

2011

# SANBAG PROJECT DATABASE

User Guide (DRAFT)

**Database URL:**

<http://maps.SANBAG.ca.gov/website/programming/default.aspx>

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## Introduction

The SANBAG Project Database has been created for both Local Users and SANBAG Staff to better track project information and speed up the FTIP Amendment Submittal process. Prior to the database creation, local users and SANBAG were left to record data separately or rely on the SCAG FTIP Project Listings Report from the SCAG Database, to which the local cities do not have access.

By creating our own database to which the public has read only view and the local city representatives have their own account, communication between the cities of San Bernardino County and SANBAG can be greatly improved.

The SANBAG Project Database Administrators are open to suggestion for improvement and are happy to answer any questions. We ask that any errors found be quickly brought to their attention to be resolved as soon as possible.

## Default Page (Search Page)

The database Default page is a search page for all RTIP Projects. The line items visible are organized by lead agency when first viewed. Any RTIP project can be searched using the search fields at the top of the page under the green banner. The list of projects found, derived from the search conditions entered, refreshes after any field has been altered. If many project entries are returned, you may see multiple pages of line items.

To view more information about a project, click on the RTIP Number link. All project information presented will be based off the most recently Federally Approved FTIP Amendment as presented by SCAG's RTIP Database. To immediately view the Project Sheet Report for the project displayed, click the "View" link displayed next to the RTIP number.

**Search Project Database: (search by...)**

RTIP #	Report	Change Reason	Name	Lead Agency	Route	EA #	Amend. #
<a href="#">200011</a>	<a href="#">View</a>	DEL	Adelanto Rd: Pave Dirt Road Crippen to Colusa	Adelanto	Major St	NA	0
<a href="#">200010</a>	<a href="#">View</a>	DEL	Aster Rd.: Pave Dirt Road Violet/Air Base to Bartlett/Crippen	Adelanto	Major St	NA	0
<a href="#">200009</a>	<a href="#">View</a>	DEL	Bellflower St: Resurface Air Base Rd. to US 395	Adelanto	Major St	NA	0
<a href="#">200151</a>	<a href="#">View</a>	2008 FTIP Carryover	El Mirage Rd: Pave & Resurface Dirt Road Richardson Rd (city limit) to US 395	Adelanto	Major St	NA	0
<a href="#">200201</a>	<a href="#">View</a>	2008 FTIP Carryover	El Mirage Rd: Pave Existing US 395 to Adelanto Rd and Adelanto Rd: El Mirage Rd to Auburn Ave	Adelanto	Major St	NA	0
<a href="#">200150</a>	<a href="#">View</a>	DEL	Pave dirt roads: Adelanto Rd: Auburn to Chaparral, Auburn Ave: Adelanto Rd to Jonathan, and Jonathan: Auburn to La Hembra	Adelanto	Major St	NA	0
<a href="#">200049</a>	<a href="#">View</a>	FUND CHG	Mojave River Bridge Crossing (often referred to as Yucca Loma Bridge)	Apple Valley	Major St	NA	7
<a href="#">20110602</a>	<a href="#">View</a>	NEW SPLIT	SR18 AT APPLE VALLEY ROAD INTERSECTION REALIGNMENT	Apple Valley	18	NA	6
<a href="#">200612</a>	<a href="#">View</a>	DESC CHG	SR-18 Widening (Apple Valley)	Apple Valley	18	0G920	6
<a href="#">SBD55012</a>	<a href="#">View</a>	2008 FTIP Carryover	Yucca Loma Rd and SR 18: New Intersection	Apple Valley	18	NA	0

1 2 3 4 5 6 7 8 9 10 ...

**Project Sheet Report**

Lead Agency:  Amend. No.:

## Project Status Page

Once a project RTIP number has been clicked, the Project Status page will open. At the top of the page you will see ten tabs used to navigate project information:

1. Project Status (*the current active tab*)
2. Schedule
3. Funding
4. Map
5. Street View
6. Documents
7. Board Actions
8. Local Assistance (*Loc. Assist.*)
9. Amendments
10. Search... (*This tab will return the user to the Default/Search page*)

	Project Status	Schedule	Funding	Map	StreetView	Documents	Board Actions	Loc. Assist.	Amendments	Search...
Current RTIP	<b>Project Identification:</b> RTIP No.: 713      RTP No.: S298      CTIPS No.: 1090000459 Amend. No.: 0      EA No.: NA      DEMO No.: Source: 2011 FTIP      Federal No.: NA      Model No.: S298									
RTP	<b>Project Details:</b> Name: I-215 North Widening      County: San Bernardino Lead Agency: SANBAG Project Scope: I-215 CORRIDOR NORTH - IN SAN BERNARDINO, ON I-215 FROM RTE 10 TO RTE 210 - ADD 2 HOV & 2 MIXED FLOW LNS (1 IN EA. DIR.) AND OPERATIONAL IMP INCLUDING AUX LANES AND BRAIDED RAMP      System: S Route: 215 Location: I-215 from I-10 to SR-210      PM Start: 4.10 PM End: 10.10 Air Basin: SCAB Air Conform: TCM Congr. Dist: Baca - 43 Modeled: <input type="checkbox"/>									
STIP	Proj. Phase: Construction/Project Implementation Begins Prog. Code: CAX69 New HOV Lane(s): REGIONALLY SIGNIFICANT Env. Doc.: Final Environmental Impact Report									
Strategic Plan	Env. Doc. Date: 11/1/2005      Project Manager: Dennis Saylor Proj. Compl. Date: 12/1/2010      PM Phone: Total Proj. Cost: \$718,586k      PM Email:									
	Major Project Report      DBE Docs									
Programming Home	<b>Comments:</b> Design: Design completed summer of 2009. Environmental: Environmental completed 12/1/05 by Caltrans. ROW: This corridor ROW has not been completed yet. Currently at 90%. Remaining post cert. activity. Construction: 9/2/2009 The SANBAG Board awarded construction contract to the lowest bidder \$154,273,064. Skanska-Rados, a joint venture. Anticipate project savings \$77M - updated by Wendy Li Miscellaneous: Prog. Task Mgr.:									
	<b>Last Update:</b> User: jmeija Date: 6/10/2011 1:47:45 PM Change Reason: 2008 FTIP Carryover Change Details:									
Programming Home	<b>Supplemental Information:</b> Major Proj.: <input checked="" type="checkbox"/> Adv. Expd.: <input type="checkbox"/> Nxs. Est.: Meetings: <input type="checkbox"/> STIP: <input type="checkbox"/> Fair Share (%): 10yr Del. Plan: <input checked="" type="checkbox"/> DBE: <input checked="" type="checkbox"/> Fed. Funding: Approved OA Plan AB1012: <input checked="" type="checkbox"/> Temp. QC: <input type="checkbox"/> PAA No.: Bond Funded: <input checked="" type="checkbox"/> TC Amount: \$0.00									
										
