

Local Streets and Roads Funding Program Annual Expenditure Report Technical Training



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Local Streets and Roads Funding Program

Technical Training Objectives



- Schedule
- Overview
- Preparation for Reporting
- Reporting Detail Required
- Navigating through CalSMART
- Frequently Asked Questions
- Resources

Annual Expenditure Program Schedule



Due to jurisdiction feedback, in March 2021, the Commission adopted a new Program Schedule pushing the Annual Proposed Project List and Annual Expenditure Report due date. Below is the annual reporting program schedule.

- CalSMART System Opens for Reporting
 - Mid October
- CalSMART System Closes for Reporting
 - December 1 of every year

Local Streets and Roads Program Overview



- Prior to receiving an apportionment of Road Maintenance and Rehabilitation Account (RMRA) funds from the State Controller's Office (SCO) in a fiscal year, Cities/Counties must submit to the Commission an adopted list of projects proposed to be funded with these funds.
- Pursuant to SHC Section 2034(b), for each fiscal year in which an apportionment of RMRA funds is received, cities and counties must report to the Commission, all RMRA funds spent in the FY and provide project detail updates for those projects intended to be funded.



Preparing for Reporting

Project Related Expenditures and Statuses for Reporting:

- Verify that all reportable project expenditure related data and statuses selected are based on the project activity recorded within the reporting FY.
 - Was the project active between July 1 and June 30 within the reporting year?
 - Were invoices paid using RMRA funds for work performed within those dates?
 - If the answer is yes to either of those questions, those details should be included in the report.
- Record any Project List, Scope, Location, or Schedule changes that were made throughout the reporting FY.

Annual Reporting Detail



Jurisdictions must report on the following:

- Any Local Streets and Roads Program RMRA funds spent in the reporting year.
- If a jurisdiction has unspent RMRA funds by June 30 of the reporting Fiscal Year, indicate the jurisdiction's intent for those funds in the coming FYs.

Road Maintenance and Rehabilitation Account Apportionment detail can be found on the State Controller's Website: https://www.sco.ca.gov/ard_local_apportionments.html



Identify the Reporting Detail:

Using the CalSMART System, Capture the Following Details:

Identify projects reported in the Prior FY and re-listed in the reporting year

- Prior Fiscal Year Reportable Project List (In CalSMART)
- Current Fiscal Year List of Projects Proposed for Funding (In CalSMART)

Report on all “Newly Proposed” projects from the Reporting Fiscal Year Project List

Preparation for Reporting- Reportable RMRA Funds



RMRA Funds Spent in the Reporting Year includes:

- Any remaining RMRA funds from a Prior FY that were spent in the current reporting FY.
- Funds Spent from the RMRA Apportionment Received in the reporting FY
 - Funds are disbursed by the State Controller to jurisdictions from September to August for the total FY apportionments.

Annual Reporting Detail Required



- RMRA Expenditure Activity Summary:
 - Regardless of expenditure activity a brief summary must be provided.
- All projects proposed in the reporting FY need to be accounted for in the report.
- All previously reported projects not yet completed need to be accounted for in the report.

Annual Reporting Detail Required



- If a project became active within the reporting year, in which RMRA funds were spent but had not been previously reported on nor proposed in the reporting FY, it must be added to the expenditure report.
- Identify project activity that occurred within the reporting FY in which costs were incurred (7/1 – 6/30).
- Record Reporting FY RMRA Apportionment Received between September & August
https://www.sco.ca.gov/ard_local_apportionments.html

Reportable Project Status Terminology



- Completed: Projects that completed in the reporting FY (all invoice work/construction must have been done by June 30, excluding final closeout).
- In-Progress: Projects that took place in the reporting FY but were NOT completed prior to July 1.
- Carried Over: Projects that did not begin within the reporting FY but are scheduled to take place in the next FY.
- Forecasted: Projects scheduled to take place in future FY.
- No Longer RMRA Funded: Projects that will not utilize RMRA funds or have been canceled.

Expenditure Based Project Activity Examples



Project Example:

- Project was active within Reporting FY (July 1 – June 30) not Completed
 - Project Incurred Costs within FY to be paid with RMRA Funds
 - Project was invoiced for work that occurred within the FY but funds may not have been paid until after the FY closed.
- Expenditure Detail Captured:
 - Project Status = In-Progress
 - Project Start = Within FY
 - Estimated Completion Schedule
 - Estimated Total Cost (All funding sources, not just RMRA)
 - RMRA Funds Expended based on Invoiced Work from July 1 – June 30
 - Future FY RMRA Funds Dedicated to Project In-Progress

Expenditure Based Project Activity Examples



Project Example:

- Project reported as “Complete” in Prior FY but final closeout or acceptance and final payment using RMRA funds occurred in the Reporting FY.
- Expenditure Detail Captured:
 - Additional RMRA Funds Spent in Reporting FY on the Completed Project.
 - The total project cost cannot be less than the RMRA funds spent.

Expenditure Based Project Activity Examples



Project Example:

- Project started on July 20 of the current FY, but was awarded on April 16 of the reporting FY.
- Expenditure Detail Captured:
 - Project Status = Carried Over.
 - CalSMART will only allow a project to be reported as “In-Progress” if the project started prior to July 1.
 - Awarded does not equal an active project, as no invoiceable work occurred within the FY.

Required Reporting Detail – Project Specific Information



- Project Title
- Project Component
- Project Description
- Project Location
- U.S. Congressional District
- Legislative Districts
- Useful Life
- Additional Elements
- Project Status
- Project & Award Schedule
- RMRA Funds Expended (if applicable)
- Future FY RMRA Funds For Reimbursement (if applicable)
- Estimated Overall Project Cost
 - All Funding Sources
- Completed Project Outcomes/Outputs

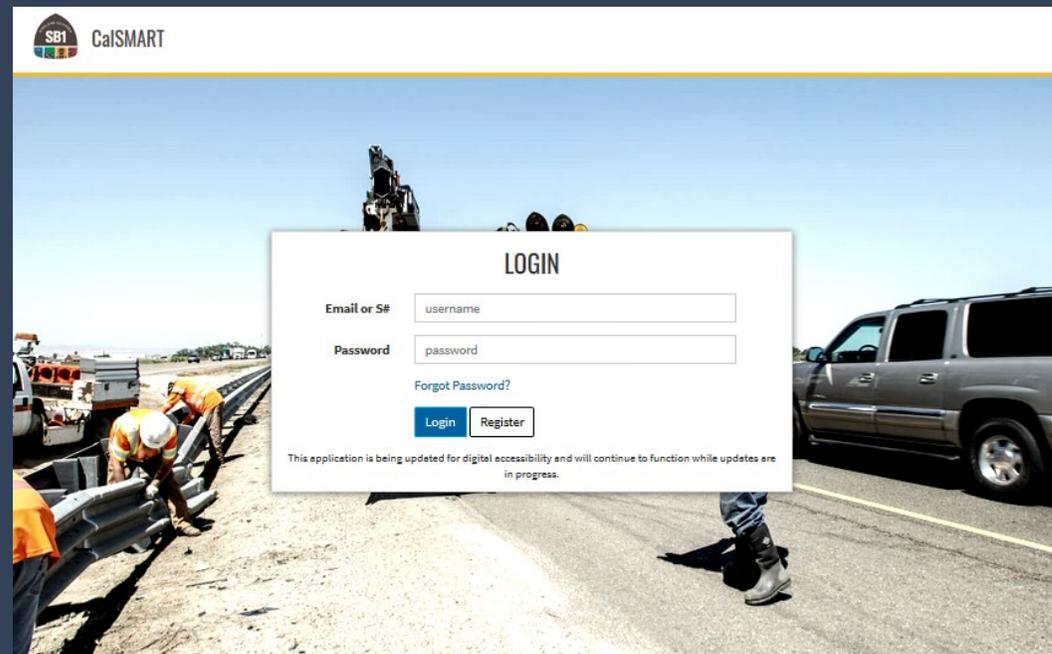
**Project detail may vary based on the Project Component and Status selected*



CalSMART



California State Multi-Modal Application and Reporting Tool – CaSMART



CaSMART



CaSMART is the only submittal method accepted for the adopted List of Proposed Projects and Expenditure Reports.

- Reporting Fiscal Year Expenditure Reporting Cycle is now open.
- If NOT registered, go to the [CaSMART](#) website to create an account.
- Each agency can have multiple registered users.



CalSMART Navigation

CaSMART Login

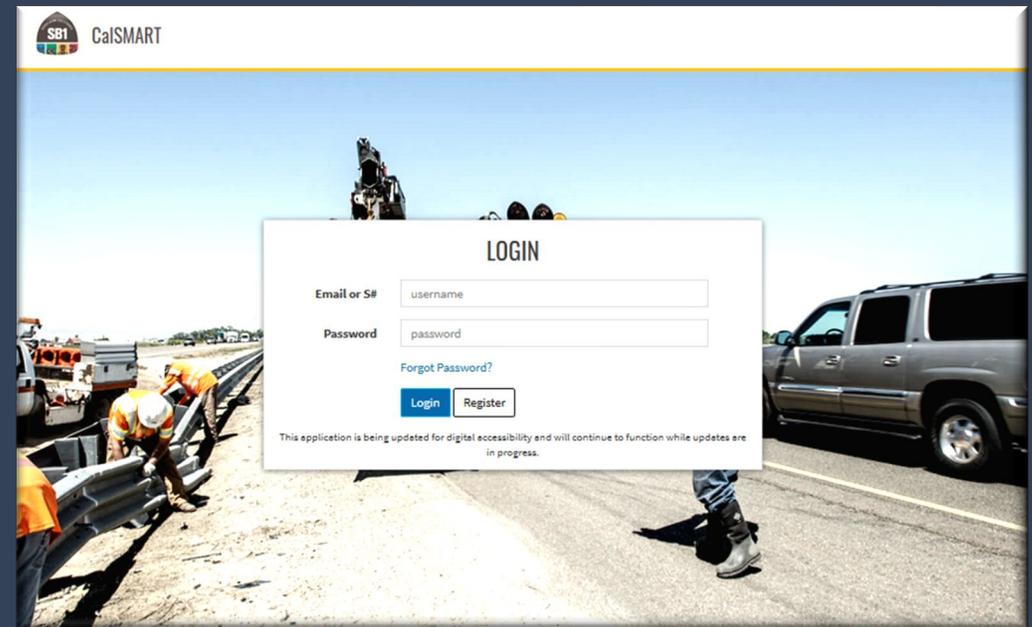


Current CaSMART Users, login using the email and password used to register.

