Local Streets and Roads Funding Program

Road Maintenance and Rehabilitation Account
Expenditure Reporting Quick Guide

California Transportation Commission
Local Streets and Roads Funding Program
Expenditure Reporting Quick Guide

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Local Streets and Roads Expenditure Reporting Overview

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

The 2021 Local Streets and Roads Funding Program Reporting Guidelines require those cities and counties which received fiscal year apportionments to include a status update on all projects proposed for funding eligibility. In addition, cities and counties are to include any proposed project list changes that occurred throughout the fiscal year, within the Annual Project Expenditure Report.

To promote statewide consistency in the content and format for the project expenditure information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, a standard project expenditure report format on the California Statewide Multi-Modal Application and Reporting Tool (CalSMART) was first made available on August 30, 2019.

All related reporting and program training materials, access to CalSMART, and the adopted 2021 Program Reporting Guidelines are available on the Local Streets and Roads Program website.

Cities and counties are required to use the standard online expenditure format available in CalSMART, beginning with the Fiscal Year 2019-20 project expenditure reports will be due to the Commission no later than December 1st each year.

The CalSMART reporting tool contains all previously reported and proposed projects that must be account for each fiscal year. For each year a city or county is deemed eligible to receive monthly Program funding apportionments, those cities and counties are required to provide an Annual Project Expenditure Report regardless of the amount of program funds expended.

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

For all questions or requests for technical assistance regarding the online reporting system CalSMART, email the Local Streets and Roads Program inbox at LSR@catc.ca.gov.
CalSMART Registration and Login Process

**Step 1** – Go to [https://calsmart.dot.ca.gov/login/auth](https://calsmart.dot.ca.gov/login/auth) and select “Register”

**Step 2** – Complete the Account Request Form

- **TIP:** Select Programs that apply to your agency
- **TIP:** Select ONLY the agency YOU represent.
- **TIP:** Follow Password Instructions
- **TIP:** Submitting will initiate a verification email. The email address used must be accurate, don’t sign up for other people.
Step 3 – Verify your email as soon as you receive the “Account Request Received” email from CalSMART

Step 4 – “CalSMART – Access Request Approved” notification

Step 5 – Login – Should the account become locked, reach out to program staff
Expenditure Report Preparation

Prior to starting your report for the fiscal year, gather all of the relevant information needed.

**Step 1** - Go to [https://calsmart.dot.ca.gov/login/auth](https://calsmart.dot.ca.gov/login/auth). Login and Select Program

![Step 1 - Login and Select Program](image1)

**Step 2** — Select “Expenditure Reporting”, once on the main Program Dashboard

![Step 2 - Expenditure Reporting](image2)

**TIP:** The system will notify you when the Expenditure Reporting period has opened and when it will close.
**Step 3** – Select “Manage Expenditure Reports”

![Image of Expenditure Reporting screen with options to add, manage, and view reports]

**Step 4(a)** – Select the most recent FY Expenditure Report, then select the “Create PDF” button

![Image of Manage Expenditure Reports screen with LSR-2018-5148 selected and Create PDF button highlighted]

**TIP:** You should ONLY have FY 17/18 and 18/19 to select from, until you have created your FY 19/20 Report and Export the Report by Selecting “Create PDF”

**Step 4(b)** – PDF Expenditure Report (page 1) – “Expenditure Details”

![Image of Expenditure Report page 1 showing LSR-2019-5364 for FY 18/19, with TIP for verifying finance division’s recording of remaining RMRA funds available for use in FY 18/19]

**TIP:** 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 FY 18/19.
**Step 4(c) – Record Reported Project Detail (page 2)**

![Project Details Table](image)

**TIP:** Page 2 provides project detail, RMRA FY funds spent, and project statuses based on the information recorded for FY 18/19.

**Step 5(a) – Select “FY Proposed Project List Submittals”**

![Dashboard Image](image)

**Step 5(b) – Select the FY Proposed Project List Submittal for the reporting year, then select the “Create PDF” button**

![Manage Fiscal Year Proposed Project List Submittals](image)

