Per Streets and Highways Code Section 2034(b) each fiscal year in which a city or county receives an apportionment of Road Maintenance and Rehabilitation Account Local Streets and Roads Program Funds shall, submit a report to the Commission detailing the expenditure of those funds within the fiscal year. At a minimum, the report is to include in progress and completed projects for which program funds were expended. The Annual Project Expenditure Report must include a project description, location, amount of program funds expended, date of completion or estimated completion, and if applicable, the estimated useful life of the improvement.

The 2019 Local Streets and Roads Funding Program Reporting Guidelines and reporting criteria reference document “Online Reporting Tool Instructions” require those cities and counties which received fiscal year apportionments to include a status update on all projects proposed for that fiscal year’s funding eligibility. In addition, cities and counties are to include any proposed project list changes that occurred throughout the fiscal year, within the Annual Project Expenditure Report.

To promote statewide consistency in the content and format for the 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 was made available on August 31, 2018.

All related reporting and program training materials, access to CalSMART, and the adopted 2019 Program Reporting Guidelines are available on the Local Streets and Roads Program website.

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

The project expenditure reporting tool, CalSMART, 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 regardless of the amount of program funds expended.

For questions regarding the Annual Project Expenditure Reporting criteria email Alicia Sequeira Smith, Local Streets and Roads Program Manager at Alicia.Sequeira@catc.ca.gov.

All questions or requests for technical assistance regarding the online reporting system CalSMART, email the Local Streets and Roads Program inbox at LSR@catc.ca.gov.
Step 1 – Register/Log into the CalSMART Reporting Tool. If you have already registered into the system when it was referred to as the “SB1 Program Project Intake Tool”, the account information has been transferred and the user does not need to register again.

Below is the CalSMART reporting system link.
https://calsmart.dot.ca.gov/login/auth

Step 1(a) - Register User

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)
- Password
- Confirm Password

The email entered in this field will be the username for the account created and the security verification method used prior to approving the account.

Each email registered is only allowed access to one agency. If a consultant is accessing the system on behalf of multiple agencies, they will need to use a different email for each.
Step 1(b) - Registration Confirmation and Completion

Prior to being granted access to the system each registrant will receive an email to verify their account request. In order for the Administrator to receive your registration request and approve you in the system you must click the “here” link in the email. *DO NOT ATTEMPT TO LOGIN AFTER CLICKING THE LINK

Hi “Registrant’s First Name”

You (or someone claiming to be you) have completed the first step in creating an SB 1 Programs Project Intake Tool account with this email address.

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

Please note, DO NOT attempt to login until you have received an “Account Approved” email from us. Attempting to login before you receive this email could lock your account. If you have any questions as to the status of your account approval please email CTC@catc.ca.gov

Step 1(c) - Account Approval

Once the “Administrator” has approved your account you will receive the following email. You will now have “Login” access to the system.

Hi Elika,

Your SB1 Programs Project Intake Tool account has been approved. Click here to login.

Step 2 – Once registered and successfully logged into the CalSMART Site you will be taken to the system “Dashboard”. Select the “Reporting” Tab.
Step 3 – Select the “Create Expenditure Report” Tab.

Step 4 – New Expenditure Report
Update all agency contact information as necessary. Agencies will enter the actual Fiscal Year Apportionment Amounts Received and Expended in this form. Reporting fields in red on the expenditure specific detail required.

If no funds expended enter 0.

Select “Save and Continue” when complete. You will then be taken to the “Project Reporting” list. This is a replica of the “Original Proposed Project Lists” submitted by each City/County.
Step 5 – Project Reporting
The “Project Reporting Page” will generate once “Step 4” is completed. Below is a replica of the “Proposed Project List” for the reporting fiscal year. Each project that appeared on the Proposed Project List must be accounted for prior to submitting the report. The system will not allow a user to submit until all projects are accounted for and the required information is provided. The agency can initiate the proposed project detail reporting by selecting a project or projects. The reporting actions below (Report, Consolidate, Split, and No Longer RMRA Funded) will become active once, at least, one project from the list is selected.