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>



CaSMART Registration



If you are not a current CaSMART user, 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)
- ePPR

REGISTER

CaSMART 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
<input type="text"/>	<input type="text"/>
Email	Phone Number
<input type="text"/>	<input type="text"/>
Job Title	
<input type="text"/>	
Agency (type to filter list)	
<input type="text" value="Nothing selected"/>	
Programs (Must select at least one)	
<input type="checkbox"/> Local Streets and Roads Program (LSR)	
<input type="checkbox"/> State of Good Repair Program (SGR)	
<input type="checkbox"/> Other SB1 Funded Programs (ATP, SHOPP, LPP, SCCP, TCEP)	
<input type="checkbox"/> Electronic Project Programming Request (PPR)	
Password	Confirm Password
<input type="text"/>	<input type="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 (!@#%&)

Registration Confirmation

Registration Form Submitted



Registration Email Verification

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

From: CalSMART Notification <no-reply@dot.ca.gov>
Sent: Tuesday, September 1, 2020 4:05 PM
To: [Redacted]
Subject: Account Request Received

Hi Cherry Vee,

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
Electronic Project Programming Request (ePPR): eppr@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 Approved Email

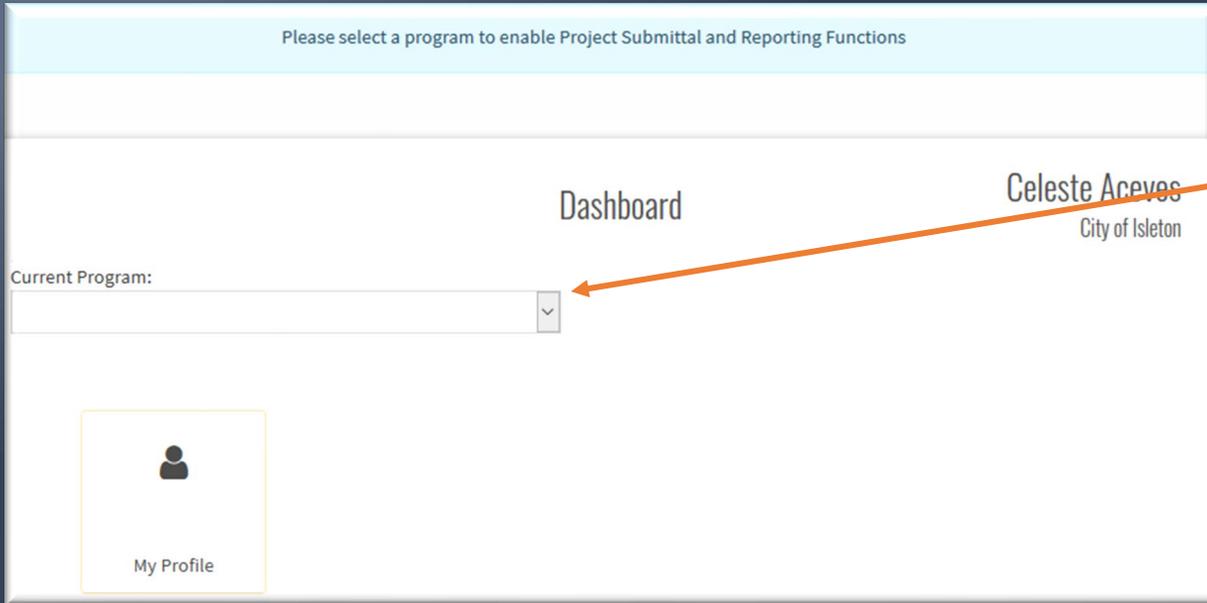
From: CalSMART Notification <no-reply@dot.ca.gov>
Sent: Tuesday, September 1, 2020 4:06 PM
To: [Redacted]
Subject: CalSMART - Access Request Approved - TEST

Hi Cherry Vee,

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

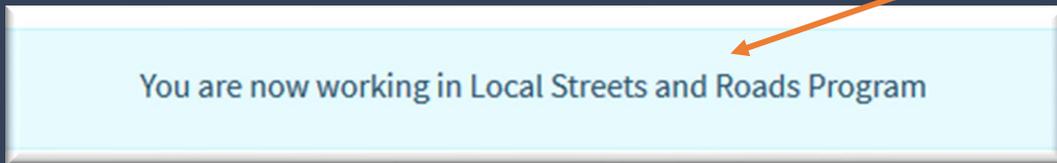
This message was sent from the CalSMART TEST system for testing purposes and does not reflect any official action taken or required on an actual submission

Program Selection on Dashboard



Step 1- Once logged in, select the Local Streets and Roads Program

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

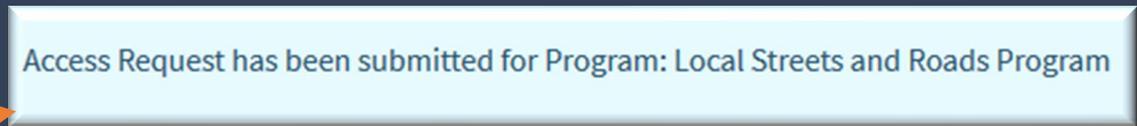
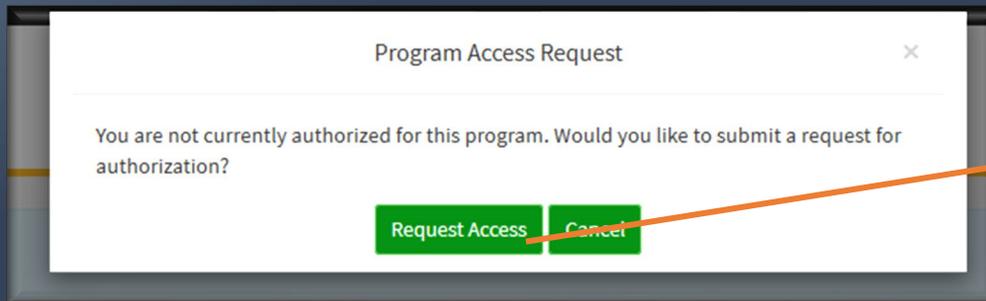




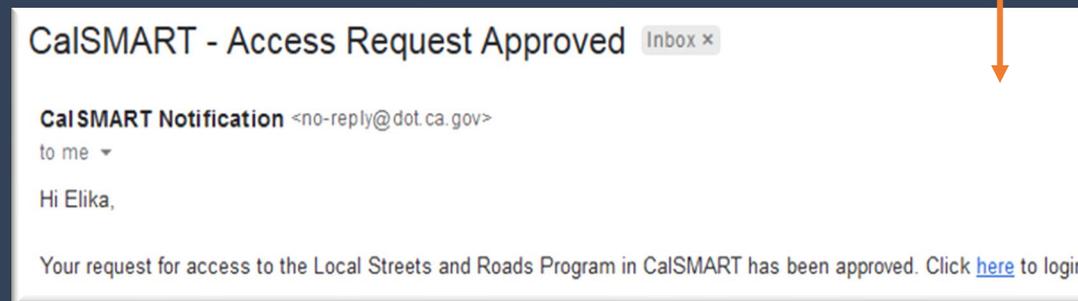
Program Selection on Dashboard

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

“Program Access Request” confirmation.



The following message will be sent once approved.



Dashboard - Program Message



Dashboard

Celeste Aceves
City of Isleton

Current Program:
Local Streets and Roads Program

The Local Streets and Roads Program is currently accepting Fiscal Year 19/20 Expenditure Reports until September 21, 2020

- 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



Dashboard Celeste Aceves
City of Isleton

Current Program:
Local Streets and Roads Program

Fiscal Year 19/20 Expenditure Reports are currently under review. EDIT requests may be sent to lsrc@catc.ca.gov until September 28, 2020. NEW Expenditure Reports are NOT being accepted at this time.

- 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

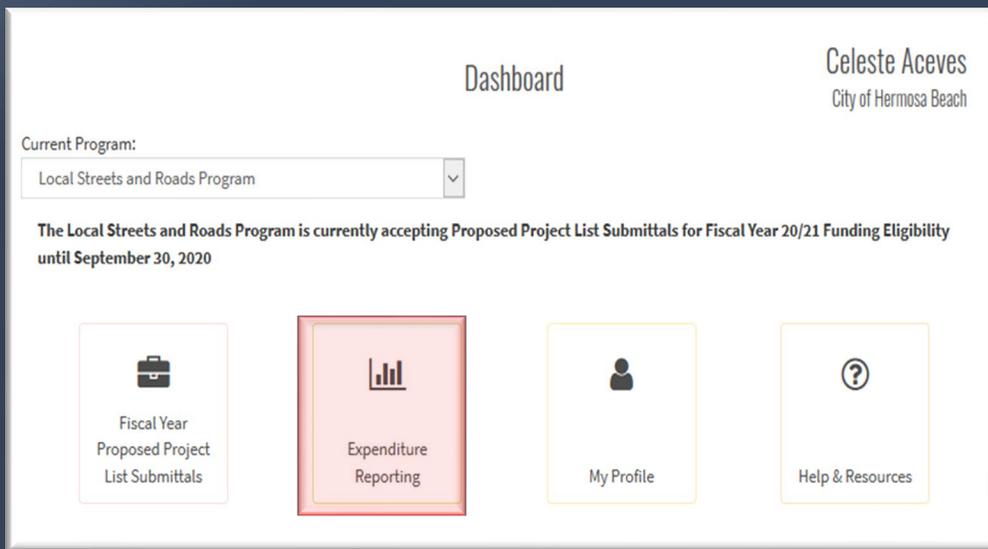
Resource Benefits:

- All documents are PDF.
- Continuously update Training and Program Cycle materials.
- All relevant technical guidance documents are on one page within the system.

