Local Streets and Roads Funding Program - Fiscal Year Funding Eligibility

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Local Streets and Roads Funding Program

Technical Training Objectives

- Program Roles and Responsibilities

- Fiscal Year Program Schedule

- Fiscal Year Funding Eligibility

- Proposed Project List Submittal

- CalSMART

- Frequently Asked Questions

- Resources

Program Roles and Responsibilities

California Transportation Commission (Commission):

- Develop and adopt LSR Program Reporting Guidelines.

- Receive and Review Proposed Project Lists and Expenditure Reports from Cities/Counties.

- Adopt and transmit a list of Cities/Counties eligible to receive Road Maintenance and Rehabilitation Account (RMRA) apportionments to the State Controller's Office (SCO).

- Aggregate and provide statewide program information to the Legislature annually.

- Post on the Commission's website, the project lists submitted by those Cities/Counties that received fiscal year eligibility.

Program Roles and Responsibilities

Cities and Counties:

- Develop and submit an adopted list of projects to the Commission each fiscal year to receive funding eligibility.

- Develop and submit an expenditure report to the Commission each fiscal year.

State Controller's Office:

- Apportion and disburse RMRA funds to cities and counties consistent with the list adopted and transmitted by the Commission.

- Oversee other local government spending requirements, including Maintenance of Effort reviews and determinations.

FY 2022-23 Program Schedule
(New Schedule adopted 2021)

- July 1st
  - Initial List of Projects Proposed for FY Funding Due
- August - Commission Meeting
  - Commission Action to Adopt Initial List of Eligibility
  - Transmit adopted list to State Controller prior to August 31st
- September 30th
  - Subsequent List of Projects Proposed for FY Funding Due
- October - California Transportation Commission Meeting
  - Commission Action to Adopt Subsequent List of Eligibility
  - Transmit adopted list to State Controller that month
- December 1st
  - Annual Expenditure Report Due

Fiscal Year Funding Eligibility

By **July 1st**, (11:59 p.m.) Cities and Counties MUST :

- **Upload** a copy of the executed resolution and project list adopted for that fiscal year in CalSMART.

- **Create** the list of projects proposed and adopted for fiscal year funding in CalSMART.

- **Submit** the uploaded documents and list for Commission review.

If the above is not done by July 1st, Cities and Counties will have the opportunity to establish Subsequent FY Eligibility by submitting the required information in CalSMART on or before September 30th.

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Fiscal Year Funding Eligibility – Adopted Resolution

- MUST be specific to the upcoming Fiscal Year RMRA funds.
  - Not a part of another budgetary action or project adoption.
- MUST include statutorily mandated assurances.
  - Funds will be used in accordance with statute; and
  - City/County will abide by the mandated eligibility and reporting requirements.
- MUST include statutorily mandated project detail.
  - Project Description, Location, Useful Life, Est Schedule (Start-End).
- MUST include date adopted and signed by someone with official signatory authority on behalf of the city or county.

Fiscal Year Funding Eligibility – Proposed List of Projects

- The list of projects proposed should only identify those projects that are intended to utilize the upcoming FY's RMRA Apportionment.
  - Newly proposed projects; and/or
  - Previously proposed and adopted projects (often referred to as multi-year funded projects).

- The list of projects MUST be adopted and submitted to the Commission each year.

DO NOT resubmit the prior year's adopted resolution and list. The list and resolution must be current.

Fiscal Year Funding Eligibility – Proposed Project Detail

The adopted list of projects MUST include the following detail for each project listed:

- Proposed Project Description:
  - Briefly describe the work to be performed based on the component/phase that will be funded with RMRA.

- Project Location(s)
  - Citywide/Countywide is only acceptable for Procurement/Operational needs projects or Pre-Construction phase for those projects with the location not yet identified.
  - Location detail should, at a minimum, describe the neighborhood or area in which the work will be performed.

Fiscal Year Funding Eligibility – Proposed Project Detail (Continued)

- Proposed Schedule for Completion:
    - Based on the phase/component being funded with RMRA
    - Provide the month and year for the estimated project start and completion.

- Estimated Useful Life of Improvement:
    - Provide the average useful life for the work that will be performed.

