

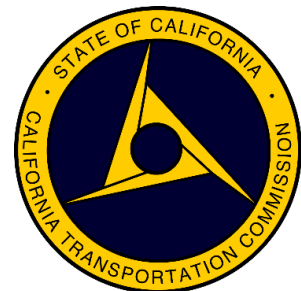
**THE ROAD REPAIR AND
ACCOUNTABILITY ACT OF 2017**

**LOCAL STREETS AND ROADS FUNDING
PROGRAM**

2019 ANNUAL REPORTING GUIDELINES

August, 2018

California Transportation Commission



**CALIFORNIA TRANSPORTATION COMMISSION
THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

LOCAL STREETS AND ROADS FUNDING PROGRAM ANNUAL REPORTING GUIDELINES

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I. Introduction

1. Background and Purpose of Reporting Guidelines

On April 28, 2017 the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017. To address basic road maintenance, rehabilitation and critical safety needs on both the state highway and local streets and road system, SB 1: increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years.

~~Beginning As of~~ November 1, 2017, the State Controller (Controller) ~~began~~will ~~depositing~~ various portions of ~~theis new funding into the newly created~~ Road Maintenance and Rehabilitation Account (RMRA) funds collected as a result of SB1. A percentage of ~~this new RMRA funding funds are~~will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. For a detailed breakdown of RMRA funding sources and the disbursement of funding please see Sections 5 and 6 of these guidelines.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California's transportation programs. Therefore, in order to be eligible for RMRA funding, statute requires cities and counties ~~to~~ provide basic annual RMRA project reporting to the California Transportation Commission (Commission).

These guidelines describe the general policies and procedures for carrying out the annual RMRA project reporting requirements for cities and counties and other statutory objectives as outlined in Section 2 below. The guidelines were developed in consultation with state, regional, and local government entities and other transportation stakeholders.

The Commission may amend these guidelines after first giving notice of the proposed amendments. In order to provide clear and timely guidance, it is the Commission's policy that a reasonable effort be made to amend the guidelines prior to the due date for project lists or the Commission may extend the deadline for project list submission in order to facilitate compliance with the amended guidelines.

2. Program Objectives and Statutory Requirements

Streets and Highways Code (SHC) Section 2032.5(a) articulates the general intent of the legislation that recipients of RMRA funding be held accountable for the efficient investment of public funds to maintain local streets and roads and are accountable to the people through performance goals that are tracked and reported.

Pursuant to SHC Section 2030(a), the objective of the Local Streets and Roads Program is to address deferred maintenance on the local streets and roads system through the prioritization and delivery of basic road maintenance and rehabilitation projects as well as critical safety projects.

Cities and counties receiving RMRA funds must comply with all relevant federal and state laws, regulations, policies, and procedures. The main requirements for the program are codified in SHC Sections 2034, 2036, 2037, and 2038 and include the following:

- Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be adopted by resolution by the applicable city council or county board of supervisors at a regular public meeting each fiscal year [SHC 2034(a)(1)].
- The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement [SHC 2034(a)(1)]. Further guidance regarding the scope, content, and submittal process for project lists prepared by cities and counties is provided in Sections 9-10.
- The project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in SHC 2030(b) [SHC 2034(a)(1)].
- The Commission will submit an initial report to the Controller that indicates the cities and counties that have submitted a list of projects as described in SHC 2034(a)(1) and that are therefore eligible to receive an apportionment of RMRA funds for the applicable fiscal year [SHC 2034(a)(2)].
- The Controller, upon receipt of the an initial report from the Commission, shall apportion RMRA funds to eligible cities and counties pursuant to SHC 2032(h) [SHC 2034(a)(3)].
- The Controller will retain the monthly share of RMRA funds for cities and counties not included in the Commission's initial report that would otherwise be apportioned and distributed to those cities and counties [SHC 2034(a)(4)(A)]. Pursuant to SHC 2034(a)(4)(B), the monthly share of RMRA funds for each of these cities and counties will be retained by the Controller for 90 days.
- Upon receipt of a list of projects from a city or county after the Commission has submitted its initial report to the Controller, the Commission will submit a subsequent report to the Controller that specifies all newly eligible cities and counties [SHC 2034(a)(2)].
- After 90 days, the Controller will apportion to all newly eligible cities and counties the RMRA funds that were retained but not previously apportioned and distributed pursuant to SHC 2304(a)(4)(B).
- Any RMRA funds held by the Controller for a city or county that still remains ineligible after 90 days will be reapportioned to all other eligible cities and counties [SHC 2034(a)(4)(C)].
- For each fiscal year in which RMRA funds are received and expended, cities and counties must submit documentation to the Commission that details the expenditure of all RMRA funds, including a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement [SHC 2034(b)]. Further guidance regarding the scope, content, and submittal process for program expenditure reports is provided in Sections 12-13.
- Prior to receiving an apportionment of funds under the program an eligible city or county may expend other funds on eligible projects and may reimburse the source of

those other funds when it receives its apportionment from the Controller over one or more years [SHC 2034(c)].

- ~~• Eligible cities and counties may expend other funds on eligible projects prior to receiving an apportionment of RMRA funds from the Controller and may reimburse the original source of funds expended when a RMRA apportionment is received from the Controller [SHC 2034(c)].~~
- A city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city’s or county’s general fund [SHC 2036]. Monitoring and enforcement of the maintenance of effort requirement for RMRA funds will be carried out by the Controller and is addressed in more detail in Section 15.
- A city or county may spend its apportionment of RMRA funds on transportation priorities other than priorities outlined in SHC 2030(b) if the city or county’s average Pavement Condition Index (PCI) meets or exceeds 80 [SHC 2037].
- By July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board (Board) that address participation and investment in, or partnership with, new or existing pre-apprenticeship training programs [SHC 2038]. Further information regarding the forthcoming Board Guidelines and future Board-sponsored grant opportunities is available in Section 16.

3. Program Roles and Responsibilities

Below is a general outline of the roles and responsibilities of recipient cities/counties, the Commission, the Controller, and the California Workforce Development Board, in carrying out the program’s statutory requirements, as well as activities the Commission will undertake to meet the legislative intent of SB 1:

Recipient Cities/Counties:

- Develop and submit a list of projects to the Commission each fiscal year.
- Develop and submit a project expenditure report to the Commission each fiscal year.
- Comply with all requirements including reporting requirements for RMRA funding.