SANBAG Project Map	<b>Modeling Data</b> Imprv. Descr.: WIDEN MIXED FLOW PLUS HOV Street Route: I-215 From: I-10      Existing Lanes: 3      Toll Location: N/A To: SR210      Proposed Lanes: 5      Toll Method: N/A Length: 0      NOV: N/A      Toll Rate: \$0.00									
	Project Sheet Report									

The project Status page itself is broken down into six sections:

1. Project Identification
2. Project Details
3. Comments
4. Last Update
5. Supplemental Information
6. Modeling Data

## Project Identification Section

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This section contains the various identification numbers used to track this project from multiple agencies and jurisdictions. It also includes the current amendment number for that project entry.

## Project Details Section

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This section contains the majority of the project information about the project. For example, project location, lead agency, total project cost, and project completion date. It is important to note that the two fields “Total Project Cost” and “Project Completion Date” are their own data fields separate from the total programmed amount summation and construction end date respectively. This will be discussed further on the funding and scheduling pages.

Special note regarding the Name and Project Scope fields, the Project Scope field is the same as the Project Description in the SCAG RTIP. Information here should match the RTIP verbatim. The Name field is an abbreviated form of the Project Scope and provides greater ease in discussion between agencies and the project search page.

The Project Manager information is not vital as far as the SCAG RTIP is concerned. However this information is beneficial to track. Currently only the lead agency Project Manager information is desired.

## Comments Section

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The comment fields are not a requirement as to the SCAG RTIP; however they serve to store additional information that cannot be explained elsewhere in the database. For example, a project that crosses jurisdictional boundaries may have Post Mile markers that can be confusing, such as a post mile marker of 48.2 in jurisdiction A and a PM of 4.2 in jurisdiction B. A brief explanation of the origin of the marker values could be made in the miscellaneous comments section that would help with amendment processing. We also ask that every comment be accompanied by the authors name and date of entry. This way several comments can be listed in the same field from multiple contributors. Please use the following format:

Example project comment 1 – Cameron B. 8/1/11

Example project comment 2 – James M. 8/8/11

## Last Update Section

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The Last Update section will store information regarding the projects current amendment and what changes were made during that amendment. For example, a project moving forward ahead of schedule may need to be amended with the Change Reason “SCH <” which stands for Schedule Advance. Below this is the Change Detail which briefly describes why the change was necessary. This information will be entered by SANBAG but will be derived from information provided during the amendment submittal process to be discussed later. Also, the User and Date information about the update will not correspond with the SCAG Federally Approved Date since our database exists separate from SCAG’s.

## Supplemental Information Section

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This section contains several fields primarily for SANBAG use in categorizing projects and creating specific reports. In the interest of space, this section is treated as a collapsible field and can be viewed by clicking on the plus sign on the blue header.

## Modeling Data Section

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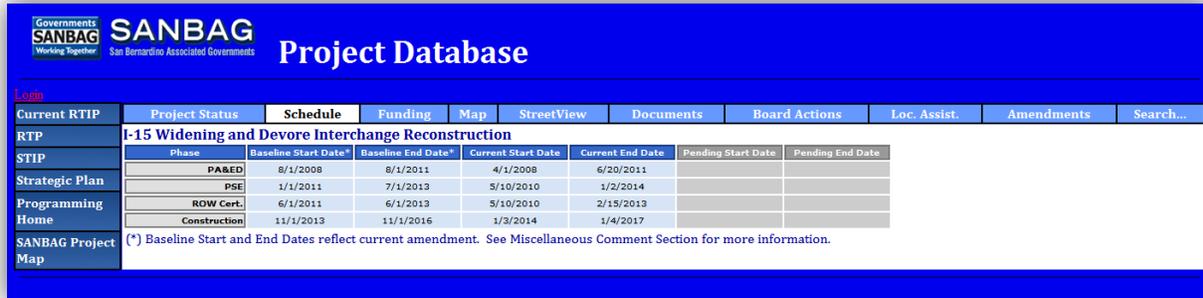
Should a project require modeling, all modeling details will be stored below the Supplemental Information Section of the Project Status Page. Please refer to the SCAG FTIP Guidelines for more information on modeling requirements. The Modeling Data Section is only visible if the current project has modeling details

Currently the database has no means of receiving submittals for changes of modeling details. This is due to the current updating of the RTP at the same time of composing this User Guide. It will be an ongoing SANBAG responsibility to update all project modeling details as the RTP consistency amendment process comes to a close.