*Project lists adopted by resolution and submitted to the Commission **without** the mandatory project detail will be determined as noncompliant and incomplete. The city/county will be given a corrective action plan indicating a resubmittal due date.
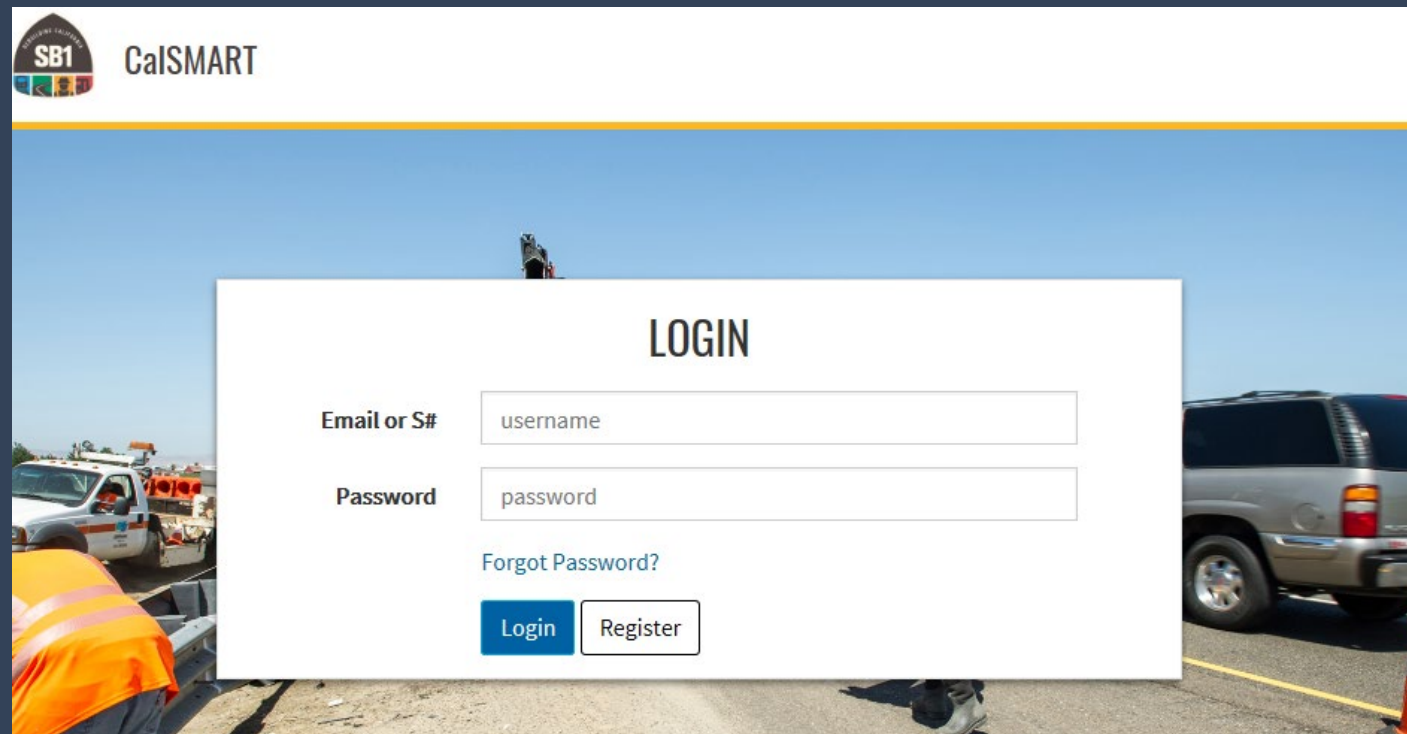
Fiscal Year Funding Eligibility – Tips

- Review the Funding Eligibility Checklist that is provided in CalSMART under the "Help & Resources" tab. It provides the following:
  - RMRA funding purpose and eligible project detail
  - Resolution requirements
  - Project list requirements
  - Draft Resolution
- If the resolution and list won't be adopted prior to July 1st, contact the Local Streets and Roads Program Staff immediately via LSR@catc.ca.gov
- Prior to taking the resolution and proposed project list for adoption, the Local Streets and Road Program Staff are available for initial review and feedback.

California State Multi-Modal Application and Reporting Tool – CalSMART

CalSMART

CalSMART is the <u>only</u> submittal method accepted for the adopted list of proposed projects.

- CalSMART will open Friday, April 22 at 8 a.m. and will remain open until July 1, 2022.

- If <u>NOT</u> registered, go to the CalSMART website to create an account.

- Each agency can have multiple registered users.

CalSMART Login

- Current CalSMART Users, login using the email used to register and password created.
  - Account locks after 3 failed login attempts.
  - Reset password after 2nd failed attempt.
  - If account is locked, send an email to LSR@catc.ca.gov to request an account reset, user must reset the password.

  https://calsmart.dot.ca.gov

CalSMART Registration

Select the "Register" button on the CalSMART login page.

- Select the Local Streets and Roads Program.

The following program registration options are <u>not</u> a part of the Local Streets and Roads Program:

- State of Good Repair Program

- Other SB1 Funding Program (Quarterly Report)

- ePPR

REGISTER

CalSMART access is restricted to State and Local Government Authorized Personnel only. This is not a public database. Registration is subject to approval.

Please fill out the form to register for an account.
All fields are required

First Name

Last Name

Email

Phone Number

Job Title

Agency (type to filter list)

Nothing selected

Programs

☐ Local Streets and Roads Program (LSR)
☐ State of Good Repair Program (SGR)
☐ Other SB1 Funded Programs (SB1)

Password

Confirm Password

Passwords must be between 8 and 64 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one symbol (!@#$%^&)

Submit

Registration Confirmation
Registration Form Submitted

Registration Form Submitted

Registration submitted successfully. You should receive an email soon containing a confirmation link. Please click the link to confirm and activate your account.