Commission:

- Provide technical assistance to cities and counties in the preparation of project lists and reports.
- Receive and review project lists from cities and counties each fiscal year.
- Provide a comprehensive list to the Controller each fiscal year of cities and counties eligible to receive RMRA apportionments.
- Receive program expenditure reports from cities and counties each fiscal year and provide aggregated statewide information regarding use of RMRA funds to the Legislature and the public (e.g. the Commission’s Annual Report to the Legislature and a SB 1 Accountability Website).

Controller:

- Receive list of cities and counties eligible for RMRA apportionments each fiscal year from the Commission.
- Apportion RMRA funds to cities and counties.
- Oversee Maintenance of Effort and other requirements for RMRA funds including reporting required pursuant to SHC 2151.

California Workforce Development Board:

- Pursuant to SHC 2038, establish a pre-apprenticeship development and training grant program beginning January 1, 2019 that local public agencies receiving RMRA funds are eligible to apply for or partner with other entities to apply for.
- Pursuant to SHC 2038, develop guidelines for public agencies receiving RMRA funds to participate, invest in, or partner with, new or existing pre-apprenticeship training programs. Local public agencies receiving RMRA funds must follow the guidelines by no later than July 1, 2023.

4. Program Schedule

The following schedule lists the major milestones for the Local Streets and Roads Funding Annual Reporting Program.

| | |
|---|---|
| Project Lists due to Commission | May 1 st each year |
| Commission Adopts Initial List of Eligible Cities and Counties | June Commission Meeting each year |
| Commission Submits Initial List to Controller | No later than June 30 th each year |
| <u>Subsequent Eligibility Project Lists due to Commission</u> | <u>August 1st each year (if needed)</u> |
| Commission Adopts Subsequent List of Eligible Cities and Counties | August Commission Meeting each year (if needed) |
| Commission Submits Subsequent List to Controller | No later than August 31 st each year (if needed) |
| Annual Reporting of Fiscal Year Expenditures due to Commission | October 1 st each year |
| Informational Program Update to Commission | December Commission Meeting each year |

II. Funding

5. Source

The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on diesel fuel, and registration taxes on motor vehicles and dedicates these revenues to transportation purposes. Portions of these revenues flow to cities and counties through the Highway Users Tax Account (HUTA) and the newly established RMRA created by SB 1.

The Local Streets and Roads Funding Program administered by the Commission in partnership with the Controller is supported by RMRA funding which includes portions of revenues pursuant to SHC 2031 from the following sources:

- An additional 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017.
- An additional 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017.
- An additional vehicle registration tax called the “Transportation Improvement Fee” with rates based on the value of the motor vehicle effective January 1, 2018.
- An additional \$100 vehicle registration tax on zero emissions (ZEV) vehicles of model year 2020 or later effective July 1, 2020.
- Annual rate increases to these taxes beginning on July 1, 2020 (July 1, 2021 for the ZEV fee) and every July 1st thereafter equal to the change in the California Consumer Price Index (CPI).

SHC 2032(h)(2) specifies that 50 percent of the balance of revenues deposited into the RMRA, after certain funding is set aside for various programs, will be continuously appropriated for apportionment to cities and counties by the Controller pursuant to the formula in SHC Section 2103(a)(3)(C)(i) and (ii).

6. Estimation and Disbursement of Funds

While neither, the Commission nor the State Controller’s Office prepare formal estimates of RMRA funds, the Department of Finance (DOF) estimates the total amount of funding that will be deposited into the RMRA annually. The California State Association of Counties and the League of California Cities use this information from DOF to develop city and county level estimates of RMRA funds which are available here:

California State Association of Counties

<http://www.counties.org/sb-1-road-repair-and-accountability-act-2017>

League of California Cities

<http://www.californiacityfinance.com/>

Each fiscal year, upon receipt of a list of cities and counties that are eligible to receive an apportionment of RMRA funds pursuant to SHC 2032(h)(2) from the Commission, the Controller is required to apportion RMRA funds to eligible cities and counties consistent with the formula outlined in SHC Section 2103(a)(3)(C)(i) and (ii). It is expected that the Controller will continuously apportion RMRA funds on a monthly basis to eligible cities and counties using a process and

system similar to that of HUTA apportionments. RMRA funding is continuously apportioned and is not provided on a reimbursement basis.

The Commission does not approve the projects listed ~~and~~ provide authorization to proceed with RMRA funded projects. The Commission receives project lists, determines they are complete and meet basic statutory requirements outlined in SHC 2034 and then approves and submits a statewide list to the Controller of cities and counties that are eligible to begin receiving monthly RMRA funding apportionments.

III. Eligibility and Program Priorities

7. Eligible Recipients

Eligible recipients of RMRA funding apportionments include cities and counties that have prepared and submitted a project list to the Commission each fiscal year pursuant to SHC Section 2034(a)(1) and that have been included in a list of eligible entities submitted by the Commission to the Controller pursuant to SHC Section 2034(a)(2).

Recipients of RMRA apportionments must comply with all relevant federal and state laws, regulations, policies, and procedures.

8. Program Priorities and Example Projects

Pursuant to SHC Section 2030(a), RMRA funds made available for the Local Streets and Roads Funding Program shall be prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects.

SHC Section 2030(b)(1) provides a number of example projects and uses for RMRA funding that include, but are not limited to, the following:

- Road Maintenance and Rehabilitation
- Safety Projects
- Railroad Grade Separations
- Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project)
- Traffic Control Devices
- Other (match funds for eligible project advancement)
- Project activities that are consistent with Article XIX that support the development and delivery of the project examples listed above.

SHC Section 2030(b)(2) states that funds made available by the program may also be used to satisfy a match requirement in order to obtain state or federal funds for projects authorized by this subdivision.

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible (as deemed by cities and counties). These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030 if the city's or county's average Pavement Condition Index (PCI) meets or exceeds 80.

IV. Project List Submittal

9. Content and Format of Project List

Pursuant to SHC Section 2034(a)(1), prior to receiving an apportionment of RMRA funds from the State Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds pursuant to an adopted resolution by the city council or county board of supervisors at a regular public meeting. A submittal with a previously adopted resolution and project list covering multiple years will not be considered complete or meeting the requirements of the statute. Each year potential recipients must submit a newly adopted resolution and updated list of proposed projects to become eligible for that year's program funding apportionment.

Each city and county is strongly encouraged to provide a copy of their Proposed Project List, once submitted and accepted by the Commission, to the applicable Regional Transportation Planning Agencies and Metropolitan Planning Organizations. Providing the Commission reviewed and accepted lists will help to increase awareness, asset management tracking, and consistency with mutual efforts made on those assets proposed for improvements using RMRA funds.

