is the agency providing the local (non-state) funding contributions to the project.

## **Fund Source**

The source of funds contributed to the project (i.e., RIP, IIP, [SB 1- TCEP, SCC, LPP, ATP] Prop 1B Bond, RSTP, CMAQ, Local Measure, etc.)

## **Notes**

The "Notes" field is available to include any pertinent information regarding the funding. For example, the fund source may be more fully described, or if funds are being reduced for a particular component, the reason for the reduction should be noted.

## **Proposed Total Project Cost**

The "Proposed Total Project Cost" table at the top of the funding information page provides an overview of the total funding proposed for each component of the project. All the information in this table is calculated automatically by summing up the values in the various fund source tables.

Existing Project Funding Plan (all amounts in \$1,000)

Component	Existing Total Project Cost								Total	Implementing Agency
	Prior	22/23	23/24	24/25	25/26	26/27	27/28+			
E&P (PA&ED)	4,473	0	0	0	0	0	0	4,473	Orange County Transportation Authority	
PS&E	14,791	0	0	0	0	0	0	14,791	Orange County Transportation Authority	
R/W SUP	4,459	0	0	0	0	0	0	4,459	Caltrans HQ	
CON SUP	0	0	0	26,576	0	0	0	26,576	Caltrans HQ	
R/W	0	29,729	0	0	0	0	0	29,729	Caltrans HQ	
CON	0	0	0	139,875	0	0	0	139,875	Caltrans HQ	
<b>Total</b>	<b>23,723</b>	<b>29,729</b>	<b>0</b>	<b>166,451</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>219,903</b>		

Funding Sources

- Fund #1: RSTP - STP Local - 20.30.010.810 (Committed)
- Fund #2: RIP - National Hwy System - 20.XX.075.600 (Committed)
- Fund #3: Local Funds - Local Measure - 20.10.400.100 (Committed)
- Fund #4: Future Need - Future Funds - FUTURE (Uncommitted)
- Fund #5: State SB1 LPP - Local Partnership Program - Formula distribution - 20.XX.724.000 (Committed)

Figure 13  
Proposed Funding Plan Section

## **Add Funding Source**

To add a new fund source, click on Add Funding Source button located on the bottom left of the screen, see Figure 13. When there is no funding source associated with the project, you can click on the hyperlink Add a Funding Source in the middle of screen, and a Funding Source Details screen would appear, see Figure 14.

Select an item from the Fund Category dropdown list. Then select an item from the Fund Description dropdown. If you cannot find an item in the Fund Description dropdown that meets your need, you can select Create New Fund Description. Then proceed to the New Fund Description textbox and type in a custom description.

Select an item from the Funding Agency dropdown if applicable. If you have any notes, type in the Note textbox. Then Select Y/N radio button for whether the fund has been committed or not. If a fund is secured, i.e., programmed or reasonably expected, then consider it as Committed. You must have at least one funding amount before you can save the information. Otherwise, click the Cancel button to abort and return to the Proposed Funding Plan main screen without saving.

**Funding Source** (all amounts in \$1,000) Fields marked with \* are required

Fund Category\*  
CMAQ

Fund Description\*  
Nothing selected

New Fund Description

Funding Agency  
Nothing selected

Notes

Committed\* ?  
 Yes  
 No

Fund #1	Component	Prior	23/23	23/24	24/25	25/26	26/27	27/28+	Total
	Total	0	0	0	0	0	0	0	0

FY: E&P (PA&E) PS&E R/W SUP CON SUP R/W CON

Actions: [+ Add Funding Amount](#)

[Add Funding Source](#) [Cancel](#)

Figure 14  
Proposed Funding Plan, Funding Source Details

## **Add Funding Amount**

To add funding amount in the Funding Source Details screen, click on Add Funding Amount button. All funding values are in \$1,000.

Type in FY (FY1/FY2), then any E&P, PS&E, R/W SUP, CON SUP, R/W, CON values where applicable. Click the save icon (floppy disk) on the right side of the Funding Amount line entry. After a save is made, the save icon is then changed to the edit icon (pencil). You will need to click on this icon to make edits to the funding amount.

To add additional funding amount if needed, just click on the Add Funding Amount button. When you are done with adding the funding amount, click on the Save button in the Navigation Pane.

After a save is made, the newly created Fund Source would collapsed into one line, which can then be expanded for viewing by clicking on the down arrow located on the far right-hand side of the fund source. If you click on the Fund Source name, it

would display a Funding Source Details screen for editing, see Figure 15. On the screen, when you click the Cancel button, it would return to the Proposed Funding Plan main screen without saving.

**Delete Funding Amount**

When in the Funding Source Details screen, click on the trash icon to delete the funding amount for a given FY. In this case there will not be a confirmation message to warn about the deletion.

**Delete Funding Source**

From the Proposed Funding Plan main screen, click the down arrow located on the far right-hand side of the the collapsed fund source of interest. This fund source would then be expanded for viewing, see Figure 16. Click on Delete Fund Source button at the bottom right-hand corner. A confirmation to delete the fund source would appear. Click OK to confirm and the fund source would be deleted from the system. Click Cancel to return to the Fund Source Expanded screen.

**Funding Source** (all amounts in \$1,000) Fields marked with \* are required

Fund Category\*: Other State Fund Description\*: Public Transportation Account New Fund Description

Funding Agency: Caltrans HQ Notes: Committed\* ?  Yes  No

Fund #1	Component	Prior	22/23	23/24	24/25	25/26	26/27	27/28+	Total
	Total	0	0	0	0	0	0	0	0

FY: 23/24 E&P (PA&ED) PS&E R/W SUP CON SUP R/W CON: 2300

Buttons: Add Funding Amount, Add Funding Source, Cancel

Figure 15  
Proposed Funding Plan, Funding Source Details with Fund Line Entry

Logged in as: shalini.chandra@dot.ca.gov

**CalSMART**

Dashboard ePPR

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**PROJECT PROGRAMMING REQUEST**

District	EA	Project ID	PPNO	MPO ID	County	Route
3	3F360	0312000216	3301	CALL18838	SAC	50

**Proposed Project Funding Plan (all amounts in \$1,000)**

Component	Prior	21/22	22/23	Proposed Total Project Cost				Total	Implementing Agency
				23/24	24/25	25/26	26/27+		
E&P (PA&ED)	13,600	0	0	0	0	0	0	13,600	Caltrans HQ
PS&E	13,000	0	0	0	0	0	0	13,000	Caltrans HQ
R/W SUP	4,300	0	0	0	0	0	0	4,300	Caltrans HQ
CON SUP	46,800	0	0	0	0	0	0	46,800	Caltrans HQ
R/W	5,700	0	0	0	0	0	0	5,700	Caltrans HQ
CON	365,900	0	0	0	0	0	0	365,900	Caltrans HQ
<b>Total</b>	<b>452,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>452,300</b>	

**Funding Sources**

**Fund #1: State SB1 SCCP - Solution for Congested Corridors Program (Committed)**

Component	Prior	21/22	22/23	23/24	24/25	25/26	26/27+	Total	Notes
E&P (PA&ED)	0	0	0	0	0	0	0	0	
PS&E	0	0	0	0	0	0	0	0	
R/W SUP	0	0	0	0	0	0	0	0	
CON SUP	10,000	0	0	0	0	0	0	10,000	
R/W	0	0	0	0	0	0	0	0	
CON	80,000	0	0	0	0	0	0	80,000	
<b>Total</b>	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>90,000</b>	