Account Request Email

Account Request Received [Inbox ×]

Cal SMART Notification <no-reply@dot.ca.gov>   9:20 AM (1 minute ago)
to me

Hi Elika,

You (or someone claiming to be you) have completed the first step in creating a CalSMART account with this email address.

If you made the request, please click here to continue the registration process.

Please note, you will not be able to create, edit, or view submittals, expenditure reports, or progress reports until your access has been approved by program administrators. If you have any questions as to the status of your account, please email appropriate program staff using the following:

Local Streets and Roads Program (LSR): LSR@catc.ca.gov
State of Good Repair Program (SGR): SB1SGRcomments@dot.ca.gov
Other SB1 Funded Programs (Progress Reporting): sb1.progress.reports@dot.ca.gov

Registered Email Verified

Your email address has been verified and your account request will be reviewed by a program administrator. Once reviewed, you will receive an email regarding the status of your account. Thank you.

Account Request Email

Cal SMART Notification <no-reply@dot.ca.gov>
to me

Hi Elika,

Your request for access to the Local Streets and Roads Program in CalSMART has been approved. Click here to login.

Program Selection on Dashboard

Please select a program to enable Project Submittal and Reporting Functions

Dashboard

Alicia Smith
City of Burbank

Current Program:

My Profile

Once logged in, select the Local Streets and Roads Program

A message will appear once the program is selected from the dropdown.

You are now working in Local Streets and Roads Program

Program Selection on Dashboard

If a user isn't registered under the selected program, they can request program access.

"Program Access Request" confirmation.

Access Request has been submitted for Program: Local Streets and Roads Program

The following message will be sent once approved.

CalSMART Dashboard

Dashboard - Program Message

Dashboard

Alicia Smith

Current Program:

Local Streets and Roads Program

The Local Streets and Roads Program is currently accepting Proposed Project List Submittals for Fiscal Year 19/20 Funding Eligibility until May 1, 2019

Fiscal Year Proposed Project List Submittals

Expenditure Reporting

My Profile

Help & Resources

Program Cycle Notifications

- Current Program Cycle Accepted & Due Date, or

- Program Cycle Closed and Edits Upon Request Until…, or

- All Program Cycles Closed, No Edits Allowed

Dashboard - Help & Resources Tab
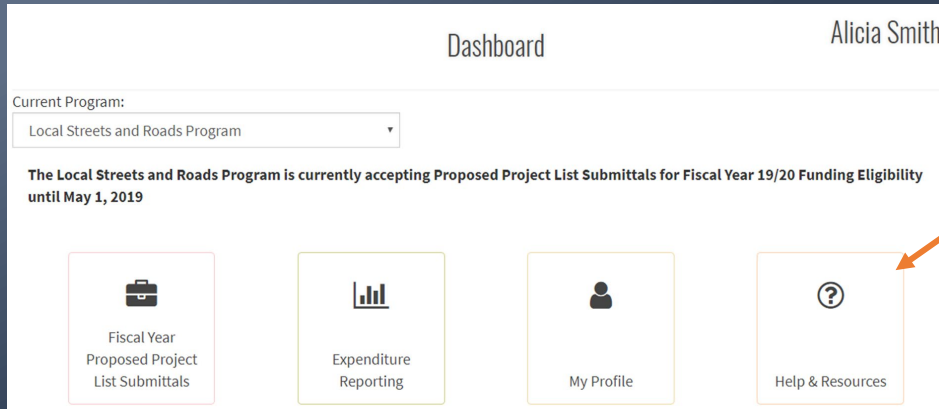
Help & Resources Tab:

- Checklist
- Helpful Tips
- Trainings
- Report Guidance
- Schedule
- Instructions

Resource Benefits:

- All documents are PDF.
- Continuously updated training and program cycle materials.
- All relevant technical guidance documents are on one page within the system.

Create Fiscal Year Proposed Project List Submittal

Create a Proposed Project List Submittal in CalSMART

Step 1:

Select – Fiscal Year Proposed Project List Submittals.
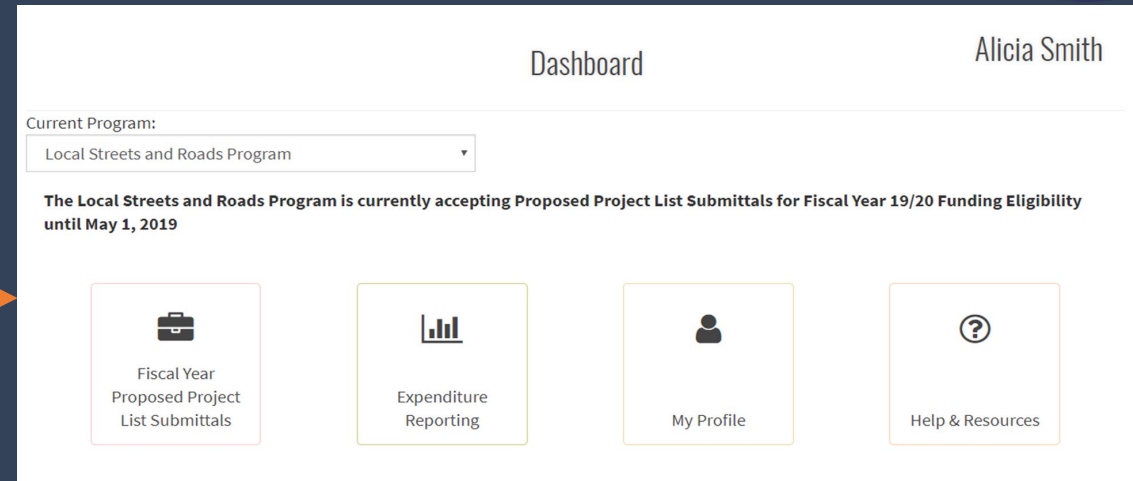
Step 2:

Select – Create Fiscal Year Proposed Project List Submittal.
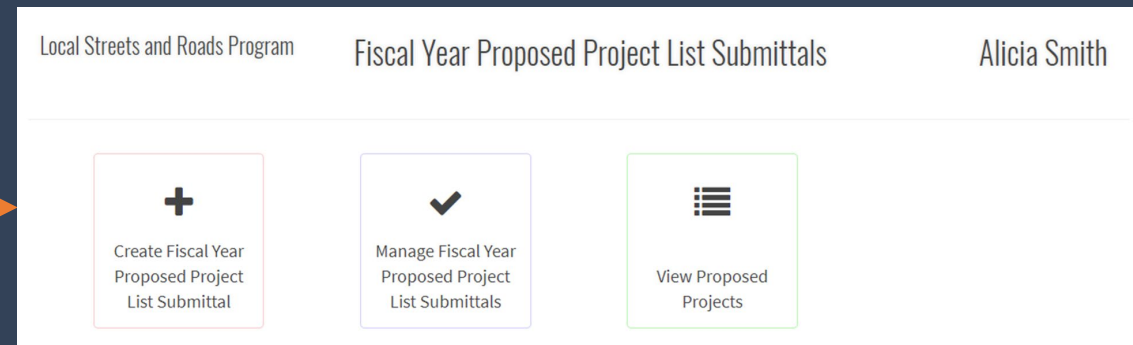
Current Project List Submittal - Submittal Already Created

A Dashboard Pop-up will appear indicating the City/County has already created/initiated a FY Project List.

- Follow the message instruction and click "here".
- The user will be taken to the "Manage Submittals" page.
- Current Submittal Package will be accessible.
- Previous Submittals will also be viewable.

AGENCY FUNDING ELIGIBILITY INTAKE FORM

There are no programs accepting new submittals from Calaveras County. Either this agency has already created submittals for all programs, or the deadlines have expired.

Click here to view your agency's submittals.

If you need additional assistance, please Contact CTC.

Proposed Project List Submittal – Agency Intake Form

Step 3:

This form will autofill based on the last agency intake submittal detail entered.

- Greyed out fields are for CTC reference and not editable.

- Remaining fields are editable and should be updated if needed.

Proposed Project List Submittal – Agency Intake Support Documentation

Continue Step 3:

A description of the Support Documents are required.

Funding for Fiscal Year: FY 19/20

Support Documentation* ?

Please briefly describe the support documentation being provided

Select Files to Upload* ?

pdf, doc/docx, and xls/xlsx only

[Browse...] No files selected.

A copy of the Executed Resolution and Project List must be uploaded in order to move on to project listing in the submittal package.

Proposed Project List Submittal – Re-list Previously Reported Projects

Step 4:

Cities/Counties have the option re-list projects reported on in the expenditure report and/or proposed project list submittal from the previous fiscal year.

PREVIOUSLY REPORTED PROJECTS

Q: When should I "Re-list" a previously proposed or reported project?

A: Re-listing should ONLY occur for projects that are intended to utilize FY 19/20 RMRA funds, this includes using FY 19/20 RMRA funds to reimburse local funds spent to advance a project prior to receiving the RMRA apportionments.

Q: What if a project needs to be re-listed and appears in both the FY 17/18 Expenditure Report and FY 18/19 Proposed Project List?

A: If a project that will be re-listed appears on both lists, re-list the project from the Expenditure Report as it is the most current detail provided and will reflect the original year it was proposed.

Proposed Project List Submittal – Re-list Previously Reported Projects

Continue Step 4:

If a previously reported/proposed project is intended to utilize the upcoming FY RMRA Funds, select "ReList" from projects detailed below. Once the project detail is updated it will be added to the Proposed Project List and saved.