Listed below are the specific statutory criteria for the content of the project list along with additional guidance provided to help ensure a consistent statewide format and to facilitate accountability and transparency within the Local Streets and Roads Program.

a.) ~~Included in an~~ Adopted Resolution

All proposed projects must be adopted by resolution by the applicable city council or county board of supervisors at a regular public meeting.

Documentation of Inclusion in an Adopted Resolution

A city or county must provide a public record which illustrates that projects proposed for RMRA funding through the Local Streets and Roads Program have been included in an adopted resolution by the applicable city council or county board of supervisors at a regular public meeting. An acceptable public record shall include a signed, executed copy of the city/county's adopted resolution including the relevant list of projects documenting approval at a regular public meeting. It is recommended that the adopted resolution reflect not only the new project priorities for that fiscal year, but any continued priorities previously adopted that have yet to complete.

Submittal of an electronic copy of the relevant support documentation (i.e. resolution) is required. Support documentation requirements are further discussed in Appendix A.

b.) List of Projects – Content

Pursuant to SHC 2034(a)(1), the project list must include a description and the location of each proposed project, a proposed schedule for each project's completion, and the estimated useful life of the improvement. The project list is intended to be realistic and reasonable to covering, at a minimum, the applicable fiscal year. Cities and counties may include project information for future fiscal years but are expected to update the project list as needed every fiscal year prior to submittal to the Commission. It is recommended that the cities and counties limit future forecasted projects to no more than two fiscal years out when possible.

Development and Content

The Commission recognizes the inherent diversity of road maintenance and rehabilitation needs among the approximately 539 jurisdictions across the state that may utilize Local Streets and Roads Program funding.

Given the emphasis SB 1 places on accountability and transparency in delivering California's transportation programs, cities and counties are encouraged to clearly articulate how these funds are being utilized through the development of a reasonable and realistic project list.

To promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, the following guidance is provided regarding the key components of the project list. Please note that project lists included in a city or county adopted resolution should, at a minimum, include the elements mandated by statute: description, location, schedule for completion and useful life. Cities and counties should include more detailed project information as described below in the project list submitted to the Commission.

For further assistance, Appendix A has been developed to outline project list content and format.

Project Description

The list must include a project description for each proposed project. The city/county is encouraged to provide a brief non-technical description (up to 5 sentences 150 words)

written so that the main objectives of the project can be clearly and easily understood by the public.

The description should clearly inform the public if the project listed is for construction, design, or procurement/operational need. Procurement/Operational Need projects may consist of, but is not limited to the material and equipment procured in order to perform the relevant road rehabilitation and repair projects within a city or county as well as additional salary costs directly related to these efforts. Should a project of this nature be listed, the city or county must be able to show the direct public benefit and project delivery outcomes related to these costs. The level of detail provided will vary depending upon the nature of the project; however, it is highly encouraged that the project description contain a minimum level of detail needed for the public to understand what is being done and why it is a critical or high-priority need.

Project Location

The list must include a project location for each proposed project. The city/county is encouraged to provide project location information that, at a minimum, would allow the public to clearly understand where within the community the project is being undertaken. For example, providing specific street names where improvements are being undertaken and specifying project termini when possible are preferable to more general information such as “various” or “south-west side of city/county”, which will not be accepted for a construction improvement and rehabilitation project being listed. If project-specific geolocation data is available, it is highly encouraged to be included in the project list submitted to the Commission.

If a listed project is for procurement/operational need or design and a location of work has yet to be determined, city or county-wide is then acceptable. The location field is limited to 150 words. If a construction project being listed does not yet have specific locations identified, city/county boundaries or identifiable neighborhoods and communities may be listed in place of specific streets. In such instances, it is encouraged to provide a statement prior to listing the estimated or proposed locations that is something to the effect of “All locations listed are an estimate and have yet to be finalized. Each location will be selected based on priority need and resources”.

Proposed Schedule for Completion

The list must include a completion schedule for each proposed project. The city/county is encouraged to provide a high-levelgeneral timeline that provides a clear picture to the public of when a project is reasonably expected to start and to be completed. The proposed schedule for completion should clearly articulate if a project will take multiple years to complete.

Estimated Useful Life

The list must include an estimated useful life for each proposed project in its entirety, not by each segment/location improved. The city/county is encouraged to provide information regarding the estimated useful life of the project that is clear, understandable, and based on industry-standards for the project materials and design, where applicable.

Technology, Climate Change, and Complete Streets Considerations

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible. These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Cities and counties are encouraged to consider all of the above for implementation, to the extent possible, cost-effective, and feasible, in the design and development of projects for RMRA funding.

To meet the intent of SHC 2032.5(a) as outlined in Section 2 of these Guidelines, in addition to the statutory requirements outlined in Section 10, the standard forms developed by the Commission will allow cities and counties to report on the inclusion of these elements.

Other Statutory Considerations for Project Lists

Pursuant to SHC Section 2034(a)(1), the project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b). After submittal of the project list to the Commission, in the event a city or county elects to make changes to the project list pursuant to the statutory provision noted above, formal notification of the Commission is not required. However, standard reporting forms will provide an opportunity for jurisdictions to annually communicate such changes to the Commission as part of the [Annual Project Expenditure Report](#) ~~regular reporting~~ process.

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC 2030(b) if the city or county's average Pavement Condition Index (PCI) meets or exceeds 80. This provision however, does not eliminate the requirement for cities and counties to prepare and submit a list of projects or the requirement to consider technology, climate change, and complete streets elements to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding.

In the event a city or county will spend its apportionment of RMRA funds on transportation priorities other than those outlined in Section 8 of these guidelines and pursuant to SHC 2037, cities and counties are encouraged to work with its respective Regional Transportation Planning Agency or Metropolitan Planning Organization to ensure that projects are included in the applicable Regional Transportation Plan.

Should a city or county choose to seek eligibility with the intent to bank their apportionment of RMRA funds in an effort to build up project specific revenue, the city or county is still required to submit an adopted resolution and project list identifying the intended use for these funds each year.

c.) List of Projects – Standard Format and Online Submittal Tool

Please note that project lists included in a city or county adopted resolution should, at a minimum, include the elements mandated by statute: description, location, schedule for completion and useful life elements. Cities and counties should include more detailed project information in the project list submitted to the Commission.

To promote statewide consistency of project information submitted to the Commission, a standard project list format and online submittal tool has been developed and is further explained in Appendix A. The tool ~~will~~beis available at <http://www.catc.ca.gov/programs/sb1/l srp/>.