[Delete Fund Source](#)

**Fund #2: Local Funds - Local Measure (Committed)**

**Fund #3: Other State - National Hwy System (Committed)**

**Fund #4: State SB1 SCCP - Solution for Congested Corridors Program (Uncommitted)**

[Add Funding Source](#)









Proposed Funding Plan, Fund Source Expanded

## Review/Print Section

The section provides detailed information regarding completeness of this ePPR, see Figure 17. If any of the sections has not been filled out, then a message "Tab Not Started" would appear. If that section is filled out, then an error, warning message, or a message of "NO ERRORS" would display. Once all the sections are properly filled out and does not contain any errors, then a Save as Final button would appear. Warning messages are not considered errors. Clicking on the Save as Final button would generate a final PDF containing a PPR ID with a version number as well as a timestamp. This information is printed on the PDF in the upper right-hand corner on the first page, and the PPR ID with the version number is printed on all subsequent pages. This final PDF would not have a "Draft" watermark and is to be used as an attachment for the project submittal per SB1 program guidelines.



**Review** (All sections must be completed, without errors, before the PPR can be finalized)

- **General Info** 
  - NO ERRORS
- **Project Header** 
  - NO ERRORS
- **Scope and Location** 
  - NO ERRORS
- **Implementing Agency Roles** 
  - NO ERRORS
- **Legislative Districts** 
  - NO ERRORS
- **Project Milestones** 
  - NO ERRORS
- **Purpose and Need** 
  - NO ERRORS
- **Category and Outputs** 
  - NO ERRORS
- **Performance Indicators and Measures** 
  - NO ERRORS
- **Additional Information** 
  - NO ERRORS
- **Proposed Funding Plan** 
  - NO ERRORS

**Sections**

- General Info
- Project Header
- Scope and Location
- Implementing Agency Roles
- Legislative Districts
- Project Milestones
- Purpose and Need
- Category and Outputs
- Performance Indicators and Measures
- Additional Information
- Proposed Funding Plan

[Review/Print](#)

[Print](#)

Review/Print

## **Appendix A**

### **Listing of Outputs by Category**

<b>Category</b>	<b>Output</b>	<b>Unit</b>
Bridge/Tunnel	New interchanges	SQFT
Bridge/Tunnel	Modified/Improved interchanges	SQFT
Bridge/Tunnel	New bridges/tunnels	SQFT
Bridge/Tunnel	Modified/Reconstructed bridges/tunnels	SQFT
Bridge/Tunnel	At-grade crossings eliminated	SQFT
Bridge/Tunnel	New local road bridge structures/tunnels	SQFT
Bridge/Tunnel	Local reconstructed bridge/tunnels	SQFT
Bridge/Tunnel	Local rehabilitated bridge/tunnels	SQFT
Drainage	Culverts	LF
TMS (Traffic Management Systems)	Traffic census stations	EA
TMS (Traffic Management Systems)	Changeable message signs	EA
TMS (Traffic Management Systems)	Closed circuit television cameras	EA
TMS (Traffic Management Systems)	Freeway ramp meters	EA
TMS (Traffic Management Systems)	Communications (fiber optics)	Miles
TMS (Traffic Management Systems)	Highway advisory radio	EA
TMS (Traffic Management Systems)	Traffic signal interconnect projects	EA
TMS (Traffic Management Systems)	Software and hardware systems	EA
TMS (Traffic Management Systems)	TMC interconnect projects	EA
TMS (Traffic Management Systems)	Traffic monitoring detection stations	EA
TMS (Traffic Management Systems)	Extinguishable message signs	EA
TMS (Traffic Management Systems)	Transit Signal Priority (TSP)	EA
TMS (Traffic Management Systems)	Real-Time Transit Information	EA
Pavement (lane-miles)	Mixed flow mainline constructed	Miles
Pavement (lane-miles)	HOV/HOT mainline constructed	Miles

<b>Category</b>	<b>Output</b>	<b>Unit</b>
Pavement (lane-miles)	Passing lane constructed	Miles
Pavement (lane-miles)	Auxiliary lane constructed	Miles
Pavement (lane-miles)	Truck climbing lanes constructed	Miles
Pavement (lane-miles)	Roadway lane miles - new	Miles
Pavement (lane-miles)	Intersections constructed - new	Miles
Pavement (lane-miles)	Ramps and connectors constructed	Miles
Pavement (lane-miles)	Mainline shoulders construction	Miles
Pavement (lane-miles)	Local road - rehabilitated	Miles
Pavement (lane-miles)	Local road - reconstructed	Miles
Pavement (lane-miles)	Local road - new	Miles
Rail/Multi-Modal	Rail cars/transit vehicles	EA
Rail/Multi-Modal	Miles of new track	Miles
Rail/Multi-Modal	Miles of rehabilitated track	Miles
Rail/Multi-Modal	Grade separations/rail crossing improvements	EA
Rail/Multi-Modal	Station improvements	EA
Rail/Multi-Modal	New stations	EA
Rail/Multi-Modal	Passenger Counter	EA
Rail/Multi-Modal	Rail/Transit Equipment	EA
Operational Improvements	Auxiliary lanes	Miles
Operational Improvements	Intersection/Signal improvements	EA
Operational Improvements	Interchange modifications	EA
Operational Improvements	Ramp modifications	EA
Operational Improvements	Slow vehicle lanes	Miles
Operational Improvements	Curve and vertical alignment corrections	EA
Operational Improvements	Two-way left turn lanes	EA
Operational Improvements	Channelization	EA
Operational Improvements	Chain control and truck brake inspection sites	EA

<b>Category</b>	<b>Output</b>	<b>Unit</b>
Operational Improvements	Shoulder widening	EA
Operational Improvements	Turnouts	EA
Operational Improvements	Turn pockets constructed	EA
Active Transportation	Pedestrian/Bicycle facilities miles constructed	Miles
Active Transportation	Bicycle lane-miles	Miles
Active Transportation	Sidewalk miles	Miles
Active Transportation	# Signs, lights, greenway, or other safety/beautification	EA
Active Transportation	Pedestrian bridge	SQFT
Active Transportation	Crosswalk	EA
Active Transportation	Crossing island	EA
ADA Improvements	New sidewalk	LF
ADA Improvements	Repair existing sidewalk	LF
ADA Improvements	New curb ramp installed	EA
ADA Improvements	Repair/upgrade curb ramp	EA
ADA Improvements	Install accessible pedestrian signal	EA
ADA Improvements	Lower pedestrian push button	EA
ADA Improvements	Relocate pedestrian push button posts	EA
ADA Improvements	Modify driveway	LF
ADA Improvements	New crosswalk	LF
ADA Improvements	Modify crosswalk	LF
ADA Improvements	Remove obstructions	EA
ADA Improvements	Install new detectable warning surface	SQFT
ADA Improvements	Upgrade detectable warning surface	SQFT
ADA Improvements	Curb ramp retired	EA
Other	Sound wall miles constructed	Miles
Other	Port improvements	EA
Other	Border crossing improvements	EA

