Webinar Objectives

- Background
- Annual Project Expenditure Reporting Deadline
- Reporting Criteria
- Troubleshooting
- Q & A
- Additional Resources

Local Streets and Roads Funding Program Annual Reporting Requirements

Cities and Counties are required to annually submit to the Commission the following information:

- A proposed project list which contains the following for each project:
  - Proposed Project Description
  - Proposed Location
  - Proposed Schedule for Completion
  - Estimated Useful Life of the Improvement

- A project expenditure report which contains the following for in-progress and complete projects:
  - Project Description and Location
  - Project Estimated/Completion Date
  - RMRA Funds Expended on the Project
  - Estimated Useful Life of the Improvement

Per Streets and Highways Code Sections 2030-2037 & Current Local Streets and Roads Funding Program Reporting Guidelines.
Local Streets and Roads Program Cycle 1 (Fiscal Year 2017-18)

- The Commission adopted 537 eligible cities and counties for FY 2017-18 program funding eligibility for Road Maintenance and Rehabilitation Account (RMRA) Local Streets and Roads Program Funding.
- FY 2017-18 was the first (partial) year that cities and counties received these new funds on a monthly basis.
- Total amount received as of August 22, 2018 = $386,448,136.32
- First cycle Proposed Project Lists consisted of 4,096 Proposed Projects as submitted by cities and counties.
- Cycle 1 (FY 2017-18) Annual Project Expenditure Report is due to the Commission by October 1, 2018.

Reporting Tools and Guides

- Local Streets and Roads Funding Program Reporting Guidelines.
- Comprehensive User Guide to walk you through the reporting process.
- Official Local Streets and Roads Funding Program Reporting (Criteria) instructions. Detailed criteria for Proposed Project Submittals and Annual Project Expenditure Reporting.
- Weblink to the CalSMART Reporting Tool.

What Should I Do Before I Begin The Report?

- Review the Reporting Criteria Details (Slides 6-13)
- Read through Section B of the Online Reporting Tool Instructions for additional detail.
- Collect all Relevant Project Related Data and Details For:
  - Any Project Component that utilized RMRA Local Streets and Roads Program Funding
  - Any Project that appeared on the 2017-18 Proposed Project List submitted for funding eligibility.
  - Use the Excel Worksheet provided by the LSR team, to help you collect and organize all data before initiating report.
- Look up the Estimated RMRA “New SB1” funding amount for Fiscal Year 2017-18
- Verify the total RMRA FY 2017-18 Apportionment Received
  - Total from January – June
  - Combined Total of July and August
  - The System will auto-populate the combined total for the FY.
What Is The Reporting Criteria?

<table>
<thead>
<tr>
<th>FY 2017-18 RMRA Local Streets and Roads Apportionments Received</th>
<th>FY 2017-18 RMRA Local Streets and Roads Expenditures Reported</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be reported based on what each jurisdiction received between January 2018 and August 2018</td>
<td>Reportable Activity Period is State Fiscal Year (July 1 - June 30)</td>
</tr>
</tbody>
</table>
| The program revenues were collected by the State from November 2017 to June 2018 | Expenditure Activity: "Goods received, services rendered and invoiced, or work performed within the State fiscal year that incurred costs that are to be paid with RMRA Local Streets and Roads Program funds."

How Do I Find The FY 2017-18 Apportionment Amounts?

Counties Fiscal Year 2017-18

| https://www.sco.ca.gov/Files-ARD-Payments/rmra_counties_ytd_1718.pdf |

Cities Fiscal Year 2017-18

| https://www.sco.ca.gov/Files-ARD-Payments/rmra_cities_ytd_1718.pdf |

Using the Sample Worksheet

Using the 2017-18 Proposed Project List, Apportionment Data, Project Status, and Expenditure Information each Jurisdiction can begin collecting the baseline information needed for the expenditure report using the sample collection sheet we have provided. If you would like one please email LSR@catc.ca.gov.
Using the Sample Worksheet

Collect all reporting data prior to initiating your report, this will reduce errors and streamline the process.

Please note, we have built in dropdowns for select fields that will mirror your online system options.

