

September 17, 2018 Alicia Sequeira Smith, California Transportation Commission Local Streets and Roads Program Manager

Webinar Objectives



- Background
- Annual Project Expenditure Reporting Deadline
- Reporting Criteria
- TroubleshootingQ & 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 <u>proposed project list</u> which contains the following for each project:	A project expenditure report v following for in-progress and c
Proposed Project Description	Project Description and Location
Proposed Location	Project Estimated/Completion Date
Proposed Schedule for Completion	RMRA Funds Expended on the Proje
Estimated Useful Life of the Improvement	Estimated Useful Life of the Improve

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 <u>August 22, 2018 = \$386,448,136.32</u> • 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 G	uides		
http://catc.ca.gov/programs/sb1/lsrp/			
Reporting Tools and Guides		2019 Local Streets and R Program Reporting G	uidelines
Final Adopted Reporting Guidelines 7019 LSRP Reporting Guid	lelines - August 15, 20 Comprehensiv through the re	18 e User Guide to walk you eporting process.	
Expenditure Report Online User Guide Online Reporting Tool Instructions	Official Local S (Criteria) instru Submittals and	treets and Roads Funding F uctions. Detailed criteria fo Annual Project Expenditur	rogram Reporting r Proposed Project e Reporting.
California State Multi-Modal Accountability Reporting Tool, Effe Weblink to the CalSMART Reporting Tool	ctive July 1, 2018 (a)	smart.dot.ca.gov]formerly referred	o as <i>SB1 Programs Project Intake Tool</i>) s

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.
 - Tunoing enginity. V 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 <u>RMRA FY 2017-18 Apportionment Received</u>

 - Yota 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?	SB1
FY 2017-18 RMRA Local Streets and Roads Apportionments Received	FY 2017-18 RMRA Local Streets and Roads Expenditures Reported	
To be reported based on what each jurisdiction received between January 2018 and August 2018	Reportable Activity Period is State Fiscal Year (July 1 – June 30)	
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."	7









Using the Sample Worksheet

PN6	Reporting	Phoney Status	Project Type	Project	Tale	Description	Location	Additional Project	Elenent	Description of Florenty	Award Date	Start	(En) Start	Completion	(Est) Completi	Est Usehul	Est Uorial	Est Tatal Desiret Ford	Actual Tetal Desirer Ford	FYEREA
	Constituted	Combine	Read	Canada	-	daring to sugge	hannel av	Eleneros?	Complete	0.4			0004		an 10110	Lie Min	Life Maa	1 500	1	
1001	Canadidated	Concises	MatterarceS Read	umaria (2012)	·	100103100000	Annual Care		Sheets	Calli -		-	-200		2020	-		4 100		
POOT	Canadated	Conplete	Mainerarce-5 Read Mainerarce-5																	
	C	ollect a Please	II repor	ting da we hav	ata prio re built	r to initiat in dropdo	ing your r wns for s	report, elect fie	this v elds t	vill rec hat wi	duce e ill mirr	rror: or y	s and our oi	strear nline s	nline	e the	e pro	ocess. ns.		

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)



- 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 Location Project Description ≻ Legislative Districts US Congressional District



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 ac the FY in which costs were incurred. onent activity
- 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











My Report	From FY	′ 2017-18 Is	Locked!	SB1
90% of the time, the user selected "Proposed Project Submittals" and not "Reporting".		Das	hboard	Alicia Smith
If you would like to print or view your 17/18 or 18/19 Proposed Project Lists select this tab. You <u>cannot</u> make any edits to of those submittals.	Proposed Project Submittals	Reporting	A Ny Fratie	
L		The "Reporting" tab will ta and feature for the Annua	ike you to <u>all</u> reporting fur I Project Expenditure Repo	rt.





















	FV ROHA Apportu-	inneri fizzelezzi								
FY 17/18	*Original IBHDA	Pr des	A Apportionm y Jane, 2019	ent Received	FY RHEA Apport	Gooment Received	Total PT RMRA Apportionment Received			
	1	157,418.53	1		228,025.55	1	120,711.01	1 20,0054		
	*Accred Costs I RHRA Apportion	Expanded from PF ment Received	Accrued Costs Expended from Future FY RHBA Appertionment Briesbarnement					Total RMRA Expenditure Activity (Total costs accredition July 1 to June 20)		
				T Meter	. Casta	1		1	400.000.00	
	1	#90,000.00	. 84							