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## Schedule Page

The Schedule Page provides start and end dates to the following project phases: PA&ED, PSE, ROW, and Construction. Should the project have a Baseline Agreement available we will use the dates on that document under the Baseline headers. However for the intent of the SCAG FTIP, we are only concerned with the Current Start and End dates.



Current RTIP	Project Status	Schedule	Funding	Map	StreetView	Documents	Board Actions	Loc. Assist.	Amendments	Search...
RTP	I-15 Widening and Devore Interchange Reconstruction									
\$TIP	Phase	Baseline Start Date*	Baseline End Date*	Current Start Date	Current End Date	Pending Start Date	Pending End Date			
Strategic Plan	PA&ED	8/1/2008	8/1/2011	4/1/2008	6/20/2011					
Programming	PSE	1/1/2011	7/1/2013	5/10/2010	1/2/2014					
Home	ROW Cert.	6/1/2011	6/1/2013	5/10/2010	2/15/2013					
SANBAG Project Map	Construction	11/1/2013	11/1/2016	1/3/2014	1/4/2017					

(\* Baseline Start and End Dates reflect current amendment. See Miscellaneous Comment Section for more information.)

SCAG has asked for more information about project scheduling even if the project has 100% local funding. Please update project scheduling as more information becomes available to you. However, there is no need to amend a project just to update the project schedule. Amendments due to project scheduling are only necessary if it affects the Project Completion Date.

## Project Completion Date vs. Construction End Date

The SCAG FTIP handles the Project Completion Date and the Construction End (open to traffic) Date as two separate fields and for the sake of consistency, so does SANBAG. The difference between the fields is this:

- **The Construction End (*open to traffic*) Date:** Is just as its name implies. Construction has ended and the road way is open to public use.
- **Project Completion Date:** Must be a date within or after the final programmed funding fiscal year. For example, if a project has any funding in fiscal year 2013/2014, we cannot enter a project completion date of any time within FY 2012.

In rare cases the Project Completion Date ends up being forced to be much later than the Construction End Date. This discrepancy is of little importance as long as both dates are provided and the distinction between dates is commonly known. In most cases SANBAG staff can enter the Project Completion Date as needed to satisfy the FTIP, but will track project status based off the Construction End Date provided by the local cities in their amendment submittals.

The Pending Start and End Dates are SANBAG only fields used to record pending schedule changes to projects in which SANBAG is the Lead Agency.

## Funding Page

The Funding Page stores and displays all project funding information in the various formats needed by both SANBAG and SCAG. Please note that all values in the database are in thousands unless directly specified otherwise.

Project Status		Schedule	Funding	Map	StreetView	Documents	Board Actions	Loc. Assist.	Amendments	Search...	
Current RTIP											
<b>I-15 Widening and Devore Interchange Reconstruction</b>											
Cost (K)											
	Phase	Programmed Amount (Calculated)	Programmed Amount (Manual)	Current Estimate	Pending Estimate						
RTP	PA&ED			\$0	\$0						
	PSE	\$14,658		\$14,058	\$14,058						
	ROW Sup.			\$0	\$0						
STIP	ROW Cap.	\$53,400		\$53,400	\$53,400						
	Const. Sup.			\$0	\$0						
	Const. Cap.	\$412,196		\$412,196	\$412,196						
<b>Total:</b>		<b>\$480,254</b>		<b>\$479,654</b>	<b>\$479,654</b>						
<b>Total Project Cost: \$480,254</b>											
Strategic Plan											
Hide Sources Hide Obligations											
	Fund	Phase	Obligation Date	Amount	Document						
Programming Home	STPL	E&P	7/21/2011	\$580,000							
	STPL	E&P	8/20/2010	\$5,805,000							
SANBAG Project Map	Type	Prior	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	Total
	FLH	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
	LOC-AC	\$0	\$600	\$0	(\$600)	\$0	\$0	\$0	\$0	\$0	\$0
	SHPACMIN	\$0	\$0	\$104,465	\$0	\$0	\$0	\$0	\$0	\$0	\$104,465
	STCASHS	\$0	\$0	\$13,535	\$0	\$0	\$0	\$0	\$0	\$0	\$13,535
	STPL	\$6,000	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$6,600
	XSBDB	\$8,058	\$5,000	\$340,596	\$0	\$0	\$0	\$0	\$0	\$0	\$353,654
	ENG	\$8,058	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,058
	ROW	\$0	\$5,000	\$48,400	\$0	\$0	\$0	\$0	\$0	\$0	\$53,400
	CONST	\$0	\$0	\$292,196	\$0	\$0	\$0	\$0	\$0	\$0	\$292,196
<b>20061201 Totals:</b>		<b>\$14,058</b>	<b>\$5,600</b>	<b>\$460,596</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$480,254</b>

Initially only the top table is visible with the two buttons directly below reading “Show Sources” and “Show Obligations” respectively. The screenshot above is the display after clicking both buttons to view all available information.

## The Funding Summary Table

The top table known as the Funding Summary Table shows funding for the project per phase. The first column “Programmed Amount (Calculated)” is automatically generated field based off the Funding Sources Table below. Since the Funding Sources Table doesn’t break down individual phases to the Supplement and Capital level, those fields are merged together to display a single value for Right-of-Way (ROW) and Construction (Const.).

The remaining columns, “Programmed Amount (Manual)” and “Current Estimate” are funding information used between Caltrans and SANBAG but isn’t linked directly to the SCAG FTIP process. These fields are independent Funding Sources Table so please ignore any discrepancies.

## The Funding Sources Table

This table is seen in the screenshot above and stores all necessary funding information for the SCAG FTIP. To view this information, once on the Funding Page, click the “Show Sources” button directly below the Funding Summary Table.

