

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.
- October 1, 2020 – FY 2019-20 Annual Expenditure Report due.

Program Schedule



- May 1st 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 1st 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 1st Each Year
 - Annual Expenditure Report Due

Fiscal Year Funding Eligibility – Step 1



Prior to May 1st, each year Cities and Counties MUST:

- Adopt 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 must be adopted by the applicable City Council or County Board of Supervisors at a regular public meeting.
- Project detail in the resolution must include a project description, location, useful life, and anticipated schedule.

If the above is not done by May 1st, Cities and Counties have until August 1st, to establish Subsequent Eligibility.

Fiscal Year Funding Eligibility – Step 2



By May 1st, (11:59 p.m.) Cities and Counties 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 1st, Cities and Counties can successfully submit in CalSMART on or before August 1st, 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 1st.
 - 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 – CaSMART

A screenshot of the CaSMART login interface. The page has a white header with the "SB1" logo and "CaSMART" text. Below the header is a background image of a construction site. A white login form is centered on the page. The form has a title "LOGIN" and two input fields: "Email or S#" with the placeholder "username" and "Password" with the placeholder "password". Below the fields is a link "Forgot Password?". At the bottom of the form are two buttons: "Login" (blue) and "Register" (white with blue border).

CaSMART



CaSMART 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 [CaSMART](#) 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

CaSMART Login



- Current CaSMART Users, login using the email you used to register along with your password.
 - 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>

A screenshot of the CaSMART login page. The page has a white header with the "SB1" logo and "CaSMART" text. Below the header is a large background image of a construction site. Overlaid on this is a white login form titled "LOGIN". The form contains two input fields: "Email or S# username" and "Password password". Below the password field is a link for "Forgot Password?". At the bottom of the form are two buttons: "Login" and "Register".

CaSMART Registration

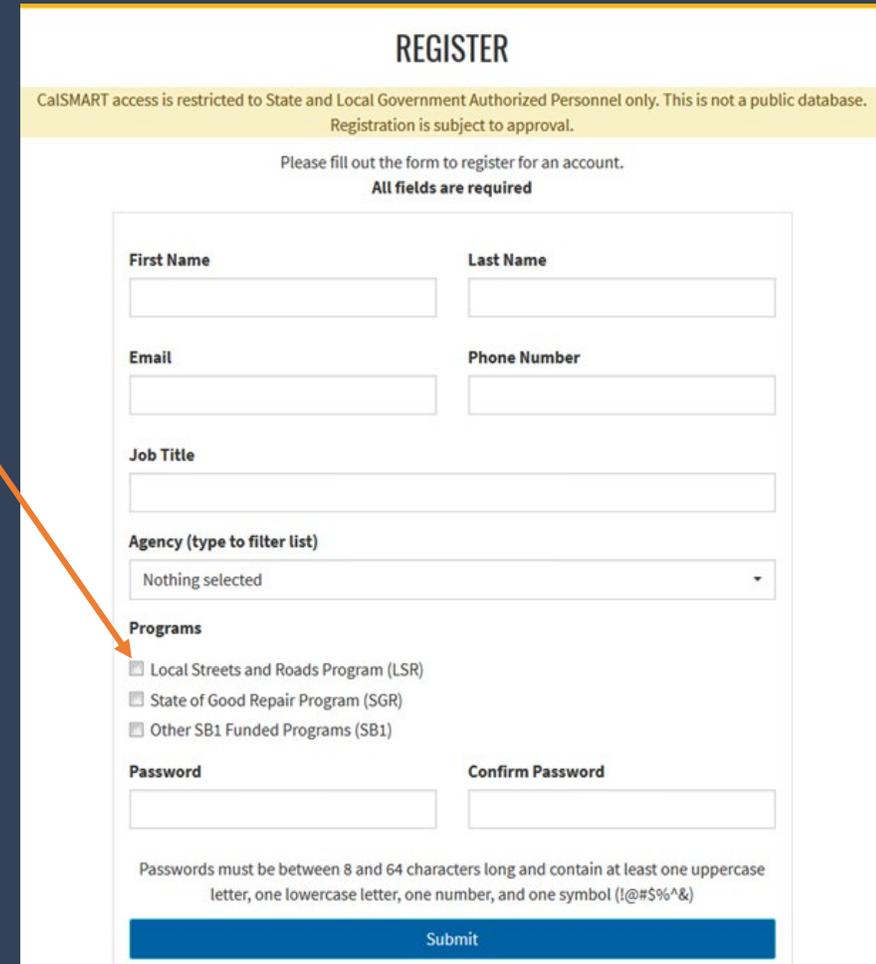


Select the “Register” button on the CaSMART login page.