10. Process and Schedule for Project List Submittal

A city or county must submit a project list and support documentation to the Commission by ~~May 1, 2018 and~~ May 1st of each subsequent year. ~~to the Commission.~~ All materials must be provided electronically using the online submittal tool described in Appendix A ~~that will be available~~ that is available at <http://www.catc.ca.gov/programs/sb1/l srp/>.

11. Commission Submittal of Eligible Entities to the State Controller's Office

Pursuant to SHC Section 2034(a), a city or county must submit a project list to the Commission to be eligible for the receipt of RMRA funds, and the Commission must report to the Controller the jurisdictions that are eligible to receive funding. Upon receipt of project lists and support documentation, Commission staff will review submittals to ensure they are complete. Once a project list submittal has been received and deemed complete by staff, the city or county will be added to a list of jurisdictions eligible to receive RMRA funding for that fiscal year as required by SHC Section 2034(a)(2). All proposed project lists ~~and support documentation~~ submitted by those cities and counties deemed eligible will be posted to the Commission's website.

The list of eligible cities and counties will be brought forward for Commission consideration at a regularly scheduled meeting where staff will request Commission direction to transmit the list to the Controller. Upon direction of the Commission, staff will transmit the list to the Controller pursuant to SHC Sections 2034(a)(2) and 2034(a)(4)(B) and the cities and counties included on the list will be deemed eligible to receive RMRA apportionments for that fiscal year pursuant to SHC Section 2034 (a)(1). Upon receipt of the list from the Commission, the Controller is expected to apportion funds to the cities and counties included on the list pursuant to SHC Sections 2034(a)(3) and 2032(h).

In the event a city or county does not provide a complete project list ~~and with the proper~~ support documentation for Commission consideration and eligibility designation pursuant to the

deadlines established by these guidelines, cities and counties are expected to work cooperatively with Commission staff to provide any missing information as soon as possible, prior to the established subsequent submittal deadline. Once the completed information is provided in accordance with the subsequent submittal deadline, Commission action to establish eligibility will be taken at the next earliest opportunity.

V. Project Expenditure Reporting and Auditing

12. Scope of the Annual Completed and In-Progress Project Expenditure Report

Pursuant to SHC Section 2034(b), for each fiscal year in which an apportionment of RMRA funds is received and upon expenditure of funds, cities and counties must submit documentation to the Commission detailing the expenditure of those funds on completed and in-progress projects. Information is to include and includes: a description and location of each ~~completed~~ project, the amount of funds expended on the project, the completion date or anticipated date of completion, and the estimated useful life of the overall improvement performed. The project expenditure reporting process will allow for cities and counties to capture actual project outcomes for completed projects that will be aggregated statewide. This is also ~~provide an the~~ opportunity for cities and counties to report project priority updates on the progress and expenditures associated with the applicable fiscal year's proposed projects listed. The city/county will be asked to provide updates related to project priority status, phase, and identify any proposed project changes made throughout the year. ~~multi-year projects that are not yet complete~~.

Listed below are the specific statutory criteria for the content of the ~~completed annual~~ project expenditure report along with additional program guidance provided to help ensure a consistent statewide format and to facilitate accountability and transparency within the Local Streets and Roads Program.

a.) Completed and In-Progress Annual Project Expenditure Report – Content

Development and Content

Given the emphasis SB 1 places on accountability and transparency in delivering California's transportation programs, it is vitally important that cities and counties clearly articulate the public benefit of these funds through the development of a project expenditure report submitted annually.

To promote statewide consistency in the content and format of the annual project expenditure information submitted and to facilitate transparency and reporting within the Local Streets and Roads Funding Program, the following guidance is provided regarding the key components of the ~~completed~~ project expenditure report. Additionally, Appendix B has been developed to provide an example of project expenditure report content and format.

The project expenditure report must cover the full fiscal year and will require an update for all ~~include~~ projects proposed from that applicable reporting year. The program funding expenditure information is to be provided on all projects that have been deemed complete construction and are fully operational those projects that are in-progress at the end of the fiscal year. Completed construction projects are considered complete once they are fully operational with no remaining construction to be performed.

The standard form will ~~ask also provide an opportunity~~ for cities and counties to report ~~on the progress and expenditures associated with multi-year projects that are not yet complete~~ relevant updates on those listed proposed projects that were neither complete nor in-progress by the end of the fiscal year reporting period. These updates will include: a project priority status update, phase identification, updates to project specific details previously listed, and reflect the removal or addition of project list priorities.

Project Description

The report must include a project description for each completed and in-progress project. The city/county is encouraged to provide a brief non-technical description (up to 5 sentences) written so that the main objectives of the project can be clearly and easily understood by the public.

The level of detail provided will vary depending upon the nature of the project; however, it is highly encouraged that the project description contain a minimum level of detail needed for the public to understand what work was completed or will be completed in the future.

Completed projects will report project deliverables based on a selection of applicable general outcomes with quantifiable metrics that will be aggregated statewide and published by the Commission with the outcomes shared with the Legislature. This effort should minimize the level of detail needed in the description field and streamline the overall reporting process.

Project Location

The report must include a project location for each completed and in-progress project. The city/county is required to provide project location information that, at a minimum, would allow the public to clearly understand where within the community the project was or will be constructed. For example, specific street names where improvements were undertaken and project termini should be specified. If project-specific geolocation data is available, it is highly encouraged to be included. For those completed projects that were either in design, plan development, or a procurement/operational need that wouldn't have specific locations where work was performed, "city/county-wide" would be acceptable.

The Amount of Funds Expended and the Project Completion Date

The report must include the amount of RMRA funds expended on ~~the each completed and in-progress project during the Fiscal Year. For the purposes of this report, the RMRA expenditure activity is to be based on services obtained, work performed, or goods received as of June 30. The city/county may not have paid for these services by the end of the Fiscal Year but should count the cost incurred and anticipated payment for these services in the subsequent months if~~ RMRA funds are to be used.

Actual and Estimated Project Completion Date

The report must include ~~its the~~ date of completion or expected date of completion for those projects utilizing RMRA funds. For the purposes of the project expenditure report, a construction project is considered complete when it is operational/open to traffic by June 30. Construction contract close-out is not required to be complete.

Estimated Useful Life

The report must include an estimated useful life for each proposed project in its entirety. The city/county is encouraged to provide information regarding the estimated useful life of the project that is clear, understandable, and based on industry-standards for the project materials and design, where applicable.

