

Prop 1B Closeout Procedures

ODIS Input Instructions

(<http://svdtsucp.dot.ca.gov:8084/bondinputprod/LogoffPreAction.do?key=52998562>)

Update Close-out Report Status

| Project Schedule Baseline Summary | | | | | |
|----------------------------------------------|----------------------|----------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| *EA: <input type="text" value="Select One"/> | | | | | |
| (Schedule Changes and Variances in Months) | Adopted Program | Current Approved | Date Approved | % Complete | Schedule Forecast |
| Begin Environmental Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> | <input type="text"/> |
| End Environmental Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> |
| Begin Design (PS&E) Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> | <input type="text"/> |
| End Design (PS&E) Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> |
| Begin Right of Way Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> | <input type="text"/> |
| End Right of Way Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> |
| Begin Construction Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> | <input type="text"/> |
| End Construction Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> |
| Begin Closeout Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="0"/> Final Delivery Report not submitted <input type="text" value="25"/> Final Delivery Report submitted <input type="text" value="50"/> Final Delivery Report approved <input type="text" value="75"/> Supplemental Final Delivery Report submitted <input type="text" value="100"/> Supplemental Final Delivery Report approved <input type="text" value="0"/> Final Delivery Report not submitted | <input type="text"/> |
| End Closeout Phase | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> |

The Project Manager / agency sponsor will update closeout report status in ODIS. Select the schedule tab and report Begin/End Close-out Phase % complete. Use the above percentages to document status.

Select the "Closeout Info" tab in ODIS

The screenshot shows a Microsoft Internet Explorer browser window with the title "California Strategic Growth Plan: Bond Accountability: Transportation - Microsoft Internet Explorer". The address bar contains the URL: <http://staging:8081/bondinputdev/InputCloseoutPreAction.do?cmiproj=RAIL2096&key=23347948>. The main content area displays the project details for "Coast Daylight Track and Signal".

Project ID: RAIL2096
Description: Construct track and signal project to allow Pacific Surfliner extension to San Francisco Bay Area

Warning: For security purposes, use of the Back button on your browser is not allowed. If used, you will be logged out of the system. Use tabs or links to move between screens.
If you do not click on Save/Submit button at bottom of screen prior to leaving this screen, your input will not be saved.

The navigation tabs are: Project Info, Routes/Post Miles, Benefits, Contact, Cost, Schedule, **Closeout Info** (selected), and Accept. A blue arrow points to the "Closeout Info" tab.

Fields in *red are required.