<b>Category</b>	<b>Output</b>	<b>Unit</b>
Information Technology	Data Management	EA
Facilities	Security Improvement/ Equipment	EA
Facilities	Building Repairs	EA
Facilities	Facility Improvements	EA

## **Appendix B**

### **Listing of Indicators by Measure**

<b>Measure</b>	<b>Required For</b>	<b>Indicator</b>	<b>Unit</b>
Truck & Vehicle Volume (Freight)	TCEP	Existing Average Annual Vehicle Volume on Project Segment	Percent
Truck & Vehicle Volume (Freight)	TCEP	Existing Average Annual Truck Percent on Project Segment	Percent
Truck & Vehicle Volume (Freight)	TCEP	Estimated Year 20 Average Annual Vehicle Volume on Project Segment with Project	Number
Truck & Vehicle Volume (Freight)	TCEP	Estimated Year 20 Average Annual Truck Percent on Project Segment with Project	Number
Vehicle Volume	LPPC,LPPF,SCCP	Existing Average Annual Vehicle Volume on Project Segment	Number
Vehicle Volume	LPPC,LPPF,SCCP	Estimated Year 20 Average Annual Vehicle Volume on Project Segment with Project	Number
Accessibility	OPTIONAL	Number of Destinations Accessible by Mode	Number
Accessibility	OPTIONAL	Number of Jobs Accessible by Mode	Number
Accessibility	OPTIONAL	Percent of Population Defined as Low Income or Disadvantaged Within 1/2 Mile of Rail Station, Ferry Terminal, or High-Frequency Bus Stop	%
Air Quality & GHG	LPPC,LPPF,SCCP,TCE P	Carbon Dioxide (CO <sub>2</sub> )	Tons
Air Quality & GHG	LPPC,LPPF,SCCP,TCE P	Carbon Monoxide (CO)	Tons
Air Quality & GHG	LPPC,LPPF,SCCP,TCE P	Nitrogen Oxides (NO <sub>x</sub> )	Tons
Air Quality & GHG	LPPC,LPPF,SCCP,TCE P	Particulate Matter (PM 10)	PM 10 Tons
Air Quality & GHG	LPPC,LPPF,SCCP,TCE P	Particulate Matter (PM 2.5)	PM 2.5 Tons
Air Quality & GHG	LPPC,LPPF,SCCP,TCE P	Sulphur Dioxides (SO <sub>x</sub> )	Tons
Air Quality & GHG	LPPC,LPPF,SCCP,TCE P	Volatile Organic Compounds (VOC)	Tons
Congestion Reduction	OPTIONAL	Daily Truck Miles Traveled	Miles
Congestion Reduction	OPTIONAL	Daily Truck Trips	# of Trips
Congestion Reduction	TCEP	Change in Daily Vehicle Hours of Delay	Hours

<b>Measure</b>	<b>Required For</b>	<b>Indicator</b>	<b>Unit</b>
Congestion Reduction	TCEP	Change in Daily Truck Hours of Delay	Hours
Congestion Reduction	OPTIONAL	Per Capita and Total Person Hours of Delay per Year	Person Hours
Congestion Reduction	OPTIONAL	Percent Change in Non-Single Occupancy Vehicle Travel	%
Congestion Reduction	LPPC,LPPF,SCCP	Person Hours of Travel Time Saved	Hours per Capita
Congestion Reduction	LPPC,LPPF,SCCP	Change in Daily Vehicle Miles Travelled	Miles
Cost Effectiveness	LPPC,LPPF,SCCP,TCE P	Cost Benefit Ratio	Ratio
Economic Development	LPPC,LPPF,SCCP,TCE P	Jobs Created	Number
Noise Level (Soundwalls Only)	OPTIONAL	Number of Decibels	Number
Noise Level (Soundwalls Only)	OPTIONAL	Number of Receptors	Number
Noise Level (Soundwalls Only)	OPTIONAL	Properties Directly Benefited	Number
Safety	OPTIONAL	Accident Cost Savings	Dollars
Safety	LPPC,LPPF,SCCP,TCE P	Fatalities per 100 Million VMT	Number
Safety	LPPC,LPPF,SCCP,TCE P	Number of Fatalities	Number
Safety	OPTIONAL	Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries	Number
Safety	OPTIONAL	Number of Property Damage Only and Non-Serious Injury Collisions	Number
Safety	LPPC,LPPF,SCCP,TCE P	Number of Serious Injuries	Number
Safety	LPPC,LPPF,SCCP,TCE P	Number of Serious Injuries per 100 Million VMT	Number
System Preservation Bridges	OPTIONAL	Bridge Deck Rating	Rating
System Preservation Bridges	OPTIONAL	Bridge Substructure Rating	Rating
System Preservation Bridges	OPTIONAL	Bridge Superstructure Rating	Rating
System Preservation Pavement	OPTIONAL	Pavement Condition Index	Index
System Reliability (Freight)	OPTIONAL	Daily Vehicle Hours of Travel Time Reduction	Hours

<b>Measure</b>	<b>Required For</b>	<b>Indicator</b>	<b>Unit</b>
System Reliability (Freight)	LPPC,LPPF,SCCP	Truck Travel Time Reliability Index ("No Build" Only)	Index
System Reliability (Freight)	TCEP	Truck Travel Time Reliability Index (Optional Metric for TCEP)	Index
System Reliability (Freight)	LPPC,LPPF,SCCP	Level of Transit Delay	% of "On-Time"
System Reliability (Freight)	OPTIONAL	Truck Travel Time Reliability Index	Index
Throughput (Freight)	OPTIONAL	Bicyclist/ Pedestrian Screen Line Counts	# of Pedestrians
Throughput (Freight)	OPTIONAL	Change in Cargo Volume That Can Be Accommodated	# of Containers
Throughput (Freight)	TCEP	Change in Rail Volume	# of trains # of Containers Weight of Cargo
Throughput (Freight)	TCEP	Change in Truck Volume	# of Trucks
Throughput (Freight)	OPTIONAL	Passengers Per Vehicle Service Hour	# of Passengers
Throughput (Freight)	OPTIONAL	Peak Period Person Throughput by Applicable Mode	# of Persons
Velocity (Freight)	OPTIONAL	Average Peak Period Weekday Speed for Rail Facility	Miles per Hour
Velocity (Freight)	OPTIONAL	Average Peak Period Weekday Speed for Road Facility	Miles per Hour
Velocity (Freight)	TCEP	Travel Time or Total Cargo Transport Time	Hours



## **Appendix C**

### **Generating ePPRs for 2022 STIP Adoption**

## **Generating ePPRs for 2022 STIP Adoption**

Use the following guidance document to create ePPRs for 2022 State Transportation Improvement Program (STIP).