Technology, Climate Change, and Complete Streets Considerations

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible. These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project's scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Cities and counties are encouraged to consider all of the above for implementation, to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding. In the event that completed projects contain technology, climate change, and complete streets considerations pursuant to SHC 2030(c)-(f). Standard reporting forms developed by the Commission will ~~allow~~ask cities and counties to report on the inclusion of these elements in RMRA-funded projects.

Other Statutory Considerations for Project Expenditure Reports

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030(b) if the city's or county's average Pavement Condition Index (PCI) meets or exceeds 80. This provision, however, does not eliminate the requirement for cities and counties to prepare and submit a completed project expenditure report or the requirement to consider technology, climate change, and complete streets elements to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding.

The project expenditure report format will also provide space for supplementary information to be provided regarding the benefits of RMRA funded projects in addition to the multi-select project deliverables and outcomes feature. Cities and counties should ensure that updated project detail and priority status information is provided on those proposed projects listed without expenditure activity within the reporting fiscal year in order to clearly communicate how RMRA funding is being effectively put to use and update the intended use of funds for previously proposed projects as published to the public.

b.) Project Expenditure Report – Standard Format

To promote statewide consistency of project information submitted to the Commission, a standard ~~ized-completed-and-in-progress-project~~ annual project expenditure ~~-reporting~~ format ~~is-was-being~~ developed and ~~will-made-be~~ available ~~in-as-of~~ Summer-August 2018 as further explained in Appendix B.

For the initial submittal of project expenditure reports due October 1, 2018, and for each subsequent report thereafter, cities and counties will be required to use the standard online format.

13. Process and Schedule for Project Expenditure Report Submittal

Completed Project Reports must be developed and submitted to the Commission according to the statutory requirements of SHC Section 2034(b) as outlined above in Section 12.

A city or county must submit an n Completed and In-Progress Annual Project Expenditure Report by **October 1, 2018** and October 1st of each subsequent year to the Commission. The report must be provided electronically using the standard format provided through the online tool.

14. Commission Reporting of Project Information Received

In order to meet the requirements of SB 1 which include accountability and transparency in the delivery of California's transportation programs, it is vitally important that the Commission clearly communicate the public benefits achieved by RMRA funds. The Commission intends to articulate these benefits by posting reported project information on the Commission's website (www.catc.ca.gov), providing project information to the California State Transportation Agency for posting on the Rebuilding California – SB 1 website (www.rebuildingca.ca.gov), and through other reporting mechanisms such as the Commission's Annual Report to the Legislature.

Upon receipt of project expenditure reports, Commission staff will review submittals to ensure they are complete. If any critical project information is missing (i.e. SHC 2034(b) requirements such as project description, location, date of completion, expenditures, and useful life of improvement) Commission staff will notify city/county staff to complete for resubmittal within 10 working days of receipt.

All ~~completed~~ project expenditure reports submitted by cities and counties will be posted to the Commission's website. The Commission will also analyze the ~~completed~~ project expenditure reports provided by cities and counties and aggregate the project information to provide both statewide and city/county level summary information such as the number, type, outcomes, and location of the RMRA funded projects. This information will also be provided on the Commission's website by December 1st each year, and included in the Commission's Annual Report to the Legislature which is delivered to the Legislature by December 15th each year.

In the event a city or county does not provide a project expenditure report by the deadline requested (October 1st each year) to allow for Commission analysis and inclusion on the SB 1 accountability website and in the Annual Report to the Legislature, absence of the report will be noted on the Commission's website, in the Annual Report, and may-will be reported to the State Controller.

15. State Controller Expenditure Reporting and Maintenance of Effort Monitoring

This section provides general information regarding the detailed expenditure reporting and maintenance of effort requirements that cities and counties are responsible for demonstrating to

the State Controller's Office. It is important to note that the Commission has no oversight or authority regarding these provisions. Specific guidance should be sought from the State Controller's Office in these areas.

In addition to the RMRA ~~completed~~-project expenditure reporting requirements outlined in SHC Section 2034(b), SHC Section 2151 requires each city and county to file an annual report of expenditures for street or road purposes with the State Controller's Office. SHC Section 2153 imposes a mandatory duty on the State Controller's Office to ensure that the annual streets and roads expenditure reports are adequate and accurate. Additional information regarding the preparation of the annual streets and roads expenditure report is available online in the [Guidelines Relating to Gas Tax Expenditures for Cities and Counties](#) issued in January 2018 and maintained by the State Controller's Office.

Expenditure authority for RMRA funding is governed by Article XIX of the California Constitution as well as Chapter 2 (commencing with Section 2030) of Division 3 of the SHC.

RMRA funds received should be deposited as follows in order to avoid the commingling of those funds with other local funds:

- a.) In the case of a city, into the city account that is designated for the receipt of state funds allocated for local streets and roads.
- b.) In the case of a county, into the county road fund.
- c.) In the case of a city and county, into a local account that is designated for the receipt of state funds allocated for local streets and roads.

RMRA funds are subject to audit by the Controller pursuant to Government Code Section 12410 and SHC Section 2153. Pursuant to SHC 2036, a city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city's or county's general fund. Monitoring and enforcement of the MOE requirement for RMRA funds will be carried out by the Controller.

MOE requirements are fully articulated in statute as follows:

Streets and Highways Code Section 2036

(a) cities and counties shall maintain their existing commitment of local funds for street, road, and highway purposes in order to remain eligible for an allocation or apportionment of funds pursuant to Section 2032.

(b) In order to receive an allocation or apportionment pursuant to Section 2032, the city or county shall annually expend from its general fund for street, road, and highway purposes an amount not less than the annual average of its expenditures from its general fund during the 2009–10, 2010–11, and 2011–12 fiscal years, as reported to the Controller pursuant to Section 2151. For purposes of this subdivision, in calculating a city's or county's annual general fund expenditures and its average general fund expenditures for the 2009–10, 2010–11, and 2011–12 fiscal years, any unrestricted funds that the city or county may expend at its discretion, including vehicle in-lieu tax revenues and revenues from fines and forfeitures, expended for street, road, and highway purposes shall be considered expenditures from the general fund. One-time allocations that have been expended for street and highway purposes, but which may not be available on an ongoing basis, including revenue provided under the Teeter Plan Bond

Law of 1994 (Chapter 6.6 (commencing with Section 54773) of Part 1 of Division 2 of Title 5 of the Government Code), may not be considered when calculating a city's or county's annual general fund expenditures.

(c) For any city incorporated after July 1, 2009, the Controller shall calculate an annual average expenditure for the period between July 1, 2009, and December 31, 2015, inclusive, that the city was incorporated.

