

# Local Streets and Roads Funding Program - Fiscal Year Funding Eligibility



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Local Streets and Roads Funding Program

# Technical Training Objectives

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- Program Roles and Responsibilities
- Fiscal Year Program Schedule
- Fiscal Year Funding Eligibility
- Proposed Project List Submittal
- CalSMART
- Frequently Asked Questions
- Resources

# Program Roles and Responsibilities

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## **California Transportation Commission (Commission):**

- Develop and adopt LSR Program Reporting Guidelines.
- Receive and Review Proposed Project Lists and Expenditure Reports from Cities/Counties.
- Adopt and transmit a list of Cities/Counties eligible to receive Road Maintenance and Rehabilitation Account (RMRA) apportionments to the State Controller's Office (SCO).
- Aggregate and provide statewide program information to the Legislature annually.
- Post on the Commission's website, the project lists submitted by those Cities/Counties that received fiscal year eligibility.

# Program Roles and Responsibilities

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## **Cities and Counties:**

- Develop and submit an adopted list of projects to the Commission each fiscal year to receive funding eligibility.
- Develop and submit an expenditure report to the Commission each fiscal year.

## **State Controller's Office:**

- Apportion and disburse RMRA funds to cities and counties consistent with the list adopted and transmitted by the Commission.
- Oversee other local government spending requirements, including Maintenance of Effort reviews and determinations.

# FY 2021-22 Program Schedule

(New Schedule adopted March 24<sup>th</sup>)

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- July 1<sup>st</sup>
  - Initial List of Projects Proposed for FY Funding Due
- August - Commission Meeting
  - Commission Action to Adopt Initial List of Eligibility
  - Transmit adopted list to State Controller prior to August 31<sup>st</sup>
- September 30<sup>th</sup>
  - Subsequent List of Projects Proposed for FY Funding Due
- October - California Transportation Commission Meeting
  - Commission Action to Adopt Subsequent List of Eligibility
  - Transmit adopted list to State Controller that month
- December 1<sup>st</sup>
  - Annual Expenditure Report Due

# Fiscal Year Funding Eligibility

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By **July 1<sup>st</sup>**, (11:59 p.m.) Cities and Counties **MUST** :

- **Upload** a copy of the executed resolution and project list adopted for that fiscal year in CalSMART.
- **Create** the list of projects proposed and adopted for fiscal year funding in CalSMART.
- **Submit** the uploaded documents and list for Commission review.

If the above is not done by July 1<sup>st</sup>, Cities and Counties will have the opportunity to establish Subsequent FY Eligibility by submitting the required information in CalSMART **on or before September 30th.**

# Fiscal Year Funding Eligibility – Adopted Resolution

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- MUST be specific to the upcoming Fiscal Year RMRA funds.
  - Not a part of another budgetary action or project adoption.
- MUST include statutorily mandated assurances.
  - Funds will be used in accordance with statute; and
  - City/County will abide by the mandated eligibility and reporting requirements.
- MUST include statutorily mandated project detail.
  - Project Description, Location, Useful Life, Est Schedule (Start-End).
- MUST include date adopted and signed by someone with official signatory authority on behalf of the city or county.

# Fiscal Year Funding Eligibility – Proposed List of Projects

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- The list of projects proposed should only identify those projects that are intended to utilize the upcoming FY's RMRA Apportionment.
  - Newly proposed projects; and/or
  - Previously proposed and adopted projects (often referred to as multi-year funded projects).
- The list of projects **MUST** be adopted and submitted to the Commission each year.

DO NOT resubmit the prior year's adopted resolution and list.  
The list and resolution must be current.



# Fiscal Year Funding Eligibility – Proposed Project Detail

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The adopted list of projects MUST include the following detail for each project listed:

- Proposed Project Description:
  - Briefly describe the work to be performed based on the component/phase that will be funded with RMRA.
- Project Location(s)
  - Citywide/Countywide is only acceptable for Procurement/Operational needs projects or Pre-Construction phase for those projects with the location not yet identified.
  - Location detail should, at a minimum, describe the neighborhood or area in which the work will be performed.

# Fiscal Year Funding Eligibility – Proposed Project Detail (Continued)

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- Proposed Schedule for Completion:
  - Based on the phase/component being funded with RMRA
  - Provide the month and year for the estimated project start and completion.
- Estimated Useful Life of Improvement:
  - Provide the average useful life for the work that will be performed.