- 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)

A screenshot of the CaSMART registration form. The form is titled "REGISTER" and includes a disclaimer: "CaSMART access is restricted to State and Local Government Authorized Personnel only. This is not a public database. Registration is subject to approval." Below the disclaimer, it says "Please fill out the form to register for an account. All fields are required". The form fields include: First Name, Last Name, Email, Phone Number, Job Title, Agency (type to filter list) (a dropdown menu with "Nothing selected"), Programs (checkboxes for Local Streets and Roads Program (LSR), State of Good Repair Program (SGR), and Other SB1 Funded Programs (SB1)), Password, and Confirm Password. A "Submit" button is at the bottom. A blue bar at the bottom of the form contains the text: "Passwords must be between 8 and 64 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one symbol (!@#%^^&)". An orange arrow points from the text "are not a part of the Local Streets and Roads Program" to the "Local Streets and Roads Program (LSR)" checkbox.

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 x

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.

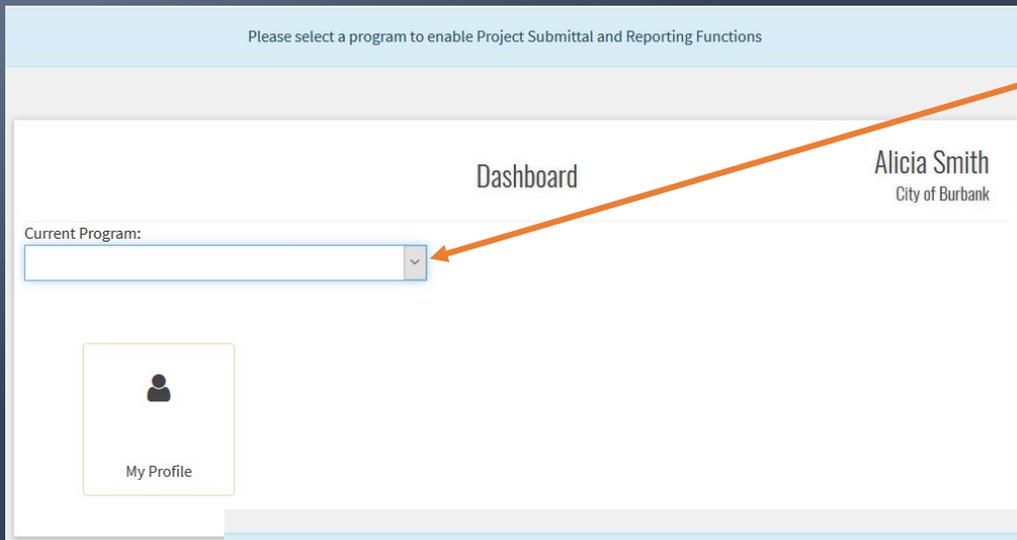
Account Request Email

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

Hi Elika,

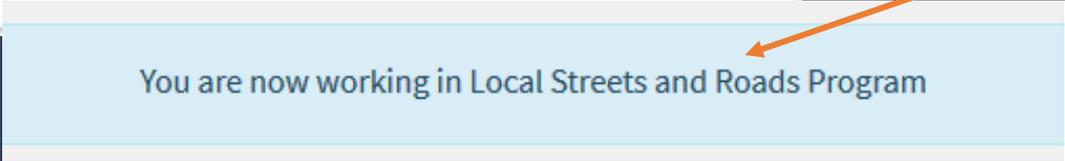
Your request for access to the Local Streets and Roads Program in CalSMART has been approved. Click [here](#) to login.