(d) For purposes of subdivision (b), the Controller may request fiscal data from cities and counties in addition to data provided pursuant to Section 2151, for the 2009–10, 2010–11, and 2011–12 fiscal years. Each city and county shall furnish the data to the Controller not later than 120 days after receiving the request. The Controller may withhold payment to cities and counties that do not comply with the request for information or that provide incomplete data.

(e) The Controller may perform audits to ensure compliance with subdivision (b) when deemed necessary. Any city or county that has not complied with subdivision (b) shall reimburse the state for the funds it received during that fiscal year. Any funds returned as a result of a failure to comply with subdivision (b) shall be reapportioned to the other counties and cities whose expenditures are in compliance.

(f) If a city or county fails to comply with the requirements of subdivision (b) in a particular fiscal year, the city or county may expend during that fiscal year and the following fiscal year a total amount that is not less than the total amount required to be expended for those fiscal years for purposes of complying with subdivision (b).

16. Workforce Development Requirements and Project Signage

Pursuant to SHC Section 2038, by July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board that address participation & investment in, or partnership with, new or existing pre-apprenticeship training programs. Cities and Counties receiving RMRA funds will also be eligible to compete for funding from the Board's pre-apprenticeship development and training grant program that includes a focus on outreach to women, minority participants, underrepresented subgroups, formerly incarcerated individuals, and local residents to access training and employment opportunities. Upon California Workforce Development Board adoption of guidelines and grant funding opportunities in this area, the Commission will update the Local Streets and Roads Program Reporting Guidelines to incorporate this information by reference.

To demonstrate to the public that RMRA funds are being put to work, cities and counties should consider including project funding information signage, where feasible and cost-effective, stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017. Project funding information signage specifications are available online at: <http://www.dot.ca.gov/trafficops/tcd/pfi.html>

Appendix A – Proposed Project List: Standard Format and Online Intake Reporting Tool

To promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, a standard project list format and online submittal tool have been developed and must be the submittal method used.

Appendix A provides a general outline of the standard project list format. It is an on-line, electronic form with a series of drop-down menus, check-boxes, and fillable fields.

Cities and counties are required to use the standard project list format and online submittal tool. The online tool and as well as a relevant training handbook materials providing instructions for use ~~will be made available~~ are available at <http://www.catc.ca.gov/programs/sb1/l srp/>.

Please note that project lists included in a city or county adopted resolution should include, at a minimum, the elements mandated by statute: description, location, schedule for completion and useful life elements, while the online tool includes more detailed project information.

Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be adopted by resolution by the applicable city council or county board of supervisors at a regular public meeting each fiscal year [SHC 2034(a)(1)]. In an effort to ensure consistency throughout the projects listed each year, it is requested that the projects listed and adopted by each city council and county board consist of any in-progress or carried over projects from the previous fiscal year's submitted project lists that either utilized RMRA funding in the previous fiscal year or will still utilize RMRA funding in its development and/or delivery.

The annual adoption and submittal of the Proposed Project List priorities for each city and county should be considered an opportunity for each to reaffirm the city/county's ongoing and recurring commitment to the delivery of the priorities previously reported. Should a proposed project that was previously listed no longer be a priority of the city/county or no longer requires the use of RMRA funds in order to be developed or delivered, the city/county is not asked to relist that project. All cities and counties will have an opportunity to identify any changes to their project list priorities in the applicable listing year's Annual Project Expenditure Report detailed in Appendix B.

The nature/type of information that is included in the online intake tool is outlined below:

General Info for Project List Submittal:

- Agency (City or County) Name (required auto populated based on user profile)
- Agency Contact Name, Title, Email and Telephone *required
- Agency Address *required
- Support Documentation *required

- Attach an electronic copy of the signed, executed ~~adopting~~ **adopted resolution documenting the** agency's approval of the **proposed** project list **priorities presented** at a regularly scheduled public meeting (additional information regarding support documentation is available in Section 9 of the guidelines).
- Electronic file formats accepted include .pdf, .doc/.docx, and .xls/.xlsx only. **A brief description of the documents uploaded is required.**
- Enter the Jurisdiction's Average Network Pavement Condition Index (PCI) and month/year of measurement **is optional only if the measurement is under 80.**
- Fiscal Year (the system ~~will~~ automatically **populates** the Fiscal Year)
- Additional Information (optional)¹. Provides a space for the city/county to report how the RMRA projects proposed were identified as a priority, how they demonstrate an efficient investment of public funds, and any additional benefits of the projects.

Specific Proposed Project Information

Project Type:

- Select project-type from a drop-down menu based on RMRA priorities outlined in Section 8 of these Guidelines or "other". *required
- Future Forecasted, Carryover, and In-Progress Projects - If a project from a previous fiscal year's proposed project list falls under one of the categories listed below it is requested that the city/county relist that project in the applicable Fiscal Year Proposed Project List in which the project is intended to take place.
 - Forecasted – Any project previously listed that was forecasted for an outer year and the fiscal year proposed project list being submitted for eligibility is the fiscal year in which the project was scheduled to commence.
 - Carryover – Any project previously listed that was anticipated to commence in the fiscal year for which eligibility was sought and did not, but will now, commence in the applicable submittal fiscal year and the city/county still intends to use RMRA funding for that project.
 - In-Progress – Any project previously listed that commenced within the intended fiscal year as listed but did not complete within that same fiscal year, with the project work continuing into the new fiscal year in which eligibility is being sought. These projects are also referred to as "multi-year".

Project Title:

- Enter a Project Title that easily allows the public to track and identify each project that is listed from year to year. *required
 - If project titles are used on a city or county web-site that same project title should be used to reflect that same project listed and submitted to the Commission, when possible.

^{1,2} Additional and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.

- The intent is to allow for a seamless tracking effort and provide cross-referencing capabilities for the public to easily identify the work that is to be performed by that city or county. *required
- Indicating a project is In-Progress, Carryover, or was Future Forecasted -
 - Forecasted – add Carryover and the fiscal year in which the project was originally listed in the following format to the end of the applicable project title for that project being relisted - (Carryover FY).
 - Carryover – add Carryover and the fiscal year in which the project was carried over from in the following format to the end of the applicable project title for the project being relisted - (Carryover FY).
 - In-Progress – add In-Progress and the fiscal year in which the project commenced in the following format to the end of the applicable project title for that project being relisted - (In-Progress FY).