-	



C	Call	SWART		11 Date:	-	-	44 83 540	
			PROJECT	REPORTING				"Project Reporting" is a
e.	++++	Street Test of Street, Street, St.	Buch and approximately and has a	The Rest Dataset of the Property Stationers and	third American II.	110.0		list replica of what w submitted to the Comm
e.	-	Grany first of Tommer Readmont	Standard and superstantially 1020 (see at	The Rest State Street Street State State Street Street	Sand Statements &	1000	2010	for Fiscal Year 2017-18 P
e.	-	Theory had of feature Technology Manual Learning	Shares and and constraining the ball of	The distant of the second state and the street	Read Mandacancy B Relationships	-	2020	Funding Eligibility.
÷.		Name and Advantage Baselington.	the Grind supremised providence of the second	Via de che la la compa di sono di scola (11) la sul responsa la companya di scola (11) la sul	Band Manhardow &	10.018		Each Project on your Pro
÷	+++=	Name and of Summer Restmants	the state of a state of the sta	Structure because from County and SIC II for the	Seed Streetwood &	1100	34900	Project List must be acco
e.	-	Dear y Mark of American Relationances Advantate Country	the to and depresentation without of manhanes	No Arrite Industry (Mr. 14 Ve Mexado and 1451 Mr. Val. Val. Maragement	Real Manhammer B	1000	11010	for prior to submitting
•	-	Surry field of Stational Readman. In Advanced Linearity	Warry and approximately the bad of a conducts	Variet de la fermanie (2015) Variet annue anti 2017 Millionarie des	thead Americanshi & Sub-attitution	****		report. The system wil
e	****	Name (York of Taxama) Baselonian's Internet Linearity	One of spectruling \$122 percent	The Photos Internet Contract, Names of The Operation	Read Distances of R	100.0	august.	projects are accounted f
1		Nucley bad of features the features of the	Name and approximately (1) had of	-	Read Sectors and the Read of Sectors 201		1100	the required informati
	1760	Searching of these descents of the second states of	Records and the second second second	The second life is set in sec.	Paret Maintenance &	1000	1010	provided.
	1410	Summing Printer Stationers	Reporting and some study 1910 feet of	Third Action of the Duration of B	fred Number of A	1000	10101	



۷	ro Vh	ject Repo at should	d I cho	Acti Dose	ons – ?			SB1
		The user mus If only one proje	t select at lea ect is selected	st one proj , the follov	ect to initiate a reporting acti ving reporting actions are avai	on. Iable.		
l	-	Warey load of the test Kinelange in Manuala County	Stary soil approxim randowy	PROJECT state Tablices of	REPORTING the Antida leadenees 1.07 VE the identical and 1.07 VE bits Management	faal Kernes Sakabilasion	ar il System	i Tirmun
6	PP034	Sharry Seal of Various Roadways in Alameda County	Sharry weal appendices read/way	italy 600 her of	Via Arolini between 105° SE Via Hanzamas and 223° NW Haclenda Aw	Road Maintenan Rehabilitation	or & 03/2018	12/2016
	mo	Share y Bool of Earliese Histology in Marriche County	Shorey savel approaches a padressy	alada, 2020 (had yet	Sta Photon Belgeme (Includes law periftik Managar	Real Medican	art store	No Longer PMPA Funded
2	1993	Story Indial Stations Stationers in Manualy County	there and approxim reading	for instruct, since	The Design Indoneses The Direct and Title and	maillioine Takatilioine	ara synta	projects will not be using RMR
	-	Benalising of Driver Basharyrin Alarreda Courty	the alter agender roadway	If a pro	iect originally listed ended un	Cilianiana Distance	era synt	funding to complete the project, or the project has bee
	PP038	Resurfacing of Various Roadways in Alamedia County	Resultace approxim roadway	being spl	it into two or more projects fo	Dr Maintena	03/2038	cancelled.
1	PP022	Resufacing of Vericus Roadways in Alarneda County	Resurface approxim roadway	delivery funds in	or you will/did expend RMRA both the Pre-Construction an	Hainterar	nor & 63/2038	12/2018
	Re	port Project As	Resultace approxim	Constru	tion phase, select that project	t Disintense	ice & 03/2038	3 22/2018
	0	riginally Listed	Resurface approxim	and	then select "Split Project"	i Haintona Iblitation	nor & 03/2018	1 12/2018
0	PP042	Resurfacing of Various Roadways in Alameda County	Resultace approxime	rcely 800 feet of roads	ray Boston Rd between Alden Rd and Hampton Rd	Road Maintenar Rohabilitation	nce & 03/2018	1/2018
	Ĩ		Constitute Produc			-		
	Ľ	roport	consortate Projec		-Spat Project	No Longer 6	attorrounded	25