The table will load displaying the field headers in dark blue and the individual funding sources fiscal year totals in a lighter blue. More information about each funding source can be viewed by clicking the

expand/contract button next to the fund source name. As an example, the expand/contract button for the Measure I fund source (XSBD) has been clicked and now displays the phase breakdown of funding throughout the future fiscal years. Once again all values are in thousands thus a displayed value of \$1,000 really represents \$1,000,000.00 of funding.

## Total Project Cost vs. Total Funding Amount

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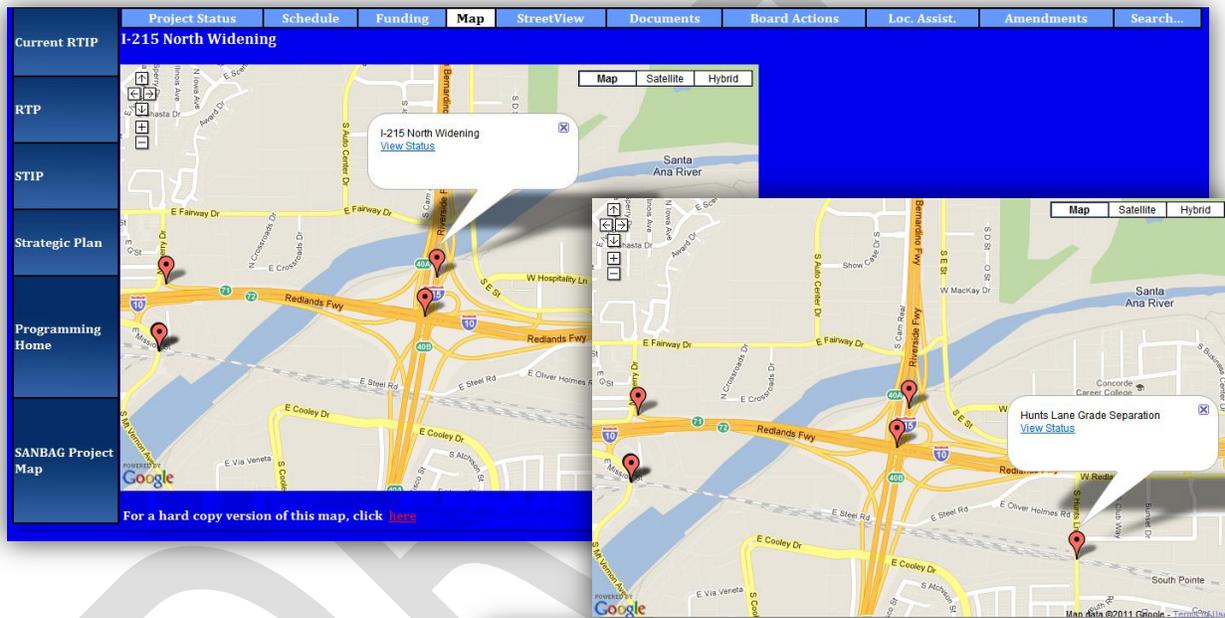
- **Total Project Cost:** This value is stored separately and represents the estimated cost to complete the current project. *(Seen on both the Project Status Page and Funding Page)*
- **Total Programmed Amount:** This value is not directly stored anywhere in the database. Instead it is a summation calculation performed everytime the funding information for a project needs to be displayed either on the database or in reports. *(Seen only on the Funding Page but never directly labeled)*

The Total Programmed Amount may be lower than the Total Project Cost due to the project being underfunded or anticipating federal funding at a later date. The Total Programmed Amount should never exceed the Total Project Cost. In the event it does, both changes would be made together in an FTIP Amendment with a change reason of "COST>" (Total Project Cost Increase).

## Map/Street View Pages

The Map and Street View Pages are separate from the FTIP Process but provide a quick reference to project location respective of other projects and immediate road way conditions.

The screenshot below displays the map for RTIP ID #713, the I-215 North Widening. By default the map will focus on this project at the center of the screen. By clicking the red marker you can view the name of the project. You can also see the project locations of other nearby projects. In the second image I've clicked on the bottom right marker and can now see that the project is the Hunts Lane Grade Separation. There is also a link "View Status" which will take the user to the Project Status Page of that project.



The markers are placed using Latitude and Longitude data not currently stored by SCAG. Should a project marker need relocation/replacement, please email the SANBAG Project Database Administrators with the desired coordinates. Acme Mapper can help with Latitude/Longitude data:

**Acme Mapper 2:** (pre focused on the city of San Bernardino)



<http://mapper.acme.com/?l=34.10834,-117.28977&z=11&t=M&marker0=34.10834%2C-117.28977%2Csan%20bernardino%5C%2C%20california>

## Documents Page

This page stores the links to project documents hosted either by The Project Database Server or by the SANBAG Intranet. All files on the SANBAG Intranet require username and password and therefore inaccessible to the local cities. However, files hosted by the database can be viewed.

Should SANBAG or the user from the local city have a document, such as federal funding backup documentation, that they would like to have posted to this page, they would need to send an email to the Database Administrators briefly explaining the file, provide the desired file name to appear on the site, and the RTIP ID No. of the project to attach it to. SANBAG is currently working on a file upload system but no release plans exist as of present.

Login										
Current RTIP	Project Status	Schedule	Funding	Maps	StreetView	Documents	Board Actions	Loc. Assist.	Amendments	Search...
RTP	I-215 North Widening									
STIP				Doc. Type	Doc. Format	Date				
Strategic Plan	<a href="#">SANBAG project webpage</a>			Other	Web Page	9/1/2009				
Programming Home	<a href="#">I-215 Segment 1 &amp; 2 Finance Letter</a>			Finance Letter	PDF	2/11/2010				
SANBAG Project Map	<a href="#">I215 Program supplement</a>			Other	PDF	2/18/2010				
	<a href="#">PPB Certification for Information</a>			Other	PDF	3/19/2010				
	<a href="#">Test State Backup Doc</a>			Other	State Fund Backup Doc.	3/1/2011				

## Board Actions/Local Assistance Pages

These pages track SANBAG Board Actions and Local Assistance actions, relevant to the current project, respectfully. They exist as a reference point and provide links to other documentation. However, all files linked to these pages exist on the SANBAG Intranet and are inaccessible to the local users via the database. Information as to board actions and board agendas can still be accessed via the SANBAG website.