"Skip to Add New Projects" if no projects are to be relisted.

Step 5: Proposed Project Detail Entry

Proposed Project Detail – General Information

- Project Title (Required)
  - Project ID (Optional)
- Project Type (Required)
- Priority Status & Fiscal Year (Required) –Select from New, In-Progress, Carried Over, Forecasted, or Complete
  - If re-listed from the Expenditure Report, the Priority Status will autofill.
- Fiscal Year in which the project was Proposed
  - If re-listed from the Expenditure Report, the Fiscal Year will autofill.

Local Streets and Roads Program		
Submittal	**Submittal Status**	**Project Status**
LSR-C7-FY19/20-5930-001	PENDING	PENDING

*Project Title		Project ID (if any)

*Project Type ⓘ	If "Other" is selected, please explain ⓘ	*Priority Status	Fiscal Year
▾		▾	

Proposed Project Detail –
Project Component

Project Component (Required):

- Select a Component/Phase that the RMRA funds will be used to support.
  - Pre-Construction is the page default.
  - Project re-listed from the Expenditure Report will reflect the same component reported.

- Pre-Construction and Construction, dual component option.
  - Users can now identify if a project will use RMRA funding in both its Pre-Construction and Construction.

*Project Component

- Pre-Construction
- Construction
- Pre-Construction and Construction
- Procurement/Operational Needs

Proposed Project Detail – Project Description

A Project Component selection will trigger the "Project Description" list to populate. (Required)

- Select ALL description terms that apply to the proposed project for the component selected.
- "Other" and "Additional Information" can be selected to add text when needed.

Proposed Project Detail – Legislative, Useful Life, Cost

	Legislative Districts		Estimated Useful Life		Estimated Total Project Cost
*State Senate	*State Assembly		*Min	*Max	(ALL project funding including RMRA)

Legislative Districts (Required)
- Indicate what Senate & Assembly Districts the project will occur in.

Estimated Useful Life (Required)
- Minimum and Maximum for project in its entirety.

Estimate Total Project Cost (Optional)
- All funding sources, not just RMRA

Proposed Project Detail – Project Location

Project Location (?)

Provide identifiable area of City/County. Encouraged to include "Locations are estimates not yet final"

Project Location (Required)

- Generalized locations of work accepted.

- Avoid Citywide and Countywide

  - Pre-Construction or Procurement/Operational Needs Projects may be allowed.

- Maintenance Zone without identifiable locale description not allowed.

- 500 Character Limit in Text Box

Proposed Project Detail – Estimated Schedule based on Component

Component

- Pre-Construction

- Construction

- Pre-Con & Con

- Procurement/ Operational Needs

Estimated Schedule (Required)

Pre-Con Schedule

*Est. Start	*Est. Completion
mm/yyyy	mm/yyyy

Construction Schedule

*Est. Start	*Est. Completion
mm/yyyy	mm/yyyy

Pre-Con Schedule | | **Construction Schedule** |

*Est. Start	*Est. Completion	*Est. Start	*Est. Completion
mm/yyyy	mm/yyyy	mm/yyyy	mm/yyyy

Est. Schedule

*Est. Start	*Est. Completion
mm/yyyy	mm/yyyy

Proposed Project Detail – Additional Project Elements

Additional Project Elements (Required)

- Choose from either
  - Yes, No, or To Be Determined

- If Yes or To Be Determined:

  - An additional element must be identified.
  - A description of the elements selected can be added.(Optional)

Additional Project Elements ⑦

Does project include element(s) as described in SHC 2030 (c)-(f)?

[▼]

Description of Elements (optional)

