

ONLINE REPORTING TOOL INSTRUCTIONS

**for the
Local Streets and Roads Funding Program**

California Transportation Commission



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A. Proposed 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, a standard project list format and online submittal tool have been developed and must be the submittal method used.

This document 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 training materials providing instructions for use are available at <http://www.catc.ca.gov/programs/sb1/lsrcp/>.

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 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. 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)]. Project lists should, at a minimum, include any new projects to be funded with that fiscal year's apportionment and any projects previously listed that will continue to receive funding in that fiscal year (i.e. multi-year funded projects).

All cities and counties will have an opportunity to identify changes to their project list in a given fiscal year in the Annual Project Expenditure Report detailed in Section B. The nature/type of information that is included in the online intake tool is outlined below:

General Info for Project List Submittal:

The following fields are required unless otherwise noted:

- Agency (City or County) Name
- Agency Contact Name, Title, Email and Telephone
- Agency Address
- Support Documentation
 - Attach an electronic copy of the signed, executed adopted resolution documenting the agency's approval of the proposed project list presented at a regularly scheduled public meeting (additional information regarding support documentation is available in Section 9 of the Local Streets and Roads Funding Program Reporting Guidelines).
 - Electronic file formats accepted include .pdf, .doc/.docx, and .xls/.xlsx only. A brief description of the documents uploaded is required.
- Fiscal Year (automatically populated by the system)

The following fields are optional unless otherwise noted:

- Enter the Jurisdiction's Average Network Pavement Condition Index (PCI) and month/year of measurement.
- If a Jurisdiction's PCI is 80 or higher enter the Jurisdiction's Average Network Pavement Condition Index (PCI) and month/year of measurement.
- Additional Information¹. 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

The following fields are required unless otherwise noted:

Project Type:

- Select project-type from a drop-down menu based on RMRA priorities outlined in Section 8 of the Local Streets and Roads Funding Program Reporting Guidelines or "other".

Project Title:

- Enter a Project Title that easily allows the public to track and identify each project that is listed from year to year.
- Indicating a project is Multi-Year or Forecasted -
 - Forecasted – add Forecasted and the fiscal year in which the project is intended to take place (if anticipating to utilize that fiscal year's apportionments).
 - Multi-Year – add Multi-Year and the fiscal year in which the project was first listed through the fiscal year of delivery (if anticipating to utilize that fiscal year's apportionments).

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 300 words.
- Indicate Project Component:
 - Construction, Pre-Construction (i.e. environmental, design, right of way, feasibility studies, needs assessments, right of way, etc.), or Procurement/Operational Needs (i.e. staffing, equipment, and materials for project delivery, etc.).
- 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 300 words.

^{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.

- Project Identification Number (optional):
 - Provide the Local/Regional project identification number (if applicable). Please note that the online tool will assign each proposed project an identification number. Entering a unique project identifier for each project is strongly encouraged because the identification number assigned by the online tool is not unique.

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.
 - Geolocation information such as project coordinates may be provided if available.²
 - In the event the listed project does not have specific project location(s) determined, (often this is the case with annual city/county-wide maintenance projects) the city/county may include boundary roads and total number of roads maintained, or list identifiable communities within the location field reflecting the anticipated project area.
 - 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 that the locations have yet to be finalized. For example, “The locations listed are an estimate and have yet to be finalized.”
 - When a project listed is not related to a specific roadway improvement location (i.e. feasibility study, needs assessment, rehabilitation plan development, operational needs, procurement of equipment or materials, etc.) the city/county may state “city/county-wide”.

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 or county prior to submittal.

Proposed Schedule for Completion:

- Not every project submitted will be a construction project. As such, a project start and completion date should be based on the component and project purpose listed.
 - For construction projects enter the month and year that the project is anticipated to start and to be completed. If it will be an awarded contract, the estimated completion date should reflect the anticipated date construction will cease not the date a contract is anticipated to close out.

^{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.