Reporting Criteria – Completed Projects (Only)

- **Component.**
  - The applicable "Component" must be selected, cities and counties may select from Construction, Pre-Construction, or Procurement/Operational Needs.
- **Project Award Date (if applicable).**
- **Project Start Date (Cannot be after June 30, 2018).**
- **Project Completion Date (Cannot be after June 30, 2018).**
  - Enter the month and year that the project was completed/operational.
- **Additional Project Elements.**
  - **Additional Elements Description (optional)**
  - **RMRA Funds Expended.**
    - Based on the project component activity performed within the FY in which costs were incurred.
- **Estimated Overall Project Cost.**
- **Enter a minimum and maximum estimated useful life value in years.**
- **Project Details Update – Cities/Counties must update the following project detail information to ensure accuracy:**
  - Project Title
  - Project Description
  - US Congressional District
  - Legislative Districts

Reporting Criteria – In Progress Projects (Only)

- **Component.**
  - The applicable "Component" must be selected, cities and counties may select from Construction, Pre-Construction, or Procurement/Operational Needs.
- **Project Award Date (if applicable).**
- **Project Start Date (Cannot be after June 30, 2018).**
- **Estimated Project Completion Date (Any Date After June 30, 2018).**
  - Enter the month and year that the project is estimated to be completed/operational.
- **Additional Project Elements.**
  - **Additional Elements Description (optional)**
  - **RMRA Funds Expended.**
    - Based on the project component activity performed within the FY in which costs were incurred.
- **Estimated Overall Project Cost.**
- **Enter a minimum and maximum estimated useful life value in years.**
- **Project Details Update – Cities/Counties must update the following project detail information to ensure accuracy:**
  - Project Title
  - Project Description
  - US Congressional District
  - Legislative Districts
Reporting Criteria –
All Other Projects Originally Listed

- Status
  - Current Due & Forecasted
  - To be selected if applicable.

- Component
  - The applicable "Component" must be selected, cities and counties may select from Construction, Pre-construction, or Procurement/Operational Needs.

- Est. Project Start & Completion Date

- Additional Elements Description (optional)

- Project Details Update – Cities/Counties must update the following project detail information to ensure accuracy:
  - Project Title
  - Project Description

- Status
  - No Longer RMRA Funded

- Additional Information
  - Brief description (i.e. using other source funding for project, or not feasible at this time may consider RMRA funding in the future, etc.)

How Do I Access The System?

If you have not yet registered for CalSMART (formerly SB1 Program Project Intake Tool) online system, please ensure this is done immediately.

If you are unsure if you have registered for the online tool, you can check by clicking the “Register” tab.

https://calsmart.dot.ca.gov/login/auth

I am Having Issues Logging In!

User’s will have 3 failed password attempts prior to system lockout. We recommend you reset password after second failed attempt to avoid a lockout.

If you do not remember your password, select "Forgot Password?"
My Report From FY 2017-18 Is Locked!

60% of the time, the user selected "Proposed Project Submittals" and not "Reporting."

If you would like to print or view your 17/18 or 18/19 Proposed Project Lists select this tab. You cannot make any edits to those submittals.

The "Reporting" tab will take you to all reporting functions, views, and features for the Annual Project Expenditure Report.

How do I Create and Manage the Expenditure Report?

If you are establishing the first "Expenditure Report" for your City/County, select "Create Expenditure Report." The "New Expenditure Report" form will then appear. This form will be used to establish agency contact information, along with FY RMRA Apportionments Received.

Once an Expenditure Report is initiated but not submitted, select either "View Reportable Projects" or "Manage Expenditure Reports" to edit or continue reporting.

I Selected “Manage Expenditure Reports” and There is Nothing There?

If this appears after selecting "Manage Expenditure Reports", your agency has not yet created an expenditure report. You must go back to the "Reporting" dashboard and select "Create Expenditure Report".
The "New Expenditure Report" is where you will update your agency contact information, enter the 2017-18 Apportionment detail, 2017-18 Expenditure detail, Average PCI (optional), Upload Documents (optional), and the Summary of FY RMRA Activity and Project Priority Changes.

Does The Amount Need To Be Exact For The Apportionments?

This field will be automatically calculated based on the amounts entered into the "FY RMRA Apportionments Received".

I Keep Getting An Error Notice That My Expended RMRA Doesn’t Match, but We Didn’t Spend Anything?

*If not applicable, leave blank do not enter a value of zero or the error notice above will appear.
Automated Expenditure Error Notice – Based on Apportionment

The reporting tool was built with automated verification measures to ensure accurate information is entered into the system to in an effort to reduce user error. If a date outside of the allowable reporting period or dollar figure that does not equal the "New Expenditure Report" form intake data, error notices will generate and block you from submitting.