- 1) [Create ePPRs from existing programmed Projects and for STIP Adoption Carry Over](#)
- 2) [Create new ePPRs for Proposed New Projects](#)

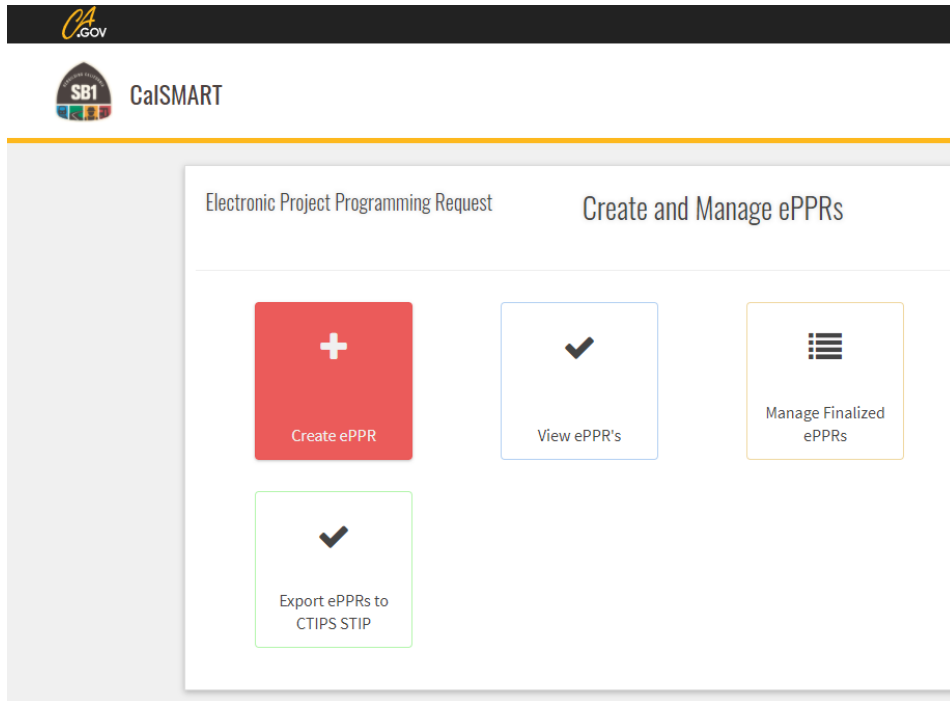
Please visit [Office of Capital Improvement Programming \(OCIP\)](#) for a link to [ePPR login screen \(CalSMART\)](#), [ePPR User's Guide](#) and [FAQs](#).

If you need additional information or help with creating ePPRs, please email us at [ePPR@dot.ca.gov](mailto:ePPR@dot.ca.gov)

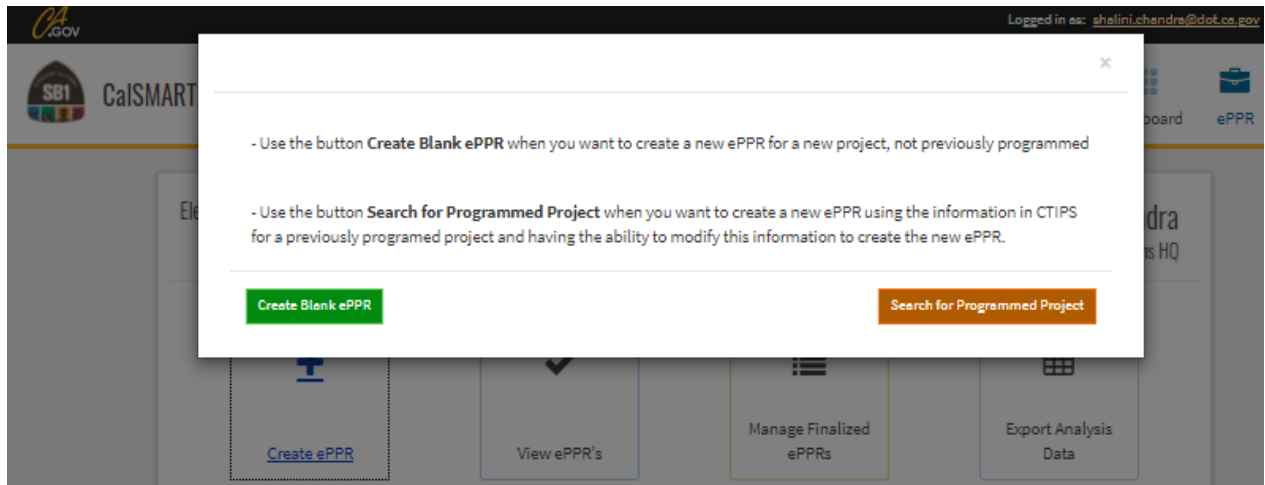
### 1. Create ePPRs from existing Programmed Projects for Adoption Carry Over

To create an ePPR document for an already programmed project that exists in Caltrans programming database, please follow the following steps:

- 1) Sign in to ePPR module and click on Create ePPR



2) Click on 'Search for Programmed Project'



3) The projects can be searched with four different key words:

SEARCH FOR PROGRAMMED PROJECT

Search Type \*

District/PPNO  
CTIPS ID  
ePPR ID  
EFIS ID

a) District and PPNO

SEARCH FOR PROGRAMMED PROJECT

Search Type \*    District \*    PPNO \*

Please select a Search Type to begin your search

b) CTIPS ID

SEARCH FOR PROGRAMMED PROJECT

Search Type \*    ID \*

Please select a Search Type to begin your search

c) ePPR ID

SEARCH FOR PROGRAMMED PROJECT

Search Type \*    ID \*

Please select a Search Type to begin your search

d) EFIS ID

SEARCH FOR PROGRAMMED PROJECT

Search Type \*    ID \*

Please select a Search Type to begin your search

SEARCH FOR PROGRAMMED PROJECT

Search Type\* District\* PPNO\*

District/PPNO 04 2204 Search Clear

Select One	CTIPS ID	Title	EA	EFIS ID	District	PPNO	County	Route	Post Mile Back	Post Mile Ahead
<input type="checkbox"/>	10800000586	Route 87 Quadelupe Freeway Corridor	4874Q1		04	2204	SCL	87	6.900	7.100
<input type="checkbox"/>	10800000611	Route 87 Quadelupe Freeway Corridor	4874R1		04	2204D	SCL	87	7.800	8.900
<input type="checkbox"/>	10800000626	Rt. 87 Landscaping	0427T1		04	2204F	SCL	87	6.900	9.100
<input type="checkbox"/>	10800000626	Quadelupe Freeway Riparian Habitat	4874S1	0400002046	04	2204F	SCL	87	7.800	8.900
<input type="checkbox"/>	10800000626	Route 87 Quadelupe Freeway Corridor	4874R1		04	2204B	SCL	87	7.800	8.900
<input type="checkbox"/>	10800000627	Rt 87 Landscaping	0427T1		04	2204D	SCL	87	6.100	6.900

[Create ePPR](#)

Search the project based on your preferred search keys and check box in first column to select a project from the returned search result and click on Create ePPR

- 4) A click on the Create ePPR will generate a pop-up message, asking you to select, 'Yes' or 'No' for if this is an Amendment ePPR. Select '**No**' for carryover projects in to 2022 STIP by creating this ePPR. *(It's an Adoption and not an Amendment?)*

✕

Is this an Amendment ePPR (Yes/ NO)?

- 5) **General Info Tab:** A draft ePPR must be saved to proceed further.
- Select 'STIP' from the Program dropdown.
  - Select 'Regular', 'PPM', or 'AB 3090' from Project Type dropdown.
  - The implementing agencies selected on this page would appear as the only options on the implementing agency tab, so make sure all required agencies are listed here.
  - If you'd like to share this ePPR for review while you are working on it, please add the regional agency in the co-nominating agency so they would be able to view it.
  - Fill out all required\* fields and click 'Save Draft' in the Sections panel on the right to save draft. This step is required to save initial draft that can be edited at a later time. The draft ePPR can be printed as pdf for sending for reviews and comments.