\*Project lists adopted by resolution and submitted to the Commission **without** the mandatory project detail will be determined as noncompliant and incomplete. The city/county will be given a corrective action plan indicating a resubmittal due date.

# Fiscal Year Funding Eligibility – Tips

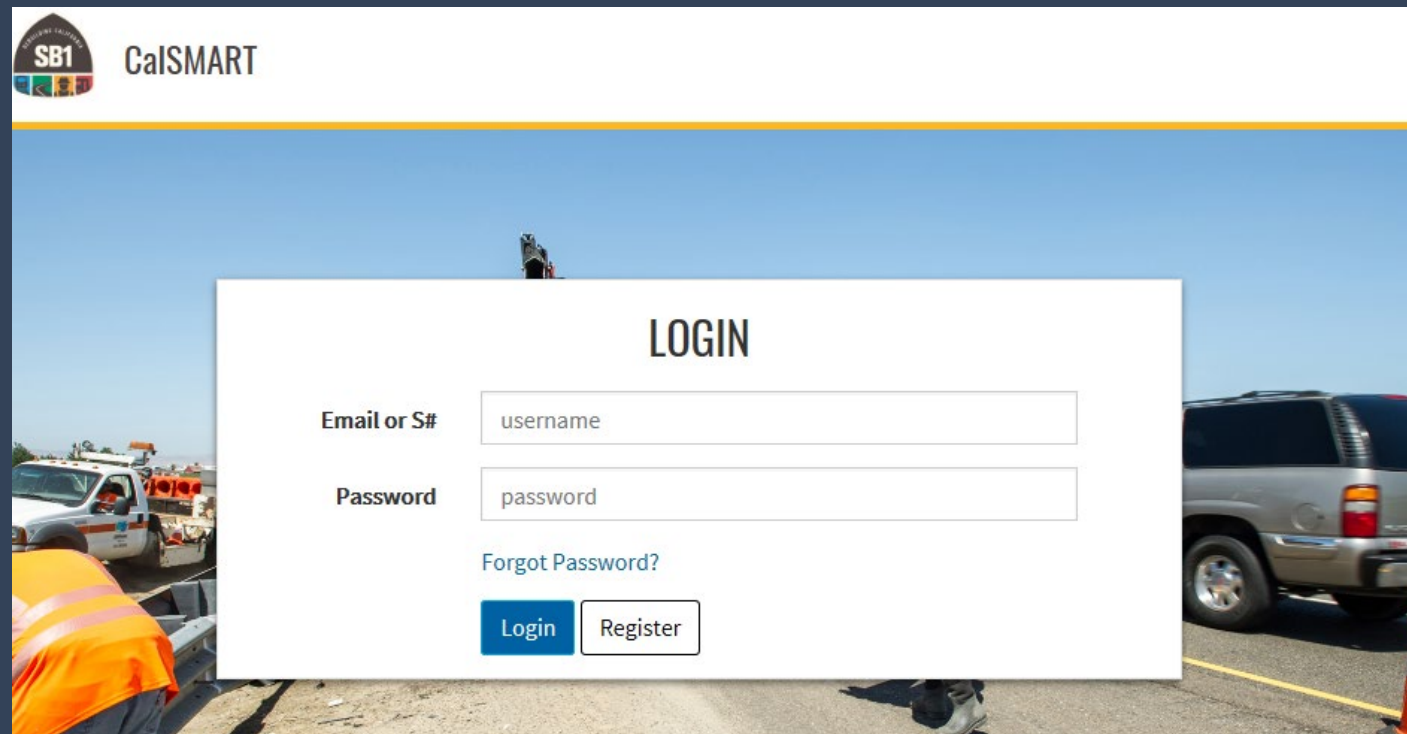
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- Review the Funding Eligibility Checklist that is provided in CalSMART under the “Help & Resources” tab. It provides the following:
  - RMRA funding purpose and eligible project detail
  - Resolution requirements
  - Project list requirements
  - Draft Resolution
- If the resolution and list won’t be adopted prior to July 1<sup>st</sup>, contact the Local Streets and Roads Program Staff immediately via [LSR@catc.ca.gov](mailto:LSR@catc.ca.gov)
- Prior to taking the resolution and proposed project list for adoption, the Local Streets and Road Program Staff are available for initial review and feedback.