Why Do I Need To Provide A Summary, What Is It For?

Once you have completed all required fields and you have ensured all amounts have correctly populated, select "Save and Continue". The user will then be directed to the "Project Reporting" page.

This area provides an opportunity to explain or provide insight into your activity within the Fiscal Year. If any changes to the "Proposed Project Lists" have occurred those changes should also be summarized here.

Project Reporting – After Successfully Creating your Expenditure Report

"Project Reporting" is a project list replica of what was submitted to the Commission for Fiscal Year 2017-18 Program Funding Eligibility. Each Project on your Proposed Project List must be accounted for prior to submitting the report. The system will not allow a user to submit until all projects are accounted for and required information is provided.
The user must select at least one project to initiate a reporting action. If only one project is selected, the following reporting actions are available:

- **Split Project:** If a project originally listed ended up being split into two or more projects for delivery, or if you will/did expend RMRA funds in both the Pre-Construction and Construction phase, select that project and then select “Split Project.”

- **No Longer RMRA Funded:** Projects will not be using RMRA funding to complete the project, or the project has been cancelled.

- **Consolidate/Group Projects:** If multiple projects are selected only one reporting action will be accessible. Jurisdictions will want to consolidate those projects that may have been listed by each segment/location to be performed instead of grouped under one contract or annual maintenance effort by the jurisdiction.

For example, if a jurisdiction reported 40 projects but 30 of the projects listed were to all be performed under one contract; those projects should be consolidated. All 30 of those projects would only have to be reported on one time, with information entered only once instead of 30 separate entries.
I Was In The Create Reportable Project Page And Closed/Timed Out Before Saving!

The information entered will not save and the "Project Reporting" list will reset. Just log back in, go to the "Reporting" tab, select "Manage Expenditure Reports" and select the "Project Reporting" tab to return to the list.

I Saved My Reportable Project But It Isn't Showing Up In My Manage Expenditure Reports Page List And I Cant Access It In The Project List?

Go to the "Reporting" Dashboard and select "View Reportable Projects".

Incomplete Reportable Project

When "Not Yet Reported" appears in the status, it is indicating that you closed out from a reportable project prior to completing all required reporting fields.

Click on the RPNO to complete the project report.

Once the RPNO is selected you will be taken back to the "View Reportable Project" detail page. All fields will be locked, scroll to the bottom under Status and Expenditure Details and click "Add" to be directed to the "Priority Status and Expenditure" detail page.
How Do I Know What Priority Status To Choose?

Project Priority Status – Should be selected based on activity, schedule, and component.

<table>
<thead>
<tr>
<th>Project Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carried Over</td>
<td>Projects identified as &quot;Carried Over&quot; are projects which did not begin construction within the State FY as originally intended. Project activity was pushed to the FY 18/19.</td>
</tr>
<tr>
<td>In Progress</td>
<td>&quot;In Progress&quot; projects are projects which began in FY 17/18, however, they were not completed until after June 30, 2018.</td>
</tr>
<tr>
<td>Completed</td>
<td>&quot;Completed&quot; projects were open to the public in FY 17/18.</td>
</tr>
<tr>
<td>Forecasted</td>
<td>&quot;Forecasted&quot; projects are to be completed in future fiscal years, i.e. FY 19/20 and beyond</td>
</tr>
<tr>
<td>No Longer RMRA Funded</td>
<td>Projects “No Longer RMRA Funded” will not be using RMRA funding to complete the project, or the project has been cancelled.</td>
</tr>
</tbody>
</table>

I Can Only Enter Whole Numbers In The Outputs/Outcomes “Miles” Fields?

If you are ready to submit your report prior to the decimal fix, indicate in the "Additional Information" field what would be the accurate mileage or feet for that outcome.

One of our team will make the correction on your behalf.

I Need To Edit My Reporting Action (Delete, Add, Etc.) How Can I Do That?

Contact the SBA or JSBSD as soon as you realize you have made an error in your reporting list that does not appear to have an editable fix. We are currently working on a "Reset" reporting action feature but it is not ready yet.

The only way to make a change to the "Reporting Action" shown as "RP Type" on the list, is to go into the backend of the system and "clear" your entire report and have you start over.

We urge all agencies to use the "Sample Worksheet" to collect and sort your project list and reporting detail prior to initiating the online expenditure report in an effort to avoid these errors.
I Can’t Tell If My Report Was Submitted?