Recorded Data from Prior FY's Expenditure Report



- Step 1 – Select “Expenditure Reporting”



- Step 2 – Select “Manage Expenditure Reports”.



DO NOT select any other tabs on this page.

Print out Prior FY Expenditure Detail



Step 3 – Select the Prior FY Expenditure Report.

EXPENDITURE REPORTS	
LSR-2018-5296 City of Gonzales	✓
LSR-2019-5296 City of Gonzales	✓

Step 4 - Then Select Create PDF.

Agency City of Gonzales	Date Created 09/28/2018
Address P.O. Box 647	City Gonzales
Contact Harold Wolgamott	Title Public Works Dir
Phone	Email

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

Note the Funding Detail Recorded



Step 5 – Make Note of the total RMRA Amount Received and Recorded as Spent in the Prior FY.

Utilize the information on this page to verify the detail your finance division should have recorded as the remaining RMRA funds available for use in the Prior FY.

* The funds reported as spent in the Prior FY have been recorded and cannot be altered.

Expenditure Report				
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>LSR-2019-5364</p> <p>FY 18/19</p> </div>				
Expenditure Report Details				
Program	Agency	Date Created	Date Submitted	Date Approved
Local Streets and Roads Program	City of La Mirada	08/30/2019	08/30/2019	10/11/2019
Address	City	State	Zip Code	
13700 La Mirada Blvd.	La Mirada	CA	90838	
Contact		Contact Title		
Jeff Boynton		jboynton@cityoflamirada.org		
Contact Phone		Contact Email		
(562) 943-0131		jboynton@cityoflamirada.org		
Avg. Network PCI		Measurement Date		
78		6/2015		
FY RMRA Apportionment Received w/ Interest	Total RMRA Apportionment Available w/ Interest	Total RMRA Expended		
\$926,413	\$1,217,534	\$0		
Summary of RMRA Activity				
Funding for the 17/18 allocation, previously allocated towards the Alonda/Phoebe Traffic Signal will be reallocated to Residential Street Phase V. Construction for Phase V will begin in 2019/20 FY.				

Note the Projects Reported



Step 6 – Make Note of Status and Titles of the Projects Reported on in the Prior FY.

Project Details						
Proposed Projects	Completed	In Progress	Carried Over	Future Forecasted	No Longer RMRA Funded	New
2	0	2	1	0	0	1

RPNO	Title	Description	Location	RP Type	Component	Priority Status	RMRA Expended
RP001	MacArthur Blvd and University Dr Pavement Rehab	This project will include: Pavement Rehab/Repair (Existing), Paving and/or Striping Rehab/Repair (Existing Safety) This project grinds and overlays sections of MacArthur Boulevard and University Drive with rubberized asphalt concrete. Reconstruction of deteriorated concrete improvements is also included.	MacArthur Boulevard from Bonita Canyon Road to SR 73 and University Drive from Jamboree Road to State Route 73.	ORIGINAL	Construction	Carried Over	\$0
RP003	Slurry Seal	This project will include: Pavement Improvement (New), Pavement Rehab/Repair (Existing)	Moore Blvd - Anderson Ave	NEW	Construction	In Progress	\$10,000
RP004	San Joaquin Hills Road Pavement Rehabilitation	This project will include: Pavement Improvement (New), Paving and/or Striping Installation (New Safety), Paving and/or Striping Rehab/Repair (Existing Safety) This project involves coldmilling and overlaying the existing asphalt concrete pavement with rubberized asphalt concrete. Deteriorated concrete improvements will also be reconstructed. Impacted utilities will be adjusted to grade. The new pavement will also be restriped. Final design is scheduled to be completed by Summer of 2019 and construction will be completed by Winter 2020. The estimated useful life of this project is 15 years minimum.	This project is located on San Joaquin Hills Road from Jamboree Road to MacArthur Boulevard .	ORIGINAL	Construction	In Progress	\$499,152

Utilize the information on this page to help identify the projects you will be asked to update for the Reporting FY.

Expenditure Report Project Detail – Excel Export



- Step 1 – Select “Expenditure Reporting”

A screenshot of a web dashboard. At the top right, it says "Dashboard" and "Celeste Aceves, City of Hermosa Beach". Below that, there's a "Current Program:" dropdown menu 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 20/21 Funding Eligibility until September 30, 2020". At the bottom, there are four buttons: "Fiscal Year Proposed Project List Submittals", "Expenditure Reporting" (which is highlighted with a red border), "My Profile", and "Help & Resources".

- Step 2 – Select “Manage Expenditure Reports”.

A screenshot of the "Expenditure Reporting" section. It has two tabs: "Local Streets and Roads Program" and "Expenditure Reporting". Under the "Expenditure Reporting" tab, there are three buttons: "Manage Expenditure Reports", "View Expenditure Reports", and "View Expenditure Report Projects". The "Manage Expenditure Reports" button is highlighted with a red border and has a large red 'X' over it. The "View Expenditure Reports" button also has a large red 'X' over it. The "View Expenditure Report Projects" button is highlighted with a red border and has a hamburger menu icon.

DO NOT select any other tabs on this page.

Export Prior FY Reported Project Detail



VIEW EXPENDITURE REPORT Streets and Roads Program

Filter Projects

Agency
City of Winters

Period
Fiscal Year 2018-19

Apply **Clear**

Export List to Excel

Agency	Expenditure FY	Expenditure Report	PPNO	RPNO	Project Title	RPTYPE	Component	Priority Status
City of Winters	19/20	LSR-C7- FY1		RP001	Edwards Street Rehab Project	Consolidated	Construction	In Progress
City of Winters	19/20	LSR-C2- FY1	PP001	RP002	Downtown Pavement	Original	Procurement/Operational Needs	In Progress
City of Winters	18/19	LSR- FY1		RP003	Tahoe Blvd Rehab	New	Procurement/Operational Needs	Completed
City of Winters	19/20	LSR-C7- FY1	PP002	RP012	ABC 2019	Original	Construction	In Progress

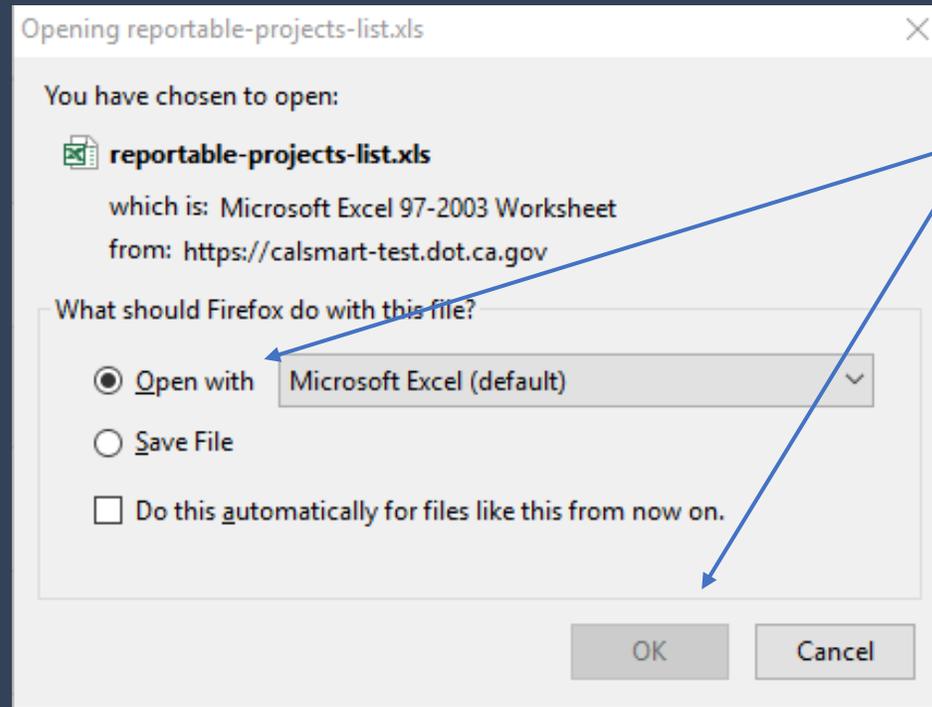
Step 1: Select Agency

Step 2: Select Prior FY.

Step 3: Select Apply

Step 4: Select Export List to Excel

Export Prior FY Project Detail – Excel Export

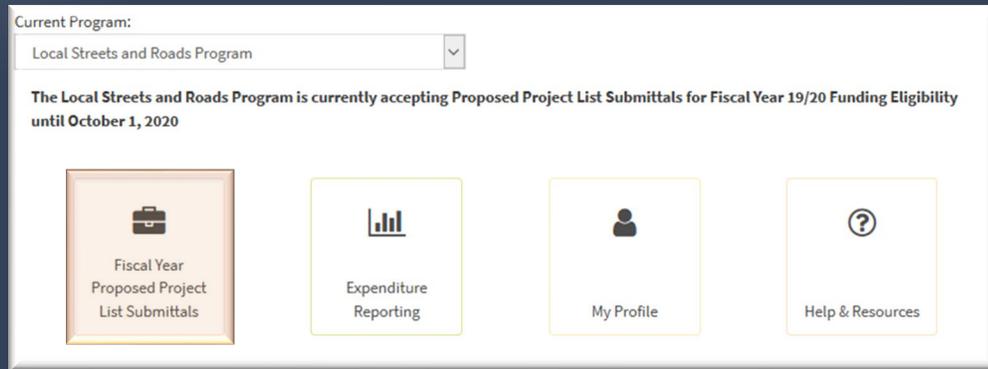


Select "Open with.." or "Save File". Select "OK" to export Prior FY detail.