# California State Multi-Modal Application and Reporting Tool – CalSMART

The image shows a screenshot of the CalSMART login interface. At the top left, there is a logo with "SB1" and a small graphic, followed by the text "CalSMART". The background of the page is a photograph of a highway construction site with a white truck, orange safety vests, and a silver SUV. Overlaid on this background is a white rectangular login form. The form has the title "LOGIN" in bold black text. Below the title, there are two input fields: the first is labeled "Email or S#" and contains the placeholder text "username"; the second is labeled "Password" and contains the placeholder text "password". Below these fields is a link that says "Forgot Password?". At the bottom of the form are two buttons: a blue button labeled "Login" and a white button with a black border labeled "Register".

# CaISmart

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

- CaISmart is now open for submittals and will remain open until July 1, 2021.
- If NOT registered, go to the [CaISmart](#) website to create an account.
- Each agency can have multiple registered users.

# CalSMART Login



- Current CalSMART Users, login using the email used to register and password created.
  - Account locks after 3 failed login attempts.
  - Reset password after 2<sup>nd</sup> failed attempt.
  - If account is locked, send an email to [LSR@catc.ca.gov](mailto:LSR@catc.ca.gov) to request an account reset, user must reset the password.

<https://calsmart.dot.ca.gov>

A screenshot of the CalSMART login page is shown on the right side of the slide. The page has a white header with the "SB1" logo and the text "CalSMART". Below the header is a large background image of a construction site with a blue sky. Overlaid on this image is a white login form. The form has the title "LOGIN" at the top. It contains two input fields: "Email or S#" with the placeholder text "username" and "Password" with the placeholder text "password". Below these fields is a link that says "Forgot Password?". At the bottom of the form are two buttons: "Login" and "Register".



# CalSMART Registration



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

- Select the Local Streets and Roads Program.

The following program registration options are not a part of the Local Streets and Roads Program:

- State of Good Repair Program
- Other SB1 Funding Program (Quarterly Report)
- ePPR

A screenshot of the CalSMART registration form. At the top, the word "REGISTER" is centered. Below it, a yellow banner contains the text: "CalSMART access is restricted to State and Local Government Authorized Personnel only. This is not a public database. Registration is subject to approval." Below the banner, instructions read: "Please fill out the form to register for an account. All fields are required". The form fields include: "First Name" and "Last Name" (text boxes), "Email" and "Phone Number" (text boxes), "Job Title" (text box), "Agency (type to filter list)" (dropdown menu showing "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" (text boxes). At the bottom, a note states: "Passwords must be between 8 and 64 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one symbol (!@#%&\*)". A blue "Submit" button is at the very bottom. An orange arrow points from the underlined text "Local Streets and Roads Program" in the list on the left to the "Local Streets and Roads Program (LSR)" checkbox in the form.

# 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>  
to me

9:20 AM (1 minute ago)

Hi Erika,

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](mailto:LSR@catc.ca.gov)

State of Good Repair Program (SGR): [SB1SGRcomments@dot.ca.gov](mailto:SB1SGRcomments@dot.ca.gov)

Other SB1 Funded Programs (Progress Reporting): [sb1.progress.reports@dot.ca.gov](mailto: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 Erika,

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



# Program Selection on Dashboard




Please select a program to enable Project Submittal and Reporting Functions

Dashboard

Alicia Smith  
City of Burbank

Current Program:



My Profile

Once logged in, select the Local Streets and Roads Program

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

You are now working in Local Streets and Roads Program

# Program Selection on Dashboard



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

“Program Access Request” confirmation.

A screenshot of a web dialog box titled "Program Access Request" with a close button (X) in the top right corner. The text inside the dialog reads: "You are not currently authorized for this program. Would you like to submit a request for authorization?". At the bottom of the dialog are two green buttons: "Request Access" and "Cancel". An orange arrow points from the "Request Access" button to the confirmation message box on the right.


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





The following message will be sent once approved.

An email notification from CalSMART. The subject line is "CalSMART - Access Request Approved" followed by an "Inbox x" icon. The email is addressed to "me" and is from "CalSMART Notification <no-reply@dot.ca.gov>". The body of the email says "Hi Erika," followed by "Your request for access to the Local Streets and Roads Program in CalSMART has been approved. Click [here](#) to login." An orange arrow points from the confirmation message box above to this email notification.