If you believe you have submitted but did not receive a confirmation, check the “Manage Expenditure Reports” page. Most users that didn’t get a confirmation did not complete the submission process.

Be sure that when you select submit, you confirm you want to submit and that you received a confirmation email from the system.

How Do I Know The Status Of My Expenditure Report?

Select “Manage Expenditure Reports”.

These are the applicable “Reporting Status” symbols.

How Can I Find The List Of Just The “Reportable Projects” Not All The Ones I Consolidated?

Only unique RPNOs will appear in the “View Reportable Projects” screen.
Q: “If we didn’t expend any of the Road Maintenance and Rehabilitation Account Local Streets and Roads Program Funds in the Fiscal Year do we still need to submit a report?”

A: Yes, regardless as to whether or not funds were expended in the fiscal year, per the program guidelines, each jurisdiction is required to provide an expenditure report updating the status and project details of the projects proposed for eligibility in FY 2017-18.

- SHC Section 2032.5(a) It is the intent of the Legislature that the Department of Transportation and local governments are held accountable for the efficient investment of public funds to maintain the public highways, streets, and roads, and are accountable to the people through performance goals that are tracked and reported.

2019 Local Streets and Roads Funding Program Reporting Guidelines

Q: “If we are no longer using RMRA funds for any of the projects we originally listed, we just designate them “No Longer RMRA Funded” and will not have any other projects on our expenditure report, correct?”

A: If you are no longer funding any of the original proposed projects we do expect:

- If no funds were expended in the FY and you are no longer going to use the funds on the proposed projects, you should add whatever project the City/County now intends to use those funds in the future.
- If funds were expended, you will still need to add the project in which funds were expended on.

2019 Local Streets and Roads Funding Program Reporting Guidelines

Q: “Why do we need to report based on component? We want to report based on design and build?”

A: Reporting based on the “Component” performed is vital to the integrity of the data collected in this report. Unlike most of the other SB1 programs, these funds are not limited to just “Construction”. Therefore, we need to be able to capture when funds are used in Pre-Construction, the Pre-Construction Schedule, Status, Outcome/Outputs (if applicable), and specifically the RMRA Costs.

2019 Local Streets and Roads Funding Program Reporting Guidelines
Q: “Why are we doing this report when we are already reporting our annual expenditures for the Annual Streets and Roads Report to the State Controller’s Office (SCO)?”

A: This specific “Expenditure Report” is a direct requirement of the Streets and Highways Code Section 2034(b) for the Commission to collect annually from the cities and counties.

Streets and Highways Code Section 2034(b)
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=SHC&division=3.&title=&part=&chapter=2.&article=40

Q: “What are Cities and Counties to do about their Maintenance Of Effort (MOE) if they are unable to meet it? How will this impact a City or County’s eligibility for RMRA or HUTA funding?”

A: MOE compliance determination will be completed during an audit of the MOE; if during the audit, it is determined that an agency is not in compliance, RMRA funds received must be returned to the SCO. Returned funds will be reallocated to other agencies who were in compliance with requirements.

Streets and Highways Code (SHC) Sections 2030 - 2038
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=SHC&division=3.&title=&part=&chapter=2.&article=41

Local Government Services Division, Apportionments
• Erika Bosnich – Ebosnich@sco.ca.gov
• Telephone – (916) 323-2892

Division of Audits
• Efren Loste – AUDstreetsroads@sco.ca.gov
• Telephone – (916)324-7226
Additional Resources

- California Transportation Commission:
  - http://catc.ca.gov/
- Local Streets and Roads Program:
  - http://catc.ca.gov/programs/sb1/lsrp/
- Online Reporting Tool:
  - https://calsmart.dot.ca.gov/login/auth
- State Controller’s Office:
  - https://www.sco.ca.gov/aud_road_maintenance_sb1.html - FAQs Audits
  - https://www.sco.ca.gov/aud_road_maintenance_sb1.html - FY Apportionments

Additional Resources

- California State Association of Counties:
  - http://www.counties.org/
- League of California Cities:
  - https://www.cacities.org/
- California Local Government Finance Almanac:
  - http://www.californiacityfinance.com/

Thank You

More Information

Email: LSR@catc.ca.gov
Alicia.Sequeira@catc.ca.gov

CTC-LSR Program Website:
http://catc.ca.gov/programs/sb1/lsrp/