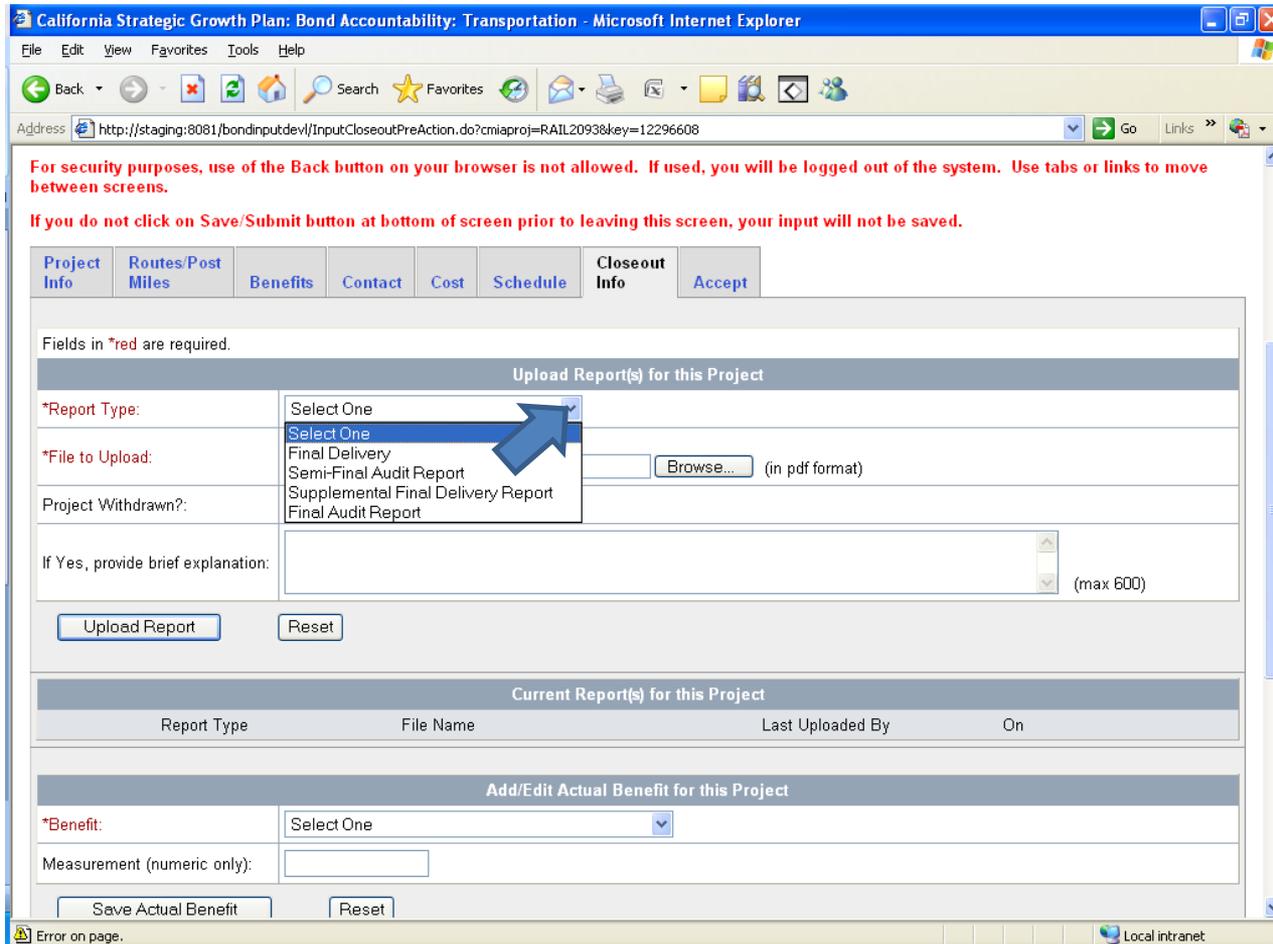
Upload Report(s) for this Project

| | |
|------------------------------------|-------------------------------------------------------------------------------|
| *Report Type: | Select One |
| *File to Upload: | <input type="text"/> <input type="button" value="Browse..."/> (in pdf format) |
| Project Withdrawn?: | No |
| If Yes, provide brief explanation: | <input type="text"/> (max 600) |