# CaSMART Dashboard



 **CaSMART** TEST

 Dashboard  Submittals  Reporting  Users


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

# Dashboard - Program Message

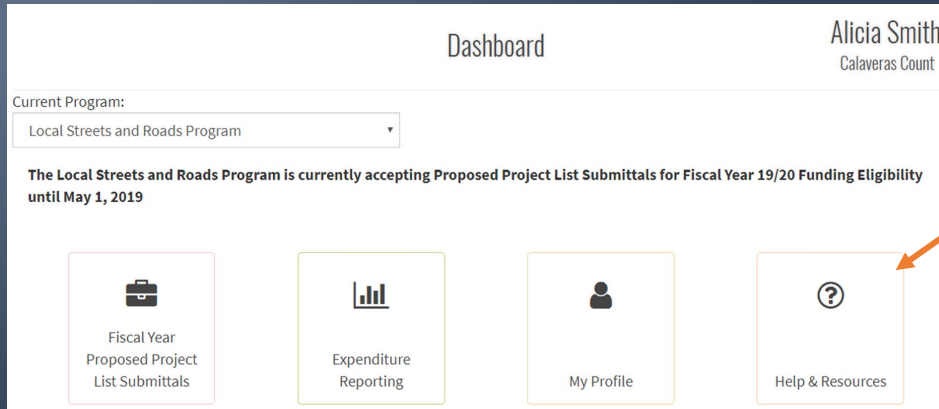


A screenshot of a web dashboard. At the top, the word "Dashboard" is centered, and "Alicia Smith" with "Calaveras County" below it is on the right. Below this, a section labeled "Current Program:" contains a dropdown menu showing "Local Streets and Roads Program". Below the dropdown, a message states: "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 square tiles: "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 &amp; Resources" (with a question mark icon). An orange arrow points from the text "Program Cycle Notifications" to the message about the funding eligibility deadline.

## Program Cycle Notifications

- Current Program Cycle Accepted & Due Date, or
- Program Cycle Closed and Edits Upon Request Until..., or
- All Program Cycles Closed, No Edits Allowed

# Dashboard - Help & Resources Tab

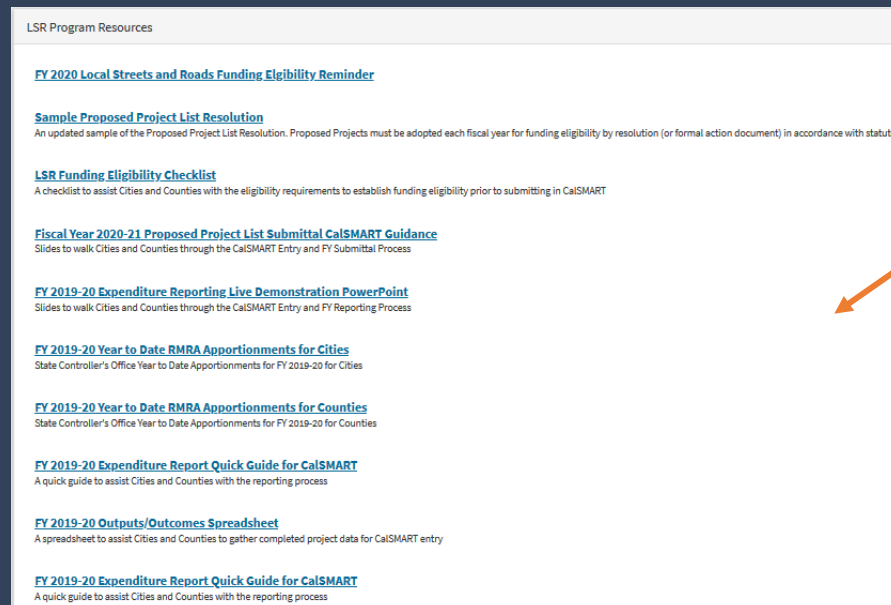


## Help & Resources Tab:

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

## Resource Benefits:

- All documents are PDF.
- Continuously updated 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 displays the CalSMART web application interface. At the top left, there is a logo for "SB1" and the text "CalSMART TEST". On the top right, there are four navigation icons: a grid for "Dashboard", a briefcase for "Submittals", a bar chart for "Reporting", and two people for "Users".

The main content area is titled "Dashboard" and is associated with the user "Alicia Smith" from "Calaveras County". Below the title, there is a "Current Program:" label and a dropdown menu currently showing "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".