Program Selection on Dashboard



Once logged in, select the Local Streets and Roads Program

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

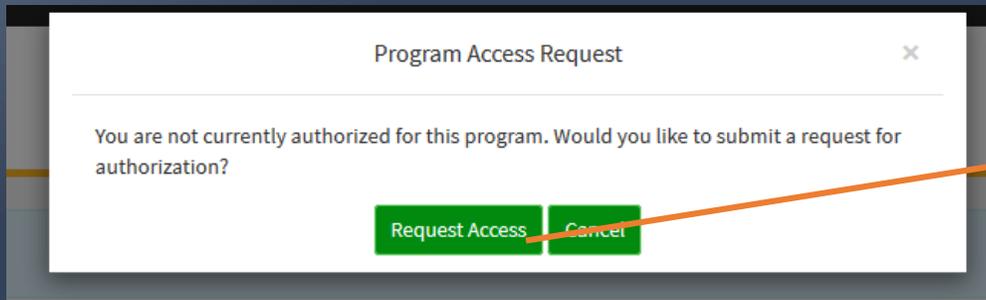




Program Selection on Dashboard

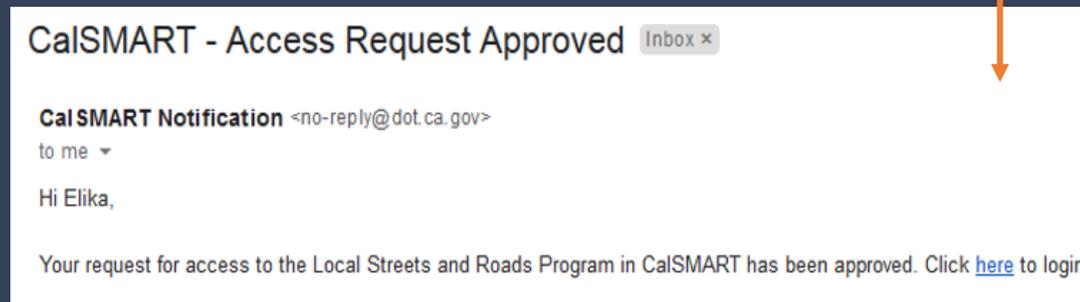
If a user isn't registered under the selected program, they can request program access.

“Program Access Request” confirmation.



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

The following message will be sent once approved.



CaSMART Dashboard Improvements



The screenshot shows the CaSMART dashboard interface. At the top left is the SB1 logo and the text "CaSMART TEST". On the top right are navigation icons for Dashboard, Submittals, Reporting, and Users. The main content area is titled "Dashboard" and shows the user "Alicia Smith" from "Calaveras County". A dropdown menu for "Current Program:" is set to "Local Streets and Roads Program". Below this is a message: "The Local Streets and Roads Program is currently accepting Proposed Project List Submittals for Fiscal Year 19/20 Funding Eligibility until May 1, 2019". At the bottom are four action buttons: "Fiscal Year Proposed Project List Submittals" (with a briefcase icon), "Expenditure Reporting" (with a bar chart icon), "My Profile" (with a person icon), and "Help & Resources" (with a question mark icon).

Dashboard - Program Message



Dashboard Alicia Smith
Calaveras County

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

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



Dashboard Alicia Smith
Calaveras Count

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

Help & Resources Tab:

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

LSR Program Resources

- [LSR Program Schedule FY 2018-19 to 2019-20](#)
Detailed Program Schedule for FY Cycles 2018-19 & 2019-20
- [LSR FY Funding Eligibility Checklist](#)
A checklist to assist Cities and Counties with the eligibility requirements to establish funding eligibility prior to submitting in CalSMART
- [Sample Proposed Project List Resolution FY 2019-20](#)
An updated sample of the Proposed Project List Resolution. Proposed Projects must be adopted each fiscal year for funding eligibility by resolution (or formal action document) in accordance with statute
- [Fiscal Year Funding Eligibility Project List Technical Training - CalSMART](#)
A copy of the presentation slides from Technical Training held March 26-27, 2019
- [LSR Program Resources](#)
A list of resources where links to FY 2018-19 & 2019-20 funding projections, and FY 2018-19 year-to-date payments are available