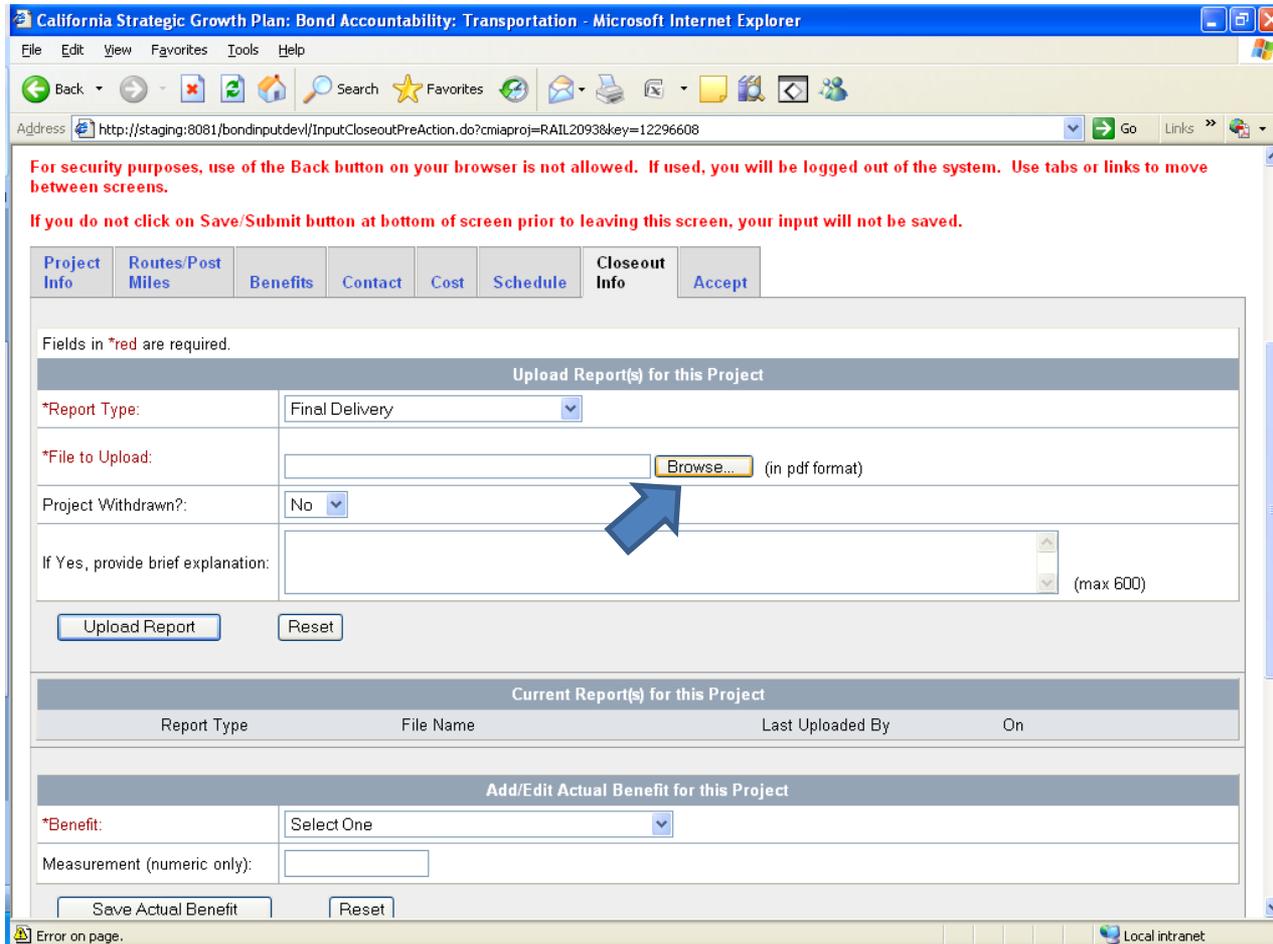
Buttons: Upload Report, Reset

Footer: Error on page. Local intranet

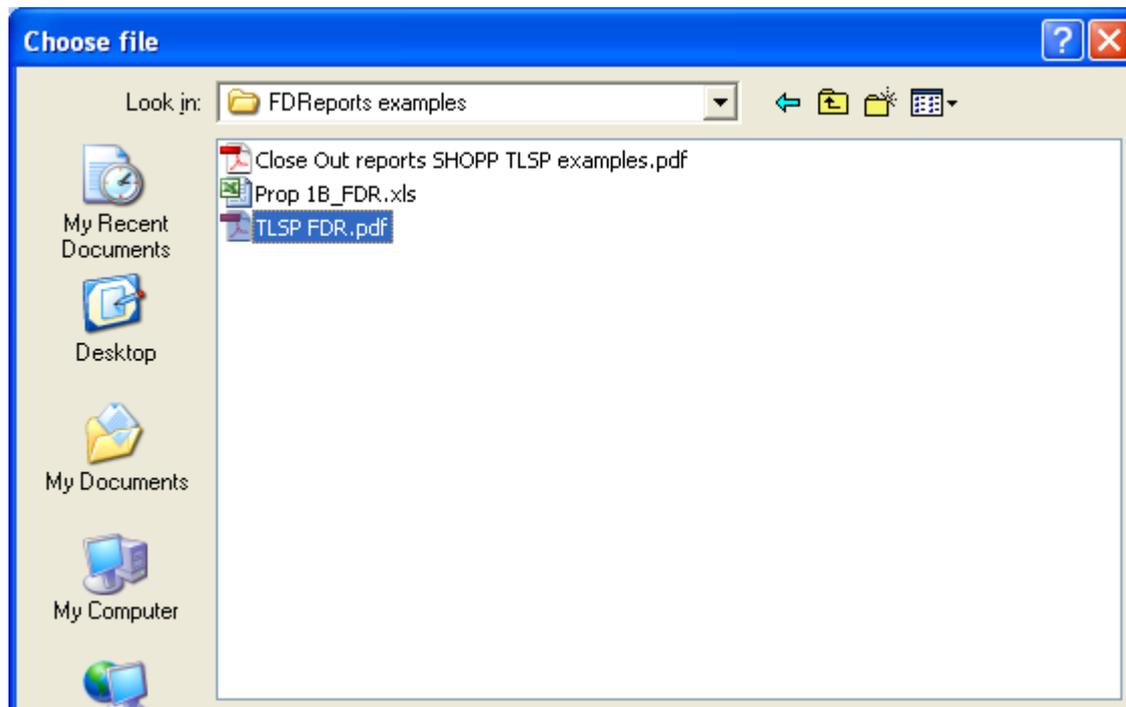
Select the dropdown menu for report types.
Delivery Reports will be uploaded by the Project Manager or Sponsor.
Audit Reports will be uploaded by Audits & Investigations.