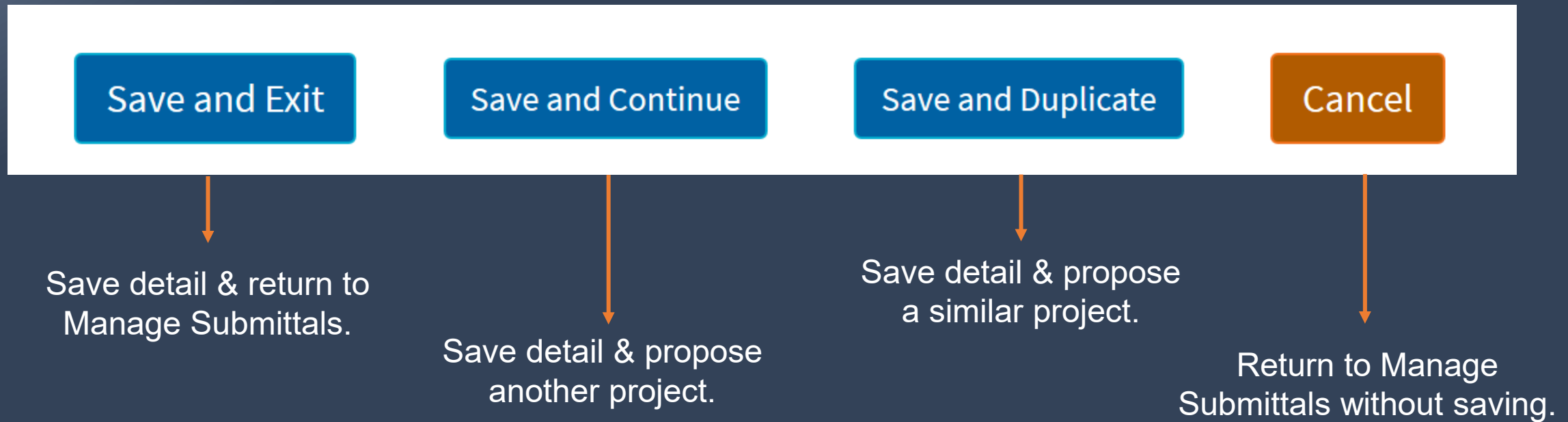☐ **Sustainability** ⑦   ☐ **Technologies** ⑦
☐ **Climate Change** ⑦   ☐ **Complete Streets** ⑦

Proposed Project Detail – Save and …

Once all of the required project detail has been entered, the user has the following options:

| Save and Exit | Save and Continue | Save and Duplicate | Cancel |

Save detail & return to Manage Submittals.

Save detail & propose another project.

Save detail & propose a similar project.

Return to Manage Submittals without saving.

Manage Submittal Page Features – Finalize and Submit for Review

Manage Submittals Page – Access from Program Dashboard

Select – Fiscal Year Proposed Project List Submittals.
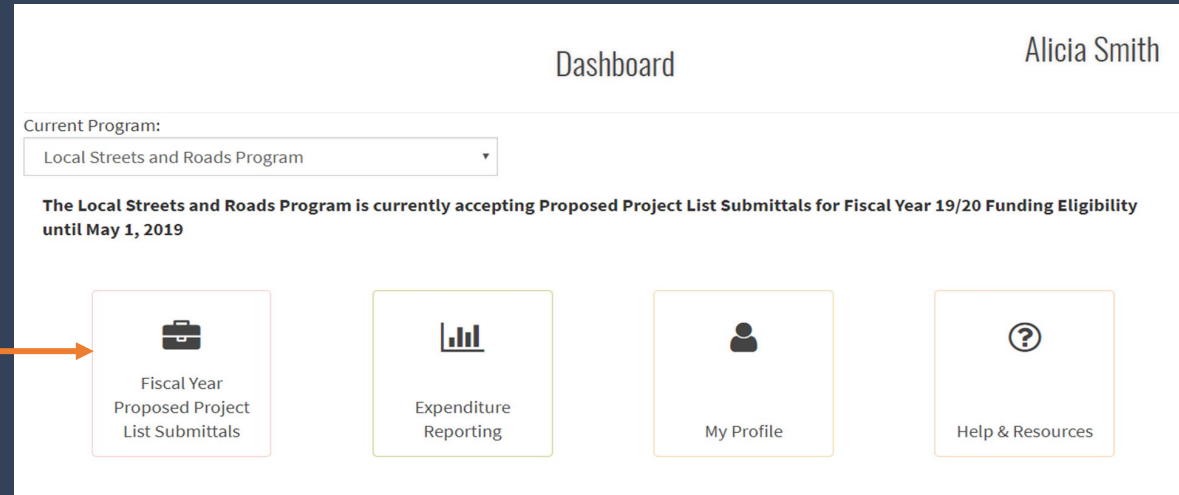
Select – Manage Fiscal Year Proposed Project List Submittals.

Select – View Proposed Projects.

Project List Detail View –
Edit or Restore Projects

Select the Proposed Project Number to open a project created in the submittal. Once open, you can unlock the edit feature and even restore a deleted project.

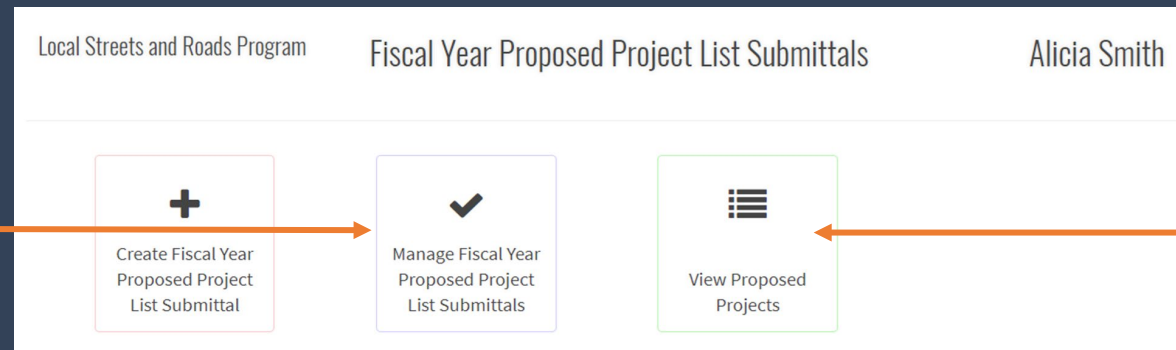# Project List Detail View –
Edit or Restore Projects

Select Edit to unlock the Proposed Project Detail.