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



The screenshot shows the CalSMART web application dashboard. At the top left, there is a logo for "SB1" and the text "CalSMART TEST". On the top right, there are navigation icons for "Dashboard", "Submittals", "Reporting", and "Users". The main content area is titled "Dashboard" and includes the user's name "Alicia Smith" and "Calaveras County". Below this, there is a dropdown menu for "Current Program:" with "Local Streets and Roads Program" selected. A message states: "The Local Streets and Roads Program is currently accepting Proposed Project List Submittals for Fiscal Year 19/20 Funding Eligibility until May 1, 2019". At the bottom, there are four action buttons: "Fiscal Year Proposed Project List Submittals" (with a briefcase icon), "Expenditure Reporting" (with a bar chart icon), "My Profile" (with a person icon), and "Help & Resources" (with a question mark icon).

Create a Proposed Project List Submittal in CalSMART



Step 1:

Select – Fiscal Year Proposed Project List Submittals.

The screenshot shows the CalSMART Dashboard for Alicia Smith, Calaveras County. The dashboard title is "Dashboard" and the user name is "Alicia Smith, Calaveras County". Below the title, there is a "Current Program:" dropdown menu set to "Local Streets and Roads Program". A message states: "The Local Streets and Roads Program is currently accepting Proposed Project List Submittals for Fiscal Year 19/20 Funding Eligibility until May 1, 2019". There are four main action buttons: "Fiscal Year Proposed Project List Submittals" (with a briefcase icon), "Expenditure Reporting" (with a bar chart icon), "My Profile" (with a person icon), and "Help & Resources" (with a question mark icon).

Step 2:

Select – Create Fiscal Year Proposed Project List Submittal.

The screenshot shows the "Local Streets and Roads Program" page for "Fiscal Year Proposed Project List Submittals" for Alicia Smith, Calaveras County. There are three main action buttons: "Create Fiscal Year Proposed Project List Submittal" (with a plus sign icon), "Manage Fiscal Year Proposed Project List Submittals" (with a checkmark icon), and "View Proposed Projects" (with a list icon).

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.

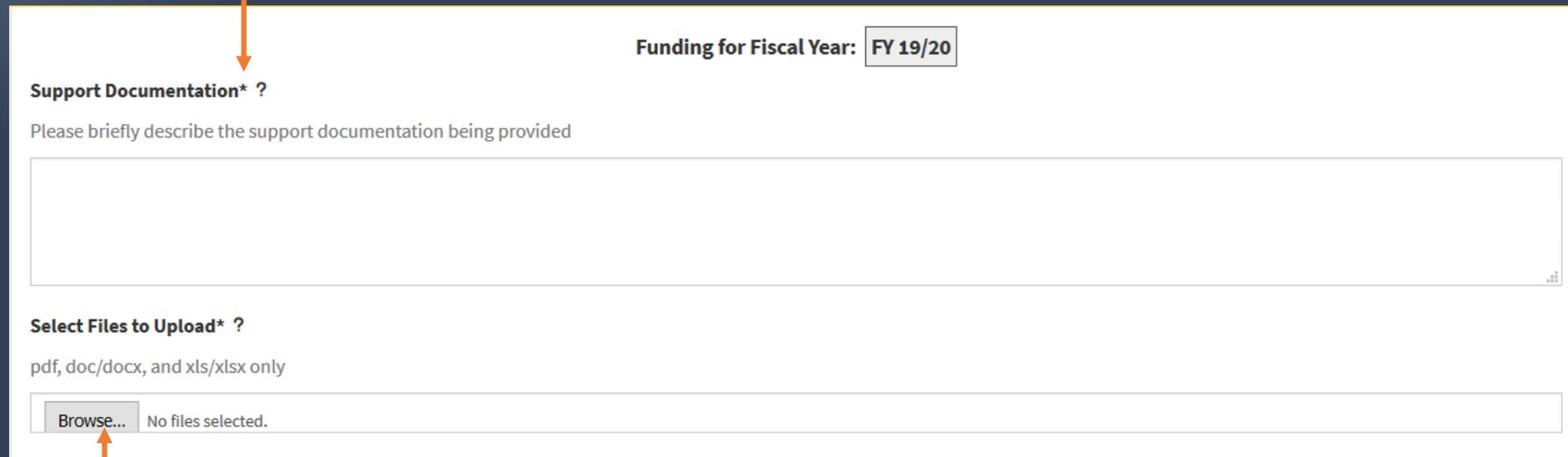
AGENCY FUNDING ELIGIBILITY INTAKE FORM				
Fields marked with * are required				
Submission Cycle	Submittal Title	Agency Name	LoCode	
Local Streets and Roads Program: LSR 2019-20	LSR-C7-FY19/20-5190-001		5190	
Agency Address*	City*	State	Zip Code*	
111 Greenwood Road	Blue Lake	CA	95525	
Agency Contact*	Agency Contact Title*			
LSR	Staff			
Agency Contact Phone*	Agency Contact Email Address*			
(123) 456-7890	CTC@fake.ca.gov			