Once report type is selected, select browse to find the report to upload



Select File



Once file is selected, click “upload report”

The screenshot shows a web browser window titled "California Strategic Growth Plan: Bond Accountability: Transportation - Microsoft Internet Explorer". The address bar shows a URL: `http://staging:8081/bondinputdev/InputCloseoutPreAction.do?cmiproj=RAIL2096&key=23347948`. The page title is "Coast Daylight Track and Signal".

Project ID: RAIL2096
Description: Construct track and signal project to allow Pacific Surfliner extension to San Francisco Bay Area

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If you do not click on Save/Submit button at bottom of screen prior to leaving this screen, your input will not be saved.

Navigation tabs: Project Info, Routes/Post Miles, Benefits, Contact, Cost, Schedule, Closeout Info, Accept

Fields in *red are required.

Upload Report(s) for this Project

| | |
|------------------------------------|------------------------------------------------------------------------------------------------------|
| *Report Type: | Final Delivery |
| *File to Upload: | C:\Documents and Settings\s109777\My Docume <input type="button" value="Browse..."/> (in pdf format) |
| Project Withdrawn?: | No |
| If Yes, provide brief explanation: | <input type="text"/> (max 600) |

Local intranet

If project is withdrawn select yes and provide an explanation

California Strategic Growth Plan: Bond Accountability: Transportation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://staging:8081/bondinputdev/InputCloseoutPreAction.do?cmiproj=RAIL2094&key=73008859

If you do not click on Save/Submit button at bottom of screen prior to leaving this screen, your input will not be saved.

Project Info Routes/Post Miles Benefits Contact Cost Schedule Closeout Info Accept

Fields in *red are required.

Upload Report(s) for this Project

*Report Type: Select One

*File to Upload: Browse... (in pdf format)

Project Withdrawn?: No Yes

If Yes, provide brief explanation: (max 600)

Upload Report Reset

Current Report(s) for this Project

| Report Type | File Name | Last Uploaded By | On |
|-------------|-----------|------------------|----|
|-------------|-----------|------------------|----|

Add/Edit Actual Benefit for this Project

*Benefit: Select One

Done Local intranet

Report is now uploaded.
Delete will remove the report, edit will replace the report.

Fields in *red are required.

Upload Report(s) for this Project

*Report Type:

*File to Upload: (in pdf format)

Project Withdrawn?:

If Yes, provide brief explanation: (max 600)

Current Report(s) for this Project

| | Report Type | File Name | Last Uploaded By | On |
|---------------------------------------------|----------------|--------------|------------------|------------------------|
| edit delete | Final Delivery | TLSP FDR.pdf | CLOSEOUT, TESTER | 04/29/2011 09:33:29 AM |

Add/Edit Actual Benefit for this Project

*Benefit:

Measurement (numeric only):

List of Actual Benefits Currently Assigned to Project

| Benefit | Measurement |
|---------|-------------|
|---------|-------------|

Actual Bond Funding for this Project

Error on page. Local intranet

Select the dropdown menu for actual benefits. You can add multiple benefits

The screenshot shows a web browser window with the following content:

- Page Title:** California Strategic Growth Plan: Bond Accountability: Transportation - Microsoft Internet Explorer
- Address Bar:** http://staging:8081/bondinputdev/InputCloseoutPreAction.do?cmiaproj=RAIL2095&key=9721025
- Buttons:** Upload Report, Reset
- Table: Current Report(s) for this Project**

| Report Type | File Name | Last Uploaded By | On | |
|-------------|----------------|---------------------------------------------|------------------|------------------------|
| edit delete | Final Delivery | Project Reporting Using Crystal Reports.pdf | CLOSEOUT, TESTER | 12/15/2010 02:50:22 PM |
- Form: Add/Edit Actual Benefit for this Project**
 - *Benefit:** Select One (dropdown menu open with a blue arrow pointing to it)
 - Measurement (numeric only):** [text input]
 - Save Actual Benefit:** [button]
 - *Adopted Amount:** [text input]
 - *Current Approved Amount:** [text input] (enter whole dollars without a decimal point, comma and or dollar sign)
 - *Expenditure Amount:** [text input] (enter whole dollars without a decimal point, comma and or dollar sign)

Enter numeric data and select “Save Actual Benefit”

If Yes, provide brief explanation: (max 600)

Current Report(s) for this Project

| Report Type | File Name | Last Uploaded By | On |
|------------------------------------------------------------|---------------------------------------------|------------------|------------------------|
| edit delete Final Delivery | Project Reporting Using Crystal Reports.pdf | CLOSEOUT, TESTER | 12/15/2010 02:50:22 PM |