Login										
Current RTIP	Project Status	Schedule	Funding	Maps	StreetView	Documents	Board Actions	Loc. Assist.		
RTP	I-215 North Widening									
	Board Action Date	Action Amount	Comments			FundID	Document	Agenda		
	2/2/2011	\$147,205	Board approved Amendment #1 to SANBAG Contract #C06049 between SANBAG and the Mountain Business Park, extending the duration of the agreement until 2/28/2013 and modifying the lease rate from \$1.28 per sq foot to \$95 cents for year one and \$98 cents for year 2, for a total not-to-exceed amt of \$147,205, and amend the property ownership to Quality Properties Asset Management.				<a href="#">View</a>	<a href="#">View</a>		
STIP	9/1/2010	\$1,800,000								
	Login									
Current RTIP	Project Status	Schedule	Funding	Maps	StreetView	Documents	Board Actions	Loc. Assist.		
RTP	I-215 North Widening									
	Report Date	Contract #	Status			Details				
	7/15/2009		Obligated ARRA funding 5/1/09. Obligated CMAQ & STP 5/13/09. Bid awarded 7/23/09.							
	4/15/2009		Demo funds obligated 5/1/09. Seg. 3 started CON 12/07. RFA for Segments 1 and 2 obligated 5/1/09 (Demo funds are on Segment 1), per Dennis Saylor.							
	1/15/2009		Seg. 3 started CON 12/07. RFA for Segments 1 and 2 submitted 2/20/09 (Demo funds are on Segment 1). RFA for Segment 5 will be submitted by the end of this week (3/6/09), per Dennis Saylor.							
	10/15/2008		Environmental re-evaluation approved 12/05. Seg. 3 started CON 12/07. Seg. 1, Seg. 2 and Seg. 5 nearing 100%. RFA3 for Seg. 1 & 2 to be submitted 2/09, per Dennis Saylor.							
	7/15/2008		Environmental re-evaluation approved 12/05. Seg. 3 started CON 12/07. Seg. 1, Seg. 2 and Seg. 5 all @95%. RFA3 for Seg. 1 to be submitted 2/09, per Dennis Saylor.							
			Environmental re-evaluation approved 12/05. Seg. 3 started CON 12/07.							

## Amendments Page

After every amendment has been processed, the old amendment project information can be viewed from this page. Since the Project Database is new, few projects have old amendment information and some amendments are missing completely. This is due to the database being updated sporadically while still under construction. In the future we hope for this to contain a complete log of old project data that can be referenced as needed.

**Governments SANBAG Working Together San Bernardino Associated Governments Project Database**

[Login](#)

Current RTIP	Project Status	Schedule	Funding	Maps	StreetView	Documents	Board Actions	Loc. Assist.	Amendments	Search...
RTIP	<b>Amendment History</b>									
STIP	Current Amendment: 7									
Strategic Plan	RTIP #	Amendment	Source	Change Reason	Details					
Programming Home	44810	<a href="#">0</a>	2008 RTIP	None						
SANBAG Project Map	44810	<a href="#">1</a>	2011 FTIP	2008 FTIP Carryover						

To view specific prior amendment information, click the amendment number blue link and the below layout will display. The current amendment page has an old layout of the database and will be updated as a few amendments have been processed.

**Governments SANBAG Working Together San Bernardino Associated Governments Project Database**

[Login](#)

Current RTIP	Project Status	Schedule	Funding	Maps	StreetView	Documents	Board Actions	Loc. Assist.	Amendments
Current RTIP	<b>Amendment History</b>								
	Current Amendment: 7								
	RTIP #	Amendment	Source	Change Reason	Details				
	44810	<a href="#">0</a>	2008 RTIP	None					
	44810	<a href="#">1</a>	2011 FTIP	2008 FTIP Carryover					
RTIP	<b>Project Identification:</b>								
	RTIP No.:	44810	RTIP No.:	NA	CTIPS No.:	10900001294			
	Amend. No.:	1	EA No.:	44810	DEMO No.:				
	Source:	2011 FTIP	Federal No.:	NA	Model No.:	0			
	RTIP No.:	44810	Amend. No.:	1	EA No.:	44810			
	Name:	I-10 Tippecanoe/Waterman Improvements			County:	San Bernardino			
	Lead Agency:	SANBAG							
	System:	S							
	Route:	10							
	PM Start:	25.30							
	PM End:	27.30							
	Air Basin:	SCAB							
	Air Conform:	Non-Exempt							
	Congr. Dist.:	Lewis Dist. 41							
	Prj. Compl. Date:	12/2/2013							
	Total Prj. Cost:	\$85,632k							
STIP	Proj. Scope:	I-10 TIPPECANOE RECONFIGURE INTERCHANGES ADD EASTBOUND OFF-RAMP AUXILIARY LN FROM WATERMAN ON-RAMP TO TIPPECANOE OFF-RAMP - WIDEN BRIDGE (NON-CAPACITY), & LOCAL RD IMP/MOD (HP1366)							
	Location:	I-10 TIPPECANOE INTERCHANGE & EASTBOUND OFF-RAMP AUXILIARY LN FROM WATERMAN ON-RAMP TO TIPPECANOE OFF-RAMP, BRIDGE & LOCAL RD							
	Proj. Phase:	Engineering/Plans, Specifications and Estimates (PS&E)							
	Prog. Code:	CARH3 Interchange - Modify/Replace/Reconfigure - Lane Addition(s)							
	Proj. Mgr.:	Scott Neff							
	PM Phone:	(909) 884-8276	PM Email:	sneff@sanbag.ca.gov					
	Env. Doc.:	Environmental Assessment/Negative Declaration - NEPA							
	Env. Doc. Date:	1/31/2011		Temp QC:	<input type="checkbox"/>				
Strategic Plan	<b>Supplemental Information</b>				<b>Schedule</b>				
	Meetings:	<input checked="" type="checkbox"/>	Major Proj.:	<input checked="" type="checkbox"/>	Bond Funded:	<input type="checkbox"/>			
	Del. Plan:	<input checked="" type="checkbox"/>	Ob. Del. Plan:	<input type="checkbox"/>	DBE:	<input checked="" type="checkbox"/>			
	Baseline:	Starting		Ending					
	PAED:			4/1/2010					