Proposed Project List Submittal – Agency Intake Support Documentation

Continue Step 3:

A description of the Support Documents are required.

A screenshot of a web form for "Support Documentation". At the top right, it says "Funding for Fiscal Year: FY 19/20". Below that is the heading "Support Documentation* ?" and the instruction "Please briefly describe the support documentation being provided". There is a large empty text area for this description. Below that is the heading "Select Files to Upload* ?" and the instruction "pdf, doc/docx, and xls/xlsx only". At the bottom, there is a "Browse..." button and the text "No files selected." Two orange arrows point to the "Support Documentation* ?" heading and the "Browse..." button.

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.

Projects from FY 17/18 Expenditure Report Skip to Add New Projects

Review the following FY 17/18 Expenditure Report projects indicated as In-Progress, Carried Over, Forecasted, or Completed. Click "ReList" to include a project on the FY 19/20 Project List.

Select	RPNo	Title	Description	Location	Project Type	Project Component	Priority Status
ReList	RP002	Countywide Chip Seal 2019	Chip Seal 1.04 miles of road in Murphys, Calaveras County. Perform structural digouts, ditching, drainage, shoulder backing, chip seal application, crack seal, striping and stenciling double coat.; Chip Seal 1.4 miles of road in Copperopolis, Calaveras County. Perform structural digouts, ditching, drainage, shoulder backing, chip seal application, crack seal, striping and stenciling double coat.; Chip Seal .22 miles of road in Valley Springs, Calaveras County. Perform structural digouts, ditching, drainage, shoulder backing, chip seal application, crack seal, striping and stenciling double coat. ; Chip Seal .27 miles of road in Valley Springs, Calaveras County. Perform structural digouts, ditching, drainage, shoulder backing, chip seal application, crack seal, striping and stenciling double coat.	Adams Court (.06 mi.), Wingdam Road (.32 mi.), Roaring Camp Drive (.261 mi.), Coyote Drive (.32 mi.), Kenny Road (.08 mi.); Bow Drive 1.4 miles from Little John Road to Little John Road; Cane Lane .22 miles from Rippon to Hartvickson Lane.; McDaniel Lane & Marden Lane .27 miles from Heinneman Lane to Hartvickson Lane.	Road Maintenance & Rehabilitation	Construction	Carried Over

Projects from FY 18/19 Proposed Project List Submittal

Review the following list of FY 18/19 Proposed Projects, and ReList those projects anticipated to utilize FY 19/20 RMRA Funding.

Select	PPNo	Title	Description	Location	Project Type	Pre-Con	Con
ReList	PP001	lions and tigers	efg	hij	Traffic Control Devices	04/2018	04/2019

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

Step 5: Proposed Project Detail Entry



PROPOSED PROJECT DETAIL
Fields marked with * are required

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

***Project Component**

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

***Project Description - This project will include:**

Other

Additional Info

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

Pre-Con Schedule

***Project Location** ***Est. Start** ***Est. Completion**

_____ mm/yyyy mm/yyyy

Please fill out this field. Please fill out this field.

Additional Project Elements

Does project include element(s) as described in SHC 2030 (c)-(f)? _____ Description of Elements (optional)

Sustainability Technologies
 Climate Change Complete Streets

Save and Exit
Save and Continue
Save and Duplicate
Cancel

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.

