Local Streets and Roads Funding Program - Fiscal Year 2019-20 Funding Eligibility

March 26-27, 2019
Alicia Sequeira Smith, Program Manager
Local Streets and Roads Funding Program
Technical Training Objectives

- Program Overview
- Program Schedule
- Fiscal Year Funding Eligibility
- Adopted Resolution Detail
- CalSMART Introduction and Improvements
- CalSMART Live Demonstration (Screenshots of demonstration are available in slides)
- Frequently Asked Questions
- Resources
Program Overview – Fiscal Year 2017-18

• April 28, 2017 – Senate Bill 1 signed, establishing the Road Maintenance and Rehabilitation Account (RMRA) funding.
• November 1, 2017 – State began collecting SB 1 revenues.
• October 2017 & January 2018 – Cities and Counties submitted their Fiscal Year (FY) 2017-18 List of Proposed Projects.
• January 2018 to August 2018 - The State Controller’s Office (SCO) disbursed monthly RMRA apportionments directly to Cities and Counties.
• August 2018 – $386.4 Million in RMRA funds were disbursed.
• October 1, 2018 – FY 2017-18 Annual Expenditure Reports Submitted, $136 Million in RMRA spent.
Program Overview – Fiscal Year 2018-19

• May 1, 2018 – Cities and Counties submitted Initial List of Projects Proposed for FY 2018-19

• August 1, 2018 – Cities and Counties submitted Subsequent Lists.

• September 2018 to August 2019 – State Controller will disburse monthly RMRA apportionments for an estimated total of $1 Billion.

• October 1, 2019 – FY 2018-19 Annual Expenditure Report due.
Program Overview – Fiscal Year 2019-20

- May 1, 2019 – Cities and Counties submit Initial List of Projects Proposed for FY 2019-20
- August 1, 2019 – Cities and Counties submit Subsequent Lists.
- September 2019 to August 2020 – State Controller will disburse monthly RMRA apportionments for an estimated total of $1.1 Billion.
Program Schedule

• May 1\textsuperscript{st} Each Year
  • Initial List of Projects Proposed for FY Funding Due
  • June - California Transportation Commission Meeting
    • Commission Action to Adopt Initial List of Eligibility
    • Transmit adopted list to State Controller prior to June 30.

• August 1\textsuperscript{st} Each Year
  • Subsequent List of Projects Proposed for FY Funding Due
  • August - California Transportation Commission Meeting
    • Commission Action to Adopt Subsequent List of Eligibility
    • Transmit adopted list to State Controller that month.

• October 1\textsuperscript{st} Each Year
  • Annual Expenditure Report Due
Fiscal Year Funding Eligibility – Step 1

Prior to May 1\textsuperscript{st}, each year Cities and Counties \textbf{MUST}:

- Adopt \textbf{ALL} projects proposed to receive (the coming) fiscal year funding by resolution.
  - This includes any project previously proposed or reported on that intends to use the next fiscal year funding.

- The list \textbf{must} be adopted by the applicable City Council or County Board of Supervisors at a regular public meeting.

- Project detail in the resolution \textbf{must} include a project description, location, useful life, and anticipated schedule.

If the above is not done by May 1\textsuperscript{st}, Cities and Counties have until August 1\textsuperscript{st}, to establish Subsequent Eligibility.
Fiscal Year Funding Eligibility – Step 2

By May 1\textsuperscript{st} (11:59 p.m.) Cities and Counties \textbf{MUST} complete and submit the following in CalSMART:

- Create a list of projects proposed for fiscal year funding in CalSMART.
- Upload a copy of the executed resolution and project list adopted for that fiscal year.
- Ensure any project previously proposed or reported is re-listed if it is intended to utilize the upcoming fiscal year RMRA funding.

If the above is not done by May 1\textsuperscript{st}, Cities and Counties can successfully submit in CalSMART \textbf{on or before} August 1\textsuperscript{st}, to establish Subsequent Eligibility.
Funding Eligibility – Tips

• Review the Funding Eligibility Checklist, included in the webinar handouts, for guidance:
  • Funding purpose indicated in Streets and Highways Code (SHC) Section 2030.
  • Resolution Detail Explained.
  • Re-listing Requirements.

• Resolution and list won’t be adopted prior to May 1\textsuperscript{st}.
  • Contact the Local Streets and Roads Program Staff immediately via LSR@catc.ca.gov

• Additional questions about eligibility, status, and document completeness should be directed to the program staff via the LSR@catc.ca.gov email as early as possible.
Adopted Resolution Detail

- Should be specific to the upcoming Fiscal Year RMRA funds.
  - Not a part of another budgetary action or project adoption.
  - See the Sample Resolution included in the webinar handouts.

- Provide the statutorily mandated assurances based on the funding:
  - Funds will be used in accordance with statute,
  - City/County will abide by the mandated eligibility and reporting requirements.

- Clearly list or reference an official attachment documenting the list of projects proposed for funding, providing the level of detail mandated.