## How To: Login In/Create an Account

As you view the database in the read only mode, at any point you can click the “Login” link at the top left of the page. Clicking that link will take you to the Login Screen. From this screen, just enter your user name and password and click the gray Login Button below.

The table below shows the current amendment schedule due dates for both SANBAG and SCAG. It also displays the current status of amendments as they are being processed. The “Database Updated On” column shows the date in which the SANBAG Project Database was updated to include recently Federally Approved amendment information into the Project Status Page and removed from the Submittal Page.

The screenshot shows the SANBAG Project Database interface. On the left is a navigation menu with items: Current RTP, RTP, STIP, Strategic Plan, Programming Home, and SANBAG Project Map. The main content area is titled "SANBAG Programming Database Login" and includes a "Read Only: Login as Guest" button. Below this are input fields for "UserName:" and "Password:" with "Login" and "Create Account" buttons. A table displays amendment schedules with columns: Amend. No., Amend. Type, Status, Database Updated On, Due to SANBAG, and Due to SCAG. The table lists amendments 9 through 16 with their respective dates and statuses. On the right side of the interface, there are four small landscape photographs.

Amend. No.	Amend. Type	Status	Database Updated On	Due to SANBAG	Due to SCAG
16	RTP Consistency			Monday, August 29, 2011	Monday, September 12, 2011
15	Administrative			Monday, November 21, 2011	Tuesday, December 06, 2011
14	Formal			Monday, October 24, 2011	Tuesday, November 08, 2011
13	Administrative			Monday, September 19, 2011	Tuesday, October 04, 2011
12	Formal	Accepting Submittals		Monday, August 22, 2011	Tuesday, September 06, 2011
11	Administrative	SANBAG Approved		Monday, June 27, 2011	Tuesday, July 12, 2011
10	Formal	SANBAG Approved		Wednesday, June 01, 2011	Tuesday, June 14, 2011
9	Administrative	Federally Approved	Monday, June 27, 2011	Thursday, May 12, 2011	Tuesday, May 31, 2011

To create an account, just click the “Create Account” button and you will see the screen to the right.

Provide all the requested information and hit submit. Should any information be left blank, you’ll see the warning text appear in the last white text box at the bottom.

Once your request had been submitted and processed by Project Database Administrators, you will receive an email alerting you that your account is now active and you have permission rights to create project amendment submittals.

The screenshot shows the account creation form. At the top, it says "To request a log in user name and password, please fill out and submit the following form. Once received by SANBAG administrators, an email will be sent to the email address supplied." The form is divided into sections: "Personnel Identification: (All Fields are Required)" with fields for First Name, Last Name, Agency (a dropdown menu), and Work Phone No.; "Desired Database Log In:" with fields for User Name, Password, and Confirm Password; and "Email Address:" with a text input field. At the bottom are "Submit" and "Cancel" buttons. A warning text box is visible at the very bottom of the form area.

## How To: Create a Submittal

Once logged in, local users will be able to see the “My Submittals” Button at the top of every page and the “Create Submittal” button on the Project Status Page, as seen below.

To create a submittal for a specific project, search for that project on the Default Page and view it by clicking on the RTIP ID Number. Then by clicking the “Create Submittal” button, a copy of all the project information will be sent to the My Submittals page for further editing. Information on the Project Status page will remain where it is and there is no concern of data loss. The Database will also relocate the user to the My Submittal Page at this point and the project RTIP ID Number will appear in the list of current user created submittals. Only submittals created under the current logged in user will appear in the My Submittals Section.

Logged in as localuser | Logout | My Submittals

Project Status | Schedule | Funding | Map | StreetView

**Project Identification:**

RTIP No.:	713	RTIP No.:	S298
Amend. No.:	0	EA No.:	NA
Source:	2011 FTIP	Federal No.:	NA

**Project Details:**

Name:	I-215 North Widening		
Project Scope:	I-215 CORRIDOR NORTH - IN SAN BERNARDINO, ON I-215 FROM HOV & 2 MIXED FLOW LNS (1 IN EA. DIR.) AND OPERATIONAL BRAIDED RAMP		
Location:	I-215 from I-10 to SR-210		
Proj. Phase:	Construction/Project Implementation Begins		
Prog. Code:	CAX69 New HOV Lane(s): REGIONALLY SIGNIFICANT		
Env. Doc.:	Final Environmental Impact Report		
Env. Doc. Date:	11/1/2005	Project Manager:	Dennis Saylor
Proj. Compl. Date:	12/1/2010	PM Phone:	
Total Proj. Cost:	\$718.586k	PM Email:	