Retrieve Reporting FY List of Proposed Projects



Step 1 – Return to CalSMART Dashboard, Select “Fiscal Year Proposed Project List Submittals”.



Step 2 – Select “Manage Fiscal Year Proposed Project List Submittals”.



Print out Reporting FY List of Proposed Projects - PDF



Step 3 – Select Reporting FY Proposed Project List Submittal package, then Select “Create PDF”.

LSR 2019/20

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

Program	Agency	Date Created	Date Submitted	Date Approved
Local Streets and Roads Program	Alameda County	04/09/2019	04/09/2019	04/09/2019

Address	City	State	Zip Code
300 Elmhurst Street	Hayward	CA	94544

History

TIP: Select the proposed FY Submittal before Creating PDF.

Create PDF

Make sure the correct submittal package is selected prior to creating the PDF. Note the FY in the upper right corner once a submittal package is selected.



Note the Projects Proposed

Step 4 – Make Note of the Projects Proposed for the Reporting FY.

Project Details

Title	Description	Location	Component	Priority Status	Est. Schedule		Useful Life		Assem	Senate
					Start	Complete	Min	Max		
Blackhawk Road Bikeway Project	This project will include: Cost Estimating, Maintenance Program Plan Development Install Class II bike lanes over 3 miles on Blackhawk Road and install class III bike route at the transition at the City limits. The project includes a surface treatment and striping. The bikeway will also use green pavement markings at transition areas. (RMRA funding = \$290,000) (Carryover project from FY17/18)	Blackhawk Road from Camino Tassajara to the City of Danville	Pre-Construction	Completed 18/19	06/2020	12/2020	2	4	16	7
Pomona Street Pedestrian Safety Improvement Project - Phase II	This project will include: Pavement Rehab/Repair (Existing), Sidewalk and/or Crosswalk Installation (New) The project will improve two pedestrian crossings on Pomona Street near three schools and a community center. At Pomona Street and 3rd Avenue, Pedestrian - Actuated Rectangular Rapid - Flashing Beacons (RRFB) and other pedestrian improvements will be added. At Pomona Street and Rolph	Crockett area: Pomona Street at 3rd Avenue, Pomona Street at Rolph Avenue	Construction	In Progress 18/19	12/2020	08/2021	12	50	14	3

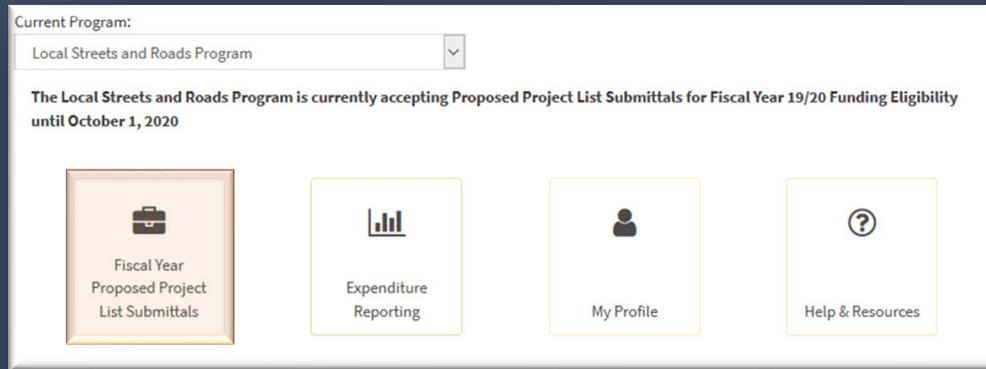
TIP: Page 2 provides the project detail specific to those project(s) proposed.

Use the proposed project detail provided on this page to help match the projects reported on in the Prior FY.

Retrieve Reporting FY List of Proposed Projects



Step 1 – Return to CalSMART Dashboard, Select “Fiscal Year Proposed Project List Submittals”.



Step 2 – Select “Manage Fiscal Year Proposed Project List Submittals”.



Print out Reporting FY List of Proposed Projects – Excel Export



PROPOSED PROJECT LIST - Local Streets and Roads Program

Filter Projects

Agency: City of Winters

Cycles

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

Agency	Proposed Project No	Project Type	Project Title
City of Winters	PP001	Road Maintenance & Rehabilitation	Winters RMRA Project 1.1
City of Winters	17/18 LSR-2018-5110 PP002	Road Maintenance & Rehabilitation	Winters RMRA Project 1.2
City of Winters	PP003	Road Maintenance & Rehabilitation	Winters RMRA Project 1.3
City of Winters	PP004	Road Maintenance & Rehabilitation	Winters RMRA Project 1.4
City of Winters	PP005	Road Maintenance & Rehabilitation	Winters RMRA Project 1.5
City of Winters	17/18 LSR-2018-5110 PP006	Complete Streets Components	Winters RMRA Project 1.6
City of Winters	PP007	Complete Streets Components	Winters RMRA Project 1.7
City of Winters	PP008	Complete Streets Components	Winters RMRA Project 1.8
City of Winters	PP009	Complete Streets Components	Winters RMRA Project 1.9
City of Winters	17/18 LSR-2018-5110 PP010	Complete Streets Components	Winters RMRA Project 1.10

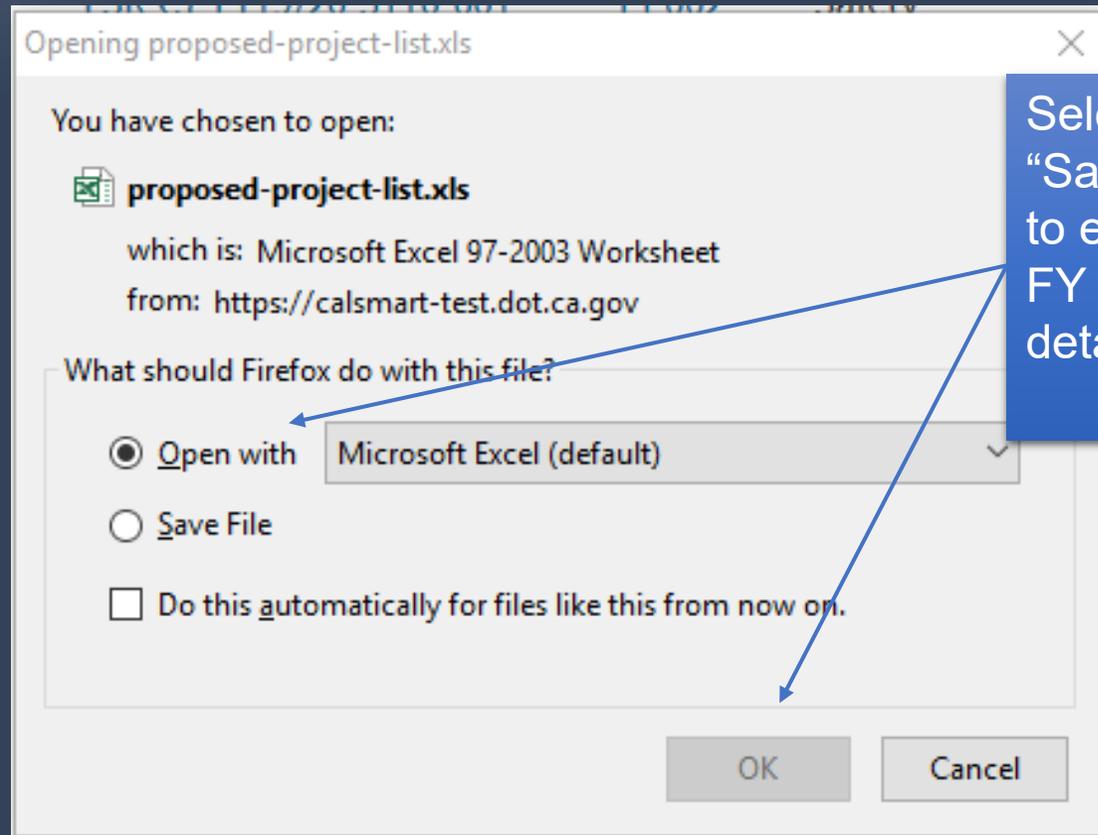
1 2 3 4 5 6 Next

Step 1: Select the Reporting FY

Step 2: Select Apply

Step 3: Select Export

Print out Reporting FY List of Proposed Projects – Excel Export



Select "Open with.." or "Save File". Select "OK" to export the Reporting FY Proposed Project detail.

Record FY Apportionments Estimated and Received



Step 1 – Note FY RMRA Estimate

Local Streets and Roads Funds including Highway Users Tax (Motor Vehicle Fuel Tax) and Road Maintenance and Rehabilitation Account (from RRAA of 2017)

Revenue Allocation Estimates for Budgeting

- ▶ [California Local Streets and Roads Funding "Explainer" with Updated Estimates for 2019-20 and FY2020-21](#). City and county allocation estimates of HUTA, RMRA and TCRF funds based on California Department of Finance estimates released with the Governor's May Revision proposed budget May 14, 2020. Includes detailed explanations of allocation rules, use rules, and long term projections.
- ▶ [Local Streets and Roads Estimates FY2019-20 and 2020-21 HUTA, RMRA and Loan Repayment estimates for cities and counties](#). May 2020 estimates for both years with HUTA sources combined. Sorted by County ... by Assembly District ... by Senate District.