Add/Edit Actual Benefit for this Project

*Benefit:

Measurement (numeric only):

List of Actual Benefits Currently Assigned to Project

| Benefit | Measurement |
|---------|-------------|
|---------|-------------|

Actual Bond Funding for this Project

*Adopted Amount:

Data is loaded, delete will remove the benefit, edit will replace the benefit

California Strategic Growth Plan: Bond Accountability: Transportation - Microsoft Internet Explorer

Address: http://staging:8081/bondinputdev/InputCloseoutAction.do

Upload Report Reset

Current Report(s) for this Project

| Report Type | File Name | Last Uploaded By | On |
|------------------------------------------------------------|---------------------------------------------|------------------|------------------------|
| edit delete Final Delivery | Project Reporting Using Crystal Reports.pdf | CLOSEOUT, TESTER | 12/15/2010 02:50:22 PM |

Add/Edit Actual Benefit for this Project

*Benefit:

Measurement (numeric only):

Save Actual Benefit Reset

List of Actual Benefits Currently Assigned to Project

| Benefit | Measurement |
|--------------------------------------------------------------------|-------------|
| edit delete Lane Miles Added (HOV) | 12.0 |

Actual Bond Funding for this Project

*Adopted Amount: (enter whole dollars without a decimal point, comma and or dollar sign)

*Current Approved Amount: (enter whole dollars without a decimal point, comma and or dollar sign)

Error on page. Local intranet

Enter numeric data for bond funding “expenditure amount”
and select “Save Actual Bond Cost”

California Strategic Growth Plan: Bond Accountability: Transportation - Microsoft Internet Explorer

Address: http://staging:8081/bondinputdev/InputCloseoutAction.do

Add/Edit Actual Benefit for this Project

*Benefit: Select One

Measurement (numeric only):

Save Actual Benefit Reset

List of Actual Benefits Currently Assigned to Project

| | Benefit | Measurement |
|-------------|------------------------|-------------|
| edit delete | Lane Miles Added (HOV) | 12.0 |

Actual Bond Funding for this Project

*Adopted Amount: 5,195,000 (enter whole dollars without a decimal point, comma and or dollar sign)

*Current Approved Amount: 5,500,000 (enter whole dollars without a decimal point, comma and or dollar sign)

*Expenditure Amount: 5,430,000 (enter whole dollars without a decimal point, comma and or dollar sign)

Save Actual Bond Cost Reset

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Error on page. Local intranet

Program Coordinator will select the “Accept” tab

The screenshot shows a Microsoft Internet Explorer browser window with the title "California Strategic Growth Plan: Bond Accountability: Transportation - Microsoft Internet Explorer". The address bar contains the URL: <http://staging:8081/bondinputdev/ApprovePreAction.do?cmiproj=RAIL2095&key=29464880>. The page content includes:

Last Update: Tester Closeout on 04/29/2011 10:26:14 AM
Status: SAVED

Sacramento Maintenance Facility

* Text in red represents current data.
** Text in black represents prior accepted data.

Project ID: RAIL2095
Description: * Design and build storage track and maintenance facility
** Design and build storage track and maintenance facility

For security purposes, use of the Back button on your browser is not allowed. If used, you will be logged out of the system. Use tabs or links to move between screens.

| Project Info | Routes/Post Miles | Benefits | Contact | Cost | Schedule | Closeout Info | Accept |
|--------------|-------------------|----------|---------|------|----------|---------------|--------|
|--------------|-------------------|----------|---------|------|----------|---------------|--------|

PROJECT INFORMATION

Project Location

County: * Sacramento
** Sacramento

City: * Sacramento
** Sacramento

Zip Code: * 95814
** 95814

An arrow points to the "Accept" tab in the navigation menu.

Once the data is reviewed and verified select “Accept”

Expenditures
* No Expenditures Listed for this Project

| | | | | | | |
|----------|---|---|---|---|---|---|
| ** Local | 0 | 0 | 1 | 0 | 0 | 0 |
|----------|---|---|---|---|---|---|

Estimates to Completion
* RAIL 6,000,000 10,000,000 0 0 14,000,000 0
** No Estimates to Completion Listed for this Project

SCHEDULE

| Adopted Program | Current Approved | Date Approved | % Phase Complete | Schedule Forecast |
|-----------------|------------------|---------------|------------------|-------------------|
|-----------------|------------------|---------------|------------------|-------------------|

UPDATES ACCEPTED?

Reason for Rejection: (Required if Reject button selected. Max 600 characters.)

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