**Comments:**

Design:	Design completed summer of 2009.
Environmental:	Environmental completed 12/1/05 by Caltrans.
ROW:	This corridor ROW has not been completed yet. Currently at 90%

Government of SANBAG Working Together San Bernardino Associated Governments

Project Database

Logged in as localuser | Logout | My Submittals

**Submittals created by current user:**

RTIP ID	Lead Agency	Name	For Amend. No.	Submittal Status	Last Updated	Created By
<a href="#">Delete</a> <a href="#">200807</a>	Grand Terrace	Main Street W/B Widening: BNSF to West City Limits	13	Draft	8/10/2011	localuser

**Submittal - Project Sheet Report**

Lead Agency:  For Amend. No.:   
 ---Select All---

**Amendment Schedule**

Amend. No.	Amend. Type	Status	Database Updated On	Due to SANBAG	Due to SCAG
15	Administrative			Monday, November 21, 2011	Tuesday, December 06, 2011
14	Formal			Monday, October 24, 2011	Tuesday, November 08, 2011
13	Administrative			Monday, September 19, 2011	Tuesday, October 04, 2011
16	RTP Consistency			Monday, August 29, 2011	Monday, September 12, 2011
12	Formal	Accepting Submittals		Monday, August 22, 2011	Tuesday, September 06, 2011
11	Administrative	SANBAG Approved		Monday, June 27, 2011	Tuesday, July 12, 2011
10	Formal	Federally Approved	Wednesday, August 10, 2011	Wednesday, June 01, 2011	Tuesday, June 14, 2011
9	Administrative	Federally Approved	Monday, June 27, 2011	Thursday, May 12, 2011	Tuesday, May 31, 2011

A screenshot of the My Submittals page is shown above. The top section displays all submittals created with basic information about its progress. The Middle Section is the Project Sheet Report Generator and will be discussed in the Reports Section. And the third section is the same Amendment Schedule information as seen on the login page. To begin editing a project with updated information, just click the RTIP ID Number link to be taken to the Edit Submittal Page.

## How To: Edit/Approve a Submittal

Once the Project Status page information has been copied over, and the submittal is made, you can open the submittal and begin editing by clicking the RTIP ID Number Link on the My Submittals Page. The Edit Submittal Page will open and by default the entire form starts in an edit mode on the Project Data Tab. This Tab has the same layout as the Project Status Page.

Once all project detail changes have been made, please remember to hit the Save Form Button at the bottom of the screen. Once clicked, a message box will appear with a list of all the changes made to the form and take you back to the My Submittal Page.

**Governments SANBAG Working Together** San Bernardino Associated Governments **Project Database**

Logged in as localuser, [Logout](#) **My Submittals**

**Project Data** Funding

**2011 RTP Amendment Submittal Form**  
Project Identification Section:

RTIP No.:	200807	RTIP No.:	<input checked="" type="checkbox"/> 200807	CTIPS No.:	20950004127
Amend. No.:	0	EA No.:	NA	DEMO No.:	
Source:	2011 FTIP	Federal No.:	<input type="checkbox"/> NA	Model No.:	0
For Amend. No.:	13	Submittal Status:	Draft		

**Project Details Section:**

*Name:	Main Street W/B Widening: BNSF to West City Limits	County:	San Bernardino
*Project Description:	MAIN STREET WIDENING - BNSF TO WEST CITY LIMITS-WIDENING FROM 1-2 LANES IN THE E/S & W/B DIRECTION-(BRIDGE WIDENING AND APPROACHES OF ABOUT 100' IN EACH DIRECTION)	*Lead Agency:	Grand Terrace
Location:	Main St: BNSF to West City Limits.	System:	Transit
Proj. Phase:	No Project Activity	Route:	210
Prog. Code:	CAR63 Highway/Road Improvements-Lane Additions with no HOV lane(s): NON-REGIONALLY S	PM Start:	
Env. Doc.:	Initial Study/Negative Declaration - CEQA	PM End:	
Env. Doc. Date:	7/1/2012	Air Basin:	MDAB
*Prj. Compl. Date:	12/1/2014	Air Conform:	TCM Committed
*Total Prj. Cost:	500	Congr. Dist No.:	41
Project Manager:		Modeled:	<input type="checkbox"/>
PM Phone:			
PM Email:			

**Submittal Comment Section:**

Change Reason:	C/O 2008
Change Detail:	
Updates Made:	- System ID changed from I to T - Route Changed from Major St to 210 - ProjectManager changed from NA to No Value - Airbasin changed from SCAB to MDAB - AirConformity changed from Non-Exempt to TCM

**Schedule Section:**

Current	Starting	Ending
PAED		
PS&E		
ROW		
CON		12/1/2014

**General Comments Section:**

Design:

Environmental:

ROW:

Construction:

Miscellaneous:

Save Form Cancel

## The Project Data Tab

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### The For Amendment Number Field

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This field appears under the RTIP ID Number field on the Edit Submittal Page. This is the numerical value of the amendment in which you would like this submittal to apply to. In this way, submittals can be made and assigned to different future amendments as decided upon by both local representatives and SANBAG Staff.

### The Change Reason/Change Detail Fields

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These fields are used by SANBAG as part of our submittal to SCAG. While the final Change Reason will be determined by SANBAG Staff, we ask that some information be provided in the Change Detail Field. All we need is a quick comment on why the requested changes were necessary. This helps SANBAG get a better understanding of the status of the project and a more accurate submittal to SCAG.

### The Updates Made Field

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This field will store a list of changes made from the prior amendment to the current submittal. It cannot be edited and will only update once the form has been saved.

### The Submittal Status Field

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As a local user, this drop down list field will only have three values available:

1. **Draft:** The default value given to newly created submittals
2. **Pending:** A middle ground created to allow a method of distinction between submittals without needing to Locally Approving them.
3. **Local Approval:** This submittal is complete and is ready to be analyzed by SANBAG Staff. Once a submittal is marked Locally Approved, you will no longer be able to make further edits to it.