Locate your City's/County's FY Estimate.

Estimated May 2020	2019-20		Road Mntnc Rehab Acct	TOTAL
	Hwy Users Tax Account	TCRF Loan Repayment		
ALAMEDA COUNTY				
ALAMEDA	1,749,763	89,169	1,321,073	3,160,005

Confirm the amount of FY RMRA Funds the city/county was estimated to receive.

<http://www.californiacityfinance.com/#TRANSPORTATION>

Step 2 – Note FY RMRA Apportionment Received

- » [Quarterly Vehicle Reg](#)
- » [Recall Election](#)

TIP: Scroll until you find the Road Maintenance and Rehabilitation Account Links. Once the applicable link is selected, you will then choose the Reporting FY.

- » [Road Maintenance and Rehabilitation Account - Cities SB 1 - NEW](#)
- » [Road Maintenance and Rehabilitation Account - Counties SB 1 - NEW](#)

Verify the amount of FY RMRA Funds were disbursed monthly by the State Controller's Office to each eligible City/County within the Reporting FY. https://www.sco.ca.gov/ard_local_apportionments.html

Creating Expenditure Report



Dashboard

Celeste Aceves
City of Winters

Current Program:

Local Streets and Roads Program

Fiscal Year 19/20 Expenditure Reports are currently under review. EDIT requests may be sent to lsr@catc.ca.gov until October 3, 2020. NEW Expenditure Reports are NOT being accepted at this time.



Fiscal Year
Proposed Project
List Submittals



Expenditure
Reporting



My Profile



Help & Resources

Expenditure Reporting Dashboard



Local Streets and Roads Program

Expenditure Reporting

+

Create
Expenditure
Report

✓

Manage
Expenditure
Reports

≡

View Expenditure
Report Projects

Expenditure Report Intake Page



EDIT EXPENDITURE REPORT

Fields marked with * are required

Program	Agency Name	LoCode	
Local Streets and Roads Program	City of Winters	5110	
Submittal Title		Reporting Period	
LSR-C7-FY19/20-5110-001		FY 19/20	
*Agency Address	*City	State	*Zip Code
123	123	CA	12345
*Agency Contact		*Agency Contact Title	
Mary		test	
*Agency Contact Phone		*Agency Contact Email Address	
(123) 456-7890		ctc@fake.com	

	FY RMRA Apportionment Received					
Funding FY	*Original RMRA Estimate	FY RMRA Apportionment Received September, 2019-June, 2020	FY RMRA Apportionment Received July-August, 2020	Current FY Interest Accrued	Total FY RMRA Apportionment Received w/o Interest	Total FY RMRA Apportionment Received w/ Interest
19/20	\$ <input style="width: 80px;" type="text"/>	\$ <input style="width: 80px;" type="text"/>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
	Please fill out this field.	Please fill out this field.				

TIP: Update information on this page if needed.

FY RMRA Apportionments Received – Input Clarification



DO NOT include the HUTA or SB 1 TCRF Loan Repayment amounts estimated.

The September – June and July – August total should match the total amount recorded by the State Controller's Office.

FY Interest Accrued: Enter \$0 if no interest was accrued on the RMRA funding received and remaining from the Prior FY.

Funding FY	*Original RMRA Estimate	FY RMRA Apportionment Received September, 2019-June, 2020	FY RMRA Apportionment Received July-August, 2020	Current FY Interest Accrued
19/20	\$ 264,230.00	\$ 123,585.00	\$ 26,710.00	\$ 0.00

	Prior FY RMRA Remaining Fund Balance	Interest Accrued on Remaining Fund Balance	Prior FY RMRA Remaining balance w/ Interest	Combined Available RMRA	Combined Available RMRA
18/19	\$ 982,661.29	\$ 0.00	\$		

TIP: The bottom field will appear if a jurisdiction had any remaining funds from the Prior FY. There will be a field reflecting the remaining fund and asking for interest to be reflected for that amount if applicable.

Fiscal Year Expenditure Activity



Include RMRA funds spent for work performed within the FY.

Accrued RMRA Costs Expended in Reporting Year

RMRA funding that was expended in the reporting year based on project activity

Total RMRA Expenditure Activity

Based on actual RMRA funds available (total costs accrued from July 1, 2019 to June 30, 2020)

FY	19/20	*Costs	\$	28,453.00
Future FY	YY/YY	Costs	\$	

Future FY Apportionment Expenditure for Reimbursement

\$	0.00
----	------

Identify if Future FY RMRA Apportionments have been "Dedicated" for Reimbursement for other funds spent in reporting FY.



FY Activity Summary & PCI Recorded— Input Clarification



Optional, unless jurisdiction has an average PCI of 80 or above and RMRA funds were spent on other transportation projects.

Average Network PCI:

Measurement Date:

Month



Year (yyyy)

Select Files to Upload ?

pdf, doc/docx, xls/xlsx, and jpg/png/bmp/gif only

Browse...

No files selected.

Supporting documents are optional, jurisdictions can upload images & additional program information here.

*Summary of FY RMRA Activity and Project Priority Changes

Summary Detail is Required – Describe the activity/inactivity that occurred in the reporting year and any changes that occurred to the project list.

Once all required information is entered select "Save" for the system to validate data entered and notify users of any errors. Once successfully saved, users will be directed to project reporting.

Save

Cancel

Prior FY Completed Projects Update – Clarification



Projects Reported in the Prior FY will appear in your “Project Reporting” tab.

FY 18/19 Completed Projects

If additional RMRA funds were spent in FY 19/20 on

Show Completed Projects

If additional RMRA funds were spent on a project reported as “Completed” in the Prior FY or the completed project was re-listed in the Reporting FY, click the “Show Completed Projects” tab to select a project from the completed projects list.

FY 18/19 Expenditure Report Projects

REQUIRED: Update the following projects reported as "In Progress," "Carried Over", or "Forecasted" in FY 18/19 to report status and expenditures for FY 19/20.

Select	RPNo	Title	Description	Location	Project Type	Project Component	Priority Status
Update	RP003	Bay Point Asphalt Rubber Cape Seal Project	This project will include: Pavement Rehab/Repair (Existing), Paving and/or Striping Rehab/Repair (Existing Safety). The project will apply asphalt	Approximately 76 streets in the Bay Point area;	Road Maintenance & Rehabilitation	Construction	In Progress, In Progress

Select “Update” to continue reporting on a previously reported project. Every project must be updated until the jurisdiction reports that a project has been completed or is No Longer RMRA Funded. Once a project is selected, a user will have the opportunity to link the project to a Reporting FY Proposed Project if applicable.

Review the Completed projects list before moving on. You will want to verify a project does not need to be linked to a Reporting FY project and that no additional RMRA funds were spent after June 30.

Reporting FY Project Linking Selection - Clarification



The project selected from the Prior FY Expenditure Report Project list will appear at the top of this page.

Selected FY 18/19 Expenditure Report Project

Project ID	Project Title	Project Description	Project Component
RP003	Bay Point Asphalt Rubber Cape Seal Project	This project will include: Paving and/or Striping Rehab/Repair (Existing Safety), Pavement Rehab/Repair (Existing) The project will apply an asphalt rubber chip seal covered with a type II slurry seal to approximately 258,930 square yards of roadway and a type II slurry seal on an additional 42,060 square yards of roadway in the Bay Point area. Work will also include surface preparation and pavement striping and markings.	Construction

FY 19/20 Proposed Projects

The Reporting FY Projects Proposed are populated on the page.

Select one or more corresponding proposed projects if applicable.

Select	ProjectID	Title	Description	Location	Project Type	Pre-Con.	Con.
<input type="checkbox"/>	PP001	Blackhawk Road Bikeway Project	This project will include: Maintenance Program Plan Development, Cost Estimating Install Class II bike lanes over 3 miles on Blackhawk	Blackhawk Road from Camino Tassajara to the City of Danville	Complete Streets Components	12/2020	

Link Projects

If a project from the list should be linked to the previously reported project, check the project box and the "Link Projects" tab will be enabled. Select the "Link Projects" tab to add reporting details and update the project.

Skip Linking Proposed Project

To skip project linking and directly report on the previously reporting Expenditure Report Project selected, click on the "Skip Linking Proposed Project" tab.

Project Component and Description – Clarification



Local Streets and Roads Program

All Newly Added Projects will default to the Pre-Construction Component.

All Previously Reported and Proposed Projects will maintain the Component and Project Description detail previously entered. Users must update ALL project detail as applicable.

*Project Type ?

Complete Streets Components

If "Other" is selected, please explain ?

0

*Project Component

Pre-Construction

Pre-Construction and Construction

Procurement/Operational Needs

*Project Description - This project will include:

- Active Transportation Plan
- Cost Estimating
- Document Preparation
- Environmental Study/Documents
- Feasibility Study
- Maintenance Program Plan Development
- Preliminary Design
- Project Scope Development
- Right of Way

Other

Ensure you have selected the applicable description options for the project. Users can add project description detail that does not appear in the list and add additional description detail.

Only the Component that is being funded with RMRA funds should be selected regardless of status.

Additional Info

Project Location and Other Detail – Clarification



Ensure the correct Legislative Districts are entered.

Useful Life detail should be updated if needed.

A screenshot of a web-based form for project details. The form includes several sections: "Legislative Districts" with three input fields for "State Senate" (value 3), "State Assembly" (value 4), and "US Congressional" (value 5); "Useful Life" with "Min" (value 1) and "Max" (value 2) dropdown menus; "*Project Location ?" with a text area containing "Pomona St at 3rd Avenue; Pomona St at Rolph Avenue, Edwards, Main St to Railroad."; "Additional Project Elements ?" with a question "* Does project include element(s) as described in SHC 2030 (c)-(f)?" and a "Yes" dropdown menu, and four checkboxes: "Sustainability ?" (unchecked), "Technologies ?" (unchecked), "Climate Change ?" (unchecked), and "Complete Streets ?" (checked). At the bottom right are "Save and Continue" and "Cancel" buttons. Colored callout boxes with arrows point to various parts of the form: a yellow box points to the legislative districts, an orange box points to the useful life fields, a green box points to the project location text area, and a blue box points to the "Save and Continue" button.