- Clearly identify when the action was taken.
California State Multi-Modal Application and Reporting Tool – CalSMART
CalSMART

CalSMART is the **only** submittal method accepted for the adopted list of proposed projects.

- March 29, 2019 - Funding Eligibility List Submittal Creation will open.
- If **NOT** registered, go to the [CalSMART](https://www.calsmart.ca.gov) website to create an account.
- Each agency can have multiple registered users.
- A user will be locked out of the system after the 3rd failed password attempt.
CalSMART – What’s New?

Registration Improvements:
• Program Selection

Dashboard Improvements:
• Program Selection
• Program Cycle Message
• Resources Tab

Submittal Improvements:
• Autofill Agency Detail
• Link Projects
• Project Component
• Project Description
• Priority Status & FY
• Restore Deleted Projects
CalSMART Login

- Current CalSMART Users, login using the email you used to register along with your password.
  - Account Locks after 3 failed Login attempts.
  - Reset password after 2\textsuperscript{nd} 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 not a part of the Local Streets and Roads Program:

• State of Good Repair Program
• Other SB1 Funding Program (Quarterly Report)
Registration Confirmation
Registration Form Submitted

Account Request Email

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

CalSMART Notification <no-reply@dot.ca.gov> to me
2:20 AM (1 minute ago)

Hi Elisa,

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@cats.ca.gov
State of Good Repair Program (SGR): SGRinfo@dot.ca.gov
Other SB1 Funded Programs (Progress Reporting): dot.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

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

Hi Elisa,

Your request for access to the Local Streets and Roads Program in CalSMART has been approved. Click here to login.
Once logged in, select the Local Streets and Roads Program. A message will appear once the program is selected from the dropdown.
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 - Access Request Approved

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

Hi Elka,

Your request for access to the Local Streets and Roads Program in CalSMART has been approved. Click here to login.
CalSMART Dashboard Improvements
New - 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
• Trainings
• Schedule
• Helpful Tips
• Report Guidance
• Instructions

Resource Benefits:
• All documents are PDF.
• Continuously update Training and Program Cycle materials.
• All relevant technical guidance documents are on one page within the system.
Create Fiscal Year Proposed Project List Submittal

- 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.
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.

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 now 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 FY 19/20 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 – Basic Project Detail

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

Project Component (Required) – New Feature

• 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.
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 (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 (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

<table>
<thead>
<tr>
<th>Component</th>
<th>Estimated Schedule (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Pre-Construction</td>
<td></td>
</tr>
<tr>
<td>• Construction</td>
<td></td>
</tr>
<tr>
<td>• Pre-Con &amp; Con</td>
<td></td>
</tr>
<tr>
<td>• Procurement/Operational Needs</td>
<td></td>
</tr>
</tbody>
</table>
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)
Once all of the required project detail has been entered, the user has the following options:

- **Save and Exit**: Save Detail & Return to Manage Submittals.
- **Save and Continue**: Save Detail & Propose another project.
- **Save and Duplicate**: Save Detail & Propose a similar project.
- **Cancel**: 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.
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.

Select Edit to unlock the Proposed Project Detail.
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.
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:
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.

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

When ready, submit for CTC review.

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

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

CalSMART Notification <no-reply@dot.ca.gov>  
Sequeira, Alicia N@CTC  
139 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

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. Why can’t I access the Proposed Project List Submittal feature in CalSMART?
   A. CalSMART will open on Friday, March 29\textsuperscript{th} at 12 p.m. for the Fiscal Year 2019-20 Proposed Project List Submittals. Multiple SB 1 programs are now using CalSMART, to avoid system overload reporting cycles must be staggered and only open during designated periods.

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 each year by October 1\textsuperscript{st}.
Q. If I re-list a project for Fiscal Year 2019-20 do I need to still report on it in the Annual Expenditure Report?

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

Q. We didn’t meet our Maintenance of Effort (MOE) requirement in Fiscal Year 2017-18, are we still allowed to submit for eligibility for Fiscal Year 2019-20?

A. Yes. Per SHC Section 2036, if a City/County fails to meet their MOE, they have a second reporting year to make up for the shortfall in year-one in addition to meeting the MOE in the second year. Contact the State Controller’s Division of Audits for MOE guidance.
Q. What happens if we miss the May 1st Submittal due date?

A. CalSMART will close at 11:59 p.m. on May 1st, submittal edits will be accepted through June 1st. CalSMART will begin accepting “Subsequent Submittals” upon the Commission adoption of the Initial List of Eligible Cities and Counties around June 26, 2019. Subsequent List Submittals received, in CalSMART, on or before August 1st, may achieve fiscal year eligibility.
Resources

• California Transportation Commission:
  • [Local Streets and Roads Funding Program](#)
  • [2019 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 FY 2018-19 Year-to-Date Payments for [Cities](#) and [Counties](#)
Resources

• League of California Cities:
  • [League of California Cities](#)
  • SB 1 LSR funding projections for FY’s 2018-19 and 2019-20

• 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.