At the bottom, there are four action tiles:

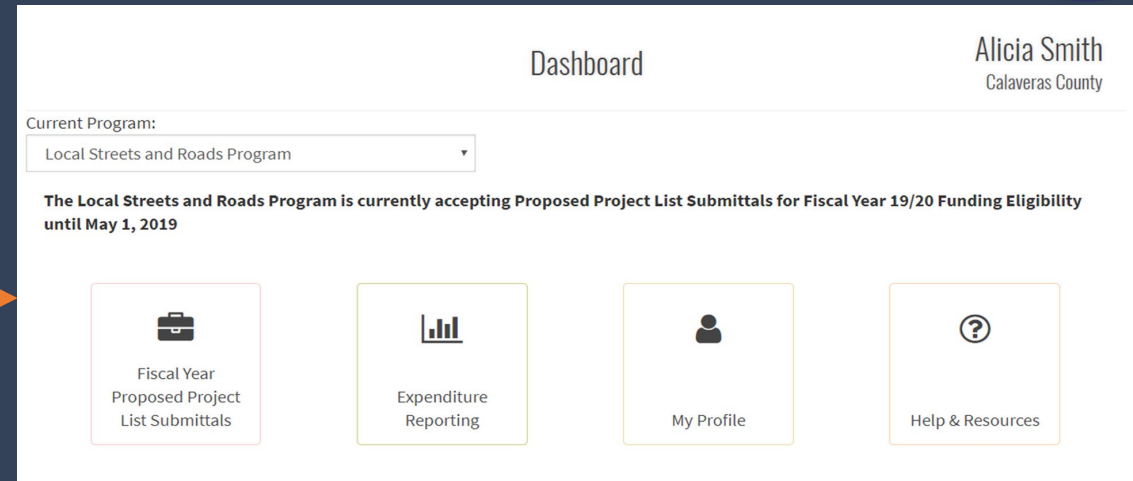
- Fiscal Year Proposed Project List Submittals**: Represented by a briefcase icon.
- Expenditure Reporting**: Represented by a bar chart icon.
- My Profile**: Represented by a person icon.
- Help & Resources**: Represented by a question mark icon.

# Create a Proposed Project List Submittal in CalSMART



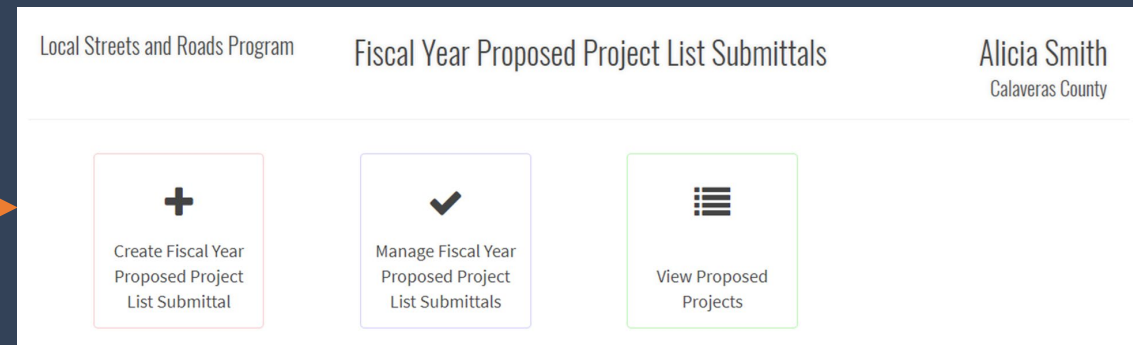
Step 1:

Select – Fiscal Year  
Proposed Project List  
Submittals.



Step 2:

Select – Create Fiscal Year  
Proposed Project List  
Submittal.





# Current Project List Submittal - Submittal Already Created



A Dashboard Pop-up will appear indicating the City/County has already created/initiated a FY Project List.

- Follow the message instruction and click “here”.
- The user will be taken to the “Manage Submittals” page.
- Current Submittal Package will be accessible.
- Previous Submittals will also be viewable.

## AGENCY FUNDING ELIGIBILITY INTAKE FORM

There are no programs accepting new submittals from Calaveras County. Either this agency has already created submittals for all programs, or the deadlines have expired.

Click [here](#) to view your agency's submittals.