Update project location detail as applicable. There is a 500-character limit, users can summarize location detail (each segment is not required).

Users are required to identify any applicable "Additional Project Elements" included in the project.

Once complete, select "Save and Continue" to begin entering status, schedule and cost detail.

Project Status and Expenditure



PROJECT STATUS AND EXPENDITURE

Fields marked with * are required

Project Title ABC 2019	Project Description This project will include: Public Works Staffing, Procurement of Public Works Systems/Databases Project has been submitted for LPP Comp Cycle 2 and is a safety improvement and new installation project RMRA funding is to be used in match for LPP.
*Priority Status <input type="text"/>	RMRA Funds Previously Reported as Spent on Project \$ <input type="text" value="0.00"/>
*Additional Information <input type="text"/>	<input type="text"/>

[Save and Continue](#)

Priority Status:

- Carried Over
- Completed
- Forecasted
- In-Progress
- No Longer RMRA Funded

The priority status selected will determine the schedule and cost information required.

Project Status and Expenditures— In-Progress Project Example



Project Title
Alphabet Soup Lane

Project Description
This project will include: Project Scope Development, Cost Estimating, Preliminary Design, Document Preparation | Grinding, clear and grub project site preparation for future roadway improvement. | Project will include 1 center lane mile of improvements to existing roadway and address pedestrian and ADA Access improvements.

***Priority Status**
In Progress

Project Component
Pre-Construction

Reporting Period
FY 19/20

RMRA Funds Previously Reported as Spent on Project
\$ 0.00

FY RMRA Expenditure Activity

Accrued RMRA Costs Expended in Reporting Year
RMRA funding that was expended in the reporting year based on project activity

FY	Costs
19/20	\$ 10,000.00
Future FY YY/YY	\$

Total RMRA Expenditure Activity
Based on actual RMRA funds available (total costs accrued from July 1, 2019 to June 30, 2020)
\$ 10,000.00

Future FY Apportionment Expenditure for Reimbursement
\$ 0.00

Original Project Cost Estimate
\$

***Estimated Total Project Cost**
\$ 1,500,000.00

Estimated Project Start
05/20/2020

***Estimated Completion Date**
05/21/2021

Once the applicable “Priority Status” is selected, provide data for the required fields.

A minimum value of \$0.00 must be entered.

The project start cannot be after June 30th of the reporting FY and the estimated completion date must be after June 30th of the reporting FY.

Select “Save and Continue”

Save and Continue

Project Status and Expenditures – Completed Project Example



Once the applicable "Priority Status" is selected, provide data in the applicable fields.

Project Title Alphabet Soup Lane		Project Description This project will include: Project Scope Development, Cost Estimating, Preliminary Design, Document Preparation Grinding, clear and grub project site preparation for future roadway improvement. Project will include 1 center lane mile of improvements to existing roadway and address pedestrian and ADA Access improvements.			
*Priority Status Completed	Project Component Pre-Construction	Reporting Period FY 19/20	RMRA Funds Previously Reported as Spent on Project \$ 0.00		
Accrued RMRA Costs Expended in Reporting Year RMRA funding that was expended in the reporting year based on project activity			Total RMRA Expenditure Activity Based on actual RMRA funds available (total costs accrued from July 1, 2019 to June 30, 2020)		
	FY	*Costs	\$	10,000.00	
	Future FY	Costs	\$		
Award Date (if applicable)			*Project Start 05/19/2020		
*Completion Date 06/30/2020			*Original Project Cost Estimate \$ 1,000,000.00		
			*Total Project Cost \$ 1,500,000.00		
Additional Information Project Costs					

Report funds expended.

Only report a project as Completed if it is or will be solely or partially funded with RMRA.

Projects may be reported as complete, once open and the invoiceable work was completed by June 30, 2020.

The "Total Project Cost" should include all funding sources not just the RMRA funding amount spent.



Project Status and Expenditures— Completed Project Example

Outputs/Outcomes to report on will vary based on component completed, at least one must be provided.

Select all applicable Outputs/Outcomes for the Completed Project.

Project Outputs/Outcomes
Select all that apply (at least one required)

	Unit	Quantity (required if Unit is indicated)
<input type="checkbox"/> Total Miles Paving Rehab/Repair	Miles	<input type="text"/>
<input type="checkbox"/> Total # of ADA Curb Ramps	Count	<input type="text"/>
<input type="checkbox"/> Bicycle Lane Rehab/Repair	Miles	<input type="text"/>
<input type="checkbox"/> Landscape Maintenance		
<input type="checkbox"/> Storm Drain and Culvert Repair		

Reporting measurement required for the Output/Outcomes selected.

Select "Save and Continue"

Save and Continue

Edits and Errors



Return to the LSR Dashboard

The screenshot shows the LSR Dashboard for Celeste Aceves, City of Winters. At the top right, the user's name and city are displayed. Below this, 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 Fiscal Year 19/20 Expenditure Reports until September 18, 2020". Four main action buttons are visible: "Fiscal Year Proposed Project List Submittals", "Expenditure Reporting" (highlighted with a yellow border and an arrow), "My Profile", and "Help & Resources".

Select "Expenditure Reporting"

Select "Manage Expenditure Reports".

The screenshot shows the "Expenditure Reporting" section of the LSR Dashboard. It features three buttons: "Create Expenditure Report" (with a plus sign icon and a red X over it), "Manage Expenditure Reports" (with a checkmark icon), and "View Expenditure Report Projects" (with a list icon and a red X over it).

Reported Project – Edits and Resetting



The screenshot displays the LSR system interface. On the left, a sidebar titled "EXPENDITURE REPORTS" lists several reports, with "LSR-C7-FY19/20-5928-001" highlighted in a light blue box. An orange callout box with an arrow points to this report, containing the text: "Select the Reporting FY Expenditure Package. The report will be locked from edits if it has been submitted." The main area shows the details for "LSR-C7-FY19/20-5928-001" for the year "LSR 2019/20". It includes fields for Agency (Contra Costa County), Date Created (09/16/2020), Date Submitted (N/A), Address (1120 N Street), City (Martinez), State (CA), and Zip Code (94553). Below these are fields for Avg. Network PCI (N/A) and Measurement Date (N/A). A summary section shows FY RMRA Apportionment Received w/ Interest (\$ 14971353.36), Total RMRA Apportionment Available w/ Interest (\$ 27273880.94), and Total RMRA Expended (\$ 0). Action buttons include More, Edit, View Files, Create PDF, and Submit. Below the expenditure details is a "PROJECTS" table with columns: RPNO, Component, Title, RP Desc., RP Location, RP Type, Priority Status, RMRA Expended, and View/Edit. The first row is highlighted in light blue and contains: RP002, Pre-Construction, Downtown Pavement, This project will include: C..., Carpenter Road and 35th ..., Original, In Progress, \$1,000, and a "View/Edit" icon (an eye with a slash). A blue callout box with an arrow points to this icon, containing the text: "Select the 'View/Edit' icon to begin editing/resetting the reported project." At the bottom of the projects table, there is a "Project Reporting" button and an "Add New Project" button.

Project Reset – Undo Reported Project



Once in the “Reportable Project” page, scroll to the “Status and Expenditure Detail by Reporting Year” section and select “View” for the applicable Reporting FY and then delete that record.

Additional Project Elements ?
* Does project include element(s) as described in SH...
 Techn...
 Comp...

Select “View” for the Reporting FY Project

Status and Expenditure Detail by Reporting Year

	Reporting Year	Component	Priority Status	Total Acti
View	17/18	Construction	In Progress	\$
View	19/20	Construction	In Progress	\$
View	18/19	Construction	In Progress	\$

PROJECT STATUS AND EXPENDITURE

Project Title
Edwards Street Rehab Project

Project Description
This project will include: Bridge Structure Rehab/Repair (Existing) | Along a 123,108 Sq Ft corridor there will be spot repairs, crack and slurry seals.; Along a 17,950 Sq Ft corridor there will be spot repairs, crack and slurry seals.; Along a 34,956 Sq Ft corridor there will be spot repairs, crack and slurry seals.; Along a 17,4... seals.; Along a 3,960 Sq Ft corridor there will be crack and plant and accessible by all residents.; Along a 111,456 Sq... seals, and be grind and paved.; Along a 39,420 Sq Ft corri... 532 Sq Ft corridor there will be crack and slurry seals.; Alo... seals, and grind/paves.; Along 9,540 Sq Ft corridor there wi... Ft corridor there will be spot repairs, crack and slurry seal... seals.; Along 29,472 Sq Ft corridor there will be spot repai... and pave.; Along 27,420 Sq Ft there will be spot repairs, cr... air, crack and slurry seals.; Along 49,140 Sq Ft there will b... re necessary.; Along 49,788 Sq Ft there will be spot repairs... repairs, crack and slurry seals.; Along 34,146 Sq Ft there wi... seals.; Along 22,365 Sq Ft there will be spot repairs, crack and slurry seals.; Along... crack and slurry seals.; Along 33,680 Sq Ft there will be spot repairs, crack and slurr... be grind/pave.; Repair sidewalks so that they are accessible to all residents.

DELETE - Are you sure?

OK Cancel

Priority Status In Progress **Project Component** Construction **Reporting Period** FY 18/19 **FY 17/18 RMRA Funds Previously Reported as Spent on Project** \$ 50,000.00

Edit Delete Back

Once in the Project Status and Expenditure Page, scroll to the bottom and select “Delete”. This will reset a project reported and return it and any linked projects to the Project Reporting list.