**PROJECT PROGRAMMING REQUEST**

**General Information** Fields marked with \* are required

Project Title\*  MPO\*

Program\*   OTHER  LPPF  STIP

Project Type\* ?

Implementing Agency(s)\* (type to filter list) ?

Co-Nominating Agency(s) (type to filter list) ?

- 6) Go through all the tabs listed in the Sections area on right and fill out all required\* fields on each tab. After verifying the information on that tab is still relevant and valid, **click 'Save Draft'** before working on another tab. There may be some data missing in the original programming data but the ePPR validation would require that all required\* fields are updated before the 'Save as Final' appears on the Review/ Print Tab.

Sections

- General Info
- Project Header
- Scope and Location
- Implementing Agency Roles
- Legislative Districts
- Project Milestones
- Purpose and Need
- Category and Outputs
- Performance Indicators and Measures
- Additional Information
- Existing Funding Plan
- Proposed Funding Plan
- Amendment
- Review/Print

[Save Draft](#)

7) **Project Header:** Please provide all required information.

**PROJECT PROGRAMMING REQUEST**

**Header Information** Fields marked with \* are required

District\*  EA  PPNO  Element\*

Project ID  MPO ID

**Project Locations**

[Post Mile Query Tool](#) ?

Location	County	Route	Route Suffix	Prefix Back	Post Mile Back	Suffix Back	Prefix Ahead	Post Mile Ahead	Suffix Ahead
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Contact Information - Project Manager**

Name\*  Phone\*  Email Address\*

**If the Project is located in one, two, or three counties:** Select each county from the drop-down menu and type in the route and post mile information associated with each county.

**PROJECT PROGRAMMING REQUEST**

**Header Information** Fields marked with \* are required

Project ID:  MPO ID:

**Project Locations**

[Post Mile Query Tool](#) ?

Location	County	Route	Route Suffix	Prefix Back	Post Mile Back	Suffix Back	Prefix Ahead	Post Mile Ahead	Suffix Ahead
1	Del Norte	101			1,000			2,000	
2	Humboldt	101			3,000			4,000	
3									

**Contact Information - Project Manager**

Name\*:  Phone\*:  Email Address\*:

**If the Project is located in more than three counties:** Select "Various" from the drop-down menu and type in the route.

**PROJECT PROGRAMMING REQUEST**

**Header Information** Fields marked with \* are required

District\*:  EA:  PPNO:  Element\*:

Project ID:  MPO ID:

**Project Locations**

[Post Mile Query Tool](#) ?

Location	County	Route	Route Suffix	Prefix Back	Post Mile Back	Suffix Back	Prefix Ahead	Post Mile Ahead	Suffix Ahead
1	Various								
2									
3									

**Contact Information - Project Manager**

Name\*:  Phone\*:  Email Address\*:

**Click "Save Draft" in the bottom right corner of the screen.**

- 8) **Scope and Location:** Please provide a brief description of the project location. See the “Guidelines” section listed below the text box. The “Location (Project Limits)” is a brief description of the project location. The “Description (Scope of Work)” is a brief description of the elements of work. (Note: A more detailed scope and benefits of the project will need to be included in the ‘Purpose and Need’ section.) If additional space is needed use the Additional Information section. **Click “Save Draft” in the bottom right corner of the screen.**

PROJECT PROGRAMMING REQUEST						
ePPR ID ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE				
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR	
<b>Project Scope and Location</b> <span style="color: red;">Fields marked with * are required</span>						
Description/Location *						
"In (or Near) city or town, on road, from start location to end location. Construct (or install) item of work."						
Guidelines -						
<p>The "Location (Project Limits)" is a brief description of the project location. The location should start with a listing of cities or communities in which the project is located followed by the cross streets or other distinguishing features that identify the beginning and ending project limits as appropriate. Long-distance Rail projects should include a listing of the counties in which the project is located followed by the cities or communities or other distinguishing features that identify the beginning and ending project limits. For rural projects, the nearest community should be identified along with the beginning and ending limits.</p> <p>Project description should be in the following format (the underlined text represents variables):  <i>"In (or Near) <u>city or town</u>, on <u>road</u>, from <u>start location</u> to <u>end location</u>. Construct (or install) <u>item of work</u>."</i></p> <p>If the city has the same name as a county (such as Fresno, Sacramento, Los Angeles, etc.), say "In the city of <u>city</u>". Don't mention the route if the road is a state highway.</p> <p>The "Description (Scope of Work)" is a brief description of the elements of work. Generally, the description should be two lines or less, but may require more if the project is more complex with several different activities. A more detailed list of the scope will be included in the Outputs section. If additional space is needed, continue the location, project limits, description and scope of work on Additional Information section.</p>						

- 9) **Implementing Agency Roles:** Identify the Implementing Agency for each phase of the project. **Click “Save Draft” in the bottom right corner of the screen.** As mentioned before, the options for implementing agencies are limited to the one selected on the General info tab. All implementing agencies selected on general information tab must be listed on this page.

PROJECT PROGRAMMING REQUEST						
ePPR ID ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE				
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR	
<b>Implementing Agency Roles</b> <span style="color: red;">Fields marked with * are required</span>						
Implementing Agency for PA&ED *						
Caltrans HQ						
Implementing Agency for PS&E *						
Caltrans HQ						
Implementing Agency for Right-of-Way *						
Caltrans HQ						
Implementing Agency for Construction *						
Caltrans HQ						

- 10) **Legislative Districts:** Select the Legislative Districts (Senate, Assembly, and Congressional) associated with the project location. **Click “Save Draft” in the bottom right corner of the screen.**



**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE	
District 01	EA 00000	Project ID 0000000000	PPNO 0000
MPO ID		County VAR	

**Legislative Districts**    *Fields marked with \* are required*

Senate\*    Assembly\*    Congressional\*

1    2    3

**11) Project Milestones:** Enter the proposed schedule (or actual completion) of various project milestones. For “Document Type”, select the environmental document being used for the project from the dropdown menu. There may be projects that don't have all the project delivery phases, in that case check the 'phase not applicable' box but make sure there is no existing or proposed funding for that phase in the funding tables. **Click “Save Draft” in the bottom right corner of the screen.**

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE	
District 01	EA 00000	Project ID 0000000000	PPNO 0000
MPO ID		County VAR	

**Project Milestones**    *Fields marked with \* are required*

Phase	Existing	Proposed
Existing Project Study Report Approved	08/08/2021	
Begin Environmental (PA&ED) Phase * <input type="checkbox"/> PA&ED Phase Not Applicable		09/09/21
Circulate Draft Environmental Document    Document Type: <input type="text" value="EIR"/> ?		10/10/21
Draft Project Report *		11/11/21
End Environmental (PA&ED) Phase *		12/12/21
Begin Design (PS&E) Phase * <input type="checkbox"/> PS&E Phase Not Applicable		01/01/22
End Design Phase (RTL for Advertisement Milestone) *		02/02/22
Begin Right of Way Phase * <input type="checkbox"/> Right of Way Phase Not Applicable		03/03/22
End Right of Way Phase (Right of Way Certification Milestone) *		04/04/22
Begin Construction Phase (Contract Award Milestone) * <input type="checkbox"/> Construction Phase Not Applicable		05/05/22
End Construction Phase (Construction Contract Acceptance Milestone) *		06/06/22
Begin Closeout Phase * <input type="checkbox"/> Closeout Phase Not Applicable		07/07/22
End Closeout Phase (Closeout Report) *		08/08/22

**12) Purpose and Need:** Provide a brief purpose and explanation of the need for the project. If additional space is needed, continue the Purpose and Need in the Additional Information. Please select items from the dropdown menus (all fields are required). **Click “Save Draft” in the bottom right corner of the screen.**

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE	
District 01	EA 00000	Project ID 0000000000	PPNO 0000
MPO ID		County VAR	

**Project Purpose and Need**    *Fields marked with \* are required*

Purpose and Need Statement \*

Brief purpose and explanation of the need for the project.