If you need additional assistance, please [Contact CTC](#).



# Proposed Project List Submittal – Agency Intake Form



## Step 3:

This form will autofill based on the last agency intake submittal detail entered.

- Greyed out fields are for CTC reference and not editable.
- Remaining fields are editable and should be updated if needed.

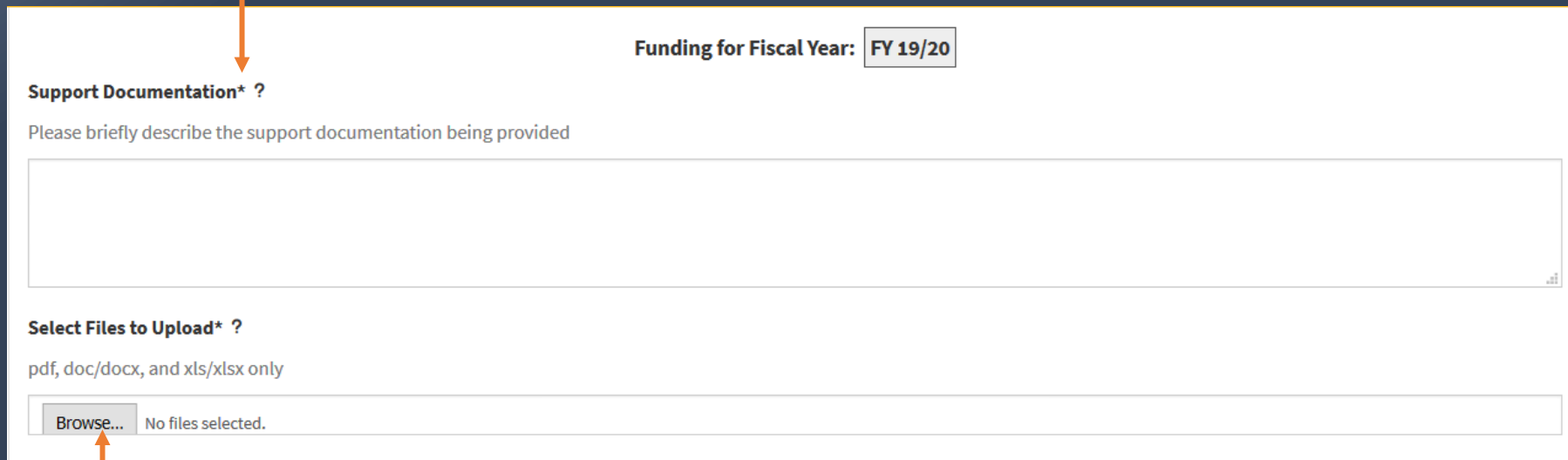
AGENCY FUNDING ELIGIBILITY INTAKE FORM				
Fields marked with * are required				
Submission Cycle	Submittal Title	Agency Name	LoCode	
Local Streets and Roads Program: LSR 2019-20	LSR-C7-FY19/20-5190-001		5190	
Agency Address*	City*	State	Zip Code*	
111 Greenwood Road	Blue Lake	CA	95525	
Agency Contact*	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 titled "Support Documentation\* ?". At the top right of the form, it says "Funding for Fiscal Year: FY 19/20". Below the title, there is a text prompt: "Please briefly describe the support documentation being provided". This is followed by a large, empty rectangular text area. Below this text area is another section titled "Select Files to Upload\* ?" with a note below it: "pdf, doc/docx, and xls/xlsx only". At the bottom of this section is a file upload interface with a "Browse..." button and the text "No files selected." Two orange arrows point to the form: one points to the "Support Documentation\* ?" title, and the other points to 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

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## Step 4:

Cities/Counties 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 the upcoming FY 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

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
<a href="#">ReList</a>	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 Heineman Lane to Hartvickson Lane.	Road Maintenance & Rehabilitation	Construction	Carried Over

[Skip to Add New Projects](#)

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

### 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
<a href="#">ReList</a>	PP001	lions and tigers	efg	hij	Traffic Control Devices	04/2018	04/2019

# Step 5: Proposed Project Detail Entry



**PROPOSED PROJECT DETAIL**  
Fields marked with \* are required

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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
*State Senate	*State Assembly	*Min	*Max	(ALL project funding including RMRA)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

**\*Project Location** **Pre-Con Schedule**

<b>*Est. Start</b>	<b>*Est. Completion</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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

**Additional Project Elements** **Description of Elements (optional)**

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

☐ Sustainability

☐ Climate Change

☐ Technologies

☐ Complete Streets

Save and Exit Save and Continue Save and Duplicate Cancel

# Proposed Project Detail – General Information



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

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## Project Component (Required):

- 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.