Local Streets and Roads Program			
Submittal	Submittal Status	Project Status	
LSR-C7-FY19/20-5930-001	PENDING	PENDING	
*Project Title		Project ID (if any)	
<input type="text"/>		<input type="text"/>	
*Project Type ?	If "Other" is selected, please explain ?	*Priority Status	Fiscal Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

***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.

<p>*Project Description - This project will include:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> ADA Curb Ramp Rehab/Repair (Existing)<input type="checkbox"/> ADA Curb Ramp Installation (New)<input type="checkbox"/> Bicycle Lane Rehab/Repair (Existing)<input type="checkbox"/> Bicycle Lane (New)<input type="checkbox"/> Bridge Structure Rehab/Repair (Existing)<input checked="" type="checkbox"/> Landscape Safety Rehab/Repair (Existing)<input type="checkbox"/> Landscape Safety Installation (New)<input checked="" type="checkbox"/> Pavement Rehab/Repair (Existing)<input type="checkbox"/> Pavement Improvement (New)<input checked="" type="checkbox"/> Paving and/or Striping Rehab/Repair (Existing Safety)	<p>Other</p> <p>Select "Other" from the "Project Description" list when an applicable description term cannot be found.</p> <p>500 character limit for text box</p> <hr/> <p>Additional Info</p> <p>Select "Additional Information" from the "Project Description" list when more information is desired for a description term already selected.</p> <p>500 character limit for text box</p>
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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



Estimated Schedule (Required)

Pre-Con Schedule	
*Est. Start	*Est. Completion
mm/yyyy	mm/yyyy

- Construction



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

- Pre-Con & Con



Pre-Con Schedule		Construction Schedule	
*Est. Start	*Est. Completion	*Est. Start	*Est. Completion
mm/yyyy	mm/yyyy	mm/yyyy	mm/yyyy

- Procurement/
Operational Needs



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 ?

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

Sustainability ? Technologies ?

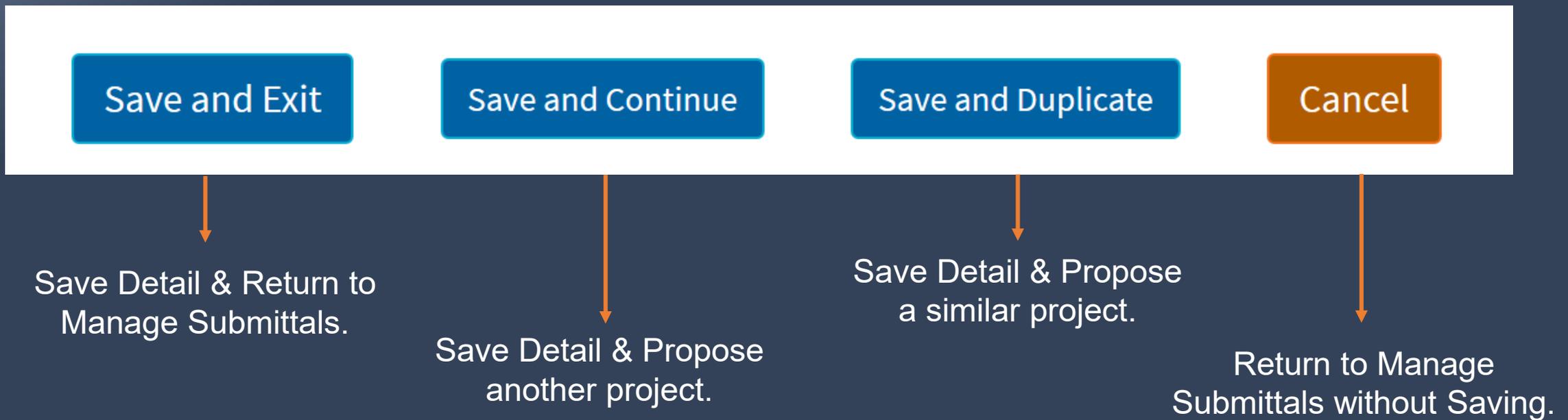
Climate Change ? Complete Streets ?

Description of Elements (optional)

Proposed Project Detail – Save and ...