NHS Improvement \* ?    Yes

Reversible Lane Analysis \* ?    Yes

Roadway Class \* ?    2

Sustainable Communities Strategy Goals \* ?    Yes

13) **Category and Outputs:** At least one output is required by the system (except PPM and AB3090 projects). Use Category and Output related to the infrastructure benefit that is provided by the project and fill in the total field. Then click "Add Output".

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010		Version 0	Project Title STIP 2022 SAMPLE		
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR

**Category and Outputs Information** Fields marked with \* are required

Category * Bridge / Tunnel	Output * New interchanges	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Add Output</a>
-------------------------------	------------------------------	---

	Delete	Category	Output	Unit	Total
	<a href="#" style="background-color: #dc3545; color: white; padding: 2px 5px;">Delete</a>				

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010		Version 0	Project Title STIP 2022 SAMPLE		
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR

**Category and Outputs Information** Fields marked with \* are required

Category * 	Output * 	<a href="#" style="background-color: #007bff; color: white; padding: 2px 5px;">Add Output</a>
----------------	--------------	---

	Delete	Category	Output	Unit	Total
	<input type="checkbox"/>	Bridge / Tunnel	New interchanges	SQFT	1

[Delete](#)

Zero = Not Applicable.

14) **Performance Indicators and Measures:** At least one performance measure is required (except PPM and AB3090 projects). Click on “Select Additional Measures” to expand the drop-down. To add Benefit, select Measure and relevant indicator from the drop-down menu and click on ‘Add Benefit’.

Providing project level benefit would help measure and document the total benefits at the regional level. If the project does not contribute to any performance and measure, please select any one measure and indicator, and click on ‘Add Benefit’ and add ‘zero’ in the value columns. Zero = Not Applicable.

If there is any explanation about assumptions and limitations of the Performance Indicators value, please add the relevant information in the Additional Information Tab.

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010		Version 0	Project Title STIP 2022 SAMPLE		
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR

**Performance Indicators and Measures** Fields marked with \* are required

Select Additional Measures ▾

Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
<a href="#">Delete</a>						

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010		Version 0	Project Title STIP 2022 SAMPLE		
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR

**Performance Indicators and Measures** Fields marked with \* are required

Additional Measures (optional) ?

Measure \*  Indicator \*  [Add Benefit](#)

Add Program Benefits ?

Program  [Add Program Benefits](#)

^ Hide this Section

Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
<a href="#">Delete</a>						

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010		Version 0	Project Title STIP 2022 SAMPLE		
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR

**Performance Indicators and Measures** Fields marked with \* are required

Additional Measures (optional) ?

Measure \*  Indicator \*  [Add Benefit](#)

Add Program Benefits ?

Program  [Add Program Benefits](#)

^ Hide this Section

Delete ?	Measure	Indicator	Unit	Build Total *	Future No Build Total *	Change
<input type="checkbox"/>	Congestion Reduction	Daily Vehicle Hours of Travel Time Reduction	Hours	0	0	0
<a href="#">Delete</a>						

- 15) **Additional Information:** Use this section for overflow of information from previous tabs and to communicate any assumptions or restrictions about the project data or the ePPR module validation restriction so we can be aware of it. If there is no information to be shared, please check 'No Comments'. **Click "Save Draft" in the bottom right corner of the screen.**

PROJECT PROGRAMMING REQUEST					
ePPR ID ePPRCT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE			
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR
<b>Additional Information</b>					
<input type="checkbox"/> No Comments					
Additional Information					
<div style="border: 1px solid gray; height: 150px;"></div>					

16) **Proposed Funding Plan:** The Funding portion of the Project Programming Request provides a detailed view of the proposed project programming. Each funding source is broken down by phase. In accordance with the CTC STIP Guidelines, all programmed component amounts must be escalated to the appropriate fiscal year and rounded to thousands. Click “Add a Funding Source” – either the blue link or the green button (bottom left corner).

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010		Version 0	Project Title STIP 2022 SAMPLE		
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR

**Proposed Project Funding Plan (all amounts in \$1,000)**

Component	Prior	Proposed Total Project Cost					Total	Implementing Agency
		22/23	23/24	24/25	25/26	26/27		
E&P (PA&ED)	0	0	0	0	0	0	0	Caltrans HQ
PS&E	0	0	0	0	0	0	0	Caltrans HQ
R/W SUP	0	0	0	0	0	0	0	Caltrans HQ
CON SUP	0	0	0	0	0	0	0	Caltrans HQ
R/W	0	0	0	0	0	0	0	Caltrans HQ
CON	0	0	0	0	0	0	0	Caltrans HQ
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Funding Sources**

No Funding Sources Found for this ePPR  
[Add a Funding Source](#)

Add Funding Source

**For STIP Funds, enter the following information:**  
 Use Fund Category: Select “IIP” or “RIP”  
 Committed: Select “No”

**PROJECT PROGRAMMING REQUEST**

ePPR ID ePPR-CT-2022-0010		Version 0	Project Title STIP 2022 SAMPLE		
District 01	EA 00000	Project ID 0000000000	PPNO 0000	MPO ID	County VAR

**Funding Source (all amounts in \$1,000)** Fields marked with \* are required

Fund Category* <input type="text" value="IIP"/>	Fund Description* <input type="text" value="STIP - Federal/State"/>	New Fund Description <input type="text"/>
Funding Agency <input type="text" value="Nothing selected"/>	Notes <input type="text"/>	Committed* ? <input type="radio"/> Yes <input checked="" type="radio"/> No

Fund #1	Component	Prior	22/23	23/24	24/25	25/26	26/27	27/28+	Total
IIP - STIP - Federal/State (Uncommitted)									
	Total	0	0	0	0	0	0	0	0



FY      E&P (PA&ED)      PS&E      R/W SUP      CON SUP      R/W      CON      Actions

+ Add Funding Amount

Then Click the “Add Funding Amount”. Enter FY (YY/YY) and funding amounts (per \$1000) for the phases in the FY when STIP funds are requested.

Fund #1		IIP - STIP - Federal/State (Uncommitted)							
Component	Prior	22/23	23/24	24/25	25/26	26/27	27/28+	Total	
Total	0	0	0	0	0	0	0	0	



  

FY	E&P (PA&ED)	PS&E	R/W SUP	CON SUP	R/W	CON	Actions
20/21	1000						 

Click the green floppy disk icon (under “Actions”) to save.