				PROJECT REPORTING				_	
fect	ProjectiD	Title	Description		Location	Project Type	Pre- Cot.	Con.	
	PPODS	Storm Water Drainage	Stormwater Drainage improven	ert.	Citywide	Other	01/2018	05/2018	
	141002	Jackson Blvd., From 2nd St to 4th St	Grind and Overlay 454" a 23" To icost does not include guitter rel	eo large manholes 4 amail services points gutters need rehab sab)	Jackson Blvd., From 2nd State 4th St	Road Haintenance & Rehabilitation	61/2018	06/2018	
	19053	Jackson Blvd. Ext. from Ath St to 6th St.	Grind and Overlay 454" e 33" Te loost does not include gutter ref	eo large manholes 4 small aervices points gutters need rehab Neb)	Jackson Blvd. Ed. Iron 4th Scto Rth St.	Road Maintenance & Rathabilitation	01/2018	05/2018	If a project is selected to
	P#004	3rd 52 from Jackson to C Street	Grind and Overlay - 680" x 25" Gr	ind and Overlay and 33 Handicap Loggiades	Srid St. from Jackson to C Street	Road Naintenance & Rehabilitation	01/2018	06/3019	be "Split" a message will
	PP005	4th St. Sport A St. to-B Street	Grind and Overlay - 272' x 30' re does not include gutter ref	eels handicap range at 8 St. & gutter whab (Cost estimate	4ch St. from A St. to B	Road Maintenance & Rehabilitation	01/2019	06/2019	appear in the middle of
	19006	8 St. from 2nd contrib Street	Grind and Overlay - 588" s : stormgrate 2-30"manhole	Split into how many projects?	. Brown 2md ao 50h	Road Maintenance & Rehabilitation	01/2019	06/2019	the page asking the user
	PP007	C.St. from 3rd St. to Sth Street	Grind and Overlay - 288" x 2 entersate is only for asphale	4	. From 3rd St. to Sth	Road Maintenance & Reflabilitation	01/2020	04/2020	how many projects the
	PPOSE	0 St. Non 585 St to 805 St	Grind and Overlay- 465" x 2 1.5"-2" approxit overlay		From Sch St to 4th St	Road Naintenance & Refabilitation	01/2021	06/2023	original project is to be
	PP009	G St. from 6th St. to East 3rd Street	Grind and Overlay, 388's 2 regarded 2-30" manufals	OK Canod	thom 6th St. to East Street	Road Maintenance & Rehabilitation	01/2021	06/2023	spiit into.
	19030	H St. from Union to 6th Street	Grind and Overlay - 9,810 estimate is only for an apphalog	verlay of 1.5°-2" 🔥	from Union to 62h Street	Rood Maintenance & Rehabilitation	01/2022	06/2022	
	PP011	Linken St. Norn C St. to D Street	Grind and Overlay - 1584' x 20' 5 10 water services	idenailes are only <mark>1</mark> ° not handicap accessible 4.30° marholes,	Union St. from C St. to D Screet	Road Maintenance & Reflaction	01/2022	06/2022	
	P0012	8 52 from 160 to 14	Cristand Durlay, 13V a 30 Cr	ind and over as with 2 handicap ramps	8 52, from 160 to 24	Road Naintenance &	01/2025	06/2023	

		isolidate/	aroup	Proje	cts	
Γ		If multiple projects are select reporting action will be a	ted only one ccessible.	PROJECT	REPORT	Jurisdictions will want to consolidate those projects
Y	PP031	Silumy Seal of Various Roadways in Alameda County	Sturry seal approxim roadway	ately 1300 feet of	Via Arrit Haciend	that may have been listed by each segment/location to be performed instead of
2	PP032	Slurry Seal of Various Roadways in Alameda County	Sturry seal approxim roadway	ately 600 feet of	Via Arrik Mercadi	grouped under one contract or annual maintenance
12	PP033	Slumy Seal of Various Roachways in Alameda County	Slurry seal approxim roadway	ately 700 feet of	Via Arrib Via Man	effort by the jurisdiction.
1	PP034	Slumy Seal of Various Roadways in Alameda County	Slurry seal approxim roadway	ately 600 feet of	Via Arrik NW Hac	For example, if a jurisdiction reported 40 projects
8	PP035	Slumy Seal of Various Roadways in Alameda County	Slurry seal approxim roadway	ately 1020 feet of	Via Pied	performed under one contract; those projects
R	PP036	Sharry Seal of Various Roadways in Alameda County	Sturry seal approxim roadway	ately 200 feet of	Via Rosi	should be consolidated.
R	PP037	Resurfacing of Various Roadways in Alameda County	Resurface approxima roadway	stely 1800 feet of	151st Au	All 30 of those projects would only have to be
11	PERSON	Benarholing of Victimus Roadionys in Riserants Country	Resultace approximu	andy 1700-level of	zsinia	only once instead of 30 separate entries.