SANBAG will only begin analysis on submittals marked “Local Approval” on the Due To SANBAG date.

Should a project accidentally be marked locally approved, and requires further editing prior to the Due to SANBAG date, please contact the Project Database Administrators to have the submittal lowered to Pending or Draft status. This process can be performed quickly and over the phone.

Should a project need further editing after the Due to SANBAG date, it is at the discretion of the corresponding SANBAG Staff to allow or reject further editing rights.

## The Funding Tab

This tab displays all funding information for the project. As also seen on the Funding Page, a Funding Sources Table is generated at the top of the screen to show a quick summary of the raw data displayed below. The Funding Sources Table can be expanded, as shown below, by clicking the RTIP ID Number “+” box then the “+” box next to each Fund Source. Below the Measure I fund source (XSBD) has been fully expanded to show the phase(s) that money is programmed to.

Logged in as localuser, Logout My Submittals

Project Data		Funding											
Current RTIP	RTIP	Type	Phase	Prior	FY1011	FY1112	FY1213	FY1314	FY1415	FY1516	FY1617	FY1718	Total
RTP	200807	CITY		\$6,578	\$9	\$35	\$0	\$340	\$500	\$0	\$0	\$0	\$7,462
		XSBD		\$0	\$9	\$35	\$0	\$340	\$0	\$0	\$0	\$0	\$384
STIP			CONST	\$6,578	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$7,078

Strategic Plan -- Funding Sources From Prior Amendment:

RTIP	PhaseID	Type	Phase	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	07/08	06/07	05/06	04/05	03/04	02/03	01/02	00/01	99/00	98/99	97/98
200807	214	CITY	ENG	\$0	\$0	\$9	\$35	\$0	\$300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
200807	215	CITY	ROW	\$0	\$0	\$0	\$0	\$40	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Programming Home -- New Funding Sources Added In This Submittal:

RTIP	PhaseID	Type	Phase	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	07/08	06/07	05/06	04/05	03/04	02/03	01/02	00/01	99/00	98/99	97/98
200807	32	XSBD	CONST	\$6,578	\$0	\$0	\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SANBAG Project Map Add Fund Source

The raw funding data is split into two sections:

### Funding Sources from Prior Amendment

This section handles and changes needed to funding sources that already exist since the prior amendment. For example, should the CITY ENG funds of \$300 (remember: all values written in thousands) in FY13/14 need to be moved over to FY14/15, we can hit the edit button on that row and see the edit screen below.

-- Funding Sources From Prior Amendment:

RTIP	PhaseID	Type	Phase	08/09	09/10	10/11	11/12	12/13
200807	214	CITY	ENG	0.0000	0.0000	9.0000	35.0000	0.0000
200807	215	CITY	ROW	\$0	\$0	\$0	\$0	\$0

-- New Funding Sources Added In This Submittal:

RTIP	PhaseID	Type	Phase	08/09	09/10	10/11
200807	32	XSBD	CONST	\$6,578	\$0	\$0

Add Fund Source

As you can see, the available space for each value quickly expands the whole row. We simply need to scroll to the right to view the necessary fields...

12/13	13/14	14/15	15/16
300.0000	0.0000	0.0000	0.0000
\$40	\$0	\$0	\$0

Figure 1

12/13	13/14	14/15	15/16
0	300	0.0000	
\$40	\$0	\$0	\$0

Figure 2

- Figure 1 above shows the original data once we've scrolled to the right.
- Figure 2 shows the change to move the funding over to FY14/15. Notice I've entered a zero in the FY13/14 field as a place holder instead of leaving it blank. This is important for table summary and calculation.

From here I will scroll back to the left and click the update button where the edit button was located previously. Once updated, we can view the changes in the Fund Summary Table above. You may need to refresh the screen to get the table to update.

It's also important to note that every row is specific to both the fund source and the phase. So a project that has City Funds in every phase will have three rows of data, one row for ENG, another for ROW, and the final row for CONST.

### New Funding Sources Added In This Submittal

To completely add rows of funding data, we will hit the "Add Fund Source" button at the bottom of the screen. The following options will be displayed:

In the example above, I've clicked on the Type Field and chose Redevelopment Funds (RED) and have also selected the Phase Right-Of-Way (ROW). Then in the FY fields, I've placed \$100 (all values in thousands) into FY10/11 and \$500 in FY11/12. From here the user could hit insert and the new data row will be added.

You can see above that the new RED funding has been added. While the Add Fund Source display is still visible, it is just anticipating more data. It will not add data unless Insert is clicked. The new data rows can be further edited if need be.

## The SANBAG Review/Approval Process

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Once the Due to SANBAG date has come, SANBAG Staff will review all Locally Approved Submittals to ensure all data changes match SCAG submittal guidelines. Should SANBAG need to make any additional changes, or need additional clarification, they will call the submittal creator and discuss their concerns.

Once all changes have been made, and the analysis is complete, SANBAG Staff will change the Submittal Status to “SANBAG Approved, Formal Amendment” or “SANBAG Approved, Administrative Amendment” status. They may also change the For Amend. No if requested changes require the submittal to be processed at a separate time then initially intended.

At the end of this process, SANBAG will print out all necessary reports and begin making changes to the SCAG FTIP Database. Should additional changes need be made by request of SCAG, they will be reflected on the SANBAG Database for the local users to see.

When the county proposed amendments become Federally Approved, the Project Status Page and Amendment Pages will be updated to the most recent FTIP information, and all submittals for that amendment will be printed and removed from the database.

DRAFT

DRAFT

DRAFT