![PROJECT REPORTING]

Step 5(a) – Reporting Actions (Report, Split, and No Longer RMRA Funded)
Selecting a single project allows one of the designated reporting actions to be selected, initiating the project specific expenditure report.

![If “Split” is selected the message appears]

Select “Report” – when the original proposed project listed is to be reported on without needing to be consolidate, split, or removed as it is no longer RMRA funded.
Select “Split” – If the original project listed was split into two or more projects for development or delivery. (i.e. Project listed as construction but all work and expenditures in the FY were for the “pre-construction” component.)
Select “No Longer RMRA Funded” – When a Proposed Project will no longer utilize RMRA Local Streets Program Funding. Jurisdictions have the ability to make Proposed Project changes but the changes must be reflected in the expenditure report.
Step 5(b) – Reporting Action (Consolidate)
Selecting two or more projects unlocks the “Consolidate” reporting action. Once the reporting action is selected the project specific expenditure report will then be initiated.

Jurisdictions will want to consolidate those projects that may have been listed individually by each segment/location to be performed instead of grouped under one contract or annual maintenance effort performed by the jurisdiction.

For example, if a jurisdiction reported 40 projects but 30 of the projects listed were to all be performed under one contract; those projects should be consolidated. All 30 of those projects would only have to be reported on one time, with information entered only once instead of 30 separate entries.

Step 6 – Create Reportable Project
Once projects are selected and the reporting action is chosen, the Create Reportable Project form will be generated. Depending on the reporting action chosen, specific project detail will be transferred from the original proposed project into this field. Once all fields are entered and updated select “Save and Continue”.

**Project Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carried Over</td>
<td>Projects identified as “Carried Over” are projects which did not begin construction within the State FY as originally intended. Project activity was pushed to the FY 18/19.</td>
</tr>
<tr>
<td>In Progress</td>
<td>“In Progress” projects are projects which began construction in FY 17/18, however, they were not completed until after June 30, 2018.</td>
</tr>
<tr>
<td>Completed</td>
<td>“Completed” projects were fulfilled in FY 17/18.</td>
</tr>
<tr>
<td>Forecasted</td>
<td>“Forecasted” projects are to be completed in future fiscal years.</td>
</tr>
<tr>
<td>No Longer RMRA Funded</td>
<td>Projects “No Longer RMRA Funded” will not be using RMRA funding to complete the project, or the project has been cancelled.</td>
</tr>
</tbody>
</table>
Step 6(a) – Create Reportable Project (Detail)
When a project is chosen from the “Project Reporting” list, some of the original project detail entered transfers over in an effort to reduce user redundancy.

Step 7 – Project Status and Expenditure
In this form agencies will chose from a “Project Status” dropdown menu, providing the options indicated below.

Select the applicable “Priority Status” (Completed, In Progress, Carried Over, Forecasted, or No Longer RMRA Funded) for the reportable project. Once selected the applicable Project Expenditure Form will appear below.

If a priority status or component are not selected an Error Notice will generate when you attempt to submit. Go to “View Reportable Projects” and you will find where the error was made and must be corrected prior to submitting.
Step 7(a) – Project Status and Expenditure

In this form agencies will chose from a “Project Status” dropdown menu. Make sure to select the applicable “Project Component” for the project being reported. If “Project Status” is Complete, the applicable outputs/outcomes will generate at the bottom of the form.

Users should keep track of the Expended RMRA amounts entered on all In Progress and Completed projects, as those combined totals must match the annual Total RMRA Expenditure Activity Amount that was entered on the “New Expenditure Report” form.

The system will generate an error message at the time of submittal if the combined totals do not match (see Step 12[b]).
Step 7(b) – Project Status and Expenditure (Completed Projects Only)
Completed projects must provide “Outputs/Outcomes” relevant to the “Project Component” selected for the completed project. Below is a sample of the Outputs/Outcomes list applicable for the “Pre-Construction” component.