Once deleted the project will be returned to the Project Reporting page.

Reset a Reporting FY Project Not Linked



Step 3 – Only Reporting FY project(s) not linked to a Prior FY project will have a “Delete” tab on the “View Reportable Project” detail page.

A screenshot of a web application interface for viewing a reportable project. The form includes several input fields and sections. At the bottom, there are two buttons: a blue "Edit" button and an orange "Delete" button. An orange callout box with an arrow points to the "Delete" button.

***State Senate** 3 ***State Assembly** 5 ***US Congressional** 12 ***Min** 30 ***Max** 35

***Project Location ?**
Brookhurst

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

Sustainability ? Technologies ?
 Climate Change ? Complete Streets ?

Status and Expenditure Detail by Reporting Year

	Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
View	19/20	Procurement/Operational Needs	Carried Over	\$ 0.00

Related Proposed Project
Fiscal Year

Delete

Select “Delete” to have the project returned to the Project Reporting List page or if “New”, it will remove the project entirely.

This will revert the project back to the Project Reporting page.



Undo Linked Projects

Step 1– Scroll to the bottom of the page, do not select “Edit”. First select “Undo” to the linked project, a message will appear at the top of the page.

Project status reverted to unreported for PP002

Sustainability ? Technologies ?
 Complete Streets ?

Sidewalk bulb outs, curb ramps

Next, Select “View” for the Reporting FY Project Detail

Status and Expenditure Detail by Reporting Year

	Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
View	17/18	Construction	In Progress	\$ 40,000.00
View	18/19	Construction	In Progress	\$ 394,149.00
View	19/20	Construction	In Progress	\$ 50,000.00

Related Proposed Projects

Fiscal Year	PPNo	Project Title	RP Type
17/18	PP004	Pomona Street Pedestrian Safety Project - Phase II	
18/19	PP006	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original
19/20	PP002	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original

First, Select “Undo”

RP Type
Original Undo

Then select “View” for the Status and Expenditure Report Detail.

Undo Linked Projects Continued



Step 2 – Scroll to the bottom of the page, select “Delete”. If you do not do this step, the original Reporting FY Project will not return to the Project Reporting List page.

A screenshot of a web application interface for project management. The interface includes several sections: 'Priority Status' (In Progress), 'Project Component' (Construction), 'Reporting Period' (FY 19/20), and 'FY 18/19 RMRA Funds Previously Reported as Spent on Project' (\$ 115,629.00). Below this is 'FY RMRA Expenditure Activity' with 'Accrued RMRA Costs Expended in Reporting Year' (FY 19/20, Costs \$ 150.00). To the right is 'Total RMRA Expenditure' (Based on actual RMRA funds July 1, 2019 to June 30, 2020). At the bottom, there are 'Project Start' (06/29/2019), 'Estimated Completion Date' (10/25/2019), 'Original Project Cost Estimate', and 'Estimated Total Project Cost' (\$ 500,000.00). At the bottom of the page, there are three buttons: 'Edit', 'Delete', and 'Back'. A confirmation dialog box titled 'DELETE - Are you sure?' is overlaid on the right side, with 'OK' and 'Cancel' buttons. An orange callout box points to the 'Delete' button.

Once in the Project Status and Expenditure page, scroll to the bottom and select “Delete”. This will reset a project reported and return it and any linked projects to the Project reporting list.



Correct Project Component Recorded

Repeat steps on Slides 49 & 50.

Additional Project Elements ?

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

Sustainability ?
 Climate Change ?

Description of Elements (optional)

Status and Expenditure

Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
18/19	Pre-Construction	In Progress	\$ 500.00
	Pre-Construction	In Progress	\$ 1,000.00

View

Project Title: Downtown Pavement

Project Description: This project will include: Cost Estimating

* Priority Status: In Progress

Project Component: Pre-Construction

Reporting Period: FY 19/20

Estimated Project Start: []

* Estimated Completion Date: []

Delete

Delete

Select "View" for the Reporting FY Project Detail

Once in the Project Status and Expenditure page, scroll to the bottom and select "Delete". This will reset the project expenditure data, allowing the component to be changed.

DELETE - Are you sure?

OK Cancel

The system will take you to the "Reportable Project" page.

Additional Project Elements ?

* Does project include element(s) as described in SHC 2030 (c)-(f)? No

Sustainability ?
 Climate Change ?

Technologies ?
 Complete Streets ?

Description of Elements (optional)

Status and Expenditure Detail by Reporting Year

Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
19/20	Procurement/Operational Needs	In Progress	\$ 500.00

Edit **Delete**

ALL fields will remain locked until you select the "Edit" button at the bottom of the page. Then, you can make the necessary changes to your component..



Incomplete Project Reporting

Upon attempting to Submit, if the project reporting is incomplete, the following message will appear.

SUBMIT EXPENDITURE REPORT

LSR-C7-FY19/20-5110-001

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

- Project Reporting is incomplete. You must report the status of all Proposed Projects.

[Back](#)

The following slides will assist you in the error.

Error Located – Project Reporting Tab



PROJECTS Expand ^

RPNO ↑	Component	Title	RP Type	Priority Status	RMRA Exp
RP003	Construction	Bay Point Asphalt Rubber C	Original	In Progress	
RP004	Construction	Pomona Street Pedestrian S	Original	In Progress	\$50,00
RP006	Construction	Pedestrian Crossing Enhanc	Original	In Progress	\$286,5
RP015	Procurement/Operational Needs	Roadway Maintenance - Do	Original	In Progress	\$56,81
RP017	Pre-Construction	New Priority Project	Original	No Longer RMRA Funded	

[Add New Project](#)

Return to Manage Expenditure Reports and select "Project Reporting" for the Reporting FY project.

Project Reporting

ALL Prior FY Projects with a status of "In Progress", "Carried Over", or "Forecasted" must be reported on in addition to ALL Reporting FY Proposed Projects.

If all projects appear to be reported on, but does not appear on either list, see next slide for details.

FY 18/19 Completed Projects

If additional RMRA funds were spent in FY 19/20 on a project reported as "Complete" in 18/19, select the project below to report the additional expenditures.

Show Completed Projects v

FY 19/20 Proposed Projects

Select	ProjectID	Title	Description	Location	Project Type	Pre-Con	Con
<input type="checkbox"/>	PP001	Blackhawk Road Bikeway Project	This project will include: Cost Estimating, Maintenance Program Plan Development Install Class II bike lanes over 3 miles on Blackhawk Road and install class III bike route at the transition at the City limits. The project includes a surface treatment and striping. The bikeway will also use green pavement markings at transition areas. (RMRA funding = \$290,000) (Carryover project from FY17/18	Blackhawk Road from Camino Tassajara to the City of Danville	Complete Streets Components	12/2020	

[Report](#)
[Consolidate Projects](#)
[Split Project](#)
[No Longer](#)

Any project still not accounted for would appear as reportable in the project reporting page.

Error Located – View Expenditure Report Project Tab



A project will appear in the “View Expenditure Report Projects” with a status of “Not Yet Reported” when the reporting was closed out in the Status and Expenditure Detail page prior to being “Saved”.

FY 19/20 Proposed Projects

Select	ProjectID	Title	Description	Location	Project Type	Pre-Con	Con
Linked	PP001	test	This project will include: test	Center Square Downtown Financial Proc/Oper Need	Complete Streets Components	06/2020	
Linked	PP002	ABC 2019	Safety Installation (New) Project has been submitted for LPP Comp Cycle 2 and is a safety improvement and new installation project RMRA funding is to be used in match for LPP.	alvine	Safety		03/2021

EXPENDITURE REPORT PROJECTS - Local Streets and Roads Program

Expenditure FY	Expenditure Report	PPNO	RPNO	Project Title	RPTType	Component	Priority Status
19/20	LSR-C2-FY18/19-5110-001	Multiple	RP001	Edwards Street Rehab Project	Consolidated	Construction	In Progress
City of Winters 19/20	LSR-C2-FY18/19-5110-001	N/A	RP002	Downtown Pavement	Original	Pre-Construction	In Progress
City of Winters 18/19	LSR-C2-FY18/19-5110-001	N/A	RP003	Tahoe Blvd Rehab	New	Procurement/Operational Needs	Completed
City of Winters	N/A	PP001	RP006	test	Original	Procurement/Operational Needs	Not yet reported

View Expenditure Report Projects

ALL projects are accounted for. Go back to the Expenditure Report Dashboard and select “View Expenditure Report Projects”.

Select RP # to open record and complete reporting.

Error Located – View Expenditure Report Project Tab Continued



Scroll to the bottom of the “View Reportable Project” detail page.

Status and Expenditure Detail by Reporting Year

	Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
Add	19/20			Not yet reported

Project Title
Bay Point Asphalt Rubber Cape Seal Project
This project involves the application of a type II slurry seal on an additional 42,000 square yards of roadway in the Bay Point area. Work will also include surface preparation and pavement striping and markings.

***Priority Status**

Please select an item in the list.

Project Component
Construction

Reporting Period
2019/2020

RMRA Funds Previously Reported as Spent on Project
\$0

Additional Information

[Save and Continue](#)

Annotations:
- A blue callout box points to the "Add" button: "Select 'Add' to complete the expenditure detail reporting."
- A yellow callout box points to the "Priority Status" dropdown: "Continue to report on the project. Select Save and Continue once complete."

Submitting the Expenditure Report



Step 1 - When all projects have been reported, return to the “Manage Expenditure Report” page and select “Submit”.

Step 2 - Select “Submit” to submit the Expenditure Report. Edits will not be allowed once submitted.