Project Description:

- Enter a brief description written in a non-technical way that is understandable to the public and which includes some quantifiable measurement about the project (e.g. replace 5 culverts, repave/resurface 2 miles of road, restripe 1 mile of bike lanes, etc.). The description cannot exceed more than 150 words. *required
- Additional Project Elements *optional:
 - Check boxes for the inclusion of additional Technology, Climate Change and Complete Streets elements as described in SHC 2030(c)-(f).
 - Enter a narrative description of the additional Technology, Climate Change and Complete Streets elements. Text cannot exceed more than 150 words.
- Project Identification Number *optional
 - Provide the Local/Regional project identification number (if applicable). Please note that the online tool will also assign each proposed project an identification number. That number is not unique and will self-populate as the projects are entered. The number will only be consistent within that jurisdiction's submittal view and will change once aggregated with all other listed projects. Providing a unique project identifier is strongly encouraged.

Project Location:

- Please be as specific as possible (i.e. street names and project termini) so that the public can easily understand where in the city or county the improvements will take place. *required
 - Geolocation information such as project coordinates may be provided if available.²
 - In the event the project being listed does not yet have the project location(s) determined, often this is the case with annual city/county-wide maintenance projects the city/county could include the boundary roads and total number of

^{1,2} Additional and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.

roads maintained, or include the names of the communities within the location field that may get improvements as a result of the listed project.

- When locations have yet to be finalized and the locations listed or neighborhoods identified are only a rough estimate of areas to receive improvements, it is recommended the city/county provide a statement in the location field that clearly indicated the locations have yet to be finalized. Please see the following example, “The locations listed are an estimate and have yet to be finalized, all locations will be selected based on priority need and available resources throughout the year.” A statement such as this allows for the public to be adequately informed that the possible improvement locations may change based on need and feasibility.
- When a project listed is not related to a specific roadway location improvement (i.e. feasibility study, needs assessment, rehabilitation plan development, operational need, procurement of equipment or materials, etc.) the city/county will be allowed to provide city/county-wide instead of a specific location of work to be performed.

Legislative Districts:

- Enter the State Senate and State Assembly District(s) associated with the project location. More than one district can be entered if needed. This is a required field **and will be the basis used for the mapping feature on the Rebuilding California web-site (<http://rebuildingca.ca.gov/>), legislative districts must be verified by the submitting city/county prior to submittal. *required**

Proposed Schedule for Completion:

- Not every project submitted will be construction based. As such a project start and completion date should be based on the phase and project purpose being listed. *required
 - For construction projects enter the month and year that ~~the pre-contract award or construction work (if performed by own labor force) is anticipated to start and the construction are-work is anticipated to be complete,~~ not the date the contract is anticipated to close out. This is a required field.
 - For non-construction (i.e. design, feasibility studies, needs assessments, etc.) enter the month and year the project/phase is anticipated to start (i.e award or be assigned to own labor force) and complete (finalize).
 - For procurement/operational need activities (i.e. staffing, equipment, and materials for project delivery, etc):
 - The city/county should estimate the month and year the procurement/operational need activity is to begin and complete.
 - For annual recurring procurement/operational need items utilizing RMRA funds, this schedule listed should be based on fiscal year and this project should be relisted each year the funds will be used in this area of work.

Estimated Useful Life:

- Enter a minimum and maximum estimated useful life value in years. These values should be based on industry-standards as applicable and averaged based on the project in its entirety not based on each individual segment to be performed. *required

Estimated Total Project Cost:

- Enter an overall estimated total cost for the project. *optional
 - Should the city or county choose to provide this information it must be based on the entire cost of the project not just the RMRA fund amount anticipated to be used.

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Appendix B – Project Expenditure Reporting: Standard Format

To promote statewide consistency in the content and format of project expenditure information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, a standard project expenditure report format ~~is being developed and will be~~ made available in August 2018. A user guide and workshops via webinar were also made available at the time of product rollout. All relevant training materials are available: at <http://catc.ca.gov/programs/sb1/l srp/>.

Cities and counties are required to use the standard online format beginning with the Fiscal Year 2017-18 project expenditure report due October 1, 2018.

The project expenditure reporting tool was developed using the proposed project list submittals that the Commission received for Fiscal Year 2017-18 Program Funding Eligibility. For each year a city or county is deemed eligible and receives monthly Program funding apportionments, those cities and counties are required to provide an Annual Project Expenditure Report. The proposed project list submitted and reviewed by the Commission will be the basis for the report.

In addition to the fields and information outlined in Appendix A, the following type of information will identify the type and depth of the information that is required for the Annual Project Report. Cities and counties are required to provide specific project detail and expenditure amounts Completed and In-Progress projects. Cities and counties will also be requested to provide informational project priority status updates regarding the previously proposed projects listed that are neither In-Progress nor Complete:

Reportable RMRA Apportionments Received and Expenditure Activity Defined:

The Commission aligned the reportable accrual schedule period and reportable expended funds activity definitions with what is identified within the Controller’s Office annual Streets and Roads Report, also due October 1 each year.

- For the Fiscal Year 2017-18 Annual Project Expenditure Report, the Reportable RMRA Apportionments Received are to be based on what each city and county received between January 2018 and August 2018. These disbursements are based on the revenues collected by the State from November 2017 to June 2018.
 - Subsequent reporting years will provide Reportable RMRA Apportionments Received based on the SB1 revenues collected within the State Fiscal Year and disbursed to the eligible cities and counties from September to August each year.
- RMRA Reportable Expenditure Activity must cover the State Fiscal Year (July 1 – June 30) for a total of 12 months of reportable activity each year.
 - Expenditure Activity is to be defined as “goods received, services rendered, or work performed within the State fiscal year that incurred costs to be paid with RMRA funds.”
 - A city or county will report the costs incurred for those activities that took place within the State Fiscal Year and will be paid for with RMRA funds.
- Reporting the Use of RMRA Program Funds from Outer Years Prior to Accrual.

- Per SHC 2034(c) prior to receiving an apportionment of funds under the program an eligible city or county may expend other funds on eligible projects and may reimburse the source of those other funds when it receives its apportionment from the Controller over one or more years.
- The city/county will be required to provide the estimated annual apportionment for the applicable fiscal year in which those RMRA funds were borrowed, to the best of the city or county's ability.
- In the subsequent reporting year(s), a city or county will be required to account for the previously reported expenditure of that reporting year's RMRA apportionments, the fiscal year in which those funds were expended, and indicate the project that those funds were expended on.