Select "Restore Deleted Project" to return the project back to the proposed project list. The project will now be visible in the Manage Submittals page.

Project List Detail View – Undo Re-listed Project

Additional Project Elements ⓘ
Does project include element(s) as described in SHC 2030 (c)-(f)? [Yes ▾]   **Description**

☑ **Sustainability** ⓘ   ☐ **Technologies** ⓘ
☑ **Climate Change** ⓘ   ☑ **Complete Streets** ⓘ

Relisted from Expenditure Report

Reporting Year	RPNo	Project Title	
17/18	RP001	Sidewalk Repair for Handicap Accessibility	Undo

Scroll to the bottom of the page and select "Undo" for the project that had been relisted.

By selecting "Undo" the project will be restored to the "Re-List Project from Previous FY" page, making it available for relisting once again.

Manage Submittals Page –
Access Each Submittal Package Created

Manage Submittals Page will default to oldest submittal recorded.

- When a closed submittal cycle is selected a message bar will appear at the top of the page stating, "This submittal has been accepted. Edits are no longer allowed in CalSMART."

- Only the submittal package for the current cycle will be accessible for edits and to submit for review.

Manage Submittals Page –
Identifying the Active Submittal Cycle Package

A created submittal that has not been sent for review will be visible in the "Manage" page. The submittal will have a "Pending" icon.

Manage Submittals Page –
Edit Agency Intake Details and Documents

Agency Intake Form Edits:

- Click the icon next to each field an edit is required.

- Select "View Files" to Update/Replace Support Documents. The following window will appear:

Manage Fiscal Year Proposed Project List Submittals

LSR-C7-FY19/20-5930-001   LSR 2019-20

Program	Address ✎	Date Created	Date Submitted	Date Approved
Local Streets an... Program	1120 N St	03/20/2019	03/26/2019	03/26/2019

Address ✎
1120 N St

Contact ✎
Staff

	State	Zip Code ✎
ramento	CA	95814

Contact ✎
Staff

Title ✎
test

Phone ✎
(123) 345-6789

Email ✎
alicia.sequeira@catc.ca.gov

[View Files] [Create PDF]

LSR Schedule Final Updated 19.20.pdf
127 KB

Total Size: 0.12 / 30 MB

Upload Files

[Browse...] No files selected.
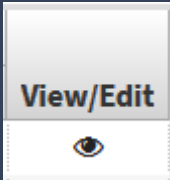
Manage Submittals Page – Review/Edit Project List Detail

The Project Preview Pane is a condensed view of the project detail entered.

Select the **View/Edit** 👁 icon to open the listed project detail and make edits.

PROJECTS   Expand ⌃

| ID ↑ | Title | Component | Description | Location | Estimated Schedule | | Useful Life | | View/Edit |
					Start	Completion	Min	Max	
PP002	Countywide Chip…	Construction	Chip Seal 1.04 mi…	Adams Court (.06 …	02/2019	06/2019	10	15	👁
PP003	lions and tigers	Pre-Construction	This project will i…	hij	05/2019	06/2019	1	1	👁

Re-List Project from Previous FY   **Add New Project**

Select **Re-List Project from Previous FY** to view projects previously proposed and reported on for possible re-listing.

Select **Add New Project** to add additional projects to the list.

Manage Submittals Page –
Submit for CTC Review

When ready, submit for CTC review.

Submit for Review

A submittal package under review by the CTC will show the following icon:

LSR-C7-FY19/20-5930-001

Agency Name

Confirm submittal.

- All edits will be locked unless the submittal is returned by the Commission for edits.

Manage Submittals Page –
Returned Submittal Package

Submittal Package Return:

- Incomplete or noncompliant submittal package returned by CTC.

- Submitting agency has requested the package be returned for additional edits prior to the eligibility determination.

- Returned Submittal Package will have the following icon:

LSR-C7-FY19/20-5930-001

Agency Name

Returned submittal packages will be explained in an email to the agency.

CN CalSMART Notification <no-reply@dot.ca.gov>   Sequeira, Alicia N@CATC; + 1 ▾   1:39 AM

SB1 Project Proposal Returned

Retention Policy   Enforced: Inbox 120 day (4 months)   Expires   7/24/2019   ⌄

Your SB 1 Local Streets and Roads Program Funding Proposed Project List Submittal was returned by CTC for the following reason(s):

Upon review, the California Transportation Local Streets and Roads Program Team have noted the following areas needing correction: - A - B Please make the necessary changes by ... in order to receive eligibility determination.