**TIP:** Select the proper FY Submittal before Creating PDF.

![Create PDF Button](image)
Step 5(c) – Record the Proposed Project List detail

<table>
<thead>
<tr>
<th>Project Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District 4 - Reclamation</strong>&lt;br&gt;This project will include reconstruction of 20 miles of Parrotts Ferry Road due to embankment failure.</td>
</tr>
<tr>
<td><strong>District 2 - Chip Seal</strong>&lt;br&gt;This project will include chip seal 3.9 miles of Ridge Road from 26 to Railroad Flat Road</td>
</tr>
<tr>
<td><strong>District 3 Chip Seal (YAV13)</strong>&lt;br&gt;This project will include: Chip Seal 1.04 miles of road in Murphys, Calaveras County. Perform structural dispute, ditching, grading, shoulder, drainage, shoulder raising, chip seal application, crack seal, striping and handling, double road</td>
</tr>
<tr>
<td><strong>District 5 Culvert Replacement</strong>&lt;br&gt;This project will include: Replacement 3 culverts and installation of 1 new culvert in Arnold, Calaveras County</td>
</tr>
</tbody>
</table>

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

Step 5(d) – Return to CalSMART Dashboard, Select “Fiscal Year Proposed Project List Submittals”

Step 5(e) – Select “View Proposed Projects”
Step 5(f) – Print out List of Proposed Projects for the reporting year – Excel Export

Step 1: Select LSR 2019/20
Step 2: Select Apply
Step 3: Select Export

Note: The Excel Export will include all FY 19/20 Proposed Project Detail which will need to be updated in the FY 19/20 Expenditure Report

Step 6 – Confirm the amount of RMRA Funds the city/county was estimated to receive for the reporting FY by going to [http://www.californiacityfinance.com/#TRANSPORTATION](http://www.californiacityfinance.com/#TRANSPORTATION)

Locate your City/County’s FY Estimate

In the PDF, find your city or county and note the amount under the Road Mntnc Rehab Acct title
Step 7 – Verify the amount of RMRA Funds apportioned to the City/County for the reporting FY by going to: [https://www.sco.ca.gov/ard_local_apportionments.html](https://www.sco.ca.gov/ard_local_apportionments.html)

Step 8 – Users should have enough detail on-hand to begin the FY Expenditure Reporting Process

- ✔ Import the Most Recent Recorded FY Expenditure Report Approved
  - o Identify Remaining RMRA Fund Balance (if applicable)
  - o Update, as needed, the reported project from the prior FY:
    - ▪ Project Status
    - ▪ Scope Changes
    - ▪ Schedule Changes
    - ▪ Report any Program Funds Spent
- ✔ Export of the Recorded Proposed Project List Submitted for the Reporting FY
  - o If Applicable, Link Prior FY Reported Projects to Projects Proposed for the Reporting FY
- ✔ Confirm the Apportionment Amount Received for the Reporting FY through the State Controller’s Office website
- ✔ Record the amount of Local Streets and Roads RMRA funds spent in Reporting FY
Create Expenditure Report for Reporting FY

Step 1 – Make sure you are in the Local Streets and Roads Dashboard

Step 2 – Select Create Expenditure Report tab to begin

TIP: If a FY 19/20 Expenditure Report was already created, you will be directed to the Manage Expenditure Reports page to continue the reporting process

Step 3(a) – New Expenditure Report (Intake Page)
Step 3(b) – Fiscal Year RMRA Apportionment Received – Input Clarification (Intake Page)

City/County’s FY 19/20 Original RMRA Estimate:
http://www.californiafinance.com/LSRscoSummaryFy20Fy21R.pdf

City/County’s FY 19/20 Apportionments Received:
https://www.sco.ca.gov/ard_local_apportionments.html

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

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.

Step 3(c) – New Expenditure Report – RMRA Funds Spent in FY (Intake Page)

Include RMRA funds of 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)

Future FY Cost $28,453.00

Future FY Apportionment Expenditure for Reimbursement
$0.00

IF Future FY RMRA Apportionment has been earmarked for project(s) that were In-Progress or Completed in the FY 19/20. Report the amount of FY 20/21 apportionment that will be used to reimburse other source funds spent in this reporting year.
Step 3(d) – New Expenditure Report – Average PCI, Supporting Documents and Activity Summary (Intake Page)

Expenditure Report – Project Reporting

Step 1(a) – Report Additional RMRA Funds Spent on Prior FY Completed Projects (if applicable)

Step 1(b) – Update FY 18/19 In-Progress, Carried Over, and Forecasted Projects (Required)

TIP: Select “Save and Continue”. The system will validate data entered. If no errors, the user will begin Project Reporting.

TIP: If additional funds were spent on a FY 18/19 completed project, click on the “Show Completed Projects” button.

TIP: Once all FY 18/19 Projects have been reported on, FY 19/20 projects that remain unlinked will appear for reporting.

Select “Update” for each FY 18/19 Project in your list not previously reported as “Completed”.

Summary Detail is Required - Describe the activity/inactivity that occurred in the reporting year and any changes that occurred to the project list.
Step 2(a) – Project Linking/Project Selection for Reporting

If the FY 18/19 project selected in Step 1 was re-listed in FY 19/20, select the re-listed project(s) so they can be linked for reporting.