<b>*Project Description - This project will include:</b>	<b>Other</b>
<div><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)</div>	<div>Select "Other" from the "Project Description" list when an applicable description term cannot be found.  500 character limit for text box</div>
	<div><b>Additional Info</b>  Select "Additional Information" from the "Project Description" list when more information is desired for a description term already selected.  500 character limit for text box</div>



# 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

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## 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

### \*Project Location ?

Provide identifiable area of City/County. Encouraged to include "Locations are estimates not yet final"

# Proposed Project Detail – Estimated Schedule based on Component



## Component

- Pre-Construction



## Estimated Schedule (Required)

Pre-Con Schedule	
*Est. Start	*Est. Completion
<input type="text" value="mm/yyyy"/>	<input type="text" value="mm/yyyy"/>

- Construction



Construction Schedule	
*Est. Start	*Est. Completion
<input type="text" value="mm/yyyy"/>	<input type="text" value="mm/yyyy"/>

- Pre-Con & Con



Pre-Con Schedule		Construction Schedule	
*Est. Start	*Est. Completion	*Est. Start	*Est. Completion
<input type="text" value="mm/yyyy"/>	<input type="text" value="mm/yyyy"/>	<input type="text" value="mm/yyyy"/>	<input type="text" value="mm/yyyy"/>

- Procurement/  
Operational Needs



Est. Schedule	
*Est. Start	*Est. Completion
<input type="text" value="mm/yyyy"/>	<input type="text" value="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)?

Description of Elements (optional)

☐ Sustainability ?

☐ Climate Change ?

☐ Technologies ?

☐ Complete Streets ?

# Proposed Project Detail – Save and ...

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

Save and Exit

Save and Continue

Save and Duplicate

Cancel

Save detail & return to  
Manage Submittals.

Save detail & propose  
another project.

Save detail & propose  
a similar project.

Return to Manage  
Submittals without saving.

# Manage Submittal Page Features – Finalize and Submit for Review



Local Streets and Roads Program

Manage Fiscal Year Proposed Project List Submittals

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

LSR 2019-20

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

Submittal

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**

*State Senate	*State Assembly
8	5

**Estimated Useful Life**

*Min	*Max
25	35

**Estimated Total Project Cost**  
(ALL project funding including RMRA)

200,000.00

**Construction Schedule**

*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

**Description of Elements (optional)**

☒ Sustainability ?  
☒ Climate Change ?  
☐ Technologies ?  
☐ Complete Streets ?

**Buttons:** 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.

# Project List Detail View – Undo Re-listed Project



**Additional Project Elements ?**

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

☒ Sustainability ?      ☐ Technologies ?  
☒ Climate Change ?      ☒ Complete Streets ?

**Relisted from Expenditure Report**

Reporting Year	RPNo	Project Title	
17/18	RP001	Sidewalk Repair for Handicap Accessibility	<a href="#">Undo</a>

Scroll to the bottom of the page and select “Undo” for the project that had been relisted.

By selecting “Undo” the project will be restored to the “Re-List Project from Previous FY” page, making it available for relisting once again.

# 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

<b>Program</b> Local Streets and Roads Program	<b>Agency</b> Calaveras County	<b>Date Created</b> 01/05/2018	<b>Date Submitted</b> 01/05/2018	<b>Date Approved</b> 03/19/2018
<b>Address</b> 891 Mountain Ranch Road	<b>City</b> San Andreas	<b>State</b> CA	<b>Zip Code</b> 95249	
<b>Contact</b> Jeff Crovitz	<b>Title</b> Public Works Director			
<b>Phone</b> (209) 754-8401	<b>Email</b> jcrovitz@co.calaveras.ca.us			
<b>Avg. Network</b> 51	<b>Measurement</b> 5/2014			
<b>Support Documentation</b> Fiscal Year 2017-18 Roads and Bridges Budget and resolution adopting project list for Fiscal Year 2017-18		<b>Additional Information</b> 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 m...	Meadow Drive (7"x45"), Love Creek (8"x2...	08/2018	25	35		
PP002	District 3 - Chip Seal		Chip Seal 1.04 miles of road in Murphys, ...	Adams Court (.08 mi.), Wingsdam 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 Ro...	08/2018	15	20		
PP004	District 5 - Chip Seal (Cene Lane)		Chip Seal .22 miles of road in Valley Sprin...	Cene 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 Sprin...	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.