Please make any necessary corrections and resubmit. If you need assistance please contact program staff at lsr@catc.ca.gov.

Thank you

Manage Submittals Page –
Submittal Package Accepted

Agency users will receive a "Submittal Accepted" email.

From: CalSMART Notification <no-reply@dot.ca.gov>
Sent: Tuesday, March 26, 2019 1:52 AM
To: Sequeira, Alicia N@CATC <alicia.sequeira@catc.ca.gov>; aliciasequeira@yahoo.com
Subject: SB1 Local Streets and Roads Program – Submittal Accepted

This email serves to notify you that your SB 1 Local Streets and Roads Funding Proposed Project List Submittal for FY 19/20 has been reviewed and deemed complete by Commission staff.

Your agency will be placed on the list of cities and counties that are eligible to receive SB 1 Local Streets and Roads funding in FY 19/20 from the State Controller. The Commission will adopt this eligibility list and transmit it to the State Controller by July 1, 2019. A record of this transmittal will be available on the Commission's Local Streets and Roads Program website

At this time, no further action on your part is required. Your first monthly apportionment of FY 19/20 funds from the State Controller is expected by mid-September, 2019.

If you have any questions regarding your eligibility determination please contact LSR@catc.ca.gov

Manage Fiscal Year Proposed Project List Submittals

LSR-C7-FY19/20-5930-001 · LSR 2019-20

Program	Agency	Date Created	Date Submitted	Date Approved
Local Streets and Roads Program	Calaveras County	03/20/2019	03/26/2019	03/26/2019

Address		City		State	Zip Code
1120 N St		Sacramento		CA	95814

Contact	Title
Staff	test

Phone	Email
(123) 345-6789	alicia.sequeira@catc.ca.gov

View Files **Create PDF** **Submit for Review**

Agency users can create a PDF record that includes the date created, submitted, and accepted.

Frequently Asked Questions

Q. We are re-listing the same projects from last fiscal year, do we still need a new resolution?

> A. Yes. Per [Streets and Highways Code (SHC) Section 2034](#), a resolution and project list must be adopted each fiscal year the RMRA funding is sought.

Q. Can we use the Capital Improvement Plan (CIP) adopted for the coming fiscal year as the proposed project list?

> A. No. The resolution and adopted project list are intended to clearly identify the projects that are intended to use fiscal year RMRA funds. Using the adopted CIP will often identify more projects than intended to be RMRA funded. CIP adoption is not always done annually and will likely not include all of the proposed project detail required in statute.

Frequently Asked Questions

Q. When can I access the Proposed Project List Submittal feature in CalSMART?

A. The CalSMART system will open Friday, April 22nd and will close July 1st for initial eligibility.

Q. We have changes and status updates for previously proposed projects, can I make those changes now?

A. Updates or changes to projects previously proposed must be recorded in the Annual Expenditure Report due December 1st.

Frequently Asked Questions

Q. If I re-list a project for the upcoming fiscal year, do I need to still report on it in the Annual Expenditure Report for the current year?

> A. Yes. Re-listing a project is only indicating the project will receive that fiscal year's RMRA apportionment. Project activity, expenditures, and outcomes will not be captured when re-listing.

Q. What is the current status of the MOE requirement?

> A. Any questions regarding MOE can be directed to the State Controller's Office.

Frequently Asked Questions

Q. What happens if we miss the July 1st Submittal due date?

A. CalSMART will close at 11:59 p.m. on July 1st. Submittal edits will be accepted through August 1st. CalSMART will begin accepting "Subsequent Submittals" upon the Commission adoption of the Initial List of Eligible Cities and Counties around August 30th. Subsequent List Submittals received, in CalSMART, on or before September 30th may achieve fiscal year eligibility.

Resources

- California Transportation Commission:
  - [Local Streets and Roads Funding Program](#)
  - [Local Streets and Roads Funding Program Reporting Guidelines](#)
  - [CalSMART Login](#)
  - Statute – Streets and Highways Code Chapter 2, Division 3, [Sections 2030-2038](#)

- State Controller's Office:
  - SB1 RMRA Funding [Frequently Asked Questions](#)
  - SCO's [2018 Guidelines Relating to the Expenditures of Gas Tax Revenues for Cities and Counties](#)
  - SB 1 LSR Year-to-Date Payments for [Cities](#) and [Counties](#)

Resources

- League of California Cities:
  - [League of California Cities](#)
  - SB 1 LSR funding [projections](#)

- California State Association of Counties:
  - [California State Association of Counties](#)

- California Local Government Finance Almanac:
  - [California Local Government Finance Almanac](#)

- California Workforce Development Board:
  - [California Workforce Development Board](#)

Thank You

All questions regarding the Local Streets and Roads Funding Program, should be sent to the LSR@catc.ca.gov inbox.