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



Manage Submittal Page Features – Finalize and Submit for Review



Local Streets and Roads Program Manage Fiscal Year Proposed Project List Submittals

LSR 2019-20

SUBMITTALS ↻

- LSR-2018-5930
Calaveras County ✔
- LSR-C2-FY18/19-5930-001
Calaveras County ✔
- LSR-C7-FY19/20-5930-001 ⚠

LSR-C7-FY19/20-5930-001

Program Local Streets and Roads Program	Agency Calaveras County	Date Created 03/20/2019	Date Submitted N/A	Date Approved N/A
Address ✎ 1120 N St	City ✎ Sacramento	State CA	Zip Code ✎ 95814	
Contact ✎ Staff	Title ✎ test			
Phone ✎ (123) 345-6789	Email ✎ ctc@fake.com			
Avg. Network PCI ✎ N/A	Measurement Date ✎ N/A			

[View Files](#)
[Create PDF](#)
[Submit for Review](#)

PROJECTS Expand ^

ID ↑	Title	Component	Description	Location	Estimated Schedule		Useful Life		View/...
					Start	Completion	Min	Max	
PP001	District 3 - Culvert Replaceme...	Construction	Replace 3 culverts and installa...	Meadow Drive (7"x45'). Love C...	07/2018	06/2019	25	35	👁

[Re-List Project from Previous FY](#)
[Add New Project](#)

Manage Submittals Page – Access from Program Dashboard



Select – Fiscal Year
Proposed Project List
Submittals.

Dashboard

Alicia Smith
Calaveras County

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

Select – Manage Fiscal
Year Proposed Project
List Submittals.

Local Streets and Roads Program

Fiscal Year Proposed Project List Submittals

Alicia Smith
Calaveras County

- Create Fiscal Year Proposed Project List Submittal
- Manage Fiscal Year Proposed Project List Submittals
- View Proposed Projects

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.

Proposed Project List

Filter Projects

Agency: Calaveras County

Program: [Empty]

Submittal: [Empty]

Cycles: LSR: LSR 2019-20, LSR: LSR 17/18, LSR: LSR 18/19

Apply Clear

Export List to Excel

Agency	Program	Funding FY	Submittal	Proposed Project No	Project Type	Project Title	Submit Date	Status
	Local Streets and Roads Program	19/20	LSR-C7-FY19/20-5930-001	PP001	Road Maintenance & Rehabilitation	District 3 - Culvert Replacement/New	03/20/2019	Deleted
Calaveras County	Local Streets and Roads Program	19/20	LSR-C7-FY19/20-5930-001	PP002	Road Maintenance & Rehabilitation	Countywide Chip Seal 2019	03/26/2019	Submitted
	Local Streets and Roads Program	19/20	LSR-C7-FY19/20-5930-001	PP003	Traffic Control Devices	lions and tigers	03/26/2019	Submitted

Project List Detail View – Edit or Restore Projects



Legislative Districts		Estimated Useful Life		Estimated Total Project Cost
*State Senate	*State Assembly	*Min	*Max	(ALL project funding including RMRA)
8	5	25	35	200,000.00

*Project Location ?	*Est. Start	*Est. Completion
Meadow Drive (7"x45'). Love Creek (6"x25'). Pine Drive (36"x30'). Dunbar (New 24"x80').	07/2018	06/2019

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

Sustainability ?
 Climate Change ?
 Technologies ?
 Complete Streets ?

Restore Deleted Project Edit Duplicate Back

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.

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.

Local Streets and Roads Program

Manage Fiscal Year Proposed Project List Submittals

LSR-2018-5930 LSR 17/18

This submittal has been accepted. Edits are no longer allowed in CalSMART

Program Local Streets and Roads Program	Agency	Date Created 01/05/2018	Date Submitted 01/05/2018	Date Approved 05/19/2018
Address	City San Andreas	State CA	Zip Code 95249	
Contact Jeff Crovitz		Title Public Works Director		
Phone		Email		
Avg. Network PCI 51		Measurement Date 3/2014		
Support Documentation Fiscal Year 2017-18 Roads and Bridges Budget and resolution adopting project list for Fiscal Year 2017-18		Additional Information Calaveras County Public Works developed a rating matrix with assigned to weighted average points as follows: A. Public Health and Safety - 12 points B. Threat to existing infrastructure - 12 points C. ADT and Use by Emergency		