LSR-C6-FY19/20-5306-001

City of Campbell

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

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

View Files

Create PDF

PROJECTS

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

# 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

<b>Program</b> Local Streets and Program	<b>Address</b>  1120 N St	<b>Date Created</b> 03/20/2019	<b>Date Submitted</b> 03/26/2019	<b>Date Approved</b> 03/26/2019
<b>Address</b>  1120 N St	<b>Contact</b>  Staff	 ramento	<b>State</b> CA	<b>Zip Code</b>  95814
<b>Contact</b>  Staff	<b>Title</b>  test			
<b>Phone</b>  (123) 345-6789	<b>Email</b>  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**

[Browse...](#) No files selected.

# Manage Submittals Page – Review/Edit Project List Detail

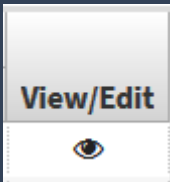


The Project Preview Pane is a condensed view of the project detail entered.

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 modal window titled "Submit Projects" is open, asking "Are you sure you want to submit these projects?" and "You will no longer be able to edit this submittal." It has "Yes" and "No" buttons. An orange arrow points from the "Yes" button to the text "Confirm submittal." below. In the background, the "SUBMITTALS" section shows a list of projects. The selected project, "LSR-C7-FY19/20-5930-001", is highlighted. An orange arrow points from the "Submit for Review" button in the project details to the text "When ready, submit for CTC review." and another arrow points from the same button to the text "A submittal package under review by the CTC will show the following icon:".

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](mailto: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](mailto:LSR@catc.ca.gov)

## Manage Fiscal Year Proposed Project List Submittals

LSR-C7-FY19/20-5930-001

LSR 2019-20

<b>Program</b> Local Streets and Roads Program	<b>Agency</b> Calaveras County	<b>Date Created</b> 03/20/2019	<b>Date Submitted</b> 03/26/2019	<b>Date Approved</b> 03/26/2019
<b>Address</b> 1120 N St	<b>City</b> Sacramento	<b>State</b> CA	<b>Zip Code</b> 95814	
<b>Contact</b> Staff		<b>Title</b> test		
<b>Phone</b> (123) 345-6789		<b>Email</b> alicia.sequeira@catc.ca.gov		
<a href="#">View Files</a>		<a href="#">Create PDF</a>		<a href="#">Submit for Review</a>

Agency users can create a PDF  
record that includes the date  
created, submitted, and accepted.

# Frequently Asked Questions

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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

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Q. When can I access the Proposed Project List Submittal feature in CalSMART?

A. The CalSMART system is now open and will close July 1<sup>st</sup> for initial eligibility.

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 December 1<sup>st</sup>.

# Frequently Asked Questions

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Q. If I re-list a project for the upcoming fiscal year, do I need to still report on it in the Annual Expenditure Report for the current year?

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

Q. What is the current status of the MOE requirement?

A. Any questions regarding MOE can be directed to the State Controller's Office.

# Frequently Asked Questions

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Q. What happens if we miss the July 1<sup>st</sup> Submittal due date?

- A. CalSMART will close at 11:59 p.m. on July 1<sup>st</sup>. Submittal edits will be accepted through August 1<sup>st</sup>. CalSMART will begin accepting “Subsequent Submittals” upon the Commission adoption of the Initial List of Eligible Cities and Counties around August 30<sup>th</sup>. Subsequent List Submittals received, in CalSMART, on or before September 30<sup>th</sup> may achieve fiscal year eligibility.

# Resources

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- California Transportation Commission:
  - [Local Streets and Roads Funding Program](#)
  - [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 Year-to-Date Payments for [Cities](#) and [Counties](#)



# Resources

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- League of California Cities:
  - [League of California Cities](#)
  - SB 1 LSR funding [projections](#)
- 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

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All questions regarding the Local Streets and Roads  
Funding Program, should be sent to the  
[LSR@catc.ca.gov](mailto:LSR@catc.ca.gov) inbox.

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