Users must select at least one “Output/Outcome” in order to submit this form and complete the project specific detail reporting for that project.
Step 8 – Once the Project Status and Expenditure Form is successfully completed and the user has selected “Save and Continue”, the system will take you back the “Project Reporting” list page. Users will continue to report on the listed projects in that page until all projects no longer have a checkbox.

<table>
<thead>
<tr>
<th>Select</th>
<th>ProjectID</th>
<th>Title</th>
<th>Description</th>
<th>Location</th>
<th>Project Type</th>
<th>Pre-Cons.</th>
<th>Cons.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP01</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 800 feet of roadway</td>
<td>Crow Canyon Place between Crow Canyon Rd S to end</td>
<td>Safety</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP02</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 1600 feet of roadway</td>
<td>Eden Canyon Rd between M 2 467 and NE to end</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP03</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 400 feet of roadway</td>
<td>Harmony Dr between Harmony Dr and Harmony Dr</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP04</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 2100 feet of roadway</td>
<td>Harmony Dr between Paradise Blvd and Paradise Blvd</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP05</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 700 feet of roadway</td>
<td>Haven St between Harmony Dr and Paradise Blvd</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP06</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 700 feet of roadway</td>
<td>Kendall Wy between Westerly Cto and Laguna St</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP07</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 600 feet of roadway</td>
<td>Langton Wy between Paradise Blvd and E. Lewelling Blvd.</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP08</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 3200 feet of roadway</td>
<td>Paradise Blvd between Mission Blvd and E. Lewelling Blvd</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP09</td>
<td>Asphalt Rubber Seal of Various Roadways in Alameda County</td>
<td>Asphalt rubber street seal approximately 300 feet of roadway</td>
<td>Ravine Bl between E. Lewelling Blvd and Kendall Wy</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP10</td>
<td>Slurry Seal of Various Roadways in Alameda County</td>
<td>Slurry seal approximately 700 feet of roadway</td>
<td>Western Cto between E. Lewelling Blvd and Hill to end</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP11</td>
<td>Slurry Seal of Various Roadways in Alameda County</td>
<td>Slurry seal approximately 600 feet of roadway</td>
<td>Buckeye Dr between Boulder Canyon Dr and Gold Creek Dr</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
<tr>
<td>PP12</td>
<td>Slurry Seal of Various Roadways in Alameda County</td>
<td>Slurry seal approximately 500 feet of roadway</td>
<td>Canyon Oaks Cto between Boulder Canyon Dr and N Broadway</td>
<td>Road Maintenance &amp; Rehabilitation</td>
<td>03/2018</td>
<td>12/2018</td>
<td></td>
</tr>
</tbody>
</table>

Step 9 – Once all of the listed projects in the “Project Reporting” page no longer have a checkbox, select the “Reporting” icon at the top of your screen. You will be taken to the Reporting Dashboard and will select “Manage Expenditure Reports”.

![Reporting Dashboard Screenshot](image-url)
Step 10 – Manage Expenditure Reports

Users will be able to access all projects that were reported on as well as add any new projects to be reported on if needed. This is also where users will want to verify all Fiscal Year 2017-18 Proposed Projects are accounted for with the appropriate information entered.

Agencies can edit all information entered in the “New Expenditure Report” intake form.

![Manage Expenditure Reports](image)

Track Agency List As Data Is Entered

Agencies will use this list to verify all of the original Proposed Projects are accounted for properly with the accurate project detail, status, and reporting action which appears under “RP Type” in this list.

Users will track original projects by their PPNo as project title and description may change. A Reportable Project Number (RPNo) will be assigned to each Reportable Project entered. In the PPNo column an N/A will appear for New Projects only.
Step 11 – View Reportable Projects

It is recommended that users do not select submit until you have verified the accuracy of the reportable projects.