If the FY 18/19 Project was NOT re-listed in FY 19/20 select “Skip Linking Proposed Project”

Step 2(b) – Directly Report on the Project(s) Proposed for the Reporting FY

Select the remaining FY 19/20 Proposed Project(s). Once a project is selected the project reporting action options are enabled. Select the applicable action for the selected project(s).
Step 3(a) – Update Prior FY Project Reporting Detail

Local Streets and Roads Program

Project Title

- Project Type
  - Complete Streets Components

Project Component

- 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 Location

- Carpenter Road and 29Fth Avenue

Additional Project Elements

- Description of Element(s) as described in HORP 2020 (e.g.
  - Sustainability
  - Complete Streets

Status and Expenditure Detail by Reporting Year

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Component</th>
<th>Priority Status</th>
<th>Total RMRA Expenditure Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>View 17/18</td>
<td>Construction</td>
<td>In Progress</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>View 18/19</td>
<td>Construction</td>
<td>In Progress</td>
<td>$394,189.00</td>
</tr>
<tr>
<td>View 19/20</td>
<td>Construction</td>
<td>In Progress</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

Related Proposed Projects

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>PP/No</th>
<th>Project Title</th>
<th>RP Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>17/18</td>
<td>PP004</td>
<td>Pomona Street Pedestrians Safety Improvement Project - Phase II</td>
<td>Original</td>
</tr>
<tr>
<td>18/19</td>
<td>PP005</td>
<td>Pomona Street Pedestrians Safety Improvement Project - Phase II</td>
<td>Original</td>
</tr>
<tr>
<td>19/20</td>
<td>PP002</td>
<td>Pomona Street Pedestrians Safety Improvement Project - Phase II</td>
<td>Original</td>
</tr>
</tbody>
</table>

Once “Link Projects” or “Skip Linking Proposed Projects” has been selected, begin updating the applicable project detail.

Disclaimer:
If reporting on a FY 18/19 Completed Project, DO NOT change the project detail on this page. ONLY the Project Description “checkboxes” may be selected, as it will not alter the original completed project detail reported.

Tip: The Project Location, and the Project Description “Other” and “Additional Information” fields have a 500-character limit.

Select “View” to review what was reported in the previous FY’s. Detail is LOCKED.

If a project was accidentally linked, select the “Undo”

Select “Save and Continue” to continue reporting.
Step 3(b) – Expenditure & Status Reporting Detail for Completed Projects

The FY 18/19 Project Title, Description, Component, Prior FY Reported Status and RMRA Funds Spent will appear at the top of the page.

FY 18/19 Completed Projects will only report on RMRA funds spent in FY 19/20 and Total Project Cost.
Step 3(c) – Expenditure & Status Reporting Detail for Projects Reported as In Progress, Carried Over, and Forecasted

**TIP:** For FY 18/19 Projects reported as In-Progress, you will be able to update the project status, report RMRA funds spent in FY 19/20, and update the schedule. The project “Start Date” reported in FY 18/19 **CANNOT** be changed.

A minimum value of $0.00 must be entered.

The Priority Status selected will determine the detail you are required to provide.

Select “Save and Continue”

Step 4 – Ensure All Proposed Projects for the Reporting FY Have Been Reported On

**Reminder:** Once all FY 18/19 Projects have been reported on, FY 19/20 projects that remain unlinked will appear for reporting.

Report on remaining FY 19/20 projects, then return to the Manage Expenditure Reports page.
Expenditure Report – Add New Project

**Step 1** – In Manage Expenditure Reports Page Select “Add Project”

**Step 2** – Report on all project detail and select “Save and Continue”.

**TIP:** Select all Project Descriptions that apply to the project. If project description is not included or you would like to include more project detail, select “Other” or “Additional Information” at the bottom of the list to enable text boxes. (Each field has a 500 Character Limit)

**Tip:** Please refer to the guidelines for Project Location details

Click Save and Continue to go to the next page to report on the Project Component selected. Fill in all required fields with a red asterisk

Enter project detail in all required fields with a red asterisk, in the “Create Reportable Project” and “Project Status”
Expenditure Report – Verify, Edit, Delete and Review Projects

Step 1 – To View/Edit Projects, Select the “Eye” Icon in Manage Expenditures page

Step 2 – Edit Reportable Project Detail.

Tip: Previous FY information cannot be deleted; only current information entered can be deleted and adjusted.

Selecting the Eye icon will open the View Reportable Project page detail.