Fund #1		IIP - STIP - Federal/State (Uncommitted)							
Component	Prior	22/23	23/24	24/25	25/26	26/27	27/28+	Total	
Total	1,000	0	0	0	0	0	0	1,000	

FY	E&P (PA&ED)	PS&E	R/W SUP	CON SUP	R/W	CON	Actions
20/21	1,000	0	0	0	0	0	 

[+ Add Funding Amount](#)

Use Fund Category: Select “IIP” or “RIP”

Committed: Select “No

**Click the green “Save” button at the bottom of the Sections pane to save the information on the Proposed Funding tab.**

The entire Proposed Funding Plan should now be listed as in screenshot below.

PROJECT PROGRAMMING REQUEST									
ePPR ID	Version	Project Title							
ePPR-CT-2022-0010	0	STIP 2022 SAMPLE							
District	EA	Project ID	PPNO	MPO ID	County				
01	00000	0000000000	0000		VAR				
Proposed Project Funding Plan (all amounts in \$1,000)									
		Proposed Total Project Cost							
Component	Prior	22/23	23/24	24/25	25/26	26/27	27/28+	Total	Implementing Agency
E&P (PA&ED)	0	1,000	0	0	0	0	0	1,000	Caltrans HQ
PS&E	0	0	0	0	0	0	0	0	Caltrans HQ
R/W SUP	0	0	0	0	0	0	0	0	Caltrans HQ
CON SUP	0	0	0	0	0	0	0	0	Caltrans HQ
R/W	0	0	0	0	0	0	0	0	Caltrans HQ
CON	0	0	0	0	0	0	0	0	Caltrans HQ
<b>Total</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	
Funding Sources									
Fund #1: IIP - STIP - Federal/State (Uncommitted)									

- Review/Print:** Ensure that each section is complete, with “NO ERRORS” and a green checkmark (No Error indicator). If there is an error, a black exclamation mark will appear next to the section, along with a red description of the error. Please remedy errors as necessary, until all sections have the green checkmark.

PROJECT PROGRAMMING REQUEST							
ePPR ID ePPR-CT-2022-0010	Version 0	Project Title STIP 2022 SAMPLE					
District 01	EA 00000	Project ID 0000000000	PPWO 0000	MPO ID	County VAR	Route null	

**Review** (All sections must be completed, without errors, before the PPR can be finalized)

- **General Info** ✔
  - NO ERRORS
- **Project Header** ✔
  - NO ERRORS
- **Scope and Location** ✔
  - NO ERRORS
- **Implementing Agency Roles** ✔
  - NO ERRORS
- **Legislative Districts** ✔
  - NO ERRORS
- **Project Milestones** ✔
  - NO ERRORS
- **Purpose and Need** ✔
  - NO ERRORS
- **Category and Outputs** ✔
  - NO ERRORS
- **Performance Indicators and Measures** ✔
  - NO ERRORS
- **Additional Information** ✔
  - NO ERRORS
- **Proposed Funding Plan** ✔
  - NO ERRORS

**Sections**

- General Info
- Project Header
- Scope and Location
- Implementing Agency Roles
- Legislative Districts
- Project Milestones
- Purpose and Need
- Category and Outputs
- Performance Indicators and Measures
- Additional Information
- Proposed Funding Plan

Review/Print

Save as Final
Print

The Button 'Save as Final' will appear on the review Tab when there is a green check (No Error) indicator next to all tabs.

**DO NOT SAVE AS FINAL if you want to review and make any changes to the ePPR later.**

You may print the ePPR at any point to generate a pdf (with draft watermark) that can be shared for review and comments.

If edits/updates need to be made to a finalized ePPR before a deadline, click on the "Copy" icon and create a new version, make edits, and save as final. Make sure to submit the most updated/relevant ePPR with the application.

18) **To edit the Draft ePPR** before it is 'Saved as Final', click on the ePPR ID in the 'View ePPR' list.

Do not click copy/ duplicate the ePPR, in order to edit it.

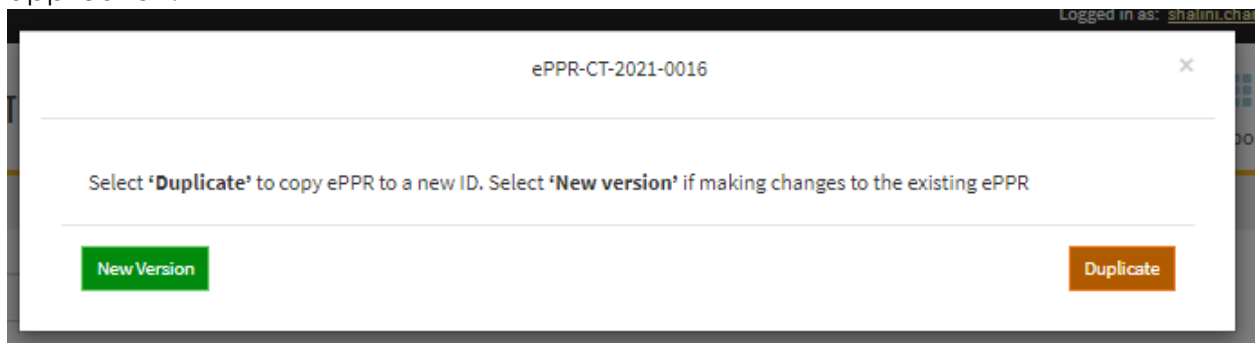
**PROJECT PROGRAMMING REQUEST LIST**

Search

ePPR ID	Version	PPR FY	Project Title	Creating Agency	MPO	ePPR Status	Copy	Delete
ePPR-CT-2021-0019	0	2021	Coast Subdivision Positive Train Control Implementation Project	Caltrans HQ	NON-MPO	Draft		
ePPR-CT-2021-0018	0	2021	Eureka/Arcata Corridor Improvement	Caltrans HQ	NON-MPO	Draft		
▶ ePPR-CT-2020-0185	1	2021	Eureka/Arcata Corridor Improvement	Caltrans HQ	NON-MPO	Draft		
ePPR-CT-2021-0016	0	2021	This is a test	Caltrans HQ	SACOG	Draft		
ePPR-CT-2021-0015	0	2021	Route 101 Marin-Sonoma Narrows Contract A4, Construct Southbound HOV Lanes	Caltrans HQ	MTC	Draft		
▶ ePPR-CT-2020-0011	1	2021	Heaven test 3.3	Caltrans HQ	SCAG	Draft		
ePPR-CT-2021-0014	0	2021	Coast Subdivision Positive Train Control Implementation Project	Caltrans HQ	NON-MPO	Draft		
▶ ePPR-CT-2020-0169	1	2020	Soda Bay Road Rehabilitation	Caltrans HQ	NON-MPO	Draft		
ePPR-CT-2021-0013	0	2021	Eureka/Arcata Corridor Improvement	Caltrans HQ	NON-MPO	Draft		
▶ ePPR-CT-2020-0171	0.1	2020	This is a test	Caltrans HQ	SACOG	Final		