Step 11(a) – Understanding the Reportable Projects List

The Reportable Project List view is a clean project list where “RPNOs” only appear once. For example, if you consolidated Proposed Projects 1-10 for a single reported project. Only the lowest numerical PPNO will be assigned to that RPNO. This list will allow Cities/Counties and the Commission to show what a more realistic project list submittal should look like moving forward. All reported Project Data is editable by clicking on the RPNO.
Step 12 – “Submit”

Go back to the “Manage Expenditure Reports” tab. Select the green “Submit” tab below the general intake information and above the “Project” detail list. If there are any errors in the expenditure totals from the “New Expenditure Report” intake form and the expenditure amounts entered into the specific projects. The system should cancel your submittal and generate an error message.

Step 12(a) – User Submittal Confirmation Action

Step 12(b) – Submittal Error Notice (Sample)

If the FY RMRA Expenditure amount entered in the initial New Expenditure Report form is different than the combined total values of the expended amount for “In Progress” and “Completed” projects, the following error notice is generated.
Step 12(b) – Submittal Error Notice (Sample)

**SUBMIT EXPENDITURE REPORT**

**LSR-2018-5102**

The following errors must be corrected before this Expenditure Report can be submitted:

- Total of RMRA Expenditure Activity for Projects does not match Total RMRA Expenditure Activity on Expenditure Report
- Total of Projects’ Accrued Costs for one or more future Fiscal Years does not match the total on the Expenditure Report

A similar notice is generated with an additional “Error” bullet if the Accrued Costs for Future FY RMRA Expenditure amount (value) entered in the initial New Expenditure Report form is different than the combined total values of that reporting field for reportable projects.

If a value of zero (0) is entered into that field and/or a FY is selected, the system recognizes it as a reportable value that needs to be verified when you submit.

Step 12(c) – Submittal Sent Confirmation Email Notice

CalSMART Notification <no-reply@dot.ca.gov>

To:

Thank you for submitting your SB 1 Local Streets and Roads Expenditure Report, it has been received. If staff has any questions or needs additional information, someone will contact you.

If you need to contact program staff please send an email to lsr@catc.ca.gov

Step 12(d) – Submittal Returned for Edits Notification

CalSMART Notification <no-reply@dot.ca.gov>

To:

Your SB 1 Local Streets and Roads Program Expenditure Report was returned by CTC for the following reason(s):

Test

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

Thank you
Step 12(e) – Submittal Accepted Notification

CalSMART Notification <no-reply@dot.ca.gov>

to me •

This email serves to notify you that your SB 1 Local Streets and Roads Expenditure Report for FY 17/18 has been reviewed and deemed complete by Commission staff. At this time, no further action on your part is required.

If you have any questions please contact LSR@dot.ca.gov

Icon Key – Submittal Status Key
Additional Resources

The following links may assist jurisdictions with the collection of the Local Streets and Roads Funding Program Reporting detail.

Local Streets and Roads Program:
http://catc.ca.gov/programs/sb1/lsrp/

Online Reporting Tool – CalSMART:
https://calsmart.dot.ca.gov/login/auth

State Controller’s Office:
Fiscal Year Apportionment Totals – Counties
https://www.sco.ca.gov/Files-ARD-Payments/rmra_counties_ytd_1718.pdf

Fiscal Year Apportionment Totals – Cities
https://www.sco.ca.gov/Files-ARD-Payments/rmra_cities_ytd_1718.pdf

FAQ’s Division of Audits
https://www.sco.ca.gov/aud_road_maintenance_sb1.html

Legislative District Information:
State Assembly and Senate
http://www.legislature.ca.gov/legislators_and_districts.html

US Congressional District
https://www.govtrack.us/congress/members/CA#map

California Local Government Finance Almanac:
http://www.californiacityfinance.com/

League of California Cities:
https://www.cacities.org/

California State Association of Counties:
http://www.counties.org/