martin	Hard mu		Manage Experied bury Repo	di -			
and Amount		110.000.000.					
Narta' Photos	Naturation 1	-	10000		-		-
	Carded and C	-		10 C (-	10108	
Angeline service and Angeline and Angeline	Tex have Tex have by the former by the forme	Contraction Contra		ing biological biol		543	
National Contract of Contract	i internet land internet. An An		1.000)			
		man					
Minuthan (mark) * *becapetate demoks a sector of 1000 (0	In the second second	Plate Plat	14 FM	a series	AT LOT		Name of Concession, Name o
11 Secondary 7 21 Secondary 7				Arrestrier .			

LEDESS Name interesting inter	ME byceyolod		inde	Partler .	Table Table
Name Bart Bart Bart Bart Bart Bart Bart Bart	ME byteyeekel	In the Interview			
aller in the			Randala 2. to Autor Spring At	Rat Katherson L Atlantation	272 N/C
	ME DOWNERS	t Reufaitniedrad	tarba botors hot Received, a Webliowel Grogmand	Real Remarkov & Amakillation	8203 9420
101.000 00 000 000 000 000 000 000 000 0	HE SAME	Testa 11 M Post	utagen (sc.)et y Human R.	Rattorees Linksford	101 11
ten	The surgery	e sources	ennoundationers	furness (blacker	100.00
the ind	*** *****	multiplices and	weither and	Automorphic Lipitation	101 10
ag based by Researching	TO MARKE	Substriction .	units do constitu-	Annen sidelar	100.00
interesting intere	and Mederal	No. of Concession, Name	sidesized in her transfer to estimated	Remaining Constitution	1010 100
	W. Maler	Auto Interior	dest (provide lands	Surface and Distant	410 110
10000	the minute	multiple and	unant to an a farmer	Automation and Automation	124 .00
And the Man Mann Man Arian	-	meta i renduz	Teletimetrophylisi	warmen was blocked	-

Incomplete F	Click on the RPNO to complete the project report.	
Agen Negels Las Jan Wastlever and Haart Negels Sectores S	Tenting Toronton Rear Proc. and American Sciences (Second Sciences) (Second Sciences	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.
Alternational international and the second s	Once the RPNO is "View Reportable P locked, scroll to the Details and click " Status and	selected you will be taken back the roject" detail page. All fields will be obtom under Status and Expenditure ddd" to be directed to the "Priority Expenditure" detail page.



Ho [.] Cho	w Do l Know Wh pose?	at Priority Status To	SB1
	Project Priority Status -	- Should be selected based on activity, schedule, and component.	C.2. D
	Project Status	Definition	
	Carried Over	Projects identified as " <u>Carried Over</u> " are projects which did not begin construction within the State FY as originally intended. Project activity was pushed to the <u>FY 18/19</u> .	
	In Progress	"In Progress" projects are projects which began in FY 17/18, however, they were not completed until after June 30, 2018.	
	Completed	"Completed" projects were open to the public in FY 17/18.	
	Forecasted	" <u>Forecasted</u> " projects are to be completed in future fiscal years, i.e FY 19/20 and beyond.	
	No Longer RMRA Funded	Projects " <u>No Longer RMRA Funded</u> " will not be using RMRA funding to complete the project, or the project has been cancelled.	31

_

















SB1



Annual Project Expenditure Report – Q & A



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 http://catc.ca.gov/programs/sb1/lsrp/docs/081518 LSRP_Reporting_Guidelines_Adpoted.pdf

Annual Project Expenditure Report – Q & A

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 http://catc.ca.gov/programs/sb1/lsrp/docs/081518_LSRP_Reporting_Guidelines_Adpoted.pdf

Annual Project Expenditure Report – Q & A



 $\mathbf{Q}:$ "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 <u>not</u> 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 http://catc.ca.gov/programs/sb1/lsrp/docs/081518_LSRP_Reporting_Guidelines_Adpoted.pdf

Annual Project Expenditure Report -Q & A



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=&ch apter=2.&article

Annual Project Expenditure Report -Q & A



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=&ch apter=2.&article

SB1

State Controller' Office - Contacts

Local Government Services Division, Apportionments

- Erika Bosnich <u>Ebosnich@sco.ca.gov</u>
- Telephone (916) 323-2892

Division of Audits

- Efren Loste <u>AUDstreetsroads@sco.ca.gov</u>
- Telephone (916)324-7226

Additional Resources



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

Additional Resources



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

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/