- For pre-construction (i.e. environmental, design, feasibility studies, needs assessments, right of way, etc.) enter the month and year the project component is anticipated to start and be completed (finalize).
- For procurement/operational needs (i.e. staffing, equipment, and materials for project delivery, etc.):
 - The city/county should estimate the month and year the procurement/operational needs are to begin and be completed.
 - For annual recurring procurement/operational needs utilizing RMRA funds, the schedule listed should be based on the fiscal year and those projects should be relisted each year RMRA funds will be used.

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.

Estimated Total Project Cost: (optional)

- Enter an overall estimated total cost for the project.
 - 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.

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 will be made available in Summer 2018. A user guide and workshops via webinar will also be made available at the time the expenditure reporting feature is made available to the cities and counties. All related training materials will be made available at: <http://catc.ca.gov/programs/sb1/lsrcp/>.

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 lists submitted and reviewed by the Commission each year will be the basis for the report.

In addition to the fields and information outlined in Section A: Proposed Project List, the following information is required for the Annual Project Expenditure Report. Cities and counties are required to provide specific project detail and expenditure amounts for Completed and In-Progress projects. Cities and counties will also be requested to provide project status updates for the previously proposed projects for the reporting fiscal year that are neither In-Progress nor Complete:

Reportable RMRA Apportionments Received and Expenditure Activity Defined:

The Annual Project Expenditure Report will cover all RMRA expenditure activity from July 1 to June 30. The Commission aligned the reportable apportionment accrual schedule period and the reportable accrual of expenditures based on activity performed with the State Controller's 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.
 - In the subsequent reporting year(s), cities and counties 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 1 to August 31 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 and invoiced, or work performed within the State fiscal year that incurred costs that are to be paid with RMRA funds.”
- Reporting Other Funds Expended in Advance of Future Fiscal Year RMRA Apportionments.

- 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 State Controller over one or more years.
- The city/county must provide the estimated amount of other funds used within the fiscal year, for which the city/county expects to reimburse using future RMRA fiscal year apportionments.
- In the subsequent reporting year(s), a city or county will be required to account for the estimated reimbursement expenditure amount in that reporting year, the fiscal year the estimated reimbursement amount was reported, and the project associated with the expenditure.

General Information:

The following are required unless otherwise noted:

- Update Agency Contact Information (as needed).
- RMRA Fiscal Year Estimated Apportionment.
- Total RMRA Apportionment Received for Fiscal Year.
- Total RMRA Funds Expended for Fiscal Year (July 1 to June 30).
- RMRA Activity Summary.
 - Cities and counties will be asked to provide a brief summary of RMRA funded project activity or inactivity for the Fiscal Year.
- Supporting Documentation (optional).

For Completed Projects Only:

- Component.
 - The applicable “Component” must be selected, cities and counties may select from Construction, Pre-Construction (i.e. Environmental, Design, Feasibility Studies, Needs Assessments, Right of Way, etc.), or Procurement/Operational Needs.
- Project Award Date (if applicable).
- Project Start Date.
- Project Completion Date.
 - Enter the month and year that the project was complete/operational.
- RMRA Funds Expended.
- Total Overall Project Cost.
 - Total Project Cost Additional Information.
- Enter a minimum and maximum estimated useful life value in years.
- Project Details Update - Cities and counties must update the following project detail information in an effort to reflect what was completed:

| | |
|-----------------------|-------------------------|
| ○ Project Title | ○ Project Location |
| ○ Project Description | ○ Legislative Districts |

- Completed Project Outcomes.
- Additional Project Elements.
 - Additional Elements Description (optional)
- 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:

- Component.
- Project Award Date (if applicable).
- Project Start Date.
- Estimated Project Completion Date.
- RMRA Fund Expended.
- Total Project Cost (All Source Funds Used, including RMRA).
 - Total Project Cost Additional Information.
- Project Details Update - Cities and counties must update the following project detail information in an effort to reflect what is in "In-Progress":

| | |
|-----------------------|-------------------------|
| ○ Project Title | ○ Project Location |
| ○ Project Description | ○ Legislative Districts |
- Additional Project Elements Identified.
 - Additional Elements Description (optional)

For All Remaining Proposed Projects without RMRA Funds Expended:

- Project Status.
- Component.
- Project Details Update (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.