EXPENDITURE REPORTS

LSR-2018-5928 Contra Costa County	LSR-C7-FY19/20-5928-001	LSR 2019/20		
LSR-C2-FY18/19-5928-001 Contra Costa County	Agency Contra Costa County	Date Created 09/16/2020	Date Submitted N/A	
LSR-C7-FY19/20-5928-001 Contra Costa County	Address 1120 N Street	City Martinez	State CA	Zip Code 94553
	Title			

Ensure correct FY is selected in order to “submit”.

Create PDF

Submit

SUBMIT EXPENDITURE REPORT

LSR-C7-FY19/20-5110-001

Are you sure you want to submit this expenditure report for review?

Submit Cancel

Submittal Confirmation



Step 3 - After completion of the Expenditure Report, you will receive a confirmation email.

From: CalSMART Notification <no-reply@dot.ca.gov>
Date: September 22, 2020 at 2:03:38 PM PDT
To:
Subject: **SB1 Expenditure Report Submitted Successfully**

TIP: This email does not indicate your expenditure report has been approved.

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

Frequently Asked Questions



No RMRA Funds were spent in the Reporting FY, do we still need to submit an Expenditure Report?

- YES.

What are we reporting on if no RMRA Funds were spent?

- Reporting FY RMRA Apportionment Received
 - Any Interest Accrued
- RMRA Remaining Balance from Prior FY (if applicable)
 - Any Interest Accrued (if applicable)
- RMRA Activity Summary
 - Explain why there was no expenditure activity in the FY
- Provide applicable updates for all projects proposed

Frequently Asked Questions



What if a project is listed in both the Prior FY and the Reporting FY Project List?

- Link the projects if they were not linked at the time of Project Proposal.
- Project detail will auto populate from the Prior FY.

Will we have to link projects in the reporting cycles?

- We didn't have the ability to relist the proposed projects for the first two proposed project list submittals.
- This feature was first deployed for the FY 19/20 Proposed Project Submittal Period.
- If a project was not linked at the time of project listing, this will provide the user a way to link the desired projects thus eliminating erroneous and duplicate project reports.

Frequently Asked Questions



Why are we being asked to record the interest?

- The interest accrued stems from a specific funding source that has specific eligible use criteria.
- The interest accrued must be spent as intended by statute.

How do you want us to report interest that was accrued in previous fiscal years but wasn't reported?

- A field was created to allow for that. Simply enter in the interest amount you weren't able to capture previously.
- If you can't separate out that amount, you can enter the total interest accrued for RMRA funds in the Reporting FY Interest reporting field.



Frequently Asked Questions

How do I continue project reporting if I exit CalSMART?

PROJECTS Expand ^

RPNO ↑	Component	RP Location	RP Type	Priority Status	RMRA Exp
RP003	Construction	Approximately 76 streets in the Ba...	Original	In Progress	
RP004	Construction	Pomona Street Pedestrian Safety I... This project will include: Bicycle L...	Pomona St at 3rd Avenue (38.0523... Original	In Progress	\$50,00
RP006	Construction	Pedestrian Crossing Enhancemen... This project will include: ADA Cur...	1 - Delta Road, Knightsen Element... Original	In Progress	\$286,5
RP015	Procurement/Operational Needs	Roadway Maintenance - Double C... This project will include: Procure...	Countywide--San Pablo Avenue, C... Original	In Progress	\$56,81
RP017	Pre-Construction	New Priority Project This project will include: Docume...	Countywide Active Transportation... Original	No Longer RMRA Funded	

Return to Manage Expenditure Reports and select "Project Reporting" for the Reporting FY.

Project Reporting

FY 18/19 Completed Projects

If additional RMRA funds were spent in FY 19/20 on a project reported as "Complete" in 18/19, select the project below to report the additional expenditures.

Show Completed Projects v

FY 19/20 Proposed Projects

Select	ProjectID	Title	Description	Location	Project Type	Pre-Con	Con
<input type="checkbox"/>	PP001	Blackhawk Road Bikeway Project	This project will include: Cost Estimating, Maintenance Program Plan Development Install Class II bike lanes over 3 miles on Blackhawk Road and install class III bike route at the transition at the City limits. The project includes a surface treatment and striping. The bikeway will also use green pavement markings at transition areas. (RMRA funding = \$290,000) (Carryover project from FY17/18	Blackhawk Road from Camino Tassajara to the City of Danville	Complete Streets Components	12/2020	

Report

Consolidate Projects

Split Project

No Longer RMRA Funded

Any project still not accounted for would appear as reportable in the project reporting page.

Frequently Asked Questions



We keep our HUTA and RMRA funds in the same account, how are we supposed to separate out the interest?

- Per the SCO, “local agencies should have some established methodology with regards to interest earnings allocations. Many calculate interests on a quarterly (some, monthly) basis, and allocate based on a fund’s cash balance averages.”
- “If a local agency’s RMRA is within either a Road Fund or Gas Tax Fund, for reporting and accounting purposes, they can calculate the RMRA’s share of interest proportionate to RMRA’s balance.”

Frequently Asked Questions



A project was reported as “In-Progress” in the Prior FY and has since been Completed. Can I report on that or do I need to create a new project?

- If the project was not re-listed in the Reporting FY, skip “Project Linking”.
- Select “Update” for the Reporting FY In-Progress Project
- Update the project detail if needed
- Update the Status to Complete and report the necessary expenditure information.

Frequently Asked Questions



What CAN be updated for a project reported as “In-Progress” last year?

- MOST of the project detail pertaining to title, description, location, etc.
- Project Status, Completion Schedule, Additional RMRA Funds Spent, Future FY RMRA Funds Dedicated for Reimbursement.

What can't be updated?

- Component
- Previously Reported RMRA funds Spent on the project.
- Previously Reported Project Start Date

Frequently Asked Questions



Our Finance Department says the payments received in July & August can't be counted towards the Reporting FY because we received them in the current FY cycle, is that true?

- NO, the payments received in July & August are based on revenues collected in the reporting Fiscal Year.
- Therefore, those funds received in July & August MUST be counted towards your Reporting FY Apportionment.

Frequently Asked Questions



Is there anything that can't be changed on a project reported as "Complete" last year, when reporting additional RMRA spent?

- You **SHOULD NOT** change any of the project detail previously entered.
- Project schedules reported in Prior FY are locked and **CANNOT** be altered.
- **ALL** previously reported project expenditure detail is locked.
- What **CAN** be reported?
 - **ANY** additional RMRA funds Spent on the project.
 - **ANY** additional Future Fiscal Year RMRA Funds Dedicated for Reimbursement

Frequently Asked Questions



A project was delivered using RMRA funds but the Jurisdiction was later reimbursed for emergency repairs due to fire or flood, how can we reflect that?

- Jurisdictions are strongly to reach out to LSR Program Staff so we can discuss your reporting on a case-by-case basis.

Frequently Asked Questions



If Future FY RMRA Apportionments have been “Dedicated” for Reimbursement of other funds spent in reporting FY, will those funds be counted as RMRA funds spent?

- No. However, it will indicate a jurisdiction has advanced a project and will reimburse themselves with future RMRA funds.

Frequently Asked Questions



Where can I find the FY RMRA amount we received?

- The State Controller's Office (SCO) provides the Apportionment Amounts Disbursed for each Fiscal Year.

- https://www.sco.ca.gov/ard_local_apportionments.html

- Scroll toward the bottom of the page and select

- [Road Maintenance and Rehabilitation Account - Cities SB 1 - NEW](#)

- [Road Maintenance and Rehabilitation Account - Counties SB 1 - NEW](#)

- Select Reporting FY

- [Road Maintenance and Rehabilitation Account - Cities SB 1 - NEW](#)

- [Fiscal Year 2019-2020](#)

- [Fiscal Year 2018-2019](#)

- [Fiscal Year 2017-2018](#)

Frequently Asked Questions



Where can we find the amount we were estimated to receive for the Reporting FY?

- The California Local Government Finance Almanac
 - <http://www.californiacityfinance.com/#TRANSPORTATION>

Transportation Funding Sources

Local Streets and Roads Funds including Highway Users Tax (Motor Vehicle Fuel Tax) and Road Maintenance and Rehabilitation Account (from RRAA of 2017) Revenue Allocation Estimates for Budgeting

- ▶ [California Local Streets and Roads Funding Explainer with Updated Estimates for 2018-19 and FY2019-20](#). City and county allocation estimates of HUTA, RMRA and TCRF funds based on Dept of Finance estimates released with the May Revision to the Governor's proposed budget May 9, 2019. Includes detailed explanations of allocation rules, use rules, and long term projections.
- ▶ [Local Streets and Roads Estimates FY2018-19 and 2019-20 HUTA, RMRA and Loan Repayment estimates for cities and counties](#). May 2019 estimates for both years with HUTA sources combined. Sorted by [County](#) ... by [Assembly District](#) ... by [Senate District](#).

Resources



California Transportation Commission:

- <http://catc.ca.gov/>

Local Streets and Roads Program

- <http://catc.ca.gov/programs/sb1/l srp>

CaSMART

- <https://calsmart.dot.ca.gov/login/auth>

Streets and Highways Code Sections 2030, 2034 – 2038

- https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=SHC&division=3.&title=&part=&chapter=2.&article=

States Controller's Office

- <https://www.sco.ca.gov/>

Resources



Division of Audits

- State Controller's Office– AudRmr@sco.ca.gov
- Telephone – (916) 324-7226

Local Government Services Division, Apportionments:

- https://www.sco.ca.gov/ard_local_apportionments.html

California State Association of Counties:

- <https://www.counties.org/>

League of California Cities:

- <https://www.cacities.org/>

California Local Government Finance Almanac:

- <http://www.californiacityfinance.com/>

Thank You



More Information

catc.ca.gov

RebuildingCA.ca.gov

Email: ctc@catc.ca.gov



@California_CTC



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