[View Files](#) [Create PDF](#)

PROJECTS

ID#	Title	Component	Description	Location	Estimated Schedule		Useful Life		View/Edit
					Start	Completion	Min	Max	
PP001	District 3 - Culvert Replacement/New		Replace 3 culverts and installation of 1 n...	Meadow Drive (7"x45"), Love Creek (6"x2...		08/2018	25	35	
PP002	District 3 - Chip Seal		Chip Seal .04 miles of road in Murphys, ...	Adams Court (.08 mi.), Wingdem Road (...)		08/2018	15	20	
PP003	District 4 - Chip Seal		Chip Seal 1.4 miles of road in Copperopo...	Bow Drive 1.4 miles from Little John Roa...		08/2018	15	20	
PP004	District 5 - Chip Seal (Cane Lane)		Chip Seal .22 miles of road in Valley Spri...	Cane Lane .22 miles from Rippon to Hart...		08/2018	15	20	
PP005	District 5 - Chip Seal (McDaniel Lane)		Chip Seal .27 miles of road in Valley Spri...	McDaniel Lane & Marden Lane .27 miles f...		08/2018	15	20	

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.

Local Streets and Roads Program

SUBMITTALS ↻

- LSR-2018-5306
City of Campbell ✔
- LSR-2019-5306
City of Campbell ✔
- LSR-C6-FY19/20-5306-001 ⚠

Manage Fiscal Year Proposed Project List Submittals

LSR-C6-FY19/20-5306-001

Program Local Streets and Roads Program	Agency City of Campbell	Date Created 04/02/2019
Address 📄 70 N First Street		City 📄 Campbell
Contact 📄		Title 📄 Senior Civil Engineer
Phone 📄 (408) 866-2156	Email 📄 fredh@cityofcampbell	
Avg. Network PCI 📄 72	Measurement Date 📄 4/2019	

[View Files](#) [Create PDF](#)

PROJECTS

ID ↑	Title	Component	Descrip
PP001	ANNUAL STREET MAINTENANCE - WI...	Construction, Pre-Construction	Install as

LSR-C6-FY19/20-5306-001 ⚠

Agency Name

Manage Submittals Page – Edit Agency Intake Details and Documents



Agency Intake Form Edits:

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

Manage Fiscal Year Proposed Project List Submittals

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

Program Local Streets and Program	Address  1120 N St	Date Created 03/20/2019	Date Submitted 03/26/2019	Date Approved 03/26/2019
Address  1120 N St	Contact  Staff	City  ramento	State CA	Zip Code  95814
Contact  Staff	Title  test	Phone  (123) 345-6789		
		Email  alicia.sequeira@catc.ca.gov		

[View Files](#) [Create PDF](#)

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

LSR Schedule Final Updated 19.20.pdf
127 KB  

Total Size: 0.12 / 30 MB

Upload Files

No files selected. 

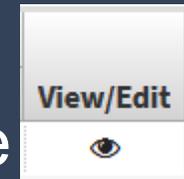
Manage Submittals Page – Review/Edit Project List Detail



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

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 the 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.

Manage Submittals Page – Submit for CTC Review



A screenshot of the CalSMART web application. A white dialog box titled "Submit Projects" is centered on the screen. It contains the text: "Are you sure you want to submit these projects?" and "You will no longer be able to edit this submittal." Below the text are two buttons: a green "Yes" button and a white "No" button. An orange arrow points from the "Yes" button to the text "Confirm submittal." in the bottom left. Another orange arrow points from the "Submit for Review" button in the background to the text "When ready, submit for CTC review." in the top right. The background shows a sidebar with "SUBMITTALS" and a list of projects, and a main content area with a form for a project titled "LSR 2019-20".

When ready, submit
for CTC review.

Submit for Review

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

Confirm submittal.

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

LSR-C7-FY19/20-5930-001

Agency Name



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.

 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. Why can't I access the Proposed Project List Submittal feature in CalSMART?

A. CalSMART will open on Friday, March 29th 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 1st.

Frequently Asked Questions



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.

Frequently Asked Questions



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.