ALL fields will remain locked and greyed out until the “Edit” button at the bottom of the page is selected.

Select “Edit” and the field for entry on this page will be unlocked.
Step 2a – Deleting a linked project:

**Tip:** Previous Fiscal Year information cannot be deleted; only current information entered can be deleted and adjusted.

### Additional Project Elements?
- *Does project include element(s) as described in SHC 2030 (c)-(f)?*
  - Yes
- *Sustainability?*
- *Climate Change?*
- *Technologies?*
- *Complete Street?*

### Description of Elements (optional)
- Sidewalk bulb outs, curb ramps

### Status and Expenditure Detail by Reporting Year

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>Component</th>
<th>Priority Status</th>
<th>Total RMRA Expenditure</th>
<th>Fiscal</th>
<th>PPNo</th>
<th>Project Title</th>
<th>RP Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>View 17/18</td>
<td>Construction</td>
<td>In Progress</td>
<td>$</td>
<td></td>
<td></td>
<td>Pomona Street Pedestrian Safety Improvement Project - Phase II</td>
<td>Original</td>
</tr>
<tr>
<td>View 18/19</td>
<td>Construction</td>
<td>In Progress</td>
<td>$</td>
<td></td>
<td></td>
<td>Pomona Street Pedestrian Safety Improvement Project - Phase II</td>
<td>Original</td>
</tr>
<tr>
<td>View 19/20</td>
<td>Construction</td>
<td>In Progress</td>
<td>$50,000.00</td>
<td></td>
<td></td>
<td>PP002 Pomona Street Pedestrian Safety Improvement Project - Phase II</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Step 1:** Select “Undo”

**Step 2:** Select “View” for the FY 19/20 Project

**Step 3:** 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.

**To delete a project with no linked project(s):**

If the project has no Related Proposed Projects to Undo or is New but current FY information has been entered, then the Delete button needs to be selected to remove the project.
Step 1 – Edit the Project Component

Step 1a – Edit the Project Component, select “View”.

TIP: When the wrong Component still appears, there is no way to edit the field. The project Detail must be deleted.

System will return you to the View Reportable Project Detail page after selecting “OK”.

Select Delete

Select the “View” button for FY 19/20

If the Project Component was reported incorrectly and was Saved, then the component will need to be started over as the program doesn’t allow edits once saved.

Project Component selections are on the View Reportable Project page.

Step 1 – Edit the Project Component
Step 1c – Change Component and then “Add” FY Project Detail

Click the Edit button at the bottom of the page. This will enable the page to allow changes to be made to the Project Component area. Save the page once edits have been completed.

Step 1d – Enter the Applicable Status and Related Expenditure Detail based on Project Activity in the Reporting FY

TIP: If the Project Component has NOT changed, then the project needs to be unlinked and deleted.

The updated Component will appear. Enter relevant project detail and select “Save and Continue”
Expenditure Report – Submit and Print

Step 1 – Select “Submit” in the Manage Expenditure page

Step 2 – Successful Report Submission

TIP: Once the Report has been successfully submitted, the yellow yield icon will change to a blue clock.

TIP: If all required FY 18/19 and FY 19/20 projects were correctly reported on, and the FY RMRA Expenditures in the Agency Intake page aligns with Project RMRA Expended, the system will allow you to successfully submit the Report.

After successful submission, all edit capabilities will be disabled. Should you need to revise any project detail, contact LSR staff at LSR@catc.ca.gov.
Step 3 – Print Expenditure Report

In the Manage Expenditures page, select "Create PDF"

The PDF provides Agency information, and individual reported project detail including a tally of project Types and Components
Troubleshooting – Error Messages

Error 1 – Total Current FY and Prior FY (if applicable) RMRA Expenditures identified in the Agency Intake page does not align with the RMRA Expended for Completed and In-Progress Projects.

Error 2 – FY Projects required for reporting are not yet complete.
Program Resources

California Transportation Commission Resources: -
  - Local Streets and Roads Funding Program
  - 2021 Local Streets and Roads Funding Program Reporting Guidelines
  - CalSMART Website
  - Statute - Streets and Highways Code Chapter 2, Division 3, Sections 2030 – 2038

League of California Cities Resources:
  - The League of California Cities
  - SB 1 Local Streets and Roads Program Funding Fiscal Year Projections

California State Association of Counties Resources:
  - California State Association of Counties

State Controller’s Office Resources:
  - SB 1 Road Maintenance and Rehabilitation Account Funding Frequently Asked Questions.
  - SB 1 Local Streets and Roads Fiscal Year-to-Date Apportionments for Cities and Counties.

Please send all reporting questions to LSR@catc.ca.gov