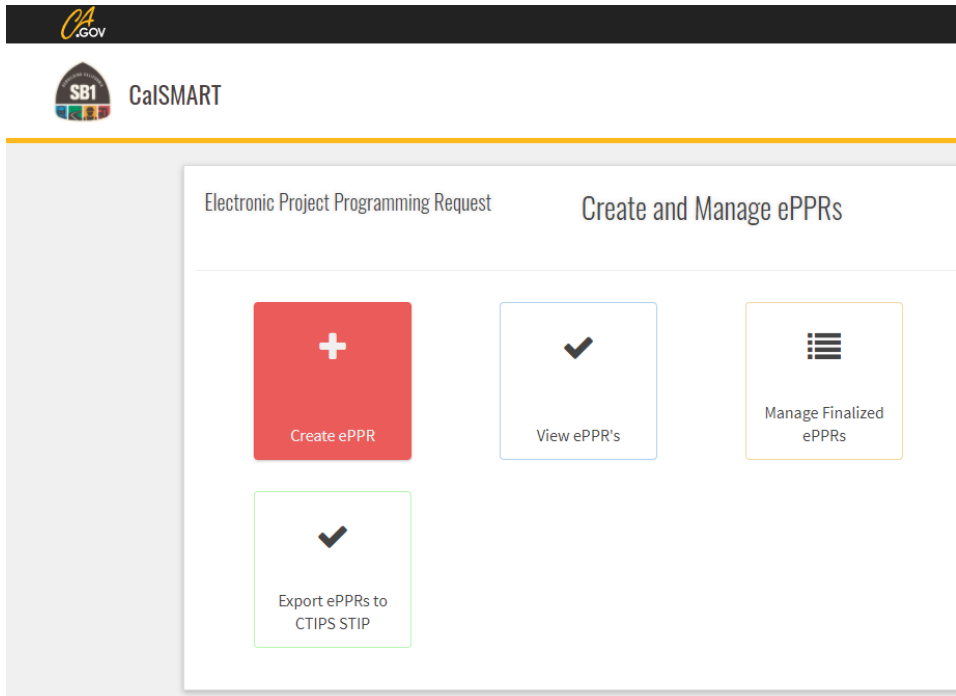
1 2 3 4 5 6 7 8 9 10 .. 24 Next Results Per Page: 10 | 25 | 50

19) If edits/ updates must be made to a finalized ePPR before the application deadline, click on the 'Copy' icon, and create a new version, make edits, and save as Final. Make sure to submit the most updated / relevant ePPR with the application.

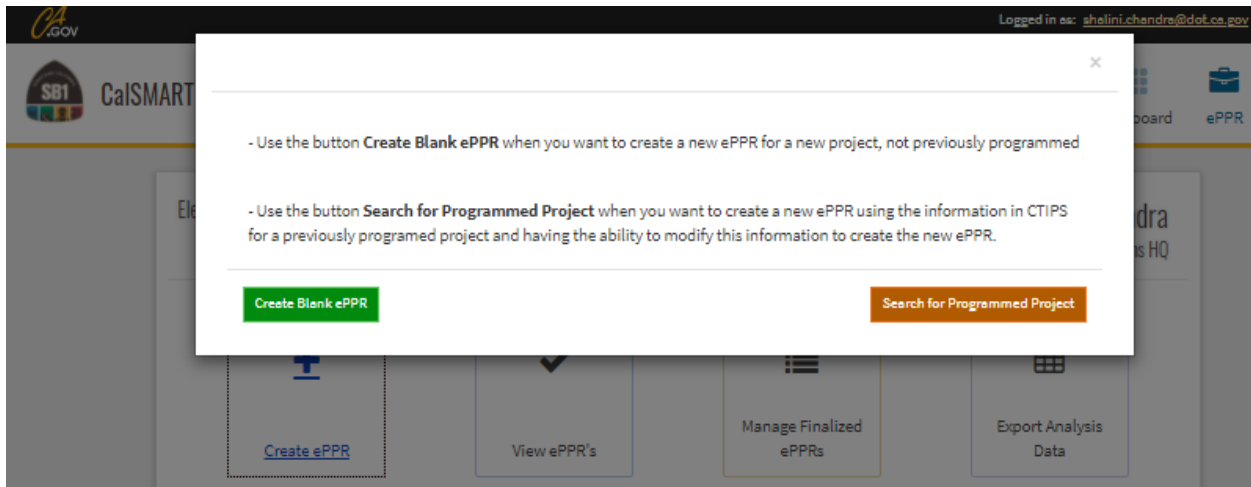


## 2. Creating ePPR on CalSMART for new Projects





21) Click on "Create Blank ePPR".



22) **General Info:** Please provide the required information (required fields are marked with an asterisk).

- a. Select 'STIP' from the Program dropdown
- b. Select 'Regular', 'PPM', or 'AB 3090' from Project Type dropdown.
- c. Fill out all other required\* fields and click 'Save Draft' in the Sections panel on the right to save draft. This step is required to save initial draft that can be edited at a later time.
- d. The implementing agencies selected on this page would appear as the only options on the implementing agency tab, so make sure all required agencies are listed here.
- e. If you'd like to share this ePPR for review while you are working on it, please add the regional agency in the co-nominating agency so they would be able to view it.
- f. Click 'Save Draft' at the bottom right on the Sections panel. At this point the draft ePPR can be printed as pdf for sending for reviews and comments.

The screenshot shows a web form titled "CREATE PROJECT PROGRAMMING REQUEST". The form is organized into two main sections: "General Information" and "Agency Information".

**General Information:**

- Project Title\***: A text input field.
- MPO\***: A dropdown menu currently showing "NON-MPO".
- Program\***: A dropdown menu currently showing "STIP".
- Project Type\***: A dropdown menu currently showing "Regular".

**Agency Information:**

- Lead Nominating Agency\* (Type to filter list) ?**: A dropdown menu currently showing "Nothing selected".
- Implementing Agency(s)\* (Type to filter list) ?**: A text input field.
- Co-Nominating Agency(s) (Type to filter list) ?**: A text input field.

On the right side of the form, there is a "Sections: (Not Saved)" panel with a list of sections: "General Info", "Project Header", "Scope and Location", "Implementing Agency Roles", "Legislative Districts", "Project Milestones", "Purpose and Need", "Category and Outputs", "Performance Indicators and Measures", "Additional Information", "Proposed Funding Plan", and "Review/Print". A green "Save Draft" button is located at the bottom right of this panel.

- g. After saving, the screen will refresh with additional fields. Under "Cycle", you should see "**STIP2022**".

**PROJECT PROGRAMMING**

**General Information** Fields marked with \* are required

ePPR ID	Version	Status	Last Updated
ePPR-CT-2022-0010	0	Draft	08/03/2021 12:52:47

Project Title\*  MPO\*

Program\*  Project Type\* ?  Cycle

**Agency Information**

Lead Nominating Agency\* (type to filter list) ?

23) Go through all the tabs listed in the Sections area on right and fill out all required\* fields on each tab. After verifying the information is accurate for that tab, **click 'Save Draft'** before working on another tab. For additional information about data fields on each tab besides the ones listed below, please refer to the [ePPR User's Guide](#).

Sections

- General Info
- Project Header
- Scope and Location
- Implementing Agency Roles
- Legislative Districts
- Project Milestones
- Purpose and Need
- Category and Outputs
- Performance Indicators and Measures
- Additional Information
- Existing Funding Plan
- Proposed Funding Plan
- Amendment
- Review/Print

24) Follow Steps 7 through 19, as mentioned above in the previous sections for more details about completing the individual tabs. For additional information about data fields on each tab besides the ones listed, please refer to the [ePPR User's Guide](#).

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