General Information:

- Update Agency Contact Information *as needed
- RMRA Fiscal Year Estimated Apportionment *required
- Total RMRA Apportionment Received for Fiscal Year *required
 - The first cycle of the program was funded in a partial fiscal year, apportionments were disbursed monthly by the Controller from January 2018 to August 2018. RMRA apportionments received during that time are to be what is reported as the Total Fiscal Year 2017-18 RMRA Apportionments Received.
 - In order to align with the RMRA accrual schedule, each subsequent reporting year the Total RMRA Apportionment Received "Fiscal Year" is to be considered September to August.
- Total RMRA Funds Expended for Fiscal Year *required
 - Expenditure Activity must cover the State Fiscal Year (July 1 – June 30) for a total of 12 months of reportable activity each year.
 - Expenditure Activity is to be defined as "goods received, services rendered, or work performed within the State fiscal year that incurred costs to be paid with RMRA funds."
- RMRA Activity Summary *required
 - Cities and counties will be asked to provide a brief summary of RMRA funded project activity or inactivity for the FY. This provides cities and counties the opportunity explain any level of RMRA expenditure activity being reported.
 - Here is a sample summary for a city or county with limited or no RMRA expenditure activity to report "City/County of [redacted] banked the RMRA Fiscal Year 2017-18 Apportionments received in an effort to fund future critical need rehabilitation projects in upcoming years."
- Supporting Documentation *optional.
 - For Fiscal Year 2017-18 it is asked that the project list and adopted resolution be uploaded to the site again and any subsequent resolutions pertaining to the original list adopted should also be uploaded in all subsequent reporting years.

For Completed Projects Only:

- Project Status *required.
 - Must select "Complete" in order to report the required information.
- Project Phase *required.
 - The applicable Project Phase must be selected, cities and counties can select from Construction, Design, or Procurement/Operational Need.
- Labor Force Type *required.
 - Selection Options are External Bid and Own Labor Force.
- Labor Force Start (Month/Year) *required.
 - Once the Labor Force Type is identified, the Labor Force Start will be considered the project start or award date.
- Project Completion Date *required
 - Enter the month and year that the project was complete/operational.
- RMRA Funds Expended *required
 - Enter the amount expended on the project within the Fiscal Year only reflecting RMRA funds accrued within that year.
 - If future RMRA apportionments were expended, the city/county will be provided a space to indicate that exact expenditure amount and the Fiscal Year from which the funds were borrowed against.
- Total Overall Project Cost *required
 - Enter the Total Overall Project Cost that includes all source funds used, including RMRA.
- Total Project Cost Additional Information *required
 - Cities and counties are asked to indicate the amount and type of other funds expended on the project.
 - If the project was solely RMRA funded the city or county will confirm that in this field.
- Enter a minimum and maximum estimated useful life value in years.
 - These values should be based on industry-standards as applicable and averaged based on the project in its entirety not provided based on individual segment delivered. *required
- Project Details Update - Cities and counties must update the following project detail information in an effort to reflect what was completed *required:
 - Project Title
 - Project Location
 - Project Description
 - Legislative Districts
- Completed Project Outcomes *required

- Based on the Project Phase identified, cities and counties will choose from the applicable project outcomes and enter the relevant metrics (i.e. total miles paved/repaired, total number of ADA Ramps repaired or installed, type of design performed, equipment/materials procured, etc).
- Additional Project Elements *required
 - Cities and counties will select “Yes” or “No” as a way to indicate whether any of the four Additional Project Elements, identified by statute, were included in the project.
 - If yes, the city or county must select the applicable Additional Project Elements that the project included.
- Additional Elements Description *optional
 - Each city or county that included additional elements for a completed project is encouraged to describe them in this field.
- Photo Submissions (Completed Construction Only) *optional

The Commission would like to strongly encourage the submittal of before and after photos to the LSR@catc.ca.gov email. Submitted photos may be selected for the Commission’s Annual Report to the California Legislature. This is an opportunity for cities and counties to showcase their best roadway improvement accomplishments.

Photos that do not meet the following criteria will not be considered:

- Email Subject Line - Submittal must include the completed project’s title, that title must match what was reported in the Annual Expenditure Report
- A brief description of the photo with dates of the before and after images must be included
- High Resolution (at least 300 dpi) in JPEG, GIF, or TIFF file(s), No Mobile Device or Tablet Images
- Before/After photos were captured at the same time of day, from the same angle, and location, ideal if photos were taken in the morning and afternoon hours without any street or vehicle lights visible
- Must include Wide Angle Views
- No Close-Ups
- No Digital Date Stamps or Graphics on Images

For In-Progress Projects Only:

- In-Progress Project Status *required.
 - Must select “In-Progress” in order to report the required information.
- Project Phase *required.
 - The applicable Project Phase must be selected, cities and counties can select from Construction, Design, or Procurement/Operational Need.
- Labor Force Type *required.

- Select between External Bid and Own Labor Force.
- Labor Force Start (Month/Year) *required.
 - Once the Labor Force Type is identified, the Labor Force Start will be considered the project start or award date.
- Estimated Project Completion Date *required
 - Update the Estimated Completion Date as applicable.
- RMRA Fund Expended *required.
 - Enter the amount expended on the project within the Fiscal Year only reflecting RMRA funds accrued within that year.
 - If future RMRA apportionments were expended, the city/county will be provided a space to indicate that exact expenditure amount and the Fiscal Year from which the funds were borrowed against.
- Total Project Cost (All Source Funds Used, including RMRA) *required.
- Total Project Cost Additional Information *required –
 - Cities and counties will, at a minimum, use this field to indicate the amount and type of other funds expended on the project.
 - If the project was solely RMRA funded the city or county will confirm that in this field
- Project Details Update - Cities and counties must update the following project detail information in an effort to reflect what in “In-Progress” *required:
 - Project Title
 - Project Location
 - Project Description
 - Legislative Districts
- Additional Project Elements *required
 - Cities and counties will select “Yes” or “No” as a way to indicate whether any of the four Additional Project Elements, identified by statute, were included in the project.
 - If yes, the city or county must select the applicable Additional Project Elements that the project included.
- Additional Elements Description *optional
 - Each city or county that included additional elements in their completed project is encouraged to describe them in this field.

For All Remaining Proposed Project Priorities without RMRA Funds Expended:

- Project Status (Carried Over or Forecasted) *required.
- Project Phase (Construction, Design, Procurement/Operational Need) *required.
- Project Details Update - Cities and counties are urged to update the following information as needed:

- Estimated Project Schedule
- Estimated Useful Life
- Estimated Total Project Cost
- Project Title

- Project Description
- Project Location
- Legislative Districts
- Additional Elements

Please note that space will be provided for cities and counties to identify any project list changes resulting from the flexibility afforded by SHC 2034(a)(1) such as projects added, deleted, or replaced if applicable.

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